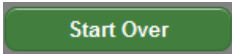


# SAAADMS: Admission Application Form

## 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](mailto:bannerhotline@odu.edu).

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

Actions and Steps	Helpful Tips & Tricks
1. Access the <b>Admissions Application [SAAADMS] Form</b> .	Type <b>SAAADMS</b> into the <b>Search Block</b> field on the <b>Old Dominion University Home Screen</b> and press <b>Enter</b> .
2. In the key information area, type in the person's <b>University Identification Number (UIN)</b> and the <b>Term</b> you wish to search for.  Use the <b>Go Button</b> to load the person's admissions application(s).	<p><b>TIPS &amp; TRICKS:</b> You may leave the Term Code blank if you wish to see a total list of all admissions applications for the selected student.</p> <p><b>Go Button or Down Arrow</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; background-color: #4f81bd; color: white; padding: 5px 15px; border-radius: 5px;">Go</div> <div style="border: 1px solid #ccc; background-color: #cccccc; padding: 5px 15px; border-radius: 5px;">▼</div> </div>
3. The following information will be displayed on the <b>SAAADMS Form</b> under various tabs: <ul style="list-style-type: none"> <li>◆ <b>Application Tab:</b> <ul style="list-style-type: none"> <li>➤ Admission Status</li> <li>➤ Application Date &amp; Entry Term</li> <li>➤ Student Type (<i>Undergrad, Grad, Non-Credit</i>)</li> <li>➤ Application Status</li> <li>➤ Curricula &amp; Field of Study</li> </ul> </li> <li>◆ <b>Curricula Tab:</b> <ul style="list-style-type: none"> <li>➤ Specifics of Curricula and Field of Study</li> </ul> </li> <li>◆ <b>Checklist Tab:</b> <ul style="list-style-type: none"> <li>➤ All things to be done in order to be admitted, if anything remains outstanding</li> </ul> </li> </ul>	<p>The most commonly reviewed tabs on this form are the <b>Application &amp; Curricula Tabs</b>, followed by the <b>Checklist Tab</b>. The <b>Checklist Tab</b> allows you to look at the remaining tasks that need to be completed for a person's admissions application to be complete and processed.</p> <p><b>Remember – be sure to check the Checklist Tab for EVERY application!</b></p> <p><b>TIPS &amp; TRICKS:</b> The <b>Application Tab</b> is the main window of the <b>SAAADMS Form</b>. Depending on which application you select on this form, assuming there is more than one, the information on each subsequent tabs will reflect the details pertaining to this admissions application.</p>
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 <b>Start Over</b> button on the toolbar [or choose <i>Tools &gt; Refresh</i> ].	<p><b>Start Over Button:</b> </p>

## SAAADMS Sample Screenshot:

**HELPFUL TIPS & TRICKS:**  
 Be sure to make note of the number of records available each time you search this form. Each additional record indicates another admission's application, and depending on the record you display in the "Application" tab, the information in the subsequent tabs will change to reflect that particular admission's application.

### 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/SOAIDNS Forms**.
- ◆ **How to decipher 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 3<sup>rd</sup> 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:

Credit Course Term Codes		
Fall	10	XXXX10
Spring	20	XXXX20
Summer	30	XXXX30

Non-Credit Course Term Codes			
First	July-Sept	15	XXXX15
Second	Oct-Dec	25	XXXX25
Third	Jan-Mar	35	XXXX35
Fourth	Apr-June	45	XXXX45