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For security reasons, the Banner INB system is only accessible from the Texas State network, either on campus or connected through the Texas State VPN. You can follow these instructions for setting up access remotely:

http://www.tr.txstate.edu/get-connected/computerservices/remote-desktop-setup.html
Introduction

Course goal

The goal of this training is to provide you with the knowledge to review applicant records in the Banner Admissions module.

Course objectives

At the end of this course, you will be able to

- Review data and documents in SAAADMS (Admissions Application)
- Search for a person in SOAIDEN (Person Search)
- Make recommendations for admission or denial in SAAADMS
- Review data and transcripts in SOAPCOL (Prior College)
- Review data in SOATEST (Test Score Information)
- Review data in SOAPGAT (Applicant GPA Types)
- Review data in SPAIDEN (General Person Information)
- Review decisions in SAAADMS
- Review Cognos reports

Intended audience

Graduate advisors and graduate admission staff.
Terminology and URL’s

**Prospect** - A prospective student such as an applicant or recruit.

**Student** - A person becomes a student when they accept the offer of admissions.

**INB** - Internet Native Banner (Passwords are sent and reset by SIS Security.)

**BDMS** – Banner Document Management System  
Documents are scanned and indexed for viewing through BDMS.

**BRM** – Banner Relationship Management  
Communications systems for prospects and applicants (used by Graduate College staff)

**COGNOS** – Reporting (Use the same password as you use for email)

Graduate Student Levels in Banner:  
DR – Doctoral level  
GR – Master’s level  
GP – Post Graduate (Texas State Certificate, Teacher Certification, Other Certification, Non-Degree, Visiting)

About the process

The Admissions (undergraduate and graduate) offices are responsible for developing the validation tables and control forms for applications, creating and maintaining application records, applying decisions, and maintaining checklist items.

Graduate programs who wish to change program deadlines or program admission requirements should route requests via the Department Chair and College Dean to the Graduate Dean.
Flow diagram

This diagram highlights where the admissions process occurs within the overall Student process.

1. Recruit student
2. Applies to college/university
3. Accepts and sets up students information
4. Accepts offer of admission

You are here!

Legend
- Student/ Applicant
- Banner
- Recruiting/ Admissions
- Academic Records
- Registrar
- Residence Life

5. Creates and maintains course catalog and schedule
6. Assigns Housing
7. CAPP used to advise student on classes
8. Registers for classes
9. Assigns and assesses fees
10. Attends classes and receives grades
11. Maintains academic history for the student
12. CAPP used for graduation

The process involves these steps:

- Validation forms are set up on the Banner system.
- Rule forms are set up for specific student types and terms.
- The applicant applies to the institution through ApplyTexas.
- The applicant’s data is reviewed in Banner by Admissions.
- The applicant’s admission documents are scanned and indexed into Banner by Admissions. All required documents should be sent to the Graduate College.
- Graduate College Staff calculate GPAs after application fee(s) and transcripts have been received by applicant. A Cognos report is used to identify these applicants.
- Graduate Faculty Advisors review admission data and supporting documents.
- Graduate Faculty Advisors make admission recommendations for degree seeking applicants and Texas State Certificate applicants.
- Graduate College Staff enter final admission decisions.
- Graduate College Staff send official notification to student (by US mail for degree seeking applicants and by email for non-degree, visiting, Texas State Certificate, or certification applicants).
- Applicant accepts offer and becomes a student.
Day-to-Day Operations

Section goal

The purpose of this section is to explain the regular process and detail the procedures to handle graduate admissions procedures at Texas State.

Objectives

In this section you will learn how to

- Access forms to review data and admissions documents
- Access reports
- Submit a recommendation for regular or conditional admission
- Submit a recommendation for denial
Steps

1. Browse to INB.

2. Access the Admissions Application Form (SAAADMS) through INB by typing the form name in the banner screen window. Hit **Enter**.

3. Enter the student’s ID in the **ID** field. (Students already in Legacy will have an ID number of A and leading 0’s to equal 9 digits prior to the Legacy ID. **Example:** An ID of 035461 in Legacy will be A00035461 in Banner.)
To search for a student, click the drop down arrow to the right of the ID field to perform a Person Search in SOAIDEN.

4. Click **Execute Query** in the icon toolbar to receive your search results.

5. Once your search results are displayed, double-click on the name to return to SAAADMS.

6. Click **Next Record**.
7. Enter a term in the **Term** field. Listed below is how our term code (semester) will look in Banner. Note that we are on an Academic year; not a Calendar year.

The following number system indicates the semester. Notice that Fall 2011 has a numeric value of 201210 – this is because it falls in the 2012 Academic year.

**CE** = Continuing Education  
**COR** - Correspondence

<table>
<thead>
<tr>
<th>2012 Academic Year</th>
<th>2013 Academic Year</th>
<th>2014 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>Fall 2011 CE</td>
<td>Fall 2013 CE</td>
</tr>
<tr>
<td>201210</td>
<td>201215</td>
<td>201310</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>Spring 2012 CE</td>
<td>Spring 2013 CE</td>
</tr>
<tr>
<td>201230</td>
<td>201235</td>
<td>201330</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>Summer 2012 CE</td>
<td>Summer 2013 CE</td>
</tr>
<tr>
<td>201250</td>
<td>201255</td>
<td>201350</td>
</tr>
<tr>
<td></td>
<td><strong>COR (9/11-8/12)</strong></td>
<td><strong>COR (9/12-8/13)</strong></td>
</tr>
<tr>
<td></td>
<td>201280</td>
<td>201380</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Click the **View Current/Active Curricula** checkbox if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study blocks.

9. Perform a **Next Block** function. This button is found on the icon toolbar located at the top of every banner screen. The term defaults in the **Entry Term** field.

10. Your cursor will land in the **Application Preference** field.

**Admissions Type** field will be populated with one of the following types:

<table>
<thead>
<tr>
<th>BR</th>
<th>Bridge Program</th>
<th>IB</th>
<th>International Bridge Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>Conditional (cannot be used for doctoral, non-degree, or visiting)</td>
<td>IC</td>
<td>International Conditional</td>
</tr>
<tr>
<td>GS</td>
<td>Graduating Senior TxState (cannot be used for doctoral or visiting)</td>
<td>IG</td>
<td>International Graduating Senior TxState</td>
</tr>
<tr>
<td>RE</td>
<td>Regular</td>
<td>IN</td>
<td>International Regular</td>
</tr>
</tbody>
</table>
**Student Type** field will be populated as follows:

**Codes for DR (doctoral degree) or GR (master’s degree) levels:**

F – First Time – applicant is considered first time when new for a particular major/program. The applicant will not be considered a readmit if he/she has never enrolled. The applicant must reapply instead of the application being moved to a future semester.

R – Readmit – applicant has been accepted and enrolled under a particular program, but has not been enrolled for a year. Any time the student does not enroll for a year, he/she must submit a new application and fee.

T – Transfer – applicant is transferring graduate hours from previous attended school. (This information is usually not known at the time of initial data entry review of the application, but may be captured after the department reviews the application materials and informs the appropriate Admissions Coordinator.)

**Codes for GP (post-graduate) level:**

N – Non-degree Seeking – need new application for each semester

V – Visiting – need new application for each semester

W – Certification–Teacher – need new application if it has been one year after application submission or enrollment

X – Certificate–TX ST – need new application if it has been one year after application submission or enrollment

Y – Certification–Other – need new application if it has been one year after application submission or enrollment

**Residence type code in the Residence field:**

I – In-state resident

O– Out of state resident (used for out of state and foreign)

**Application Status field:**

Banner will automatically insert an Incomplete or Complete status in this field. A received date entered in the checklist item line by the Graduate College Staff will cause the item to be considered complete in the system. When all mandatory items are complete, the application status (located in the application tab) automatically changes to C-Complete.

Note: If the applicant has more than one application, you may use the scroll bar at the right to access a different application.
If you have located the application for your program, click on the **BDMS Display Document** button to view admission documents in BDMS. (See Appendix for instructions.)

11. Select the **Checklist** tab. (If there is more than one application for the same person, make sure you are looking at the application for your program before clicking on the checklist tab.)

12. Select the **Sources, Interests, Comments** tab.
13. Perform a **Next Block** function to position on the Interest field.

14. Perform a **Next Block** function to access the **Comments** block.

15. View comments that relate to graduate admissions. Graduate Advisors should look for **GRAC** comments (such as GPA calculation through a particular semester and the anticipated date for the applicant to receive a bachelor’s degree) that have been entered by Graduate College Staff. You should see the Username and date comment was entered beside the comment.

16. Select a comment originator in the Originator field and enter a comment, as appropriate, in the **Comment** field. Graduate Advisors should use the following comment originators: *(GR – Graduate Admissions – may be used for other comments pertaining to graduate applicants other than the comment types below.)*

**GARE – Graduate Advisor Recommendation** – used by the Graduate Advisor to enter a recommendation of accepted, conditional, or denied. *(Graduate Advisor should type in “Accept”; Accept conditionally”; “Denied”) Graduate Advisor should include Username and date comment was entered.

**GRAV – Graduate Advisor Conditional Admit** – used by the Graduate Advisor to enter the recommended conditions of admission. The field may be edited as necessary by the Graduate College Staff for consistency in communications, since the exact verbiage in this field will be used in the admission communication to the applicant (no username or date).

**GADR – Graduate Advisor Denied Reason** – used by the Graduate Advisor or Admissions Processor to enter a denied reason. The field may be edited as necessary by the Graduate College Staff for consistency in communications, since the exact verbiage in this field will be used in the admission communication to the applicant. Graduate Advisors (for degree seeking applicants) or Graduate College Staff should type in one of the following **denied reasons** (without a username or date):

- your grade point average (GPA) did not meet the requirements of the program.
- your combined GRE/GMAT score and GPA did not meet the requirements of the program.
- you did not provide all documentation required by the department.
- the program does not believe there is anyone in the department who is qualified to advise you with your specific research interest.
- the program had more exceptional applicants than available space.
- you did not meet the department’s program requirements.
- you lack the background course work necessary for success in the program. Please contact the Graduate Advisor, Dr. Advisor, to identify the undergraduate background courses you should take prior to reapplying for admission to the degree seeking program. You may take the necessary undergraduate background courses while enrolled as a non-degree seeking student. For your convenience, we have enclosed a non-degree seeking form and submit it to our office to apply for non-degree seeking status. Upon successful completion of the background courses, you may reapply to the Graduate College for admission consideration to the master’s degree seeking program.
- you did not schedule the required interview in the department.
- you requested your application be withdrawn for admission consideration.
- you lack adequate research experience necessary to be successful in the program.
17. When you are finished entering any data, click **Save**.

18. **To exit from the form** and any other Banner forms, click on **X** on the far right.

19. **To go directly to another Banner form**, select “Direct Access” under “File” and type in the name of the form.

20. **To stay in the same form and view another applicant’s record**, click on **Roll Back**, delete the ID number and type in another ID.
Searching for Students

The **Person Search** Form (SOAIDEN) is used to search for people by ID, name, and birth date.

*NOTE: This method is different than using the drop down menu from the SAAADMS screen as shown on page 8.*

Steps

1. Type in SOAIDEN from the main banner window.
2. Enter the student’s known information in the applicable fields.
3. Click **Execute Query** in the icon toolbar to receive your search results.
4. When the correct name appears, click **X** to close this screen and return to the Banner Main Screen. The applicant’s ID will remain in memory and will populate on the next screen that you open within Banner. (Such as SAAADMS.)
Viewing College Transcripts

The **Prior College** Form (SOAPCOL) is used to track the prior colleges and degrees.

![Image of Prior College Form]

Look in this area to see if you can scroll to see more transcripts for this person. Or you can click **Next Record** to see additional schools.

**Steps**

1. Enter the student’s ID in the **ID** field.

2. Perform a **Next Block** function to position on the prior college field. If there is more than one transcript, click on **Next Record** to select an additional school.

3. Click on the **BDMS Display Document** button in the icon toolbar to view the transcript in BDMS. The student’s name and transcript will appear in the initial search window for BDMS.

4. Double-click on the document to view. The main BDMS viewing window will open.

5. Look at the bottom of your screen to see if there is more than one page to the document you are viewing. To see additional pages (if available) click “Next Page” in the icon toolbar across the top. *Note that this screen looks different in IE vs. Firefox:*

   - **Internet Explorer**
   - **Mozilla Firefox**

---

Graduate Advisor Orientation Workbook  Page 15
Viewing Test Scores

The **Test Score Information** Form (SOATEST) is used to track required test scores.

**Steps**

1. Enter the student’s ID in the **ID** field.

2. Perform a **Next Block** function to view test scores.

3. To exit form, or for other options, see instructions on page 13.

*For test codes, see appendix.*
Viewing Grade Point Averages

The **Applicant GPA Types** Form (SOAGPAT) is used for recording GPA calculations.

**Steps**

1. Enter the student’s ID in the **ID** field.
2. Perform a **Next Block** function to view grade point averages.
3. To exit form, or for other options, see instructions on page 13.

<table>
<thead>
<tr>
<th>Banner Code</th>
<th>Description</th>
<th>TX State Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPAEN</td>
<td>Highest GPA</td>
<td>The highest GPA is entered. For master’s applicants, the GPAEN is the last 60 hours or the last 60 + graduate hours, whichever is higher. For doctoral applicants, it’s the masters/doctoral GPA.</td>
</tr>
<tr>
<td>GPA6U</td>
<td>Last 60 undergraduate hours</td>
<td></td>
</tr>
<tr>
<td>GPA6G</td>
<td>Last 60 undergraduate hours +</td>
<td></td>
</tr>
<tr>
<td></td>
<td>graduate hours</td>
<td></td>
</tr>
<tr>
<td>GPAOU</td>
<td>Overall GPA</td>
<td>The overall GPA is entered if the last 60 undergraduate hours is greater than or equal to 3.5 (used for scholarship purposes)</td>
</tr>
<tr>
<td>GPAOG</td>
<td>Masters/Doctoral GPA</td>
<td></td>
</tr>
</tbody>
</table>
The **General Person Identification** Form (SPAIDEN) contains addresses & phone numbers:

Steps

1. Enter the student’s ID in the **ID** field.

2. Perform a **Next Block** function to view information and click on tabs as needed.

3. To exit form, or for other options, see instructions on page 13.
Process Used for Admissions Decisions

**GR-masters and DR-doctoral levels and GP level Texas State Certificates:**

When an application is entered, checklist items will appear as required for the program/major/concentration. At the time the application is entered, it may be Incomplete or Complete, depending on what other documents have been submitted.

**I – Incomplete Status** – One or more mandatory checklist items have not been submitted.

**Daily Cognos Report Retrieved by Graduate College Staff** (Graduate Advisor may access also):

- Review list of applicants on report who have paid application fee(s) and submitted transcripts.
- Calculate GPA and enter it into SOAGPAT.
- Enter comments, as appropriate, using comment type GRAC (Graduate Admissions Coordinators) in SAAADMS. These comments should include the comments usually entered on recommendation packet forms.
- If a GPA is too low, add additional requirements in the checklist items (such as GRE), as appropriate per program.
- If applicant is to be denied (due to a low GPA) without going to the department, enter denied reason in comment field in SAAADMS under GADR (Graduate Denied Reasons).

**C-Complete Status.** When all mandatory checklist items have been received, the application status in SAAADMS will be changed by the system to a status of C-Complete.

**Daily Cognos Report Retrieved by Graduate Advisor** (Graduate Admissions Staff may access also):

- Review list of applicants on report with C – complete status.
- Review student records in SAAADMS (look for GRAC comments) and transcripts in SOAPCOL.
- In comment field in SAAADMS, enter GARE (Graduate Advisor Recommendation) as the comment type and type in advisor recommendation (Example: Accept; Accept Conditionally; Deny).
- If conditional admission is recommended, enter comment type of GRAV (Graduate Advisor Conditional Admit comment), and type in the recommended conditions.
- If denial is recommended, enter comment type of GADR (Graduate Advisor Denied Reason) and type in the denied reason (see p. 13 for list of denied reasons).

**Daily Cognos Report Retrieved by Graduate College Staff** (Graduate Advisor may access also):

- Review list of applicants with GARE, GRAV, and GADR comments.
- Update/revise any comments in SAAADMS entered by Graduate Advisors, as appropriate, for consistency in communications.
- Enter decision codes as appropriate in SAADCRV (Graduate Advisors view decision in SAAADMS).
- For degree seeking applicants, merge official acceptance/denial letters with data output file and edit as appropriate.
- For Texas State Certificate applicants, acceptance/denials communications will be sent via email through BRM.

**GP-Graduate Post Bach level Teacher Certification and Other Certification**

When an application is entered, checklist items will appear as required for Certification. At the time the application is entered, it may be Incomplete or Complete, depending on what other documents have been submitted.

**C-Complete Status.** When all mandatory checklist items have been received, the application status in SAAADMS will be changed by the system to a status of C-Complete.
Daily Cognos Report Retrieved by Teacher Certification Officer, Graduate Advisor, or Graduate College Staff:
- Review list of applicants on report with C – complete status.
- Review student records in SAAADMS and transcripts in SOAPCOL.
- In comment field in SAAADMS, enter GARE (Graduate Advisor Recommendation) as the comment type and type in advisor recommendation (Accept, Accept Conditionally, Deny).
- If conditional admission is recommended, enter comment type of GRAY (Graduate Advisor Conditional Admit), and type in the recommended conditions.
- If denial is recommended, enter comment type of GADR (Graduate Advisor Denied Reason) and type in the denied reason (see list of denied reasons to use).

Daily Cognos Report Retrieved by Graduate College Staff:
- Review list of applicants with GARE, GRAY, and GADR comments.
- Update/revise any comments in SAAADMS, as appropriate, for consistency in communications.
- Enter decision codes as appropriate in SAADCRV (Staff outside undergraduate and graduate admissions offices may view decisions in SAAADMS).
- Acceptance/denials communications will be sent via email through BRM.

GP—Graduate Post Bach level Non-Degree and Visiting

When an application is entered, checklist items will appear as required for Non-degree and Visiting Students. At the time the application is entered, it may be Incomplete or Complete, depending on what other documents have been submitted.

C-Complete Status. When all mandatory checklist items have been received, the application status in SAAADMS will be changed by the system to a status of C-Complete.

Daily Cognos Report Retrieved by Graduate College Staff:
- Review list of applicants on report with C – complete status.
- Review student record in SAAADMS and transcripts in SOAPCOL.
- Enter decision codes as appropriate in SAADCRV (Staff outside undergraduate and graduate admissions offices may view decisions in SAAADMS).
- Acceptance/denials communications will be sent via email through BRM.
Withdrawing an Applicant

The **Fees, Mail Submission, Withdrawal Data** tab on the Admissions Application Form (SAAADMS) is used to track applicants who are withdrawing from the application process, and to track the institutions the applicants have decided to attend.

Note: Application fees will not be entered under this tab. Student Business Services has identified another method for tracking payments and when the application fee has been paid, the checklist item will be completed.

If an applicant has communicated to you that he/she wishes to withdraw the application, please send an email to the Graduate College staff that includes reasons for the withdrawal. The following reasons are possible selections that are currently in Banner:

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Advisor Response</td>
</tr>
<tr>
<td>AP</td>
<td>Academic Problem</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>CA</td>
<td>Class Availability</td>
</tr>
<tr>
<td>CM</td>
<td>Change Major</td>
</tr>
<tr>
<td>CP</td>
<td>Conduct Problem</td>
</tr>
<tr>
<td>DE</td>
<td>Deceased</td>
</tr>
<tr>
<td>DP</td>
<td>Day Care Problems</td>
</tr>
<tr>
<td>EC</td>
<td>Employment Conflict</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Course Offering</td>
</tr>
<tr>
<td>GU</td>
<td>Changed to UG Status</td>
</tr>
<tr>
<td>HO</td>
<td>Housing</td>
</tr>
<tr>
<td>JO</td>
<td>Left for job in field</td>
</tr>
<tr>
<td>LI</td>
<td>Lack of TX State Info</td>
</tr>
<tr>
<td>LP</td>
<td>Lack Prerequisite</td>
</tr>
<tr>
<td>LS</td>
<td>Lack Study Skills</td>
</tr>
<tr>
<td>MD</td>
<td>Medical Reasons</td>
</tr>
<tr>
<td>MD</td>
<td>Medical Reasons</td>
</tr>
<tr>
<td>EE</td>
<td>Enrolling Elsewhere</td>
</tr>
<tr>
<td>FD</td>
<td>Financial Difficulty</td>
</tr>
<tr>
<td>FP</td>
<td>Family Problem</td>
</tr>
</tbody>
</table>

If an applicant has communicated to you that he/she wishes to withdraw the application, please send an email to the Graduate College staff that includes reasons for the withdrawal. The following reasons are possible selections that are currently in Banner:

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI</td>
<td>Military</td>
</tr>
<tr>
<td>PR</td>
<td>Personal</td>
</tr>
<tr>
<td>RL</td>
<td>Relocating</td>
</tr>
<tr>
<td>RT</td>
<td>Response Time</td>
</tr>
<tr>
<td>TC</td>
<td>Teacher Conflict</td>
</tr>
<tr>
<td>TD</td>
<td>Trans Difficulty</td>
</tr>
<tr>
<td>TI</td>
<td>Transfer Institution</td>
</tr>
<tr>
<td>UN</td>
<td>Unknown</td>
</tr>
<tr>
<td>VI</td>
<td>Visa Issues</td>
</tr>
</tbody>
</table>
Viewing a Decision Code

The Admissions Decision and Date will be entered by Graduate College Staff and can be viewed by Graduate Advisors in SAAADMS under the Application Tab.

Decisions Used for Graduate Admissions:

- The following decision will be made by the system when applicant’s checklist is complete:
  - RP – Review in Progress
- Decisions entered manually:
  - AC – Admit Conditional (used for conditional and bridge)
  - AI – Admit to Institution
  - DI – Deny Institution
  - WD - Withdrew Application
  - DS – Defer Future Semester
- Additional decision used when student has not met conditions of admission:
  - RA – Rescind Admission
- Additional decision after student is denied and then submits an appeal to Graduate Dean:
  - AP – Appeal in Progress
  - AA – Appeal Approved
  - AD – Appeal Deny
- Additional decision after student has responded to offer of admission:
  - WD – Withdrew Application (or admission offer)
  - AS – Admission Accepted by Student
- Student is denied, but may also have an additional decision if department notifies us that the student is on a waitlist:
  - WL – Waitlist
Reports will be used to track various stages in the admissions process.

**Graduate Advisor Orientation Workbook**

### Viewing Cognos Reports

Reports will be used to track various stages in the admissions process.

#### IBM Cognos Connection

![IBM Cognos Connection](image)

**GC Coordinator-Incomplete Applicants** — lists applicants who have submitted admission application fee(s) and transcripts; Graduate College Admission Coordinators will use the report to know which applicants need to have a GPA calculated.

**GC Advisor-Complete Applicants** — lists applicants who have submitted required checklist items. When all received dates have been populated for all required items in the checklist, the status of the file will automatically turn to complete. Graduate Advisors will use the report to know which applicants are ready to be reviewed for an admission recommendation. Please note that in some cases a file can be completed very quickly and the admissions coordinator has not calculated the GPA. You can view the GPA column and wait for the GPA to appear before making a recommendation.

**GC Advisor Recommendations** — lists applicants who have a comment type of GARE, GRAV, or GADR. Graduate College Staff will use the report to know which applicants have been reviewed by the Graduate Advisors and are ready for an admission decision.

**GC Decision Made** — lists applicants with a decision.

**GC Application Weekly Intent Summary and GC Application Weekly Summary** — lists applications by program. One student may have more than one application, so this report cannot be used for accurate head count.

**GC Missing Checklist Items** — lists applicants with their missing checklist items. Please ignore HS01 (high school transcript) as it does not appear in the online status check for applicants.

**GC Recruits** — lists recruits from events, email, and web pages.

1. Log into the Cognos reports.
2. Click on the Graduate College folder and then select the desired report.
3. Select appropriate student level.
4. Choose additional optional parameters (choose a college, major, OR concentration).
5. Click on “Finish” at the bottom of the screen.
6. View, save, or print report.
7. Click on the return icon to select another report to view, or log off.

Please note that Cognos reports are not real time. Although they are refreshed at noon and 9pm to pick up new data, it may take an hour or more for the cycle to run, depending on the amount of data.
Appendix A

Browser Compatibility & Java Pop-ups

Banner INB 8.0 is compatible with the following browsers:
Internet Explorer (IE) 6.0, 6 SP2, 7.0, 8.0
Safari 1.2

You may experience some Java pop-ups. This is a bug that is being addressed. If these steps are followed, you should not receive these Java pop-ups again when accessing the INB system. (You will be prompted with these same pop-ups if logging onto a new INB system.)

Click the ‘Always trust content from this publisher’ button.

This box has a slightly different name. Again, click the ‘Always trust content from this publisher’ button.

On this box, be sure to click ‘No’. If you click ‘Yes’, the images in the INB windows won’t display and you will be left with a strange looking screen.
Appendix B

**ApplyTexas Cycle:** Applications are available in August for the following Summer, Fall, and Spring. If a particular program at Texas State is not available to start for a given semester, then that program will not be available on ApplyTexas for that semester. Also, after a deadline has passed for a particular program, it will not be available.

<table>
<thead>
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<th></th>
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<td>Geography-Resource and Environmental Studies (MAGeo)</td>
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Geographic Information Systems (Texas State Certificate)
Water Resources Policy (Texas State Certificate)
German (Teacher Certification)
Health Education (MEd)
Health Education (Teacher Certification)
Health Informatics (Texas State Certificate)
Health Information Management (Texas State Certificate)
Polysomnographic Technology (Texas State Certificate)
Health Psychology (MA)
Health Services Research (MS)
Healthcare Administration (MHA)
Healthcare Administration (Texas State Certificate)
Healthcare Human Resource Mgmt (Texas State Certificate)
History (MA)
History (MEd)
History (Teacher Certification)
History Public History (Texas State Certificate)
Human Nutrition (MS)
Industrial Technology (MST)
Intelligence Analysis (Texas State Certificate)
Interdisciplinary Studies - Occupational Education (MSIS)
Interdisciplinary Studies - Occupational Education (MAIS)
Interdisciplinary Studies - Health, PE, & Rec (MAIS)
Interdisciplinary Studies - Health, PE, & Rec (MSIS)
Interdisciplinary Studies - Modern Languages (MAIS)
Interdisciplinary Studies - Political Science (MAIS)
Interdisciplinary Studies - Biology (MSIS)
Interdisciplinary Studies - Math/Sci/Tech (MSIS)
Interdisciplinary Studies - Sustainability Emphasis (MSIS)
Interdisciplinary Studies - Sustainability Emphasis (MAIS)
International Studies (MA)
Legal Studies (MA)
Legal Studies-Alternative Dispute Resolution (MA)
Legal Studies-Environmental Law (MA)
Legal Studies-Legal Administration (MA)
Mediation (Texas State Certificate)
Paralegal Studies (Texas State Certificate)
Literature (MA)
Mass Communication (MA)
Mass Communication (Teacher Certification)
Materials Physics (MS)
Mathematics (MEd)
Mathematics (MS)
Mathematics Education (PhD)
Mathematics (Teacher Certification)
Mgt of Technical Education (MEd)
Technical Education 6-12 (Teacher Certification)
Middle School Mathematics Teaching (MEd)
Middle School Mathematics (Teacher Certification)
Music Education (MM)
Music (MM)
Music All Level (Teacher Certification)
Music Performance (Texas State Certificate)
Applied Philosophy and Ethics (MA)
Physical Education (MEd)
Physical Educ All Level (Teacher Certification)
Physics (MS)
Political Science (MA)
Population and Conservation Biology (MS)
Professional Counseling (MA)
Professional Counseling (Other Certification)
Professional Ethics (Texas State Certificate)
Public Administration (MPA)
Reading Education (MEd)
Recreation and Leisure Services-Recreation Management (MSRLS)
Recreation and Leisure Services-Therapeutic Recreation (MSRLS)
Rhetoric And Composition (MA)
School Psychology (SSP)
School Psychology (Other Certification)
Secondary Education (MA)
Secondary Education (MEd)
Secondary Education (Teacher Certification)
Secondary Education/TRP (Teacher Certification)
Social Work Administration/Supervision Practice (MSW)
Social Work-Direct Practice (MSW)
Sociology (MA)
Applied Sociology (MS)
Software Engineering (MS)
Spanish (MA)
Spanish (Teacher Certification)
Special Education (MEd)
Special Education (Teacher Certification)
Special Ed-Ed Diagnostician (Teacher Certification)
Autism, BD/PBS, LD-Inclusion (Texas State Certificate)
Technical Communication (MA)
Theatre (MA)
Theatre (Teacher Certification)
Wildlife Ecology (MS)
**Appendix C**

**Program Major Codes Crosswalk**
For access to the program codes used in Banner with crosswalk from major codes in Legacy:
http://www.gradcollege.txstate.edu/docs/xref.pdf

**Checklist Item Codes**

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<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
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<tbody>
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<td>Application Fee Waiver</td>
<td>LICE</td>
<td>Licensure and Certifications</td>
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<td>AIF</td>
<td>Admission Intent Form (GR)</td>
<td>LINT</td>
<td>Letter of Intent (GR)</td>
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<td>ARHP</td>
<td>Academic Research Paper</td>
<td>LSAT</td>
<td>LSAT Score</td>
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<td>CMPA</td>
<td>Composition or Arrangement</td>
<td>LTGR</td>
<td>Letter for Graduating Seniors</td>
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<td>CT01 - CT16</td>
<td>College Transcript</td>
<td>LTGS</td>
<td>Letter of Good Standing</td>
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<td>DIPL</td>
<td>University Diploma (International)</td>
<td>LTVD</td>
<td>Letter Verify Future Grad Date</td>
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<td>Department Application</td>
<td>MNRC</td>
<td>Mentor Recommendation</td>
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<td>Degree Plan Emphasis Selection</td>
<td>NDGS</td>
<td>Non-Degree (GR) Study Ap Form</td>
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<td>ESL/Bridge Contract</td>
<td>NODG</td>
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<td>Portfolio of Student's Writing</td>
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<td>I-20 Documents</td>
<td>REC1</td>
<td>Recommendation Letter/Form 1</td>
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<td>Field Experience</td>
<td>REC2</td>
<td>Recommendation Letter/Form 2</td>
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<td>FLIO</td>
<td>Portfolio</td>
<td>REC3</td>
<td>Recommendation Letter/Form 3</td>
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<td>GF01</td>
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<td>RESM</td>
<td>Resume/Vita (GR)</td>
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<td>Graduate Application Fee - $40</td>
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<td>Writing Sample Non-Fiction Doc</td>
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**Note:** Since the Banner consultants could not keep **HS01** from showing in the checklist because it comes from ApplyTexas application, the work around was a checklist item that shows as NOT mandatory so that it never appears on the status check for applicants and doesn't keep the file from being complete. Please ignore this one.
Appendix D

Test Score Codes

**GRE:**
- GR01 – GRE Verbal
- GR02 – GRE Quantitative
- GR03 – GRE Analytical
- GR05 – GRE Analytical Writing
- GREC – GRE Total

**GMAT:**
- G03 – GMAT Total
- G06 – GMAT Verbal
- G07 – GMAT Quantitative
- G08 – GMAT Writing

**TOEFL:**
- T02 – TOEFL Total
- T03 – TOEFL Listening
- T04 – TOEFL Reading
- T05 – TOEFL Speaking
- T06 – TOEFL Writing

Status Codes Used for Checklist Items

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Please note that when Coursework status is used, it means that coursework from this school has been included on the degreed transcript, and the received date in the checklist items should match the received date on the degree school transcript.

Also, for **Texas State transcripts**, the received date will automatically appear in SOAPC0L/SAAADMS at the time of application, even though the transcript is not in BDMS. Please use CATSWEB to view Texas State transcripts.
## Appendix E

### Banner Functions and Toolbar Icons

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Appendix F

Communication Flowcharts - Recruits

The Graduate College
Communication Flow - Recruits

INFORMATION REQUESTED
by email, web, or event
(up to 4 majors per individual)

Names/addresses can be retrieved from a report by Graduate Advisor, who is encouraged to contact prospective student

Email #1
Thanks for Your Inquiry

Unless student applies, automated email is generated every 7 days.

Email #2
Paying for a Graduate Education

Email #3
Our Stellar Programs

Email #4
The Ideal Location

Email #5
What They’re Saying

Email #6
Graduate Study at Round Rock

11/04/2010
Communication Flowcharts - Applicants

The Graduate College
Communication Flow - Applicants

APPLICATION RECEIVED

Automated email generated after application has been submitted. This email provides the Application Status Check WebID information so they can check status online.

Incomplete Applicant Email
(automated)
Provides list of checklist items from Checklist Tab in SAAADMS

Unless student completes application process, a reminder email is generated every 7 days.

Email #1

Email #2

Email #3
Communication Flowcharts - Accepted

The Graduate College
Communication Flow - Accepted

STUDENT ACCEPTED

↓

Email sent to notify student of acceptance.

↓

Official Acceptance Letter for Degree Seeking Students mailed w/Graduate College Welcome Brochure, and Automated email Acceptance for Post Graduate Students

↓

7 days later

↓

Congratulations email from Graduate Dean
Appendix G

See BDMS Guide to Queries (posted at http://www.gradcollege.txstate.edu/Fac_Resources/Grad_Adv_Guide.html under Banner Information)