

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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Enter Biographical Details	3
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Enter Application Program Data	
Enter Application Data	7
Enter Application/School Recruiting (High School)	8
Enter Residency	9



Step	Action	
1.	Navigate to the Add Application page. Select Main Menu > Student Admission > Application Entry > Add Application.	
	Result: The Application Entry page displays. University of Northernlowa Favorites Main Menu > Student Admissions > Application Entry > Add Application Favorites Main Menu > Student Admissions > Application Entry > Add Application	
	Application Entry Add a New Value	
	Application Nbr: 00000000 Q ID: NEW Q Academic Institution: UNICS Q Academic Career: Q	
2.	 Complete the following: Application Number – DO NOT CHANGE. The system will automatically 	
	 Application relation relative about of chartering. 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 Q to select GRAD (graduate) or UGRD (undergraduate)	



Step	Action
3.	Click the Add button.
	Result: The Add Application page (Biographical Details tab) displays.
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting
	NEW
	Person Information
	Effective Date: 05/11/2011
	*Format Using: English Change Format
	Prefix:
	First Name: Middle Name:
	Last Name:
	Suffix:
	Date of Birth: Birth Information Campus ID:
	Biographical History Find View All First 🖬 1 of 1 🗈 Last
	*Effective Date: 05/11/2011 🛐 🛨
	*Marital Status: Single - As of:
	*Gender: Unknown -
	National ID Customize Find] First II 1 of 1 II Last *Country *National ID Type National ID Primary
	*Country *National ID Type National ID Primary USA Q Social Security Number Image: Country Co
	Add
	Contact Information
	Addresses Find View All First 1 of 1 D Last Phone
	*Address Type: Permanent Home
	Effective Date: 05/11/2011
	*Status: Active - Email
	Country: USA Q Type "Email Address Preferred
	Address: Edit Address
	Add
	Visa/Permit Data Citizenship
	Edit Address
	Country: United States 🔶 Change Country Address 1:
	Address 2:
	Address 3: City: State: Q. Postat:
	County:
	OK Carcel



Step	Action	
4.	Complete the following on the <i>Biographical Details</i> 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 but 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	
	<u>National ID</u> : 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 (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	



Step	Action				
5.	Select the <i>Regional</i> tab. Complete the Ethnicity information on the Regional page:				
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting				
	NEW USA Ethnicity Person is Hispanic or Latino If Yes, Select Ethnic Group				
	Customize Find] III First I 1 of 1 IL Last 'Regulatory Region 'Ethnic Group Description Ethnic Category Primary IPEDS Percentage USA Q Q IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				
	History Find View All First 💶 1 of 1 🕨 Last				
	 Disabled Veteran VA Benefit 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	Action		
6.	Complete the Program Data and Program Status information on the <i>Application Program Data</i> tab:		
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting		
	NEW Academic Institution: University of Northern Iowa Academic Career: Undergraduate Application Number: 00000000		
	Program Data Find View All First I of 1 Last Program Number: 0 *Effective Date: 05/11/2011 Image: Imag		
	*Admit Term: Q Expected Graduation Term: Q Mill *Academic Program: Q *Campus: Q		
	Soint Program Academic Load: Full-Time Program Status		
	Status: Applicant Action Date: 05/11/2011 *Program Action: APPL Q Application Action Reason: Q		
	Career Number: 0 Evaluation Plan Data Find View All First I 1 of 1 IN Last		
	*Academic Plan:		
	*Sub-Plan:		
	 <u>Program Data</u> *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 <i>Full Time</i>, change if applicable *Effective Date – Today's date Expected Graduation Term – NOT USED AT THIS TIME, will be auto- calculated *Campus – Main 		
	 <u>Program Status</u> Status – Determined by <i>Program Action</i>. *Program Action Defaults to appropriate value (APPI Application) 		
	 *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 <i>Program Action</i> selected Evaluation link – NOT USED AT THIS TIME 		
	Plan Data – Select CONTEDUG or CONTEDG for new.		



Step	Action		
7.	Complete the Application Data information on the <i>Application Data</i> tab:		
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting		
	NEW Academic Institution: University of Northern Iowa		
	Academic Institution. Oniversity of Notinem Towa Academic Career: Undergraduate Application Number: 00000000		
	Application Data		
	*Application Center: Q *Admit Type: Q		
	*Application Date: 05/11/2011 Academic Level:		
	*Created On: 05/11/2011 🛪 *Notification Plan: Regular -		
	Prior Application Application Method:		
	Additional Information		
	Housing Interest:		
	File Information Application Fee Information		
	Complete: Date: Status: Calculate Application Fees		
	External Application Nbr: Fee Type: Standard Transaction Summary Display Errors / Warnings		
	Customize Find View All 🖉 🔠 First 💶 1 of 1 🕨 Last		
	Attachments Audit		
	Attached File View Add Attachment		
	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		



Step	Action			
8.	Complete the School Information information on the Application			
	School/Recruiting tab:			
	Biographical Details Regional Application Program Data Application Data Application School/Recruiting			
	Academic Institution: University of Northern Iowa			
	Academic institution: University of Northern Towa Sector Academic Career: Undergraduate Application Number: 00000000 Events			
	School Information			
	Last School Attended:			
	Graduation Date:			
	School Type: Proprietorship:			
	City: State: Country:			
	Recruiting Information			
	Region: Q. Assign Region From			
	From: Home Postal Code			
	Primary Recruiter ID: School Postal Code			
	Recruiting Categories Find View All First 🗹 1 of 1 🗈 Last			
	*Category: Group:			
	Sub-Cat: 🔹			
	Description:			
	Recruiters Find View All First I of 1 Last			
	Recruiters Prompt *Recruiter ID Recruiter Type Primary:			
	Recruiters			
 Last School Attended – Select last school attended. This could be a hig school or a college. Graduation Date – If last school is high school, enter high school gradu date. Enter as ddmmyyyy, CS will format 				
	<u>Recruiting Information/ Recruiting Categories/Recruiters</u> – NOT USED AT THIS TIME			





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Step	Action		
9.	Navigate to Residency. At the bottom of the page, select Resident <i>Transfer To</i> drop-down field. Click the Go button.	ncy Data from the	
	Transfer To: Residency Data 🗸 Go		
	IMPORTANT: Residency must be entered in order to term	activate!	
	<i>Result:</i> The Residency Official 1 tab displays. This is the only t time.	ab used at this	
	Residency Official 1 Residency Official 2 Residency Appeal Residency Self-Report		
	Luke Skywalker 0799508		
	Residency Data Find View All	First II 1 of 1 E Last	
	Academic Career: Undergraduate	÷=	
	Official Residency Data Find View Alt F	inst I of 1 E Last	
	Institution: UNICS Q University of Northern Iowa	± =	
	*Effective Term: Q		
	Residency: Residency Date:		
	Admissions: Admission Residency Exception:	•	
	Fin Aid Federal Residency: Fin Aid Fed Residency Excpt:	•	
	Fin Aid State Residency: Fin Aid State Residency Excpt:	•	
	Tuition: Tuition Residency Exception:		
	 Seve Return to Search Notify 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		
10.	Click the Save button Save at the bottom of the screen.		
	<i>Result:</i> The application has been saved. The system has assigne Number to the new application.	ed an Application	