



**Admissions**  
**Entering and Updating Admissions Applications**  
**(Graduate and Non-Degree Seeking Applicants)**

**Created on February 2, 2012**

## **Notice**

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Administrative Systems Training Team  
Business and Information Technology Services  
Southern Methodist University  
P.O. Box 750125  
Dallas, TX 75275-0125  
Telephone: (214) 768-1824  
Email: [admins@smu.edu](mailto:admins@smu.edu)

# Table of Contents

<b>Admissions .....</b>	<b>1</b>
<b>Entering and Updating Admissions Applications (Graduate and Non-Degree Seeking Applicants).....</b>	<b>1</b>
Set User Defaults for GR App Entry .....	1
Search/ Match for Graduate Admissions .....	6
Checking for Matriculation: View Program Plan .....	13
When Applicant is Current/Previous Employee or Current/Previous Student.....	15
Entering Graduate Admissions Data.....	16
Header Information:.....	19
Entering USA Addresses.....	22
Entering Foreign Addresses .....	23
Phone Data:.....	24
Email Data: .....	24
Application Data: .....	25
Application Maintenance .....	28
Addresses Tab: .....	32
International Addresses:.....	32
Regional Tab: .....	33
Hispanic Ethnic Groups: .....	34
Non-Hispanic Ethnic Groups: .....	34
Admitting a Student: .....	36
Matriculating Students: .....	38
Application Data Tab:.....	39

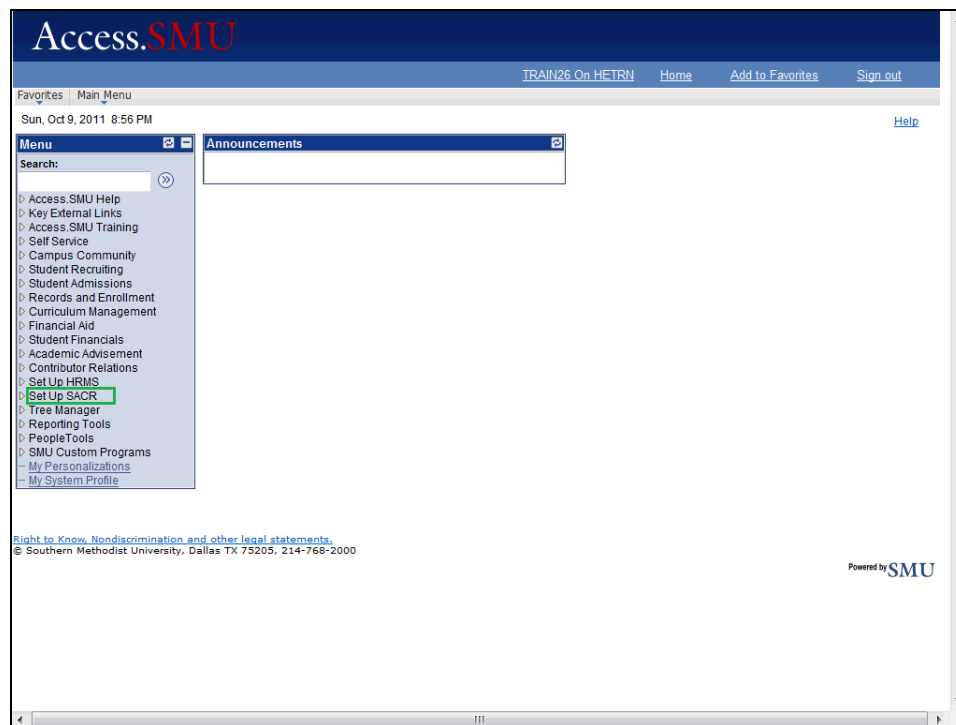


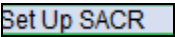

## Admissions

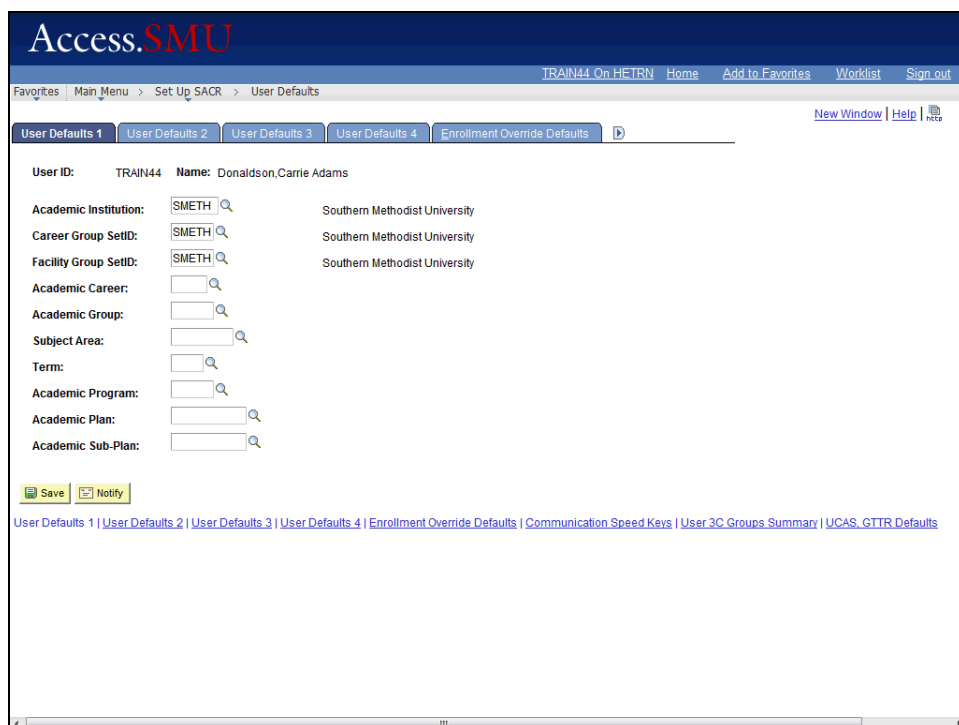
### Entering and Updating Admissions Applications (Graduate and Non-Degree Seeking Applicants)

#### Set User Defaults for GR App Entry

Default values may be set for some fields in the system, allowing the user to customize the values to meet their current needs. Setting User Defaults will assist the user with data entry and entering criteria on search pages. Default values may be changed by the user at any time.



Step	Action
1.	Click the <b>Set Up SACR</b> link. 
2.	Click the <b>User Defaults</b> object. 



Access.SMU

TRAIN44 On HETR... Home Add to Favorites Worklist Sign out

Favorites Main Menu > Set Up SACR > User Defaults

User Defaults 1 User Defaults 2 User Defaults 3 User Defaults 4 Enrollment Override Defaults

User ID: TRAIN44 Name: Donaldson, Carrie Adams

Academic Institution: SMETH Southern Methodist University

Career Group SetID: SMETH Southern Methodist University

Facility Group SetID: SMETH Southern Methodist University

Academic Career: [ ]

Academic Group: [ ]

Subject Area: [ ]

Term: [ ]




Academic Program: [ ]

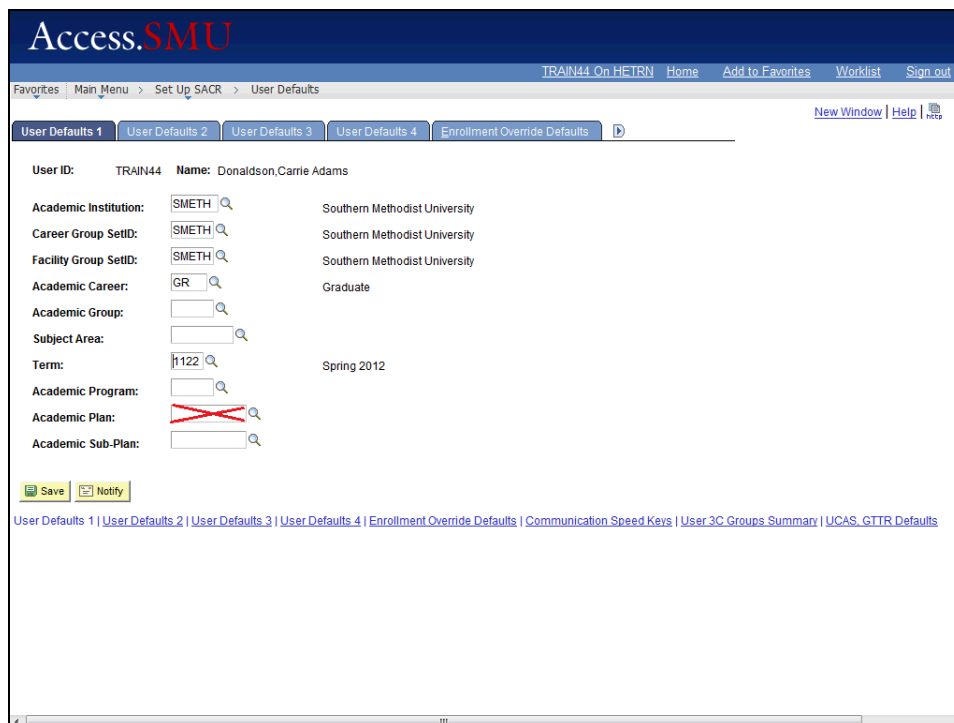
Academic Plan: [ ]

Academic Sub-Plan: [ ]

Save Notify

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys | User 3C Groups Summary | UCAS GTTR Defaults

Step	Action
3.	All fields are optional and can be overridden on any page in the system. The first three fields; <b>Academic Institution, Career Group, SetID, Facility Group SetID</b> , will already be populated for you with "SMETH" (standing for Southern Methodist University).
4.	Click the <b>Look up Academic Career</b> button. 
5.	Click the <b>Look Up</b> button. 
6.	Click the desired <b>Academic Career</b> link.
7.	Click the <b>Look up Term</b> button. 
8.	Click the <b>Desired Term</b> link.
9.	You may also set an <b>Academic Program</b> for which you are entering applications. If you enter applications for more than one program, then do not set this as a default.



Access.SMU

TRAIN44 On HETRN Home Add to Favorites Worklist Sign out

Favorites Main Menu > Set Up SACR > User Defaults

User Defaults 1 User Defaults 2 User Defaults 3 User Defaults 4 Enrollment Override Defaults

User ID: TRAIN44 Name: Donaldson, Carrie Adams

Academic Institution: SMETH Southern Methodist University

Career Group SetID: SMETH Southern Methodist University

Facility Group SetID: SMETH Southern Methodist University

Academic Career: GR Graduate

Academic Group:

Subject Area:

Term: 1122 Spring 2012


Academic Program:




Academic Plan: ~~XXXXXX~~

Academic Sub-Plan:




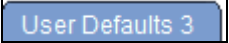

Save Notify

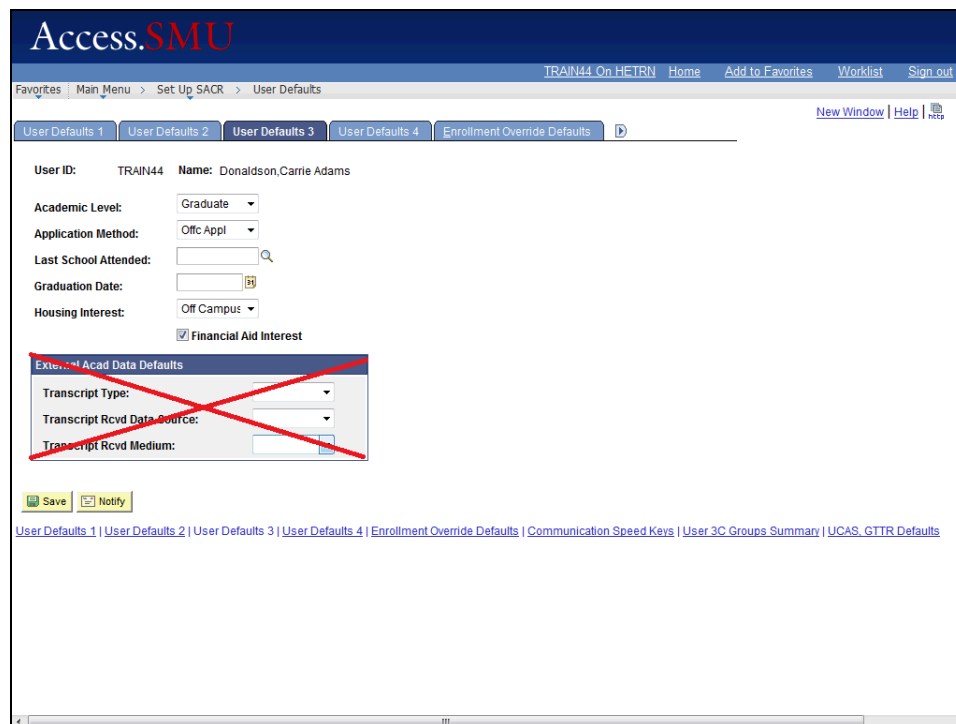
User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys | User 3C Groups Summary | UCAS, GTTR Defaults

Step	Action
10.	<b>Note:</b> Do not enter a default value in the <b>Academic Plan</b> field. This will cause issues when you matriculate the applicant over to the Student Records.
11.	Click the <b>User Defaults 2</b> tab. 

Step	Action
12.	<p>The <b>Application Center</b> is <u>required on the application</u>; the <b>Academic Career</b> will determine the values in this field. If a value for the <b>Academic Career</b> was not entered on the <b>User Defaults 1</b> tab, no values will be found for the <b>Application Center</b> on the <b>User Defaults 2</b> tab.</p> <p><b>Academic Career</b>/related <b>Application Center</b> values: (Depending on your security you may not see all of the values listed below.)</p> <ul style="list-style-type: none"> <li>•EHD/EHD – Education &amp; Human Development</li> <li>•GR/D – Graduate Dedman</li> <li>•GR/E – Graduate Engineering</li> <li>•GR/M – Graduate Meadows</li> <li>•GR/SG – Graduate Extended &amp; Continuing Studies (SOE)</li> <li>•GCOX/B – Graduate Business</li> <li>•HART/H – HART e-Center</li> <li>•IEP/IEP – Intensive English Program</li> <li>•LAW/L – Law School</li> <li>•THEO/T – Theology School</li> <li>•UG/SU – Undergraduate Extended/Continuing Studies</li> </ul> <p>To find the appropriate value, click the <b>Look up Application Center</b> button.</p> 
13.	<p>Click the <b>Look Up</b> button.</p> 
14.	<p>Click the desired <b>Application Center</b> link.</p>
15.	<p>The <b>Recruiting Center</b> is <u>required on the application</u> the <b>Academic Career</b> will determine the values in this field. If a value for the Career is not entered on the <b>User Defaults 1</b> tab, no values will be found for the Recruiting Center.</p> <p><b>Academic Careers</b>/related <b>Recruiting Center</b> values</p> <ul style="list-style-type: none"> <li>•EHD/EHD – Education &amp; Human Development</li> <li>•GR/D – Graduate Dedman</li> <li>•GR/E – Graduate Engineering</li> <li>•GR/M – Graduate Meadows</li> <li>•GR/SG – Graduate Extended &amp; Continuing Studies (SOE)</li> <li>•GCOX/B – Graduate Business</li> <li>•HART/H – HART e-Center</li> <li>•IEP/IEP – Intensive English Program</li> <li>•LAW/L – Law School</li> <li>•THEO/T – Theology School</li> <li>•UG/SU – Undergraduate Extended/Continuing Studies</li> </ul> <p>Click the <b>Look up Recruiting Center</b> button.</p> 



Step	Action
16.	Click the <b>Look Up</b> button. 
17.	Click the desired Recruiting <b>Center</b> link.
18.	Click the <b>Look up Admit Type</b> button; next click the <b>Look Up</b> button. 
19.	Select the <b>NEW</b> link for the default value for the <b>Admit Type</b> field. 
20.	Click the <b>User Defaults 3</b> tab. 
21.	Click the drop down lists and select the desired values for:  <b>Academic Level</b> <b>Application Method</b>
22.	Check the <b>Financial Aid Interest</b> option. 



Access.SMU

TRAIN44 On HETRN Home Add to Favorites Worklist Sign out

Favorites Main Menu > Set Up SACR > User Defaults

User Defaults 1 User Defaults 2 **User Defaults 3** User Defaults 4 Enrollment Override Defaults

User ID: TRAIN44 Name: Donaldson, Carrie Adams

Academic Level: Graduate

Application Method: Offic Appl

Last School Attended:

Graduation Date:

Housing Interest: Off Campus

☒ Financial Aid Interest

~~External Acad Data Defaults~~

~~Transcript Type:~~

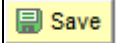
~~Transcript Rcvd Data Source:~~

~~Transcript Rcvd Medium:~~

Save Notify

User Defaults 1 | User Defaults 2 | **User Defaults 3** | User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys | User 3C Groups Summary | UCAS, GTTR Defaults

Step	Action
23.	You do not need to enter defaults for <b>External Acad Data</b> .

Step	Action
24.	Click the <b>Save</b> to store your defaults. <b>Note:</b> These defaults can be changed at any time. Additionally, you can type over any defaults that you need to change while you are entering an application. 
25.	<b>End of Procedure.</b>

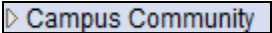



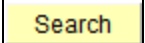
## Search/ Match for Graduate Admissions

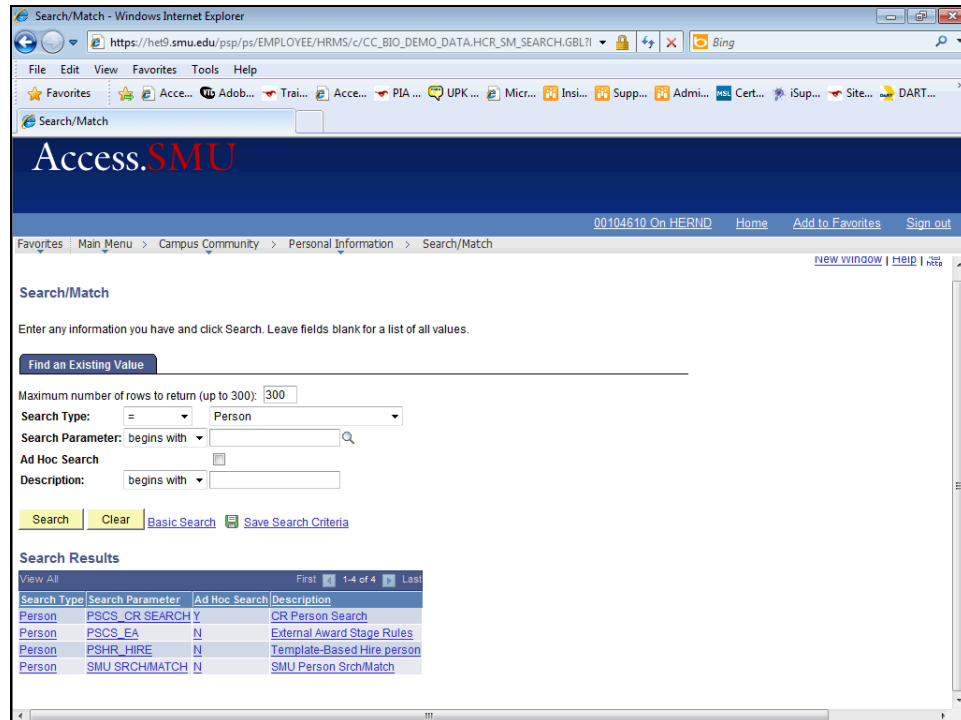
Before an application is entered into Access.SMU, a thorough search must be conducted to determine if your applicant's information already exists in the database. Skipping this step can be detrimental to the data integrity of Access.SMU. A person should have only one SMU ID number – whether that person is a staff, faculty, student, applicant, prospect, alumnus, or friend of SMU.



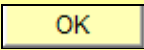
**One person—one SMU ID number. No Exceptions.**

If you skip this step, a person may end up with duplicate records in Access.SMU. Some of their information could be under one SMU ID number and different information under another SMU ID number.

**DO NOT ENTER A NEW APPLICANT IN Access.SMU WITHOUT FIRST COMPLETING THE SEARCH/MATCH PROCEDURE.**

Step	Action
1.	Click the <b>Campus Community</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>Search/Match</b> link. 
4.	From the <b>Search Type:</b> field, select the <b>Person</b> list item. 
5.	Click the <b>Search</b> button. 



Step	Action
6.	Click the <b>SMU SRCH/MATCH</b> link. <a href="#">SMU SRCH/MATCH</a>
7.	The <b>Search Criteria</b> page will be displayed.  A <b>Search Result Code</b> is required on this page. Click the <b>User Default</b> link.  <b>Note:</b> The highlighted steps are a one-time step to set your <b>Search Result User Default</b> . <a href="#">User Default</a>
8.	Click the <b>Look up</b> icon. 
9.	Click the <b>Look Up</b> button. 
10.	Click the <b>SMU SRCH RESULTS</b> link. <a href="#">SMU SRCH RESULTS</a>
11.	Click the <b>OK</b> button. 
12.	The <b>Search Result Code</b> has been set as a default. The next time you return to this page it will populate automatically.

Search/Match - Windows Internet Explorer

https://het9.smu.edu/psp/ps/EMPLOYEE/HRMS/c/CC\_BIO\_DEMO\_DATA.HCR\_SM\_SEARCH.GBL?i

File Edit View Favorites Tools Help

Search/Match

Access.SMU

00104610 On HERID Home Add to Favorites Sign out

Favorites | Main Menu > Campus Community > Personal Information > Search/Match

[New Window](#) [Help](#) [Help](#)

### Search Criteria

Search Type: ☒ Person ☐ Ad Hoc Search

Search Parameter: SMU SRCHMATCH SMU Person Srch/Match

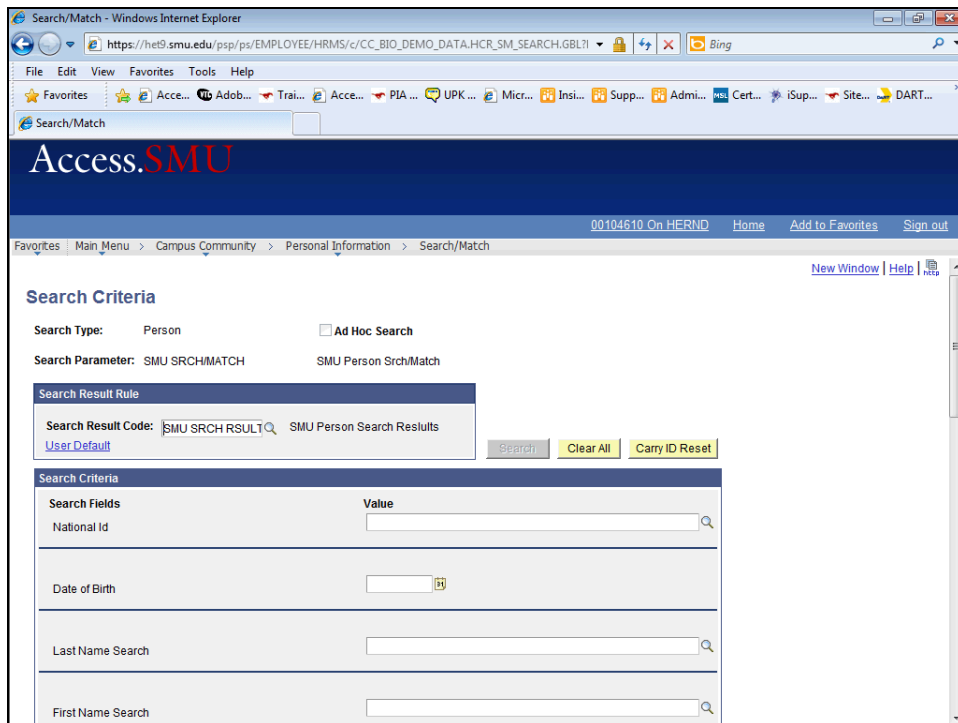
Search Result Rule


Search Result Code:  SMU Person Search Results

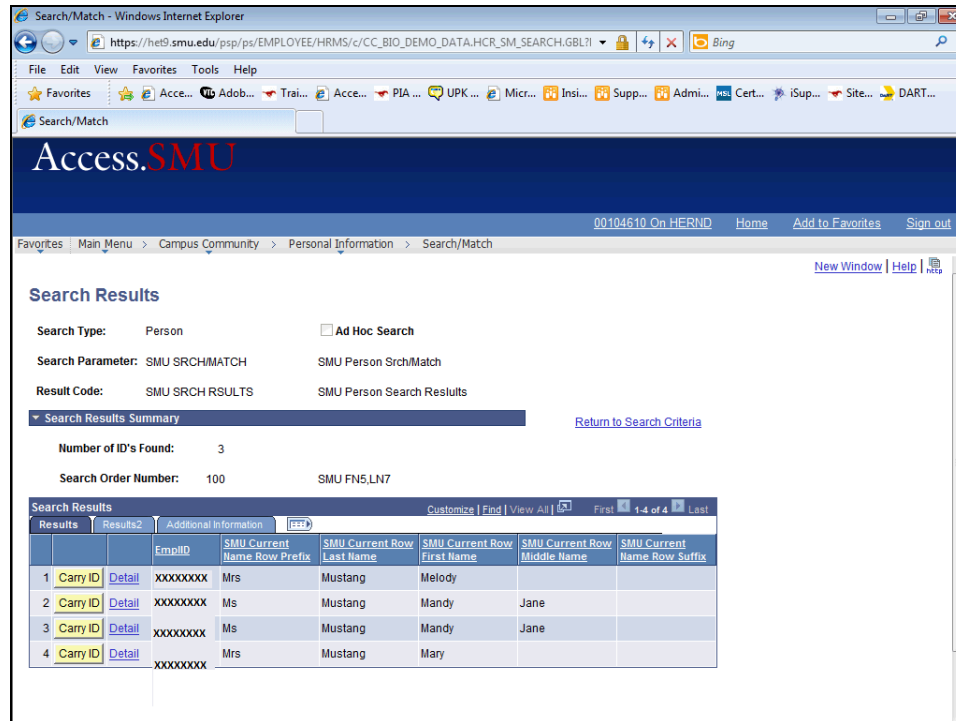
[User Default](#)

Search Fields	Value
National Id	<input type="text"/>
Date of Birth	<input type="text"/>
Last Name Search	<input type="text"/>
First Name Search	<input type="text"/>

Step	Action
13.	<p>You <b>MUST</b> always perform a complete search of the database prior to entering a new person into the system. This is the only way to accurately determine if the person is already in the system and has a SMU ID. The procedure listed below must be followed.</p> <p>Three different searches may need to be performed to verify that the person does not already exist in the system. The most restrictive search is NID (SSN.) The least restrictive search is Last Name and First Name Initial. You cannot search on Last Name only.</p> <p>Order and Types of Searches</p> <p><b>1. NID (SSN) – “National ID”</b></p> <p>If you know the NID, run the search the first time by entering the NID in the appropriate field (do not enter the hyphens) then TAB out of the field. A yellow Search button will now be displayed on the screen. Click the Search button. If a record is returned with the matching NID, review the biographical details to verify it is the same person. If the NID is the same but you cannot verify that it is the person for whom you are searching, do not proceed. Contact the Campus Community module lead. If the NID and the biographical data match, the person already exists in the system. Do NOT create another ID for the person, use the existing ID. <b>Note: A person could be in the system without a National ID (SSN).</b></p> <p><b>2. Last Name, First Name</b></p> <p>If a match is not found using the NID, you should run the search by entering the Last Name and First Name in the appropriate fields then TAB out of the field. Click the Search button. Multiple rows may be returned on the Search Results page. Review the Search Results rows and the biographical details to determine if you have a match. If you find a matching record for the person, do NOT create another ID for the person, use the existing ID.</p> <p><b>3. Last Name, First Name Initial</b></p> <p>If a match is not found using the Last Name and First Name, run the search again by entering the Last Name and the initial of the First Name in the appropriate fields then TAB out of the field. Click the Search button. Again, review the Search Results rows and the biographical details to determine if you have a match. If you find a matching record for the person, do NOT create another ID for the person, use the existing ID.</p> <p>After you have thoroughly searched the database and are sure the person does not already exist in Access.SMU, (does not have an SMU ID number) you can proceed to create a new record in the system.</p>



Step	Action
14.	<b>Search # 1:</b>  If known, enter the Social Security number into the <b>National Id</b> field. Press <b>[Tab]</b> . (This will make the <b>Search</b> button active.) Click <b>Search</b> . If you do not know the SSN #, proceed to Search #2.
15.	<b>Search # 2:</b>  Enter the Last Name into the <b>Last Name Search</b> field. Then, enter the First Name into the <b>First Name Search</b> field. Press <b>[Tab]</b> . (This will make the <b>Search</b> button active.) Click <b>Search</b> .  If you do not find the person proceed to Search #3.
16.	<b>Search #3:</b> Enter the desired information into the <b>Last Name Search</b> field.
17.	Enter the first initial into the <b>First Name Search</b> field.
18.	Press <b>[Tab]</b> . (This will make the <b>Search</b> button active.)
19.	Click the <b>Search</b> button. 



Step	Action
20.	<p>The Search Results are displayed on the <b>Results</b> and <b>Results2</b> tabs.</p> <p>If the returned list is more than 20 rows, click the <b>View All</b> or <b>View 100</b> links as needed. (Located on the blue <b>Search Results</b> bar.)</p>
21.	<p>After reviewing the <b>Results</b> tab, click the <b>Results2</b> tab to view address information.</p> <p><b>Results2</b></p>
22.	<p>Click the <b>Additional Information</b> link.</p> <p><b>Additional Information</b></p>
23.	<p><b>Tip:</b> At any point you can click the <b>Show All Tabs</b> button (located on the right of the <b>Additional Information</b> tab) this will display all search results on a single page.</p>
24.	<p>Click the <b>Relations With Institution</b> link.</p> <p><b>Relations With Institution</b></p>

**Relations with Institution Detail**

First Name: Mandy ID: 29000885

Last Name: Mustang

Currently Is A(n)

Alumni (L): ☐

Student Applicant (A): ☒

Employee: ☐

Financial Aid (F): ☒

Prospect (P): ☒

Student (S): ☒

Student Financials (I): ☒

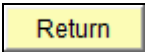


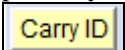
Recruiter (RCR): ☐

Advisor (AVS): ☐

Instructor (IST): ☐

Friend (FND): ☐

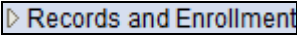


[Return](#)

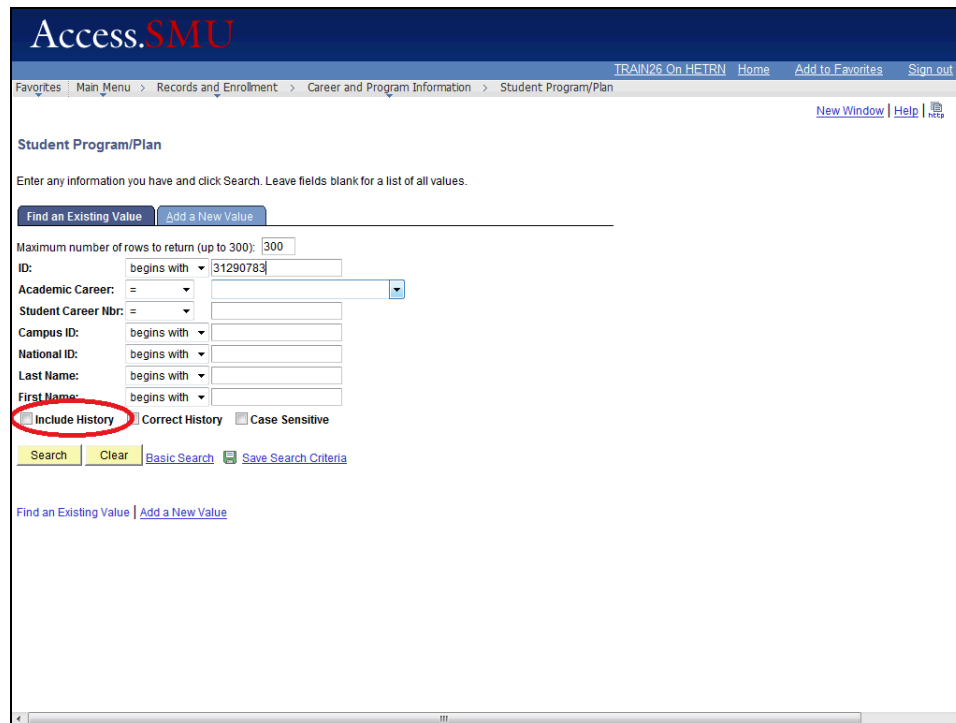
25.	<p>This page displays the person's <b>Relations with Institution</b>. You may see multiple columns indicating that an individual is/was a previous applicant, student, employee. Review carefully.</p> <p>Click the <b>Return</b> button to view the <b>Search Results</b> page.</p> 
26.	<p>Click the <b>Detail</b> button to review the bio/demographic information for a person.</p> 
27.	<p>When you have finished reviewing the bio/demographic information, click the <b>Close</b> button to close this page.</p> 
28.	<p>If you find the person for whom you were searching, click the <b>Carry ID</b> button and the system will 'carry the ID' to the next page you access. If you did not find the person you will need to create a new SMU ID.</p> 
29.	<b>End of Procedure.</b>



## Checking for Matriculation: View Program Plan

If an applicant is already in Access.SMU, you must find out if the applicant has ever been matriculated into the Academic Program to which you are processing. To check for matriculation, you will view the Student Program/Plan page.

Step	Action
1.	Click the <b>Records and Enrollment</b> link. 
2.	Click the <b>Career and Program Information</b> link. 
3.	Click the <b>Student Program/Plan</b> link. 
4.	Enter the desired information into the <b>ID</b> field.



Access.SMU

TRAIN26 On HETRN Home Add to Favorites Sign out

Favorites Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

New Window Help

### Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

ID:

Academic Career:

Student Career Nbr:

Campus ID:

National ID:

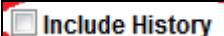
Last Name:

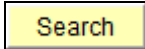
First Name:

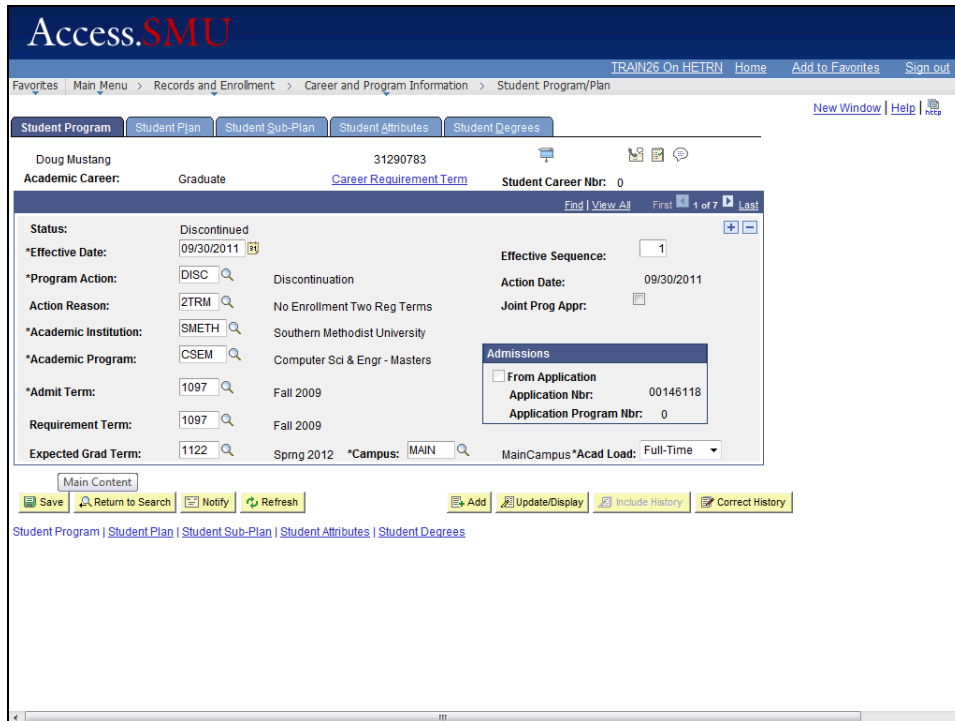
☒ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

Step	Action
5.	<b>Important!</b> Click the <b>Include History</b> option. 

Step	Action
6.	Click the <b>Search</b> button. 

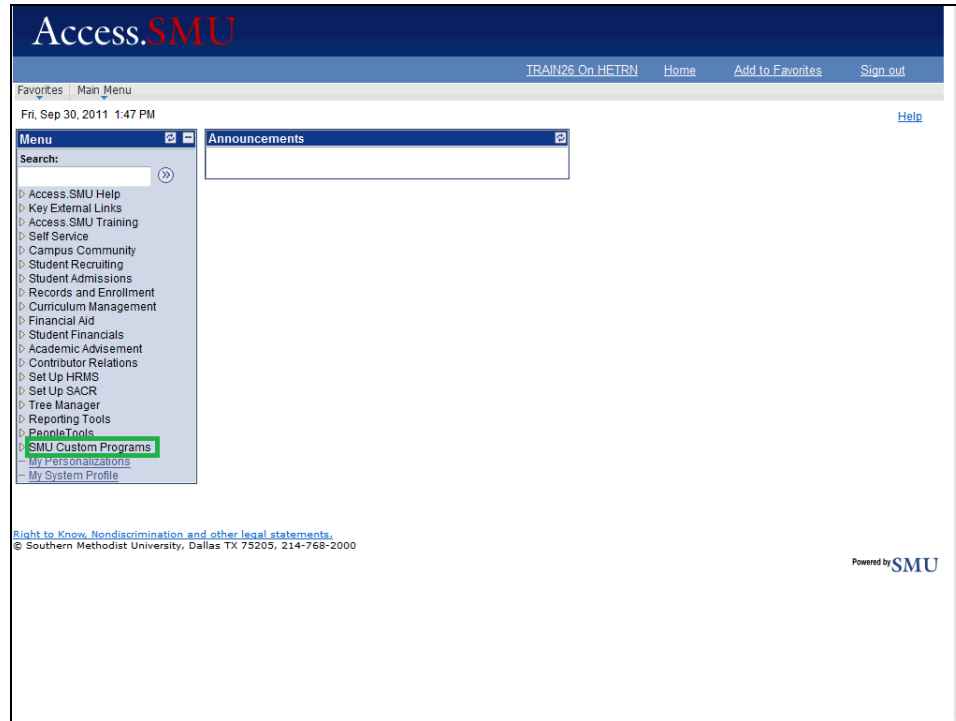


The screenshot shows the 'Access.SMU' interface for a student's program plan. The student is Doug Mustang, ID 31290783, currently a Graduate. The program is 'Computer Sci & Engr - Masters' (CSEM) at Southern Methodist University (SMETH). The status is 'Discontinued' with an effective date of 09/30/2011. The action reason is 'No Enrollment Two Reg Terms'. The requirement term is 'Fall 2009' and the expected graduation term is 'Spring 2012'. The campus is 'MAIN'. An 'Admissions' section is visible, showing 'From Application' with application number 00146118 and program number 0. The page includes navigation tabs for Student Program, Student Plan, Student Sub-Plan, Student Attributes, and Student Degrees. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

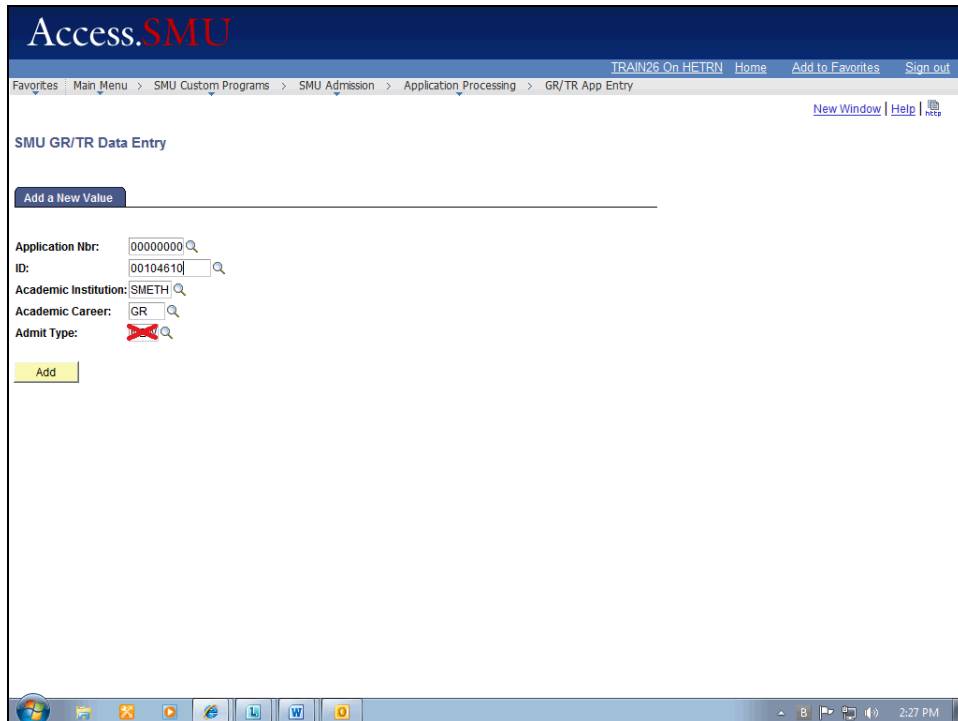
Step	Action
7.	<p><b>If the applicant has been matriculated or needs to be readmitted:</b></p> <p>In this example, Doug Mustang was previously enrolled in the Computer Science &amp; Engineering Masters. If you are entering an application for the same Program that the student was previously enrolled in STOP! An application does not need to be entered. You need to request readmission for the student.</p> <p>Email the Admissions Tech Team at DESADT@mail.smu.edu <b>and</b> the Academic Records Manager, Sylvia Wiseman at swiseman@smu.edu. Please provide them with the following information:</p> <ul style="list-style-type: none"> <li>•Applicant's full name</li> <li>•Applicant's SMU ID number</li> <li>•Explanation of what was discovered on the Student Program/Plan Pages</li> </ul>
8.	<b>End of Procedure.</b>


## When Applicant is Current/Previous Employee or Current/Previous Student

These individuals will have an SMU ID which should be used.



Step	Action
1.	Click the <b>SMU Custom Programs</b> link. <a href="#">SMU Custom Programs</a>
2.	Click the <b>SMU Admission</b> link. <a href="#">SMU Admission</a>
3.	Click the <b>Application Processing</b> link. <a href="#">Application Processing</a>
4.	Click the <b>GR/TR App Entry</b> link. <a href="#">GR/TR App Entry</a>
5.	Enter the desired information into the <b>ID</b> field.



Step	Action
6.	If you accidentally, delete the information in the Admit Type field, <b><u>do not type "NEW" into this field</u></b> . Otherwise, the ID field will be populated with the word "NEW" once the page is saved. Should an error occur, refresh the screen and let this field populate automatically or the ID field may not be assigned correctly.
7.	Click the <b>Add</b> button. 
8.	<b>Note:</b> If the applicant is a previous or current student or employee, the Name and Biographical Data fields are grayed out and cannot be updated from the GR/TR pages. If an applicant is being admitted/matriculated and needs changes to these fields, they should go with official documentation validating this request to the University Registrar's Service Center Office located on the first floor of the Blanton Building.
9.	<b>End of Procedure.</b>

## Entering Graduate Admissions Data

When an applicant applies to SMU, the application process consists of: the internal business processes (e.g., reviewing an applicant's academic qualifications, reviewing essays, etc.) and the on-line processes within Access.SMU.

This document covers how to enter and maintain an applicant's information in Access.SMU. Please ask your supervisor for any accompanying business processes your area may have that compliment Access.SMU's online processing.

**Note:** Only after you have thoroughly searched the database and are sure the person does not already exist in Access.SMU you can proceed to create a new record in the system.

Step	Action
1.	Click the <b>SMU Custom Programs</b> link.
2.	Click the <b>SMU Admission</b> link. <a href="#">SMU Admission</a>
3.	Click the <b>Application Processing</b> link. <a href="#">Application Processing</a>
4.	Click the <b>GR/TR App Entry</b> link. <a href="#">GR/TR App Entry</a>
5.	<p>The initial step in entering data begins with the <b>Add a New Value</b> tab.</p> <p>Enter the SMU ID in the ID field <b><u>only</u></b> if the following apply.</p> <ol style="list-style-type: none"> <li>1. The applicant is already in Access.SMU with an SMU ID.</li> <li>2. The applicant <b><u>has not</u></b> previously matriculated as a student in the program you are processing.</li> </ol> <p>The <b>Application Nbr</b> will be automatically assigned once the application is saved. <b><u>Do not enter anything into this field.</u></b></p> <p>The <b>ID</b> field will be populated as "NEW". If the individual already has an SMU ID and the "Carry ID" was selected previously, the ID will be inserted into this field. Verify the data carefully.</p> <p>The ID field should not be changed for NEW ID's. If the ID field is modified in error, <b><u>do not type "New" into the ID field.</u></b> Should an error occur, refresh the screen and let this field populate automatically or the ID field may not be assigned correctly.</p> <p>The desired <b>Academic Career</b> and <b>Admit Type</b> should display if a default was selected. For more information on setting defaults, refer to the Table of Contents.</p>

**Access.SMU**

TRAIN26 On HETRN Home Add to Favorites Sign out

Favorites Main Menu > SMU Custom Programs > SMU Admission > Application Processing > GR/TR App Entry

New Window Help

**SMU GR/TR Data Entry**

Add a New Value

Application Nbr: 00000000  
 ID: NEW  
 Academic Institution: SMETH  
 Academic Career: GR  
 Admit Type: NEW

Add

Step	Action
6.	Click the <b>Add</b> button.

GR/TR App Entry - Windows Internet Explorer

https://hetrn1.smu.edu/psp/hetrn/EMPLOYEE/HRMS/c/U\_MANAGE\_STUDENT\_ADMISSIONS.U\_A

File Edit View Favorites Tools Help

GR/TR App Entry

**Access.SMU**

TRAIN26 On HETRN Home Add to Favorites Sign out

Favorites Main Menu > SMU Custom Programs > SMU Admission > Application Processing > GR/TR App Entry

New Window Help

Grad Data Entry1 GR/TR Data Entry2

ID: NEW Acad Car: GR Appl #: 00000000 Adm Type: NEW

**Name Data**

Effective Date: 10/03/2011 \*Type of Name: Primary

Name Prefix: Miss

First Name: Helena Middle:

Last Name: Mustang Suffix:

**Bio/Demo Data**

Gender: Unknown Date of Birth: 10/03/1985 National ID:

Birth Country: Relig Pref: Prefer not to report religio \*Mar Status: Unknown

**Ethnicity**

Ethnic Group: Primary:

**Citizenship Data**

Country: USA United States Citizenship Status:

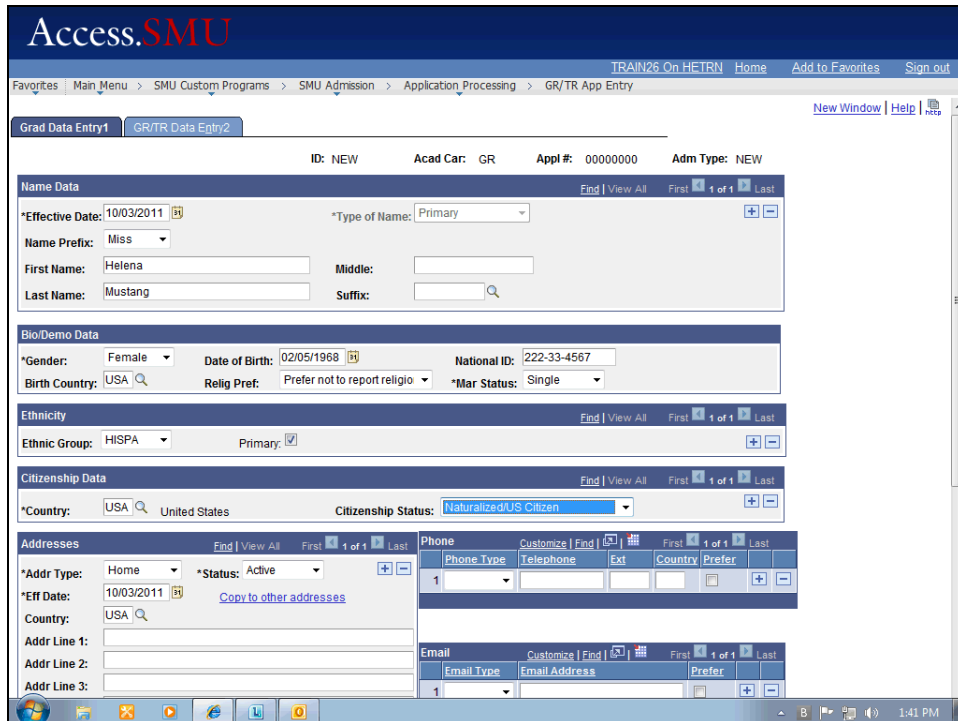
**Addresses**

Phone

Customize Find 1 of 1 Last

10:24 AM

Step	Action
7.	<p><b>Header Information:</b></p> <p>The <b>ID</b> will populate NEW (unless a current SMU ID was chosen). Once the application is saved a new SMU ID will be generated.</p> <p>In addition, an <b>Appl#</b> will be generated once the application is complete.</p>
8.	<p><b>Name Data:</b></p> <p><b>Effective Date:</b> This section is Effective-Dated. This means that the information in the name area is current as of the Effective Date displayed in the field. For applicants, already in Access.SMU, the most current information will be displayed.</p> <p><b>Type of Name:</b> The primary name defaults and is required for all applicants. To add an additional name such as a preferred or nickname, select the <b>Add a New Row +</b> button to insert a row.</p> <p><b>Name Prefix:</b> SMU has over 20 different prefixes used to address an individual. Click the drop down list and select the desired prefix.</p> <p><b>First Name, Middle Name, Last Name:</b> Type the applicant's name using mixed case (i.e., John Doe).</p> <p><b>Suffix:</b> SMU has 34 different suffixes. To search click the look up icon, then click the <b>Look Up</b> button, and select the desired suffix if appropriate.</p>
9.A	<p><b>Bio/Demo Data:</b></p> <p><b>Gender:</b> Default is unknown. If known, click the drop down arrow and select the desired value.</p> <p><b>Date of Birth:</b> This field is required for applicants.</p> <p><b>National ID:</b> This field is required for all applicants that are US Citizens or Permanent Resident based on Citizenship before matriculation. For all international students, if the NID is not known, <u>leave the NID field blank</u> and it will default to XXX-XX-XXXX.</p> <p><b>Relig Preference:</b> If the information is known, type the 3-character religious affiliation code.</p> <p><b>Marital Status:</b> Unknown is the default value. Select a different marital status if known.</p> <p><b>Birth Country:</b> If the birth country is known, enter it in the <b>Birth Country</b> field. The birth country may or may not be the same as the Citizenship Country. To search click the <b>Look Up</b> button, then click <b>Look Up</b>.</p>



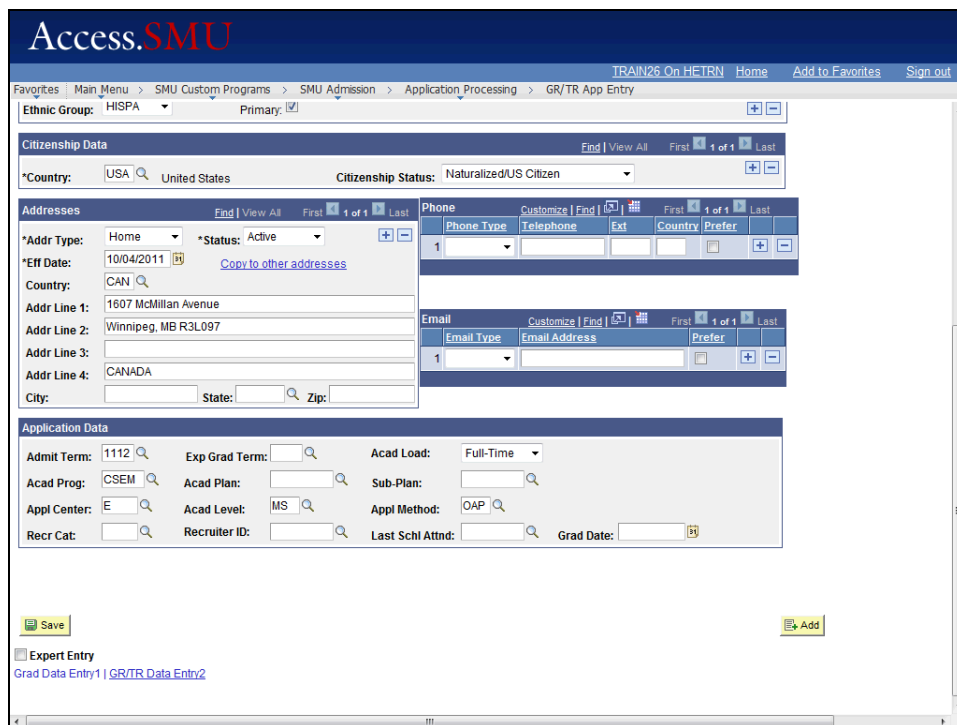
The screenshot shows the 'Access.SMU' application processing interface. The top navigation bar includes links for 'TRAIN/26 On HETRN', 'Home', 'Add to Favorites', and 'Sign out'. The main menu shows 'SMU Custom Programs' > 'SMU Admission' > 'Application Processing' > 'GR/TR App Entry'. The 'GR/TR Data Entry2' tab is active. The form displays personal information for a new applicant (ID: NEW, Acad Car: GR, Appl #: 00000000, Adm Type: NEW). The 'Name Data' section includes fields for Effective Date (10/03/2011), Name Prefix (Miss), First Name (Helena), Last Name (Mustang), and Middle/Suffix. The 'Bio/Demo Data' section includes Gender (Female), Date of Birth (02/05/1968), National ID (222-33-4567), Birth Country (USA), Religion (Prefer not to report religio), and Marital Status (Single). The 'Ethnicity' section shows 'Hispanic' selected as the primary group. The 'Citizenship Data' section shows 'USA' as the country and 'Naturalized/US Citizen' as the status. The 'Addresses' section shows a home address with a status of 'Active'. The 'Phone' and 'Email' sections are also visible.

Step	Action
10.	<p><b>Ethnicity:</b></p> <p><b>Ethnic Group:</b> The ethnic group defaults blank. Enter the desired information as listed below:</p> <p><b>Domestic Applicants Only*:</b> Click the <b>Ethnic Group</b> drop down list and specify ethnicity, if known. Check the <b>Primary</b> box to indicate the primary ethnic group, if known. <b>Note:</b> If the applicant has checked the Hispanic/Latino box on the application, <b>HISPA <u>must</u></b> be included as an <b>Ethnic Group</b> regardless of the number of ethnic groups listed. To add additional ethnic groups, click the <b>Add a new row "+"</b> button on the Ethnicity row.</p> <p><b>US Citizenship applicants: Do not select NSPEC</b> (Not Specified). If the applicant has <u>not</u> indicated ethnicity, leave this field <u>blank</u>. Enrolled students are required to have an ethnicity listed. However, it can be done after matriculation.</p> <p><b>For International Applicants:</b> If the student is not a US citizen or permanent resident, then only one ethnic code should be entered - "NSPEC" (Not Specified) - regardless of what ethnic codes the student specifies on their application. If the student does not indicate ethnicity, then leave blank, <b><u>do not use NSPEC.</u></b></p>



Step	Action
11.	<p><b>Citizenship Data:</b></p> <p><u>This section <b>must</b> be filled out accurately so that SMU is in compliance with the Department of Homeland Security regulations regarding international student-tracking.</u></p> <p><b>Applicant is US Citizen:</b>  <b>Country:</b> Enter USA.  <b>Citizenship Status:</b> Enter Naturalized/US Citizen.</p> <p><b>Applicant is <u>not</u> a US Citizen but is a Permanent Resident:</b>  <b>Country:</b> Enter USA.  <b>Citizenship Status:</b> Enter Permanent Resident.</p> <p><b>Applicant is <u>not</u> a US Citizen <u>nor</u> a Permanent Resident:</b></p> <p><b>1. If the country of citizenship is known:</b>  <b>Country:</b> Enter USA.  <b>Citizenship Status:</b> Enter Non Resident No Treaty.  Next, click the <b>Add a new row "+"</b> button below the <b>Citizenship Data</b> row to insert a second row. Continue entering the following information.  <b>Country (row 2):</b> Enter the appropriate country code.  <b>Citizenship Status:</b> If known, select the appropriate status. The values in the status field will change based on the Country selected.</p> <p><b>2. If the country of citizenship is not known:</b>  <b>Country:</b> Enter USA.  <b>Citizenship Status:</b> Enter Non Resident No Treaty.</p> <p>Once the country of citizenship is known, this field must be updated within the Application Maintenance pages. These pages are explained further in this document.  <b>Note:</b> If the applicant is bringing dependents (children, spouse, etc.) to the US, the form "<b>International Student Dependents</b>" must also be filled out and sent to Constituent Records for processing - SMU Box 402, fax 8-4787.</p>

Step	Action
12.	<p><b>Address Data:</b></p> <p>All admissions applicants must provide SMU with at least one address for paper mailings.</p> <p><b>Important!</b> If the applicant is matriculated, the Registrar's Office requires all matriculated students to have <b><u>both a home and mailing address</u></b>. If the home and mailing addresses are the same, enter the same address for both address types.</p> <p>The home address is the physical address of their home – whether within the local area or somewhere else. The mailing address is their local address and is where SMU will send mail while a student is in attendance. If known, often a business address will be entered for graduate applicants.</p> <p><b>Entering USA Addresses</b></p> <p>The <b>Country</b> will default to USA. In <b>Addr Line 1 - City</b>, type the address in mixed case without any punctuation in the address or city fields. Using capitals, type the two-letter abbreviation for the <b>State</b>. Enter the 5-digit postal code in the <b>Zip</b> field.</p>



The screenshot shows the Access.SMU application form. The top navigation bar includes links for Favorites, Main Menu, SMU Custom Programs, SMU Admission, Application Processing, and GR/TR App Entry. The form is divided into several sections:

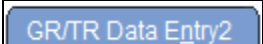
- Citizenship Data:** Includes fields for Country (USA), Citizenship Status (Naturalized/US Citizen), and Ethnic Group (HISPA).
- Addresses:** Includes fields for Address Type (Home), Status (Active), Eff Date (10/04/2011), Country (CAN), and Address Lines (1-4). It also includes a Phone section with fields for Phone Type, Telephone, Ext, Country, and Prefer.
- Application Data:** Includes fields for Admit Term (1112), Exp Grad Term, Acad Load (Full-Time), Acad Prog (CSEM), Acad Plan, Sub-Plan, Appl Center (E), Acad Level (MS), Appl Method (OAP), Recr Cat, Recruiter ID, Last Schl Attnd, and Grad Date.

At the bottom of the form, there are buttons for Save and Add, and a link for Expert Entry.

Step	Action
13.	<p data-bbox="440 264 789 296"><b>Entering Foreign Addresses</b></p> <p data-bbox="440 331 1427 464">Below are instructions on how to enter Non-USA addresses in Access.SMU. Do not use address types Original Country Home or Resident Address as they are for the International Office only – even if you are entering an international applicant’s information.</p> <p data-bbox="440 499 1395 531"><b>Country:</b> Type or select the appropriate Country code using the <b>Look Up</b> button.</p> <p data-bbox="440 567 1395 667"><b>Addr Line 1- 3:</b> All address information, except the name of the country must be entered on the first three lines. Type in mixed case. Punctuation is allowed for foreign addresses.</p> <p data-bbox="440 703 1370 766"><b>Addr Line 4:</b> In capital letters complete spell out the name of the country (e.g., MEXICO, INDIA, etc.)</p> <p data-bbox="440 802 1419 865"><b>City, State, Zip:</b> Leave these fields blank. If data is in these fields, our government reporting will be incorrect.</p> <p data-bbox="440 900 1406 1033">All other rules pertaining to the data-entry of addresses still apply (e.g., inserting a new effective–dated row to update an address, etc.). For additional help in how a foreign addresses should appear, go to <a href="http://www.bitboost.com/ref/international-address-formats.html">http://www.bitboost.com/ref/international-address-formats.html</a></p> <p data-bbox="440 1068 1406 1131"><b>Helpful Hint:</b> If the same address should be used for more than one address type, you do not need to re-type the information.</p> <p data-bbox="440 1167 1419 1268">Click the <a href="#">Copy to other address</a> link. Then, click the checkboxes to the right for the address at the left to be copied to other address types. If the check box is unavailable, then that address type already has a valid address.</p> <p data-bbox="440 1304 1406 1404">After clicking the <a href="#">Copy to other address</a> link, you will be returned to the <b>GR Data Entry1</b> tab. Your address type rows will have increased by the number of checkboxes you checked in the Address section.</p>

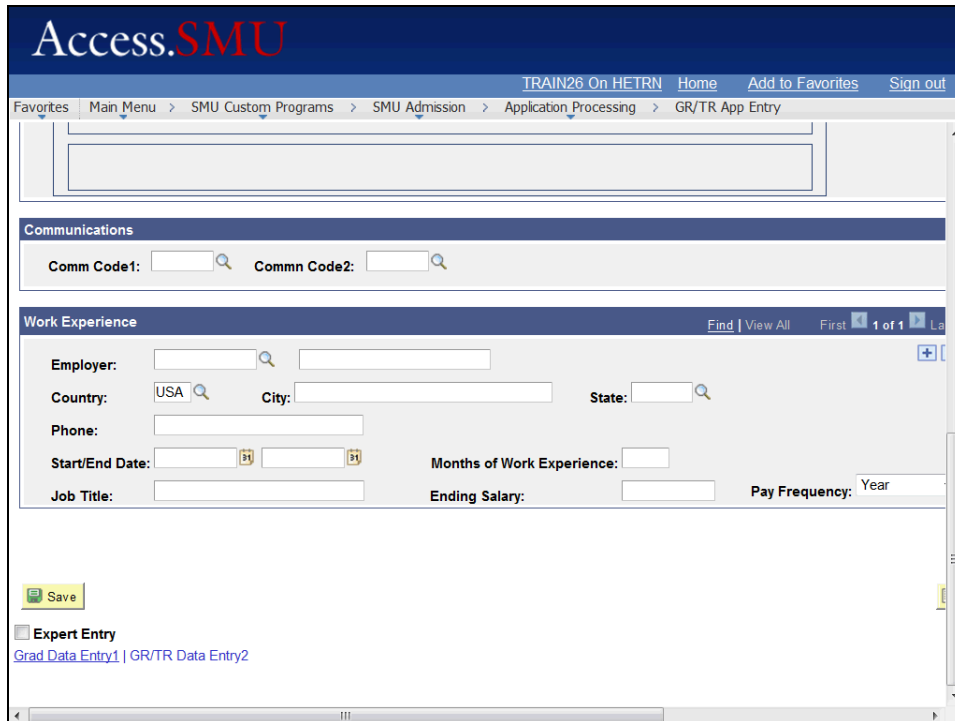
Step	Action
14.	<p><b>Phone Data:</b></p> <p><b>Phone types</b> are the same as address types. Therefore, a mail phone type is the same as a local area phone. Select the desired phone type from the drop down list. Common phone types that are used are home, mail, mobile, and busn. <b>Note:</b> Per Student Records, if the mobile phone # is provided, it is required to be entered in the system.</p> <p><b>Telephone:</b> Type the phone numbers, unformatted in the field. All US phone numbers must include the 3-digit area code. Non-USA phone numbers can be entered as needed.</p> <p><b>Ext:</b> Type the business extension number if needed.</p> <p><b>Country:</b> For foreign numbers, enter the country code if known.</p> <p><b>Prefer:</b> One phone number must be marked as preferred. Click to check this box as appropriate.</p>
15.	<p><b>Email Data:</b></p> <p>There are 5 Email Types: Business, Campus, Dorm, Home, &amp; Other. Do not enter the campus (camp) email address even if the person has an SMU or another university's email address. The CAMPUS (CAMP) email address type is maintained by ITS and will contain the applicant's assigned email address once it is created.</p> <p><b>Email Type:</b> Select the desired email type. <b><u>Do not enter the campus email address.</u></b></p> <p><b>Email Address:</b> Enter the applicant's email address.</p> <p><b>Prefer:</b> One email must be marked as preferred. Click to check this box as appropriate.</p>

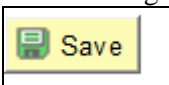
Step	Action
16.	<p><b>Application Data:</b></p> <p><b>Admit Term:</b> The Admit term is the first term that the applicant wants to begin their Academic Program at SMU. If you know the term code, type it in the field. Term codes are always 4-digits.  1st digit – Century Mark  2nd &amp; 3rd digits – Represent Calendar Year  4th digit – Term Indicator either 1, 2, 3, 4, 6, or 7  1: January Term  <b>2: Spring Term</b>  3: May Term  4: Summer Term  6 August Term  <b>7: Fall Term</b></p> <p><b>Examples:</b> 1122 - Spring 2012, 1124 - Summer 2012, 1137 - Fall 2013.</p> <p><b>Exp Grad Term:</b> The Expected Graduation term is the term in which the applicant, if matriculated, expects to graduate. If you know the term code, type it in the field. Otherwise, you can search for it by clicking the <b>Look Up</b> icon. This field is not required for non-degree seeking applicants.</p> <p><b>Acad Load:</b> The Academic Load indicates whether an applicant is pursuing his/her program full-time or part-time. Click the drop-down arrow and click the appropriate value. In general, full time graduate studies is 9+ units per term. Anything less per term is considered part-time. This field is required for degree-seeking applicants only.</p> <p><b>Acad Prog:</b> Click the Look Up icon to search for the Academic Program. For graduate degrees, the Academic Program is what the person applies to, is admitted into, and ultimately graduates from. Additionally, the non-degree programs are allowed, although this program does not graduate.</p> <p><b>Acad Plan:</b> Click the Look Up icon to search for the Academic Plan. This is the applicant's major (in GCOX only, it's the applicant's concentration). Only one major can be reflected on the one-page application entry page.</p> <p><b>Sub Plan:</b> If needed, click the Look Up icon to search for the Academic Plan.</p> <p><b>Appl Center:</b> The Academic Career will determine the values available for the Appl Center. Refer to the Table of Contents for information on how to set defaults for this field.</p>

Step	Action
17.	<p><b>Application Data (cont):</b></p> <p><b>Acad Lvl:</b> The applicant's academic career will determine the values in this field. The following values can be set as a default.</p> <p><b>Academic Levels</b> and related values:</p> <ul style="list-style-type: none"> <li>•First Year: Undergraduate with &lt; 30 units completed.</li> <li>•Sophomore: Undergraduate with 30-59 units completed.</li> <li>•Junior: Undergraduate with 60-89 units completed.</li> <li>•Senior Undergraduate with &gt; 90 units completed.</li> <li>•Doctoral: Applicants seeking a PhD in any subject.</li> <li>•Graduate: Applicants Under the GR career</li> <li>•Masters: Masters-degree THEO and GCOX applicants</li> <li>•Non-Deg GR: Non-Degree Seeking Graduate Applicant</li> <li>•Non-Deg Prof: Non-Degree Professional Applicant (taking classes in LAW or THEO)</li> <li>•Prof 1: 1st Year Law and Non-PhD Theo applicants</li> <li>•Prof 2: 2nd Year Law and Non-PhD Theo applicants</li> <li>•Prof 3: 3rd Year Law and Non-PhD Theo applicants</li> <li>•Prof 4: 4th Year Law and Non-PhD Theo applicants</li> </ul> <p><b>Appl Method:</b> This field is optional and is used to indicate the type of format the applicant used for filling out the application. The most common methods are:            ECA- Electronic Common Application            EDI - Online App Data Load (This is currently used for Grad Meadows, Grad Dedman, Grad Engr and Grad Law. Other schools may be added in the future.)            HCA - Hard Copy Application            OAP - Office Application</p> <p><b>Recr Cat:</b> The <b>Recruitment Category</b> is optional and defines how the applicant learned about SMU prior to applying for admission.</p> <p>Enter the <b>Recruiter ID</b> if known. Otherwise, click the Look Up icon to search for it. The <b>Recruiter ID</b> field is optional.</p> <p><b>Last Schl Attend:</b> Enter the last college attended. Use the Look Up icon to search. The <b>Last Schl Attend</b> field is optional.</p> <p><b>Grad Dt:</b> Enter the <b>Graduation Date</b> the applicant finished the previous degree.</p>
18.	<p>Click the <b>GR/TR Data Entry2</b> tab.</p> 

Step	Action
19.	<p>Not all fields on the <b>GR/TR Data Entry2 Tab</b> are required in each school. Be sure to check with your department on the business processes associated with this page.</p> <p><b>Education Data:</b></p> <p>The <b>External Org ID</b> will carry over based on the information entered in the <b>Last Schl Attend</b> field on the previous tab.</p> <p>Review the <b>Career</b> and <b>Term Type</b> and adjust if needed. Select the <b>Ext Term</b> (fall, spring, summer, winter) and enter the term year.</p> <p>From the <b>Transcript</b> section, enter the appropriate <b>Action</b>, <b>Transcript Date</b> and <b>Date Received</b> information. <b>Note:</b> The <b>Transcript Date</b> will default to the current date. Adjust as needed.</p> <p>In addition, select the appropriate fields from the drop-down list from the <b>Transcript Type</b>, <b>Transcript Status</b>, <b>Data Source</b> and <b>Data Medium</b> fields.</p> <p>If more than one school is to be added, click the + button below the blue <b>Education Data</b> bar to enter additional schools and corresponding transcript information.</p>
20.	<p><b>Test Scores:</b></p> <p>Using the Look Up buttons select an entry for the <b>Test ID</b>. Enter the date the test was taken in the <b>Test Dt</b> field. Select the appropriate <b>Data Source</b> from the drop down list. In most cases, this will be ETS. Confirm with your department as to what should be selected.</p> <p>Select the appropriate Academic Level.</p> <p>If test scores are required for your program, select the appropriate component by using the <b>Look Up</b> icon for the <b>Test Comp</b> field. Proceed by entering the Test Date Field. The Data Source and Acad Level will default for each test component.</p>
21.	<p><b>Checklists and Communications:</b></p> <p>The <b>Checklist Code</b> and <b>Status</b> fields can be used to track those items that are missing in the application. These fields are optional.</p> <p>Check with your school as to how/if they are using the <b>Checklists</b> and <b>Communication</b> fields. Once the application is submitted checklists can be updated by the Checklist Management-Person Page.</p> <p>(The <b>Checklist Management-Person Page</b> can be found by navigating to <b>Campus Community, Checklist, Person Checklist, Checklist Management – Person</b>. The <b>Checklist Management-Person Page</b> can also be accessed by clicking the <b>Checklist</b> icon on any of the <b>Application</b> tabs.)</p>

Step	Action
22.	<p><b>Work Experience:</b></p> <p>The <b>Work Experience</b> section is also an optional field. <b>Note:</b> If you enter work experience for an SMU employee <u>do not enter an ending salary</u>.</p>

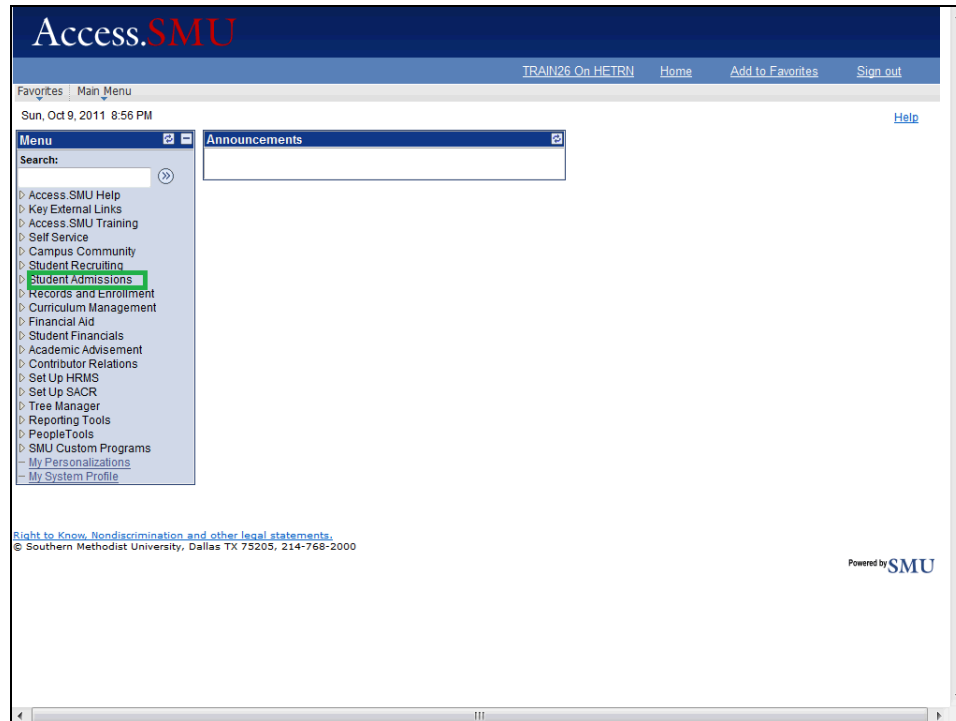


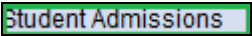


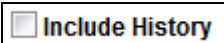
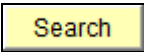
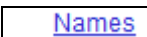
Step	Action
23.	<p>Click the <b>Save</b> button. Once the application has been saved the <b>ID</b> and <b>Appl</b> numbers have been assigned. The Application Data Entry pages are now complete and all changes should be made through the Application Maintenance Pages.</p> 
24.	<b>End of Procedure.</b>

## Application Maintenance

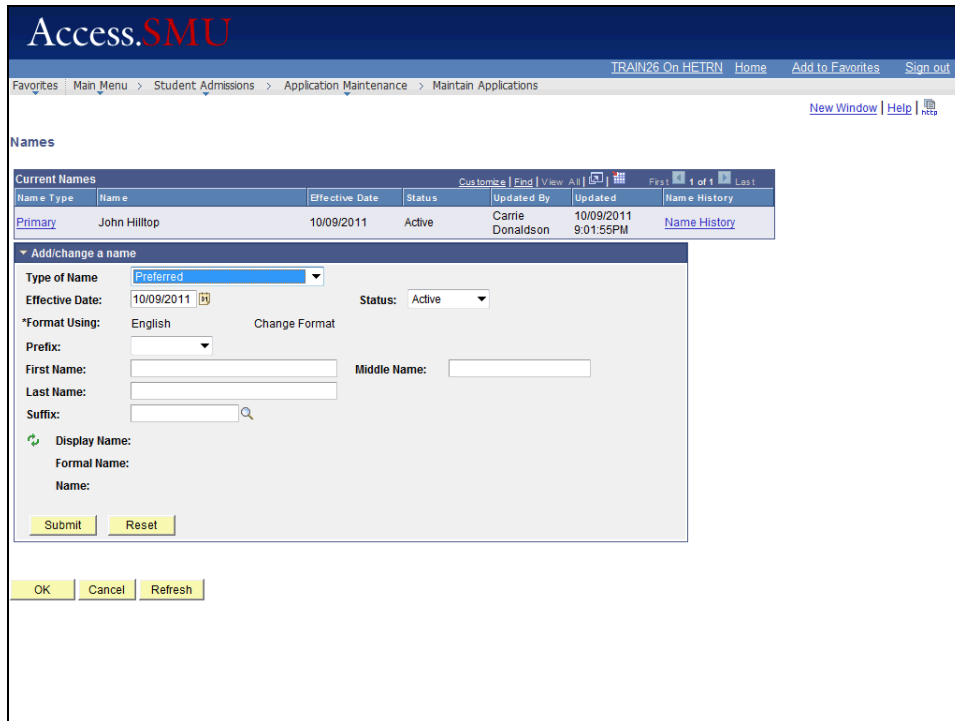
Once an application has been submitted, all changes to the application must be done from the **Maintain Applications** page. This page will be used to edit applicant's information, as well as manage the applicant's status, admitting an applicant and eventually matriculate them as students.

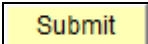
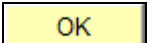




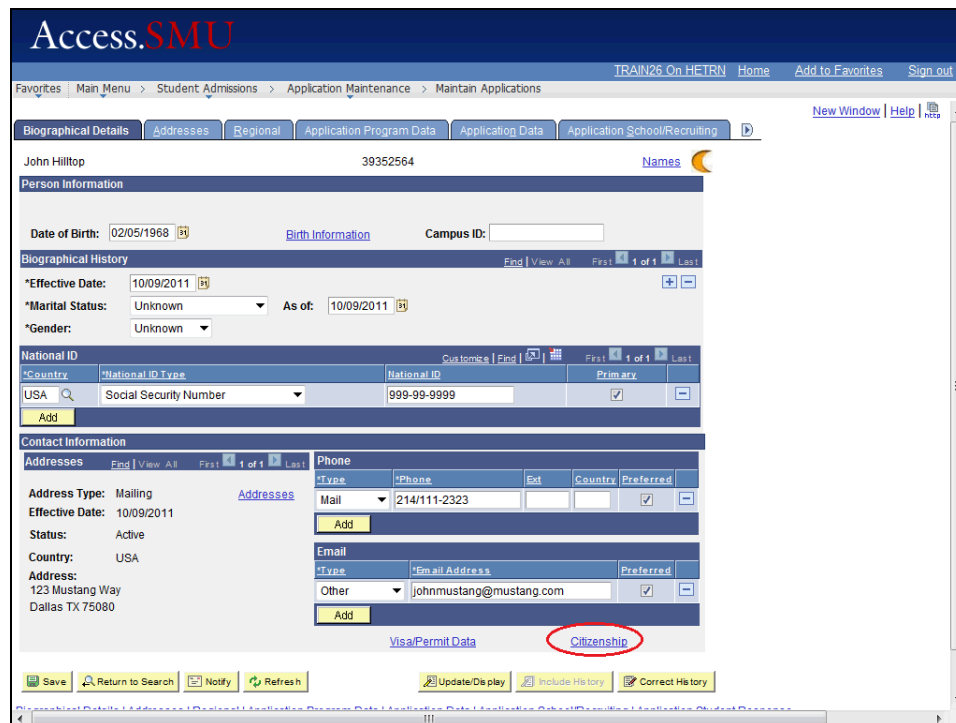
Step	Action
1.	Click the <b>Student Admissions</b> link. 
2.	Click the <b>Application Maintenance</b> link. 
3.	Click the <b>Maintain Applications</b> link. 
4.	Enter the SMU ID into the <b>ID</b> field, or search by <b>Last Name, First Name</b> .
	Click the <b>Include History</b> option. <b>Note:</b> This is extremely important so that you can view all historical information for this applicant. 
5.	Click the <b>Search</b> button. 
6.	<b>Biographical Details Tab:</b>  At the bottom of the page are the <b>Include History</b> and <b>Correct History</b> buttons. If you forgot to click the <b>Include History</b> option the button will be active and can be selected. <u>The <b>Correct History</b> button may be used for backdating applications only.</u>
7.	<b>Biographical Details Tab:</b>  To add a name type or edit the applicant's name, click the <b>Names</b> link. 

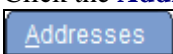
Step	Action
8.	The primary name will display. To add a new name select the appropriate <b>Type of Name</b> from the dropdown list in the Add/Change section..



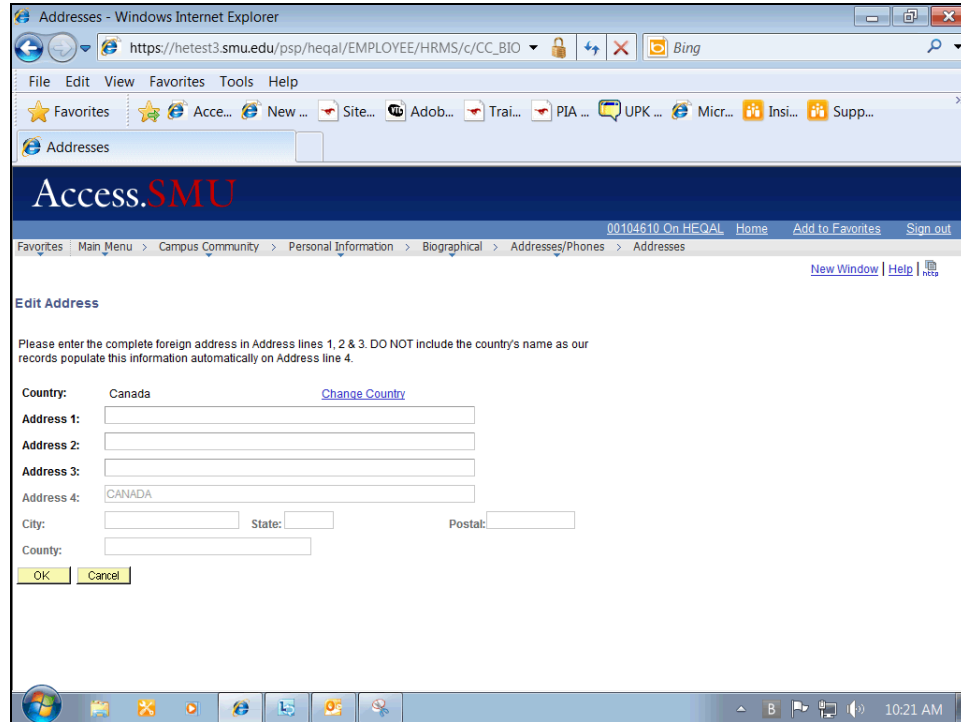
Step	Action
9.	Select the desired <b>Prefix</b> .
10.	Enter the desired name into the <b>First Name</b> field.
11.	Enter the desired information into the <b>Last Name</b> field. If needed, search for the appropriate <b>Suffix</b> .
12.	Click the <b>Submit</b> button. 
13.	Click the <b>OK</b> button.  Additional names may be entered by repeating these steps.
14.	In the <b>Current Names</b> section, click the <b>Name Type</b> link to be updated. This will populate the fields in the <b>Add/change a name</b> section with the data from the current row.  The <b>Effective Date</b> will default to the current date and may be edited if needed. Edit the name data as required. Click the <b>Submit</b> button and then click the <b>OK</b> button


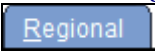
Step	Action
15.	<b>Birth Information:</b> Click on the <b>Birth Information</b> link to add or edit as needed.
16.	If needed, edit the <b>Marital Status</b> field.
17.	<b>National ID Type/SSN:</b> This field is required for all applicants (US Citizens or Permanent Resident based on Citizenship) before matriculation. For international students, <u>leave the SSN field blank</u> and it will default to XXX-XX-XXXX.
18.	To modify address information click the <b>Addresses</b> link. This will take you directly to the <b>Addresses Tab</b> . ( <b>Note:</b> See the Addresses section below for instructions.)
19.	To edit <b>Phone</b> or <b>Email</b> information, click in the desired field and make appropriate changes. To add additional phone or email address, click the <b>Add</b> button. Select the desired <b>Type</b> and enter the needed information. Both the <b>Phone</b> and <b>Email Address</b> rows must have one row selected as <b>Preferred</b> .

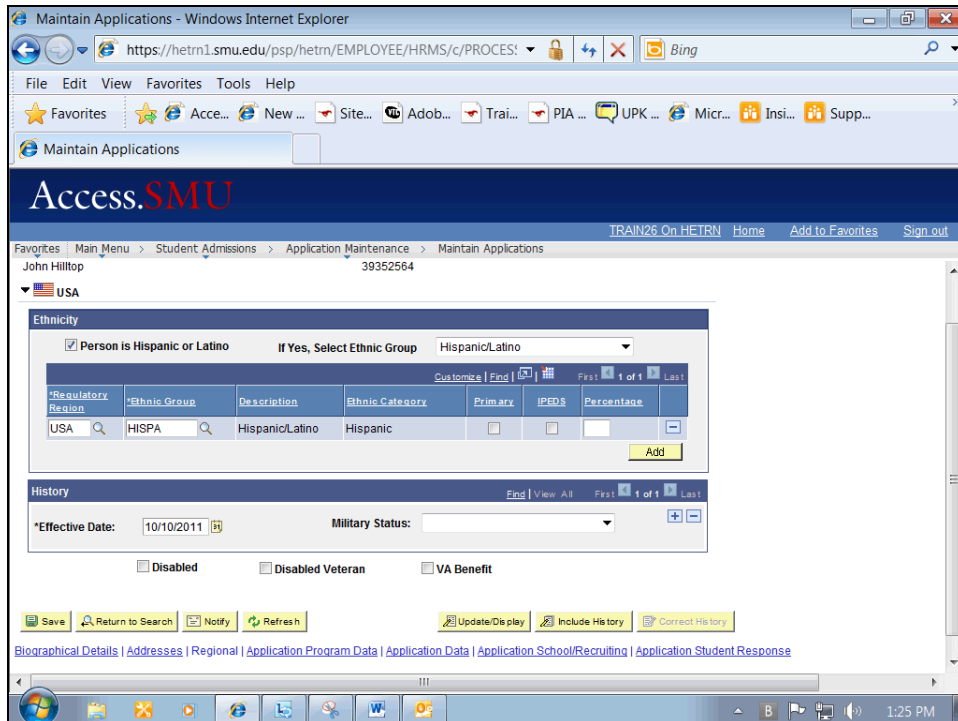


Step	Action
20.	To edit Citizenship information, click on the Citizenship link. For detailed instructions on how to enter Citizenship information. See "Entering Graduate Admissions Data" from the Table of Contents.
21.	Click the <b>Addresses</b> tab. 


Step	Action
22.	<p><b>Addresses Tab:</b></p> <p><b>Domestic Addresses</b></p> <p>To edit an existing address:</p> <ul style="list-style-type: none"> <li>• Select the <b>Edit/View Address Detail</b> link from the desired row.</li> <li>• Click the <b>Add a new row button (+)</b> and then click the <b>Update Addresses</b> link.</li> <li>• Edit the address as needed.</li> <li>• Click the <b>OK</b> button on the <b>Edit Address</b> page.</li> <li>• Click the <b>OK</b> button on the <b>Address History</b> page to return to the <b>Addresses</b> tab.</li> <li>• The updated address will now display under the <b>Current Addresses</b> section.</li> </ul>
23.	<p>To add an additional address:</p> <ul style="list-style-type: none"> <li>• Select the new address type under the <b>Add Address Types</b> panel.</li> <li>• Click the <b>Edit Address</b> link in the <b>Add Address</b> section to display the <b>Edit Address</b> page.</li> <li>• Enter the new address.</li> <li>• Click the <b>OK</b> button to return to the <b>Addresses</b> tab.</li> <li>• Click the <b>Submit</b> button.</li> <li>• The address will now display under the <b>Current Addresses</b> section.</li> </ul> <p><b>NOTE:</b> To enter additional address types, you must click the <b>SAVE</b> button and then the <b>Reset</b> button to clear the previous address before you can enter a new address.</p>
24.	<p><b>International Addresses:</b></p> <p>The default country is United States, be sure to click the <b>Change Country</b> link.</p> <p><a href="#">Change Country</a></p>
25.	Enter the desired country into the <b>Description</b> field.
26.	<p>Click the <b>Look Up</b> button.</p> <p><a href="#">Look Up</a></p>
27.	Click the <b>Country</b> link.



Step	Action
28.	The country has been updated. <b>Note:</b> Enter the complete foreign address in Address lines 1-3. DO NOT include the country's name as our records populate this information automatically on line 4. Once entered, click the <b>OK</b> button. 
29.	Click the <b>Regional</b> tab. 
30.	<b>Regional Tab:</b>  Regardless of the number of ethnic groups a person indicates, <b>Hispanic</b> ethnic groups and <b>Non-Hispanic</b> ethnic groups are entered differently.



Step	Action
31.	<p><b>Hispanic Ethnic Groups:</b></p> <p>If <b>any</b> of a student's ethnicity is of Hispanic origin, <b>first</b> check the <b>Person is Hispanic or Latino</b> option. Next, from the <b>If Yes, Select the Ethnic Group</b> drop down list, select <b>Hispanic/Latino</b>. This ethnic group information will automatically be populated on the row below. You can continue adding additional ethnic groups by selecting the <b>Add</b> button.</p>
32.	<p><b>Non-Hispanic Ethnic Groups:</b></p> <p>If none of a student's ethnicity is of Hispanic origin, select the Ethnic group first. Continue adding additional ethnic groups by selecting the <b>Add</b> button.</p>
33.	<p><b>Note:</b> If a student is from more than one Ethnic Group, then one <b>must</b> be selected as <b>Primary</b>. The <b>IPEDS</b> and <b>Percentage</b> fields should be left blank.</p> <p>The <b>Disabled</b>, <b>Disabled Veteran</b> and <b>VA Benefit</b> fields are not required and are optional fields only.</p>
34.	<p>Click the <b>Application Program Data</b> tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Application Program Data</div>

Step	Action
35.	<p>At the time the basic application information is entered, the Academic Program Action defaults to APPL.</p> <p>An applicant (APPL) row will initially exist on the desired record. When accepted into the Academic Program, the applicant will be admitted (ADMT) and then matriculated as a student (MATR).</p> <p>The process of matriculation moves the applicant's record from Admissions to Student Records. Prior to matriculation, only Admissions can see any data related to the person. After matriculation, all data entered by Admissions is grayed out and the new student has a Program/Plan on the Student Records side. From that point onward, changes to the applicant's information are not made from the Admissions pages.</p>
36.	<p><b><u>When updating Program Data always begin by adding a new row on the Application Program Page</u></b></p> <p>Click the <b>Add a new row "+"</b> button. <b>Note:</b> This action is critical in maintaining integrity on a student's record. Otherwise, historical data will not be captured.</p> 
37.	<p>The information from the previous row has been copied over and can be over-written.</p> <p>Included are the available <b>Program Status</b> options:</p> <ul style="list-style-type: none"> <li>• <b><u>Applicant:</u></b> APPL (applicant), EVAL (evaluation), DDEF (defer decision)</li> <li>• <b><u>Admitted:</u></b> ADMT (admit), COND (conditional). Once the applicant is admitted, they may be one of the following:</li> <li>• <b><u>Pre Matriculant:</u></b> DEIN (intention to matriculate)</li> <li>• <b><u>Cancelled:</u></b> DENY (denied), WAPP (applicant withdrawal), WADM (administrative withdrawal)</li> <li>• <b><u>Waitlisted:</u></b> WAOF (waitlist offer), WAIT (waitlist)</li> <li>• <b>Active:</b> MATR (matriculation) – Once matriculated the Create Program feature will be used. (See the Table of Contents for Matriculating Students)</li> </ul> <p><b>Note:</b> Though there are a number of options that are included, the following steps in this training guide will only include how to admit and matriculate a student.</p>

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TRAIN26 On HETRN Home Add to Favorites Sign out

Favorites | Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application School/Recruiting

John Hilltop 39352564  
 Academic Institution: Southern Methodist University Application Number: 00192829  
 Academic Career: Graduate Career Number: 0

**Program Data** Find | View All First 1 of 2 Last

Program Number: 0 \*Effective Date: 10/10/2011  
 \*Admit Term: 1112 Spring 2011 Effective Sequence: 1  
 \*Academic Program: CSEM CSE-Mast Expected Graduation Term: 1142 Spring 2014  
 \*Academic Load: Full-Time \*Campus: MAIN MainCampus  
☐ Joint Program

**Program Status**

Status: Applicant Action Date: 10/09/2011  
 \*Program Action: Action Reason: Evaluation


**Plan Data** Find | View All First 1 of 1 Last

\*Academic Plan: CS-MS Computer Science - MS Major MS  
**Sub-Plan Data** Find | View All First 1 of 1 Last  
 \*Sub-Plan:

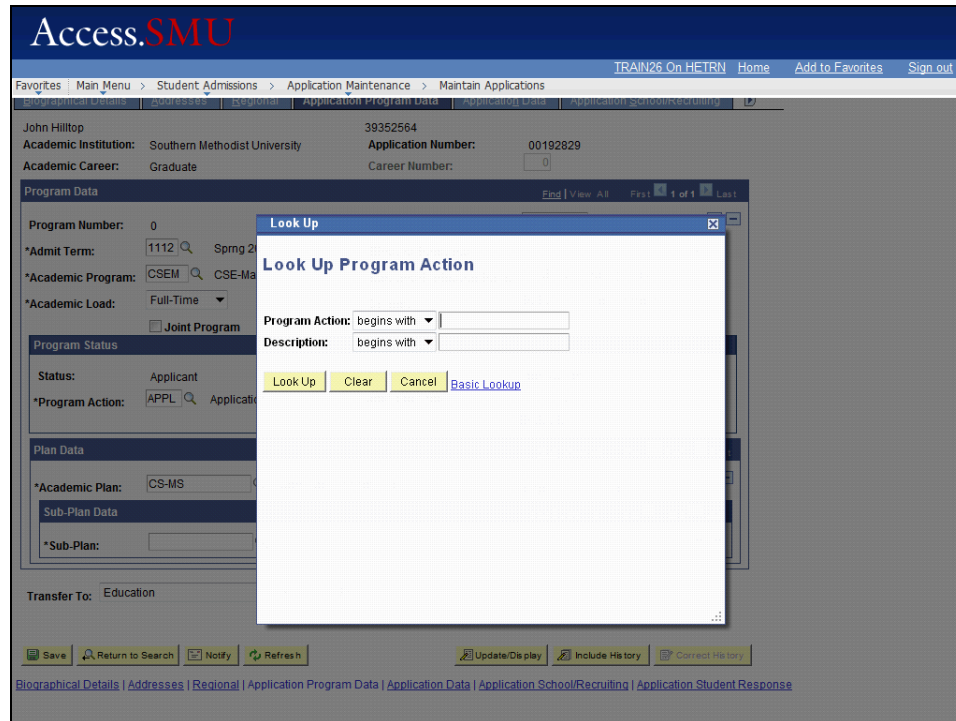
Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

Step	Action
38.	<p><b>Admitting a Student:</b></p> <p>Click the <b>Program Action Look Up</b> icon.</p> 





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Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting

John Hilltop 39352564  
 Academic Institution: Southern Methodist University Application Number: 00192829  
 Academic Career: Graduate Career Number: 0

**Program Data** First View All First 1 of 1 Last

Program Number: 0  
 \*Admit Term: 1112 Spring 20  
 \*Academic Program: CSEM CSE-Ma  
 \*Academic Load: Full-Time  
☐ Joint Program

**Program Status**

Status: Applicant  
 \*Program Action: APPL Application

**Plan Data**

\*Academic Plan: CS-MS  
 Sub-Plan Data  
 \*Sub-Plan:

Transfer To: Education

Save Return to Search Notify Refresh Update/Display Include History Correct History



[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

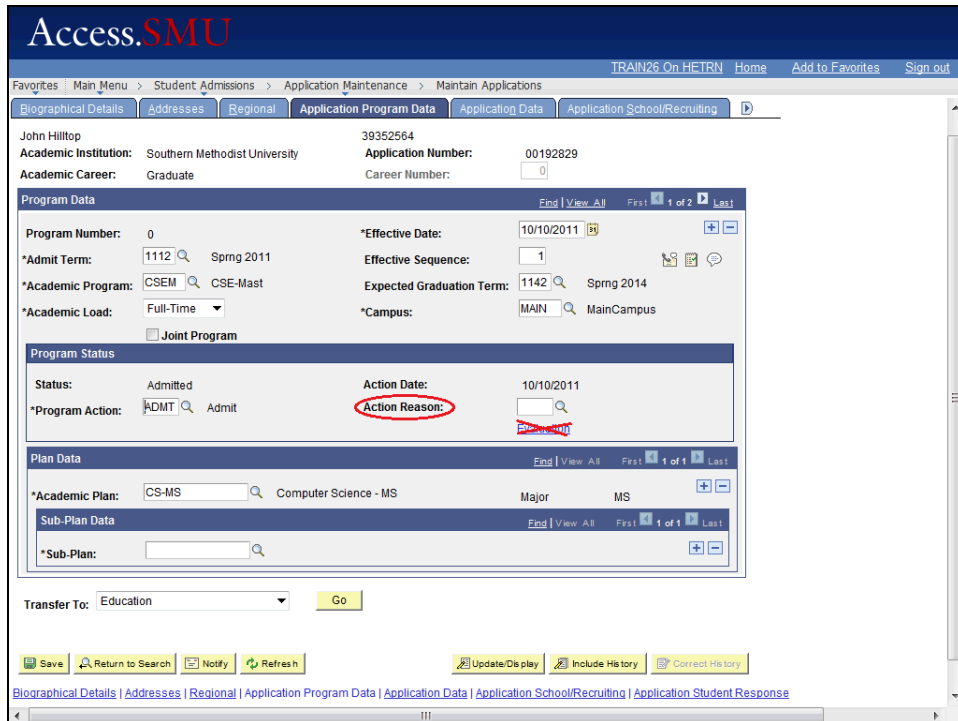
**Look Up**

**Look Up Program Action**

Program Action: begins with  
 Description: begins with

Look Up Clear Cancel Basic Lookup

Step	Action
39.	Click the <b>Look Up</b> button. 
40.	Click the <b>Admit</b> link. 



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TRAIN26 On HETRN Home Add to Favorites Sign out

Favorites | Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details | Addresses | Regional | Application Program Data | Application Data | Application School/Recruiting

John Hilltop 39352564  
 Academic Institution: Southern Methodist University Application Number: 00192829  
 Academic Career: Graduate Career Number: 0

Program Data Find | View All First 1 of 2 Last  
 Program Number: 0 \*Effective Date: 10/10/2011  
 \*Admit Term: 1112 Spring 2011 Effective Sequence: 1  
 \*Academic Program: CSEM CSE-Mast Expected Graduation Term: 1142 Spring 2014  
 \*Academic Load: Full-Time \*Campus: MAIN MainCampus  
☐ Joint Program

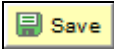

Program Status  
 Status: Admitted Action Date: 10/10/2011  
 \*Program Action: ADMT Admit Action Reason:   
 Evaluation

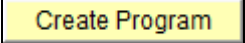


Plan Data Find | View All First 1 of 1 Last  
 \*Academic Plan: CS-MS Computer Science - MS Major MS  
 Sub-Plan Data Find | View All First 1 of 1 Last  
 \*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

Biographical Details | Addresses | Regional | Application Program Data | Application Data | Application School/Recruiting | Application Student Response

Step	Action
41.	<p><b>Note:</b> The <b>Action Reason</b> is not a required field. However, you should check with your department to verify if your school is using this field.</p> <p>Below the <b>Action Reason</b> field is the <a href="#">Evaluation</a> link. This link is currently not being used at this time.</p>
42.	<p>The <b>Academic Plan</b> indicates the plan the student is eligible to enroll in. This can be edited if needed.</p> <p>The <b>Sub-Plan</b> field is optional and may be used in some schools. <b>Note:</b> Not all <b>Academic Plans</b> have <b>Sub-Plans</b>.</p>
43.	<p>Click the <b>Save</b> button.</p> <p><b>Note:</b> You must <b>Save</b> before you can matriculate an applicant's record.</p> 
44.	<p><b>Matriculating Students:</b></p> <p>SSN's are required at the point of matriculation for US and Permanent Residents. Verify this has been completed before proceeding.</p> <p>Once you are ready to matriculate, click the <b>Add a new row</b> button.</p> 
45.	<p>If more than one row is added on the same day the sequence number will be updated to reflect each <b>Program Action</b>.</p>

Step	Action
46.	Enter <b>MATR</b> information into the <b>Program Action</b> field.
47.	<b>Tab</b> out of the field.
48.	The <b>Create Program</b> button is now available. Click <b>Create Program</b> . 
49.	<b>Note:</b> After a student has been matriculated the Program Data is grayed out and cannot be edited. The student will then be term activated. This occurs through a daily process in Access.SMU and will not happen as soon as the program is created.
50.	Click the <b>Application Data</b> tab. 
51.	<p><b>Application Data Tab:</b></p> <p><b>Application Center:</b> This field will display the value that was set as a default. All defaults can be adjusted as needed.</p> <p>The <b>Academic Level</b> should typically be populated with "Masters" or "Graduate". (Also used for Non-degree programs.)</p> <p><b>Application Method:</b> If the application was submitted online and loaded into the system, the <b>Application Method</b> will display "EDI".</p> <p>The <b>File Information</b> section is optional. Check with your school as to the business process of using this field. Note: The <b>External Application Number</b> field is currently not used.</p>
52.	Click the <b>Application School/Recruiting</b> tab. 
53.	<p><b>Application School/Recruiting Tab:</b></p> <p><b>Note:</b> School Information cannot be updated on this page. You must go to the Education page to update School Information. (This page can be found by navigating to Student Admissions, Application Entry, Academic Information, Education)</p> <p><b>Recruiting Information</b> and <b>Recruiting Categories may be updated.</b> These fields are commonly used for the Cox School of Business and Lyle School of Engineering. Check with your department on how you should use these fields.</p>

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Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Academic Career: Graduate Application Number: 00192829 Events

**School Information**

Last School Attended: 000035153 Univ Mass Dartmouth

Graduation Date:

School Type: Other Proprietorship: Public

City: N DARTMOUTH State: MA Country: USA

**Recruiting Information**

Region:  Assign Region From

From:

Primary Recruiter ID:

Home Postal Code

School Postal Code

**Recruiting Categories** Find | View All First 1 of 1 Last

\*Category:  Group:

Sub-Cat:

Description:


**Recruiters** Find | View All First 1 of 1 Last

Recruiters Prompt	*Recruiter ID	Recruiter Type	Primary
<input checked="" type="checkbox"/> Recruiters	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

Step	Action
54.	After careful review, click the <b>Save</b> button. 
55.	<b>End of Procedure.</b>