

SAASUMI Admissions Application Summary

This form contains the student's admission application summary and curricula applied for summary. You must enter the student's BID (Banner ID). If you do not know the BID enter the student's last name. If you wish to enter the student's first name also, you must put a comma between the two names. Hit Enter. You will get a drop down list of all the students who meet the criteria you entered. If there is only one, the info will be filled in at the top of the screen. Click on Next Block or Ctrl+PgDn.

The screenshot shows the SAASUMI Admissions Application Summary form. At the top, there are fields for ID (800557829), Student Name (Samantha A.), Level, Campus, College, and Degree. Below these are fields for Term, Program, and Field of Study Type. The main section is titled "Admissions Application Summary" and contains a table with the following columns: Entry Term, Application Number, Application Preference, Admission Type, Student Type, Residence, Outstanding Documents, Status, Status Date, Decision, and Decision Date. Below the table are sections for "Curricula Summary" (Priority Term, Program, Catalog, Level, Campus, College, Degree) and "Field of Study Summary" (Priority Term, Type, Field of Study, Department, Attached to Major). Three callout boxes with red arrows point to specific fields: "ENTER BID OR LAST NAME, FIRST NAME (IF DESIRED)" points to the ID field; "NEXT BLOCK" points to the "NEXT BLOCK" button; "ADMISSIONS APPLICATION SUMMARY" points to the table header; and "CURRICULA AND FIELD OF STUDY INFO" points to the Curricula and Field of Study Summary sections.

1. Check the **Entry Term** Field

This field refers to the term that the student was admitted for. If a student has been admitted for the Spring 2008 semester, this field will contain a **200810**; If a student has been admitted for the Summer 2008 semester, this field will contain a **200820**; If a student has been admitted for the Fall 2008 semester, this field will contain a **200830**.

2. Check the **Status** Field

This field refers to the status of the student's application. The most common value for the Status field is **D (Decision)**, which is good. If this field contains any other value, such as an **I (Incomplete)**, refer the student to Admissions.

3. Check the **Decision** Field

This field refers to the student's "decision" (or "acknowledgement") to attend Buffalo State. The decision is rendered when the student pays the \$125 tuition deposit. For our purposes, this is the most important field to check. This is the field that triggers the creation of the "student record" in Banner (allowing the student to register); it also triggers the creation of the student's NT/e-mail accounts. If this field contains a value of **P (Deposit Paid)** or **W (Deposit Waived)**, the student should: (A) be able to register for courses, and (B) have NT/e-mail accounts within 3 business days of the Decision Date. If this field contains any other value, refer the student to Admissions.

4. Check the **Decision Date** Field

This field refers to the date that the student's tuition deposit was paid. If the Decision field contains a value of **P** or **W**, the student should: (A) be able to register for courses, and (B) have NT/e-mail accounts within 3 business days of the Decision Date.