

Train the Trainer Modules: Student Admissions

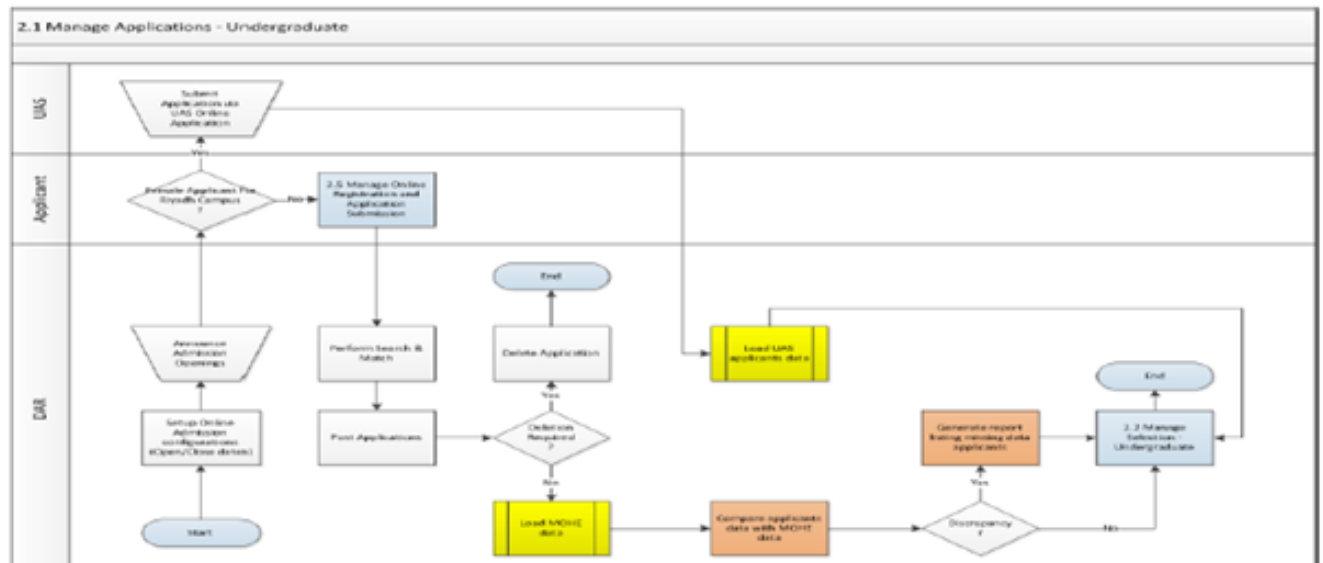
7.1.3 Recruitment and Admissions Training for UGRD Stream2

A. Manage Applications – UGRD Stream2

Purpose

This document helps to fully understand all the steps for managing Applications for Undergraduate at KSAU-HS.

Business Process Map



➤ Post Applications

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions ->Processing Applications ->Post Applications
3. Click the link "Post Applications".
4. Click "Search" button and select a "Run Control ID" on the "Post Applications to SiS" page
(Find an Existing Value):
5. If none searched then add a new "Run Control ID" using tab Add a New Value. Click "Add" button.
Now fill In rest of the required fields.
 - 5.1 Select Academic Institution using prompt.
 - 5.2 Select "UGRD" in Academic career using prompt.
 - 5.3 Select Admit Term using prompt.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

5.4 Select "Bachelors Degree " in prior education drop down , in case of undergraduate stream 2 posting .

5.5 Select "High School " in prior education drop down , in case of undergraduate stream1 posting .

6. Click "Save" button.

7. Click "Run" button.



➤ Maintain Applications

1. Login to system using your credentials

2. Go to page: Main Menu ->Student Admissions ->Application Maintenance -> Maintain Applications

3. Click the link "Maintain Applications".

4. Fill in the Search Criteria and click "Search" button.

5. Now one can view and update the Searched Applicant's Information and remember require fields cannot be left empty.

6. Click "Save" button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

Menu

Search: []

- My Favorites
- Self Service
- Campus Community
- Student Admissions
 - Application Entry
 - Application Maintenance
 - Maintain Applications
 - Add/Update a Person**
 - Processing Applications
 - Set Up SACR
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Usage Monitoring
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - My Feeds

Biographical Details | **Addresses** | **Regional** | **Application Program Data** | **Application Data** | **Additional Details**

Abbas Malik Abbas Malik Abbas Malik 1000008768 [Names](#)

Person Information

Date of Birth: 11/17/1983 [Birth Information](#) Campus ID: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 11/16/2013 [+](#) [-](#)

*Marital Status: Married As of: 11/16/2013 [+](#) [-](#)

*Gender: Male

National ID Personalize | Find | [] First 1 of 1 Last

Country	National ID Type	National ID	Primary
SAU	Saudi ID	1000000008	<input checked="" type="checkbox"/>

[Add](#)

Contact Information

Addresses Find | View All First 1 of 1 Last

No current address

Phone

Type	Phone	Ext	Country	Preferred
Business	03454279802			<input checked="" type="checkbox"/>

[Add](#)

Email

Type	Email Address	Preferred
Home	mailkabbasali@gmail.com	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Biographical Details | **Addresses** | **Regional** | **Application Program Data** | **Application Data** | **Additional Details**

➤ External Education

1. Login to system using your credentials
2. Go to page: Main Men -> Student Admissions ->Application Entry -> Academic Information -> Education
3. Click the link “Education”.
4. Fill in the Search Criteria and click "Search" button.
5. Now one can view and update the Searched Applicant's Information and remember require fields cannot be left empty.
6. Click “Save” button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

B. Manage Selection and Acceptance – UGRD Stream2

➤ Setup Online Admission Configurations

1. Login to system using your credentials
2. Go to page: Main Menu-> Setup SACR ->Product Related -> Recruiting and Admissions ->Applications -> Setup Application Period
3. Click the link "Setup Application Period".
4. Select the following information on the "Application Periods" page (Find an Existing Value):
Select Academic Institution, Academic Career, Term using prompt. Click "Search" button.
5. If none searched then add a new value using tab Add a New Value.
Select Academic Institution, Academic Career, Term using prompt and then Click "Add" to add a new value.
Now fill In rest of the required fields.
 - 5.1 Select "Online" in the Application method dropdown.
 - 5.2 Select Campus, Open Date, Close Date.
 - 5.3 Select "**Bachelor's Degree**" in prior education drop down.
 - 5.4 Enter "Graduation Year Limit".
6. Click "Save" button.

➤ Undergraduate Program Mapping

1. Login to system using your credentials
2. Go to page: Main Menu-> Setup SACR ->Product Related ->Undergraduate Program Mapping
3. Click the link "Undergraduate Program Mapping"
NOTE : For Undergraduate Stream1Prior Education is "High School ".
For Undergraduate Stream 2Prior Education is "**Bachelor's Degree**".
An academic program can either exist For Undergraduate Stream 1 or Undergraduate Stream 2 .
4. Select the following information on the " Undergraduate Program Mapping" page (Find an Existing Value): Select Institution using prompt. Click "Search" button.
5. If none searched then add a new value using tab Add a New Value.
Select Institution using prompt and then Click "Add" to add a new value .
Now fill In rest of the required fields. Career , Program and Prior Education .
6. Click "Save" button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

➤ Admission Query Manager

1. Login to system using your credentials
 2. Go to page: Main Menu-> Setup SACR ->Product Related ->Recruiting and Admissions ->Admission Query Manager
 3. Click the link "Admission Query Manager" .
 4. Select the following information on the "Admission Query Manager" page (Find an Existing Value):
Select Academic Institution , Academic Career . Click "Search" button.
 5. If none searched then add a new value using tab Add a New Value.
Select Academic Institution , Academic Career , using prompt .
- 5.1 Select Query Name " **KS_RU2_SEL_QRY** " for query type "Selection " .
 - 5.2 Select Query Name " **KS_RU2_EVAL_QRY** " for query type "Evaluation " .
6. Click "Save" button.

Menu

- Recruiting and Admissions
 - Applications
 - Setup Admission Queries
 - Inquiries
 - Prospects
 - Prospect/Applicant Recruiting
 - Applicants
 - Application Evaluation
 - Alternate Evaluations
 - External Test Scores
 - Enrollment Targets
 - OUAC
 - Reports
 - TAC
 - Manage CRM Integration
 - UCAS
 - Application Configuration
 - Admission Query Manager**
 - Offers Expiry Days
 - Setup Admission Capacity
 - Undergraduate Program Mapping
- Student Financials
- Contributor Relations
- Academic Advisement
- SA Integration Pack

Admission Query Manager

*Academic Institution: 🔍

*Academic Career: 🔍

*Query Name	*Query Type		
1 <input type="text" value="KS_RU2_EVAL_QRY"/> 🔍	Evaluation	+ -	
2 <input type="text" value="KS_RU2_SEL_QRY"/> 🔍	Selection	+ -	

Try It! [Actions](#)

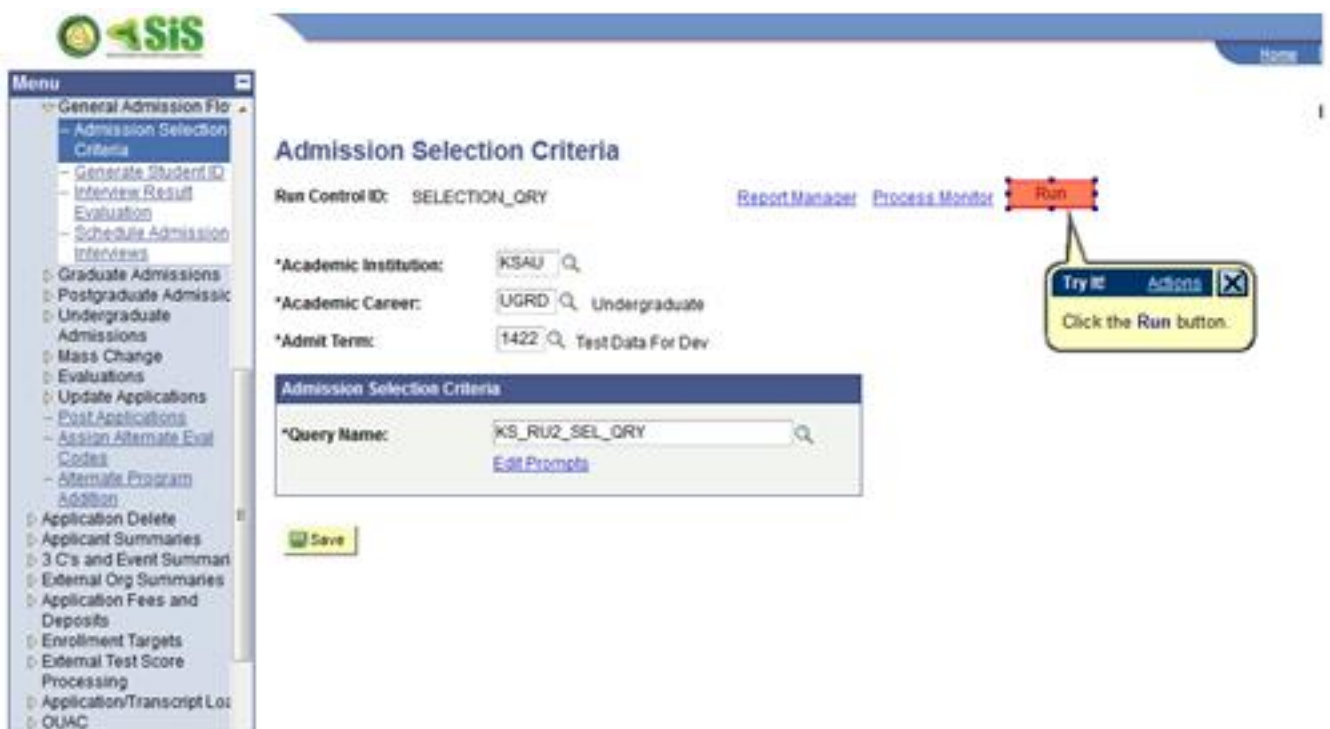
Click the **Save** button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

➤ Admission Selection Criteria - Query

1. Login to system using your credentials
2. Go to page: Main Menu-> Student Admissions -> Processing Applications -> General Admission Flow -> Admission Selection Criteria
3. Click the link "Admission Selection Criteria"
4. Select the following information on the "Admission Selection Criteria" page (Find an Existing Value): Select Run Control ID ,Institution , Career or Term using prompt. Click "Search" button.
5. If none searched then add a new value using tab Add a New Value.
Enter new Run Control ID and Click "Add" to add a new value . Now select /enter rest of the required fields.
Select Institution, Career, Term using prompts.
- 5.1 For Undergraduate stream 2 , Select Query Name named as "KS_RU2_SEL_QRY" using prompts.
- 5.2 Click "Edit prompts" link , Fill in all the fields in Query Prompts.
6. Select "Save" Button.
7. Select "Run" Button.



Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

➤ Admission Evaluation Results - Graduate

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Processing Applications -> General Admission Flow ->Graduate Admissions -> Admission Evaluation Results
3. Click the link “Admission Evaluation Results”
4. Select the following information on the Admission Evaluation Results page (Find an Existing Value): Select Academic Institution, Academic Career, Academic Program, Term, Academic Plan or Campus using prompt.
5. User will be able to view / update these fields along with the fields mentioned in step4.

Empl ID	Employee id of the applicant.
Application Number	Application number of the applicant.
Full Name	Full name of the applicant.
Email ID	Email Address of the applicant.
Phone Number	Phone number of the applicant.
GPA	GPA of the applicant.
Total Score	Total score of the applicant.
Shortlist Applicant	This indicates whether applicant is a shortlisted applicant or not. (This checkbox should be set to „Yes“ in order to Matriculate an applicant).
Required Documents Submitted	: This indicates whether applicant has submitted the require documents or not .
Require Documents	Clicking on the view button , applicant documents status will be noticed Interview Meeting Applicant interview meeting status (Scheduled ,Unscheduled ,Waitlisted).
Interview ID	Interview ID of the applicant.
Contract Signed	An ECI named as "KS_UGRD_STRM2 _ECI" will be used to put values for "Contract Signed" for each applicant . (This checkbox should be set to „Yes“ in order to Matriculate an applicant).
Interview Status	An ECI named as "KS_UGRD_STRM2 _ECI" will be used to put values for "Interview Status" for each applicant .(Its value should be set to „Pass“ in order to Matriculate an applicant).
Medical Status	An ECI named as "KS_UGRD_STRM2 _ECI" will be used to put values for "Medical Status" for each applicant .
6. Click “Save ” button .

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

Admission Evaluation Results

Academic Institution: KSAU, KSA Univ. of Health Sciences
 Academic Career: UGRD, Undergraduate
 Academic Program: BMED, Medicine & Surgery
 Term: 1422, Semester Term Spring 2014
 Academic Plan: BMED, Medicine & Surgery
 Campus: RYM, KSAU-HS Riyadh Male
 Gender: Male

Empl ID	Application Nbr	Full Name	Email Address	Home Phone Number	Nationality	GPA	Total Score	Shortlist Applicant	Required Documents Submitted	Require Documents	Interview Meeting	Interview ID	Interview Status	Contract Signed	Medical Status
1000008751	00024917	aamir aamir aamir	aamir.wahla@gmail.com	234234234	SAU	4.38	89.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Not Scheduled	Not Scheduled			
1000008752	00024918	abdus abdu abdu	abds.saeed@yahoo.com	234234234	SAU	4.50	79.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Not Scheduled	Not Scheduled			
1000008787	00024922	Shahid Shahid Shahid	shahid@gmail.com	123456987	SAU	4.00	75.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Not Scheduled	Not Scheduled			
1000008788	00024923	Abbas Malik Abbas Malik Abbas Malik	malikabbasali@gmail.com	03454279802	SAU	4.00	71.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Not Scheduled	Not Scheduled			
1000008789	00024924	Ali Raza Ali Raza Ali Raza	ali@gmail.com	12345698	SAU	3.50	65.50	<input type="checkbox"/>	<input type="checkbox"/>	View	Not Scheduled	Not Scheduled			

Callout 1: Click the Save button.

Callout 2: Suppose we want to uncheck this shortlisted applicant.

➤ Test ID Configuration - Exam Score

1. Login to system using your credentials
 2. Go to page: Main Menu-> Student Admissions ->Application Entry ->Academic Information ->Test Results
 3. Click the link "Test Results"
 4. For Undergraduate Stream2 , One will have to configure values for following test ids for each student before moving on to the step "Interview Result Evaluation - Query."
- 4.1 Configure values for test id KS_S2_EXM_S(Exam Score) .

Test Results

Abbas Malik Abbas Malik Abbas Malik, 1000008768

Tests: *Test ID: KS_S2_EXM_S Exam Score, Checklist Item Update

Defaults for Components: Test Date, Data Source, Acad Level

*Component	Score	%file	*Test Rate	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 NONE	65.00		12/15/2013	Online App	Junior		12/15/2013		<input checked="" type="checkbox"/>

Transfer To: Prospect Data, Go

Callout: Click the Save button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

➤ Schedule Admission Interviews - Undergraduate Stream 2

1. Login to system using your credentials
2. **Go to page:** Main Menu - > Student Admissions -> Processing Applications -> General Admission
Flow -> Schedule Admission Interviews
3. Click the link "Schedule Admission Interviews"
4. Select the following information on the "Schedule Admission Interviews" page (Add a new value):
Select Academic Institution , Academic Career , Academic Program , Term , Academic Plan , Campus
using prompts.
 - 4.1 Interview ID will be system generated .
 - 4.2 Enter Description (detail about interview scheduling) .
 - 4.3 Interview Status :Interview status is preselected (Active) , when you are adding a new Interview ID.
5. Select the following information in "Set Interview Schedule" group box

Interview Date	Interviews will be scheduled on the selected interview date.
Time From	Interviews start timing
Time To	Interviews end timing
Single interview Timing	Maximum allowable timing for a single interview.
Facility ID	Venue for Interviews and
Instructor ID	ID of Instructor

 - 5.1 **NOTE :** Interview Date , Time From and Time To fields should be filled first to make Instructor ID field enabled .

First Name	System will populate the first name of applicant corresponding to the selected
Last Name	System will populate the last name of applicant corresponding to the selected Instructor ID.
6. Select the following information in "Select Applicants for Interview Scheduling " group box
Select interview scheduling types (Individually / Unscheduled /Select TopX) in "Select Applicants " dropdown.
7. If user selects "Individually " , a grid will populate with the following fields

Empl ID	Applicant employee id.
Application Number	Application number of applicant.
First Name	System will populate the first name of applicant corresponding to the selected employee id.
Last Name	System will populate the last name of applicant corresponding to the selected employee id.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

7.1 If user selects "Select TopX" , a field will appear named as "Top X Applicant"

NOTE :System will sort the Applications with respect to CGPA and select the Top X number provided in the " Top X Applicant " field .

8. Click "Save" button.

Menu

Search:

- My Favorites
- Self Service
- Campus Community
- Student Admissions
 - Application Entry
 - Application Maintenance
 - Processing Applications
 - General Admission Flow
 - Undergraduate Admissions
 - Stream 1
 - Stream 2
 - Admission Evaluation Results
 - Update Applications
 - Post Applications
 - Set Up SACR

Schedule Admission Interviews

Academic Institution KSAU KSA Univ. of Health Sciences

Academic Career UGRD Undergraduate

Academic Program BMED Medicine & Surgery

Term 1422 Semester Term Spring 2014

Academic Plan BMED Medicine & Surgery

Campus RY-M KSAU-HS Riyadh Male

Gender Male

Interview ID 000006

***Description** UG STREAM2 **Interview Status** Active

Set Interview Schedule

Interview Date 12/30/2013

Time From 11:00AM **Time To** 3:00PM

Single Interview Time 11 ***Facility ID** 00001001 Classroom (1)

Select Instructors Personalize | Find | View All | First 1 of 1 Last

Instructor ID	First Name	Last Name
1000008807	sarfara	Ary

Select Applicants for Interview Scheduling

***Select Applicant** Individually

Select Applicants Individually Personalize | Find | View All | First 1 of 1 Last

*Empl ID	*Application Nbr	First Name	Last Name
1000008768	00024923	Abbas Malik	Abbas Malik

Try It! [Actions](#)

Click the Save button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

➤ Test ID Configuration - Interview Score

1. Login to system using your credentials
2. Go to page: Main Menu-> Student Admissions ->Application Entry ->Academic Information ->Test Results
3. Click the link "Test Results"
4. For Undergraduate Stream2 , One will have to configure values for following test ids for each student before moving on to the step "Interview Result Evaluation - Query."

4.1 Configure values for test id KS_S2_INTRW(Interview Score).

Search:

My Favorites
Self Service
Campus Community
Student Admissions
Application Entry
Academic Information
Education
Test Results
Relationships
Personal Information
Add Application
Application Maintenance
Processing Applications
Set Up SACR
Worklist
Tree Manager
Reporting Tools
PeopleTools
Usage Monitoring
Change My Password
My Personalizations
My System Profile
My Dictionary
My Feeds

Test Results

Abbas Malik Abbas Malik Abbas Malik 1000008768

Tests Find | View All First 2 of 2 Last

*Test ID: KS_S2_INTRW Interview Score Checklist Item Update

Defaults for Components

Test Date: 12/16/2013 Data Source: Online App Acad Level: Junior

Test Components Personalize | Find | View All First 1 of 1 Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 NONE	7.00		12/16/2013	Online App	Junior		12/16/2013		<input checked="" type="checkbox"/>

Transfer To: Prospect Data Go

Save Return to Search Previous in List Next in List Notify Refresh

Try It! Actions X

Click the Save button.

➤ Interview Result Evaluation - Query

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Processing Applications -> General Admission Flow -> Interview Result Evaluation
3. Click the link "Admission Selection Criteria"

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

4. Select the following information on the "Interview Result Evaluation" page (Find an Existing Value):
Select Run Control ID ,Institution , Career or Term using prompt.
Click "Search" button.
5. If none searched then add a new value using tab Add a New Value.
Enter newRun Control ID and Click "Add" to add a new value . Now select /enter rest of the required fields. Select Institution, Career, Term using prompts .
 - 5.1 For Undergraduate stream 2 , Select Query Name named as "KS_RU2_EVAL_QRY " using prompts.
 - 5.2 Click "Edit prompts" link , Fill in all the fields in Query Prompts.
6. Select "Save" Button.
7. Select "Run" Button.

➤ Update Program Action/Reason - Matriculate Applicants

1. Login to system using your credentials
2. Go to page: Main Menu-> Student Admissions -> Processing Applications -> Update Applications
-> Update Program Action/Reason.
3. Click "Search" button and select a "Run Control ID".
4. If none searched then add a new "Run Control ID" using tab Add a New Value.
5. Select "PS Query" in Selection Tool drop down.
6. Select query in Query Name lookup.
 - 6.1 For Undergraduate stream 2 , Select Query Name named as "KS_RU2_MATR_QUERY " using prompts.
7. Select "effective date" .
8. Select "Institution" using prompt.
9. Select Program Action "MATR" using prompt.
10. Select Action Reason using prompt.
11. Click "Save" button.
12. Click "Run" button.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

The screenshot displays the SIS interface for updating program actions. The left sidebar contains a menu with 'Update Program Action/Reason' selected. The main area shows the 'Update Program Action/Reason' form. The 'Run Control ID' is 'UG_STR2_MATR_APP'. The 'Population Selection' section has 'PS Query' selected for the 'Selection Tool' and 'KS_RU2_MATR_QUERY' for the 'Query Name'. A 'Run' button is highlighted with a red box and a callout bubble that says 'Try it! Click the Run button.' The 'Program Action - Action Reason' section shows the following details: Effective Date: 12/16/2013, Institution: KSAU (KSA Univ. of Health Sciences), Program Action: MATR (Matriculation), and Action Reason: MAT (Successfully Matriculated). At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

➤ Update Program Action/Reason - Reject Applicants

Note :

Administrators should only Reject Applicants when Admission cycle is complete; hence all selected applicants have been Matriculated

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Processing Applications -> Update Applications
-> Update Program Action/Reason.
3. Click "Search" button and select a "Run Control ID".
4. If none searched then add a new "Run Control ID" using tab Add a New Value.
5. Select "PS Query" in Selection Tool drop down.
6. Select query in Query Name lookup.
 - 6.1 For Undergraduate stream 2 and Stream 1 , Select Query Name named as "KS_RU2_REJ_QRY" using prompts.
7. Select "Institution" using prompt.
8. Select Program Action "Deny" using prompt.

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

9. Select Action Reason using prompt.
10. Click “Save” button.
11. Click “Run” button.

The screenshot displays the 'Update Program Action/Reason' web application. On the left is a 'Menu' sidebar with various options, including 'Update Program Action/Reason'. The main content area features a 'Run' button highlighted in red. A 'Process Request Dialog' box is overlaid on the 'Run' button, containing the text 'Try It! Click the Run button.' Below the dialog, the 'Population Selection' section shows 'Selection Tool' as 'PS Query' and 'Query Name' as 'KS_RU2_REJ_QRY'. The 'Program Action - Action Reason' section includes fields for '*Effective Date' (12/16/2013), '*Institution' (KSAU - KSA Univ. of Health Sciences), and '*Program Action' (DENY - Deny). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Generate Student ID

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Processing Applications -> General Admission Flow -> Generate Student ID
3. Click the link “Generate Student ID”
4. Select the following information on the Generate Student ID page (Find an Existing Value):
 - Run Control ID : Previously entered Run Control ID
 - Academic Institution : Name of the institution
 - Academic Career : Name of the Academic career
 - Term : Name of the Term
 - Academic Program : Name of the Academic Program
 - Academic Plan : Name of the Academic Plan

Train the Trainer Modules: Student Admissions

7.1.3 Recruitment and Admissions Training for UGRD Stream2

Click "Search " to search for the selected values .

5. Select the following information on the Generate Student ID page (Add a new value):
Run Control ID : Enter new Run Control ID

After clicking on "Add" button, entered run control id will appear along with rest of require fields.

Academic Institution : Name of the institution
Academic Career : Name of the Academic career
Term : Name of the Term
Academic Program : Name of the Academic Program
Academic Plan : Name of the Academic Plan
Click "Save "button to save the values.

6. Click "Run "button to run the process to generate student ids.

The screenshot displays the 'Generate Student ID' web application. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Generate Student ID' and contains a form with the following fields:

- Run Control ID: GEN_STD_ID_UG_STR2
- *Academic Institution: KSAU (KSA Univ. of Health Sciences)
- *Academic Career: UGRD (Undergraduate)
- *Admit Term: 1422 (Test Data For Dev)
- *Academic Program: BMED (Medicine & Surgery)
- *Academic Plan: BMED (Medicine & Surgery)

At the top right of the form area, there are links for 'Report Manager', 'Process Monitor', and a red 'Run' button. A callout bubble points to the 'Run' button with the text 'Click the Run button.' Below the form, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Correct History'.