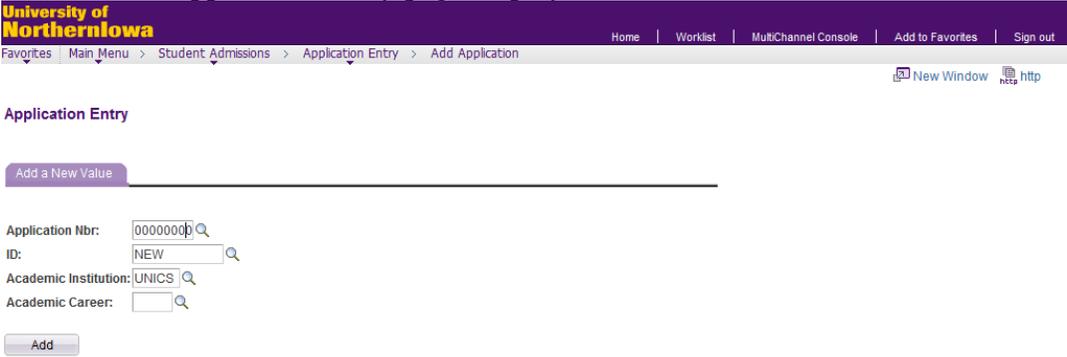
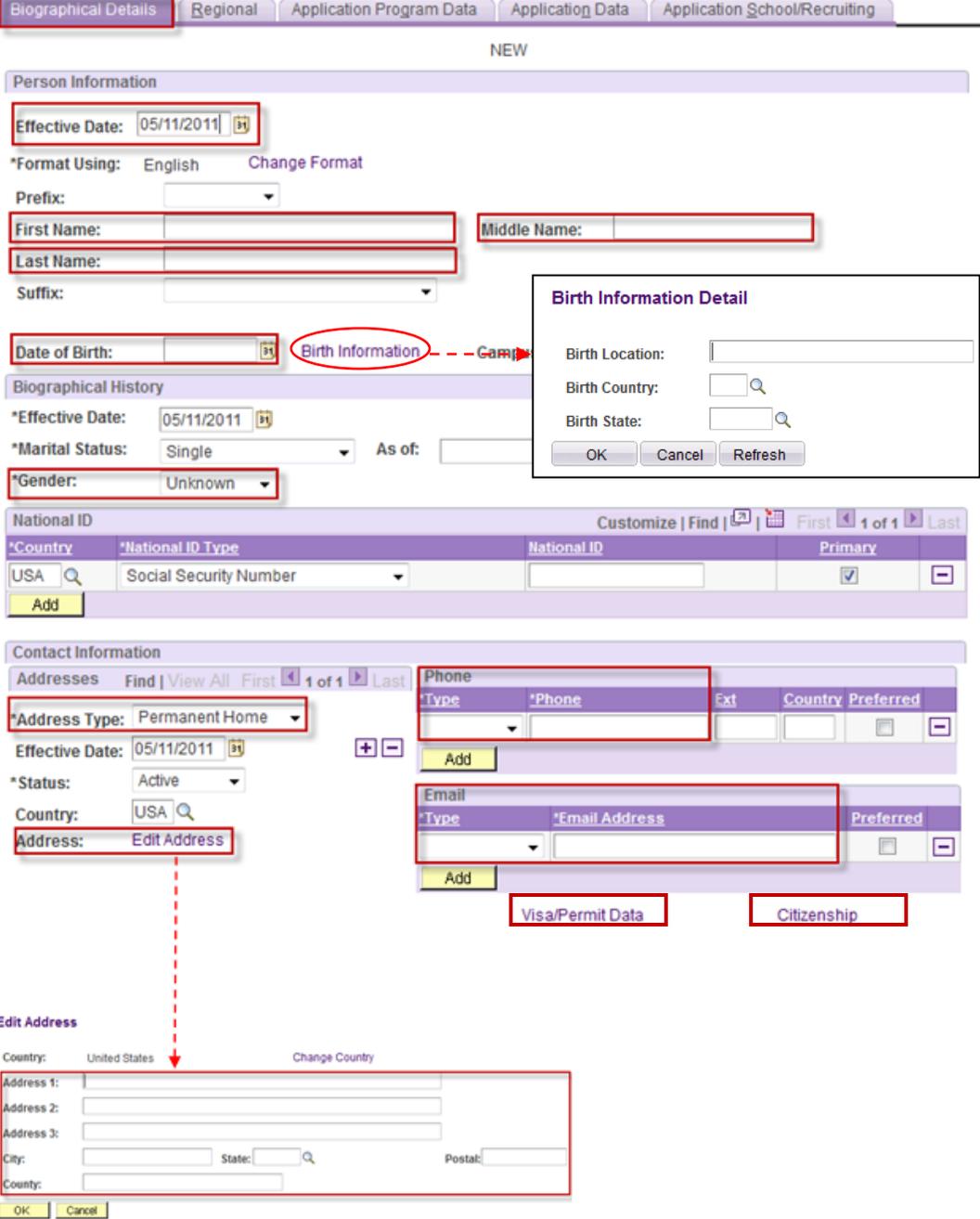


## CIEP Interim Process - Adding an Application Manually

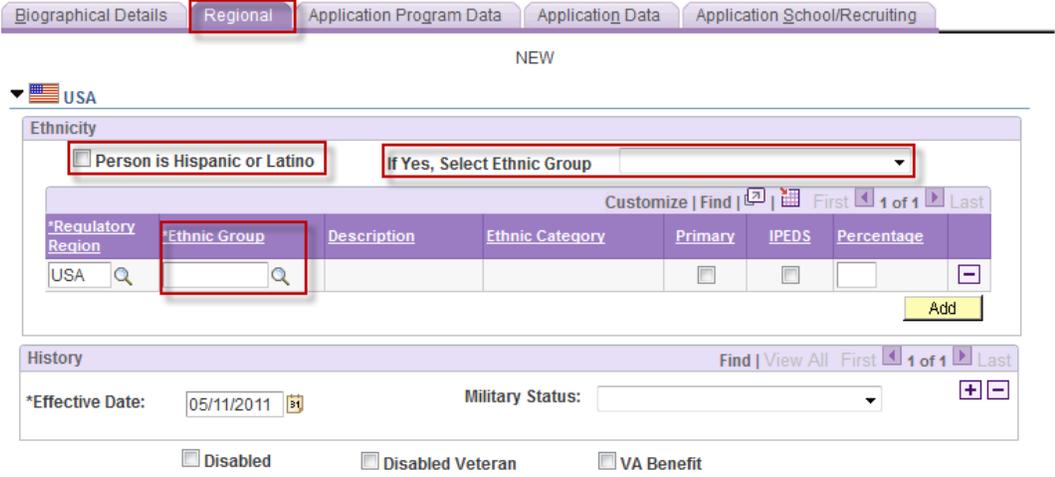
**Purpose:** The instructions below describe how CIEP enters an application manually. Before adding a new application, perform a Search/Match to determine if a person record already exists. If a person record already exists, enter the person ID on the first page of Add Application (Step 1 below). The existing information in the person record will pre-fill on the application.

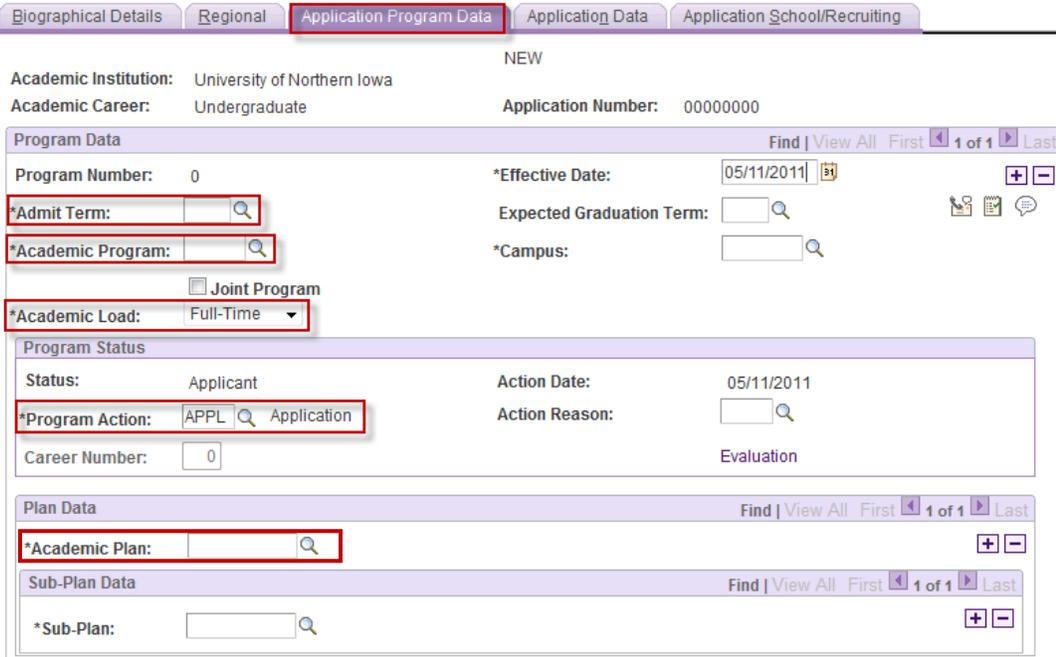
Topic	See page...
Access Add Application	2
Enter Biographical Details	3
Enter Ethnicity	5
Enter Application Program Data	6
Enter Application Data	7
Enter Application/School Recruiting (High School)	8
Enter External Education (College Record)	9
Enter Residency	10

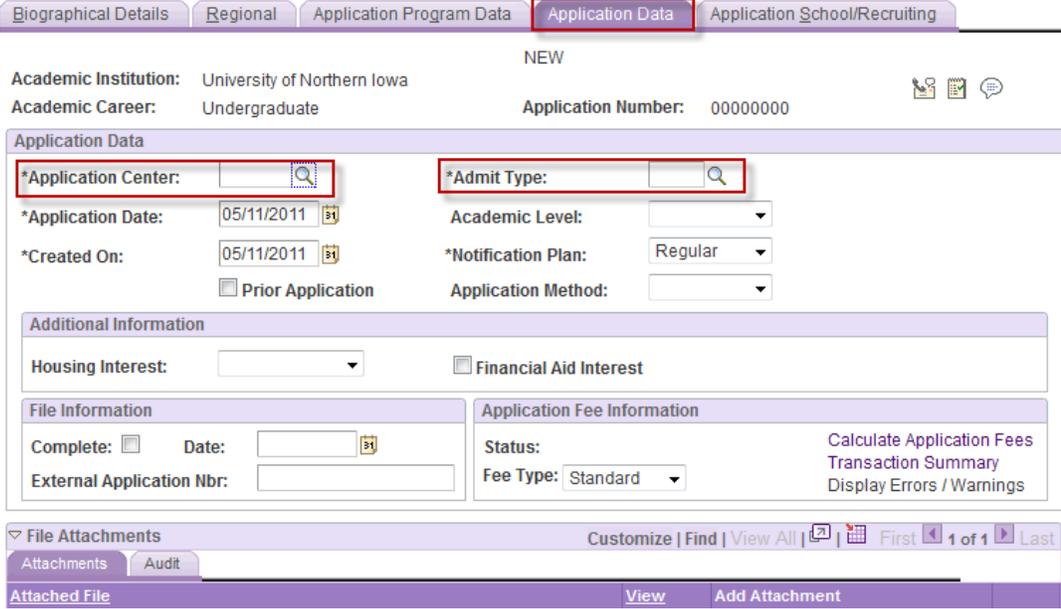
Step	Action
1.	<p>Navigate to the <b>Add Application</b> page. Select <b>Main Menu &gt; Student Admission &gt; Application Entry &gt; Add Application</b>.</p> <p><b>Result:</b> The Application Entry page displays.</p> 
2.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Application Number</b> – DO NOT CHANGE. The system will automatically assign an application number once the application is saved.</li> <li>• <b>ID</b> – DO NOT CHANGE. This will be auto assigned. <b>Note:</b> If the person already exists in the system (determined by Search/Match), enter their existing id here. This pre-populates some fields on the application.</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>

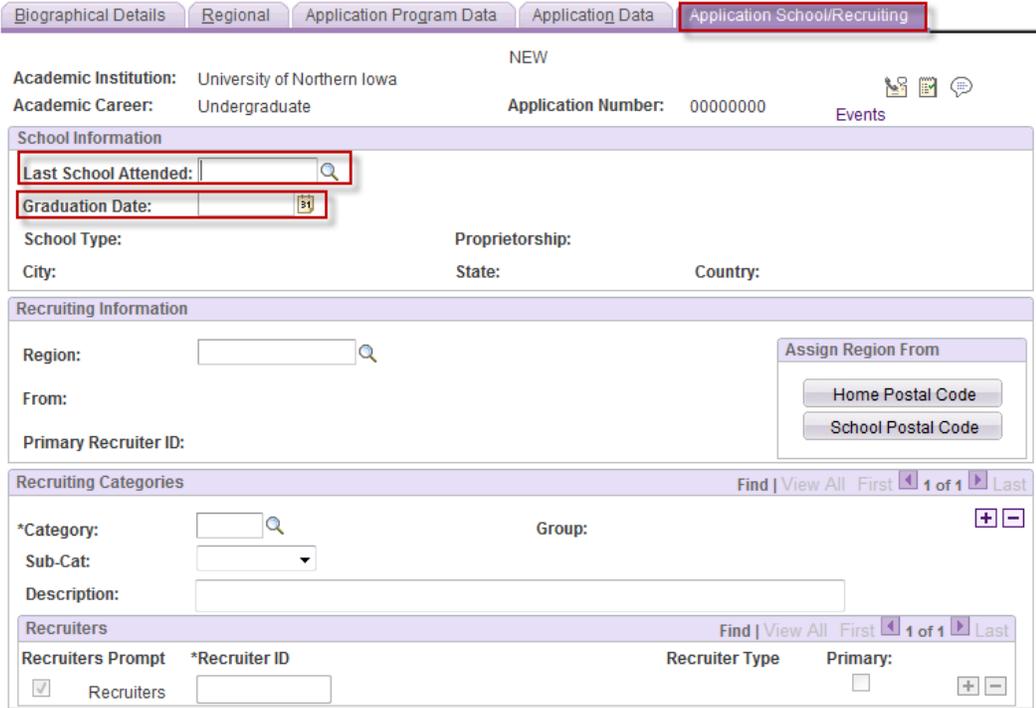
Step	Action
3.	<p>Click the <b>Add</b> button.</p> <p><b>Result:</b> The <i>Add Application</i> page (<b>Biographical Details</b> tab) displays.</p>  <p>The screenshot shows the 'Add Application' page with the 'Biographical Details' tab selected. The page is divided into several sections:</p> <ul style="list-style-type: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

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– Click to enter birth details such as City, Country</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 CIEP</li> <li>• <b>*Gender</b> – Enter as given</li> </ul> <p><u>National ID:</u> This is for SSN. NOT USED BY CIEP</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 as appropriate</li> <li>• <b>*Email Address</b> – As given (ensure the address has “@” and “.”)</li> <li>• <b>Visa/Permit Data</b> – Enter Visa status information – Entry Country (USA) &amp; Type</li> <li>• <b>Citizenship</b> – Enter Country of Citizenship</li> </ul>

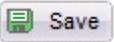
Step	Action
5.	<p>Select the <b>Regional</b> tab. Complete the <b>Ethnicity</b> information on the <b>Regional</b> page:</p>  <p><b>Ethnicity</b></p> <ul style="list-style-type: none"> <li>• <b>Person is Hispanic or Latino</b> – Check if appropriate</li> <li>• <b>If Yes, Select Ethnic Group</b> – Select 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</li> <li>*<b>Academic Program</b> – Select NONUG (Nondegree-Undergraduate)</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></p> <ul style="list-style-type: none"> <li><b>Academic Plan</b> – Enter CIEPUG for undergraduate students, and CIEPGR for graduate students</li> </ul>

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> – Select CIEP</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</li> <li><b>Academic Level</b> – NOT USED BY CIEP</li> <li>*<b>Notification Plan</b> – NOT USED CIEP</li> <li><b>Application Method</b> – NOT USED CIEP</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 college.</li> <li>• <b>Graduation Date</b> – If last school is a high school, enter 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>At the bottom of the page, select <b>Education</b> from the <i>Transfer To</i> drop-down field. Click the <b>Go</b> button.</p> <div data-bbox="365 426 1084 468" style="border: 1px solid gray; padding: 5px;"> <p>Transfer To: <span style="border: 1px solid gray; padding: 2px;">Education</span> <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Go</span></p> </div> <p><b>Result:</b> The Education page (External Education tab) displays.</p> <div data-bbox="365 541 1323 1260" style="border: 1px solid gray; padding: 5px;"> <p><span style="border: 1px solid gray; padding: 2px;">External Education</span> <span style="border: 1px solid gray; padding: 2px;">Courses and Degrees</span></p> <hr/> <p>Rachel Jones <span style="float: right;">260560</span></p> <p>School Information <span style="float: right;">Find   View All   First 1 of 2   Last</span></p> <p>External Org ID: <span style="border: 1px solid red; padding: 2px;">600882</span> <span style="border: 1px solid gray; padding: 2px;">University Of Northern Iowa</span> <span style="float: right;"><input checked="" type="checkbox"/> Checklist Item Update</span></p> <p>School Details</p> <p>Career Data <span style="float: right;">Find   View All   First 1 of 1   Last</span></p> <p>Data Number: 1 <span style="margin-left: 100px;">*Career: Undergrad</span></p> <p>Term Type: Semester <span style="margin-left: 100px;">External Term:</span></p> <p>Term Year: 2011 <span style="margin-left: 100px;">Academic Level: Unknown</span></p> <p>From Date: <span style="margin-left: 100px;">To Date:</span></p> <p>Transcript Status</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Action</th> <th>Transcript Date</th> <th>Date Received</th> <th>Transcript Type</th> <th>Transcript Status</th> <th>Data Source</th> <th>Data Medium</th> </tr> </thead> <tbody> <tr> <td>Received</td> <td>01/19/2011</td> <td>01/19/2011</td> <td>Official</td> <td>Final</td> <td>School</td> <td>Hard Copy</td> </tr> </tbody> </table> <p>Transcript Summary <span style="float: right;">Customize   Find   View All   First 1 of 1   Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Term</th> <th>GPA/Units</th> <th>Rank</th> <th>*Summary Type</th> <th>External Term</th> <th>Ext Year</th> <th>Acad Level</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>General</td> <td></td> <td>2011</td> <td>Unknown</td> <td>UNI</td> </tr> </tbody> </table> <p>External Subjects <span style="float: right;">Customize   Find   View All   First 1 of 1   Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*External Subject Area</th> <th>*Course Level</th> <th>Institution</th> <th>GPA Type</th> <th>External GPA</th> <th>Converted GPA</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>UNI</td> <td>4PT</td> <td></td> <td></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li><b>External Org ID</b> - The system populates this field from the initial add of the <b>Last School Attended</b>.</li> <li>Use the <b>Add Row</b> button  to enter the colleges or universities listed on the application form.</li> </ul> <p><b>Note:</b> Click the <b>Expand Section</b>  <b>School Details</b> button to view the School Details.</p> <div data-bbox="365 1606 1396 1879" style="border: 1px solid gray; padding: 5px;"> <p><b>School Details</b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;"> <p>Location: Main</p> <p>Country: USA United States</p> <p>Address: 100 East Claiborne Dr Decorah, IA 52101-1400 Winneshiek</p> </td> <td style="width: 40%; border: 1px solid gray; padding: 5px;"> <p><b>School Characteristics</b></p> <p>School Type: HighSchool</p> <p>School District:</p> <p><input checked="" type="checkbox"/> Accredited</p> <p><input type="checkbox"/> Transcript Translation Req</p> <p><b>School Codes</b></p> <p>ATP Code: 161125 FICE Code:</p> <p>ACT Code: 161125 IPEDS Code:</p> <p>NCES:</p> </td> </tr> </table> </div>	*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium	Received	01/19/2011	01/19/2011	Official	Final	School	Hard Copy	Term	GPA/Units	Rank	*Summary Type	External Term	Ext Year	Acad Level	Institution	1			General		2011	Unknown	UNI	*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA	1		UNI	4PT			<p>Location: Main</p> <p>Country: USA United States</p> <p>Address: 100 East Claiborne Dr Decorah, IA 52101-1400 Winneshiek</p>	<p><b>School Characteristics</b></p> <p>School Type: HighSchool</p> <p>School District:</p> <p><input checked="" type="checkbox"/> Accredited</p> <p><input type="checkbox"/> Transcript Translation Req</p> <p><b>School Codes</b></p> <p>ATP Code: 161125 FICE Code:</p> <p>ACT Code: 161125 IPEDS Code:</p> <p>NCES:</p>
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Step	Action
10.	<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>
11.	<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>