

Instructors' Quick Guide to Admissions Summary Pages (Test/Misc link)



The Admissions Summary Page is a viewable only page which shows the current bio demo data, application data, schools attended and transcript received, all checklists, and loaded tests. You can **NOT** make an admission decision from this page.

How to view the Admission Summary Page

Log into PeopleSoft at <http://my.csufresno.edu/>

- Go to **Faculty Self Service**
- Click on **Applicant Search**

You will be taken to a Search Page

- Enter in the **Admit Term**
- Click the **Search** button

You will be taken to the **Applicant Search** Page

- Once the Applicant Search page is brought up click on the [Tests/Misc](#) link which will take you to the admission; checklist and test summaries for the student.

Top half of Admissions Summary page

The data displayed in the following examples is made up data used to show examples of the type of data that you would see for an applicant.

The screenshot shows the PeopleSoft interface for an applicant's Admissions Summary. The browser address bar indicates the URL: https://cmsdev7.csufresno.edu/psp/HFRDVL/EMPLOYEE/HRMS/c/FR_SA_AD.FR_AD_APPLNT_SRCH.GBL?FolderPath=PORTAL_ROOT_OBJECT.FR_CUSTOM.FR_SA_AD.FR_S. The page title is "Applicant Search - Microsoft Internet Explorer".

The main content area has three tabs: "Admission Summary" (selected), "Checklist Summary", and "Test Summary". Below the tabs, the applicant's name "Jeffery" and ID "102484560" are displayed, along with a star icon indicating a positive service indicator.

The "Bio/Demo Data" section includes the following information:

Mail Address	Address 1: Po Box 682	Citizenship: USA	Sex: M
	Address 2:	Visa Type:	
	Address 3:	Pri Phone: 559/362-6221	
	Address 4:	Pri Email: CIS_CIS_boynoppert@csufresno.edu	
City: Tipton		State: CA	Zip: 93272 Country: USA

The "Application Data" section includes the following information:

Appl Nbr: 00266350	Appl Dt: 03/19/2008	Action Date: 04/07/2008
Prog Nbr: 0	Status: Applicant	Adm Status Override:
Prog Action: APPL	Prog Rsn: Program Evaluation	Comments? <input checked="" type="checkbox"/>
Admit Term: Fall 2008	Plan/Subplan: Animal Science	
Acad Career: Postbaccalaureate		
Acad Prog: Graduate		
Appl Center: PBAC	Admit Type: First Time Student	
Acad Level: Graduate	Complete: N	Complete Dt:
Instn Origin: Calif SU Fresno	App Fee: Mentor CC Payment Received	
EOP Interest: N	Adm Basis:	
Residency: Resident of California	Stu Standing:	

Field	Description
Name	The primary name of the applicant
Emplid	Assigned student id
Death Date	If the person is deceased – an indicator(a small screen) will be visible next to the Service Indicator symbols
Service Indicators	Links to the Positive(displayed as a star) and Negative(displayed as a circle with a

Field	Description
	diagonal line) Service Indicators placed on the Applicant
Address	The Address displayed is the current Mailing address
City	
State	
Zip	
Country	
Citizenship	
Sex	
Visa Type	Displays the Visa
Pri Phone	
Pri Email	
Application	This is the application selected from the search results
Appl Nbr	
Prog Nbr	
Program Action	The current admission program action: <i>APPL</i> applicant <i>ADMT</i> admitted <i>COND</i> conditional admit <i>DDEF</i> deferred admission <i>DENY</i> denied <i>WAPP</i> withdrew application <i>WADM</i> withdrew admission <i>ADRV</i> revoked admission <i>DEIN</i> Intention to Matriculate(the applicant has accepted admission) <i>MATR</i> matriculated (the applicant is now considered a student.)
Appl Dt	The date the application was created.
Status	The is the current application status – <i>AP</i> Applicant – the applicant is still being worked on, the file is either pending or incomplete. <i>AD</i> Admit – the applicant is admitted but not yet Matriculated <i>CN</i> Cancelled -application is withdrawn or student is denied. <i>AC</i> Active - the applicant is Admitted or Matriculated. Once Matriculated all program, plan changes occur on the Record side. These are then frozen on the Admission side and will NOT reflect the current program/plan activity of the Student. Go to HRSA/Manage Student Records/Track Student Careers/Use/Student Program/Plan
Program Reason	The current descriptive application program reason – tied to the Program Action
Action Dt	The date of the application action/reason
Admit Term	The period of application
Acad Career	The Career the Applicant is in
Acad Prog	The program at the time of Admission(once Matriculated – this information is frozen)
Acad Plan	The plan at the time of Admission (once Matriculated – this information is frozen)

Field	Description
Appl Center	The Admission application center: <i>CTEA</i> for Cal State Teach <i>INTL</i> for International Admissions <i>UGRD</i> for Undergraduate Admissions <i>PBAC</i> for Postbaccalaureate Admissions <i>CRED</i> for Credential Admissions
Academic Level	The Academic level reported by the applicant. NOTE: A true reflection of the student academic level is on the record side once transfer credit units are posted after evaluating transcripts.
Admit Type	The Admit type determined by the mentor posting process. This can be updated after viewing transcripts. First Time Student-Admit type=5 Returning=Admit type 2 Returning Transfer=Admit type 3 Transfer=Admit type 4
Complete	Disregard this field
Complete Dt	Disregard this field
Instn Origin	For undergrads – the school with the most coursework. For grads – the school the person obtained the BA/BS.
Residency	The current Residency status of the Applicant
App Fee	The type of application fee submitted
Adm Basis	Once Admitted to the University – how the applicant was admitted
Stu Stand	Once Admitted to the University – the student standing of the applicant 0 'Other' 1 'Cond Class' 2 'Classified' 3 'Adv to Cand' 4 'Unclassified' 5 'Cred/Cert Classifd' 6 'Doct Cond Class' 7 'Doct Classified' 8 'Doct Adv to Cand' C 'Cred/Cert Cond'

Lower half of Admissions Summary page

Recruit Cat: Sport:

ERS Data

College Preparatory Semesters			GE Breadth Status		Additional Data	
Eng:	Bio:	Vis/Per Arts:	Critical Thinking:	Not Completed	EPT Status:	N-Not Req
Math:	Phys:		English/Writing:	Not Completed	ELM Status:	N-Not Req
Soc Sci:	Lab Sci:		Mathematics:	Not Completed	Residence Code:	0054
Elect:	Fgn. Lang:		Oral Communication:	Not Completed	CSU Cred Status:	None

Education

Org ID	Description	From Date	To Date	Transcript Status	Transcript Type	Received Date	Summary Type	GPA Type	Ext GPA
104169074	Grad GPA				Official	04/07/2008	L60U	L60U	3.830
C31001198	Ontario High	06/01/1997	06/01/2001	Final	Official	07/25/2001	HIGH	HIGH	3.950

[Education](#)

[Admission Summary](#) | [Checklist Summary](#) | [Test Summary](#)

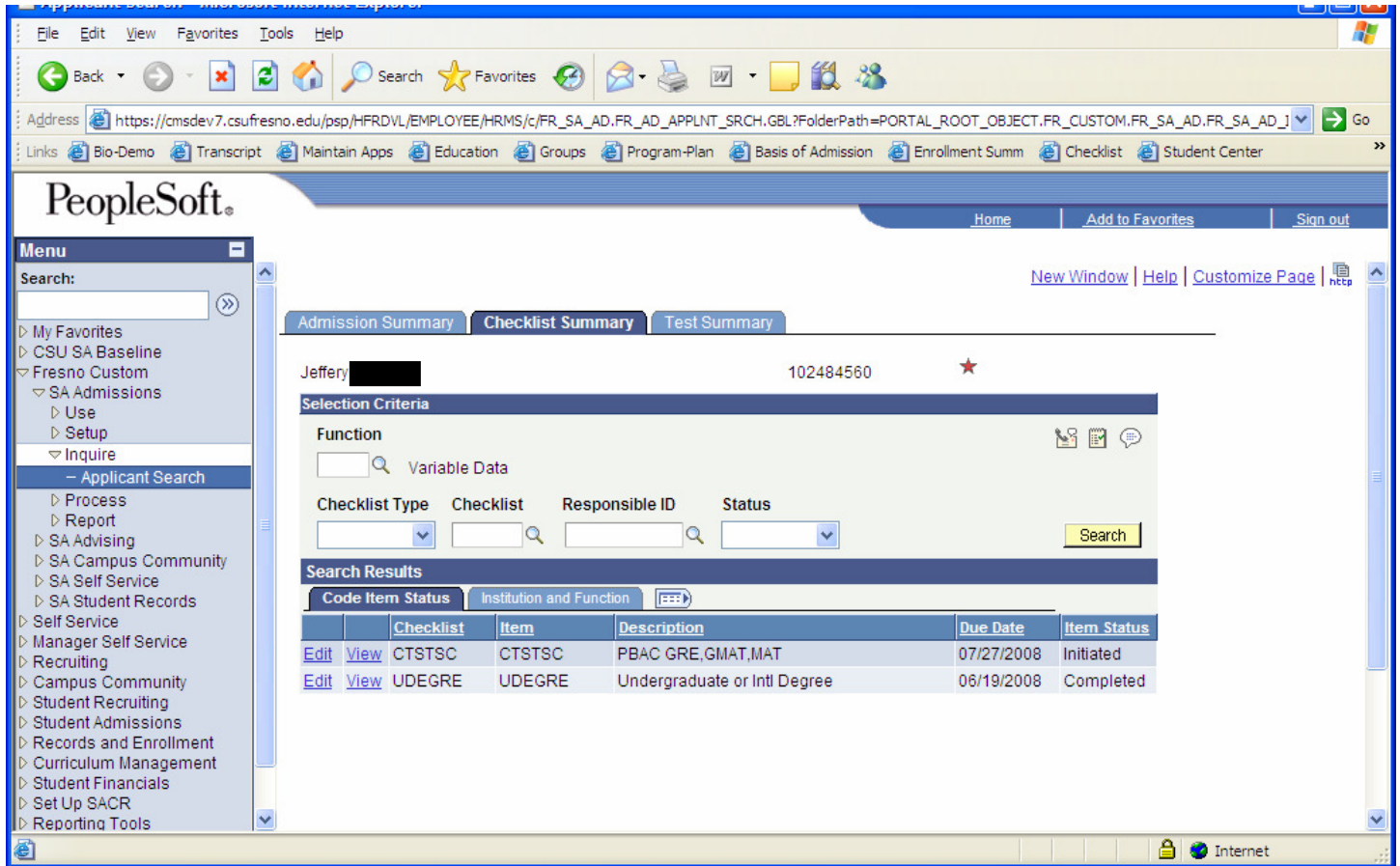
Recruiting Cat	Used for recruiting purposes such as EOP
Sport	If the applicant is an athlete – the sport will be displayed

ERS Data	
College Prep Semesters	For undergraduate applicants only
English	For undergraduate applicants only
Math	For undergraduate applicants only
Soc Sci	For undergraduate applicants only
Electives	For undergraduate applicants only
Lab Sci	For undergraduate applicants only
Fgn Lang	For undergraduate applicants only
Vis/Pref Arts	For undergraduate applicants only
GE Breadth Status	
Critical Thinking	For undergraduate applicants only
English/Writing	For undergraduate applicants only
Mathematics	For undergraduate applicants only
Oral Communication	For undergraduate applicants only
Additional Data	
EPT Status	For undergraduate applicants only
ELM Status	For undergraduate applicants only
Residence Code	The Residence code for the applicant that determine tuition
CSU Cred Status	Not Applicable to CSU, Fresno
Education	Displays the most recent transcript row for each school. See Unofficial Internal Transcript in Advisor Portfolio
Org Id	The code for the School NOTE: Org ID 104169074 Grad GPA is used to store GPA calculations performed by Grad and Intl Admissions and recorded here for easy viewing by the Departments and Program Evaluators
Description	The name of the School the transcript is from
From Dt	The beginning date of attendance for the school listed
To Dt	The ending date of attendance for the school listed

Transcript Status	<p>The current transcript status.</p> <p>Not received - transcripts Fresno is requesting from the student</p> <p>Not required - placed on High Schools reported attended on an upper division applicant</p> <p>Final - a final transcript for the specified attend-to-dates where all courses are graded</p> <p>Evaluated - the evaluations department has evaluated the transcript for the specified attend-to-dates</p> <p>Partial - part of the transcript has been received – waiting for the remainder</p> <p>In Progress - a portion of the transcript where courses are not graded but transfer credit units have been entered for the student – once a final transcript comes in – this this status will be changed to a final</p>
Transcript Type	The type of transcript
Transcript Date	The date the transcript was created
Summary Type	See below
GPA type	Graduate Admissions uses L60U for calculation of last 60 semester units, UGPA for cumulative GPA of bachelor’s degree, or HG DG for holds graduate degree.
Ext GPA	Calculation of GPA

PeopleSoft Checklist Summary Page(The Student’s “To Do List”)

NOTE: ONLY CORE OFFICES HAVE ACCESS TO VIEW CHECKLISTS. Those who do not have access to see the checklists will have access to this Checklist Summary Screen – but the checklists will not be displayed.



Below is a listing of Graduate Admission checklists.

JTSTSC	Automatic. GRE, GMAT, MAT tests for International applicants	Y
JGRINC	Automatic. Additional documents for International applicants	Y
CTSTSC	Automatic. GRE, GMAT, MAT tests for domestic applicants	Y
UAPFEE	Automatic. Application Fee	Y
UTRANS	Automatic. Official Final Transcripts	Y
UDEGRE	Automatic. Undergrad Degree or International Degree recorded	Y
UADMRQ	Additional documents required for Admission	Y
UNOTRQ	Additional Checklist used to indicate additional documents are needed but not required for admission	N
CCONDT	Used by Program Coordinators placed on Conditionally Classified applicants to indicate Prerequisites needed before the	N

	applicant can be classified	
CCLASS	Automatic. for all Classified admits with generic contact instructions.	N
LPBASC	Used by the Credential Program to indicate which Credential related documents are needed	N
LPRGAP	Automatic. Requesting Credential application for all Credential applicants.	N

PeopleSoft Academic Test Summary

The screenshot displays the PeopleSoft Academic Test Summary page. The interface includes a navigation menu on the left with options like 'My Favorites', 'CSU SA Baseline', and 'Fresno Custom'. The main content area shows the 'Academic Test Summary' for a student named Jeffery (ID: 102484560). Below the student information, there is a search section for 'Test Summary by ID/Component' and a 'Sort By' dropdown menu set to 'Date'. The primary data is presented in a table with the following columns: Test ID, Description, Score, %tile, Letter Score, Test Dt, Stnd Admin, Acad Level, Data Srce, and Dt Loaded. The table contains six rows of test results, including Composition Score, Essay Score, Reading Score, Total, Quantitative GRE, and Verbal GRE.

Test ID	Description	Score	%tile	Letter Score	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
1	EPT Composition Score	158.00			05/01/2001	✓	Unknown	ETS	02/17/2002
2	EPT Essay Score	9.00			05/01/2001	✓	Unknown	ETS	02/17/2002
3	EPT Reading Score	153.00			05/01/2001	✓	Unknown	ETS	02/17/2002
4	EPT Total	156.00			05/01/2001	✓	Unknown	ETS	02/17/2002
5	GRE Quantitative	600.00	49		03/12/2008	✓	Unknown	ETS	04/04/2008
6	GRE Verbal	530.00	68		03/12/2008	✓	Unknown	ETS	04/04/2008

View 6 First 1-15 of 15 Last								
Test ID	Description	Score	%tile	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
1	ACT Composite	18.00	52	06/01/2003	<input checked="" type="checkbox"/>	11th Grade	ACT	07/09/2003
2	ACT Composite	18.00		06/01/2003	<input type="checkbox"/>		SLF	12/09/2003
3	ACT English	16.00	42	06/01/2003	<input checked="" type="checkbox"/>	11th Grade	ACT	07/09/2003
4	ACT English	16.00		06/01/2003	<input type="checkbox"/>		SLF	12/09/2003
5	ACT Math	21.00	71	06/01/2003	<input checked="" type="checkbox"/>	11th Grade	ACT	07/09/2003
6	ACT Math	21.00		06/01/2003	<input type="checkbox"/>		SLF	12/09/2003
7	ACT Reading	17.00	46	06/01/2003	<input checked="" type="checkbox"/>	11th Grade	ACT	07/09/2003
8	ACT Reading	17.00		06/01/2003	<input type="checkbox"/>		SLF	12/09/2003
9	ACT Science	16.00	30	06/01/2003	<input checked="" type="checkbox"/>	11th Grade	ACT	07/09/2003
10	ACT Science	16.00		06/01/2003	<input type="checkbox"/>		SLF	12/09/2003
11	SAT Composite	690.00		05/01/2003	<input type="checkbox"/>		SLF	12/09/2003
12	SAT Math	370.00	9	05/01/2003	<input checked="" type="checkbox"/>	11th Grade	ETS	06/03/2003

The screen shows all Tests loaded for the applicant. To see all – click on the View All link on the dark blue bar.

Tests are loaded from Mentor(these are considered self reported and have the Data Srce of “SLF”)

Tests are loaded from Test Loads (these are loaded with the Data Srce of ACT for the Act test or ETS for other tests. These tests are considered official).

Tests can be loaded multiple times if the test date or Data Srce or Scores are different.