Admission Inquiry

The CSU Admissions Inquiry Screen allows users to view a summary of a student’s admission status. The page includes Bio/Demo Data, Application Data, Education summary, and Test Results.

To search for a student, you can choose to input info into any of the search fields under the Find an Existing Value tab. Some fields will automatically default.

1. Enter the student’s ID; if applicable
2. Enter the Academic Institution; STCMP
3. Enter the Academic Career;

Academic Career Description
- EXED: Extended Education
- PBAC: Postbaccalaureate
- UGRD: Undergraduate

4. Enter the Admit Term to narrow the search; Fall 2008=2084
5. To search by name, the first name and last name must be entered
6. Click the Search button
7. Your search results will display at the bottom of the screen

Note: If your search only generates one result, you will be taken directly to the Admissions Summary page for that record (no list of results will appear). Or if your search is broad and generates more than 300 records, it will only give you a list of the first 300.

8. Locate the applicant you wish to view and click on any of the fields in that row to display the applicant’s record.
Admissions Summary

The Admissions page displays information about a student’s admission status for their most recent admit term. It is a “snapshot” containing the most up-to-date information about a student’s status.

After you’ve searched for and selected an applicant, the Admissions Summary page will display.

Service Indicators are designated by icons. The ☣ indicates a negative service indicator and the ★ indicates a positive service indicator.

A negative service indicator will stop a student from enrolling, accessing their transcripts, etc. Click on the icons to view the reasons for the indicators.
Test Summary
Test summary is used in to record the tests the students have taken and their score information

Checklist Summary
Checklists are used to track requirements for applicants and students. Outstanding checklist items can be viewed by students via "Self Service" as "To Do List" items.
**Comment Summary**
Comments are used for making notes on pertinent information in regards to a student.

Click on the Comment Summary tab
This functionality is not available for editing.