Campus Solutions- Admissions

Cal State, Fullerton

Business Process Guide

Applicant Inquiry Tier II Users

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12/20/2007	Betsy	Add Academic Interest, additional Education tabs, Graduate application on Staging table for the Part B, view only to Statement of Purpose	

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Process Overview

This BPG provides an overview of the screens and elements that users may view related to the admissions process in PeopleSoft.

Where the Data for This Process Comes From

The data is normally received from the applicant via the on-line application and the submitted documents required for completion of admission files. Some application data is hand-entered for those who file paper applications and the manual receipting of transcripts and other documents.

Related Information

Admissions Introduction

Admissions is comprised of many different processes. The undergraduate admissions process begins with the recruitment of targeted prospective students. A large portion of the prospective student population apply for admission through the CSUMentor web application process. There are several requirements for admission into Cal State Fullerton. One of those requirements is standardized test scores (either ACT or SAT). Most of these test scores are received by Cal State Fullerton in electronic format or from the student's application. We also receive official test scores in paper form that we can manually enter. Once the test scores and self reported information has been processed, the applicants are evaluated. After review, applicants are notified of their conditional admission and those who choose to attend are asked to submit official documents for verification of self-reported data. Once official documents are received, applicants are notified if their offer of admission is in jeopardy due to misinformation between the self-reported information and the official transcript information.

The graduate admissions process works differently than the undergraduate one. Graduate applicants complete a file in admissions with transcripts from each college attended. If the student has earned at least a 2.50 on their last 60 units or 90 quarter units, the applicant's name will appear on a listing sent to the graduate department each week for review. If the graduate department finds that the applicant meets their criteria, they will send a recommendation form to A&R and we will send out the notice of admission. If the student does not meet departmental criteria, the department will return the form to A&R and the student will then be notified.

Credentials applicants to the 100 (single subject) and 200 (multiple subject) will be admitted by A&R if they have a gpa of 2.75 on their last 60 semester units or 90 quarter units. If they do not, they are denied in the Admissions Office. Other credential applicants will have their applications treated as those for graduate degrees.

Business Process Overview

This guide is designed to address questions that graduate advisors, department secretaries, and those dealing more directly with student admissions may have about the pages they will be viewing in PeopleSoft. Additionally, this BPG includes some information on the more specific data details regarding application maintenance so it may be used by a higher level user than just one who views pages.

While many end users will have access to various admissions pages, the admissions pages addressed in this guide are those that easily identify and summarize an applicant's admissions status and information required for admission to the University (such as test scores or institutions attended) as well as provide some more detailed information about the application maintenance and documents received.

Please note that this Business Process Guide may reference pages that you may not have security to see.

Prerequisites and Assumptions

INFORMATION, PREREQUISITES AND ASSUMPTIONS
Security to pages
Completion of pre-navigational tutorial and Application Inquiry View Only.
CSU SA Baseline is often called "The Staging Table". The Staging table is the location to which all Mentor application data is loaded and reviewed before bringing it into PeopleSoft. It is on the staging tables and not in imaging that one will be able to see the application image, including Part B and the Statement of Purpose (SOP) submitted by the applicant via mentor.
Click on **View All** to see all rows of information.

MATERIALS NEEDED
Must have enough information to find the correct applicant

DEFINITIONS

Transcript Status:
    Imaged- transcript has been received, imaged, but not yet reviewed for completeness- file remains incomplete
    Incomplete- missing coursework already completed- file remains incomplete;
    Partial- has all coursework already completed but courses in progress- file will complete
    Final- has all coursework and any degrees earned, posted

1.0 Application Maintenance Page

University staff, who have access to more than the summary screens, will have access to move through the application maintenance screens. These screens show the information that the student submitted, primarily via their online application.

1.1 Application Program Data Tab, Including Decisions

Navigation: Student Admissions> Maintain Applications > Application Maintenance > Application Program Data tab

The Program Data section on the Application Program Data tab is the basic data for the application. **Admit Term** and **Academic Program** (Grad, Undergrad or Postbac) are present.   Under the Program Status section, one can review what stage an application is in the process. The **Status** shown above reflects an applicant from the CSUMentor application load. This will be the status until an applicant is admitted, denied, or the application has been withdrawn. The **Program Action** and **Action Reasons** define where in the process the application is. (There is not a "complete" status on this page. Completion of a file is noted elsewhere.)

If a person with an **Academic Program** of Graduate has applied for both a masters degree and a credential or certificate or applied to both a credential and a certificate, this information will be in the **Action Reason**. Go to Section 1.3 for information on viewing the type of credential associated with a graduate degree or 1.4 for information on viewing a certificate in a dual graduate objective.

If an application had been read in evaluations and a decision had been reached, the **Program Action** reason would have been set to a decision (ADMT, DENY, WAPP). If a graduate application had been reviewed and sent onto the department for their review, the **Program Action** would have been changed to DDEF. The **Action Reason** would have been changed to DEPT for department review. There are other codes that define ALP or EOP review. The **Status** remains Applicant.

1.2 Application Data Tab

This tab contains more information about the applicant. This Application Data Section reports the **Academic Level** and the **Application Date** and **Created On** date. The **Application Date** is the date on which a student applied. The **Created On** date is the date on which the application was loaded into PeopleSoft. These two dates can differ greatly.

The **Academic Level** is the class level of the applicant. Those pursuing second bachelor's degrees will be Postbaccalaureate; all others who already have a bachelor's degree will be a Graduate **Academic Level**. Their specific major and degree is found on the **Application Program Data** tab as described in the previous section. The **Admit Type** describes how they are coming here: as a first time student at this career level, a returning CSUF student, or a transfer from another institution. This may be helpful in viewing the Education pages and the requests for transcripts.

The Housing and Financial Aid Interest fields as well as the Application Fee information is not used nor accurate.

The **Complete** box will be checked and the **Date** will be entered when all required admission checklist items have been fulfilled. There may still be items on the applicant's To Do List but these are not required for an admission determination. These would include but are not limited to financial or residency documents.

1.3 Dual Graduate Objectives- Masters and Credential

The **Action Reason** on the Application Program Data Tab will be MSCR denoting a dual objective of a masters and a credential. To view the credential, go to the Application Data Tab.

Application Program Data Tab

Application Data Tab

In the middle and to the right on this tab is a link to the ERS Fields in blue. Click on this link to go to the ERS subpage.

ERS Subpage – The Credential numeric code is at the bottom of this page. A friendly translation of this code is visible on the Student Center page. See App Inquiry I for navigation.

1.4 Dual Graduate Objectives- Masters and Certificate

Student Admissions > Application Entry > Academic Information > Academic Interests

The **Action Reason** on the Application Program Data Tab will be MSCT denoting a dual objective of a masters and a certificate. To view the certificate information you will need to navigate to the Academic Interest page either by choosing the link at the bottom of the Application Data tab or using the navigation above.

Application Program Data Tab

Application Data Tab

The Certificate name is in the Description field.

1.5 Dual Graduate Objectives- Credential and Certificate

Applicants who apply for a dual objective of a certificate and a credential will have the name of the certificate as the **Academic Plan** on the Academic Program Tab and the **Action Reason** will state the dual objective. To see the credential objective, go to the ERS subpage through the ERS link on the Application Data Tab.

Application Data Tab

Bottom of ERS Subpage

2.0 Education/ Transcript Information

| External Data | External Academic Summary | External Subjects | External Degrees | External Courses |

Student Admissions > Application Entry > Academic Information > Education > External Data

You can navigate to the Education pages as described above or access them from the Application Data page, by clicking on the Go button to Education which takes you to the pages which list all prior institutions attended.   If you use the navigation, you will first have a search page to find the applicant and then the education page will appear.

You will use three tabs to access information about transcripts. The External Data tab lists the names and statuses of all transcripts, the External Academic Summary tab displays the high school gpa used in calculating the eligibility index as well as class rank, and the External Degree page shows the degrees earned at an institution.

2.1 The External Data Page

The External Data page is used to list and show the status of all transcripts received or needed. To utilize it with good functionality, please hit the **VIEW ALL** in the top blue bar above the **Org ID** row so that all institutions will be listed. You must scroll down to each blue section to see the status of each school's transcript. Each transcript has its own section. Click on the View All in each institution's block to see the history of requests and receipts.

In each section, note the **Org ID** and/or the name of the external organization. The information about career and term type pertains to the organization itself and not to the applicant. The default career for colleges is Undergrad. The **Dates of Attendance** are either the original dates from the application or in subsequent entries of transcript information will be the dates included on the transcript itself or the new dates or attendance requested. The **To Date** for a high school transcript determines the graduation year.

A new row is added with each subsequent receipt and/or request for a transcript. Note the **Desired** box, **Transcript Type**, **Transcript Status**, and **Received** box to determine what has been requested and what has been received.

Transcript	Receipt
☐ **Desired**	☐ **Received**
Transcript Date:	Received:
Transcript Type:	Data Source:
Transcript Status:	Data Medium:

For transfer students or evaluated graduate students, the first **Org ID** will be the **Calculated GPA**. This Org ID is tied to the self reported gpa of transfer students from the Mentor application or the calculated gpa for the last 60 units of graduate students. The **From Date** for the last 60 Calculation will be the earliest term used in the calculation.

When educational data is added from the mentor application or manually by a staff member, the first entry lists the full attendance dates (the **From Date** and **To Date**) from the organization.   The **Desired** box is checked meaning that the transcript is needed. The **Transcript Type** will be Official and the **Transcript Status** will be Not Received. The **Received** box is unchecked.

The Admissions Office images all college transcripts before they are receipted in the applicant's file. So, the an entry for a colleges may be a box where the **Transcript Type** is Imaged and the **Transcript Status** is Received.   The **Data Source** will be Transcript. The need for this transcript will no longer display on the applicant's **To Do List** but the file remains incomplete until an A&R staff member reviews the transcript and receipts it as shown on the next page. When the staff reviews the transcript they will receipt it with one of three different Statuses: Incomplete, Partial, or Final on this same imaged row. If the transcript is receipted as Incomplete or Partial, the staff will have also added a new **To Date** to indicate the last term of graded courses and added another row requesting a partial or final document with the ending date of a term for which they need grades. See the Definitions Box at the beginning of this document for the definition of each **Status**.

If the **Org ID** is Unknown, the Application Staff have not yet created a code for this institution. Only one Unknown will be listed, so until the staff updates the information with the created codes, this page may not be accurate. International applicants often list acronyms for their colleges and the staff has difficulty deciphering the school name until a transcript is received. You may need to view the application on the staging table (see Section 3) for more accurate information about previous colleges.

If the applicant attended Cal State Fullerton, the transcript will not be requested. If he graduated from Cal State Fullerton, transcripts from colleges attended prior to or during his attendance at CSUF will also not be requested.

Original Entry from self reported information on CSU Mentor or paper application:

Subsequent Entries:

Transcript has been received and imaged. This will overwrite the original row of data.

Transcript has been receipted but it does not have all completed coursework. Note the change in the
To Date.

Another row has been added to request a partial transcript as the staff member knows that she needs
a transcript before all work or a degree will be posted.   See page shot below. The **To Date** has been
changed to reflect the need for a transcript through an earlier date than a full transcript and the
Received box is not checked.

This row had the **Transcript Type** of Imaged and the **Transcript Status** of Received until the Staff member reviewed it and determined that it had as much completed coursework as possible and that it is a partial transcript. This information overwrote the Imaged type.

When staff reviews a transcript that has all the coursework completed and if earned, the degree posted, the Imaged transcript will be receipted as a Final.

2.2 The External Degree Tab

If the applicant states on the application that they are receiving a degree from an institution, the information will be added to this page with the **Data Source** of Self-Rpted. When the degree is posted on the transcript, the staff member will change this designation to Transcript.

2.3 External Academic Summary

This page displays the self reported high school grade point average which is used in determining the eligibility index. After a final transcript is received, it will also display a second row with the final gpa and the rank of the individual if this information is available from the high school.

This is an example of Self Reported information loaded from CSU Mentor application. Note **Sum Type** equals Self Reported. The **Conv GPA** is the gpa based on a 4 point scale and will be automatically converted by the system if the **GPA Type** is not a 4 Point.

Updated information after a final high school transcript has been received. Note the **Sum Type** is HIGH and the **Class Rank** and **Class Size** are populated.

3.0 Loaded Graduate Application and the Part B

Navigation: Home > CSU SA Baseline > CSU Admissions > Mentor – U.S. Applications > Use > Loaded Graduate Apps.

Navigation: Home > CSU SA Baseline > CSU Admissions > Mentor – Int'l Applications > Use > Int'l Loaded Graduate Apps.

Note: You cannot use the EmplID to access this page. You must know the **Application Number**, SSN, or the last name.

The graduate application includes a supplementary portion (Part B) with details that graduate departments may desire. The bio/dem information is on the top half of the application and the additional graduate level details begin with question 13. These details include credential information, test data, faculty references, and honors. The **Statement of Purpose** which the student submits with the application is on a separate navigation. See Section 5.2.

Step 1	To search for an individual, enter the **Application Number** or other available information. Click Search.
Step 2	Individuals who meet your search criteria appear. Note in the example above, the individual has an application or is a graduate student
Step 3	Select the correct individual.

3.1 Part B - CSU Graduate Application

The supplemental Part B of the application begins with item 13. The Bio/Dem information, academic plan are included in the earlier portion of the application. There will not be a printed copy of the part B which includes both the information from the top half of the application and this supplemental portion.

13. Previous Admitted to Program for credential? ☐

    If Yes, which campus?:

14. Do you hold or have ever held a valid CA credential? ☐

  General Elementry: Standard Elementary:

    Multiple subject: Single Subject:

  General Secondary: Standard Secondary:

    Admin Services: Other:

15. Academic Honors:

> Graduated Cum Laude

16. First Language:

Second Language:

    Reading: Writing: Speaking:

Third Language:

    Reading: Writing: Speaking:

Fourth Language:

    Reading: Writing: Speaking:

                  Years of instruction through the medium of English: 27

17. Test Scores

Test	Date Taken/Scheduled	Scores Received				Date Score Requested
GRE		verbal:	quant:	analytical:	writing:	
GMAT		verbal:	math:	writing:		
Other	Other Score:					

Other Test Name:

    Other (2)   Other Score:

Other Test Name:

18. TOEFL (New Test Scores)

    TOEFL Score - Grad: TOEFL Score Test Date 1:

    TOEFL Essay - Grad: TOEFL Essay Test Date:

    TOEFL iBT - Grad: TOEFL (iBT) Test Date:

19. Applicable Employment

Employer	Nature of Work	Start	End
Access	Behavioral tutor	12/01/2005	04/01/2007

20. Faculty References

Name	Address, City/State, Intl/Postal, US Country	Position and Institution
Maine,Edward	800 N. State College Blvd., H-223 FULLERTON CA 92831 US	Professor CAL STATE FULLERTON
Fischer,Mark	800 N. State College Blvd., H-223 FULLERTON CA 92831 US	Professor CAL STE FULLERTON
Muller,Franz	800 N. State College Blvd., UH-323 FULLERTON CA 92831	Program Coordinator CAL STATE FULLERTON

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add

3.2 Statement of Purpose Inquiry

Access to the International and/or Graduate Statement of Purpose (SOP) is available to graduate departments. There will no longer be a printed copy sent to departments from the Admissions Office. Printing of the Statement of Purpose can be problematic if the applicant wrote a statement longer than the available window.

Navigation: Main Menu > CSU SA Baseline > CSU Admissions > Admissions Inquiry > CSU Graduate SOP Inquiry
Main Menu: CSU SA Baseline > CSU Admissions > Admissions Inquiry > CSU International Graduate SOP Inquiry

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

Find an Existing Value

Application Nbr: begins with ▼ [   ]
EmplID: begins with ▼ [   ] 🔍
Last Name: begins with ▼ [   ]
First Name: begins with ▼ [   ]

[Search]   [Clear]   Basic Search 💾 Save Search Criteria

Step 1	Enter the search information you have to locate the information.
Step 2	Choose the correct application from the **Search Results** looking at term and application number.

Csu Adm Sop Inq P

Last Name	King	**EmplID**	892313008
First Name	Nicole	**CSU Application Year**	2007-08

Statement of Purpose

Since I was a little girl I have wanted to do two things write and psychoanalyze people. I know this seems like an odd combination indeed In my final year of pursuing a B.A. in English at California Baptist University I realized that I could eliminate my first childhood passion. I realized that I knew more about psychology than I thought. I also realized that I thought about psychology more than writing or reading. In fact I wrote my 30 page capstone paper about psychology and literature. I thought it would be a good idea to integrate psychology into my final paper at CBU since I loved it so much. After struggling for the past 21 years to decide what I want to be when I grow up I have finally decided that I would love to be a counselor. I want to help people understand more about themselves and their relationships with others. I want to be able to listen to their problems and understand their mental processes. I want to provide assistance and advice to them and most importantly I want to help people understand their own mental processes. I have spent the better part of 21 years trying to psychoanalyze those around me now I want to spend the next few years learning about how to do it properly and accurately.

4.0 ERS Subpage

This page will be used by staff who need to see self reported family size and income or information about being a Registered Nurse. Staff who needs to update these fields will have security to do so. The other information visible on this page is better seen on other pages which are more accurate in the way the application center uses the information.