Quick Admitting a Student

This guide will cover:

- Using the quick admit process for non-matriculated students

Step One

- Navigate to the Search/Match page by using the following breadcrumb:

  Favorites → Main Menu → Campus Solutions → Campus Community → Personal Information → Search/Match

  Note: it is important to use the Search/Match located under "Personal Information" and NOT "Personal Information (Student)." This will enable a search of all person records in the system including staff, faculty, and students.

Step Two

- Select the Search Type as Person.
- Select the Search Parameter as PSCS_TRADITIONAL.
- Click Search.

Step Three

- Click the magnifying glass next to the Search Result Code field.
- Select CS_Pers Traditional Result Mask.

Step Four

- Enter as much information in the Search Criteria section as possible.
Step Five

- When enough search criteria has been entered to perform the Search/Match process, the Search button will populate.
- Click the Search button.

Step Six

- If any results are returned from the search/match, be sure to validate that the student does not already exist.
  - If the student exists, the student will need to have their CCP stack updated using the Maintaining CCP Stack process (if applicable) and they will need to be Term Activated for the specific term.
  - If the student does not then proceed with using the Quick Admit process.
Quick Admit Process

Step One

- Navigate to the Quick Admit a Student page by using the following breadcrumb:

Step Two

- On the Add a New Value page.
- Click in the Academic Institution field and enter **UCINN**.

Quick Admit a Student

Add a New Value

<table>
<thead>
<tr>
<th>ID:</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td></td>
</tr>
<tr>
<td>Academic Career:</td>
<td></td>
</tr>
<tr>
<td>Term:</td>
<td></td>
</tr>
</tbody>
</table>

Add

Step Three

- Click on the Academic Career drop-down and select **UGRD**.
- Click on the Term magnifying glass and select **2168**.
- Click the Add button.

Step Four

The Biographical Details tabs allows the user to enter Bio Demo data for the student.
In the Person Information section, complete the following:

- Click on the Prefix drop-down list and select the appropriate value, if necessary. A list of available values are Dr, Miss, Mr, Mrs and Ms.
- Click in the First Name field and enter the first name.
- Click in the Middle Name field and enter the middle name, if applicable.
- Click in the Last Name field and enter the last name.
- Click on the Date of Birth and enter the Birth Date in the field.
  - You can enter the date without the '/'. When the page is saved the system will format the date as mm/dd/yyyy.

**Step Five**

In the Biographical History section, complete the following:

- Click on the Marital Status drop-down list and select the appropriate value. The list of available values are Common Law, Divorced, Domestic Partnership, Head of Household, Married, Single, Separated, Unknown and Widowed
- Click on the Gender drop-down list and select the appropriate value. The list of available values are Male, Female and Unknown.
Step Six

- Click in the National ID field. Enter the Social Security Number. You can enter the value with the '-'s. When the page is saved the '-'s will be inserted. **Leave blank if unknown.**
- Make sure the Country value is USA and National ID Type is Social Security Number. These should be the default values.

<table>
<thead>
<tr>
<th>National ID</th>
<th>Country</th>
<th>National ID Type</th>
<th>National ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USA</td>
<td>Social Security Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add

Step Seven

- In the Phone section, click on the Type drop-down list and select the appropriate value. The list of available values are Business, Campus, Cell, Home and Other.
- Click in the Phone field and enter the phone including area code. Please use the following format "area code/xxx-xxxx"

<table>
<thead>
<tr>
<th>Phone</th>
<th>Type</th>
<th>Phone</th>
<th>Ext</th>
<th>Country</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add

Step Eight

- Check the preferred check box as necessary.

Step Nine

- In the Email section, click on the Type drop-down list and select the appropriate value.
  - The list of available values are Business, Campus, Home and Other. The UC email address should be listed under the Campus Email address type.
- Click in the Email Address field and enter the email address.
- Check the preferred check box. The preferred email will automatically change to the student's UC email address once one has been assigned.
**Step Ten**

In the Addresses section, complete the following:

- Click on the Address Type drop-down list and select the appropriate value. The list of available values are Billing, Business, Campus, Check, Diploma Mailing, Home, Mailing, Other 2, Permanent and Residence Hall. *Please note: when changing an address, a new effective dated row must be created using the (+) sign.*
- Click on the Status drop-down list. Select Active from the list of available values.
- If the address is not a USA address click on the magnifying glass next to the country field. Select the appropriate value from the list of countries.
- Click on the Edit Address link. A new page will open where the address information may be entered.

**Step Eleven**

- Enter the Address in the available fields. If a country other than USA was selected, the available fields may differ.
- Click the OK button.
Step Twelve

- Click on the Regional Tab located at the top of the page.
- Use the Regional Tab to identify ethnicity and military status.

Step Thirteen

- If the person is Hispanic or Latino check the box next to the statement "Person is Hispanic or Latino" and then Click on the drop-down list next to 'If Yes, Select Ethnic Group" and select the appropriate value. The list of available values are Argentinian, Central American, Colombian, Cuban, Dominican, Hispanic/Latino, "Mexican-Amer, Mexican, Chicano", Other-Hispanic, Peruvian, Puerto Rican, South American, Spanish. Once selected, the Ethnic Group will be loaded into the grid below.
- If the person is not Hispanic or Latino, click on the Regulatory Region magnifying glass and select the student's country of citizenship. Click on the Ethnic Group magnifying glass and select the appropriate value.
- Check the primary check box is current ethnic group is the person's primary ethnicity.
- If the person has more than one ethnicity, click on the Add button to add a new row and enter in the necessary data.
- Click in the Percentage field and enter the appropriate percentage value for each ethnicity group. If the person only has one ethnicity the value should be 100. If the person has more than one ethnicity the sum of all values entered should be 100.
Step Fourteen

- Click on the Military Status drop-down list and select the desired value, if applicable.

Step Fifteen

- Check the Disabled check box if the student is Disabled.
- Check the Disabled Veteran check box if the student is a Disabled Veteran.
- Check the VA Benefit check box if the student is receiving VA Benefits.

Step Sixteen

- Click on the Program/Plan tab.
Step Seventeen

In the Program and Plan section, complete the following:

- Click on the magnifying glass next to the Academic Program field. Select the desired value from the list.
- Click on the magnifying glass next to the Campus field. Select the desired value from the list.
- Click on the magnifying glass next to the Academic Plan field. Select the desired value from the list.
- The Admit Term and Requirement term will default to the term selected in at the beginning of this process.
- Expected Gradation Term can be left blank since this is for the purpose of non-degree seeking student.
- Click on the Residency link. The Residency page will populate.

Residency Official

<table>
<thead>
<tr>
<th>ID:</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Academic Institution:</td>
<td>University of Cincinnati</td>
</tr>
</tbody>
</table>

*Effective Term:     
Residency:   
Residency Date:    

Residency Details

<table>
<thead>
<tr>
<th>Admissions Residency:</th>
<th>Admission Residency Exception:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fin Aid Federal Residency:</td>
<td>Fin Aid Fed Residency Exctpt:</td>
</tr>
<tr>
<td>Fin Aid State Residency:</td>
<td>Fin Aid St Residency Exctpt:</td>
</tr>
<tr>
<td>Tuition Residency:</td>
<td>Tuition Residency Exctpt:</td>
</tr>
</tbody>
</table>

Step Eighteen

- On the Residency Official page, click on the magnifying glass next to the Effective Term field.
- This value should be the same term that was entered at the beginning of the process (Step 3).
**Step Nineteen**
- Click on the Residency drop-down list and select the desired value from the available list.
- **Only select OH - Ohio Residency for Tuition or NR - Non Resident for Tuition.**
  - Notice the left hand column of the Residency Details section gets populated with the selected value.

**Step Twenty**
- Click on the calendar next to the Residency Date field.
- Select the start date of the term entered in the Effective Term field.

**Step Twenty One**
Click the OK button to close the Residency Official Page and return to the Quick Admit a Student page.

**Step Thirty Three**
Click Save to complete the Quick Admit process.

You have now completed the steps for quick admitting a student.