



Entering Admissions Decisions

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Overview

Entering admission decisions for students involves more than merely entering the decision.

A thorough evaluation of the student's file has to be done to ascertain whether the student has the potential and capacity to meet the requirements for graduation on the program they are admitted into. Ultimately, more work is involved in evaluating the student than actually entering the decision on the Banner form.

This How-to document's objective is to highlight the main steps involved in using Banner to enter a decision, while highlighting different elements that **may** affect the decision.

Admission Decision form (SAADCRV)

The Admissions Decision Form (SAADCRV) is used to enter decisions about requests from students to be admitted in a program, and to display responses from applicants to the decisions rendered by the university.

Both Decisions and Responses constitute the cumulative history of decisions. It is only once the applicant accepts the institution's offer of admission and pays the required deposit that a student record is created in the system and the student is permitted to register.

Note

An Admission Application must exist before a decision can be entered. Admission applications can be filled online on the Apply online site at McGill's prospective student's website: <http://www.mcgill.ca/prospective>

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on this form, the creation of multiple records prompts the user to **save any changes to the record they are working on before moving on**. This eliminates confusion as to which curriculum checking and communication plan processing are occurring.

Two decision codes have the **Inactive Application** flag checked and affect the Admission application, the general student record as well as the student registration. Those decisions are:

- Application Cancelled by student
- Application cancelled by institution

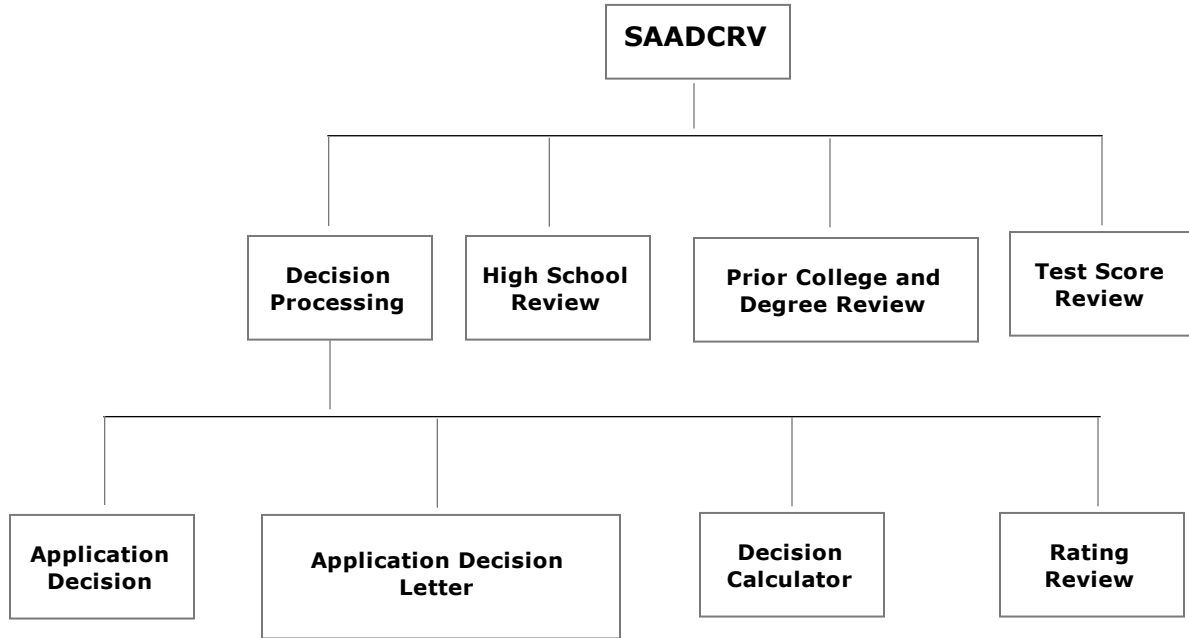
If a general student record exists when one of those two decisions are entered on an admission application, the student status on SGASTDN will be changed to inactive (IS) and the student will be prevented registration.

If registration exists, a message stating that registration exists will appear, and neither the status on SGASTDN nor the registration will be affected.



Structure of SAADCRV

The SAADCRV form is structured in the following manner:



The main window of the form displays the following elements, for each application:

- The application summary
- The curriculum information
- All entered decisions

The first block that opens (Decision Processing) contains 4 tabs indicated on the lower area of the diagram above.

The High school Review, Prior college and Degree Review and Test score Review tabs do not have any sub tabs.

The only tab used to update an application is the Decision Processing tab and its sub tabs. All other tabs contain summarized versions of the information entered in SAAADMS.

Admissions Decision & Rating Batch Entry Form (SAADCBT)



At this moment, only medicine is using the Batch entry form. If your department wishes to use it, contact ES to verify the requirements and determine if using the form is suitable for your needs.

The Admissions Decision & Rating Batch Entry Form (SAADCBT) allows Admission officers to group their applications in multiple ways and then enter decisions for those groups all at once. In addition, the form can be used to record ratings for the applications receiving a decision code or to enter ratings for multiple ID's.



All fields in the Key Block are optional but the decision entered in the Decision field will be applied to all students added to the list automatically. If the decision is acceptable for the student, the Decision Status field next to the student will show the message “**Decision Acceptable**”.

Student Mail form (SUAMAIL)

The Student Mail form (SUAMAIL) is used to display and maintain correspondence (letters, published materials, etc.) with students. It also records details about the correspondence such as when it was initiated and when it was printed. For example a decision letter would have the date the decision was made as the initiation date and the date the letter was printed as the print date.

The information included in this form only records correspondence related to the student module (including recruiting and admissions) and is somewhat related to the form GUIMAIL which records all correspondence with any person.

SUAMAIL records should contain **either a letter item OR a material item** not both. A letter sent with a material item would require **TWO** records.

Records may be added automatically to SUAMAIL by creating or updating student information in SRARECR, SAAADMS or generating decisions in SAADCRV or SAADCBT.

Also, when a student is included in a communication plan, Banner may generate records automatically according to the communication plans.

Finally, the admission letter templates used in Banner can be viewed and maintained from Minerva under **SR Admin > Admission Menu > Automated Letter Templates**.



Reviewing the student's documents

1. Generate a list of all students that need to be reviewed.

For Undergraduates applications:

- Navigate to **SR Admin > Admission Menu > Admissions Decisions (Undergraduate) Menu > Application Search**
 - Using the available criteria fields and drop downs, select the students you wish to review. Common criteria are:
 - Term
 - Status to limit by the status of the application (Ready for Review, Items Outstanding or Decision Made)
 - Under special circumstances, you might also want to limit your search by:
 - Latest University Decision
 - Latest Applicant Response
 - Any of the other criteria available (See form for complete list)

For Graduate Studies applications:

- Navigate to **Reports > Student, Finance, HR, Payroll and General Reports** and enter **SZRWAPP** in the **Filter on Name:** field.
 - If you are from the Graduate Studies department, this report will provide you with ALL the graduate studies applications for any department.
 - If you are from a department offering graduate programs, you will see only the applications pertinent to your department.

2. Make sure you have all the documents necessary to review each student including:

- Transcripts
 - For electronically transferred transcripts (Cegep or Ontario HS), you can access them by clicking on the student ID in the list of applications created in the previous step then click on View CEGEP Transcript Report or Ontario High School Report.
 - For transcripts sent to the university in paper form, they will be included in the student's file.
 - If your department uses imaging, the transcripts will have been scanned and made available in the Application Xtender Web Access module in Banner. (See annex 1 for instructions on accessing imaged documents)



- Reference letters
 - For programs that require reference letters to be provided, they can be accessed in **Application Xtender Web Access**
- Demos (for music)
- Proof of residency
- Any other documents specifically required by your department.

Review the documents and decide what decision needs to be entered for each student; i.e.: General offer of admission, conditional offer of admission, Refused-Reason etc.



Entering a decision for one student

Graduate Studies and Undergraduate departments

1. Access SAADCRV

Admissions Decision SAADCRV 9.4 (TBAN1)

ID: 77720009 Campbell, Kimberly Term: []

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Enter Term: 201009 Decision: 03 Admitted Pending Status: D Decision Made Application Date: 28-FEB-2009

Application Number: 3 Admission Type: 03 BC High School Session: [] Outstanding Requirements

Application Preference: [] Student Type: F New Admit Fall Residence: C Canadian or perms Full or Part Time: Full Time

Priority Program Level College Campus Degree Catalog Term Field of Study

1 BED-KIND UG ED 1 BED 200909 Type: MAJOR Code: KEE Department: 0518

Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
03	Admitted Pending Final Results	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	08-JAN-2010	LLAVER
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

2. Enter the McGill ID of the applicant in the **ID** field
3. Enter the Admit term in **Term**. This step is optional but if the term is provided, the form will display only applications for the indicated term.
4. **Next Block**
5. Review the information in the **Application Summary** block. Since students can submit multiple applications for the same term, make sure you are reviewing the right application by looking at the **Term**, the **Status** and the **Application Number** fields.

If need be, you can navigate between the different applications using the Application (record) selection arrows in the upper right corner of the **Application Summary** block.



Be careful to note that the application number is in the field on the left of this block. The record selection tool is also identified as the Application but it indicates only the number of the record resulting from the key block query and can vary. This may cause some confusion but always refer to the left number as the permanent reference for the application. The application which is displayed in the Application Summary block will be the one assigned the decision you will enter in the Decision block.

6. Once you have selected the application you wish to review, do **one or more** of the following steps:
 - Click on the **High School Review** tab to view the High School information for that student
 - Click on the **Prior College and Degree Review** tab to view Prior High School information
 - Click on the **Test Score Review** tab to view test scores.
 - Review the **Program** and **Field of Study** information displayed in the Program and Field of Study blocks of the form.
7. Enter the decision in the **Application Data** block under the **Application Decision** tab. To do so, click on the **Down Arrow** button under the **Decision Code** field.

Here are some examples of decisions:

- 01 - General offer of admission indicates the student is officially admitted into the chosen program.
- 02 - Conditional offer of admission indicates the student must meet certain conditions BEFORE being admitted.
- 03 - Early final offer of admission indicates that according to the documents received and the scholarly status of the student (even though he/she has not completed his/her degree) he/she should be admitted to the chosen program. If any major changes to the situation (failed course, major drop in grades bringing the student below the minimum required for the program) the student's admission will be revoked or conditions will be applied.

8. Save

Upon saving, the **Maintained by** and **User ID** fields will be automatically populated.

The **Application Decision Letter**, **Decision Calculator** and **Rating Review** tabs are not used.



Departments offering a Graduate level degree

1. Access Minerva

Departments offering Graduate programs do not have access to SAADCRV, they enter the decisions in Minerva under **SR Admin > Admissions Menu > Graduate Studies Admissions Decisions**.

2. Decision available for departments in Minerva are:

- Refused-”reason...”
- Deferred
- Recommended by department (offer of admission will be sent from Graduate Studies.

For a more detailed description of the Graduate Admission process, consult the first appendix.

Entering a decision for multiple students (Medicine refusals only)

Process

The only faculty using the batch decision and Rating Batch Entry from is Medicine for their refusals.

Attempts to use the form to grant admissions will cause problems with the admission decision propagation to other admission forms.

Read the first two chapters of this document to review all required documentation and decide if each student on your list should be admitted or refused.

1. Make a list of all students that require the same refusal to be put on their admission application.

To simplify data entry, you can create a table like the one shown below for each types of refusals you will use and enter the student ID’s, Term Codes and Application Numbers for each.

Decision 10 - Refusal - Marks

	Student ID	Term Code	Application Number
Example 1	999999003	200709	1
Example 2	999999009	200709	3
Etc.			

The refusal indicated at the top of the table is what should be entered in the Decision field of the first block of the form.




The information for each student will be required in the Batch Entry block of the form.

2. Access SAADCBT

The screenshot shows the 'Admissions Decision and Rating Batch Entry' form. At the top, the 'Decision' dropdown menu is highlighted with a red box and set to 'Refused'. Below this is the 'Application Summary' section with various fields for entry term, application number, admission type, status, and application date. The 'Batch Entry' section at the bottom contains a table with the following data:

ID	Student Name	Term Code	Application Number	Create Student	Decision Status
260000485	Dubois, Jennifer	201101	2	N	Decision Created.
260000486	Wulf, Edward	201101	4	N	Decision Created.
260000487	Wilson, Robin	201101	2	N	Decision Created.

The first block of the form is where you can enter the decision for the group of applicants.


3. Enter the Decision on the **Decision** field. To choose the decision from a list, use the down arrow button  next to the field.
4. **Next Block** to the Batch Entry block at the bottom of the form where you can enter the group of students you wish to process.
5. For Each student, do the following:
 - a. Enter the **ID** of the student in the ID field.
 - b. Tab to the **Term Code** and enter the term appearing on the application you wish to enter a decision for.
 - c. Tab to the **Application Number** and enter the student's application number you wish to review (**Applicants can have multiple**).

To enter another student, click on the next ID field and enter the McGill ID of the next student.

6. **Save** when you have completed entering all the students.

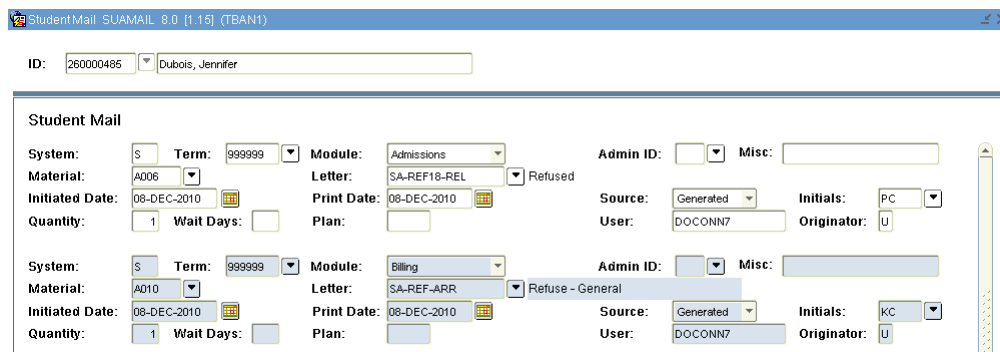
Managing correspondence

Displaying mail correspondence

1. Access **SUAMAIL**
2. Enter the McGill ID of the student whose mail you want to view in the **ID** field.
3. **Next Block**
4. Click the **Execute Query**  button to search for all related correspondence.

The **Student Mail** block will populate with all corresponding mail correspondence entered by staff members or generated by the different systems or modules of the Student system.

To know more about each field in a record, use the Field Lookup tool available for SUAMAIL in the Documentation Index at <http://www.is.mcgill.ca/whelp/howto/getpdf.htm>.





StudentMail SUAMAIL 8.0 [1.15] (TBAN1)

ID: 260000486 | Dubois, Jennifer

Student Mail			
System:	S	Term:	999999
Material:	A006	Module:	Admissions
Initiated Date:	08-DEC-2010	Letter:	SA-REF18-REL Refused
Quantity:	1	Print Date:	08-DEC-2010
Wait Days:		Plan:	
Admin ID:		Misc:	
Source:	Generated	Initials:	PC
User:	DOCONN7	Originator:	U
System:	S	Term:	999999
Material:	A010	Module:	Billing
Initiated Date:	08-DEC-2010	Letter:	SA-REF-ARR Refuse - General
Quantity:	1	Print Date:	08-DEC-2010
Wait Days:		Plan:	
Admin ID:		Misc:	
Source:	Generated	Initials:	KC
User:	DOCONN7	Originator:	U

Manually entering correspondence for a student

Entering a letter

1. Access **SUAMAIL**
2. Enter the **McGill ID** of the student for whom you wish to enter the correspondence
3. **Next Block**
4. Execute Query 
5. Click on the Insert Record icon 
 - a. The **System** and **Initiated Date** fields are automatically filled.
 - b. Update the **Term** field value to indicate the term you wish the correspondence to be applied to.



- c. Enter the Module for which the correspondence is about, namely:

A = Admission

R = Recruiting

B = Billing

H = Academic History

F = Registration

S = General Student

- d. Select the **Letter** code using the field to select what letter will be created.

When you have selected the Letter, the description of the letter will appear in the text area next to the Letter field

- e. Indicate the Print Date

The Print Date is the date at which the letter will be printed. If left blank, the letter will be printed in the next nightly cycle and the field will automatically be updated with the date . If a date is entered, the letter will be printed on the requested date.

- f. Select the appropriate button to indicate whether the mail is a generated document (Letter) or a published document (Material).
- g. Enter your initials in the Initials field. Note that only predefined Initials will be accepted. Use the **Down Arrow** button to select from the list.
- h. Indicate how many copies of the document will be included in the package by entering a number in the Quantity field.
- i. If required, indicate how many days the system should wait before generating the letter.

Include Extra material or documents

To package documents together, you need to create multiple records, all with the same letter code. One is used for the letter itself, the other records contain a value in the **Material** field to bundle documents with the correspondence you wish to send.

In order to Create a new correspondence record:

1. Follow all the steps highlighted above
2. Populate the Material field using the **Down Arrow** button to select the material from a list.



Appendix 1 - Graduate Admission process

General information

There are 85 departments offering 300 graduate level disciplines. The Graduate and Postdoctoral Studies department coordinates all graduate affairs and is responsible for setting:

- Minimum requirements for all graduate admissions
- CGPA of 3.0 minimum to access Graduate studies
- TOEFL and other test results
- Deadlines for applications periods

Each department can increase the requirements and change deadlines as long as they do not conflict, reduce or expand outside of the standards set by the Graduate and Postdoctoral Studies department.

Deadlines for all departments are setup by the Graduate studies department but specific departmental deadlines for admission can be setup in Minerva by the Graduate and Postdoctoral Studies department.

How students request admission

All students requesting admission fill the Apply-online form at <http://www.mcgill.ca/applying/> including students coming from McGill. For those, the Applicant menu is updated with options to complete/review their application.

The form begins with the regular admission questions then branches out when students indicate they are requesting graduate studies admission.

Reviewing Admission applications

Every morning, the report SZRWAPP is generated by the Graduate and Postdoctoral Studies department and each application is printed and put in a paper file.

The report is then made available to the departments with VBS enabled so they see only the applications pertinent to their department. The department is then responsible for collecting reference documents for the application. They are also interested in

- Where did the students come from, where they studied
- Other researchers they worked with
- The similarities in research from their previous university, faculty and department. (What their specialty is.)
- Who wrote the letter of reference, what is in the letter.



Department level admission

If the department is interested in admitting the prospective student, a letter is sent to the student with the mention that he/she has been recommended by the department and the file is sent to Graduate studies office.

Graduate Studies Dept. admission

The Graduate Studies office enters the decision "Recommended by department" on the application then verifies all information included in the student's record including:

- If the CGPA is really above 3.0
- If the institution the student comes from is accredited and if it is recognized by McGill University
- If there is anything altered or forged in the transcript, documents or letters.
- The veracity of the information in the reference letters. In some instances, they may contact individuals that wrote the letters to verify the information.

Once the Graduate studies department agrees with the department that the prospective student is really an asset, they enter the decision.

Decision types

There are two ramifications possible at that point:

- Student is **not admitted yet**:
- **Conditional offer**: The student has to meet certain conditions BEFORE they are admitted. (raise their GPA, pass a test etc....)
 - Decision 02 - Conditional offer of admission.

A special letter is sent out with conditions to be met **before** admission can occur

- Student is admitted; in this case, there are two decisions possible:
- **Offer of admission with condition**: The student is admitted but is required to meet certain conditions rapidly after being admitted or will be removed from the program.
 - 03 - Early final offer of admission.

The general offer of admission is created but it contains a line indicating that conditions have to be met and a paragraph explaining the reason a decision form is included in the package.

The Decision form indicates the exact conditions to be met.



- Offer of admission with no conditions attached
 - 01 - General offer of admission

The letter is sent as is with no decision form attached. The student is officially accepted.

Reviewing the applications:

Each department has a Graduate program director and a graduate program administrative assistant. They are the only people in the departments that have access to the student's applications in Banner and Minerva. They enter decisions for their department. They can acknowledge Received documents in SAAACKL and review the application in SAAADMS.

Entering the decision:

Departments do not have access to SAADCRV, they enter the decisions in Minerva under **SR Admin > Admissions Menu > Graduate Studies Admissions Decisions**.

The decisions that can be entered at the department level are Refused (with reason if necessary) and Deferral requested / Deferral granted.




Appendix 2 - Accessing imaged documents in Banner

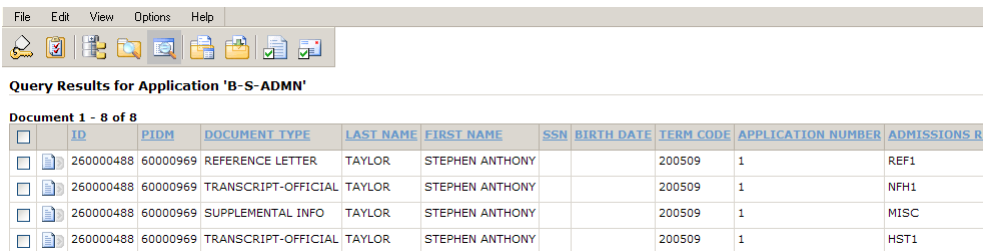
Accessing Application Xtender Web Access

Enter the McGill ID of the student for which you want to see the imaged documents in the key block along with the term if necessary and press <Enter>

Click the Application Xtender Web Access button 

A new window will open, and a list of documents associated with this student are displayed.

To view each documents, click the View Document Icon 



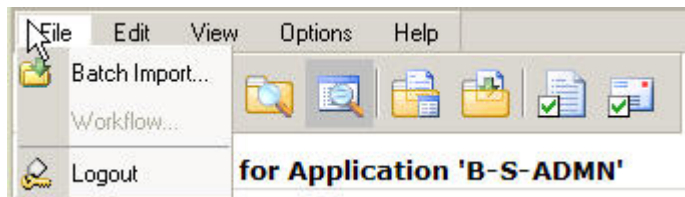
Query Results for Application 'B-S-ADMN'

Document 1 - 8 of 8

<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	APPLICATION NUMBER	ADMISSIONS RE
<input type="checkbox"/>	260000488	60000969	REFERENCE LETTER	TAYLOR	STEPHEN ANTHONY			200509	1	REF1
<input type="checkbox"/>	260000488	60000969	TRANSCRIPT-OFFICIAL	TAYLOR	STEPHEN ANTHONY			200509	1	NFH1
<input type="checkbox"/>	260000488	60000969	SUPPLEMENTAL INFO	TAYLOR	STEPHEN ANTHONY			200509	1	MISC
<input type="checkbox"/>	260000488	60000969	TRANSCRIPT-OFFICIAL	TAYLOR	STEPHEN ANTHONY			200509	1	HST1

In the Web Access window, you will find:

- The ID, First and Last names
- Document Type
- Term
- Admission requirement (Checklist requirement) being fulfilled by this document.
- Application Xtender Web Access is a license based software and needs to be closed properly (i.e. File>Logout)



Closing it any other way will lock the license on the server.

