

## HOW TO ENTER PAPER ADMISSION APPLICATIONS ON THE WEB Create or Update New Applications (SWFSAPP)

### General:

The *Create or Update Applications* web form allows the data entry of new paper applications on the web for subsequent matching and pushing to permanent Banner tables.

### Check List:

Before you proceed, you must have the following information:

- ❖ Your **McGill ID** and **PIN** e.g. McGill ID: 150123456 PIN: 987654
- ❖ **Paper Applications** ready for data entry.

1) Go to the **Minerva Information website** (<http://www.is.mcgill.ca/minerva>), select “**Minerva Login**” from the top menu.

2) You will then be asked to login. Enter your **McGill ID** and **PIN** and click on **Login**.

e.g. McGill ID: 150123456 PIN: 987654

You will then be asked to **re-enter your PIN** for verification. Click on **Login**.

User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History

Address [https://poseidon.cc.mcgill.ca:4451/mcgp/plsq/fwglwbls.P\\_WWWLogin](https://poseidon.cc.mcgill.ca:4451/mcgp/plsq/fwglwbls.P_WWWLogin) Go Links

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## Minerva

help

### User Login

This is a private information system for use by authorized personnel only. Unauthorized access may lead to legal prosecution.

Please enter your 9 digit McGill Identification Number (ID) and your 6 digit Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

McGill ID:

PIN:

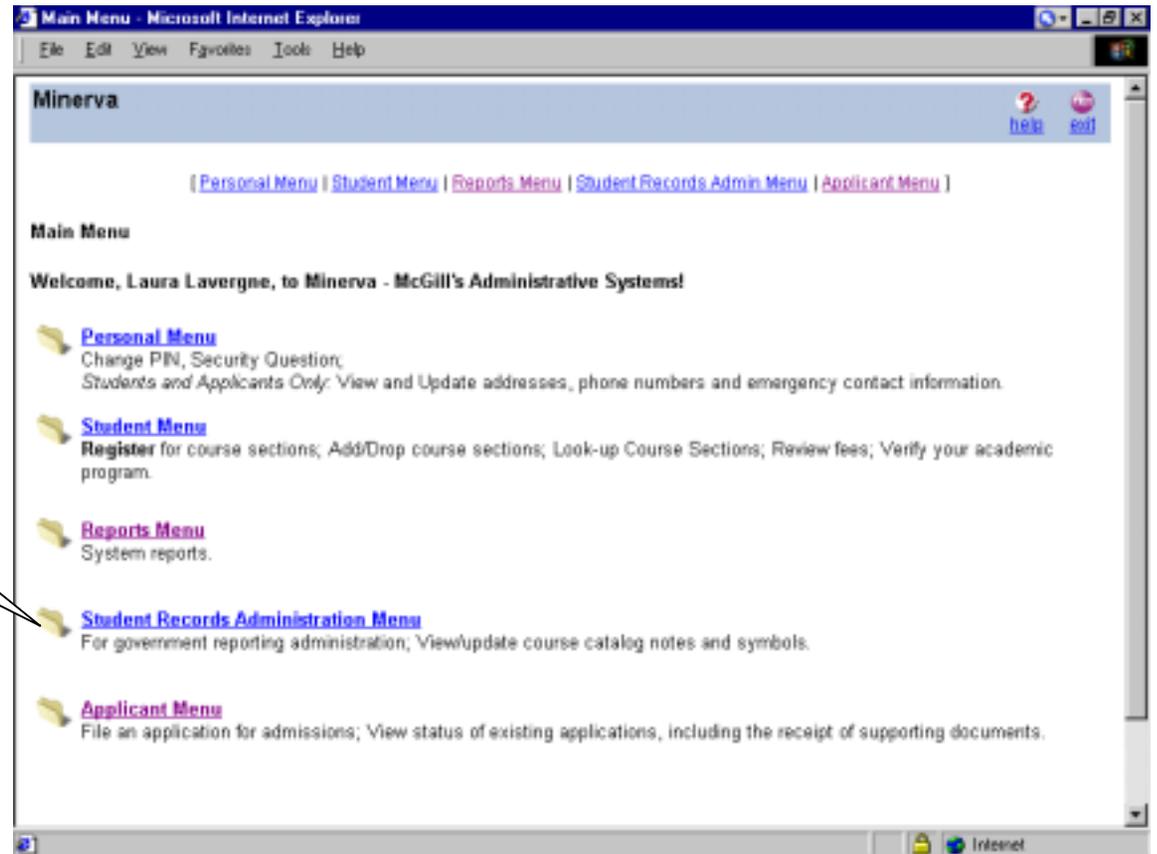
Login Reset

Release: 4.0.1

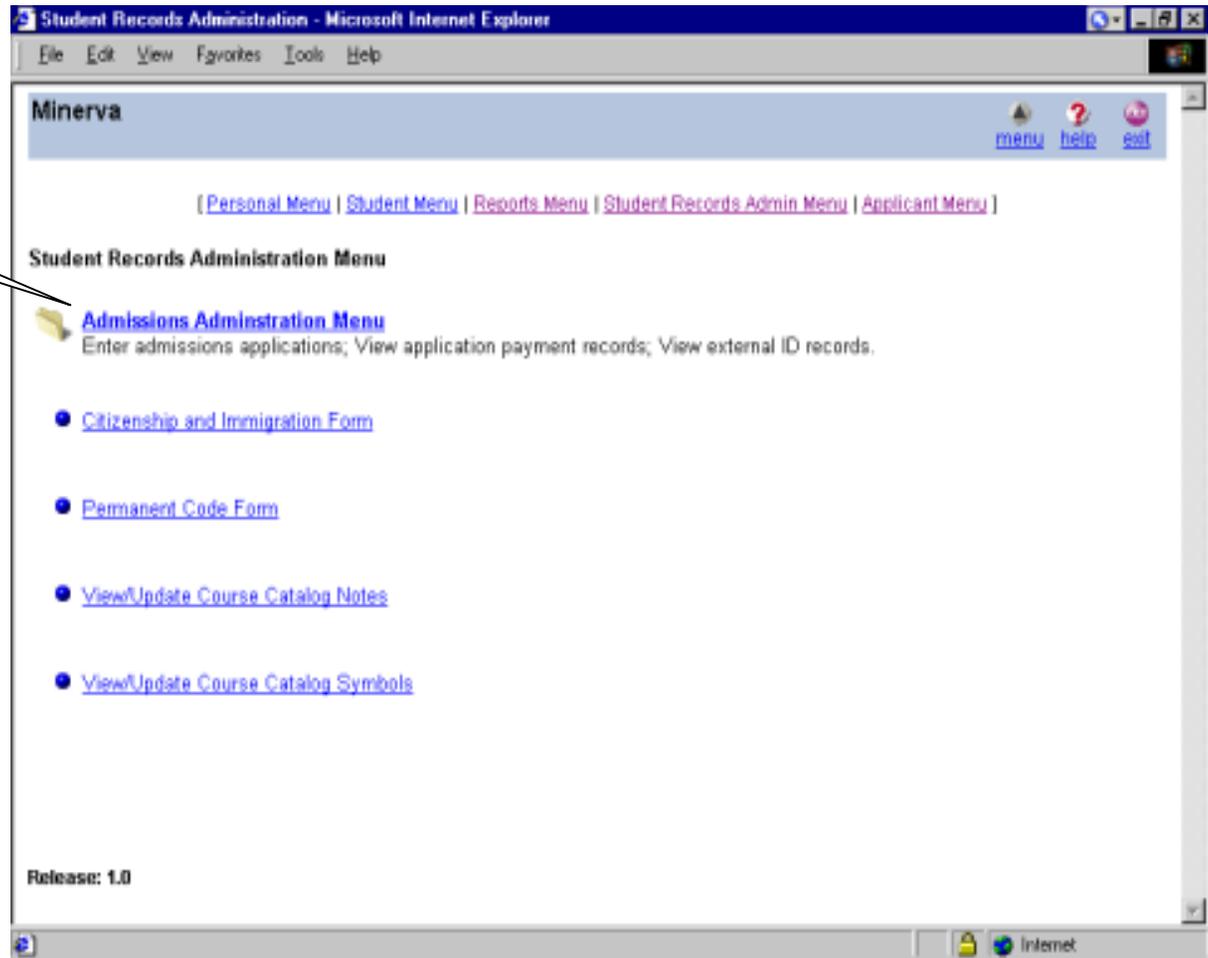
Done Internet

You have now logged in to the Minerva Web Product.

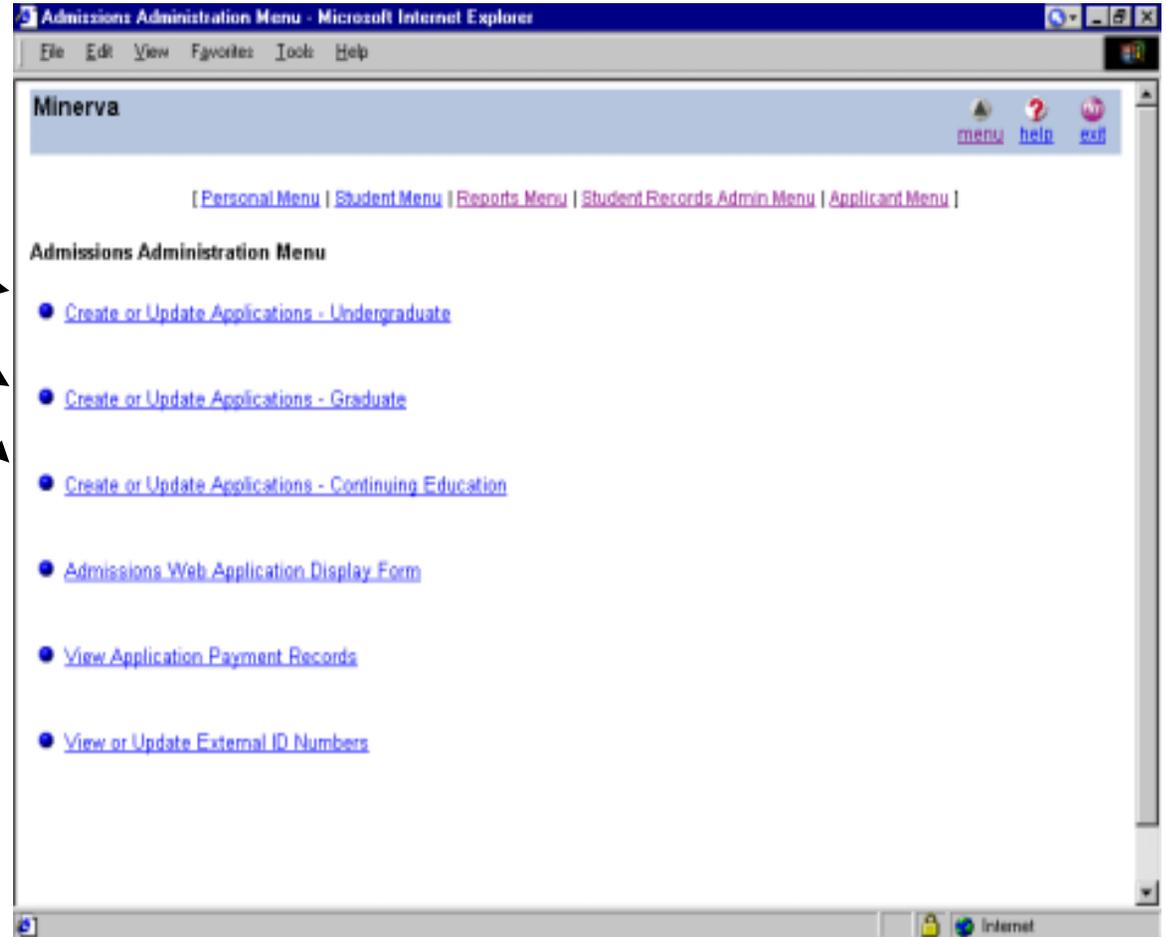
3. Click on the **Student Records Administration Menu** item.



4. Click on the menu item **Admissions Administration Menu.**



5. Click on the appropriate submenu item **Create or Update Applications**. Select either **Undergraduate, Graduate or Continuing Education** depending on the type of applications you are entering.



**Starting an Application:** You can start to data enter a new application or select one that was previously started but not completed. If the applicant already has a McGill ID you should always enter it so that it will successfully match to the current record.

6. This screen is used to either start a new application or to continue an application already started.

To start a new application:  
**If you know the student's McGill ID,** enter it in the **McGill ID** field and click on the **Create New Application** button.

**If the applicant is new to McGill** leave the McGill ID blank and click on the Create New Application button.

To continue an application already started:  
Simply click on the application you want from the list under the App # column. You can view data already entered by clicking on the application under the Report column.

Application Update Choices - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address [https://poseidon.oc.mcgill.ca:4451/pls/mcgp/hzskstlog\\_P\\_DisChoices?user\\_type=CE](https://poseidon.oc.mcgill.ca:4451/pls/mcgp/hzskstlog_P_DisChoices?user_type=CE) Go

**McGill Admissions** Application Update Choices help exit

**Continuing Education Applications**

To begin a new application, choose New. To update an application in progress, click on the App #. Once an application is complete, you may no longer update it. You may view a summary of the application by clicking on the App # under the Report column.

McGill ID:  Create new Application

App #	Applicant Name	Admission Term	Date Created	Complete?	Report
1	Lavergne, Laura	Winter 2003	2002/03/15	No	1

The online application form can accommodate credit card payment only. Visa or Mastercard is accepted. If you wish to complete a paper application and pay with a certified cheque or money order please consult: <http://www.mcgill.ca/applying> for more details. Your comments and questions concerning this application are important to us. For assistance: <http://www.mcgill.ca/web-applyfeedback/>.

Done Internet

**Biographical Data:** The biographical data is extracted from Banner for the McGill ID selected. If the data corresponds to the applicant click on **Confirm Applicant's Identity**. If it is not the applicant click on **Applicant Does Not Match** and search in Banner for correct McGill ID.

7. If a McGill ID is entered, this screen appears with the Applicant's biographical information displayed.

If no McGill ID is entered the fields will be blank and will have to be entered.

All fields are described in the table below.

The screenshot shows a web browser window titled "Biographical Information - Microsoft Internet Explorer". The address bar shows a URL from poseidon.cc.mcgill.ca. The page header includes the McGill Admissions logo and the title "Biographical Information" with "help exit" links. A note states: "Fields marked with an asterisk (\*) are mandatory. Your name should be in upper and lower case as it appears on your birth certificate or passport. If you have a former legal name, both the last and first legal name are required." The form fields are:
 

- Name:** Prefix \* (dropdown), First Name \* (text), Middle Name (text), Last Name \* (text), Suffix (Jr, Sr) (text).
- Former Legal Name (if different from above):** First Name (text), Last Name (text).
- Date of Birth: \*** Year (text), Month (dropdown), Day (dropdown).
- Gender: \*** Female (radio), Male (radio).
- Canadian Social Insurance Number: (optional)** (text).

 At the bottom are "Continue" and "Reset" buttons. A footer note mentions online application fees and payment options.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	Name	viewable only if McGill ID entered		Enter all name data. Prefix, First Name and Last Name are mandatory. If a McGill ID was entered this is the name as it currently appears in	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					Banner	
✓	2.	Date of Birth	viewable only if McGill ID entered		Enter date of birth. If a McGill ID was entered this is the date of birth as it appears in Banner	
✓	4.	Gender	viewable only if McGill ID entered		Enter gender. If a McGill ID was entered this is the gender as it appears in Banner	
	3.	SIN	viewable only if McGill ID entered		Enter SIN if available. If a McGill Id was entered this is the SIN as it appears in Banner. Can only be added if it is missing.	

## Application Type, Term Selection and Highest Level of Education:

8. The Application Type will default in based on the web form selection made in Mineva. Only programs associated with the type will be available.

Select the admission term.

Select the applicant's highest level of education.

Click on the *Continue* button.

All fields are described in the table below.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Application Type	will default in according to web form selected on Minerva		The Application type will determine what term selection is available as well as which programs display in the next screen.	STVWAPP
✓	2.	Term	Select admission term for the applicant	Only programs available for the term selected will	Terms available on the picklist are determined by the application type	SAAERUL

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
				appear on the program picklist on the next screen.	and term rules	
✓	4.	Highest Level of Education	Select the highest level of education obtained by the applicant	Only programs appropriate for the level of education selected will appear on the next screen.	Level of Education determines program picklist.	Education Level Validation Form (STVEDLV) Electronic Application Rules Form (SAAERUL)

**Admission Program Selection:** The faculty and program choices are determined by the rules for the application type, term selection and level of education. The Major and Concentration choices are determined by the program selection according to curriculum rules.

**9. Select Program(s)**

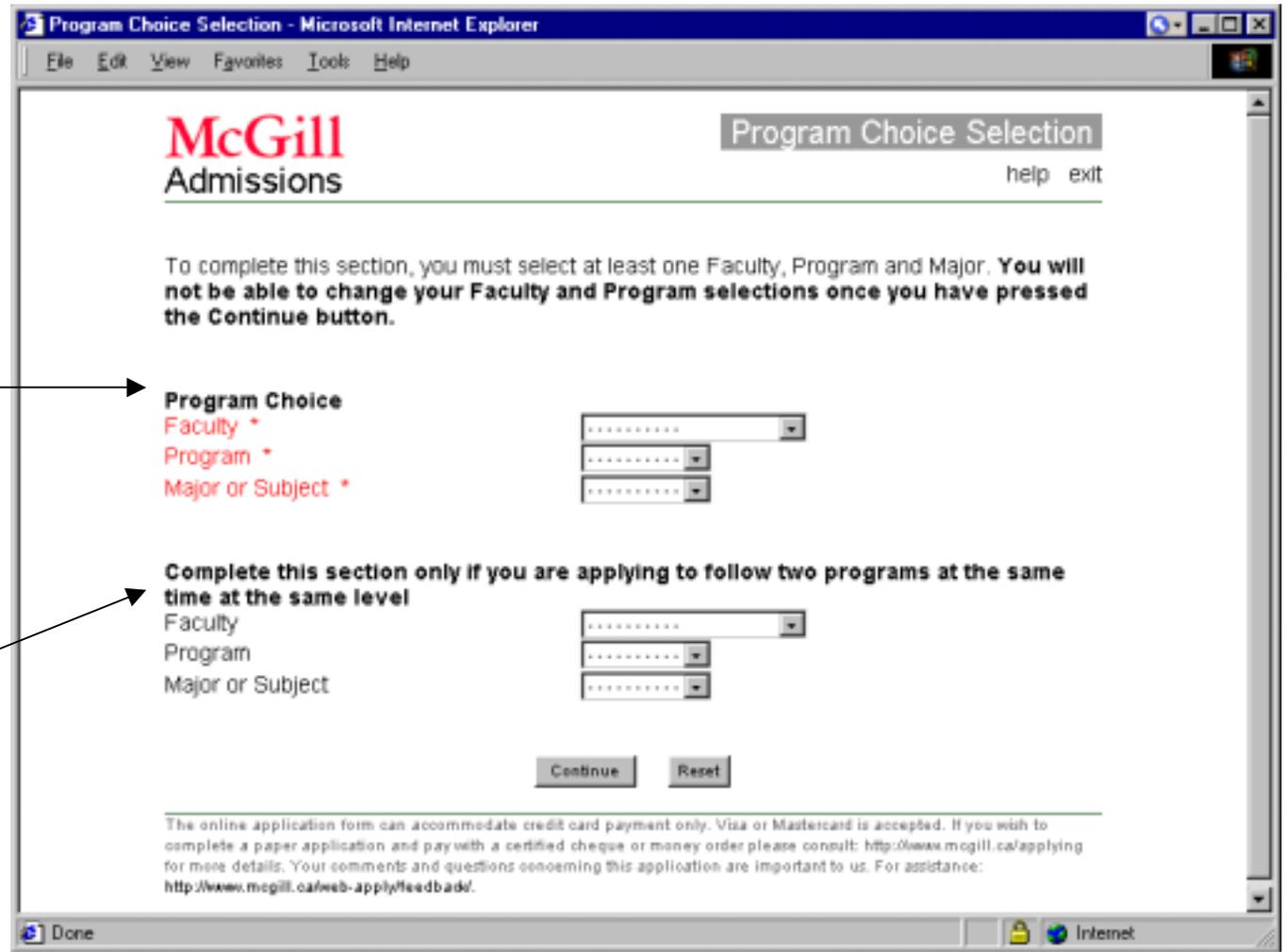
**First Program Choice**

A program choice is mandatory. The faculty list is determined by the application type selected. The program list is determined by the application type and faculty selection. The major and concentration selection is determined by the curriculum rules associated with the program selected.

**Second Program Choice**

Optional.

All fields are described in the table below.



<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	Faculty	Select faculty	Determines program list.	Faculty list is determined by application type, term and level of education. In the case of Graduate or CE, only one faculty will be available. Faculty is mandatory.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	2.	Program	Select the program requested by the applicant.	Determines major and concentration selection.	Program list determined by term, education level and faculty selected. Program is mandatory.	
✓	3.	Major or Subject	Select the major requested by the applicant.	Determines concentration selection.	Major list determined by curriculum rules for program selected. Major is mandatory.	
	4.	Concentration	Select the concentration requested (if applicable)		The Concentration boxes will appear only if the major selected requires concentration(s) to be entered.	
	5.	Second Program Information	Enter any second program requested by the applicant.	Same as for first program selection. In the case of CE further restrictions require second program to be at same level.	The second program selection is optional. It is restricted to programs for the same application type. <b>Undergraduate or Graduate Apps:</b> can be for a different faculty or department and is pushed to Banner as <b>two</b> separate applications. <b>CE Applications:</b> must be at the same level and must be done at the same time as the first program. It is pushed to Banner as <b>one</b> application with both a primary and secondary curriculum.	

**Application Menu:** The menu of sections to be completed is created based on the selections made on prior screens and according to section rules in the Web Sections Rules Form (SZRWSCT).

### Web Section Menu

The web sections that must be completed appear in the box on the left of the screen under the heading 'These sections must be completed'. The first section that must be completed appears on the screen (in this case the Address Information section).

As each of the sections is completed it is moved to the bottom of the menu box under 'Completed sections' and the next section appears. Mandatory fields appear in RED.

When all sections are completed the option to **Submit Application** will appear. See next page.

Address Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

McGill Admissions

Address Information help exit

These sections must be completed before this form can be submitted

- Address Information
- Personal Information
- Employment and Activity Info
- High School History
- CEGEP History
- University History
- Education Information
- Disclosure Information

Completed sections

- Identification
- Program Information

Address Line 1 and City must be entered. Province and postal code are required for all addresses in Canada. State and zip code are required for addresses in the United States. Country is required for addresses in other countries. Please see help for additional information. When this section is complete, click Continue to go to the next section.

**Mailing Address**

Address Line 1 \*

Address Line 2

Address Line 3

City \*

Province/State

Postal/Zip Code

Country \*

AreaPhone Ext Intl Access

Phone Number

AreaPhone Ext Intl Access

Cell Phone Number

AreaPhone Ext Intl Access

Fax Number

Year Month Day

Done Internet

**Confirmation and Submission of Application:** When all sections have been completed the Confirmation section appears with the option to view Application Summary or 'Submit' the application.

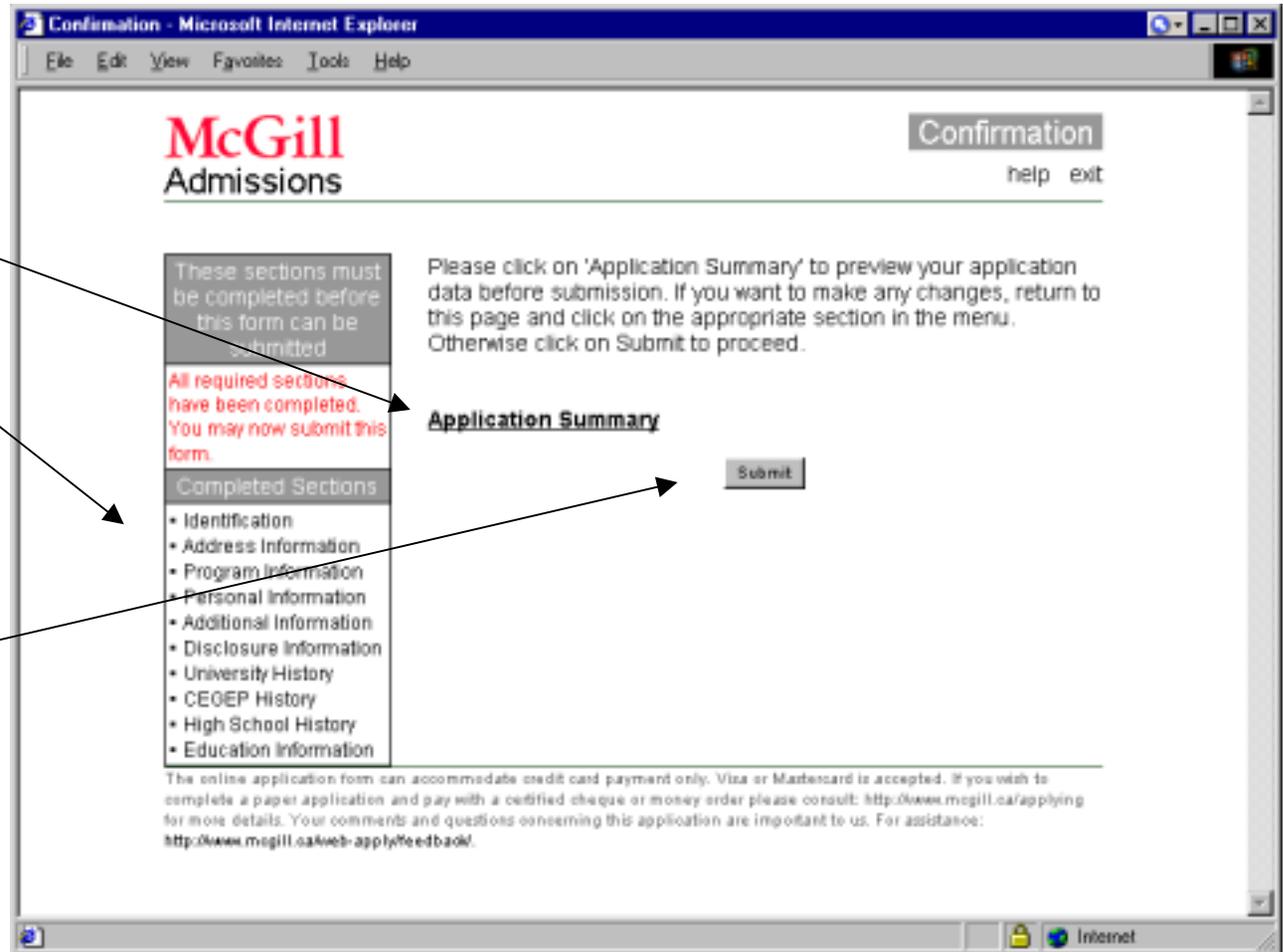
### Confirmation

Clicking on 'Application Summary' will show you all the data entered.

You can also select any section again under 'Completed Sections' on the menu to see what was entered for that section or to change the data. Once the application is submitted and paid no changes can be made until the application is pushed to Banner.

### Submit Application

Click on the 'Submit' button to proceed to the Payment section.



**Payment Information:** The payment screen appears with three payment options: credit card payment, cheque payment or application fee waiver. The application fee appropriate to the program(s) selected will be calculated and displayed.

### Payment Options

#### Credit Card Payment:

Enter credit card number and expiry date. Click on 'Payment by Credit Card'. The payment will be verified by the bank - be patient. A confirmation will be returned indicating whether the payment is successful. The payment information will be automatically sent to the Finance module.

#### Cheque or Money Order:

Indicate whether amount is in Canadian or US funds and total amount. Click on 'Paid by Cheque or Money Order'. The payment will **not be automatically sent to Accounting. The application fee charge and the cheque/money order payment must be recorded directly on the Banner screen TSADETL or TSAMASS. See the documentation on these forms for more detail.**

#### Application Fee Exemption:

Please indicate the reason for the exemption. It will be recorded on the application form SAAADMS.

**Name:** Lavergne, Laura  
**Order Number:** 6106010304703116

Charge Summary	
Application Fee:	\$60
<b>Total Amount:</b>	<b>CAD \$60</b>

**Accepted Credit Cards:**

**Account Number. \***   
**Expiry Date. \*** Month Year  
01 2002

**If Cheque or Money Order:**  
Please record the payment manually in the Student's Account via TSADETL or TSAMASS

**Cheque Type** Canadian Cheque  US Cheque   
**Amount**

**If Exempted from Application Fee:**

Deferred from Legacy Term  
 Exchange Exemption  
 Faculty Decision  
 File Transfer from Legacy

**Enter Next Application:** On completing an application you will be brought back to the Application Update page where you can enter another paper application.

Once an application is complete and a payment is successful, you will be returned to the Application Update Choices section where you can enter a second application.

If the application is not complete either because one of the sections is not finished or the payment is unsuccessful the application will appear on the list next time you log on. Application #1 on the screen is an example of an incomplete application.

**McGill Admissions** Application Update Choices help exit

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## Troubleshooting:

### Timed out of Minerva Web Product

If you are inactive for an extended period of time you will be automatically logged out of the Minerva Web Product. The login box will reappear, simply re-enter your McGill ID and PIN and continue.



**30 minute inactivity caused web session timeout.**

McGill ID:

PIN: