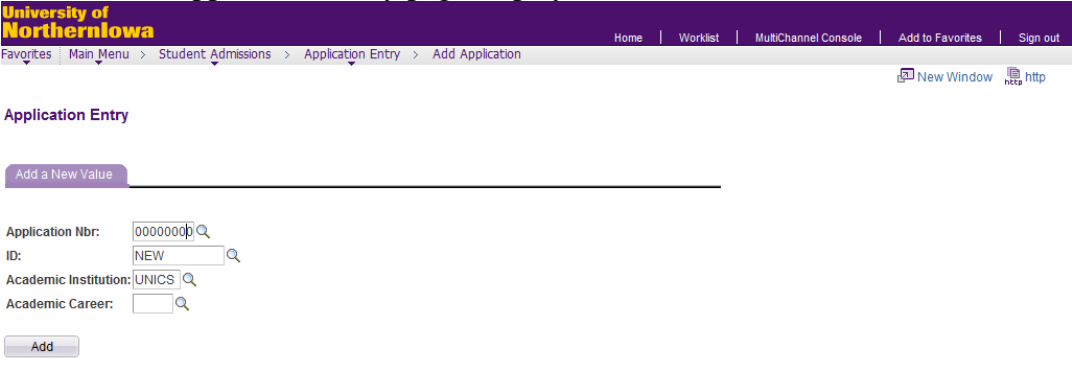



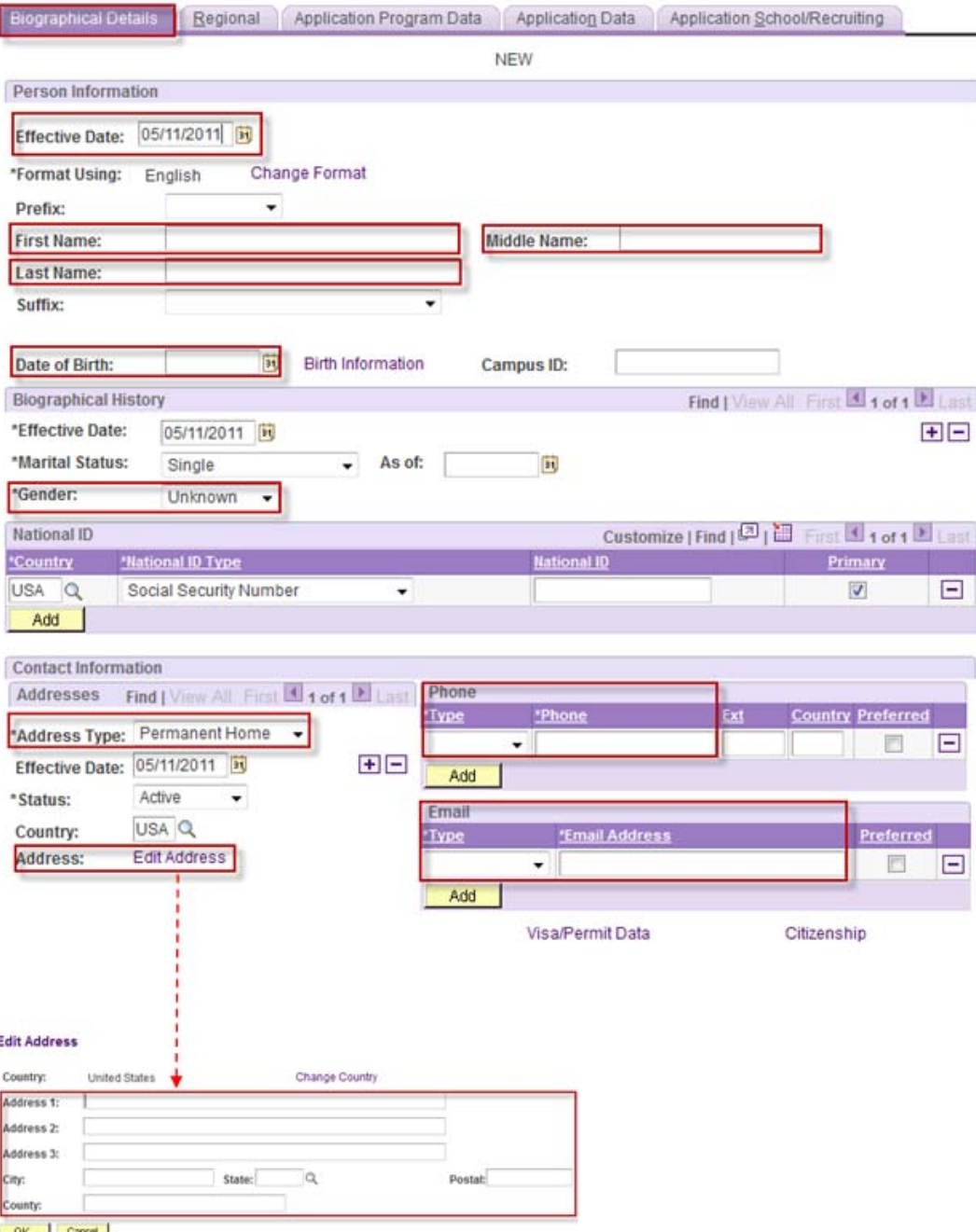
## Continuing Ed Interim Process - Adding an Application Manually


**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.

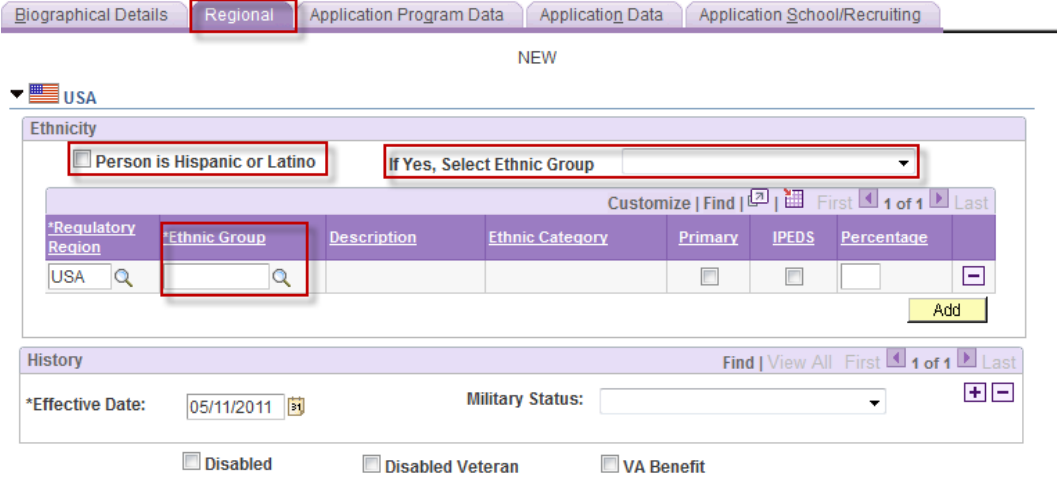
- If an application already exists, request the current application be term activated (The Registrar's Office must do this for degree-seeking students).
- If an application does not exist, add a new application.

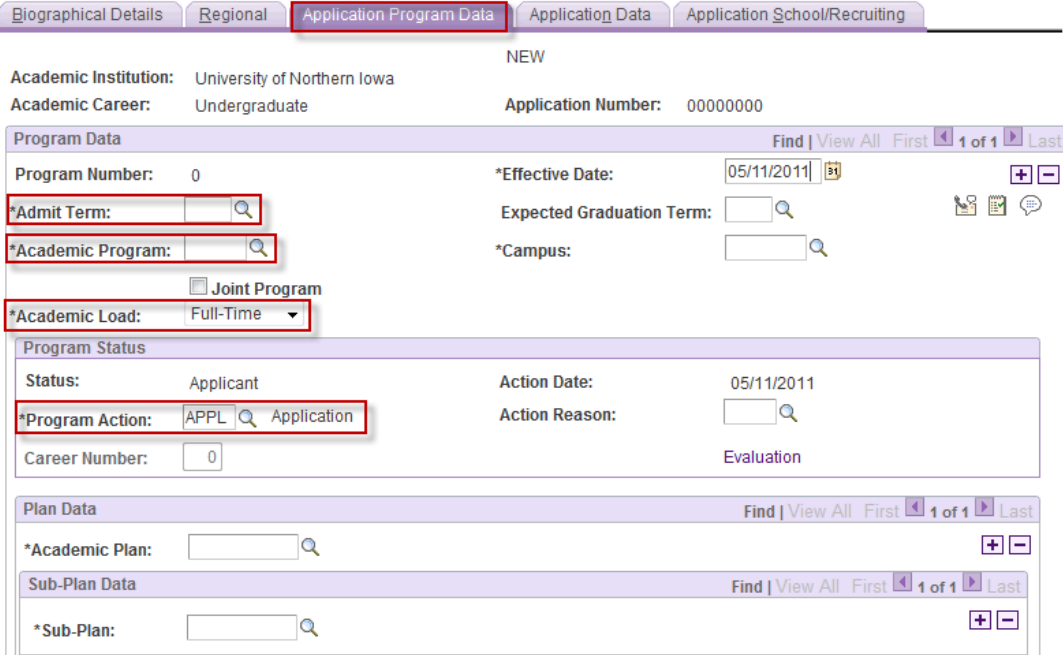
Topic	See page...
Access Add Application	2
Enter Biographical Details	3
Enter Ethnicity	5
Enter Application Program Data	6
Enter Application Data	7
Enter Application/School Recruiting (High School)	8
Enter Residency	9

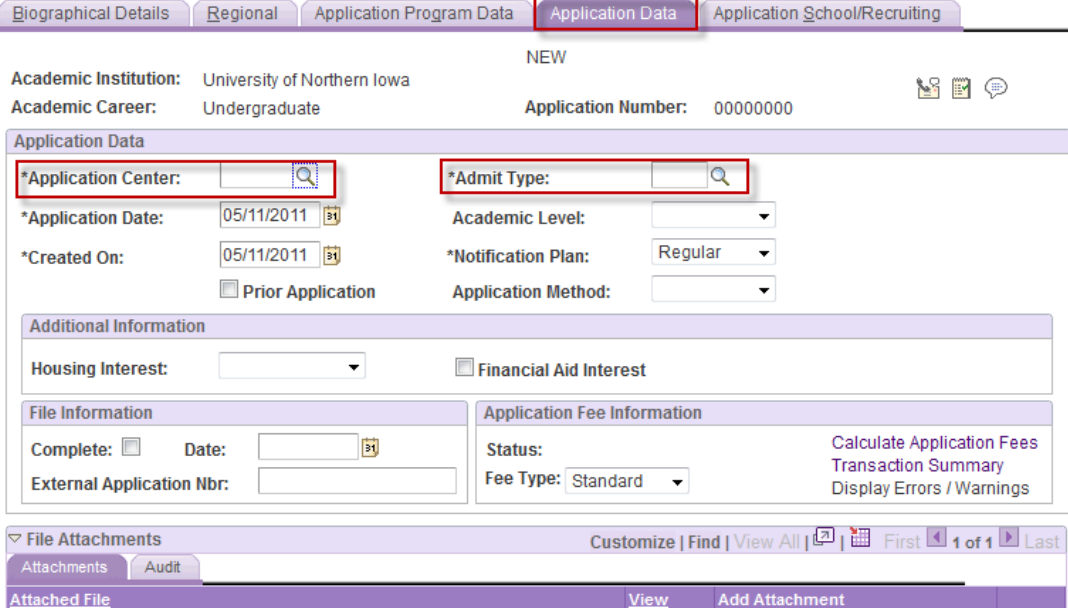
Step	Action
1.	<p>Navigate to the <b>Add Application</b> page. Select <b>Main Menu &gt; Student Admission &gt; Application Entry &gt; Add Application</b>.</p> <p><b>Result:</b> The Application Entry page displays.</p> 
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Application Number</b> – DO NOT CHANGE. The system will automatically assign an application number once the application is saved.</li> <li>• <b>ID</b> – 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.</li> <li>• <b>Academic Institution</b> – UNICS (University of Northern Iowa Campus Solutions). You may set this value as a default.</li> <li>• <b>Academic Career</b> – Use the Lookup button  to select GRAD (graduate) or UGRD (undergraduate)</li> </ul>

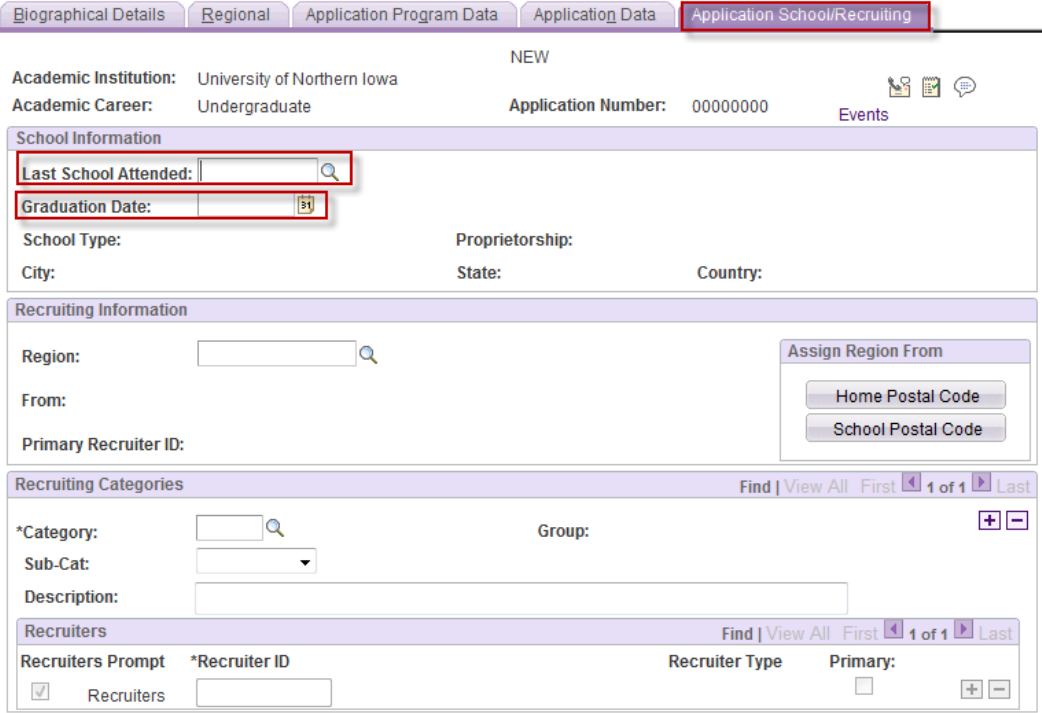
Step	Action
3.	<p>Click the <b>Add</b> button.</p> <p><b>Result:</b> The <i>Add Application</i> page (<b>Biographical Details</b> tab) displays.</p>  <p>The screenshot shows the 'Add Application' page with the 'Biographical Details' tab selected. The page is divided into several sections:</p> <ul style="list-style-type: none"> <li><b>Person Information:</b> Includes fields for Effective Date (05/11/2011), Format Using (English), Prefix, First Name, Middle Name, Last Name, Suffix, Date of Birth, Birth Information, and Campus ID.</li> <li><b>Biographical History:</b> Includes fields for Effective Date (05/11/2011), Marital Status (Single), As of, and Gender (Unknown).</li> <li><b>National ID:</b> Includes a table with columns for Country, National ID Type, National ID, and Primary. The first row shows USA, Social Security Number, and a checked Primary box.</li> <li><b>Contact Information:</b> Includes sections for Addresses and Phone. The Address section has fields for Address Type (Permanent Home), Effective Date (05/11/2011), Status (Active), Country (USA), and Address. The Phone section has fields for Type, Phone, Ext, Country, and Preferred. The Email section has fields for Type, Email Address, and Preferred.</li> <li><b>Edit Address:</b> A form with fields for Country (United States), Address 1, Address 2, Address 3, City, State, Postat, and County. It includes OK and Cancel buttons.</li> </ul> <p>Red boxes highlight the 'Effective Date' field in Person Information, the 'Address Type' dropdown in Contact Information, and the 'Edit Address' button. A red dashed arrow points from the 'Edit Address' button to the 'Edit Address' form below.</p>

Step	Action
4.	<p>Complete the following on the <i>Biographical Details</i> tab:</p> <p><u>Person Information:</u></p> <ul style="list-style-type: none"> <li>• <b>Effective date</b> – Today’s date (can be changed if needed)</li> <li>• <b>*Format Using</b> – Defaults to English – DO NOT CHANGE</li> <li>• <b>Prefix</b> – Select appropriate prefix or leave blank</li> <li>• <b>First Name</b> - Enter first name as given</li> <li>• <b>Last Name</b> – Enter last name as given</li> <li>• <b>Middle Name</b> – Enter middle name as given</li> <li>• <b>Suffix</b> – Select appropriate prefix as applicable</li> <li>• <b>Date of Birth</b> – Enter as ddmmyyyy – CS will format OR use the <b>Choose a Date</b> button  to select from the calendar</li> <li>• <b>Birth Information</b> link– NOT USED AT THIS TIME</li> <li>• <b>Campus ID</b> – NOT USED AT THIS TIME</li> </ul> <p><u>Biographical History:</u></p> <ul style="list-style-type: none"> <li>• <b>*Effective Date</b> – Today’s date</li> <li>• <b>*Marital Status/ As of</b> – NOT USED BY CONTINUING ED</li> <li>• <b>*Gender</b> – Enter as given</li> </ul> <p><u>National ID:</u> Social Security Number. Not required however; we must obtain if student is applying for financial aid.</p> <p><u>Contact Information:</u></p> <p><i>Addresses</i></p> <ul style="list-style-type: none"> <li>• <b>*Address Type</b> – Select as appropriate</li> <li>• <b>Effective Date</b> – Today’s date</li> <li>• <b>*Status</b> – Active</li> <li>• <b>Country</b> – Select USA or change as appropriate if International</li> <li>• <b>Address (Click <u>Edit Address</u>)</b> <ul style="list-style-type: none"> <li>○ <b>Address 1</b> – Street Address</li> <li>○ <b>City</b> – Enter as given</li> <li>○ <b>State</b> – Enter as given</li> <li>○ <b>Postal</b> – Enter as given</li> <li>○ <b>County</b> – DO NOT ENTER, the system will auto assign</li> </ul> </li> </ul> <p><i>Phone</i></p> <ul style="list-style-type: none"> <li>• <b>*Type</b> – Select as appropriate</li> <li>• <b>*Phone</b> – Enter as given without hyphens, CS will format</li> <li>• <b>Ext</b> – If applicable</li> <li>• <b>Country</b> – If applicable</li> </ul> <p><i>Email</i></p> <ul style="list-style-type: none"> <li>• <b>*Type</b> - Select <i>Cont Ed Contact Email Address</i></li> <li>• <b>*Email Address</b> – As given (ensure the address has “@” and “.”)</li> <li>• <b>Visa/Permit Data/Citizenship</b> – NOT USED BY CONTINUING ED</li> </ul>




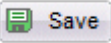
Step	Action
5.	<p>Select the <b>Regional</b> tab. Complete the <b>Ethnicity</b> information on the <b>Regional</b> page:</p>  <p><b>Ethnicity</b></p> <ul style="list-style-type: none"> <li>• <b>Person is Hispanic or Latino</b> – Check if appropriate</li> <li>• <b>If Yes, Select Ethnic Group</b> – Select ONLY if Hispanic/Latino box is checked.</li> <li>• <b>*Regulatory Region</b> – USA</li> <li>• <b>*Ethnic Group</b> – Select as appropriate</li> <li>• <b>Primary/IPEDS/Percentage</b> – NOT USED AT THIS TIME</li> </ul> <p><b>History</b> - NOT USED AT THIS TIME</p>

Step	Action
6.	<p>Complete the <b>Program Data</b> and <b>Program Status</b> information on the <i>Application Program Data</i> tab:</p>  <p><b>Program Data</b></p> <ul style="list-style-type: none"> <li>*<b>Admit Term</b> – Select the appropriate term (e.g. 2112 for Fall 2011)</li> <li>*<b>Academic Program</b> – Select NONUG (Nondegree-Undergraduate) or NONGR (Nondegree-Graduate).</li> <li><b>Joint Program</b> checkbox – NOT USED AT THIS TIME</li> <li>*<b>Academic Load</b> – Defaults to <i>Full Time</i>, change if applicable</li> <li>*<b>Effective Date</b> – Today’s date</li> <li><b>Expected Graduation Term</b> – NOT USED AT THIS TIME, will be auto-calculated</li> <li>*<b>Campus</b> – Main</li> </ul> <p><b>Program Status</b></p> <ul style="list-style-type: none"> <li><b>Status</b> – Determined by <i>Program Action</i>.</li> <li>*<b>Program Action</b> – Defaults to appropriate value (APPL – Application)</li> <li><b>Action Date</b> – Today’s date</li> <li><b>Action Reason</b> – Not Required. Select the appropriate value, values are dynamic and change with each <i>Program Action</i> selected</li> <li><b>Evaluation</b> link – NOT USED AT THIS TIME</li> </ul> <p><b>Plan Data</b> – Select CONTEDUG or CONTEDG for new.</p>

Step	Action
7.	<p>Complete the <b>Application Data</b> information on the <i>Application Data</i> tab:</p>  <p><u>Application Data</u></p> <ul style="list-style-type: none"> <li>*<b>Application Center</b> – CE (Continuing Education)</li> <li>*<b>Application Date</b> – Today’s date</li> <li>*<b>Created On</b> – Today’s date</li> <li><b>Prior Application</b> checkbox – NOT USED AT THIS TIME</li> <li>*<b>Admit Type</b> – Select as appropriate, CEC (Cont Educa – Guided Independent Study) or CEE (Cont Edu – Extension)</li> <li><b>Academic Level</b> – NOT USED BY CONTINUING ED</li> <li>*<b>Notification Plan</b> – Defaults to Regular. DO NOT CHANGE</li> <li><b>Application Method</b> – NOT USED BY CONTINUING ED</li> </ul> <p><u>Additional Information/File Information/Application Fee Information</u> - NOT USED AT THIS TIME</p> <p><u>File Attachments</u> – NOT USED AT THIS TIME</p>

Step	Action
8.	<p>Complete the <b>School Information</b> information on the <i>Application School/Recruiting</i> tab:</p>  <ul style="list-style-type: none"> <li>• <b>Last School Attended</b> – Select last school attended. This could be a high school or a college.</li> <li>• <b>Graduation Date</b> – If last school is high school, enter high school graduation date. Enter as ddmmyyyy, CS will format</li> </ul> <p><u>Recruiting Information/ Recruiting Categories/Recruiters</u> – NOT USED AT THIS TIME</p>



Step	Action
9.	<p>Navigate to <b>Residency</b>. At the bottom of the page, select <b>Residency Data</b> from the <i>Transfer To</i> drop-down field. Click the <b>Go</b> button.</p> <p>Transfer To: <input type="text" value="Residency Data"/> <input type="button" value="Go"/></p> <p><b>IMPORTANT: Residency must be entered in order to term activate!</b></p> <p><b>Result:</b> The <b>Residency Official 1</b> tab displays. This is the only tab used at this time.</p>  <p>Complete the following information:</p> <ul style="list-style-type: none"> <li>• <b>*Effective Term</b> – Use the <b>Look Up</b>  button to select the appropriate term</li> <li>• <b>Residency</b> – Select the appropriate value (Non-Resident, Resident, Not Determined). <b>Note:</b> The <i>Additional Residency Data</i> section populates based on the selection made in the <b>Residency</b> field.</li> <li>• <b>Residency Date</b> – Use the <b>Choose a Date</b>  button to select the appropriate date or enter the date (format = ddmmyyyy) - CS will add date format.</li> </ul> <p><b>Note:</b> 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.</p>
10.	<p>Click the <b>Save</b> button  at the bottom of the screen.</p> <p><b>Result:</b> The application has been saved. The system has assigned an <b>Application Number</b> to the new application.</p>