

Viewing Supplemental (Self-Reported) Information for a Student Using SOASUPL

Application Supplemental Information Form:

The Application Supplemental Information form (SOASUPL) displays additional information for each student. Using the User Defined Flags & Fields block you can view information including intended visa status, country of birth, and I-20 information. The information provided in the User Identified Forms and Field block of this form are self-reported. The flags are set according to the student's current status. Contact the Office of Foreign Student Affairs for more information.

1. Open the Application Supplemental Information form by typing **SOASUPL** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the SOASUPL form. The form displays student information (ID: E00008795, Name: Robertson, Kathryn R., Term: 200410) and a list of application numbers. A red box highlights the 'Application Number: 1' dropdown menu. A callout box titled 'App Field:' explains that every student can have multiple applications and that the App Field is used to select the application to view. It also instructs the user to click the Search icon to view a list using the Summary Application Information form (SAASUMI).

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Press the **[Tab]** key or **[Enter]** key on the keyboard to navigate to the **Term** field and type the term code corresponding to the term for which the student submitted their application.
5. Click the **Search** icon to view a list of the student's applications using the Summary Application Information form (SAASUMI).

Viewing Supplemental (Self-Reported) Information for a Student Using SOASUPL (cont.)

6. **Application Supplemental Information Form:** Double-Click in the left-most field of the application you want to view. The Application Supplemental Information Form displays with the **App** field filled in.

The screenshot shows the Oracle Developer Forms Runtime window displaying the 'Admissions Application Summary' form. The form is titled 'Admissions Application Summary' and includes fields for ID (E00008795), Student Name (Robertson, Kathryn R.), and Term. Below the header is a table with columns: Term, Application Number, Status, Outstanding Documents, Decision, Student Type, Admissions Type, Level, Program, Catalog Term, College, Degree, Major, and Department. The first row shows data for Term 200410, Application Number 1, Status D, Decision 20, Student Type N, Admissions Type NI, Level GR, Program MA-ED, Catalog Term 200410, College ED, Degree MA, Major EDMT, and Department TCED. Below the table are several rows of 'Status Date' and 'Decision Date' input fields.

7. Click the **Next Block** icon twice on the toolbar. The **User Defined Flags and Fields** block displays.

The screenshot shows the Oracle Developer Forms Runtime window displaying the 'User Defined Flags and Fields' form. The form is titled 'User Defined Flags and Fields' and includes fields for ID (E00168808), Student Name (Escobar, Alejandra), Term (200410), and Application Number (1). Below the header is a 'Flags' section with 10 checkboxes (1-10) and a 'Flags Description' section with a text input field containing 'Veteran'. A table with 20 rows and 3 columns (Number, Description, Value) is displayed. The first four rows are highlighted with a red box and contain the following data:

Number	Description	Value
1	Intended Visa Status	F1
2	Country of Citizenship	COLOMBIA
3	I-20 Information	Sent 9/3/03 MTS
4	INTL Tab Request	

An arrow points from a text box to the first row of the table. The text box contains the following text:

User Defined Flags and Fields Block:
This block shows intended visa status, country of citizenship, and I-20 information.

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

Viewing Summary Application Information Using SAASUMI

Admissions Application Summary Form:

This form is a complete list of all applications entered into Banner for this student, including the status, decision, major and department. Use this form to view the status of an application.

1. Open the Admissions Application Summary form by typing **SAASUMI** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.

Decision Field
The Decision field displays the decision code for the application. Double-click in the field for a list of values and their description.

Status Field:
The Status field shows the current status of the application
C – Complete
D – Decision made
I – Incomplete
R – Recommendation form generated
S – Application has been sent out for review
W – Application has been withdrawn

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Click the **Next Block** icon on the toolbar to populate the form with a summary of all applications for the applicant.
5. Double-click the **Status** field to view a list of status codes. Click the **Cancel** button in the dialog box to return to the Admissions Application Summary form (SAAASUMI).
6. Double-click the **Decision** field to view the decision made on this application. Click the **Cancel** button in the dialog box to return to the Admissions Application Summary form (SAAASUMI).
7. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.