Common Tasks in PeopleSoft

Check Application Status *(Application Summary)*
- **Navigation**
  - Student Admissions → Applicant Summaries → Application Summary
  - Note – click the Application Details link for additional information
- **Application Summary**

Checking Missing Application Materials *(Checklist Summary)*
- **Navigation**
  - Student Admissions → 3C’s and Event Summaries → Checklist Summary
  - Function = ADMA → Search
  - Set Variable Data to view items for one particular application

Admissions Comments “Notes” *(Comment Summary)*
- **Navigation**
  - Student Admissions → 3C’s and Event Summaries → Comment Summary
  - Function = ADMA → Search
  - Set Variable Data to view items for one particular application
- **Job Aid**
  - “Adding/Viewing Comments”
Viewing/Entering Test Scores *(Test Results)*

- **Navigation**
  - Student Admissions → Application Entry → Academic Information → Test Results

**Test Results**

- **Job Aid**
  - “Adding Test Scores”

Viewing/Entering Immunizations *(Immunizations and Health)*

- **Navigation**
  - Campus Community → Personal Information (Student) → Health Information → Immunizations and Health

**Immunization**

- **Job Aid**
  - “Immunizations”
Updating Demographics – phone, email, address, etc. (Application Maintenance)

- Navigation
  - Student Admissions → Application Maintenance → Maintain Applications
  - Tab = Biographical Details OR Addresses

- Student Center Reference
  - Student Center → Personal Information
    - Click the correct link to update/add demographics
    - Note – some information may not be updated on Student Center

- Job Aid
  - “Application Maintenance”
Updating an Action on an Application (Application Maintenance)
E.G. Program or Plan Change, Withdrawing an Application, Admission Decision

- Navigation
  - Student Admissions → Application Maintenance → Maintain Applications
  - Tab = Application Program Data
  - Note – you must always ADD A ROW to make a change

---

**Job Aid**

- “Application Maintenance” or “Application Evaluation”

Adding/Viewing Basis of Admission – reason for admission decision (Basis of Admission)

- Navigation
  - Student Admissions → Application Evaluation → Application Decisions → Basis of Admission
  - Note – do not add a basis of admission unless you have entered a decision first.

---

**Job Aid**

- “Application Evaluation”
Marking Transcripts Received

Undergraduate Admissions (Checklist Management – Person)

- Navigation
  - Campus Community → Checklists → Person Checklists → Checklist Management – Person
    - Checklist = UGAPPL
    - Tab = Checklist Management 2

  Checklist Management 1 → Checklist Management 2

  Edward Cullen
  ID: 0000012560

  Checklist Date Time: 07/01/2009 2:48:51PM
  Administrative Function: Admissions Application
  Status: Initiated
  Academic Institution: University of Nevada Las Vegas
  Status Date: 09/03/2009
  Checklist Code: Undergraduate Applicant Checklist
  Due Date: 09/29/2009

  Checklist Item Table
<table>
<thead>
<tr>
<th>Sequence</th>
<th>Item</th>
<th>Status</th>
<th>Status Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>APPFEE</td>
<td>Completed</td>
<td>07/01/2009</td>
<td>09/29/2009</td>
</tr>
</tbody>
</table>

  Responsible ID: 0000012560
  Name: Cullen, Edward
  Org ID: 110049485
  Description: Harvard University

Graduate Admissions (Education)

- Navigation
  - Student Admissions → Application Entry → Academic Information → Education

  "Transcript Entry"

  External Education → Courses and Degrees

  Edward Cullen
  0000012560

  School Information

  *External Org ID: 1100049485
  Harvard University

  Career Data
  Data Number: 1
  *Career: Undergrad
  Term Type: Semester
  External Term: 
  Term Year: 2009
  Academic Level: Unknown

  Transcript Status
  *Action: Received
  Transcript Date: 03/27/2009
  Date Received: 03/27/2009
  Transcript Type: Official
  Transcript Status: 
  Data Source: 
  Data Medium: 

- Job Aid
  - "Transcript Entry"