

Viewing a Checklist Summary for a Student Using SAAADMS

Admissions Application Form – Checklist Summary Block:

The following items are also found in the Checklist Summary block of the Admissions Application form (SAAADMS). The list of items in the Checklist Summary will change depending on Admit Type, Student Type, and Program Type (Graduate or Undergraduate, includes curriculum information). It lists all mandatory and non-mandatory items that are required to review the application selected. Each row of the checklist represents a different item and each item may have the following information:

- Request:** Code that is used to identify each individual checklist item
- Description:** Brief description of the code mentioned previously
- Received:** Displays the date that the item was received by EMU Admissions
- Item:** Identifies the source if the checklist item is required from a specific source such as an institution
- Item Desc:** Displays additional comments about the relevant checklist item (e.g. School Name)

1. From the first block of the Admissions Application form (SAAADMS), click on the **Next Block** button to access the Checklist Summary block.

Admissions Request Code and Description

Received Date:
No date will be displayed unless this document was received.

Mandatory and Print Checkboxes:
If Mandatory is checked, then that item is required for this application.
Print is always checked. It indicates this information will be printed in a follow up letter.

| Admission Request | Description | Received Date | Item | Item Description | Mandatory Indicator | Print Indicator |
|-------------------|----------------------|---------------|------|------------------|-------------------------------------|-------------------------------------|
| AFEE | Application Fee | 01-JUL-2003 | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| APGR | Graduate Application | 01-JUL-2003 | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CLT1 | College Transcript | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| GRES | GRE General Test S | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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From the Checklist Summary block you can access a student/applicant's imaged transcripts, test scores, and applications.

2. From **Checklist Summary** block click in the **Admission Request** field of the document you want to view. The selected document will be highlighted in yellow.

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The browser window title is "Oracle Developer Forms Runtime - Web". The address bar shows "Admissions Application Form SAAADMS 7.1.0.1 (QUAL0919)". The main content area is titled "Application Checklist" and contains a table with the following columns: Admission Request, Description, Received Date, Item, Item Description, Mandatory Indicator, and Print Indicator. The table lists several admission requests, including Application Fee, Graduate Application, College Transcript, GRE General Test Score, and Personal Statement. The "Application Fee" row is highlighted in yellow. Below the table, there is a footer with the text "Admission request code, press LIST for valid codes, Count Query for Rules." and "Record: 1/?".

| Admission Request | Description | Received Date | Item | Item Description | Mandatory Indicator | Print Indicator |
|-------------------|------------------------|---------------|------|----------------------|-------------------------------------|-------------------------------------|
| AFEE | Application Fee | 01-JUL-2003 | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| APGR | Graduate Application | 01-JUL-2003 | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CLT1 | College Transcript | 15-JUL-2003 | 1079 | Bethel College In | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| GRES | GRE General Test Score | 24-JUL-2003 | | Waived | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| PRSN | Personal Statement | 24-JUL-2003 | | BXS (JENNIFER_JONES) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

3. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.