



Business Process Guide

Applicant Inquiry

Document Information

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Author	Nancy J. Dority
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TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Process Overview	1
Where the Data for This Process Comes From	1
Related Information	1
Admissions Introduction.....	2
Business Process Overview	3
Prerequisites and Assumptions	3
1.0 The Admissions Inquiry Search Page.....	4
2.0 The Admission's Inquiry Page.....	6
2.1 Name, EmplID and Service Indicators	7
2.2 Bio/Demo Data	8
2.3 Application Data Block.....	9
2.4 ERS DATA Block.....	11
2.5 Education Data Block	12
3.0 Test Summary Tab.....	13
4.0 Student Center Information.....	14
4.1 Student Service Center Search Page.....	14
4.2 Student Center Main Page	15
4.3 Application Status Page.....	16
4.4 Application Status Detail Page.....	17
4.5 To Do List Page	20
5.0 Loaded Graduate Application and the Part B.....	21
5.1 Part B - CSU Graduate Application	21
5.2 Statement of Purpose Inquiry.....	24



Process Overview

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

Where the Data for This Process Comes From

The application data is normally received from the applicant via the on-line application. Some data is hand-entered for those who file paper applications. Additional submitted documents such as transcripts and test scores are receipted manually as they are received and processed.

Related Information



Admissions Introduction

Admissions is comprised of many different processes depending on the academic level of the applicant. Nearly all of the prospective student populations apply for admission through the CSUMentor web application. Most first time freshman must apply during the fall initial filing period between October 1 and November 30. The filing times for transfers and graduates begin in August for spring semesters and October for fall and end when the college has received enough applications.

First-time Freshman have several requirements for admission into Cal State Fullerton. One of these requirements is standardized test scores from either the ACT or the 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 have been processed, the applicants are evaluated by the system. After review, applicants are notified of their admission and the conditions they must meet before allowed to register and those who choose to attend are asked to submit official documents for verification of self-reported data. If they do not meet the admission requirements on self-reported information, they will be asked to submit transcripts from their high school when the first semester of senior year grades are posted. These will be manually reviewed and letters of admission with the conditions for enrollment sent to the applicant. Once final official documents are received in late June or July, applicants are notified if their offer of admission is in jeopardy for not meeting the conditions of the initial admission notice.

Transfer students must have completed the four required general education classes, commonly called the Golden Four, with a grade of C or better and have maintained at least a 2.0 average (California residents) in at least sixty semester units. Exceptions to this are those applying to the pre-nursing plan. Applicants can be admitted by the system on self-reported information if they have successfully completed the Golden Four and report a satisfactory GPA. These applicants then need to submit final transcripts when all work is completed for verification of self-reported information. Those who have not completed the Golden Four before applying will need to submit transcripts for work completed a semester before the application, for manual review. Most out-of-state applicants will need to submit transcripts for manual review as the content of the Golden Four coursework needs to be reviewed.

The **Graduate Admissions** process works differently than the undergraduate one. Graduate applicants must complete a file in admissions with transcripts from each college attended before any evaluation will be done. The transcripts will be reviewed and if the student has earned at least a 2.50 in their last 60 units or 90 quarter units, the applicant's name will appear on a report for review electronically sent to the graduate dept each week. If the graduate dept finds that the applicant meets their criteria, they will send a recommendation form to A&R and the admissions office will send an admissions letter to the applicant. If the applicant does not meet departmental criteria, they will send the recommendation form to A&R with their decision and the reasons, and a letter will be sent to the applicant with this information.

Basic Credential Applicants are those applying for the 100 (single subject), 200 (multiple subject), or the basic special education credentials will be admitted by A&R if they have a gpa of 2.75 in their last 60 semester units or 90 quarter units. If they do not, they are denied in the Admissions Office. The Education Department may request an exception for applicants who they have identified as outstanding applicants to their programs.



Business Process Overview

The Admissions Office, as well as other offices on campus, receives numerous calls from current applicants. Many types of questions are asked of staff that they must answer in a timely manner. This guide is designed to address these frequently asked questions and to give users a quick reference to help find the data in PeopleSoft.

The first part of the guide is designed to review the inquiry pages themselves. It is not intended for updating applicant's data, but for quickly viewing data only. If further information is needed, consult the specific business process guide for step-by-step instructions. The second portion of this guide will help to answer some common questions using PeopleSoft screens that will come up day to day.

While an end user 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).

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

Prerequisites and Assumptions

Information, Prerequisites and Assumptions

- Security to pages
- Completion of pre-navigational tutorial
- CSU SA Baseline is often called "The Staging Table". The Staging Table is the location to which all Mentor application data are loaded and reviewed before bringing into PeopleSoft. It is on the Staging Tables and not in imaging that one will be able to see the application submitted by the applicant via mentor.

Materials Needed

- Must have enough information to find the correct applicant



1.0 The Admissions Inquiry Search Page

This step shows you how to search for an individual using the CSU Admission Inquiry Search page. This CSU Admission Inquiry page allows you to see the overall status of an applicant including: education data (transcripts), test scores, residency statuses, and checklist statuses (to-do items).

Note that the CSU Admissions Inquiry page displays only one application at a time. Remember to check to see if the individual has two or more applications in PeopleSoft and if so, review the search results to make sure you are viewing the correct application. The Application Nbr is an identifier for each application and the applicant has received this number and has been asked to retain it for informational purposes.

Navigation: Main Menu > CSU SA Baseline > CSU Admissions > Admissions Inquiry > Inquire > Admissions Inquiry

CSU Admissions 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	<input type="text"/>	
ID:	begins with	805820479	
Academic Institution:	=	FLCMP	
Academic Career:	begins with	<input type="text"/>	
Application Program Nbr:	=	<input type="text"/>	
Academic Program:	begins with	<input type="text"/>	
Admit Term:	begins with	<input type="text"/>	
Application Center:	begins with	<input type="text"/>	
Date of Birth:	=	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Case Sensitive

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



Admissions Applicant Inquiry

Step	Information and Screenshot(s)																																																																																				
Step 1	<p>A search dialogue box titled “CSU Admissions Inquiry” will appear. Enter the EmplID in the ID field. If the ID of the individual is not known, you may use this box to search for the applicant record using the individual’s name, career of their application, or National ID (social security number). When finished, press Search or press the enter key. If you do not find the person and you have security, perform search/match to make certain that the person exists in the database.</p>																																																																																				
Step 2	<p>Records that meet your search criteria will display. Select the record you wish to view. Make certain that you are selecting the application with the appropriate career and application number. If the individual applied more than once, for example a freshmen and then as a transfer, they would have two rows with unique application numbers. You need to be certain to pick the proper application number or career. Very often, the applicant’s name will appear several times. If the applicant has more than usage of his name, such as primary and preferred, his name will be listed two times or more or if they have more than one national ID types attached such as a real SSN and a created one. Nothing is deleted from PeopleSoft, only updated.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Search Results</p> <p>Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.</p> <p>View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Application Nbr</th> <th>ID</th> <th>Academic Institution</th> <th>Academic Career</th> <th>Application Program Nbr</th> <th>Academic Program</th> <th>Admit Term</th> <th>Application Center</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>00000392</td> <td>000000729</td> <td>FLCMP</td> <td>UGRD</td> <td>0</td> <td>UGD</td> <td>2077</td> <td>FUL</td> <td>Professor,Intl</td> <td>Unknown</td> <td>02/14/1988</td> <td>02/14</td> </tr> <tr> <td>00000391</td> <td>000000716</td> <td>FLCMP</td> <td>UGRD</td> <td>0</td> <td>UGD</td> <td>2077</td> <td>FUL</td> <td>Admissions,Weston James</td> <td>Male</td> <td>08/09/1989</td> <td>08/09</td> </tr> <tr> <td>00000390</td> <td>000000703</td> <td>FLCMP</td> <td>UGRD</td> <td>0</td> <td>UGD</td> <td>2077</td> <td>FUL</td> <td>Terhune,Matthew Paul</td> <td>Male</td> <td>09/01/1982</td> <td>09/01</td> </tr> <tr> <td>00000390</td> <td>000000703</td> <td>FLCMP</td> <td>UGRD</td> <td>0</td> <td>UGD</td> <td>2077</td> <td>FUL</td> <td>Terhune,Matthew Paul</td> <td>Male</td> <td>09/01/1982</td> <td>09/01</td> </tr> <tr> <td>00000389</td> <td>000000690</td> <td>FLCMP</td> <td>UGRD</td> <td>0</td> <td>UGD</td> <td>2077</td> <td>FUL</td> <td>Admissions,Kattie Y</td> <td>Female</td> <td>09/02/1978</td> <td>09/02</td> </tr> <tr> <td>00000388</td> <td>000000677</td> <td>FLCMP</td> <td>UGRD</td> <td>0</td> <td>UGD</td> <td>2077</td> <td>FUL</td> <td>admissions,Elsa</td> <td>Female</td> <td>02/23/1987</td> <td>02/23</td> </tr> </tbody> </table> </div>	Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gender	Date of Birth	Date of Birth	00000392	000000729	FLCMP	UGRD	0	UGD	2077	FUL	Professor,Intl	Unknown	02/14/1988	02/14	00000391	000000716	FLCMP	UGRD	0	UGD	2077	FUL	Admissions,Weston James	Male	08/09/1989	08/09	00000390	000000703	FLCMP	UGRD	0	UGD	2077	FUL	Terhune,Matthew Paul	Male	09/01/1982	09/01	00000390	000000703	FLCMP	UGRD	0	UGD	2077	FUL	Terhune,Matthew Paul	Male	09/01/1982	09/01	00000389	000000690	FLCMP	UGRD	0	UGD	2077	FUL	Admissions,Kattie Y	Female	09/02/1978	09/02	00000388	000000677	FLCMP	UGRD	0	UGD	2077	FUL	admissions,Elsa	Female	02/23/1987	02/23
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Step 3	<p>The Inquiry page opens. This page is “view only” and displays by application an individual’s bio/demo data, application data, most recent education row for each educational institution, and all checklists and test scores.</p>																																																																																				





2.0 The Admission's Inquiry Page

Navigation: Home > CSU SA Baseline > CSU Admissions > Admissions Inquiry > Inquire > CSU Admissions Inquiry

This page has a lot of information and data on it. The tabs at the top of the page will take you to the specific summary pages. These pages provide information to assist the applicant. The Admission Summary page contains Bio/Demo information, admission status, ERS data including test information and educational information. The Test Summary page gives you information on the applicant's test results.

The Admissions Summary page presents the information about an applicant's record in blocks by type. This guide will walk you through each block.



Admission Summary		Test Summary	
Brenda Student		805820479  	
Bio/Demo Data			
Mail Address			
Address 1:	Set.5 Chunghsiao E. Rd.	Citizenship:	TWN Sex: F
Address 2:		Visa Type:	Non-US citizen, undetermined
Address 3:		Pri Phone:	
Address 4:		Pri Email:	wuhsinying@csumentor.edu
City:	Taipei	State:	Zip: Country: TWN
Application Data			
Appl Nbr:	00293962	Appl Dt:	10/19/2007 Action Dt: 10/22/2007
Prog Nbr:	0	Status:	Applicant Comments? <input type="checkbox"/>
Prog Action:	APPL	Prog Rsn:	CSU Mentor Application
Admit Term:	Fall 2008	Plan/Subplan:	BA/Finance MBA
Acad Career:	Postbaccalaureate		
Acad Prog:	Graduate Program		
Appl Center:	FUL	Admit Type:	First Time Student
Acad Level:	Post-Bacc	Complete:	N Complete Dt:
Instn Origin:	Unknown College	App Fee:	Paid through SFS
EOP Interest:	N	Adm Basis:	
Residency:		Stu Standing:	
Recruit Cat:		Sport:	
ERS Data			
College Preparatory Semesters		GE Breadth Status	
English:		Critical Thinking:	In Progress
Math:	Lab Sci:	English/Writing:	Completed
Soc Sci:	Fgn. Lang:	Mathematics:	Completed
Electives:	Vis/Pref Arts:	Oral Communication:	In Progress
		Additional Data	
		EPT Status:	N-Not Req
		ELM Status:	N-Not Req
		Residence Code:	7152
		CSU Cred Status:	None



2.1 Name, EmplID and Service Indicators

Verify that this is the record you want to review by glancing at the name and EmplID at the top of the page. Also, this is where you can view positive and negative service indicators. A Negative Service Indicator is a hold placed on an individual that indicates the individual needs to meet a requirement of some kind. This service indicator is cleared when the conditions are met. A Positive Service Indicator can indicate the individual is qualified for some special service from the University or will indicate some specific action is being done to the record.





Navigating through the PeopleSoft pages, the Negative and Positive Service Indicators icons

  can be seen on each page until the hold is released.

Negative Service Indicators			
		Find View All First 1 of 1 Last	
DateTime:	08/14/2007 1:15:49PM	Institution:	CSU Fullerton Detail
Active Date:	08/14/2007	Department:	Admissions
Service Indicator:	A06 Remediation Courses Needed	Reason:	Remediation Courses Needed

Field Definitions

Department	Indicates the campus department responsible for the service indicator.
Service Indicator	Indicates what the indicator is for.
Reason	Indicates why the service indicator was placed.

Step	Information
Step 1	<p>These symbols   are negative and positive service indicators.</p> <ul style="list-style-type: none"> Admissions places negative indicators  for applicants who are missing: <ul style="list-style-type: none"> Application fees. Missing final transcripts. <p>Positive indicators  can be placed for things like FERPA information or in progress correction of the student record.</p>
Step 2	Click on the icon to get more information on the service indicator. A new page appears with information regarding the service indicator.



2.2 Bio/Demo Data

This is the current contact information. If it is not correct, the applicant can change it in Self Service. This also lists his citizenship status and the visa he holds.

Bio/Demo Data			
Mail Address			
Address 1:	Set.5 Chunghsiao E. Rd.	Citizenship:	TWN Sex: F
Address 2:		Visa Type:	Non-US citizen, undetermined
Address 3:		Pri Phone:	
Address 4:		Pri Email:	wuhsinying@csumentor.edu
City:	Taipei	State:	
		Zip:	
		Country:	TWN



2.3 Application Data Block

Under Application Data, PeopleSoft begins to utilize different elements like Appl Number and Appl Date, Prog Action (Program Action) and Prog Rsn (Program Reason) to communicate the status of the applicant.

Undergraduate Career:

Application Data			
Appl Nbr:	00307222	Appl Dt:	06/27/2006
Prog Nbr:	0	Status:	Active
Prog Action:	MATR	Prog Rsn:	
Admit Term:	Fall 2006	Plan/Subplan:	Pre-Business 1MJ 1ND
Acad Career:	Undergraduate		
Acad Prog:	Undergraduate Degree		
Appl Center:	FUL	Admit Type:	Transfer
Acad Level:	Junior	Complete:	Y
		Complete Dt:	09/26/2007
Instn Origin:	Diablo Valley Coll	App Fee:	Credit Card
EOP Interest:	N	Adm Basis:	N 56 UNIT UD TRANSFER
Residency:	Resident of California	Stu Standing:	
Recruit Cat:		Sport:	

Postbaccalaureate Career:

Application Data			
Appl Nbr:	00374067	Appl Dt:	10/19/2007
Prog Nbr:	0	Status:	Applicant
Prog Action:	APPL	Prog Rsn:	CSU Mentor Application
Admit Term:	Fall 2008	Plan/Subplan:	BA/Finance MBA
Acad Career:	Postbaccalaureate		
Acad Prog:	Graduate Program		
Appl Center:	FUL	Admit Type:	First Time Student
Acad Level:	Graduate	Complete:	N
		Complete Dt:	
Instn Origin:	Unknown College	App Fee:	Paid through SFS
EOP Interest:	N	Adm Basis:	
Residency:		Stu Standing:	
Recruit Cat:		Sport:	

The **Appl Nbr** is an identifier and staff will need to know it so as to retrieve the correct application. This information will be sent to the applicant as it is one of the identifiers of his application. Some applicants will submit multiple applications to the office across many terms. In most cases, it will be important to view the one from the most recent term. The **Program Action** indicates where the application is in the process. In the undergraduate example, the Prog Action is MATR which indicates she has been admitted and approved to register. In the postbaccalaureate example, the application has only been



received as indicated by the Action and Reason. **Prog Action** = APPL (Applicant); **Prog Rsn** = CSU Mentor Application. The **Prog Rsn** could be Manually Entered Application for paper applications or others that are hand-entered. This is good information as it tells you where you will be able to view the application itself. If you have security to the Staging Table, you will be able to view the Mentor applications. Manually entered ones will be viewable in FileNet. The Program Reason can also indicate a person has applied for a dual objective of a master's degree and a credential or a master's degree and certificate or a certificate and a credential.

Admit term shows the term which this particular application represents. **Acad Career** and **Acad Prog** are the level of the degree program and the level of career. The **Plan/Subplan** is the student's major. Additionally as students may have double majors etc., the system will list the numbers of majors and degrees that the student is pursuing. "Pre majors" such as the prebusiness in the undergraduate example will not have the degree type indicated in the coding. Other plan codes will have the degree included in the coding (e.g., 1MJ 1BA)

The **Appl Center** will always be FUL. **Acad Level** is class level. **Admit Type** describes the type of student (First-time at this degree level, Transfer, or Returning to CSUF after previous attendance). The **Complete** field indicates whether the admission file is ready for evaluation or, for a matriculated applicant, that all final documents are here.

The next portion contains the **Instn Origin** or the Institution of Origin. This listed school is the school where the applicants has earned the most units to date or where they received their bachelor's degree. So, it may not be the most recent school he has attended. **App Fee** indicates how the application fee was paid. In the examples, one fee was paid by credit card and the other through Student Financial Services. This page also shows the student's initial **Residency**. Please note that depending on the time of year that you are viewing the information, residency can be changed as more information is received by the department. This only indicates their residency in the state of California and should not be used to determine their fees or tuition. The **Adm Basis** and **Stu Standing** fields will remain blank until the person is matriculated or able to register.

The **EOP Interest** code on this page is not necessarily accurate and should be ignored. The **Recruit Cat** and **Sport** should also be ignored.



2.4 ERS DATA Block

The next portion of the page will display **College Preparatory Semesters** as well as the **GE Breadth Status** and **Additional Data** for applicants. The **College Prep Semesters** list the number of self-reported semesters of College Prep coursework taken at the high school level for first time freshmen or lower division transfers. The **GE Breadth Status** (commonly called the Golden 4) information will also be displayed if the grades have been entered on the application. If the field is blank in this section, it could be that the student did not complete an appropriate GE course to fulfill the area or that we need to do further research on the course before entering data into a particular GE area or the applicant did not self-report the information. These courses must be completed with a grade of C or better. In progress indicates the applicant has reported that he is has not yet completed the course.

The **Additional Data** section will display **EPT/ ELM Status**, the County, State, or Country of **Residence Code** and the **Credential Status** of an applicant, if there is one. The Credential Status will also display on Self Service with the numeric value of the code.

First Time Freshman:

ERS Data			
College Preparatory Semesters		GE Breadth Status	Additional Data
English:	6	Critical Thinking:	EPT Status: 1-NQ Rem1
Math:	8	English/Writing:	ELM Status: Z-Xmpt EAP
Soc Sci:	4	Mathematics:	Residence Code: 0033
Electives:	4	Oral Communication:	CSU Cred Status: None
	Lab Sci: 4		
	Fgn. Lang: 4		
	Vis/Pref Arts: 4		

Undergraduate Transfer:

ERS Data			
College Preparatory Semesters		GE Breadth Status	Additional Data
English:		Critical Thinking: Completed	EPT Status: T-XmptTran
Math:	Lab Sci:	English/Writing: Completed	ELM Status: T-Xmpt GE
Soc Sci:	Fgn. Lang:	Mathematics: Completed	Residence Code: 0019
Electives:	Vis/Pref Arts:	Oral Communication: Completed	CSU Cred Status: None

Post Baccalaureate:

ERS Data			
College Preparatory Semesters		GE Breadth Status	Additional Data
English:		Critical Thinking:	EPT Status: N-Not Req
Math:	Lab Sci:	English/Writing:	ELM Status: N-Not Req
Soc Sci:	Fgn. Lang:	Mathematics:	Residence Code: 7152
Electives:	Vis/Pref Arts:	Oral Communication:	CSU Cred Status: None



2.5 Education Data Block

The education data depicted on this summary page is quite helpful as it shows the undergraduate student's self-reported gpa as the **Calculated GPA** as well as the external orgs the applicant has attended. One caution, if an applicant has gone to institutions for which we do not have an OrgID, no more than one unknown institution will be listed.

Education									
Org ID	Description	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Ext GPA
000000014	Calculated GPA						SELF	4PT	3.260
C31004314	Fullerton Coll	06/15/2003	09/15/2003	Final	Official	12/07/2007			
C31004663	Rio Hondo Coll	09/01/2004	06/15/2006	Not Recvd	Official				

Education									
Org ID	Description	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Ext GPA
C31000001	Unknown College	09/01/2004	06/15/2006	Final	Official				
C31004839	Un of Calif, Riverside	09/01/2006	06/15/2007	Received	Imaged	12/05/2007			

Note the **Transcript Status** column of information included in the middle of the block. If the transcript is required the Status will be Not Recvd. If it has been received and imaged but not yet receipted the Status will be Received and the date the document was imaged will be in the **Received Date**. If it has been received and receipted, the Transcript Status field will be updated to reflect what type of transcript was received and the **Received Date** will reflect the date we reviewed it for its completeness. The possible **Transcript Status** values are Not Recvd, Received, Incomplete, Partial, and Final. Partial and Final will allow a file to complete. The other values will keep the file from completing.

If you have the correct level of security you can click on the [Education](#) link and you will be taken to screens that tell the receipt history by each individual school. To return to the Applicant Inquiry page from the Education page, click .



3.0 Test Summary Tab

The other tab for viewing purposes is the **Test Summary** tab. This screen provides the viewer with information on the test scores that are in the system for applicants. We accept SAT and ACT test scores that are self-reported by the student on the application, sent from the Educational Testing Service by tape or hard-copy reports submitted by the applicant. SAT I and ACT exams should be completed by no later than December of senior year of high school for first-time freshman applicants. GMAT scores are loaded from the Educational Testing Service Tape. TOEFL and IELTS scores are entered manually from submitted paper documents from the applicant or from the Educational Testing Service.

Note the information in the dark blue field above the scores. If there are more than 5 scores, you will need to select **View All** to see the rest of the scores.

The scores are sorted alphabetically, first by the **Test ID** then by the **Description**. If the applicant has taken the same type of exam more than once, the scores for different test dates will be intermingled by the **Description**. These scores are also not in the order of the score report.

Included in the **Test ID** is the ELINDEX or the Eligibility Index for First-Time Freshman applicants if they also have self reported a gpa and have taken either the SAT or ACT. This index is one of the determinants of an applicant's admission.

The **Data Srce** denotes how the scores were received **Acad Level** will always be Unknown. The **Dt Loaded** is the date the scores were input into the system.

First Time Freshman:

Customize Find View 6 First 1-9 of 9 Last										
Test ID	Description	Score	%tile	Letter Score	Test Dt	Std Admin	Acad Level	Data Srce	Dt Loaded	
1 EAP	Mathematics			X	11/06/2006	<input checked="" type="checkbox"/>	Unknown	T	11/06/2007	
2 ELINDEX	Eligibility Index SAT	3294.00			11/07/2006	<input checked="" type="checkbox"/>	Unknown	B	11/06/2007	
3 EPT	Composition	154.00			07/01/2007	<input checked="" type="checkbox"/>	Unknown	M	11/06/2007	
4 EPT	Essay	6.00			07/01/2007	<input checked="" type="checkbox"/>	Unknown	M	11/06/2007	
5 EPT	Reading	144.00			07/01/2007	<input checked="" type="checkbox"/>	Unknown	M	11/06/2007	
6 EPT	Total	147.00			07/01/2007	<input checked="" type="checkbox"/>	Unknown	M	11/06/2007	
7 SATI	Math	530.00			10/01/2006	<input checked="" type="checkbox"/>	Unknown	SLF	11/06/2007	
8 SATI	Reading	540.00			10/01/2006	<input checked="" type="checkbox"/>	Unknown	SLF	11/06/2007	
9 SATI	Writing	430.00			10/01/2006	<input checked="" type="checkbox"/>	Unknown	SLF	11/06/2007	

Postbaccalaureate International Applicant:

Customize Find View All First 1-5 of 5 Last										
Test ID	Description	Score	%tile	Letter Score	Test Dt	Std Admin	Acad Level	Data Srce	Dt Loaded	
1 GRE	Mathematics	690.00			10/01/2006	<input checked="" type="checkbox"/>	Unknown	TRN	12/05/2007	
2 GRE	Quantitative	740.00			10/01/2006	<input checked="" type="checkbox"/>	Unknown	TRN	12/05/2007	
3 GRE	Verbal	415.00			10/01/2006	<input checked="" type="checkbox"/>	Unknown	TRN	12/05/2007	
4 IELTS	Total	7.50			06/06/2007	<input checked="" type="checkbox"/>	Unknown	T	12/05/2007	
5 TOEFL	Computer Based Total	227.00			12/01/2006	<input checked="" type="checkbox"/>	Unknown	T	12/05/2007	



4.0 Student Center Information

Navigation: Main Menu > Campus Community > Student Service Ctr (Student)

This screen is your view of what the student sees on their **Self Service Page** which informs students of their check list items, service indicators (holds), class lists, and other vital student information. Access this page with the EmplID of the applicant using the **Student Service Center Search Page**. The **Student Service Center Search Page** allows you to enter the information that you have:

4.1 Student Service Center Search Page

Student Services Center

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

Find an Existing Value

ID:

Campus ID:


Local Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

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

Step	Information
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.



4.2 Student Center Main Page

The two areas to look for applicant information on this page are the **To Do List** in the right sidebar and the **Admissions** block near the bottom.

More specific Information about the status of an application is found by following the links from the **Admissions** block of information on this main page. Click on the **Application Status** Link to go to the **Application Status** page. The **To Do List** information can be accessed either from the link in the sidebar or from the Application Status Page.

The other blocks of information on this page may not be available for you to view if you do not have security.

Brenda's Student Center

Academics

Enrollment
[My Class Schedule](#)
[Wish List](#)

Academic History
[Grades](#)
[Degree Progress](#)

other academic...

Finances

My Account
[Account Inquiry](#)
[1098T Detail Inquiry](#)
[1098T Print Option Inquiry](#)

Financial Aid
[View Financial Aid](#)

other financial...

Personal Information

Demographic Data		Contact Information	
		Home	Mail
		7f- 1,no.508,sec.5,chunghsiao E. Taipei City Taipei 11083	Set.5 Chunghsiao E. Rd. Taipei
		Cell phone	CSUF email
		None	None

Admissions
[Application Status](#)

[SEARCH FOR CLASSES](#)

Holds
Application Fee Required
[details ▶](#)

To Do List
College Transcript
[details ▶](#)

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned



4.3 Application Status Page

Here you will find the **Application Date** which is the date the application was entered into PeopleSoft, the **Application Nbr** associated with this application and the **Admit Term** for which they applied. Also included, in a more user friendly format than elsewhere, is the **Academic Plan** and its associated **Degree** as well as links to other pages. The Admission Office contact information is at the bottom of this page. Click on the **View Detailed Information for This Application** link to see the **Admission Status Detail** page. See Section 4.4. Click on the **View All To Do Items** link to see the documents needed to complete the applicant's file. See Section 4.5.

Postbaccalaureate:

Application Status		
Brenda Student		805820479
Application Date	Application Nbr	Admit Term
10/19/2007	00293962	Fall 2008
Academic Plan	Business Administration (Finance)	Degree Master of Business Admin
View Detailed Information for This Application		
View All To Do Items		
Mailing Address:	Admissions Office, PO Box 6900, Fullerton CA 92830-6900	
Fax:	714.278.7699	
Phone:	714.278.7788	

Undergraduate:

Application Date	Application Nbr	Admit Term
11/04/2006	00317090	Fall 2007
Academic Plan	Radio-TV-Film	Degree Bachelor of Arts
View Detailed Information for This Application		



4.4 Application Status Detail Page

The **Application Status Detail** page includes more specific information about the application including **Academic Level**, the **Admit Term**, the **Plan** and **Degree**, the **Residency** status (not to be used for fees or tuition), the numeric **Credential Code**, the status of the placement exams (**ELM** and **EPT**) and the name of the **Certificate** they are pursuing. Below this box of information is the applicant's admission status and any information about that status. This postbaccalaureate example shows an applicant whose file is still incomplete.

The box below the Application Status block states any placement test information pertaining to this application. The links to the Test Information pages are on all Detail pages whether the applicant needs the tests or not. The **Comments** box are the conditions for admission or the reasons for denial.

The three examples below illustrate the messages seen in the three boxes on the bottom of the page, including the Application Status, the need for the ELM and/or EPT, and any comments associated with the Admission or Denial of the applicant.

Postbaccalaureate Applicant

Application Status Detail	
Brenda Student	805820479
Application Number	00374067
Application Date	10/19/2007
Academic Level	Graduate
Admit Term	Fall 2008
Academic Plan	Business Administration (Finance)
Degree	Master of Business Admin
Residency	
Credential Code	
ELM Status	Not Required
EPT Status	Not Required
Certificate	
Application Status	
Thank you for applying to Cal State Fullerton. We have received your application. No admission decision has been made at this time. Please click on the 'View All To Do Items' hyperlink for more details.	



Undergraduate, First Time Freshman Admitted with Conditions

Application Number	00317090	Application Date	11/04/2006
Academic Level	Freshman		
Admit Term	Fall 2007		
Academic Plan	Radio-TV-Film		
Degree	Bachelor of Arts		
Residency Resident of California			
Credential Code			
ELM Status	Exempt	EPT Status	Remedial Course Required
Certificate			
Application Status			
<p>You have been admitted and information regarding registration information can be found at http://www.fullerton.edu/admissions/CurrentStudent/Registration.asp.</p>			
<p>http://www.fullerton.edu/testing/elm.htm http://www.fullerton.edu/testing/eptt.htm</p> <p>http://www.fullerton.edu/admissions/CurrentStudent/Registreat</p>			
Comments			
1	You are admitted conditionally pending completion of all courses in progress including any English courses with "C" grades or better.		
Return			



Undergraduate, First Time Freshman Admitted Needing to Take Placement Exams

Application Number	00352962	Application Date	10/13/2007
Academic Level	Freshman		
Admit Term	Fall 2008		
Academic Plan	Pre-Nursing		
Degree	Bachelor's Level		
Residency			
Credential Code			
ELM Status	Required	EPT Status	Required
Certificate			
Application Status			
Congratulations, you have been admitted to Cal State Fullerton!			
You are required to take the English Placement Test. Please go to http://www.fullerton.edu/testing/eptt.htm for more information. Please note if you are a transfer student, completion of a transferable English composition course with a grade of C or higher will fulfill the EPT exemption when verified by official transcripts.			
You are also required to take the Entry Level Mathematics Test. Please go to http://www.fullerton.edu/testing/elm.htm for more information. Please note if you are a transfer student, completion of a transferable math or statistics course with a grade of C or higher will fulfill the ELM exemption when verified by official transcripts.			
http://www.fullerton.edu/testing/elm.htm		http://www.fullerton.edu/testing/eptt.htm	
Comments			
1			
Return			



4.5 To Do List Page

Listed here are the items the Admissions Office needs to complete a file for the initial admission evaluation or for verification of the admission decision. Most of the items required by the Admissions Office will not have due dates. If you click on the item itself, the **To Do Item Detail** page opens and gives specific information about the item, including what it is, when it is needed, and where to submit it. For required transcripts, it will state the name of the school in small print right below the **Transcript** title.

To Do List

Item List			
To Do Item	Due Date	Institution	Administrative Function
College Transcript	01/19/2008	CSU Fullerton	Admissions Application

To Do List

To Do Item Detail

Brenda Student

College Transcript

Unknown College

Academic Career:	PBAC
Student Career Nbr:	0
Application Nbr:	00293962

Contact

Academic Institution:	CSU Fullerton
Administrative Function:	Admissions Application
Due Date:	01/19/2008
Contact:	Admissions

[PO Box 6900, Fullerton, CA, 92834-6900 Fax: 714.278.7699](#)

Description

Please provide one official transcript from the named college-either mailed directly to us, faxed from the school, or hand-carried in a sealed envelope.



5.0 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.

Find an Existing Value
Add a New Value

CSU Application Number:	begins with	<input type="text"/>				
Application Nbr:	begins with	<input type="text"/>				
User ID:	begins with	<input type="text"/>				
Processing Status:	begins with	<input type="text"/>				
Social Security #:	begins with	<input type="text"/>				
Admit Term:	begins with	<input type="text"/>				
Last Name:	begins with	<input type="text"/>				

Case Sensitive

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

Search Results

[View All](#)
First 1-100 of 287 Last

CSU Application Number	Application Nbr	User ID	Processing Status	Social Security #	Admit Term	Last Name
00000977	00000667	MMCCLELLAN S		555488897	2077	PINCHER
00000976	00000666	MMCCLELLAN S		(blank)	2077	GUFFEY

Step	Information
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.

5.1 Part B - CSU Graduate Application

The supplemental Part B of the application begins with item 13. The Bio/Dem information, academic plan and are included in the earlier items. 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 Elementary:

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 Score:			
Other Test Name:		Other Score:			

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, 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



5.2 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.

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:

EmplID:

Last Name:

First Name:

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

Step	Information
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.