Entering Graduate Admissions Data GR/TR App Entry

1.	Click the **Student Admissions** link. Student Admissions
2.	Click the **SMU GR/TR Data Entry** link. SMU GR/TR Data Entry
3.	Click the **SMU GR/TR Data Entry** link. SMU GR/TR Data Entry
4.	The application number will be assigned once the application is saved. **Do not enter anything in the Application Nbr field.** The ID field will be populated as "NEW". (If the "Carry ID" function was selected previously, an ID will be inserted in this field. Be sure to reopen this page to clear the ID field.) This ID field **should not** be changed. If the ID field is modified in error **do not type "NEW" into the ID field.** Should an error occur, refresh the screen and let this field populate automatically or the ID field may not be assigned correctly. Note: Enter the SMU ID in the ID field **ONLY** if the following apply: 1. The applicant is already in Access.SMU with an SMU ID. 2. The applicant **has not** previously matriculated as a student in the program you are processing.
5.	Click the **Look up Academic Career** button.
6.	Click the **Look Up** button. Look Up
7.	Click an entry in the **Academic Career** column. (Note: this may be set as a user default.) GR
8.	Click the **Look up Admit Type** button.
9.	Click the **Look Up** button. Look Up
10.	Click an entry in the **Admit Type** column. NEW
11.	Click the **Add** button. Add
12.	The GR/TR Data Entry Page appears.
13.	Click the **Name Prefix** list.

14.	Click the **Name Prefix** list item.
15.	Enter the name into the **First Name** field. If available, type a middle name into the **Middle Name** field.
16.	Enter the last name into the **Last Name** field. If available, enter a suffix into the **Suffix** field.
17.	A second row of data may be inserted to add multiple names if needed. (For example, Charles Smith may be a primary name, while Chuck Smith may be the preferred name.) **Note:** The Name and Bio/Demo Data fields cannot be updated for a current employee or previous student on the Grad Data Entry 1 page.
18.	Click the appropriate gender in the **Gender** list item.
19.	Enter the desired information into the **Date of Birth** field.
20.	**Note: A Social Security number <u>is required</u> before matriculation on all students.** If known, type the National ID (or Social Security number) into the National ID field. If an ID is not entered, the system will populate this field with "999-99-9999" when the record is saved but must be replaced before matriculation. (See note above.) For international applicants: 1. Check with the International Office for appropriate forms and documentation for both National ID data and Citizenship data. 2. International students are not required to have a SS # unless they will be employed. **<u>However, if an international applicant does not have a SSN, and your department does not have a list of temporary numbers to use, contact Jean Porter (jeanp@smu.edu).</u>**
21.	Click the **Look up Birth Country** button.
22.	Click the **Look Up** button.
23.	Click an entry in the **Country** column. For international students select the country of citizenship if the country of birth is not known.

24.	The ethnic group defaults as a blank field. **For domestic students:** Click the Ethnic Group drop down box and specify ethnicity if known. **DO NOT select NSPEC (Not Specified). If the applicant has not indicated ethnicity, leave this field blank.**Enrolled students are required to have an ethnicity listed. however, it can be entered after matriculation. **For international students: All international students, regardless of actual ethnicity must be marked NSPEC (Not Specified).**
25.	Click the **Relig Pref** if known or required.
26.	Select the appropriate **Relig Pref** list item.
27.	Select the appropriate **Marital Status** list item.
28.	Click the **Married** list item.
29.	In the **Citizenship Data** section the **Country** field will default to USA. For Domestic Students you **do not** need to do anything else. (Note: The **Citizenship Status** can be left blank for Domestic Students. A nightly process runs and labels the students as "Naturalized/US Citizen".)
30.	For Domestic Students, skip to step 52. ***For International Students*** Click the **Citizenship Status** list.
31.	***For International Students*** Click the **Non Resident no Treaty** list item to reflect their status in the United States. Non Resident no Treaty
32.	***For International Students*** Click the **Add a new row** button.
33.	***For International Students*** Click the **Look up Country (Alt+5)** button to search for the student's home country.

34.	***For International Students*** Click the **Look Up** button. Look Up
35.	***For International Students*** Click an entry in the **Country** column.
36.	***For International Students*** Click the **Citizenship Status** list.
37.	***For International Students*** Select the appropriate **Citizenship Status** if known, if not this can be left blank.
38.	***For International Students*** Click the **View All** link. **Note:** **Two rows of data are needed for the Citizenship Data to be complete** View All
39.	Click the **Look up Country** button.
40.	Click the **Look Up** button. Look Up
41.	Click an entry in the **Country** column.
42.	In the address section note that the address type defaults to "home". Enter the **home address** into the **Addr Line 1** field.
43.	Continue to enter the address into the **Addr Line 2** field.
44.	Click in the **Addr Line 4** field.
45.	Enter the country in CAPS on **Addr Line 4 .** When entering foreign addresses, **do not enter** any address information below **Addr Line 4.**
46.	Click the **Add a new row** button.
47.	**Note:** The address copied over in row 2. This will need to be overwritten.

48.	Click the **Addr Type** list and select as needed.
49.	Enter the country into the **Country** field.
50.	Press **[Tab]**. This will clear the remainder of the address. Note: If a domestic address was previously in line 1 the country would continue default to "USA" and each address line would have to be overwritten separately.
51.	Enter the address into the **Addr Line 1** field.
52.	Enter the city into the **City** field.
53.	Enter the State into the **State** field.
54.	Enter the desired information into the **Zip** field.
55.	If two or more addresses are the same, you can use the **Copy to other addresses** link to specify the other address types. Click the **Copy to other addresses** link. Copy to other addresses
56.	Click the **Apply_To** option.
57.	Click the **Copy addresses** link. Copy addresses
58.	Enter the home phone number into the **Telephone** field.
59.	If another phone number needs to be entered click the **Add a new row** button.
60.	Click the **Type** drop down box.
61.	Click the **Type** list item.
62.	Enter the desired information into the **Telephone** field.
63.	If more than one phone number was recorded check the **Prefer box** on the row that contains the preferred number.
64.	Enter the desired information into the **Email Address** field.
65.	Click the **Look up Admit Term** button.

66.	Click the **Look Up** button. Look Up
67.	Click an entry in the **Term** column.
68.	Click the **Look up Exp Grad Term** button.
69.	Click an entry in the **Term** column.
70.	Click the **Look up Acad Prog** button.
71.	Click the **Save** object.
72.	Click the **Look up Acad Plan** button.
73.	Click the **Look Up** button. Look Up
74.	Click an entry in the **Academic Plan** column.
75.	Enter a **Sub-Plan** if needed.
76.	Click the **Look up Appl Center (Alt+5)** button and select the appropriate value if required.
77.	Click the **Look Up** button. Look Up
78.	Click the **Application Center** button.
79.	Click the **Look up Acad Level** button.
80.	Click the **Academic Level** link.
81.	Click the **Look up Appl Method** button if required by school.
82.	Click the **Application Method** link.
83.	At this point, if no test scores, education data, work experience, checklists and/or communications are required then the application may be saved. If the school requires, enter recruiting information.
84.	Click the **Look up Last Schl Attnd** button.
85.	

86.	Enter the desired information into the **Search Name** field.
87.	Click the **Look Up** button. Look Up
88.	Click an entry in the **Description** column.
89.	Enter the date of graduation into the **Grad Date** field.
90.	Click in the **GR/TR Data Entry2** tab. GR/TR Data Entry2
91.	The GR/TR Data Entry2 page is available. The Education Data automatically populates. Click the **add a row button,** to add additional schools. Review **Career** and **Term Type.** Adjust if needed. **Note:** Not all fields on this page are required in each school. Be sure to check which fields are required.
92.	Click the **Look Up** button.
93.	Click an entry in the **External Term** column.
94.	Enter the desired information into the **Term Year** field.
95.	Click the **Received Flag** option if appropriate. If the transcript is still needed click the **Transc Desired** field and select the appropriate **Transcript Stat.** If more than one school was added, insert an additional row to enter corresponding transcript information. Received Flag:
96.	If test information is required, click the **Look up Test ID** button.
97.	Click the **Look Up** button. Look Up
98.	Click an entry in the **Test ID** column.
99.	Enter the date into the **Test Date** field.
100.	Click the **Data Source** list.

101.	Click the **Data Source** object.
102.	Click the **Acad Level** list.
103.	Click the **Acad Level** list item.
104.	Click the **Look up Test Component** button if test scores are required for your program.
105.	Click the **Look Up** button. Look Up
106.	Click an entry in the **Test Component** column.
107.	Enter the test information into the **Test Score** field.
108.	Click the **Add a new row** button.
109.	Click the **Look up Test Component** button.
110.	Click the **Look Up** button. Look Up
111.	Click an entry in the **Test Component** column.
112.	Enter the test score into the **Test Score** field.
113.	Click the **Add a new row** button.
114.	Click the **Look up Test Component** button.
115.	Click the **Look Up** button. Look Up
116.	Click an entry in the **Test Component** column. VERB
117.	Enter the test score into the **Test Score** field.
118.	Enter appropriate **Test Score** information. Should an additional test need to be entered, insert a row under the blue bar labeled **Test Scores** and repeat the process as needed. Enter **Checklists** and **Communication** codes if required.
119.	If employer information is required click the **Look up Employer** button.
120.	Enter the employer information into the **Search Name** field.

121.	Click the **Look Up** button. Look Up
122.	Click an entry in the **Search Name** column.
123.	Enter the city into the **City** field.
124.	Enter the State information into the **State** field.
125.	Enter the phone number into the **Phone** field.
126.	If known, enter the work experience dates into the **Start/End Date** field. Enter **End Date** if known.
127.	Enter the job title into the **Job Title** field.
128.	Click the **Save** button. Save
129.	**Note:** The **ID** and **Appl** numbers have been assigned. The Application Data Entry pages are complete and the Application Maintenance page is available for editing. **End of Procedure.**