

Spring
2010

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.



CHECKING APPLICATION STATUS

Application Review

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)

Admissions Application Summary SAASUMI 7.3.2 (TTUSPRD) (TTU)

ID: Level: Campus: College: Degree:

Term: Program: Field of Study Type: Field of Study Code:

Admissions Application Summary

Entry Term	Application Number	Application Preference	Admission Type	Student Type	Residence	Outstanding Documents	Status	Status Date	Decision	Decision Date
201027	3		ST	N	F		D	08-DEC-2008	DD	01-JUL-2009
200957	2	2	ST	N	F		D	23-JUL-2008	WA	23-APR-2009
200957	1	1	ST	N	F	Y	D	24-JUN-2008	AD	24-JUN-2008

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201027	GR-MS-INDS	201027	Graduate	Lubbock TTU	Graduate School	Master of Science ii

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201027	MAJOR	Interdisciplinary Studies	Graduate School	

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
 - C** Complete
 - I** Incomplete Items Outstanding
 - D** Decision Made
 - Decision Status

PE Pending	AD Student Admitted
RJ Rejected	GD Graduate Admit
RL Rejected-Low English Proficiency	NF Need Financial Guarantee
DD Deferred to Department	WB Withdrawn Before Acceptance
CD Admitted Conditional	WA Withdrawn After Acceptance
 - **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.

The screenshot shows the SAAACKL interface with several sections and annotations:

- Decision status**: Points to the 'Decision' dropdown menu in the Application Summary section, which is currently set to 'DD' (Deferred to Department).
- Application status**: Points to the 'Status' dropdown menu in the Application Summary section, which is currently set to 'D' (Decision Made).
- Admission Request and description**: Points to the 'Admission Request' column in the Application Checklist table.
- Received Date**: Points to the 'Received Date' column in the Application Checklist table, specifically to the date '08-DEC-2008' for the 'Application Fee' item.

The Application Checklist table contains the following data:

Admission Request	Received Date	Item	Item Description	Mandatory Indicator
APFE Application Fee	08-DEC-2008	Test app - no fee	Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No Checklist Origin: BASELINE	<input checked="" type="checkbox"/>
BANK Statement from Sponsor's Bank	08-DEC-2008		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No Checklist Origin: BASELINE	<input type="checkbox"/>
CLT1 College Transcript	01-JUN-2007	N02368	University Of Heidelberg Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No Checklist Origin: BASELINE	<input checked="" type="checkbox"/>

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.

College	Degree	Major	Application Status	Decision Date
Graduate School	Master of Arts	Interdisciplinary Studies	Deferred to Department	5/7/2009 9:56:18 AM

Requirement Type	Status	Receive Date
Application Fee. PAID	Received	December 1, 2008
Statement from Sponsor's Bank	Not Received	
College Transcript Pending. McGill University	Received	October 15, 2008
College Transcript. South Plains College	Received	October 15, 2008
College Transcript. McGill University	Received	October 14, 2008
Degree/Diploma/Cert(Foreign)	Not Received	
IELTS or TOEFL Scores. Test Date 20-SEP-2008	Received	December 3, 2008
Copy of Passport Bio Page	Received	December 31, 2008

- 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)

- The Graduate Advisors’ Review Page is available at this link:
<https://banapps.texastech.edu/ITIS/GradAppReview/ApplicationReviewOpt.aspx>.
- 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.

Graduate Application Review

Red X = no printed worksheet
 Green check = printed worksheet

Department: Graduate School
 Major: Graduate Certificate Program
 Term: Spring 2010 TTU

List of Names

You can now view applicants by department, major and term.

Concentrations are now viewable.

Total Number of Current Applicants for Term: 5

Name	Application Date	Current Status	Appl No	Status Date	Conc.
X	September 1, 2009		1		VISL
X	July 14, 2009	Deferred to Department	2	07/14/2009	HLCC
X	August 27, 2009	Graduate Admit	2	08/28/2009	WEMG
X	July 15, 2009	Deferred to Department	1	07/15/2009	CWMS
X	August 5, 2009	Deferred to Department	1	08/13/2009	CAUT

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

General Information	Requirements	Institution Attended	Test Scores	
	Requirements	Comments	ReceiveDate	Status
	Application Fee	PAID	December 1, 2008	Received
	Statement from Sponsor's Bank			Not Received
	College Transcript Pending	Mcgill University	October 15, 2008	Received
	College Transcript	South Plains College	October 15, 2008	Received
	College Transcript	Mcgill University	May 14, 2009	Received
	Degree/Diploma/Cert(Foreign)			Not Received
	IELTS or TOEFL Scores	Test Date 20-SEP-2008	December 3, 2008	Received
	Copy of Passport Bio Page		December 31, 2008	Received

- **Institutions Attended:** This tab provides information about previous institutions that the applicant has attended, as well as the dates attended and degrees awarded.

General Information	Requirements	Institution Attended	Test Scores
		Institution	Attended
		Mcgill University	August 15, 2005 to May 1, 2009
		South Plains College	September 1, 1991 to May 14, 1994
		Degree	
		Bachelor of Arts	
		Associate of Arts	

- **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.

General Information	Requirements	Institution Attended	Test Scores
GRE: Verbal	GMAT: Verbal	TOEFL: Listen	020
Quantitative	Quantitative	Write	020
Analytical	Writing	Read	020
Writing	Total	Speaking	
		Total	120
Date:	Date:	Date:	09/08
		Official	
<i>Only the most recent test score information is listed here. For complete test score history including percentiles, please use form SOATEST in Banner</i>			

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

Application Review > [Select Applicant](#) Hover your cursor over the worksheet link to see who's printed a worksheet.

[Sign Out](#)

Application for Admission

Name: [REDACTED]

TechID: [REDACTED]

Degree: Master of Science in

College: Graduate School

Term: Spring 2010 TTU

Application Status: Deferred to Department

Status Date: 6/5/2009 1:43:30 PM

Major: Electrical Engineering

Concentration:

Worksheet

Employee Date Printed

Evelyn Arnold	08-28-2009
Shelby Cearley	08-28-2009

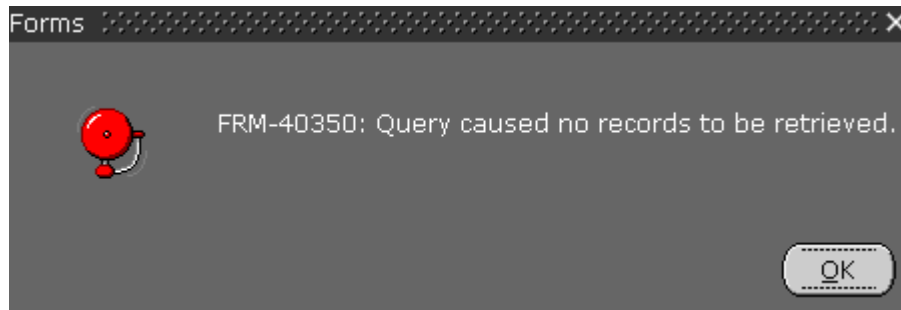
- A link to Xtender is provided for your convenience. You will need to enter the applicant's name.
- If the words "Worksheet" and "Financial (Int'l)" are ready for printing, they will be red. You can then click the link to open the forms to print the Admission Decision Worksheet (all applicants) and 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/FormFusion¹ 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

Test Score Information SOATEST 7.5 (TTUSPRD) (TTU)

ID:

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
IEL1	IELTS Listening	8.0	01-DEC-2008		HARD	Official Hard C <input type="checkbox"/>	<input type="checkbox"/>
IEL2	IELTS Reading	8.0	01-DEC-2008		HARD	Official Hard C <input type="checkbox"/>	<input type="checkbox"/>
IEL3	IELTS Writing	8.0	01-DEC-2008		HARD	Official Hard C <input type="checkbox"/>	<input type="checkbox"/>
IEL4	IELTS Speaking	8.0	01-DEC-2008		HARD	Official Hard C <input type="checkbox"/>	<input type="checkbox"/>
IEL5	IELTS Total	8.0	01-DEC-2008	ENGL IELTS or TOEFL	HARD	Official Hard C <input type="checkbox"/>	<input type="checkbox"/>
TSWE	Test Standard Written English	45	01-MAY-2004		STUD	Student Suppl <input type="checkbox"/>	<input type="checkbox"/>
G01	GMAT Verbal Score	55	31-OCT-2003		TAPE	Testing Agenc <input type="checkbox"/>	<input type="checkbox"/>
G02	GMAT Quantitative Score	55	31-OCT-2003		TAPE	Testing Agenc <input type="checkbox"/>	<input type="checkbox"/>
G03	GMAT Total Percentile	60	31-OCT-2003		TAPE	Testing Agenc <input type="checkbox"/>	<input type="checkbox"/>
G04	GMAT Writing Score	5.0	31-OCT-2003		TAPE	Testing Agenc <input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

IEL1 Scores must be 3 - NUMERIC characters in range of: 001 - 009

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 **SAADMS**.

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).

**Office of Graduate Admissions
ADMISSIONS DECISION WORKSHEET**

[Click Here To Print](#)

STUDENT: _____ SID: _____ DOB: _____

TO: The Graduate Advisor of Interdisciplinary Studies

FROM: The Dean of the Graduate School DATE: Sep 14, 2009

TERM: Fall 2009 TTU LOCATION: Lubbock Texas Tech University

DEGREE/MAJOR: Master of Arts /Interdisciplinary Studies

CONCENTRATION: _____

Please review this applicant's credentials using the processes recommended by the faculty of the Graduate Council. The Graduate School will notify the student of your admission decision.

Please return this worksheet as soon as possible to the Office of Graduate Admissions, MS 1030 or fax to 742-4038.

Bachelor of Arts 4.00 Associate of Arts 3.69	Graduate School Use Only Remarks: _____ _____ _____ Conditions: _____ _____ _____
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GRE: Verbal Quantitative Analytical Writing	GMAT: Verbal Quantitative Writing Total	TOEFL: Listen 020 Write 020 Read 020 Speak Total 120	IELTS: Listen Read Write Speak Total
Date: _____	Date: _____	Date: 09/08	Date: _____

Official

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: _____

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.

- 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.

Prior College SOAPCOL 7.3.2 (TTUSPRD) (TTU)

ID:

Prior College and Degree | **Majors, Minors, Concentrations** | Prior Co

Prior College

Prior College: University Of Heidelberg

Transcript Reviewed Date:

Transcript Received Date:

Admissions Request: College Transcript

Click on *Majors, Minors, Concentrations*

Prior College SOAPCOL 7.3.2 (TTUSPRD) (TTU)

ID:

Prior College and Degree | **Majors, Minors, Concentrations** | Prior College Address

Majors	User ID	Activity Date
<input type="text" value="ENGL"/> English	NBU307	03-JUN-2008

Major

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

FINANCIAL ASSISTANCE FORM
(For international students only)

DATE: Sep 14, 2009

STUDENT ID:

APPLICANT:

DATE OF BIRTH: 14-JUN-1974

TERM: Fall 2009 TTU

DEGREE/MAJOR: Interdisciplinary Studies

Financial Assistance: Yes _____ No _____

Type of assistance:

_____ Scholarship Total amount per year: \$ _____

_____ Teaching Assistantship Total amount per year: \$ _____

_____ Research Assistantship Total amount per year: \$ _____

Assistantship for: 9 months _____ 12 months _____

Is this assistantship at LEAST 20 hours per week? Yes _____ No _____

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:

Query Results for Application 'STUDENT'									
Document 1 - 4 of 4									
<input type="checkbox"/>	<input type="checkbox"/>	ID	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	MIDDLE NAME	DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>		ADMISSION APPS	ADMISSIONS	SHELBY		14-Jun-1974		DUMMY APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>		LETTERS	ADMISSIONS	SHELBY		14-Jun-1974		A1
<input type="checkbox"/>	<input type="checkbox"/>		OFFICIAL TRANSCRIPTS	ADMISSIONS	SHELBY		14-Jun-1974		SOUTH PLAINS COLLEGE
<input type="checkbox"/>	<input type="checkbox"/>		UNOFFICIAL TRANSCRIPTS	ADMISSIONS	SHELBY		14-Jun-1974		LUBBOCK CHRISTIAN UNIVERSITY

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):

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	<input type="text"/>
<input type="checkbox"/>	PIDM	<input type="text"/>
<input checked="" type="checkbox"/>	DOCUMENT TYPE	<input type="text" value="*"/>
<input checked="" type="checkbox"/>	LAST NAME	<input type="text" value="Admi*"/>
<input checked="" type="checkbox"/>	FIRST NAME	<input type="text" value="She*"/>

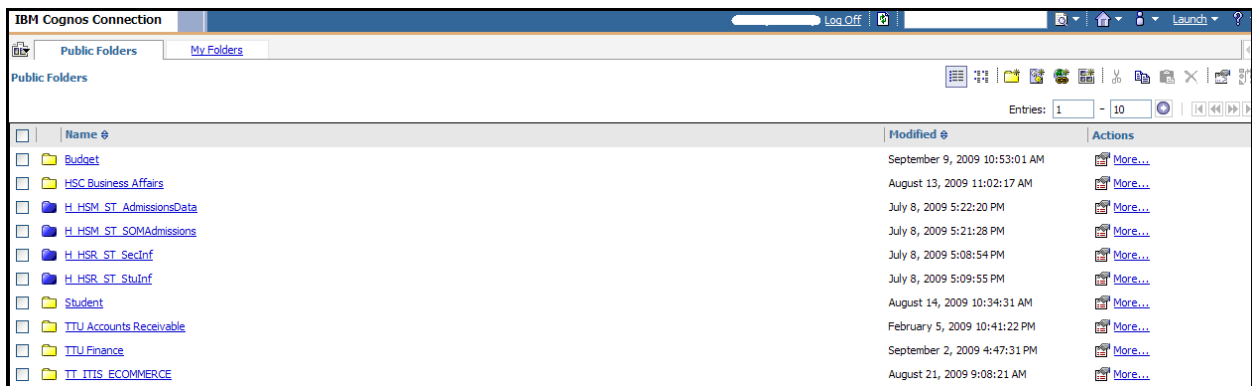
Running Cognos Reports

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/> and log in using your eRaider username and password. You should see the following screen, and then click on “My home”:



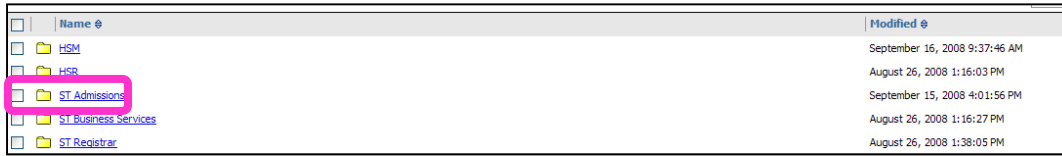
You will then be taken to the Reports homepage:



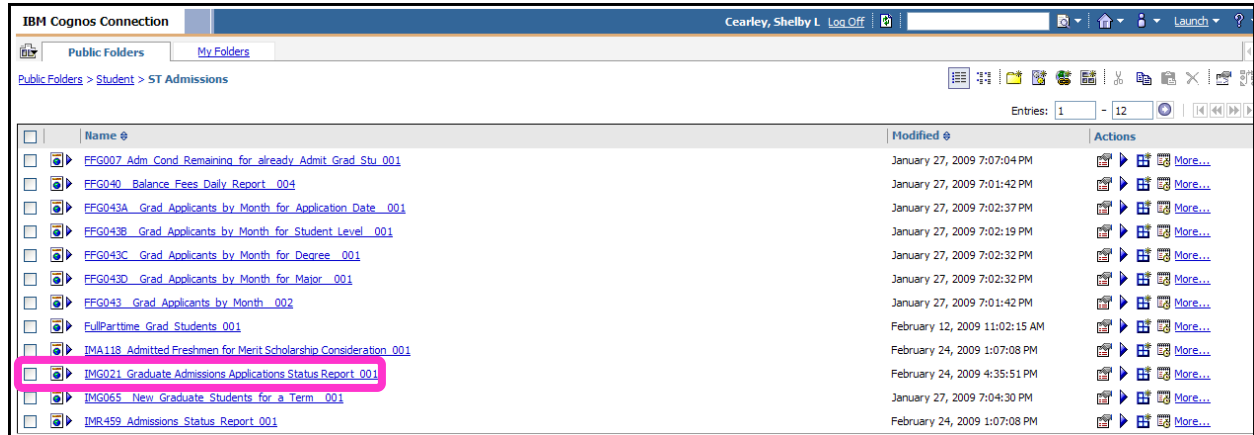
There are two tabs: **Public Folders** and **My Folders**. *Public Folders* list all the available folders and reports. *My Folders* is similar to the “My Favorites” under “My Account” in TechReports. You can set up *My Folders* to include your favorite reports. You must actually run a report before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



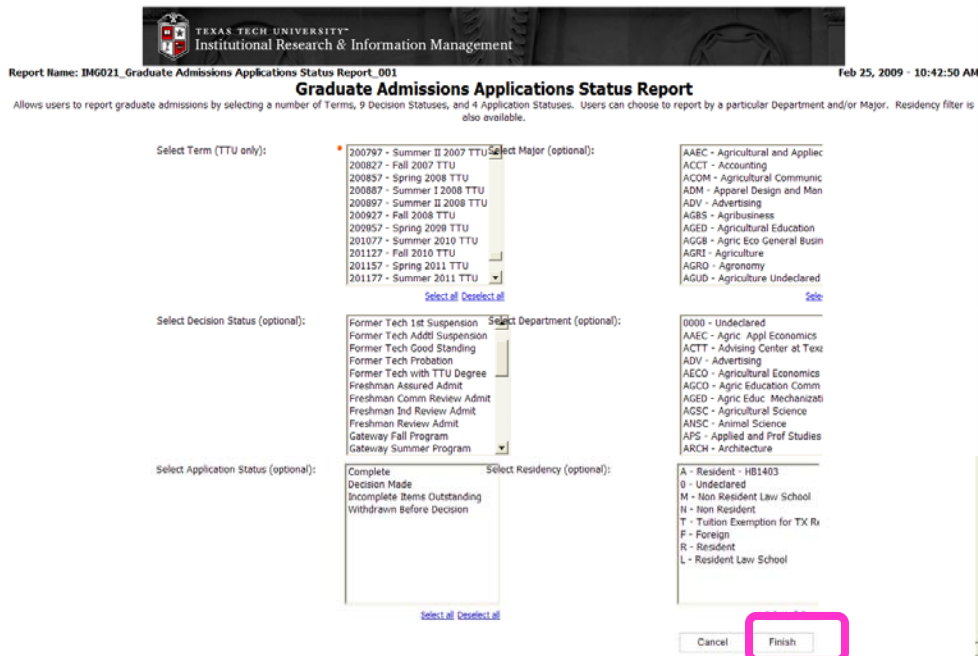
- Click on the "ST Admissions" folder.



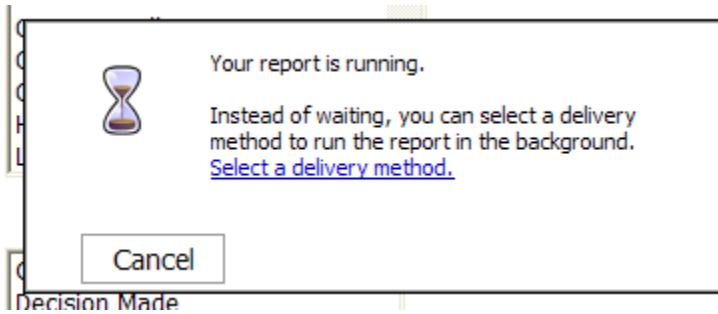
- Choose "IMG021_Graduate Admissions Applications Status Report_001".



- 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:



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

Cognos Viewer - IMG021_Graduate Admissions Applications Status Report_001

Keep this version | Log Off | Add this report

TEXAS TECH UNIVERSITY
Institutional Research & Information Management

Report Name: IMG021_Graduate Admissions Applications Status Report_001 Feb 25, 2009

Graduate Admissions Applications Status Report

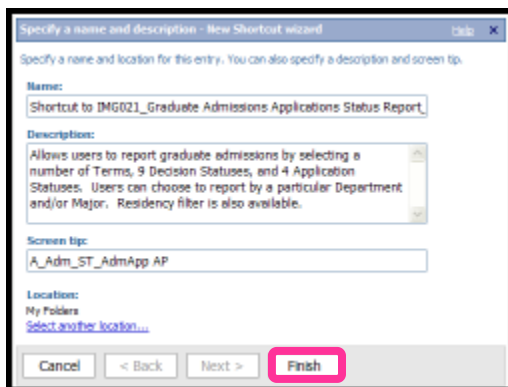
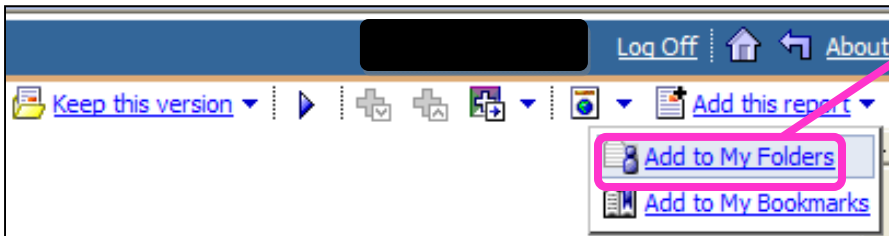
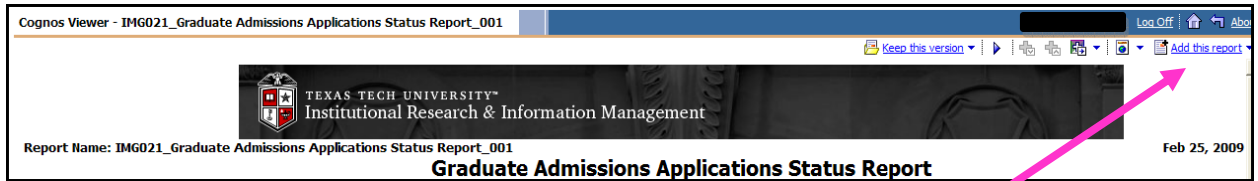
[Return to Prompt/Parameter Page](#)
Parameter List: Academic Period: 200977 - Summer 2009 TTU
Decision Status: ALL
Application Status: ALL
Major: ALL
Department: ALL
Residency: ALL

Tech ID	Name	TTU History	Department	Major	Concentration	Location	Application Date	Latest Decision	Latest Decision Date	Application Status	Application Status Date	Residency	Street Line 1	Street Line 2	City	State	Postal Code	Country	Email
		*	AAEC	AAEC		TLB	12/10/08	WB	2/10/09	D	12/18/08	R			Lubbock	TX	794161507		
		*	AAEC	AAEC		TLB	1/21/09	DD	1/22/09	D	1/22/09	F			Lubbock	TX	79415		
			AAEC	AAEC		TLB	12/8/08	DD	12/15/08	D	12/15/08	F			Kathmandu	*	44601	NP	
			AAEC	AAEC		TLB	1/26/09	DD	2/3/09	D	2/3/09	F			Meru		254	KE	
			AAEC	AAEC		TLB	11/6/08	CD	2/11/09	D	12/11/08	F			Serdang Selangor		43300	MY	
			AGCO	AGED		TLB	12/10/08	DD	1/14/09	D	1/14/09	R			San Antonio	TX	78240-3341		
		*	AGCO	AGED		TLB	1/13/09	DD	1/30/09	D	1/30/09	R			Burleson	TX	76028		
			AGCO	AGED		TLB	2/17/09			I	2/17/09	R			Liberty Hill	TX	78642		
			ANSC	ANSC		TLB	2/11/09			I	2/11/09	N			Kilmichael	MS	39747		
		*	APS	ENVD		TLB	2/10/09	DD	2/10/09	D	2/10/09	R			San Antonio	TX	75204		
		*	APS	FCSE		TLB	2/20/09	DD	2/20/09	D	2/20/09	R			Borger	TX	790078024		
			APS	FN		TLB	9/18/08	WS	1/30/09	I	9/18/08	F			Addis Ababa			ET	
			APS	MFT		TLB	12/18/08	DD	1/14/09	D	1/14/09	R			San Angelo	TX	76904-5446		
			APS	MFT		TLB	10/16/08	DD	12/9/08	D	12/9/08	N			Sciota	PA	183549759		
		*	APS	PPF		TLB	2/13/09	DD	2/16/09	D	2/16/09	R			Rowlett	TX	75089		
		*	APS	PPF		TLB	2/20/09	DD	2/20/09	D	2/20/09	R			Lubbock	TX	79424		
		*	APS	PPF		TLB	2/18/09	DD	2/20/09	D	2/20/09	R			Lubbock	TX	79423		
		*	APS	PPF		TLB	2/13/09	DD	2/16/09	D	2/16/09	R			Lubbock	TX	79423-6025		
		*	APS	PPF		TLB	12/19/08	GD	1/16/09	D	1/8/09	R			San Antonio	TX	78249-1809		
		*	APS	PPF		TLB	2/13/09	DD	2/17/09	D	2/17/09	R			O'Donnell	TX	79351		

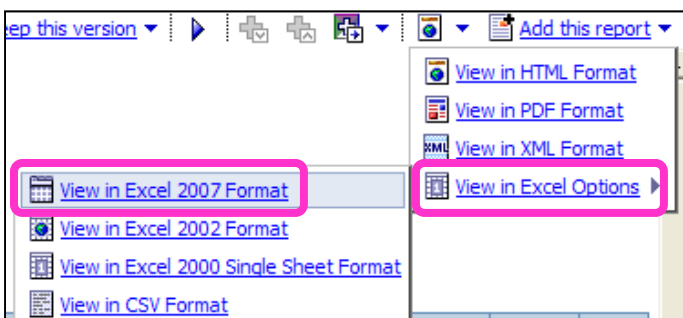
Report Written By: JRIM

Top Page up Page down Bottom

- To save this report to *My Folders*, click on “Add This Report” and then choose “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.



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:

	Name	Modified
	Shortcut to FFG043_Grad Applicants by Month_002	September 16, 2008 10:34:08 AM
	Shortcut to IMG021_Graduate Admissions Applications Status Report_001	September 17, 2008 3:33:51 PM