

HOW TO ENTER ADMISSIONS RATINGS IN BANNER SIS Admissions Ratings Form (SAARRAT)

General:

The *Admissions Ratings Form* allows the user to enter multiple rating types and associated ratings per individual ID.

Related Documentation:

- How to Enter Batch Admissions Decisions and Ratings in Banner SIS (SAADCBT)

Check List:

Before you proceed, you must have the following information:

- Applicant Identification Number
- 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 Ratings Form" (SAARRAT)

Type the name of the form **SAARRAT** 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.

In the table below, text inside { } brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	ID	Enter the applicant ID number or use the search icon.		Identification Number of the applicant who is to be assigned ratings.	Form referenced: McGill University Person Search form (SIN) (GYASINS)
	2.	Term	Enter the term or double click to choose from list. Optional.		Determines which applications will display in the Application Information block. If a term is entered, then only the applications for the ID and term will display, sorted in	Form referenced: Term Code Validation Form (STVTERM)

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					descending order by application sequence number. If no term is entered, then all the applications for the ID are displayed in descending order by term and then by application sequence number. You can scroll through all the available applications.	
	3.	Admin ID	Enter the staff ID or use search icon. Optional.		If the Admin ID and Role fields are entered in the key, then all rating types assigned to that administrator ID and role combination on the Admissions Rating Type Rules Form (SAARRCT) are defaulted into the Application Rating block. The administrator ID can also enter additional rating types and ratings as long as they have been defined in the Term Rating Type Rules block on SAARRCT . If the Admin ID field in the key is left blank, then any rating types/ratings defined on SAARRCT can be entered for this ID.	Form referenced: McGill University Person Search form (SIN) (GYASINS)
	4.	Role		List referenced: Administrator Role Codes (STVRADM)		
✓		Next Block	Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			

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<p>Application Information: Applicant records will appear here for the applicant ID and/or term entered in the key block. If more than one application is found, the scroll bar will be activated. Scroll to the application for which you want to view or enter ratings. All the fields are for display only and cannot be updated.</p>						
	5.	Entry Term			Term for which the applicant has applied.	
	6.	Application 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'.	
	7.	Date			Application date. Date of the student's application.	
	8.	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.	
	9.	Stu Type			Type of student the applicant will be classified as, if they are	

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					accepted.	
	10.	Prog 1			Primary program to which the applicant has applied (for that specific application).	
	11.	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.	
	12.	Level			Student level for which the applicant has applied.	
	13.	Campus			Campus to which the applicant has applied.	
	14.	Coll1			Faculty.	
	15.	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).	
	16.	Major			First major of the primary curriculum to which the applicant has applied. The first major is mandatory.	
	17.	Adm Type			Admission type of the applicant. Based on applicant's academic background.	
	18.	Resident			Residency type of the applicant. Used to track the applicant residence status. C = Canadian I = International	
	19.	Sess			To be determined. This is not the same as term.	

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	20.	F/P Time			Full or Part Time status	
	21.	Outstand Docs			Check box that indicates whether <i>mandatory</i> checklist items are still outstanding.	
✓		Next Block	Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			

Application Rating: The Application Rating block displays summary data by rating type. It displays a total rating for each rating type, as well as an average rating for that same rating type. In addition, it displays an overall total and an overall average.

✓	22.	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 ratings.	Form referenced: McGill University Person Search form (SIN) (GYASINS)
	23.	Name		Defaults in when ID is entered.	Name of staff member.	
✓	24.	Role		Defaults in if role is entered in key block or if only one role is assigned to staff ID.	Ratings Role. eg. Medicine Rater	List referenced: Administrator Role Codes (STVRADM)
✓	25.	Type		Defaults in if only one rating type is assigned to staff ID.	The rating type code field is validated against the Admissions Rating Type Validation Form (STVRATP) and the rules in the	List referenced: Rating Type Codes (STVRATP) Rules referenced: Admissions Rating Type Rules Form (SAARRCT)

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					Admissions Rating Type Rules Form (SAARRCT).	
✓	26.	Rating	Enter the rating value and click on the SAVE icon.		Rating value. The allowed values that a rating can have are 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.	Rules referenced: Admissions Rating Type Rules Form (SAARRCT)
	27.	User		Defaults in.	Designates the person who inserted, updated, or deleted the rating (not the person who assigned the rating).	
	28.	Must be a numeric value between			The ratings "must be a numeric value between" field indicates what the valid numeric range is for the rating type that is currently selected based on the rules set up for that rating type on SAARRCT . If you enter a rating that is invalid based on the rules on SAARRCT, then you will receive the following error message in the autohint: " <i>* ERROR * Rating Type must be between xx and yy</i> ".	
	29.	Rating Type Average	Display only		The average for a rating type is the total of all ratings with that rating type divided by the number of ratings for that	

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					type.	
	30.	Overall Average	Display only		The overall average is the overall total divided by the number of rating types.	
	31.	Rating Type Total	Display only		The total for a rating type is the addition of all ratings with that same rating type.	
	32.	Overall Total	Display only		The overall total is the addition of all ratings for all rating types.	