How to Enter an Application in Colleague

Before entering an application, first perform a record search to determine whether or not your applicant already has a Colleague record. For instructions on how to search for a record, see the manual titled *How to Perform a Record Search in Colleague.*

Once you have determined if there is a record match for your application, you can begin entering your application. If you did find a record match, enter your application to the existing record.

If, during your search, you discovered your applicant has more than one Colleague record, report the duplicate records to the proper staff member at your university. Generally, applications will be entered to the oldest record when there are duplicates. However, you may wish to check with your institution's duplicate record cleanup contact before proceeding.

If you did not find a record for your applicant, you will need to create a record.

To create a record, go to the BIO (Biographic Information) screen and enter your applicant's name. You can enter either the first name and last name, separated by a space with no punctuation, or the last name and first name separated by a comma and a space.

Colleague will display any possible record matches. If none of these match your applicant, type the letter "a" at the "Seq Number, (F)lag, (V)iew, (S)ort, (A)dd" prompt and hit enter. This will add a new record to Colleague for your applicant.
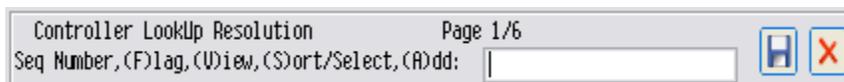
This will take you to the BIO screen.

On the BIO screen, you will need to complete the following fields:

Source: AP (applicant). If there is already a value in this field, such as PR or FF, do not change the value that is already there. You can bypass this field if a value is already entered.

Name LFM: last name   first name   middle name (if available)
If you have only a middle initial and not a full middle name, enter the initial. Do not enter a period after the initial. Datatel will add the period when it displays the name, but proper procedure for data entry is to not include a period after an initial.

Please note, if the applicant has capitalization in the middle of a name, such as the first name MiKayla, where the K is capitalized, you should enter the name with proper capitalization preceded by an equal sign: =MiKayla. Entering an equal sign in front of any entry will tell Colleague to save the entry EXACTLY as it was entered, including capitalization. When you finish typing and press <ENTER>, the equal sign disappears and your text is displayed exactly as you typed it.

Pref Name: If the applicant provided a preferred first name on the application, enter the preferred first name and preferred last name, separated by a space, in this field.

If the applicant did not specify a preferred first name, this field will default to show the applicant's name as entered in the Name LFM field.

Mail Name: This field will default to show the applicant's name as entered in the Pref Name field. At times the field will appear blank, but if you save out of the screen and go back in, the field will be populated.

Nickname: Do not use this field. See *Pref Name* for entering any nicknames or preferred names.

Other LFM: If the applicant provided any former or preferred names, enter them here. You will need to enter each variation of the name in separate windows of the Other LFM field. If Tabitha Ann Jones lists a preferred name of Tabby Jones and a former last name of Smith, you should enter in three separate windows:

        Smith, Tabitha Ann
        Jones, Tabby Ann
        Smith, Tabby Ann

When you are finished entering each LFM name, Colleague will automatically move you to a blank window. Once you have entered all variations of the applicant's name, simply press <ENTER> in the current blank window to advance to the next field without having to enter anything in the window.

Ethnic: Enter either HL (Hispanic/Latino) or NHL (Non Hispanic/Latino)

Race: If you entered HL in the Ethnic field, leave this field blank. If you entered NHL in the Ethnic field, then enter one or more of the following codes here:

> AM   *American/Alaska Native*
> AS   *Asian*
> BL   *Black or African American*
> PI   *Hawaiian/Pacific Islander*
> WH   *White*

Archived Ethnic: If there is already a value in this field, do not change or delete the value that is already there. If the field is blank, you do not have to enter anything. You can bypass this field.

Status: Enter "A" for Active

SSN: Enter the applicant's SSN if available

Citizen: If your applicant is either a resident alien or international student, detail (F2) to the FINF screen (see FINF instructions below). If your applicant is a US citizen, bypass this field.

Gender: Enter F for Female or M for Male

Birth Date: Enter the applicant's birth date in the following format: mm/dd/yyyy

Once all fields have been entered, either F9 (update) or enter out of the field.

If your applicant is a Resident Alien, detail (F2) from the **Citizen** field on the BIO screen to the FINF (Foreign Person Information) screen and enter the following fields.

Alien Status/Reg Nu: Y (Alien)

Citizenship Country: Seach by typing three dots "..." to find a valid country code.

Residence Country: US (United States of America)

Immigration Status: PR (Permanent Resident)

Once resident alien/permanent resident documentation is received, the resident alien number can be entered in the second part of the **Alien Status/Reg Nu** field.

If your applicant is an international student, and neither a US citizen or permanent resident (resident alien), you will need to check with the office at your university that works with international students in order to find out which fields need to be entered and how to enter them. Each university processes their own international student applications.

After entering the FINF screen, update the screen to save your information. This will return you to the BIO screen.

Once you update out of the BIO screen, if you created a new record for this applicant, Colleague will automatically direct you to the address entry screen ADR (Person Addresses).

On ADR you should enter the applicant's home/permanent address by using the following fields. If the applicant has additional addresses, those will be entered later in the process. Please refer to the manual *Address Formatting Standards* for information on how to format addresses.

> **Address (1):** Enter the applicant's street address or PO Box number.
>
> **Address (2):** Do not use this field.
>
> **CSZ:** Enter the applicant's city in the first part of this field, two-digit state postal code in the second part and zip code in the third.
>
> **Type:** HOM (Permanent Home)
>
> **Mail Pref:** (Will default to Yes until another address is entered.)
>
> **Pref Res:** (Will default to Yes until another address is entered.)
>
> **Phone:** Enter the applicant's home phone number in the first part of the field with a type of HOM in the third part of the field. Enter additional phone numbers if given on the application, using the following type codes:
>
> > CEL   Cellular
> > EME   Emergency
> > BUS   Business/Work
> > LOC   Local
> > FAX   Fax Number
>
> **E-Mail:** Enter e-mail type xE2 in the first field where *x* is your university's smart code, BE2 for BHSU, DE2 for DSU, ME2 for SDSM&T, NE2 for NSU, SE2 for SDSU and UE2 for USD. In the second field, enter the applicant's e-mail address.

When you have finished entering the ADR screen, update out of the screen. To enter any additional addresses (LOC-local or FAM-family) go to the ADSU (Address Summary) screen. Detail into the first blank address line.

Colleague will give you the option of going to either the ADR or EMPL screen. Select ADR (Person Addresses). Enter the address to ADR following the procedures for entering a HOM address, with the following changes.

Type: LOC (Local Mailing Address – such as a school address if the applicant is currently attending another college) or FAM (Family Address – listed by the applicant under the emergency contact information section of the application).

Mail Pref: Change to Yes if entering a LOC address.

Pref Res: Change to Yes if entering a LOC address.

Note: If the LOC and/or FAM addresses are the same as the HOM address, you should not enter them. Enter the address only once with the address type HOM.

Next, go to the EMER (Emergency Information) screen to enter the applicant's emergency contact information.

Contact Name: Enter the applicant's emergency contact name and relation in this field, separated by a dash. Example: Jane Doe-Mother

Contact Phone Num: Enter the emergency contact's telephone number.

Update out of the EMER screen to save your information.

The next screen to enter is the DADD (Additional Demographics) screen.

On DADD, you should enter the applicant's demographic information by using the following fields:

Groups: Enter the letters "nta" if the applicant will be a non-traditional student – at least 21 years of age by the start of the semester to which they are applying. If they are not a non-traditional student, leave this field blank.

Residence State: Enter the two-character postal code of the applicant's state of residence. *Note: If the applicant has previously attended any of the SDBOR schools, do not change the information in this field. Instead, enter the current state of residence, if different than what is entered in this field, in the* **Origin Code/Date** *field at the top of the DADD screen.*

Residence County: Enter the three-character county code ONLY if the applicant is a South Dakota resident. If the applicant is a resident of another state, leave this field blank. To search for a list of available county codes, type ... and hit <enter>.

Note: As with the Residence State field, if the applicant has previously attended any of the SDBOR schools, do not change the information that is in this field.

Alternate IDs: If the applicant is applying online via ECAP (Electronic Common Application), and you are manually entering the application to Colleague, enter the application's EA number here with a type code of ECAP. If you are entering a mailed paper application, you do not have to enter any application information in this field.

The EA, or ECAP, number can be found on the ECAP website by looking up the application. The EA number is labeled ID Number on the ECAP site. It is a six-digit number preceded by the letters EA.

ID Number	Name	Term Applied	Applied To	Date Stamp	Status
EA064480	▬▬▬, Andrew Lee	FA2010	BOR: USD	07/01/10	Uploaded

When you have finished entering information to DADD, update out of the screen.

Next go to the PRSP (Prospect Summary) screen.

On PRSP enter the following fields.

> **General Acad Level:** Enter UG for undergraduate.
> **Comm Code:** Enter an application code (XACORAP) where X represents your school's smart code: BACORAP for BHSU, DACORAP for DSU, MACORAP for SDSM&T, NACORAP for NSU, SACORAP for SDSU or UACORAP for USD.
> **Comm Code Status:** Enter "R" for received. The Comm Code Date will automatically populate.

If the applicant indicated they are interested in pursuing a career in teaching, detail from PRSP to the SPIR (Special Interest Recruiting) screen, labeled Spec Int Recruiting in the middle column at the bottom of the PRSP screen.

The following fields should be entered on SPIR.

> **Recruited For:** TIY (yes – interested) or TIP (possibly interested)
> **Date:** Enter the date the application was received – indicated by your office date-stamp on the application. Update out of the SPIR and PRSP screens.

The next screen is ASUM (Applicant Summary). The Gen Acad Level and Spec Int Recruiting information that you entered on PRSP will display on ASUM – as UG in Gen Acad Level and X on Spec Int Recruiting.

ASUM-Applicant Summary

Montrose   SD   57048-6204 Home: Acct: X

	Acad Program	Start Term	Acad Level	Loc	Appl Stat	Stat Date	Appl Fee Balance	Pay Now
1								
2								

	Deposit	Date	Amount	Allocated	Balance
1					

Gen Prospect Stat   Date   Housing Desired
1   Housing Assign   St Date   End Date
        Gen Acad Level UG   1
        Initial Contact/Dt   Career Goal   Date
        EPS Code   1

Demographics   Ref/Appts   Remarks
Transcripts   Spec Int Recruiting   Comments
Tests   Honors/Activities   Misc/Spec Serv
Noncourses   Comm Mgmt   Fin Aid

Controller Applications   Value 1/1

On ASUM, detail into a blank Acad Program field to be taken to APPN (Applications). APPN is where the application information is entered.

APPN-Applications

Allendale   MI   49401-8439   Acct: X PFA: 08:U

Start Term	2011SP		Appl Dt	10/18/10
Catalog	2010 2010 Catalog		Intend Load	
Acad Pgm	U.BS.PSYC		FA Intent	No
Acad Level	Undergraduate		Res Stat	R Resident
Location	USD The University of South		Student Type	NSR No Speci
Department	UPSYC Psychology		Bal/Pay Now	0.00 N
Degree	Bachelor of Science		Rating	
CCDs	1		Infl to Apply	1 VM Vermil
Majors	1 Psychology		Prospect Stat	SER Serious
Minors	1		Prospect Dt	01/25/08
Specs	1		Priority	
Ant Cmpl Dt	12/14		Addnl Info	X
Admit Stat	T Transfer Or Readmit W/Tran		Comments	1
Ed Goals/Dt	1 DO Doctorate 06/29/07		Comm Mgmt	

Appl Stat APP Applied   10/18/10   08:11AM   Decision
Cancel Dt   Reason   Inst Attended Instead

On APPN enter the following fields.

Start Term: Enter the term for which the applicant is applying.

Catalog: This will default to the current catalog, but you should check for accuracy. For Fall and Summer start terms, the catalog should match the year of the start term. For Spring start terms, the catalog should be one year earlier than the year of the start term. For example, a 2014SP application would have a catalog of 2013. And a 2014FA or 2014SU application would have a catalog of 2014.

Note: Catalogs are not built for Colleague use very far in advance. If you are entering a start-term a few years in the future, you may not be able to use the correct catalog. Use the catalog as close to your start-term as possible. Edits will be run when new catalogs are built and such applications will have their catalogs updated at that time.

Acad Pgm: Enter the major code for the applicant's desired program.

Ant Cmpl Dt: This date will default based on the start-term and program entered. However, you do need to check for accuracy and correct when necessary. 2011FA start-term anticipated completion date would be 05/15. Fall start-terms should have anticipated completion dates of May four years after the year in the start-term. Spring anticipated completion dates should be in December three years after the year in the start-term. Summer should be August four years after the year in the start-term. Thus, 2012SP should be 12/15, 2012SU should be 08/16, and 2012FA should be 05/16.

Admit Stat: Enter the applicant's admit status, T-Transfer, F-First-time freshman, S-Special, TS-Transfer within the BOR System, or R-Readmit.

Ed Goals/Dt: Enter the type of degree (Bachelors, Associate, Masters, Doctorate) the applicant indicated is their ultimate educational goal on their application. The date will auto populate.

Appl Dt: Enter the date the application was received, as indicated by your office date-stamp.

Intend Load: Enter F-Full-time or H-Part-time, as indicated on the application. If intended load is not specified, enter F-Full-time.

Res Stat: Enter the residency for tuition purposes as R (SD Resident) or N (Non-Resident).

Student Type: Enter the student's residency special rate code.
>   **NSR** – For South Dakota Residents
>   For non-residents, use one of the following codes based on their state of residence:
>   **WUE** – Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada,
>   New Mexico, North Dakota, Oregon, Utah, Washington or Wyoming
>   **MR** – Minnesota
>   **AS01** – Iowa or Nebraska ::AND:: has not previously attended one of the six SDBOR
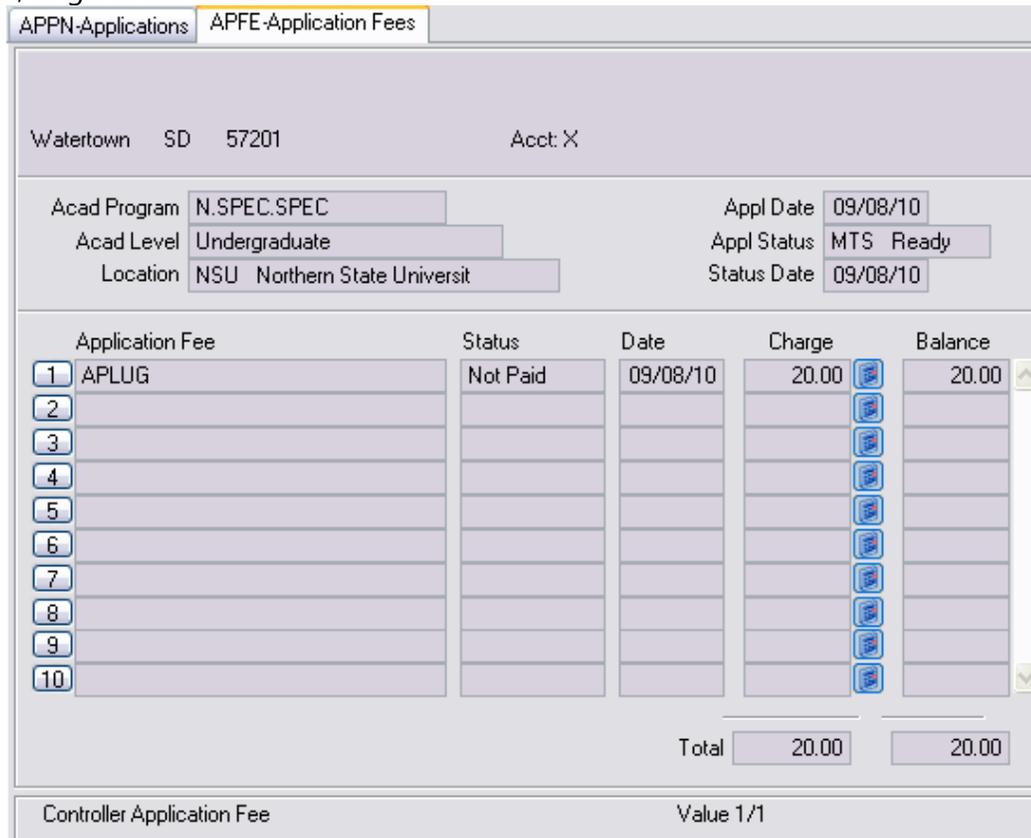>   schools
>   **NSUND** – North Dakota residents who are applying to NSU ::AND:: has not previously
>   attended one of the six SDBOR schools
>   **RNR** – Reduced non-resident – for non-residents who don't fall into any other category

Bal/Pay Now: Detail from the Bal/Pay Now field to the APFE (Application Fees) screen. On APFE you will receive the following alert.

Click OK, to go to the APFE screen.

Change the APLUG code to your school's Application Fee AR Code – which is *X*APLU – where *X* is your institution's smart code. **If you do not change the APLUG code to your school's code, your institution will not receive proper credit for the application fee.** Update out of APFE and return to APPN.

     Infl to Apply: Enter two values in this field. The first value will be the location/campus the applicant plans to attend. If you know the location code, you can enter it in the first window of the field. If you do not know the code, select it from the drop-down menu (pictured below).

The second value is the type of application you are entering. If you know the code, enter it in the second window of the field. If you do not know the code, select it from the drop-down menu. For example, a paper application that was received from the applicant would be entered as MP – Mailed Paper. An ECAP app entered manually would be entered as EA – ECAP. Both the location and application-type values use the same drop-down list.

Influence to Apply Drop-Down List:


```
AB      Aberdeen
AD      Alternative Delivery
BR      Brookings
CC      Correspondence Course
CUC     Capital University Center
EW      Ellsworth AFB
MD      Madison
MI      Mitchell
NR      NRCCUA
OT      Other
PI      Pierre
RC      Rapid City
SF      Sioux Falls (not SFCE)
SH      Spearfish
USDSU   Sioux Falls Univ Center
VM      Vermillion
WA      Watertown
YK      Yankton
PR      Princeton Review
CN      CollegeNet
JT      James Tower
MP      Mailed Paper
EM      E-Mail
HB      Hobsons
EMAS    Education Mgmt Action Sys
EA      ECAP
```

Addnl Info: Detail from this field to IASU to enter the schools, high school and colleges, that the applicant indicates they have attended. See the manual *How to Record Transcripts in Colleague* for information on how to enter information on the IASU (Institutions Attended Summary), HSA (High Schools Attended) and INAT (External Institution Attended) screens.
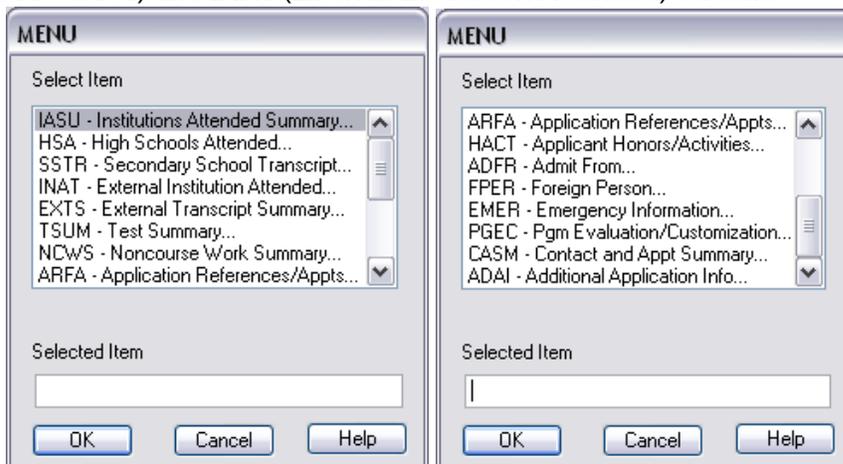

Comments: Detail to the comments screen to enter any comments regarding this application.

Note on Comments: Always date-stamp your comments. Your date-stamp should be in the line immediately above your comment at the top of the comment area.

There are two ways to enter your date-stamp in Datatel UI Desktop. You can type ALT+E, S or use your mouse to click Edit →Date/Time/Login Stamp. Any new comments should be inserted above earlier comments, so that the most recent comment is at the top of the comment area. To insert a space above an existing comment, place your cursor at the beginning of the top row of the comment screen and type CTRL+I.

To enter your date-stamp in Datatel UI Web, click on the padlock in the upper left corner of your screen. Then click on Edit →Date/Time/Login Stamp. To insert a space above an existing comment, place your cursor at the beginning of the top row of the comment screen, and hit the Enter key.
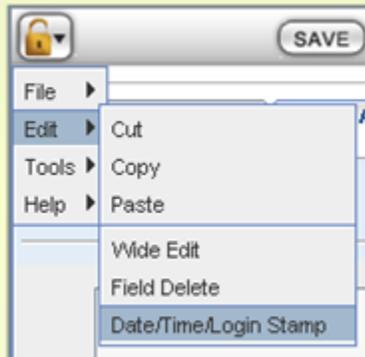
Appl Stat: Enter APP to indicate the applicant is at Applied status. The current date and time will auto populate.

Update out to a menu to save the information you have entered.