

9.2 Batch Process Admissions Applications

Purpose: Use this document as a reference for processing admissions applications in batch.

Audience: Admissions staff.

! You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 SACR Security - Service Indicator Security](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

i The batch process performs the following actions:

- Applicants without an active [program/plan stack](#) in student records will have their application matriculated (program action MATR).
- Applicants who have an existing active program/plan stack in student records will have their application administratively withdrawn (program action WADM).
- Applicants with more than one unprocessed application without an active program plan stack will have their lowest Admissions Application Number matriculated, and the rest of the applications will be administratively withdrawn.
- The process does not check the "Complete" box on the Application Data tab ([Maintain Applications](#)).

Queries

Clark College created the queries in the below table to support their business decisions and are used in the first two steps of the process. Your college query developers can create other queries with different criteria to fit your business needs.


Query	Description
QCS_AD_NO_AC_PPS_IN_SR	<p>This query identifies applicants who do not have an active program/plan stack in student records or the minimum admissions number if they have multiple applications.</p> <ul style="list-style-type: none"> • The query prompt "Submitted X minutes ago" provides staff the option to delay processing. For example, if you enter "15," applications submitted in the last 15 minutes will not be processed • The query's prompt "Exclude Srvc Ind Cd @ Inst" enables staff to enter a service indicator code that, if assigned to a student, prevents the process from processing an institution-specific application • Additionally, this query includes two global exclusions preventing the batch process from processing the following global Service Indicators: <ul style="list-style-type: none"> • SDI - Applied to signal a duplicate record marked for deletion • SXF - Applied to signal a fraudulent account • S99 - By replacing SDI and/or SXF service indicators, you can process an application marked with one of the services indicators. By doing so, the application will be processed to an EMPLID with one of the service indicators • Note: Prompt fields must be populated, or you will receive an error.
QCS_AD_NO_AC_PPS_IN_SR_OPTION	<p>This query includes prompts for admit types and identifies applicants who do not have an active program/plan stack in student records or the minimum admissions number if they have multiple applications. For instance, if you wish to process admit type "FYR," enter it into the Admit Type 1 field and put an "X" into the additional admit type fields. The same applies to program prompts.</p> <ul style="list-style-type: none"> • The query prompt "Submitted X minutes ago" provides staff the option to delay processing. For example, if you enter "15," applications submitted in the last 15 minutes will not be processed • The query's prompt "Exclude Srvc Ind Cd @ Inst" enables staff to enter a service indicator code that, if assigned to a student, prevents the process from processing an institution-specific application • Additionally, this query includes two global exclusions preventing the batch process from

Query	Description
	<p>processing the following global Service Indicators:</p> <ul style="list-style-type: none"> • SDI - Applied to signal a duplicate record marked for deletion • SXF - Applied to signal a fraudulent account • S99 - By replacing SDI and/or SXF service indicators, you can process an application marked with one of the services indicators. By doing so, the application will be processed to an EMPLID with one of the service indicators • Note: <i>Prompt fields must be populated, or you will receive an error.</i>
QCS_AD_AC_PPS_IN_SR	<p>This query identifies applicants who have active admissions applications where the student already has a dynamic program plan stack in student records or has submitted multiple applications.</p> <ul style="list-style-type: none"> • The query prompt "Submitted X minutes ago" provides staff the option to delay processing. For example, if you enter "15," applications submitted in the last 15 minutes will not be processed • The query's prompt "Exclude Srvc Ind Cd @ Inst" enables staff to enter a service indicator code that, if assigned to a student, prevents the process from processing an institution-specific application • Additionally, this query includes two global exclusions preventing the batch process from processing the following global Service Indicators: <ul style="list-style-type: none"> • SDI - Applied to signal a duplicate record marked for deletion • SXF - Applied to signal a fraudulent account • S99 - By replacing SDI and/or SXF service indicators, you can process an application marked with one of the services indicators. By doing so, the application will be processed to an EMPLID with one of the service indicators • Note: <i>Prompt fields must be populated, or you will receive an error.</i>
QCS_AD_AC_PPS_IN_SR_OPTION	<p>This query includes prompts allowing institutions to select some admit types and/or programs. It identifies active admissions applicants where the student already has a dynamic program plan stack in student records or has submitted multiple applications.</p>

Query	Description
	<ul style="list-style-type: none"> The query prompt "Submitted X minutes ago" provides staff the option to delay processing. For example, if you enter "15," applications submitted in the last 15 minutes will not be processed The query's prompt "Exclude Srvc Ind Cd @ Inst" enables staff to enter a service indicator code that, if assigned to a student, prevents the process from processing an institution-specific application Additionally, this query includes two global exclusions preventing the batch process from processing the following global Service Indicators: <ul style="list-style-type: none"> SDI - Applied to signal a duplicate record marked for deletion SXF - Applied to signal a fraudulent account S99 - By replacing SDI and/or SXF service indicators, you can process an application marked with one of the services indicators. By doing so, the application will be processed to an EMPLID with one of the service indicators Note: Prompt fields must be populated, or you will receive an error.

In addition, the queries in the table below were created to support the batch process.

Query	Description
QCS_AD_SAD_APPPS	This query identifies admissions application rows created by the Update Program Action/Reason process.
QCS_AD_MATR_BY_SAD_NO_SR_PPS	This query returns a list of students who had admissions applications processed using the run control at Student Admissions > Processing Application > Update Application > Update Program Action/Reason that are in the MATR program action who have not yet been activated using the run control at Student Admissions > Processing Applications > Update Applications > Activate Applicants and thus do not have a program/plan stack in Student Records

 The subsequent processes may be scheduled on [recurrence](#) to process applications automatically.

! You must have at least one of these local college managed security roles:

- ZC AD App Entry
- ZD AD App Entry
- ZZ AD App Entry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Step 1 - Create Run Control ID #1

Navigation: NavBar > Navigator > Student Admissions > Processing Applications > Update Applications > Update Program Action/Reason

1. The **Update Program Action/Reason** search page displays.
2. Select the **Add a New Value** tab and create a **Run Control ID**.
3. Select **Add**.

< Student Homepage Update Program Action/Reason

Update Program Action/Reason

Find an Existing Value Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

4. Select **Selection Tool: PS Query**.
5. Select **Query**
Name: QCS_AD_NO_AC_PPS_IN_SR or QCS_AD_NO_AC_PPS_IN_SR_OPTION ([review query descriptions](#)).
6. Select the **Edit Prompts** link.

Update Program Action/Reason

Update Program Action/Reason

Run Control ID WA220_NO_ACTV_PPS
Report Manager Process Monitor
Run

Population Selection

Selection Tool PS Query
Query Name QCS_AD_NO_AC_PPS_IN_SR

Edit Prompts

[Launch Query Manager](#) [Preview Selection Results](#)

Program Action - Action Reason

*Effective Date 04/11/2022 ☐ Use System Date
*Institution
*Program Action
Action Reason

Save Notify

Add Update/Display

7. Enter or look up the **Institution**.
8. Enter the number of minutes in the **Submitted more than X mins ago** field. Enter "0" to run the query if no minutes are defined.
9. Enter an institutional service indicator code in the **Exclude Srv Ind Cd @ Inst** field. If you do not have an institution-specific [service indicator](#), enter "X" to run the query.
10. **SDI** - Applied to signal a duplicate record marked for deletion
11. **SXF** - Applied to signal a fraudulent account
 - **S99** - By replacing SDI and/or SXF service indicators, you can process an application marked with one of the services indicators. By doing so, the application will be processed to an EMPLID with one of the service indicators.
12. Select **OK**.

The screenshot shows the 'Update Program Action/Reason' form. At the top, there's a header bar with the title 'Update Program Action/Reason'. Below it, a sub-header bar contains the same title. The main area of the form has a 'Run Control ID' of 'WA220_NO_ACTV_PPS' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Population Selection' section includes a 'Selection Tool' dropdown set to 'PS Query' and a 'Query Name' field with 'QCS_AD_NO_AC_PPS_IN_SR'. A 'Program Action - Action Reason' section has fields for '*Effective Date' (04/11/2022), '*Institution', '*Program Action', and 'Action Reason', along with a 'Use System Date' checkbox. A 'Query Prompts' dialog box is open, showing the same 'Institution' field (WA220) and a 'Submitted more than X mins ago' field (15). It also has checkboxes for 'Exclude Srv Ind Cd @ Inst' (R21), 'Exclude Global Srv Ind Cd 1' (SXF), and 'Exclude Global Srv Ind Cd 2' (SDI). The 'OK' button in the dialog is highlighted with a red arrow.

13. Select **Preview Selection Results** to verify students (optional).
14. Select **Return** to access the Update Program Action/Reason page.

This screenshot shows the 'Update Program Action/Reason' form after the 'Query Prompts' dialog has been closed. The 'Population Selection' section now includes a 'Preview Selection Results' button, which is highlighted with a red box. The 'Program Action - Action Reason' section remains the same, with fields for '*Effective Date', '*Institution', '*Program Action', and 'Action Reason', and a 'Use System Date' checkbox. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

15. **Effective Date:** Select the **Use System Date** checkbox.
16. **Program Action:** Select **MATR**.
17. **Action Reason:** Optional (action reasons can be created for your institution).
18. Select the **Run** button.

Student Homepage Update Program Action/Reason

Update Program Action/Reason

Run Control ID WA220_NO_ACTV_PPS Report Manager Process Monitor Run ←

Population Selection

Selection Tool PS Query Edit Prompts

Query Name QCS_AD_NO_AC_PPS_IN_SR Launch Query Manager Preview Selection Results

Program Action - Action Reason

*Effective Date 04/11/2022 ☒ Use System Date

*Institution WA220 Tacoma CC

*Program Action MATR Matriculation

Action Reason BATC Batch Process Admissions App

Save
Notify

Add
Update/Display

Note: The below image highlights the prompts available when using the query **QCS_AD_NO_AC_PPS_IN_SR_OPTION** ([review query descriptions](#)).

Student Homepage Update Program Action/Reason

Update Program Action/Reason

Run Control ID WA220_NO_ACTV_PPS_MATR Report Manager Process Monitor

Population Selection

Selection Tool PS Query Edit Prompts

Query Name QCS_AD_NO_AC_PPS_IN_SR_OPTION Launch Query Manager

Program Action - Action Reason

*Effective Date 04/11/2022 ☐ Use System Date

*Institution WA220 Tacoma CC

*Program Action MATR Matriculation

Action Reason BATC Batch Process Admissions App

Query Prompts

Institution WA220

Submitted more than X mins ago 15

Exclude Srv Ind Cd @ Inst R21

Exclude Global Srv Ind Cd 1 SXF

Exclude Global Srv Ind Cd 2 SDI

Admit Type 1 FYR

Admit Type 2 X

Admit Type 3 X

Admit Type 4 X

Admit Type 5 X

Acad Prog 1 ACADM

Acad Prog 2 PRFTC

Acad Prog 3 NOAWS

Acad Prog 4 X

Acad Prog 5 X

OK
Cancel

Save
Notify

19. Select **SAD_APL_PRG**.
20. Select **OK**.

< Update Program Action/Reason
Update Program Action/Reason

Process Scheduler Request

User ID CTC_TMARTIN Run Control ID WA220_NO_ACTV_PPS

Server Name

 Recurrence

 Time Zone

Run Date

 Run Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Program Change EIPs	SADEIPAP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SAD_APL_PRG	SAD_APL_PRG	Application Engine	Web	TXT	Distribution

Step 2 - Create Run Control ID #2

Navigation: NavBar > Navigator > Student Admissions > Processing Applications > Update Applications > Update Program Action/Reason

1. The **Update Program Action/Reason** search page displays.
2. Select the **Add a New Value** tab and create a **Run Control ID**.
3. Select **Add**.

← Process List

Update Program Action/Reason

Update Program Action/Reason

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

4. Select **Selection Tool: PS Query**.
5. Select **Query Name: QCS_AD_AC_PPS_IN_SR** or **QCS_AD_AC_PPS_IN_SR_OPTION** ([review query descriptions](#))
6. Select the **Edit Prompts** link.

[Student Homepage](#)

Update Program Action/Reason

Update Program Action/Reason

Run Control ID WA220_NO_ACTIVE_PPS

Report Manager Process Monitor

Run

Population Selection

Selection Tool PS Query

Query Name QCS_AD_NO_AC_PPS_IN_SR

Edit Prompts

Launch Query Manager

Preview Selection Results

Program Action - Action Reason

*Effective Date 04/11/2022

☐ Use System Date

*Institution

*Program Action

Action Reason

Save Notify

Add Update/Display

7. Enter or look up the **Institution**.
8. Enter the number of minutes in the **Submitted more than X mins ago** field. Enter "0" to run the query if no minutes are defined.
9. Enter an institutional service indicator code in the **Exclude Srv Ind Cd @ Inst** field. If you do not have an institution-specific [service indicator](#), enter "X" to run the query.
10. **SDI** - Applied to signal a duplicate record marked for deletion
11. **SXF** - Applied to signal a fraudulent account
12. **S99** - By replacing SDI and/or SXF service indicators, you can process an application marked with one of the services indicators. By doing so, the application will be processed to an EMPLID with one of the service indicators.
13. Select **OK**.

The screenshot shows the 'Update Program Action/Reason' page. A 'Query Prompts' dialog box is open, displaying the following fields:

- Institution: WA220
- Submitted more than X mins ago: 15
- Exclude Srv Ind Cd @ Inst: R21
- Exclude Global Srv Ind Cd 1: SXF
- Exclude Global Srv Ind Cd 2: SDI

The 'OK' button is highlighted with a red arrow.

14. Select **Preview Selection Results** to verify students (optional).
15. Select **Return** to access the Update Program Action/Reason page.

The screenshot shows the 'Update Program Action/Reason' page. The 'Preview Selection Results' button is highlighted with a red box. The 'Use System Date' checkbox is checked under the 'Program Action - Action Reason' section.

16. **Effective Date:** Select the **Use System Date** checkbox.
17. **Program Action:** Select **WADM**.
18. **Action Reason:** Optional (action reasons can be created for your institution).
19. Select the **Run** button.

Student Homepage **Update Program Action/Reason**

Update Program Action/Reason

Run Control ID WA220_NO_ACTIVE_PPS Report Manager Process Monitor **Run** ←

Population Selection

Selection Tool: PS Query Edit Prompts
 Query Name: QCS_AD_NO_AC_PPS_IN_SR Launch Query Manager Preview Selection Results

Program Action - Action Reason

*Effective Date: 04/11/2022 ☒ Use System Date
 *Institution: WA220 Tacoma CC
 *Program Action: WADM Administrative Withdrawal
 Action Reason: BATC Batch Process Admissions App

Save Notify Add Update/Display

Note: The below image highlights the prompts available when using the query **QCS_AD_AC_PPS_IN_SR_OPTION** ([review query descriptions](#)).

Student Homepage **Update Program Action/Reason**

Update Program Action/Reason

Run Control ID WA220_ADMAPP_PROGACT_WADM Report Manager Process Monitor

Population Selection

Selection Tool: PS Query Edit Prompts
 Query Name: QCS_AD_AC_PPS_IN_SR_OPTION Launch Query Manager

Program Action - Action Reason

*Effective Date: 04/11/2022 ☐ Use System Date
 *Institution: WA220 Tacoma CC
 *Program Action: WADM Administrative Withdrawal
 Action Reason: BATC Batch Process Admissions App

Save Notify

Query Prompts

Institution: WA220

Submitted more than X mins ago: 15

Exclude Srv Ind Cd @ Inst: R21

Exclude Global Srv Ind Cd 1: SXF

Exclude Global Srv Ind Cd 2: SDI

Admit Type 1: FYR

Admit Type 2: ☒

Admit Type 3: ☒

Admit Type 4: ☒

Admit Type 5: ☒

Acad Prog 1: ACADM

Acad Prog 2: PRFTC

Acad Prog 3: ☒

Acad Prog 4: ☒

Acad Prog 5: ☒

OK Cancel

20. Select **SAD_APL_PRG**.

21. Select **OK**.

← Update Program Action/Reason
Update Program Action/Reason

Process Scheduler Request

User ID CTC_TMARTIN Run Control ID WA220_NO_ACTIVE_PPS

Server Name
Recurrence
Time Zone

Run Date
Run Time Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Program Change EIPs	SADEIPAP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SAD_APL_PRG	SAD_APL_PRG	Application Engine	Web	TXT	Distribution

OK
Cancel

22. Wait for the Run Control you set up to MATR students to finish running.
- The next step of the process will “throw the students over the wall” into Student Records, and WADM students don’t need this step (they’ve already been thrown over the wall!).

Process List

1-2 of 2 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	63466758		Application Engine	SAD_APL_PRG	CTC_TMARTIN	11/08/2021 8:31:11PM PST	Success	Posted	Details
<input type="checkbox"/>	63466756		Application Engine	SAD_APL_PRG	CTC_TMARTIN	11/08/2021 8:09:35PM PST	Success	Posted	Details

[Go back to Update Program Action/Reason](#)

Save Notify

Step 3 - Create Run Control ID #3

Navigation: NavBar > Navigator > Student Admissions > Processing Applications > Update Applications > Activate Applicants

This step is equivalent to pushing the "Create Program" button on the "Application Program Data" on the Maintain Applications page.

- The Activate Applicants search page displays.
- Select the **Add a New Value** tab and create a **Run Control ID**.
- Select **Add**.

Activate Applicants

Find an Existing Value **Add a New Value**

Run Control ID

Add

Find an Existing Value | Add a New Value

4. Enter or look up the **Institution**.
5. Change the date to a date in the future. When the process runs, it will be saying, "Is this student ready to be tossed over the wall on this date?" If the date is in the past, the answer will always be "No," so your students won't get tossed into Student Records.
6. Optional prompts:
 - Admit Term, Academic Program, Admit Type
 - Entering something will limit who is moved to student records
 - Entering nothing will throw everyone with a MATR row over the wall to student records
7. Select the **Run** button.

Activate Applicants

Activate Applicants

Run Control ID CREATE_PROGRAM

Report Manager Process Monitor

Run

Institution Details

Find | View All First 1 of 1 Last

*Institution	*Career	Admit Term	Academic Program	Admit Type	*As Of Date
WA220	UGRD				11/09/2021

Save Notify Refresh

Add Update/Display

8. Select the Process Name **ADPCPPRJ**.
9. Select **OK**.

< Activate Applicants
Activate Applicants

Process Scheduler Request

User ID CTC_TMARTIN
Run Control ID CREATE_PROGRAM

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Activate Applications	ADPCPPRC	COBOL SQL	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Activate Applicants	ADPCPPRJ	PSJob	(None)	(None)	Distribution

10. Select the **Process Monitor** link and the **Process Monitor** page displays.

< Process List
Activate Applicants

Activate Applicants

Run Control ID CREATE_PROGRAM
Report Manager Process Monitor

Institution Details

Find | View All
First **1 of 1** Last

*Institution	*Career	Admit Term	Academic Program	Admit Type	*As Of Date
WA220	UGRD				11/09/2021

11. At the **Process List** page, ensure the **Run Status** runs to **Success**, and the **Distribution Status** runs to **Posted**. You may select the **Refresh** button until the status is **Success, Posted**.

< Activate Applicants
Process Monitor

[New Window](#) | [Help](#)

Process List

Server List

View Process Request For

User ID Q

Server

Run Status

Type Days

Name Q Instance From Instance To

Distribution Status ☒ Save On Refresh

[Report Manager](#)