

Admissions Data Entry Form (ADEF)



The ADEF form was developed to provide end-users a web-based alternative to entering applications in the ISIS Admissions system. The purpose of this tool is to help minimize the time required to enter applications. This job aid outlines the procedures for using this new tool.

This is new functionality, effective February 2, 2004.

ADEF Procedures

1. Perform a very thorough Campus Community Search/Match on the applicant within the Admissions system.



Home → Search Match → Search Match → Use → Search Match

If the individual is found to have more than one existing ID in the system, do NOT enter them, using the ADEF form or directly in the Admissions system. Instead, a HEAT Ticket must be logged identifying the duplicate ID. The application information should NOT be entered in the system until the duplicate ID is resolved by the Project ISIS Team.

If there is just one ID for the applicant, write this ID on the hard copy of the application and proceed to **Step 2**.

If there is no existing ID found for the applicant, proceed directly to **Step 3**.

2. Perform a very thorough Application Search/Match on the applicant within the Admissions system.



Home → Develop Enrollment → Process Applications → Use → Application Maintenance

If the applicant already has an application for the same term/program/plan, there is no need to enter the application using the ADEF form.

If the person already has an application in the system that is similar to the one being entered, follow the guidelines specific to your office to determine whether or not to use this form to create a new application. For example, undergraduate rules generally allow for just one application for a person within a specific admission cycle, whereas graduate rules generally allow for more than one application in the same term as long as the programs are different.

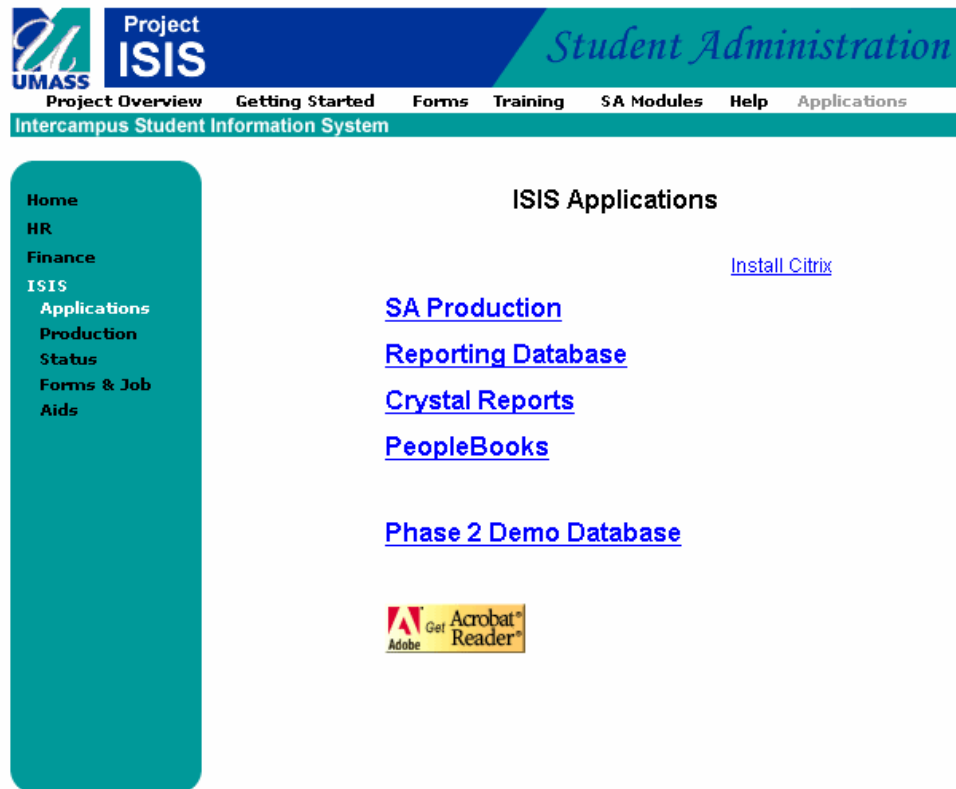


Note: It is absolutely critical that users conduct a very thorough Search/Match, both at the Campus Community level and at the Application level (Steps 2 and 3 above). The ADEF form will not highlight situations where information being added using the ADEF form is already in the system.

3. Access the link for the ADEF form.



The ADEF will be a link on the following page that is currently used to access the Admissions system:



The screenshot shows the Project ISIS Student Administration website. The header includes the Project ISIS logo and the text "Student Administration". Below the header is a navigation menu with links for "Project Overview", "Getting Started", "Forms", "Training", "SA Modules", "Help", and "Applications". The main content area is titled "ISIS Applications" and lists several links: "Install Citrix", "SA Production", "Reporting Database", "Crystal Reports", "PeopleBooks", and "Phase 2 Demo Database". On the left side, there is a vertical menu with links for "Home", "HR", "Finance", "ISIS", "Applications", "Production", "Status", "Forms & Job Aids", and "Aids". At the bottom of the page, there is an Adobe Acrobat Reader logo.

4. Click the link that will appear for the ADEF form.



Intercampus Student Information System

ID: Institution: Career:
[Cancel](#) [Logout](#)

Application Data Entry

User ID:

Password:

Institution:

← Click here

5. Enter your existing Admissions User ID and Password and select your campus, then click the “Sign In” button.



Note: At any time during the data entry process, the user may click the Cancel or Logout link to terminate the data entry. If this occurs, nothing entered in the ADEF form will be saved to the Admissions system.



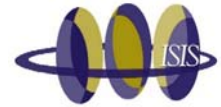
Intercampus Student Information System

[New Ugrd App](#) [Cancel](#) ID: ADEF [Logout](#)

Application Data Entry

<ADEF text will appear here.>

6. At the top of the form, click the “Create Undergraduate Application” link. (For Graduate applications, there will be a link called “Create Graduate Application” link)



ID: ADEF

Institution: UMLOW

Career: UGRD

[Cancel](#)

[Logout](#)

Application Data Entry

[Enrollment](#) - [Biographical](#) - [Address](#) - [Emergency Contact](#) - [Additional](#) - [Academic](#)

Enrollment Information

Campus Community Record

New Existing

Emplid:

When do you wish to enroll?*

What is your intended Major* Non Degree Programs

What is your admit category?*

Are you interested in living in a campus residence hall? Yes No

United States Citizenship Status*

- I am a citizen of the United States or one of its territories.
- I am a permanent resident of the US, holding an alien registration card.
- I am an international applicant.

7. If it was determined in **Step 1** that the applicant doesn't have an ID in the system, leave the "New" radio button checked, leave the Emplid field blank, and fill in the rest of the page with information from the application. Click the "Next" pushbutton.

If it was determined in **Step 1** that the applicant has an ID in the system, click the "Existing" radio button and enter the applicant's ID in the Emplid field. Then, fill in the rest of the page with information from the application. Click the "Next" pushbutton.



Note: If “New” is selected, the end result will be a new Emplid created with a new application associated to it.

If “Existing” is selected, the end result will be a new application number associated with the Emplid entered on this form.

If, through the Search/Match and Application Search process, you determine that an existing application in the database should be reconsidered or reactivated as a result of an application, do not use this form.

If you use this form and create a new application in error, you must use the “Delete Application” function to remove the application from the system.

8. If it was determined in **Step 1** that the applicant doesn’t have an ID in the system, enter the applicant’s biographical information and click the “Next” pushbutton.

If it was determined in **Step 1** that the applicant does have an ID in the system, simply verify the applicant’s biographical information that appears on the page against the application. If there are any differences between the application and what appears in the ADEF form, update the information on the ADEF form. Click the “Next” pushbutton.

9. If it was determined in **Step 1** that the applicant doesn’t have an ID in the system, enter the applicant’s address information and click the “Next” pushbutton.

If it was determined in **Step 1** that the applicant does have an ID in the system, simply verify the applicant’s address information that appears on the page against the application. If there are any differences between the application and what appears in the ADEF form, update the information on the ADEF form. Click the “Next” pushbutton.

10. Enter the applicant’s emergency contact information (if applicable) and click the “Next” pushbutton.



Note: The emergency contact information is only captured for undergraduate applications.

11. Enter any pertinent Additional Information from the application (if applicable) and click the “Next” pushbutton.



Note: The Additional Information is only captured for undergraduate applications.

12. Enter the applicant’s academic background and click the “Next” pushbutton.



13. Verify that the information you have entered is correct.

If any section needs a correction, click the “Edit” link for that section and make the correction.

If all the information is correct, click the “Next” pushbutton.
14. Enter the application payment information and click the “Complete Application” pushbutton.
15. On the confirmation page, use the link to print the application. Store this printout in the student’s file with all other application materials.
16. Close the window that was just printed.
17. Click the “Return to Application Entry” pushbutton.