



Admissions Applications in Suspense

Last Updated: 30-Nov-2010

Addressing Admissions Applications in Suspense

All admissions applications are submitted electronically whether the application is originally filed via the web, or a paper application gets entered by a staff member via the web application process. Once the applications are submitted, Banner evaluates them to assess if the applicant is new to the Banner database or if an ID already exists. If the assessment is clearly determined, Banner will attribute a new ID to a new applicant, or match the applicant to an existing ID. However, there are many instances where the assessment can be complicated by missing data, erroneously entered data, similarity of names, birth dates or other identifying pieces of information. In these cases, the application is placed in suspension and must be verified manually to determine whether the applicant is new to McGill or matches an existing ID.

Once a determination is made, the application can re-enter the normal overnight push process which transfers the application from the temporary tables into the permanent Banner production tables. In special circumstances the application can be manually pushed into Banner. Manual pushes are only carried out in the event of an approaching deadline (e.g scholarship application, etc.) where expediency is required.

Processing applications in suspense

Applications that require manual verification are flagged and can be accessed and processed via the form SZAEAPS (Electronic Application Process form). A Minerva report (SZRAWASU) is generated listing all applications in suspense, but they can also be identified directly through this form.

The key block has five user modifiable fields which can be used to preselect applications residing in the temporary tables. If the **Web ID** is known (i.e. from a Minerva report) for an individual applicant, the application(s) can be found by populating this field only and proceeding to the next block. You can also search for applicants by name. See section "Searching for an Applicant" on page 6.

The **Person Status** field in SZAEAPS' key block defaults in with an 'S' code signifying applications in suspense. However, by deleting the 'S', any application residing in the temporary tables can be found. This facilitates access to any application to determine its status in the admission process.

Deleting the Person Status code, selecting one of the Admission offices and proceeding to next block will display all applications, whether in suspense, processed or not completed. This is useful for finding any application, including those which have already been processed, but obviously it can return many results. This technique can be used if you are making a general inquiry, most typically with more specific criteria (e.g. a name) in the key block. If you are searching for applications in suspense, leave the 'S' in the Person Status field and then next block. Any applications related to the specified admission office and in suspension will be displayed in the following block. Once identified, they can then be manually verified.



Procedure for Applications in Suspense

1. In the key block of form SZAEAPS, enter the **Admission Office** for which the applications are to be processed.
 - The **Person Status** should be 'S'.
2. Next Block to load any matching applications in suspense.
 - Note that the application must be complete (**Completion Indicator** checked and date entered) in order for an application to be in suspense (i.e. the **Person Status** is 'S').
3. Select *Options>Manual Verification Steps*.
 - The Verification tab will be displayed
4. Select *Option>Person Search (SZQMTCH)*
 - This form will open displaying basic applicant information in the top half and the Banner production query form in the bottom half.
 - The field data in the bottom half will be auto-populated with the name and temporary ID. Click on the 'Enter Query' icon to remove the temporary ID and modify your search fields (if needed). It is recommended that you use wildcard characters.
5. Execute the query.
6. Depending on the number of records displayed, manually review the results to find a match using the scroll bar.
 - If no matches are found, revise the search criteria and repeat the query.
 - Try searching on other fields like SIN or Permanent Code.
7. If a match is found, select the Match icon  and Save. The application will be matched to that existing McGill ID.
8. At this point, return to the Electronic Applications tab and change the value in the Accepted Indicator field from 'U' (undecided) to 'Y' (yes). **SAVE!** (See next page.)
9. If no match can be found after an appropriate search, select *Option>Create Person* and in the ensuing Window select the **Create Person with an ID** icon  or Save. (See next page)
10. Following the creation of a new Banner person (ID) use the same procedure as in steps 9 and 10 to verify the application.
 - An overnight batch process will then verify and push all applications that have successfully been verified and the Process field's value will then change to 'P' to indicate 'Application Pushed'.



- If for specific reasons an application must be pushed into Banner immediately, the verification and push process can be initiated manually.

Manual Push Process

1. Click on the **Web ID** field (or any of the modifiable fields) in the Electronic Applications tab to select the application to be loaded or pushed into Banner's permanent tables.
2. Select *Options>Verify Application* and the application will be verified to ensure it meets all the required criteria. These can be reviewed under the Review Results tab.
3. Select *Options>Load Application* to initiate the manual push process. Once executed the auto hint line will confirm the loading and the **Process** field's value will change to 'P'. The application is now loaded into Banner's permanent tables and will follow normal admissions processing.

Searching for an applicant (SZAEIDN)

From the down arrow on the Web ID field in the key block of SZAEAPS, you can access the form SZAEIDN (Electronic Application Submitted Form) to query the web ID's used in Banner's temporary tables. Enter a value using a wildcard character (%) if required.

Execute the query and the results will appear as in the example below.

Selecting one of the rows from the Web ID field will return that record's value to SZAEAPDS. Next block will call that record for processing.

Displaying Information from Web Admissions Applications(SZAETBL)

The above mentioned form can also be called from the form SZAETBL (Electronic Application Submitted Form) in the same manner by selecting the down arrow on the Web ID field. Results can be returned to SZAETBL in the same manner.

Next block will present the basic information from the web application, indicating its current status..

