Step-by-step Instructions on Processing an Admission Program Change

A. STEPS TO CHANGE CURRENT PROGRAM TO A DIFFERENT PROGRAM BEFORE A DECISION IS MADE.

AFTER A DECISION IS MADE **on the current program we should follow the steps for Part B below to add a second program.   Do not change the program on applications that already have a final decision.**

SAAADMS (change program and major)

1. Type **SAAADMS** in the **Direct Access** field and hit **Enter** (or select it from the Fast Track Menu).

2. The ID will appear in the ID field. Click on **Next Block** (**Ctrl + page down**).

3. Ensure you are on the right application. The scroll bar will be activated if there is more than one application.

4. Double click in the **Program** field. Select **All Program Codes**. Select the new program.

5. Click on the **Primary** button. Double click on the **Major** field. Select **Attached Majors.** Select Major.

6. Click on **Save** icon (or F10).

7. ARR/MAC: Update decision form in file with new program information.

B. STEPS TO MANUALLY ADD A SECOND PROGRAM.

Note: this requires the creation of a complete second application.

SAAADMS (duplicate application to new term and update Checklist, Source and Attributes)

1. Type **SAAADMS** in the **Direct Access** field and hit **Enter** (or select it from the Fast Track Menu).

2. The ID will appear in the ID field. Click on **Next Block** (**Ctrl + page down**).

3. Ensure you are on the right application. The scroll bar will be activated if there is more than one application.

4. Click on **Next Block** to go to the **Checklist Summary**. Click on the menu item **File**, then select **Print**.

5. Click on **Next Block** twice to get to the **Source/Interests/Comments** sections. Write down any values form the **Source** and **Comments** fields (or select menu item **File** and then **Print**). It is not necessary to record values from the Interests field.

6. Click on **Next Block** until you can see the **Attribute** field. Write down the values.

7. Click on **Next Block** until you return to the first block of the Application Form.

8. Click on **Record** on the menu, then select **Insert**. A blank application screen will appear.

9. Click on **Record** on the menu again and then click on **Duplicate**. The data from the original application will default in.

10. If you want new a new decision form go to **Appl Date** field and change date to current date.

11. Double click in the **Program** field. Select **All Program Codes**. Select the new program.

12. Click on the **Primary** button. Double click on the **Major** field. Select **Attached Majors.** Select Major.

13. **Save** changes (F10).

14. Click on **Next Block** to go to the **Checklist Summary.**

15. Update the checklist items with the **receipt dates** and/or **notes** from the checklist printout (see point 10). Checklist receipt dates do **not** default from the original application.

16. **Next Block** until you get to the **Source/Interests/Comments** sections. Add the original values that you wrote down or printed out for **Source** and **Comments**.

17. Next Block until you get to the **Attribute** field. Add the original value that you wrote down.

18. **Save** the changes.

SOASUPL (add Admit School and supplemental data)

19. Type **SOASUPL** in the **Direct Access** field and hit **Enter** (or select it from the Fast Track Menu).

20. The ID number will default in. Click on the search icon and select the ORIGINAL application.

21. Click on **Next Block**.

22. Write down the school code from the **Admit School** field.

23. Click on **Next Block**.

24. Write down any values or print out the screen for the **User Defined Fields**.

25. Click on the **Rollback** icon.

26. Click on the search icon and select the NEW application.

27. Click on **Next Block**.

28. Enter the school code in the **Admit School** field and click on the SAVE icon.

29. Click on **Next Block**.

30. Enter the values for the **User Defined fields**.

31. Click on **Save**.