Continuing Ed Interim Process - Adding an Application Manually

**Purpose:** The instructions below describe how Continuing Education enters an application manually. Before creating a new application, perform a Search/Match to ensure an application does not already exist for the student.

- If an application already exists, request the current application be term activated (The Registrar’s Office must do this for degree-seeking students).
- If an application does not exist, add a new application.

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<td>Enter Biographical Details</td>
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<td>Enter Ethnicity</td>
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<td>Enter Application Program Data</td>
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| 1.   | Navigate to the **Add Application** page. Select **Main Menu › Student Admission › Application Entry › Add Application.**  

**Result:** The Application Entry page displays.  

![Application Entry](image)

2. | Complete the following:  

- **Application Number** – DO NOT CHANGE. The system will automatically assign an application number once the application is saved.  
- **ID** – Enter the U-ID generated by the Continuing Ed form. This populates some of the information. If there is no U-ID, leave “NEW” in this field and the system will auto-assign a university id.  
- **Academic Institution** – UNICS (University of Northern Iowa Campus Solutions). You may set this value as a default.  
- **Academic Career** – Use the Lookup button to select GRAD (graduate) or UGRD (undergraduate) |
### Job Aid – Continuing Ed Interim Process: Adding an Application Manually

**Last Updated: 2/28/2013**

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<th>Step</th>
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<tr>
<td>3.</td>
<td>Click the <strong>Add</strong> button.</td>
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</table>

**Result:** The *Add Application* page (**Biographical Details** tab) displays.

![Image of Biographical Details tab](image-url)

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**Person Information**

- **Effective Date:** 05/11/2011
- **Format Using:** English
- **Prefix:**
- **First Name:**
- **Last Name:**
- **Suffix:**
- **Date of Birth:**

**Biographical History**

- **Effective Date:** 05/11/2011
- **Marital Status:** Single
- **Gender:** Unknown

**National ID**

- **Country:** USA
- **Social Security Number:**

**Contact Information**

- **Address Type:** Permanent Home
- **Effective Date:** 05/11/2011
- **Status:** Active
- **Country:** USA
- **Address:** Edit Address

**Edit Address**

- **Country:** United States

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![Image of Application Program Data tab](image-url)

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![Image of Application School/Recruiting tab](image-url)
Step | Action
--- | ---
4. | Complete the following on the **Biographical Details** tab:

**Person Information:**
- **Effective date** – Today’s date (can be changed if needed)
- **Format Using** – Defaults to English – DO NOT CHANGE
- **Prefix** – Select appropriate prefix or leave blank
- **First Name** - Enter first name as given
- **Last Name** – Enter last name as given
- **Middle Name** – Enter middle name as given
- **Suffix** – Select appropriate prefix as applicable
- **Date of Birth** – Enter as ddmmyyyy – CS will format OR use the **Choose a Date** button to select from the calendar
- **Birth Information** link – NOT USED AT THIS TIME
- **Campus ID** – NOT USED AT THIS TIME

**Biographical History:**
- **Effective Date** – Today’s date
- **Marital Status/ As of** – NOT USED BY CONTINUING ED
- **Gender** – Enter as given

**National ID:** Social Security Number. Not required however; we must obtain if student is applying for financial aid.

**Contact Information:**

**Addresses**
- **Address Type** – Select as appropriate
- **Effective Date** – Today’s date
- **Status** – Active
- **Country** – Select USA or change as appropriate if International
- **Address** (Click **Edit Address**)
  - **Address 1** – Street Address
  - **City** – Enter as given
  - **State** – Enter as given
  - **Postal** – Enter as given
  - **County** – DO NOT ENTER, the system will auto assign

**Phone**
- **Type** – Select as appropriate
- **Phone** – Enter as given without hyphens, CS will format
- **Ext** – If applicable
- **Country** – If applicable

**Email**
- **Type** - Select **Cont Ed Contact Email Address**
- **Email Address** – As given (ensure the address has “@” and “.”)
- **Visa/Permit Data/Citizenship** – NOT USED BY CONTINUING ED
<table>
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<tbody>
<tr>
<td>5.</td>
<td>Select the <strong>Regional</strong> tab. Complete the <strong>Ethnicity</strong> information on the <strong>Regional</strong> page:</td>
</tr>
</tbody>
</table>

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**Ethnicity**
- **Person is Hispanic or Latino** – Check if appropriate
- **If Yes, Select Ethnic Group** – Select ONLY if Hispanic/Latino box is checked.
- **Regulatory Region** – USA
- **Ethnic Group** – Select as appropriate
- **Primary/IPEDS/Percentage** – NOT USED AT THIS TIME

**History** - NOT USED AT THIS TIME
### Step 6.

Complete the **Program Data** and **Program Status** information on the *Application* tab:

#### Program Data
- **Admit Term** – Select the appropriate term (e.g. 2112 for Fall 2011)
- **Academic Program** – Select NONUG (Nondegree-Undergraduate) or NONGR (Nondegree-Graduate).
- **Joint Program** checkbox – NOT USED AT THIS TIME
- **Academic Load** – Defaults to *Full Time*, change if applicable
- **Effective Date** – Today’s date
- **Expected Graduation Term** – NOT USED AT THIS TIME, will be auto-calculated
- **Campus** – Main

#### Program Status
- **Status** – Determined by *Program Action*.
- **Program Action** – Defaults to appropriate value (APPL – Application)
- **Action Date** – Today’s date
- **Action Reason** – Not Required. Select the appropriate value, values are dynamic and change with each *Program Action* selected
- **Evaluation** link – NOT USED AT THIS TIME

#### Plan Data
- Select CONTEDUG or CONTEDG for new.
Complete the **Application Data** information on the **Application Data** tab:

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<td>7.</td>
<td><strong>Application Data</strong> information on the <strong>Application Data</strong> tab:</td>
</tr>
</tbody>
</table>

**Application Data**

- **Application Center** – CE (Continuing Education)
- **Application Date** – Today’s date
- **Created On** – Today’s date
- **Prior Application** checkbox – NOT USED AT THIS TIME
- **Admit Type** – Select as appropriate, CEC (Cont Educa – Guided Independent Study) or CEE (Cont Edu – Extension)
- **Academic Level** – NOT USED BY CONTINUING ED
- **Notification Plan** – Defaults to Regular. DO NOT CHANGE
- **Application Method** – NOT USED BY CONTINUING ED

Additional Information/File Information/Application Fee Information - NOT USED AT THIS TIME

**File Attachments** – NOT USED AT THIS TIME
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<td>8.</td>
<td>Complete the <strong>School Information</strong> information on the <strong>Application School/Recruiting</strong> tab:</td>
</tr>
</tbody>
</table>

- **Last School Attended** – Select last school attended. This could be a high school or a college.
- **Graduation Date** – If last school is high school, enter high school graduation date. Enter as ddmmyyyy, CS will format

**Recruiting Information/ Recruiting Categories/Recruiters** – NOT USED AT THIS TIME
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<tr>
<td>9.</td>
<td>Navigate to <strong>Residency</strong>. At the bottom of the page, select <strong>Residency Data</strong> from the <em>Transfer To</em> drop-down field. Click the <strong>Go</strong> button.</td>
</tr>
</tbody>
</table>

**Transfer To:** [Residency Data](#)  
[Go](#)  

**IMPORTANT:** Residency must be entered in order to term activate!  

**Result:** The **Residency Official 1** tab displays. This is the only tab used at this time.  

![Residency Official 1](#)  

Complete the following information:  
- **Effective Term** – Use the **Look Up** button to select the appropriate term  
- **Residency** – Select the appropriate value (Non-Resident, Resident, Not Determined). **Note:** The *Additional Residency Data* section populates based on the selection made in the **Residency** field.  
- **Residency Date** – Use the **Choose a Date** button to select the appropriate date or enter the date (format = *ddmmyyyy*) - CS will add date format.  

**Note:** There are specific procedures to follow in the event of an exception. For example, the student is a non-resident, however we want to charge “resident” tuition rates, as an exception, because of military service, spouse of faculty, etc.  

| 10.  | Click the **Save** button at the bottom of the screen. |

**Result:** The application has been saved. The system has assigned an **Application Number** to the new application.