

HOW TO ENTER BATCH ADMISSIONS DECISIONS AND RATINGS IN BANNER SIS Admissions Decision & Rating Batch Entry Form (SAADCBT)

General:

The *Admissions Decision & Rating Batch Entry Form* allows institutions to group their applications in multiple ways and then enter decisions for those groups all at once. In addition, the form allows institutions to enter ratings for the applications receiving a decision code or to enter only ratings for multiple IDs. All fields in the Key Block are optional.

Related Documentation:

- How to Enter Applicant Decision Information in Banner SIS (SAADCRV)
- How to Enter Admissions Ratings in Banner SIS (SAARRAT)

Check List:

Before you proceed, you must have the following information:

- Applicants' ID Numbers
- Staff ID Numbers (if entering ratings for other staff members)

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Admissions Decision & Rating Batch Entry Form" (SAADCBT)

Type the name of the form SAADCBT in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter term you want to restrict on. Optional.		Application term. As each ID is entered, the Application Information block displays all applications for that ID for that term.	Form referenced: Term Code Validation Form (STVTERM)
	2.	Decision	Enter decision you want to add to each applicant's		Decision code to be inserted for each ID entered in the Batch Entry block.	Form referenced: Application Decision Validation Form (STVAPDC)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			record. Optional if you are only entering ratings.			
✓	3.	Admin ID	Enter staff ID. Optional.		ID of the staff member who is entering the decisions and/or ratings. Entering an Admin ID and/or Role will default the rating types associated with that administrator ID and role combination (from SAARRCT) and its associated rating types (from SAARRCT) into the Rating Assignments window. If no administrator ID or Role is entered in the key, the Rating Assignments window is still displayed but the Admin ID, Role, and Rating Type will have to be entered for each applicant.	Form referenced: McGill University Person Search form (SIN) (GYASINS)
	4.	Role	Enter rating role. Optional.		Ratings role associated with the Admin ID. Will default in when entering ratings in the Rating Assignments window.	Form referenced: Administrative Role Validation Form (STVRADM)
	5.	Level	Enter level you want to restrict to. Optional.		Student Level. If this field is entered, only the applications for that level are displayed in the Application Information block. If only one application is associated with the Level it will default in. This is a good way to default in Grad level applications.	Form referenced: Level Code Validation Form (STVLEVL)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	6.	Camp	Enter campus you want to restrict to. Optional.		Campus. If this field is entered, only the applications for that campus are displayed in the Application Information block. If only one application is associated with the Campus it will default in.	Form referenced: Campus Code Validation Form (STVCAMP)
	7.	College	Enter faculty you want to restrict to. Optional.		Faculty. If this field is entered, only the applications for that faculty will default into the Application Information block. Use the scroll bar to select the correct one. If only one application is associated with the faculty, the application sequence number will also default into the batch entry line when the Banner ID is entered. This will be very useful for B-File faculties to default in their specific applications.	Form referenced: Term Code Validation Form (STV COLL)
	8.	Degree	Enter degree you want to restrict to. Optional.		Degree. If this field is entered, only applications for that degree are displayed in the Application Information block. If only one application is associated with the degree, the application sequence number will also default into the batch entry line when the Banner ID is entered.	Form referenced: Degree Code Validation Form (STVDEGC)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	9.	Program	Enter program you want to restrict to. Optional.		Program. If this field is entered, only applications for that program are displayed in the Application Information block. If only one application is associated with the program, the application sequence number will also default into the batch entry line when the Banner ID is entered. This is a useful way of entering batch decisions or ratings for a particular program.	Form referenced: Program Definition Rules Form (SMAPRLE)
	10.	Major	Enter major you want to restrict to. Optional.		Major. If this field is entered, only applications to that major are displayed in the Application Information block. If only one application is associated with the major, the application sequence number will also default into the batch entry line when the Banner ID is entered.	Form referenced: Major Code Validation Form (STVMAJR)
✓			Proceed to the {Next Block}.			

Application Information

Applicant records will appear here when a Banner ID is entered in the batch entry block. If more than one application meets the criteria in the key block, the scroll bar will be activated. Selecting the correct application will bring the associated data into the batch entry row. All the fields are for display only.

	11.	Entry Term			Term for which the applicant has applied. Defaults from the term entered in the key	
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<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					block. 6-characters required.	
	12.	Appl Status			Status of the application. I – Items outstanding C – Ready for review D – Decision Made Indicates whether checklist items are complete and whether a decision has been made. When all <i>mandatory</i> checklist items associated with this application have a receive date, the status changes to 'Ready for review'. When a <i>significant</i> decision is entered, the status changes to 'Decision made'.	
	13.	Date			Date the status of the application was entered or changed. Today's date defaults in when an application status is entered.	
	14.	Appl No			Application Sequence Number. Applications are numbered in the sequence in which they are entered and do not pertain to a program choice order. This field is maintained by the system and cannot be updated. Application numbers are cumulative across terms.	
	15.	Stu Type			Type of student the applicant will be classified as, if they are accepted.	

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	16.	Prog 1			Primary program to which the applicant has applied (for that specific application).	
	17.	Cat Term			Term of the academic catalog that outlines the curriculum requirements the applicant must meet in order to graduate. The catalog term is equal to the admission term.	
	18.	Level			Student level for which the applicant has applied.	
	19.	Campus			Campus to which the applicant has applied.	
	20.	Coll 1			Faculty to which the applicant has applied.	
	21.	Degree 1			Primary degree for which the applicant has applied. Includes degrees, diplomas, certificates, etc. and may also contain non-degrees (in case of special, visiting and exchange).	
	22.	Major			First major of the primary curriculum to which the applicant has applied. The first major is mandatory for all applicants.	
	23.	Adm Type			Admission type of the applicant. Based on applicant's academic background.	
	24.	Resident			Residency type of the applicant. Used to track the applicant residence status.	

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					C = Canadian I = International	
	25.	Sess			To be determined. This is not the same as term.	
	26.	F/P Time			Full or Part time status indicator.	
	27.	Outstand Docs			Check box that indicates whether <i>mandatory</i> checklist items are still outstanding.	
✓			Proceed to the {Next Block}.			

Batch Entry

The Batch Entry block allows you to enter each ID to be given the decision code that was entered in the key. As the ID is entered, it is validated as a valid Banner ID, and its associated applications for the term, as well as the level, campus, college, degree, program, and major in the key are displayed in the Application Information block.

	28.	ID	Enter Banner ID Number.	Applicant data will appear.	If only one application meets the criteria in the key block, all the data will default in. If more than one application meets the criteria, use the scroll bar in the Application Information block to select the correct application or select it using the search icon – the associated data will appear in the batch entry fields	
	29.	Name		Defaults in.	Defaults in when Banner ID is entered.	

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	30.	Term\App No		Defaults in under certain conditions.	<p>Application Term code. Defaults in if term is entered in key field or application is selected using scroll bar or search icon.</p> <p>Application Sequence Number. Defaults in if only one application meets criteria in key block. Also defaults in when application is selected using scroll bar in Application Information block. Use search icon to see all applications for ID Number. Double click on an application to select it.</p>	
	31.	Create Stu		When record is saved, indicator is set when appropriate.	If you are entering decision '60' (Applicant Accepts Offer), a 'Y' will appear in this field if a student record is successfully created.	
	32.	Decision Status		Decision Status appears automatically when ID is entered. Message should be "decision acceptable"; otherwise will not save. New message appears when SAVE icon is clicked verifying what	<p>Indicates the decision status for each application both when the Banner ID is entered and again after the SAVE icon is pressed. Possibilities are:</p> <p><i>Decision Acceptable:</i> decision is possible for the ID.</p> <p><i>Student Date Exists for this Term:</i> no decision can be saved because there is a registration record for the term.</p> <p><i>Decision Already Exists:</i> you</p>	Note: you will get message "transaction complete" even if the decision was not saved.

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				action has taken place.	are trying to enter the same decision twice. <i>Decision Created:</i> decision was saved <i>Decision Created Student:</i> decision was saved and student record was created.	
	33.	Add Rating	Click on the 'Add Rating' box.	Rating Assignments window will appear.	Rating Indicator to access Ratings Assignment Window.	
✓			Proceed to the {Next Block}.			

Rating Assignments Window

If an administrator ID code and a role code were entered in the key, then these codes and their associated rating types (from SAARRCT) are displayed in the Rating Assignments window. The rating data entered into the Rating Assignments window pertains to the ID record noted at the top of the window.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	ID			ID and name of the applicant. For display only.	
	2.	Admin ID	Enter the Banner ID of the staff member who is assigning the rating.	The Role will default in if entered in the key block. The Type will default in if only one rating type is assigned to the staff ID.	ID of the staff member who has assigned the decisions and/or ratings.	
	3.	Role		Defaults in if entered in key block.	Role code. Defaults from key block. The role is attached to a staff ID in the Administrator Role Form (SOAAROL).	List referenced: Administrator Role Codes (STVRADM)
	4.	Type		Defaults in if only one rating type assigned to staff ID.	The rating type code field is validated against the Admissions Rating Type Validation Form (STVRATP) and the rules in the Admissions Rating Type Rules Form (SAARRCT).	List referenced: Rating Type Codes (STVRATP) Rules referenced: Admissions Rating Type Rules Form (SAARRCT)
	5.	Rating	Enter the rating.	If rating is not between the values	Rating. The allowed values that a rating can have are	Rules referenced: Admissions Rating type Rules Form

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				assigned to the rating type, an error message will display at the bottom left of the screen.	defined on the Admissions Rating Type Rules Form (SAARRCT). This form determines the number of positions for the rating, as well as its allowed minimum and maximum values.	(SAARRCT)
	6.	User		Defaults in when SAVE icon is clicked.	Designates the person who inserted, updated, or deleted the rating (not the person who assigned the rating).	
✓			Save the record by pressing {F10} or clicking on the SAVE icon.		If the rating is not valid an error message message in the autohint: <i>"* ERROR * Rating Type must be between xx and yy"</i> .	
✓	7.	Return			After you have entered all the rating types and ratings for the applicant, use the Return button to go back to the main window and enter the next ID to receive a decision code and/or ratings.	