## SAAADMS: Admission Application Form

### General Information

After a person is established in the database, the **Admission Application [SAAADMS] Form** is used to view current admissions applications submitted to ODU, and is organized by a student’s UIN. An unlimited number of applications may be entered for one applicant for any term, and an admission checklist is generated automatically for each application. This form, similar to the **General Person Identification [SPAIDEN] Form**, is a tabbed form, which means each bit of information is broken up by tab; each subsequent tab will reflect the application number you are viewing in the Main Window tab. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

### How to Check the Status of an Admissions Application in Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the <strong>Admissions Application [SAAADMS] Form</strong>.</td>
<td>Type SAAADMS into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td>2. In the key information area, type in the person’s <strong>University Identification Number (UIN)</strong> and the <strong>Term</strong> you wish to search for. Use the <strong>Go Button</strong> to load the person’s admissions application(s).</td>
<td><strong>TIPS &amp; TRICKS:</strong> You may leave the Term Code blank if you wish to see a total list of all admissions applications for the selected student.</td>
</tr>
</tbody>
</table>
| 3. The following information will be displayed on the **SAAADMS Form** under various tabs:  
  - **Application Tab:**  
    - Admission Status  
    - Application Date & Entry Term  
    - Student Type (Undergrad, Grad, Non-Credit)  
    - Application Status  
    - Curricula & Field of Study  
  - **Curricula Tab:**  
    - Specifics of Curricula and Field of Study  
  - **Checklist Tab:**  
    - All things to be done in order to be admitted, if anything remains outstanding | The most commonly reviewed tabs on this form are the **Application & Curricula Tabs**, followed by the **Checklist Tab**. The Checklist Tab allows you to look at the remaining tasks that need to be completed for a person’s admissions application to be complete and processed. **Remember – be sure to check the Checklist Tab for EVERY application!**  
  **TIPS & TRICKS:** The Application Tab is the main window of the SAAADMS Form. Depending on which application you select on this form, assuming there is more than one, the information on each subsequent tab will reflect the details pertaining to this admissions application. |
| 4. When you have finished reviewing a person’s application information, you may review information for another person without having to exit out of the form. Hit on the **Start Over** button on the toolbar [or choose Tools > Refresh]. | **Start Over Button:** |

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Banner General Student – SAAADMS: Admissions Application Form
Helpful Tips & Tricks:

- Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- As a reminder, you may locate a person’s UIN by searching in the SOAIDEN/SOAIMNS Forms.
- **Term Codes**
  - Term codes are six-digit numbers determined by the ACADEMIC Year, followed by the term.
    - *i.e.: Credit Term Code for Fall, 2017 Academic Year will be denoted as 201710*
    - *i.e.: Non-Credit Term Code for 3rd Quarter, 2017 Academic Year will be denoted as 201735*
  - Term codes are broken up by the type (Credit vs. Non-Credit) and the semester or quarters/academic year.
    - Credit Courses are broken up by semester (Fall, Spring, Summer), while Non-Credit Courses are broken up by quarters (First = July – September; Second = October – December; Third = January – March; Fourth = April – June). See the tables below for a list of the Term Codes:

<table>
<thead>
<tr>
<th>Credit Course Term Codes</th>
<th>Non-Credit Course Term Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 10 XXXX10</td>
<td>First July-Sept 15 XXXX15</td>
</tr>
<tr>
<td>Spring 20 XXXX20</td>
<td>Second Oct-Dec 25 XXXX25</td>
</tr>
<tr>
<td>Summer 30 XXXX30</td>
<td>Third Jan-Mar 35 XXXX35</td>
</tr>
<tr>
<td></td>
<td>Fourth Apr-June 45 XXXX45</td>
</tr>
</tbody>
</table>