Banner for Graduate Admissions
A Brief Description of Admissions-Related Forms

This booklet is intended to provide a brief introduction to the Banner Student admission forms and how they relate to Graduate Admissions. This booklet will be updated regularly by Graduate Admissions staff.
**SAASUMI (Student Application Summary)**

- Similar to Plus screen 206 but will show you all applications
- Consists of:
  - **Key Block** – where the application name is entered
  - **Admissions Application Summary** – shows all Banner applications (historical application information prior to Spring 2009 will not be displayed here)
  - **Curricula Summary** – shows one application major at a time. Scroll down to see if the applicant has more than one application
  - **Field of Study Summary** - shows the major and concentration information (if any)
**SAAACKL (Admission Application/Checklist Summary)**

- Similar to Plus screen 207
- Consists of:
  - **Key Block** – where the applicant’s name is entered. Leave the term blank to see all open applications
  - **Application Summary** – displays information about all applications, including (use scrollbar to see other applications):
    - Program/level applied to
    - Application term
    - Application date
    - Application Status
      - Complete
      - Incomplete Items Outstanding
    - Decision Status
      - Pending
      - Rejected
      - Rejected-Low English Proficiency
      - Deferred to Department
      - Admitted Conditional
    - Application Checklist – displays all items required by Graduate Admissions and is tied to a specific term
      - Received Date will show when an item was received. Use the scrollbar to view all the checklist items.

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<table>
<thead>
<tr>
<th>Decision status</th>
<th>Application status</th>
<th>Admission Request and description</th>
<th>Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PE</strong> Pending</td>
<td><strong>AD</strong> Student Admitted</td>
<td><strong>DD</strong> Deferred to Department</td>
<td>08-DEC-2006</td>
</tr>
<tr>
<td><strong>RJ</strong> Rejected</td>
<td><strong>GD</strong> Graduate Admit</td>
<td><strong>RL</strong> Rejected-Low English Proficiency</td>
<td>08-DEC-2006</td>
</tr>
<tr>
<td><strong>RL</strong> Rejected</td>
<td><strong>NF</strong> Need Financial Guarantee</td>
<td><strong>CD</strong> Admitted Conditional</td>
<td>08-DEC-2006</td>
</tr>
<tr>
<td><strong>DD</strong> Deferred to Department</td>
<td><strong>WA</strong> Withdrawn After Acceptance</td>
<td><strong>WB</strong> Withdrawn Before Acceptance</td>
<td>08-DEC-2006</td>
</tr>
</tbody>
</table>
Application Status Check Website for Applicants

- Part of the Raiderlink portal, commonly called the Portal.
- Similar in layout to the old application status website
- Applicants receive an email within 48-72 hours of their application with detailed instructions on how to activate their eRaider account and how to check their application status.

Application Status will be on the Applications tab of the portal. Current students will have additional tabs.

Application statuses for the specified term will display. Admission checklist requirements will show if received and any received date.

- The portal and eRaider email are administered through the IT Division. Please refer related inquiries to the IT Help Desk at 806-742-HELP (4357).
Graduate Application Review (for Advisors)

- Choose Department, Major and Term and click “List of Names”. Note: the Major drop-down box will only show the majors which have current applicants. For example, if your department offers 4 majors, but you can see only 3 majors in the drop-down box, the fourth major has no current applicants.
- Names are listed alphabetically, and the last name appears first. Click on a name to review the information available.
Information about your applicants is arranged by the following tabs:

- **General Information**: This tab will contain biographical and contact information for the applicant.
- **Requirements**: This tab includes information about the status of application requirements for the student.
• **Institutions Attended:** This tab provides information about previous institutions that the applicant has attended, as well as the dates attended and degrees awarded.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Attended</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mcgil University</td>
<td>August 15, 2005 to May 1, 2009</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>South Plains College</td>
<td>September 1, 1991 to May 14, 1994</td>
<td>Associate of Arts</td>
</tr>
</tbody>
</table>

• **Test Score:** The most recent GRE, GMAT, TOEFL, and IELTS scores will be available from this tab. All test scores received are available on form SOATEST in Banner.

- **GRE:**
  - Verbal: [Score]
  - Quantitative: [Score]
  - Writing: [Score]

- **GMAT:**
  - Verbal: [Score]
  - Quantitative: [Score]
  - Analytical Writing: [Score]

- **TOEFL:**
  - Listen: [Score]
  - Write: [Score]
  - Read: [Score]
  - Speaking: [Score]

- **IELTS:**
  - Listen: [Score]
  - Read: [Score]
  - Write: [Score]
  - Speak: [Score]

Date: [Date]

*Only the most recent test score information is listed here. For complete test score history including percentiles, please use form SOATEST in Banner.*

• **Xtender | Worksheet | Financial (Intl)**

- A link to Xtender is provided for your convenience. You will need to enter the applicant’s name.
- If the words “Worksheet” and “Financial (Intl)” are ready for printing, they will be red. You can then click the link to open the forms to print the Admission Decision Worksheet (all applicants) and Financial Assistance Form (international applicants only), make the decision, sign it, and return it to the Office of Graduate Admissions.
Correspondence Review

**GUIMAIL (Mail Query)**

- Similar to Plus screen **C02**. Lists all correspondence generated in Banner/FormFusion* for a particular person.
- Consists of:
  - **Key Block** – where the applicant’s name is entered
  - **Mail Query Block** – where it is possible to:
    - Scroll down to see a list of each Communication Plan* that has been generated,
    - See the term that the correspondence applies to,
    - See the date the correspondence was printed,
    - See the user who generated the correspondence.

If no correspondence has been generated, the following prompt appears:

1 – FormFusion is the software program that creates correspondence

* – A Communication Plan is what Banner calls correspondence such as letters, worksheets, and financial assistance forms.
Checking Test Scores

Test score information will be included on the worksheet, if received before a worksheet is generated. However, files are evaluated with or without GRE/GMAT scores. If you need to view test score information, you can look at SOATEST.

**SOATEST (Test Score Information)**
- Similar to Plus screen 221
- Consists of:
  - **Key Block** – where the applicant’s name is entered
  - **Test Score Information** – which includes a list of all test scores. Block Information includes:
    - Test code
    - Test code description
    - Test score – look at the bottom of the form to see the possible score range of the line item
    - Test date
    - Admission request*
    - Source – which may be coded as:
      - STUD Student-supplied
      - TAPE Testing agency upload; indicates official
      - HARD Official hard copy manually entered

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Test Score</th>
<th>Test Date</th>
<th>Admission Request</th>
<th>Source</th>
<th>Equivalency Indicator</th>
<th>Revised or Recentered</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEL2</td>
<td>IELTS Reading</td>
<td>8.0</td>
<td>31-DEC-2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEL3</td>
<td>IELTS Writing</td>
<td>8.0</td>
<td>31-DEC-2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEL4</td>
<td>IELTS Speaking</td>
<td>8.0</td>
<td>31-DEC-2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEL5</td>
<td>IELTS Total</td>
<td>8.0</td>
<td>31-DEC-2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSWE</td>
<td>Test Standard Written English</td>
<td>65</td>
<td>31-MAY-2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G01</td>
<td>GMAT Verbal Score</td>
<td>55</td>
<td>31-OCT-2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G02</td>
<td>GMAT Quantitative Score</td>
<td>55</td>
<td>31-OCT-2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G03</td>
<td>GMAT Total Percentile</td>
<td>50</td>
<td>31-OCT-2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G04</td>
<td>GMAT Writing Score</td>
<td>5.0</td>
<td>31-OCT-2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IELTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The possible score range for the TOEFL Listening code (TF01) is 0 to 677. Possible TOEFL score ranges include all three versions of the TOEFL, and we have requested separate TOEFL codes for the different versions.

*– The Admission Request will only populate if that particular test code (TF04 for TOEFL Total or IEL5 for IELTS Total) is required to complete the item on the Application Checklist on SAAADMS.
Admission Decision Worksheets and Financial Assistance Forms

Banner worksheets do not include the same information as Plus worksheets did. Free-form text entry is limited. It is not possible to include the prior college major that is entered on SOAPCOL (Prior College History; similar to Plus screen 211).

You must use print the worksheet using this link, not the printer icon or CTRL-P.

Prior college degree/GPA; cannot list previous majors

Please note any remarks in this section.

Test score history; only includes most recent test scores.

We recommend the Graduate School ACCEPT this applicant.

( ) No conditions

( ) Conditions

( ) We recommend the Graduate School REJECT this applicant.

( ) The student is no longer an applicant.

Graduate Advisor: ___________________________ Date: ___________
- Prior college majors are located on the Majors, Minors, Concentration tab on SOAPCOL.
- Majors are only entered for the schools where the applicant received a degree.
- The majors table lists only TTU majors. XMJR (External Major) is used when the applicant’s major is not offered at TTU.

For Financial Assistance forms, a signature is no longer required on this form, as the Graduate School pays the express mail fee.

A returned Financial Assistance Form is required for all international applicants, even if no assistance is awarded.

This question must be answered before we can process an I-20 for an applicant who receives an assistantship.
Imaged Documents Search

- Documents are searchable by either ID (TechID) or name.
- Use the search wildcard (the symbol *) if you are unsure of an applicant’s name.

A search for dummy applicant Shelby Admissions using her TechID would yield these result:

<table>
<thead>
<tr>
<th>Document 1 - 4 of 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

However, if you did not know the full name (or are unsure of the spelling), you could also try searching by Last Name (Admi and the wildcard) and First Name (She and the wildcard):

<table>
<thead>
<tr>
<th>Show</th>
<th>Index Name</th>
<th>Search Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PIDM</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>DOCUMENT TYPE</td>
<td>*</td>
</tr>
<tr>
<td>✓</td>
<td>LAST NAME</td>
<td>Admi*</td>
</tr>
<tr>
<td>✓</td>
<td>FIRST NAME</td>
<td>She*</td>
</tr>
</tbody>
</table>
Running Cognos Reports

**IMG021 Graduate Application Status Report**

- Similar to the TechReports version
- Some columns are different because of the changes in Banner processes.
- Go to [http://cognos.texastech.edu/](http://cognos.texastech.edu/) and log in using your eRaider username and password. You should see the following screen, and then click on “My home”:

![IBM Cognos 8](image1)

You will then be taken to the Reports homepage:

![IBM Cognos Connection](image2)

There are two tabs: **Public Folders** and **My Folders**. **Public Folders** list all the available folders and reports. **My Folders** is similar to the “My Favorites” under “My Account” in TechReports. You can set up **My Folders** to include your favorite reports. You must actually run a report before you can add it to **My Folders**. To run IMG021, click on the “Student” folder.

![IBM Cognos Connection](image3)
• Click on the “ST Admissions” folder.

• Choose “IMG021_Graduate Admissions Applications Status Report_001”.

• Choose the parameters you wish to view and click “Finish”. For this example, I chose only the term (Summer 2009 TTU):
• The following prompt box will appear while your report output is created:

![Prompt Box](image)

• You should now see a web outlook of the report:

![Report Outlook](image)
• To save this report to My Folders, click on “Add This Report” and then choose “Add to My Folders”.

![Add to My Folders]

• To export this report to Excel, you must make sure that your pop-up blocker is disabled (Tools – Internet Options – Privacy – Turn On Pop-Up Blocker, unchecked). Keeping your CTRL button down, click on the Page icon next to “Add This Report”, “View in Excel Options”, and then choose the version of Excel you have.

![View in Excel Options]

Keeping the CTRL button down, then you can save the spreadsheet on your computer or open it.

• The next time you visit Cognos, you can click on “My Folders” and choose the IMG021 report: