

Quick Admit

Banner 8 User Guide

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Quick Admit

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Refer to this tutorial to learn how to create a student record for individuals who need to be admitted to the college outside the conventional admissions process. This tutorial should not be used to create SWan students or Intercollegiate students – please refer to the specific tutorials for these types of student.

It should be used together with the *Banner Reference Manual, View Tutorial 1, General Person Record View Only, and Update Tutorial 70, Common Matching.*

Banner forms:

FORM	FUNCTION
SAAQUIK	Enables a person to be added to Banner with addresses and person details. It also creates a student record (which is required for enrolment and registration).
SGASADD	Student Attributes Form to enter mode and programme year.
SFAREGS	Student Registration form It is necessary to create their SFAREGS record with their registration status.
SKAHINS	Supplemental Student Information Form Stores supplementary UK specific data.
GOAMEDI	Disability form

1. CREATING A QUICK ADMIT STUDENT

1.1. Go to **SAAQUIK** (Figure 1).

Figure 1

1.2. Click the *Generate ID* icon (Figure 1, Box 1). This displays form **GOAMTCH**. At this point, use **Tutorial 70 Common Matching** which explains how to create a new person with duplicate checking. After the person is created, or the duplicate selected, you are returned to **SAAQUIK**.

(Note: if you know that the student **already exists** in Banner e.g. was a UG student and is returning do a new programme, you should enter the student's ID, term and level, and not click 'Generate ID'. You will then need to create a new curricula record in the Curricula block with the correct term codes – if you need assistance with this please contact BannerSupport).

1.3. Enter the Academic Year into the *Term* field in the *Key Block* (Figure 1, Box 2) and double-click in the *Level* field (Figure 1, Box 3) and select the appropriate academic level for the student.

1.4. *Block Down* and click on the **Addresses** tab (Figure 2).

Figure 2

- 1.5. Enter the Student's address as per the format outlined in [Appendix A](#), including the address type ('AD' for a student's personal address) and *Save*. (If you had entered a valid address in **GOAMTCH** it will be displayed here).
Note: You only need to complete 'To Date' if the student has indicated they will leave this address on a given date. If they are due to leave in the near future you should enter their new address if known.
- 1.6. If the student's telephone number is known, do not enter it on this tab. Instead, click Options and Telephones (**SPATELE**). Enter the telephone number in the *International Access* field and link to an address type if required (See Tutorial 3 General Person update for further details). *Save* and *Close* the form to return to **SAAQUIK**.
- 1.7. Select the **Biographical** tab (Figure 3). *Select* the Student's *Gender* (Figure 3, Box 1).

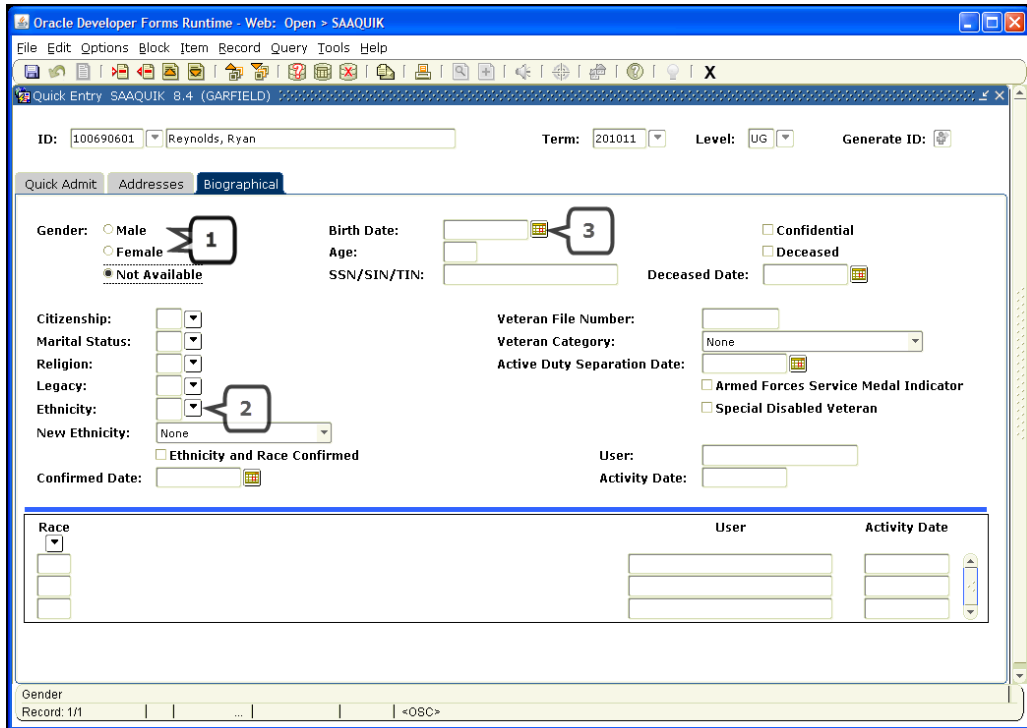


Figure 3

- 1.8. Click the down arrow next to *Ethnicity* and select the appropriate value (Figure 3, Box 2).
- 1.9. Enter the student's date of birth (Figure 3, Box 3). *Save*.
- 1.10. Select the **Quick Admit** tab (Figure 4). Enter *Student Type*. This is usually 'N' for New. Enter 'N' or click the down arrow next to *Student Type* (Figure 4, Box 1) and select *New* from the list of values

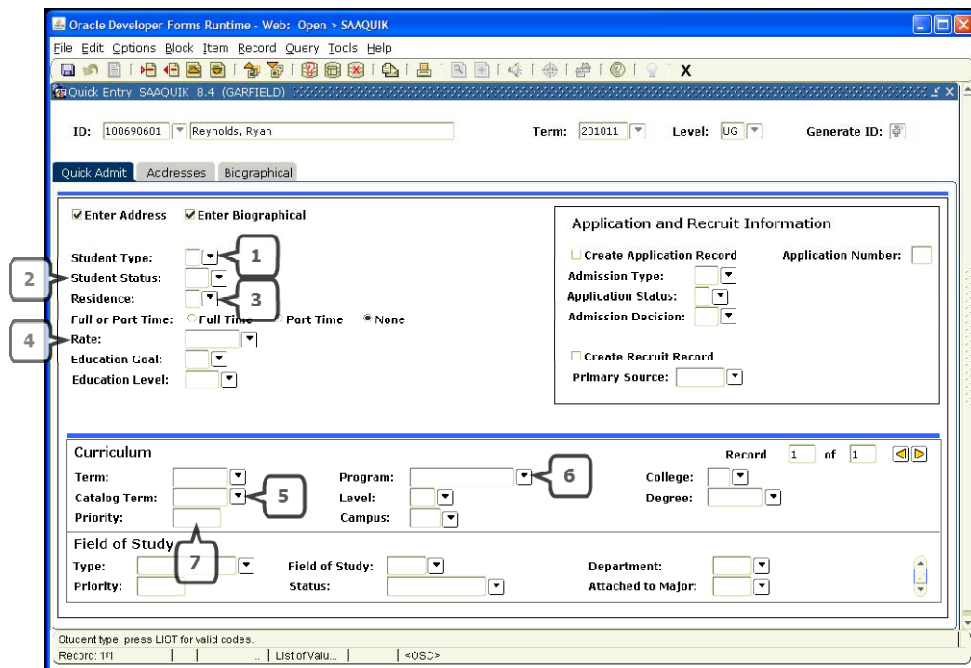


Figure 4

- 1.11. Click the down arrow next to *Student Status* (Figure 4, Box 2) and select the Student Status – usually 'Awaiting Sign up' or 'Signed up'.
- 1.12. Click the down arrow next to *Residence* (Figure 4, Box 3) and select the Fee Region appropriate to the Student.
- 1.13. If known, click the down arrow next to *Rate* (Figure 4, Box 4) and select the Fee Rate to be assigned to the student.
- 1.14. *Save*. The cursor should now be in the 'Curriculum' block.
- 1.15. If the *Catalog Term* (Figure 4, Box 5) is not correct click the down arrow next to it and select the Academic Year of entry for the student.
- 1.16. Click the down arrow next to *Program* (Figure 4, Box 6). Select *Change Curriculum* and select OK when the warning message appears. Double click on the correct Programme Code.
- 1.17. If '1' is not in the *Priority* field (Figure 4, Box 7) enter '1'. *Save*.

Note: If you are creating an Instil student record in conjunction with a main programme you should enter Priority of '2'.

- 1.18. *Save*. This will generate the Student's General Student Record in Banner with the values you've assigned on **SAAQUIK**.

2. ADDITIONAL STUDENT ATTRIBUTES

It is necessary to record some additional student attributes.

- 2.1. Go to **SGASADD** (Figure 5), ensure the correct student and Term are displayed in the *Key Block* and *Block Down* twice.

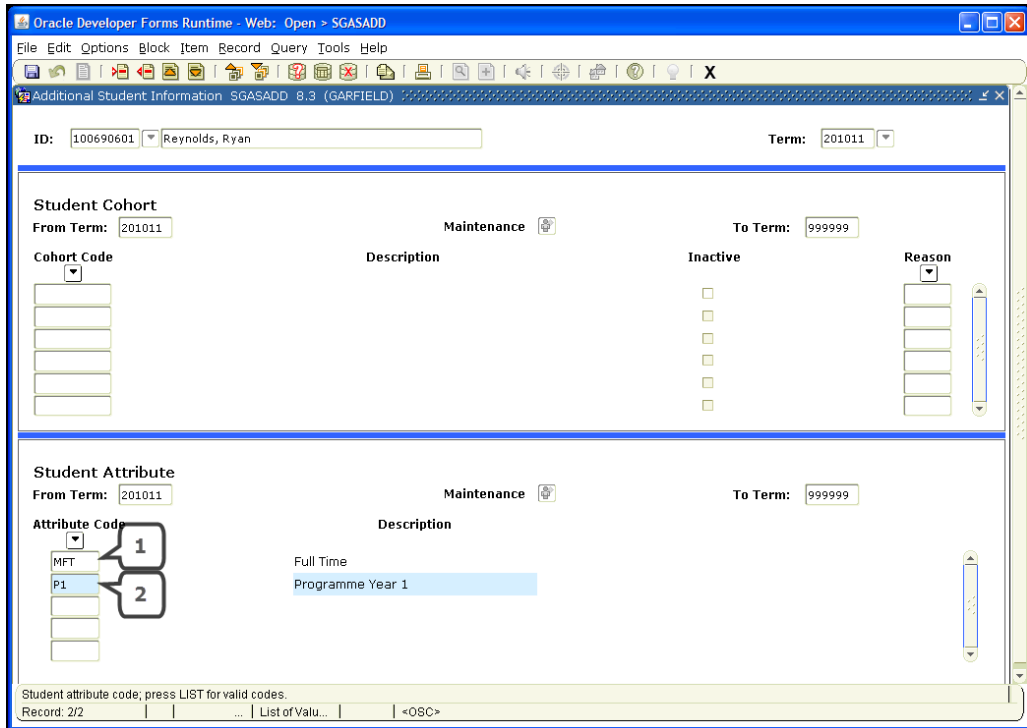


Figure 5

- 2.2. Enter the Student's Mode of Attendance and their Programme Year as per Tutorial 19 - Change of Programme Stage and 20 - Change of Programme Mode (Figure 5, Boxes 1 & 2). *Save* and *exit*.

3. STUDENT REGISTRATIONS RECORD

When creating a Quick Admit student it is necessary to generate their Student Registrations record on **SFAREGS**. For example without this they would not be billed a tuition fee.

- 3.1. Go to **SFAREGS** (Figure 7); if **SOADEST** (Figure 6) appears click 'Close' (Figure 6, Box 1), ensure the correct student and term are displayed in the *Key Block* and *Block Down*.

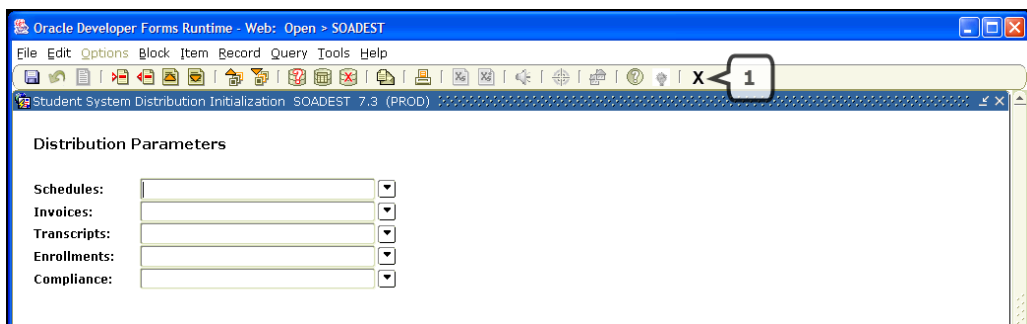


Figure 6

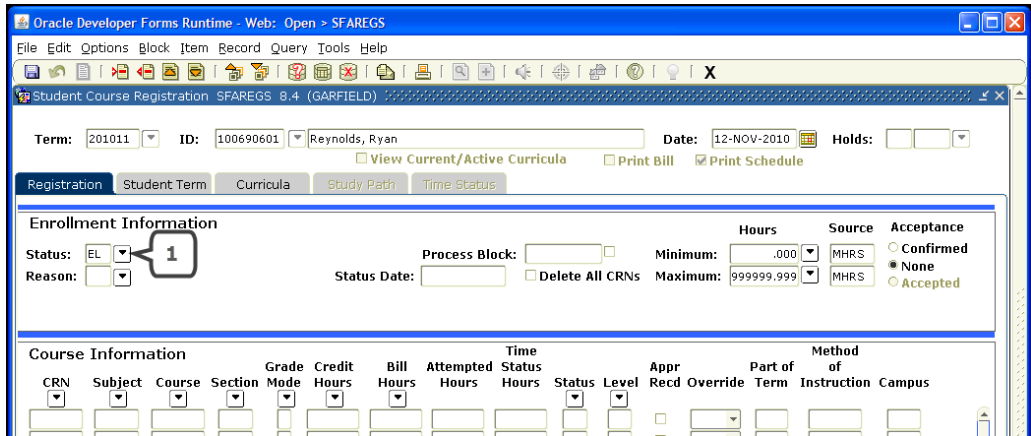


Figure 7

- 3.2. Ensure that the *Status* Field (Figure 7, Box 1) is displayed as 'EL' and *Save*.
- 3.3. *Block Down*, then click *Save* twice more. Exit.

4. SUPPLEMENTAL STUDENT INFORMATION

When creating a quick admit student it is necessary to manually populate UK specific details on **SKAHINS**.

- 4.1. Navigate to **SKAHINS** (Figure 8). Ensure the correct student is displayed. Select Student Instance number using the drop-down arrow (Figure 8, Box 1) and selecting from the pick-list (Figure 8, Box 2).

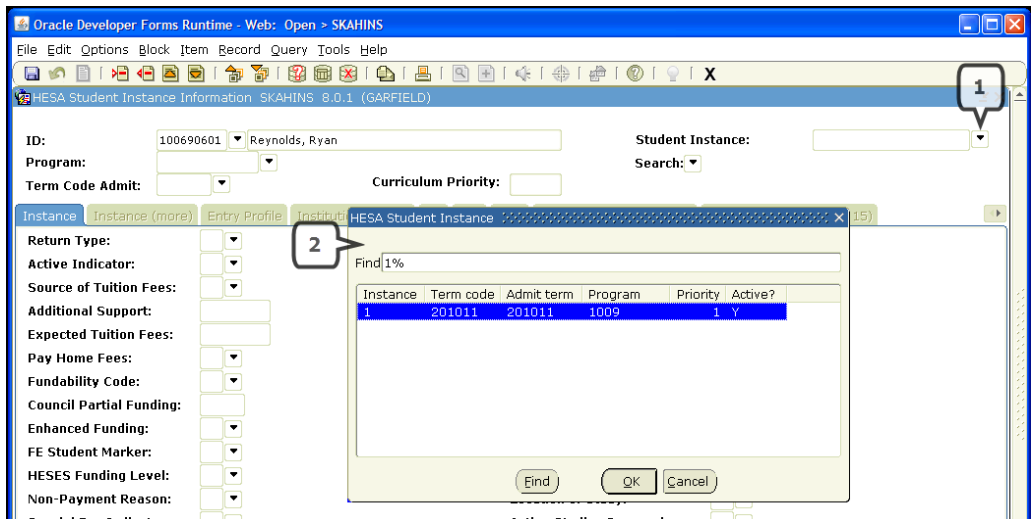


Figure 8

- 4.2. Then *Block Down*.
- 4.3. A default value will appear in the *Instance Start Date* field (Figure 9, Box 1); if this is wrong enter the correct date. (**Note:** this is the student's 'Commencement Date')

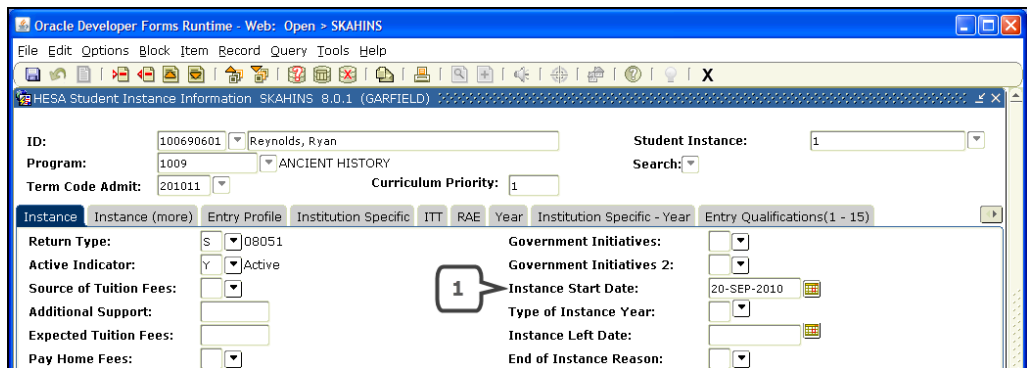


Figure 9

- 4.4. Click on the **Entry Profile** tab (Figure 10).

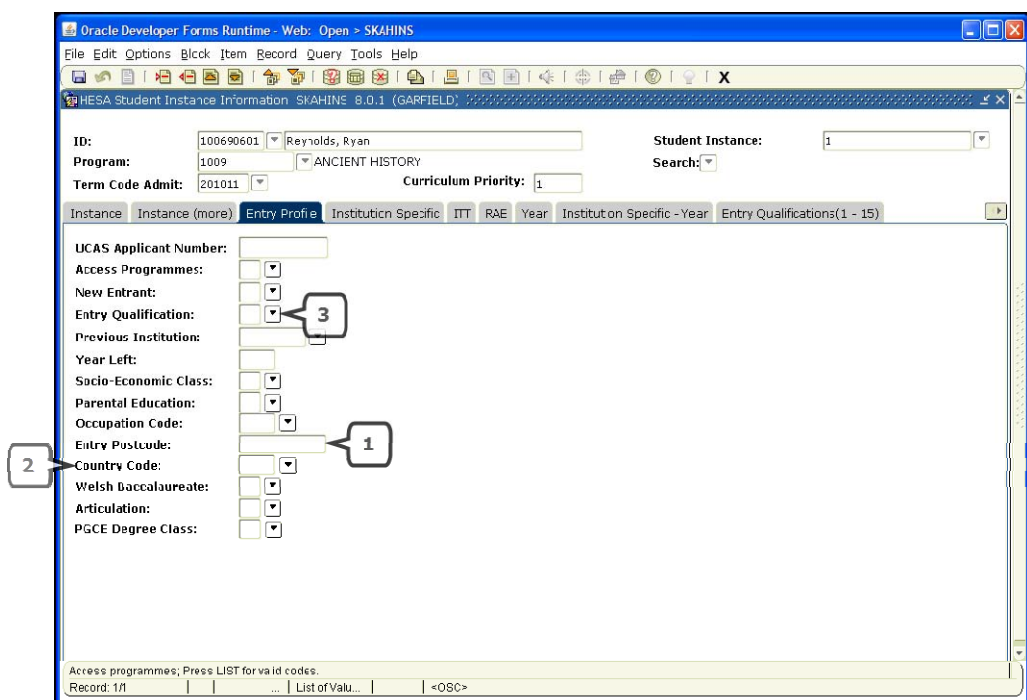


Figure 10

- 4.5. Enter the Post Code of the student on entry into the *Entry Postcode* field (Figure 10, Box 1).
- 4.6. If known, click the drop-down arrow for the *Country Code* field (Figure 10, Box 2) and *Entry Qualification* (Figure 10, Box 3) and enter this information.
- 4.7. *Save and Exit.*

5. GOAMEDI – DISABILITY INFORMATION

If you know that the student has a disability, learning or health condition, this should be recorded in GOAMEDI. Refer to *Tutorial 80 - Recording Disabilities*.

6. APPENDIX A: ADDRESS FORMAT

There are two formats. British or Abroad. The below tables are a guide to which fields to use and how to use them.

British:

ADDRESS FIELD	DATA TO ENTER	FORMAT
Street Line 1	House Number/Name and Street	Title Case
Street Line 2	As Appropriate	Title Case
Street Line 3	Village/Town/City (if different to postal town)	Title Case
City	Postal Town ONLY	Title Case
State/Province	LEAVE BLANK	N/A
ZIP/Post Code	Postcode ONLY	UPPER CASE
County	LEAVE BLANK	N/A
Nation	Nation = UK (or Channel Islands/ IOM as appropriate)	Pick from list

Abroad:

ADDRESS FIELD	DATA TO ENTER	FORMAT
Street Line 1	House Name /House Number and Street	Title Case
Street Line 2	Street no (if not line 1)	Title Case
Street Line 3	Village/Town/City (if different to postal town)	Title Case
City	Postal Town ONLY	Title Case
State/Province	As Appropriate	Title Case
ZIP/Post Code	As Appropriate	As Appropriate
County	As Appropriate	Title Case
Nation	As Appropriate (the nation of the address <i>not</i> the prospect's nationality).	Pick from list