

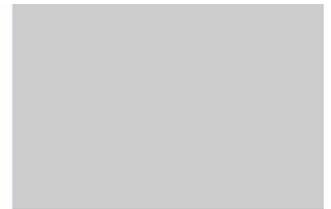
# Application Review Centre (ARC)

User Guide

*November 2012*



**APPLICATIONS**  
SUPPORT & DEVELOPMENT



# Application Review Centre (ARC) User Guide

## Contents

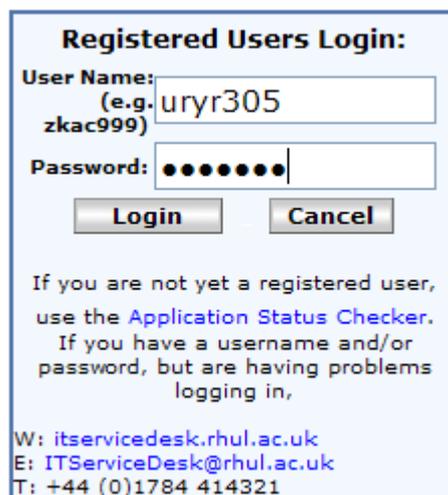
1. LOGGING IN .....	3
2. SEARCH FOR A GROUP OF APPLICANTS.....	4
3. APPLICANT SUMMARY .....	6
4. REVIEW ACTIONS AND COMMENTS.....	7
5. REFERRALS .....	8
6. ADDITIONAL APPLICANT PAGES .....	9
7. PRINTING.....	9
8. SEARCH FOR AN INDIVIDUAL APPLICANT.....	11
9. DEALING WITH JOINT DEGREE APPLICATIONS .....	12
10. RECOMMENDATIONS .....	12
11. BULK UPDATES .....	13
12. WITHDRAWN OR CANCELLED APPLICATIONS.....	14

Refer to this guide to learn how to view Undergraduate applications and make decisions and referrals.

# 1. LOGGING IN

The Application Review Centre (ARC) is part of Banner. You do not need to be a Banner user to use the ARC, but you will need to have an active Faculty record in Banner – this will be created for you by the Registry Systems team ([BannerSupport@rhul.ac.uk](mailto:BannerSupport@rhul.ac.uk) for any queries). The ARC is accessible through Campus Connect.

- 1.1. Go to <http://campus-connect.rhul.ac.uk>
- 1.2. Enter your usual Computer Centre login details in the username and password fields (Figure 1).



The image shows a 'Registered Users Login' dialog box. It has a title bar with the text 'Registered Users Login:'. Below the title bar, there are two input fields: 'User Name:' with a placeholder '(e.g. uryr305 zkac999)' and 'Password:' with a masked password '●●●●●●'. Below the input fields are two buttons: 'Login' and 'Cancel'. Below the buttons, there is a message: 'If you are not yet a registered user, use the [Application Status Checker](#). If you have a username and/or password, but are having problems logging in,'. At the bottom, there is contact information: 'W: [itservicedesk.rhul.ac.uk](http://itservicedesk.rhul.ac.uk)', 'E: [ITServiceDesk@rhul.ac.uk](mailto:ITServiceDesk@rhul.ac.uk)', and 'T: +44 (0)1784 414321'.

Figure 1

- 1.3. Campus Connect opens. Click on the tab labelled 'Student Information'. In the top right corner is a 'Banner for Staff' channel. Click on the folder labelled 'Banner for Staff' (Figure 2, Box 1) and a link for 'Application Review Centre' (Figure 2, Box 2) will appear beneath. Click this link to enter the ARC.

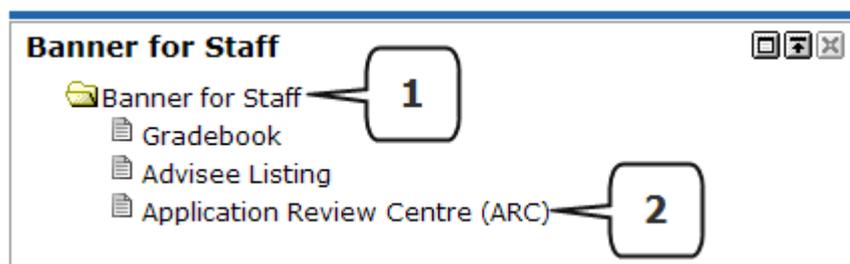


Figure 2

## 2. SEARCH FOR A GROUP OF APPLICANTS

- 2.1. Click the 'Search for a Group of Applicants' link (Figure 3, Box 1) to open the search page.

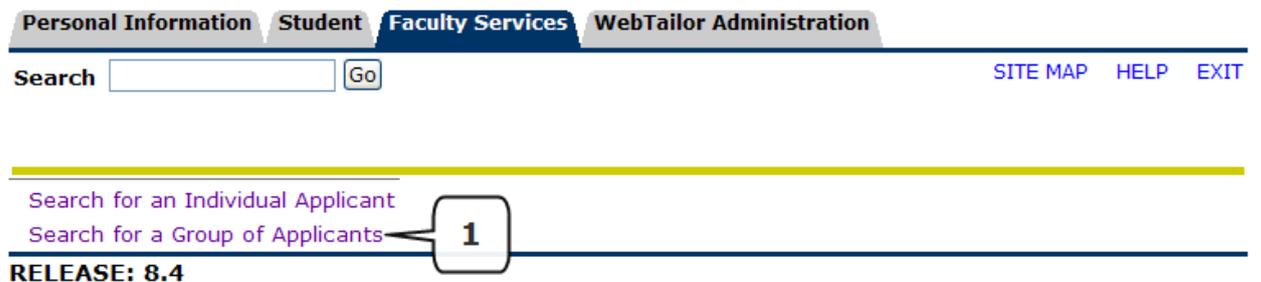


Figure 3

- 2.2. On the first section of the screen you select your Search Criteria to return a list of applicants. Each field is mandatory. First, click the drop-down for the *Application Review Group* (Figure 4, Box 1) and select the appropriate Application Review Group (ARG) for the Programmes you need to review applications for.

The ARG is a code listed against each Programme in Banner to designate who has responsibility for application decisions. Some Programmes have their applications dealt with by the Central Admissions Office rather than the Academic Department and will have an appropriate Central Admissions ARG code. You can still view the applications for them, but do not need to make Decisions.

Click the drop-down for *Entry Term* (Figure 4, Box 2) and select the Academic Session that you want to view applications for.

Click the drop-down for *Level* (Figure 4, Box 3) and select the appropriate Programme Level.

### Search Criteria



The page will only return IDs of applicants matching the search criteria.

Application Review Group, Entry Term and Level must all contain the required value, before you enter any other criteria.

The screenshot shows a form with three fields: 'Application Review Group', 'Entry Term', and 'Level'. Each field has a drop-down menu. The 'Application Review Group' field is set to 'Geography' and has a callout box labeled '1' pointing to the drop-down arrow. The 'Entry Term' field is set to '2012/13 Academic Session' and has a callout box labeled '2' pointing to the drop-down arrow. The 'Level' field is set to 'Undergraduate' and has a callout box labeled '3' pointing to the drop-down arrow.

Figure 4

- 2.3. You can further narrow down the applicants returned in the Group Search using a series of filters below the search criteria. The search filters are dynamic based on what you entered for the search criteria, so for example if you selected the Application Review Group of Geography, the Programme filter (Figure 5, Box 1) will only list Geography Programmes.

Use one or more of the filters below to refine your search.

The screenshot shows a search filter interface with the following fields and callouts:

- Programme:** A dropdown menu with the text "all programmes" and a callout box labeled "1" pointing to the dropdown arrow.
- Application Date From:** A text input field with a calendar icon and a callout box labeled "2" pointing to the icon.
- Application Date To:** A text input field with a calendar icon and a callout box labeled "3" pointing to the field.
- UCAS Decision & Response:** A dropdown menu with the text "all" and a callout box labeled "4" pointing to the dropdown arrow.
- Review Group Actions:** A dropdown menu with the text "Select Review Group Action" and a callout box labeled "5" pointing to the dropdown arrow.

At the bottom of the filter section are two buttons: "Find Applicants" and "Reset".

Figure 5

- 2.4. If you want to review only applications made between certain dates, use the calendar icons to populate the *Application Date From* (Figure 5, Box 2) and *Application Date To* (Figure 5, Box 3) fields.
- 2.5. To view applications based on the latest *UCAS Decision & Response* (Figure 5, Box 4) click the drop-down and select a Decision or Decision & Response combination. These are the current Decisions & Responses from UCAS, refreshed daily.
- 2.6. *Review Group Actions* (Figure 5, Box 5) allows you to select groups of applicants who have particular comments recorded against their application.

Other options available include selecting applicants who the Department has decided should have Conditional or Unconditional Offers, or been Rejected, applicants who have been given Departmental Holds or Referrals (more on these in a later section) or who have 1 or more existing comments.

- 2.7. Click the Find Applicants button (Figure 6, Box 1) and wait until the results are returned.

The screenshot shows a close-up of the "Review Group Actions" dropdown menu, which is currently set to "No comments made by this Review Grp". Below the dropdown is a button labeled "Find Applicants" with a callout box labeled "1" pointing to it.

Figure 6

- 2.8. Scroll down to view the applicants matching your search criteria in a table at the bottom of the page (Figure 7).

Print?	Personal ID	Name	Programme	Applied	UCAS Decision and Response	Review Group Actions Already Exist
<input checked="" type="checkbox"/>	1071198942	Nelson, Marco	BSc Geography	05 Oct, 2010	Conditional Decline	No
<input checked="" type="checkbox"/>	1066475296	Valori, Katharine	BA Geography	16 Oct, 2010	Conditional Decline	No
<input checked="" type="checkbox"/>	1065943624	Eyton, Kathryn	BSc Geography	25 Oct, 2010	Conditional Insurance	No
<input checked="" type="checkbox"/>	1069788247	Rayner, Joshua	BSc Geography, Politics and International Relations	02 Nov, 2010	Reject	No
<input checked="" type="checkbox"/>	1069613859	Jefferson, Imogen	BSc Physical Geography	03 Nov, 2010	Conditional Firm	No

Figure 7

There could be one page of results or multiple pages. A maximum of 50 records is displayed per page, and there will be clickable page numbers for you to skip to the additional pages (Figure 8). You can also enter a page number in the 'Go to page' field (Figure 8, Box 1) to jump straight there.

Applicants are sorted by earliest 'Applied' date first, and within that alphabetically by Surname. If an applicant has applied for more than one programme on the same date they will be listed on consecutive rows.

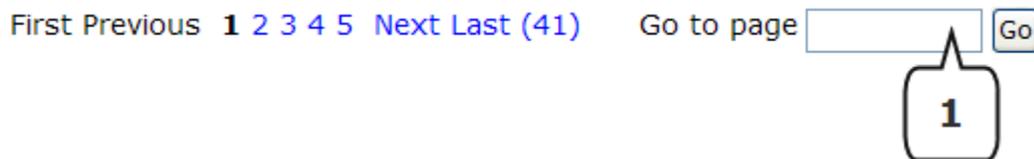


Figure 8

- 2.9. If the list returned is not what you need, or you want to refine the search by applying different search filters, you must click the Find Applicants button again after changing the search filters – the list of applicants will not automatically refresh.

Click on the Applicant name to continue to the Applicant Summary page.

### 3. APPLICANT SUMMARY

The Applicant Summary page consists of a series of tables that display the key information required to make a decision on the application. Additional details are viewable on separate pages, accessible through links at the bottom of the page (see next section).

- 3.1. The first information is the Applicant ID, Name, original Application Date and the Date the application went into Banner (Figure 9):

**Applicant ID:** 1071198942 UC01  
**Applicant Name:** Marco Nelson  
**Application Date:** 06 Oct, 2010  
**Date into Banner:** 06 Oct, 2010

Figure 9

- 3.2. You should be familiar information on this page from paper UCAS forms. **Personal Details** is followed by **Programme Applied For** which not only lists the Programme, but also the Point of Entry (e.g. will be '2' for applicants who have applied to direct entry into the Second Year) and Year of Entry, which could be for the following Academic Year or the one after. You can also see if the applicant has been a student here previously; and if so, a Reason for Leaving (e.g. successful completion of their previous programme, or left before completion for reasons such as academic failure or health reasons).
- 3.3. **Prior Education and Qualifications.** If you are unfamiliar with any qualifications listed, a document is available via a link at the bottom of the page, labelled **Common Overseas Qualification Comparison** to explain what the qualification equivalent is, so you can determine if they meet the entry requirements.
- 3.4. **Checklist Items and Supporting Documentation** lists some information regarding the application such as confirmation of the receipt of documents, and information flags against the application. These vary depending on the nature of the applicant and application, and may have been entered manually or automatically by the system.

## 4. REVIEW ACTIONS AND COMMENTS

- 4.1. **Review Actions and Comments** (Figure 10) at the bottom of the page is where you make a decision on the application. First, select an *Action* (Figure 10, Box 1) from the drop-down menu.

Then, enter a *Comment* (Figure 10, Box 2) related to the selected Action. Date and your name is captured automatically.

Click the *Save* button (Figure 10, Box 3) to save the Action/Comment. Enter another action/comment if needed. If you have made a mistake and would like to remove a saved Comment, contact [BannerSupport@rhul.ac.uk](mailto:BannerSupport@rhul.ac.uk)

**Review Actions and Comments**

Date Unavailable for Interview:

Action:  1

Comment:  2

3

Figure 10

- 4.2. Saved Actions/Comments (Figure 11) will be listed below the entry box, with the most recent Action/Comment first. An application may need multiple Actions/Comments over time, and usually the most recent will be assumed as taking precedence.

#### *Saved Review Group Actions and Comments*

<b>Dept Decision:</b>	Conditional Offer
<b>Comment:</b>	Subject to receiving or exceeding the predicted grades.
<b>Review Code:</b>	Geography
<b>User Name:</b>	Venables, Nick
<b>Creation Date:</b>	30 Aug, 2011

---

*Figure 11*

## 5. REFERRALS

- 5.1. It is possible to **Refer** an applicant to a different department rather than making a Decision. This is done in the same way as recording a Decision – by selecting the appropriate response from the *Action* drop-down list. This could be used if an application is deemed unsuitable or unsuccessful for your department, but could be considered by another department, possibly under a different programme. It is therefore important to clarify why you are Referring the application on, by providing sufficient detail in the Comments box (e.g. Figure 12).

Referring an applicant amends the Application Review Group so that the applicant is returned when the Admissions Tutor from that department does a Group Search for their own Application Review Group. Please be aware that by referring a student, you are wiping your own Application Review Group from their record, and they will NOT be returned in your list when you run a Group Search for your ARG in future. This is not irreversible – if you have made a mistake in Referring an applicant, please contact the Admissions Office or [BannerSupport@rhul.ac.uk](mailto:BannerSupport@rhul.ac.uk) to set their code back to your own ARG.

<b>Action:</b>	Refer to Biological Sciences
<b>Comment:</b>	This applicant isn't suitable for Geography, perhaps Biological Sciences would be more appropriate?

*Figure 12*

## 6. ADDITIONAL APPLICANT PAGES

- 6.1. A number of additional pages provide further information if you are unable to make a decision based purely on the Applicant Summary, accessible through links at the bottom of the page (Figure 13). The first is the **Applicant Personal Statement** – just click on the link to view the page, which has a link at the bottom to return to the Applicant Summary. To view the full statement, click the 'More' button.



Figure 13

- 6.2. There are also links to the **Applicant Reference**, the **Applicant Choices** (other institutions the applicant has applied to with current Decision/Reply status), **Additional Information** (which is available on the Applicant Summary page anyway) and **Activities and Employment History**.

## 7. PRINTING

- 7.1. The final link is **Print Application Form**. Since the ARC is a purely online tool, Decisions should be submitted online using the Action/Comment functionality. However, if you prefer to review applications on paper, click the link to generate a PDF and then you can print the entire application form, with a layout similar to the old paper version of the forms. **Paper forms should not be sent to the Admissions Office with Decisions recorded on them.** Once you have made a Decision, enter it on the ARC.
- 7.2. **Batch printing** is possible from the Group Search page. Once you have entered your Group Search criteria, ensure only the applications you want paper copies of have the *Print?* tickbox indicator ticked (Figure 14) then click the 'Print Selected' button. If you want to print ALL the applications that have been returned by your search, click the 'Print All' button.

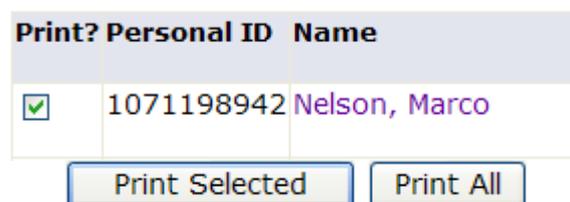


Figure 14

- 7.3. The next page – Generate Printed Application Forms (Figure 15) – shows how many records have been selected and includes a link. Clicking the link generates a zip file –

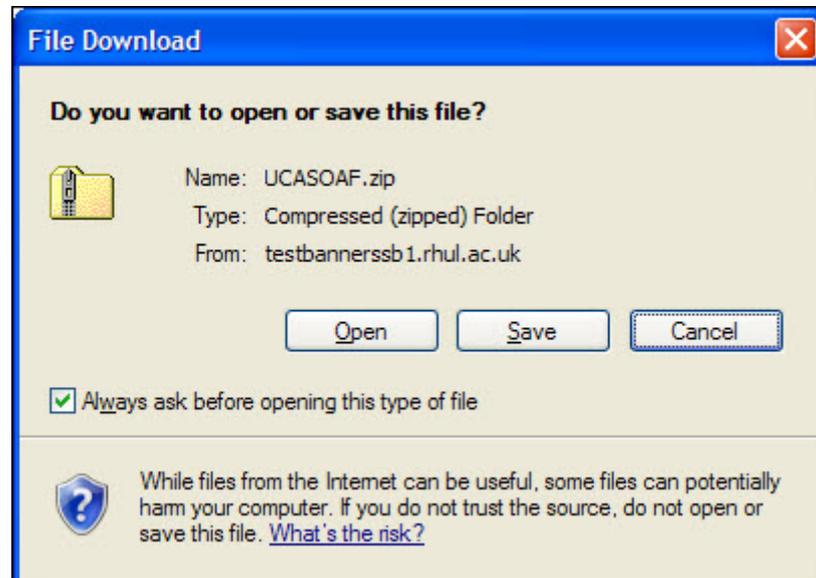


Figure 15

Save this to your computer, and when you open it, you'll see a list of PDF files, one file per application. The application number will be included as the filename, e.g.:

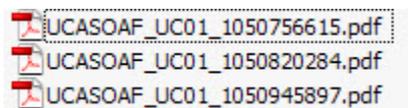


Figure 16

and you can then open and print the ones you want.

## Generate Printed Application Forms

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You have selected 8 record(s).

[Click here](#) to generate Printed Application Forms for selected applicants.

Figure 17

## 8. SEARCH FOR AN INDIVIDUAL APPLICANT

- 8.1. The search criteria for an Individual Applicant is much narrower than for a Group Search as it is only based on Entry Term, Personal ID, and/or Applicant Name. Select the appropriate Application Review Group from the drop-down list (Figure 18, Box 1). This is not required for the Search, but is required for the subsequent Summary Page when submitting a Decision. To search based on a specific Entry Term, click the drop-down (Figure 18, Box 2) and select it, otherwise leave it set to 'Select an academic term'. If you know the *Personal ID* (Figure 18, Box 3) enter that and leave the *Last Name* (Figure 18, Box 4) and *First Name* (Figure 18, Box 5) fields blank.

### Search for an Individual Applicant

100552763 Nick Venables  
25 Oct, 2012 09:56 am

#### Search Criteria

 The page will only return IDs of applicants matching the search criteria.

Select the Application Review Group associated with the applicant; this will not be used by the search but is required for use on the subsequent Summary page.

**Application Review Group**  

Select a term code if you want to restrict search results to a particular Entry Term.

Enter at least one of : Personal ID; (part of) Last Name; (part of) First Name, then click on 'Find Applicants'.

Use the % symbol as a wild card - only in Last Name and First Name.

Entry Term	Personal ID	Last Name	First Name
<input type="text" value="Select an academic term"/>	<input type="text"/>	<input data-bbox="710 1220 742 1265" type="text" value="%"/>	<input data-bbox="917 1220 949 1265" type="text" value="%"/>
<input type="button" value="Find Applicants"/>			
			

 The list below displays the applicant names corresponding to your selected search criteria. Click on the Name to select it and continue.

**Personal ID Name UCAS Course Programme Entry Term Date of Birth Application Review Group**

Figure 18

- 8.2. Alternatively, use the *Last Name* field to return a list of applicants based on one or more letters in their Last Name, by entering the letter(s) before the % wildcard, e.g. enter **A%** and click the 'Find Applicants' button to return all the applicants whose Last Name starts with A. You can also do this for the *First Name*.

- 8.3. Applicants will then be listed (Figure 19) in alphabetical order by Last Name – just click on the Applicant Name to proceed to the Applicant Summary page.

Personal ID	Name	UCAS Course	Programme	Entry Term	Date of Birth	Application Review Group
1079469646	<a href="#">Abayazied, Aisha</a>	BIOMEDICAL SCIENCES	BSc Biomedical Sciences	2012/13 Academic Session	12 Oct, 1993	Biological Sciences

Figure 19

## 9. DEALING WITH JOINT DEGREE APPLICATIONS

- 9.1. If an application is for a joint degree programme, it will be returned for both two Application Review Groups when running a Group Search, e.g. a Classics and English application would be returned by searching for the Classics ARG, or searching for the English ARG.

You should submit your Decision (and relevant comments) but **do not** need to also submit a Referral to the other department – the application will automatically be picked up when they run their own Group Search. If you do submit a Referral for the application, it will be returned in the search by the other department but will **not** be returned for you if you search for it again under your own ARG.

## 10. RECOMMENDATIONS

- 10.1. To use the ARC as a worklist, set the **Review Group Actions** drop-down to 'No comments made by this Review Group' to bring back a list of applications that you have not saved an Action/Comment for. That indicates they are new applications that haven't yet been reviewed.

<b>Programme:</b>	all programmes
<b>Application Date From:</b>	<input type="text"/>
<b>Application Date To:</b>	<input type="text"/>
<b>UCAS Decision &amp; Response:</b>	all
<b>Review Group Actions:</b>	No comments made by this Review Grp

Figure 20

- 10.2. The data you see in the ARC is live, reflecting the data held in Banner. Updates in Banner will be reflected in the ARC instantly. Data from UCAS is loaded into Banner on a daily basis, so you will always see the latest UCAS Decision and Response for each application. After applying an Action/Comment in the ARC, the Admissions Office will pick it up through reporting, and update Banner – your decision will not be sent back to UCAS until the Admissions Office has completed their processing.
- 10.3. If an applicant has applied for more than one programme for the selected Application Review Group, they will appear on separate rows, ordered alphabetically by Programme Name. A decision will need to be made for each application, so an Action/Comment should be recorded for each.

## 11. BULK UPDATES

- 11.1. After running a Group Search, you can bulk update applications with the 'Invite to Interview' or 'Departmental Hold' Action, which prevents you having to go into each application individually and selecting this Action.
- 11.2. All the Applicants returned by the search on the current page will be selected by default, as shown by the tick in the box to the left of their name. If there are any Applicants on the page you do not wish to update, please untick the box (Figure 21, Box 1). Next, click on the button for the bulk update you want to make – Invite to Interview (Figure 21, Box 2) to insert that Action for the selected Applicants, or Departmental Hold (Figure 21, Box 3) to apply that Action.

<input checked="" type="checkbox"/>	1080977866	<a href="#">Warner, Emily</a>	BSc Biochemistry	07 Oct, 2011	Conditional Decline	Yes
<input checked="" type="checkbox"/>	1080160370	<a href="#">van der Spuy, Jenna</a>	BSc Biomedical Sciences	07 Oct, 2011	Conditional Insurance	Yes
<input type="checkbox"/>	1080376420	<a href="#">Begum, Salima</a>	BSc Biology	10 Oct, 2011	Conditional Insurance	Yes
<input type="checkbox"/>	1080388981	<a href="#">Carter, Ruth</a>	BSc Zoology	10 Oct, 2011	Conditional Firm	Yes
<input checked="" type="checkbox"/>	1081131061	<a href="#">Halliday, Timothy</a>	BSc Biology	10 Oct, 2011	Withdrawal	Yes
<input checked="" type="checkbox"/>	1080856493	<a href="#">Hutchings, Joshua</a>	BSc Biochemistry	10 Oct, 2011	Conditional Decline	Yes

Print Selected    Print All

Invite to Interview    Departmental Hold

Figure 21

- 11.3. After clicking the button, you are shown a screen that confirms the number of records that have been updated. Click back to the Applicant Group Search but please be aware that tickboxes on the Applicant List will revert back to all being ticked, but only the ones you selected previously will have been updated.

Applicant Decision Updated

---

You have selected 1 record(s) and updated the Decision to Invite to Interview.

---

[Back to Applicant Group Search Page](#)

Figure 22

- 11.4. If you then click through to the Applicant Summary Page for an Applicant you ran a bulk update for, you will see the saved Action first in the list, exactly as if you had applied it individually (Figure 23).

**Saved Review Group Actions and Comments**

**Review Group Action:** Invite to Interview  
**Comment:**  
**Review Code:** Biological Sciences  
**User Name:** Venables, Nick  
**Creation Date:** 25 Oct, 2012

Figure 23

## 12. WITHDRAWN OR CANCELLED APPLICATIONS

12.1. If an applicant withdraws their application, or their application is cancelled, they will still appear in the ARC. To prevent you making decisions/applying Actions against Withdrawn or Cancelled applications, at the top of the Applicant Summary page there is a message in **RED** text to indicate the application has been withdrawn (Figure 24). If the application is reinstated at a later date, this message will disappear and a decision/Action can be applied as normal.

### **THIS APPLICANT HAS WITHDRAWN**

**Applicant ID:** 1067064035 UC01  
**Applicant Name:** Alex Julian  
**Application Date:** 11 Oct, 2010  
**Date into Banner:** 11 Oct, 2010

*Figure 24*