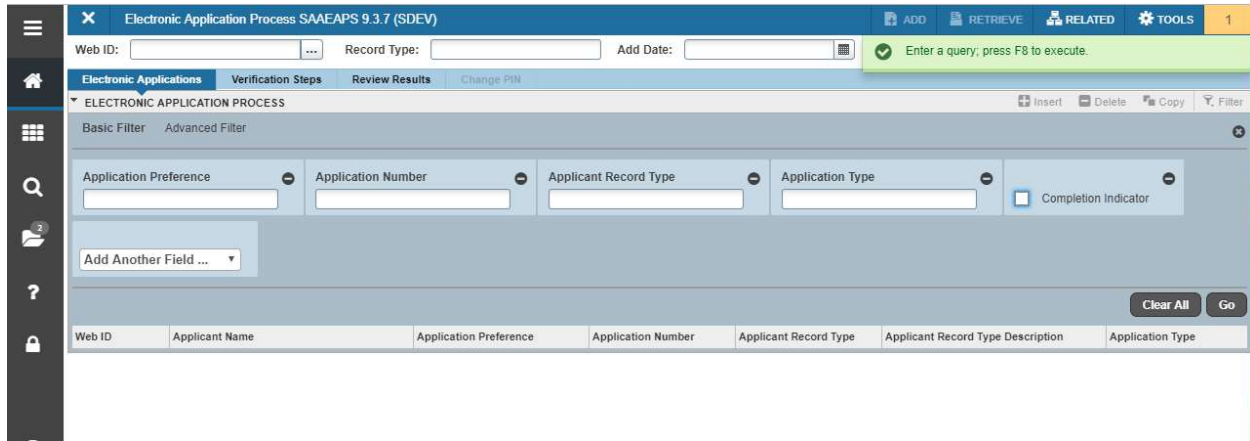


Processing Web Admissions Errors

To check for errors on applications submitted via the Web, you will use the SAAEAPS form.



The following fields will assist in your search:

- Application Type – enter your Admit Type prefix followed by “%”
- Completion Indicator – MUST be checked
- Term (optional) – the term for which the application was submitted
- Application Status – the appropriate error code

If any of the above fields are not in view on the SAAEAPS form, click in the **Add Another Field** box to select it and bring it into view.

Enter the above data then follow the instructions below or on the next page (depending on the error you are searching for):

For N, P, and V errors:

(NOT TO BE USED for U & R errors. See the next page.)

- Click on the **Tools** menu and select **Verify Application**.
 - If errors are encountered, click the **Review Results** tab or click **Next Section** to find the type of error. Contact the SIMS Team for further instruction. They will need the Web ID, Name and Term.
- Click on the **Options** menu and select **Load Application**.
 - If “Push Errors” are encountered, contact the SIMS Team for further instruction. They will need the Web ID, Name and Term.

For U and R errors:

As these errors are related to the applicants Match status, the following steps will take you through the Common Matching process.

- Go to the **Verification Steps** tab.
- Click on the **Tools** menu and select **Associate Person with ID**.
 - Make sure **Generate ID** is selected.
- Click on the **Associate Person with and ID (or Press SAVE):** icon (located at the bottom of the form).

The **GOAMTCH** form will open. Data will be filled in from the admissions application.

- Click on the **Next Section** icon to bring your cursor to the Data Entry block.
- Click on the **Duplicate Check** icon.

Once it is determined if this is a match or not:

- Select either **Create New** or **Select ID**. You will be returned to the *Manual Person Verification Steps* block on SAAEAPS.
- Click on **Save**.
- Click the **Electronic Applications** tab.
- Click on the **Tools** menu and select **Verify Application**.
 - If the **Process** field says “Errors Encountered”, contact the SIMS Team. They will need the Web ID, Name and Term.
- Click on the **Tools** menu and select **Load Application**.
 - If the **Process** field says “Push Errors Encountered”, contact the SIMS Team. They will need the Web ID, Name and Term.

Notes:

- Name Changes for MATCHED records should be referred to the Office of the Registrar.
- International Students will match on Last Name, First Name and Birth Date.
 - Must verify address to make sure that no other address exists that is different.
 - If so, contact student to verify.