

9.2 Adding Applications Manually

Purpose: Use this document as a reference for adding an application manually in ctcLink.

Audience: Admissions staff.

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


- ZC AD App Entry
- ZZ AD App Entry

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 SACR Security: Academic Program Security](#)
- [Academic Plan 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.

Manual Application Entry

 You must **always** run the [Search/Match](#) process before adding a New Application. The creation of duplicate IDs is highly detrimental to **Records** and **Financial Aid**, especially in a global system.

When adding an admission application (Quick Admit, Add Application) to an existing EMPLID:

- If you copy/paste an EMPLID, you may have noticed that when you copy/paste an EMPLID it can come along with an extra space and tab. Please keep an eye out and delete those extra spaces before and after an EMPLID before saving your record. If you save with the extra space/tab, it creates a NEW EMPLID (a duplicate!) that includes that space/tab.

- If you manually enter an EMPLID, please confirm it is the same as the intended EMPLID before saving. If you save it and it is not the same and intended EMPLID, it can create a new EMPLID (or associate data with the wrong EMPLID).
- When you get a warning that an SSN is already in use, heed it! It is a clue that you may unintentionally be creating a new EMPLID. Stop and figure out who else has the SSN on their record: Are they the same person that you are adding to the system?

Navigation: NavBar > Student Admissions > Application Entry > Add Application

or

Navigation: ctcLink CS Staff Homepage > Admissions Processing Tile > Entering Applications > Add Application

Application Entry

1. Perform a **Search/Match**
 - After you've performed a **Search/Match** and have determined that the student **does not** already have an academic record at your institution, then you would enter their **EMPLID** (ctcLink ID) into the ID field. For example, a student at your college might have a student ID because they were enrolled in Continuing Education classes--a Cont Ed Academic Career. The student wants to enroll in classes under the Academic Career; therefore, you would enter their ID into the ID field and select Academic Career.
2. The **Application Entry** page displays. Enter the following information:
3. **Application Nbr.** Do not change; accept the default value of eight zeros.
4. **ID.** Allow to default to "**NEW**" unless adding an application for an **existing student** with an EMPLID.
 - If you have access, you can verify if the student has a student program plan at your institution. You will only add an application if the student does not have a record at your institution.

After you've performed a **Search/Match** and have determined that the student **does not** already have an academic record at your institution, then you would enter their **EMPLID** (ctcLink ID) into the ID field. For example, a student at your college might have a student ID because they were enrolled in Continuing Education classes--a Cont Ed Academic Career. The student wants to enroll in classes under the Academic Career; therefore, you would enter their ID into the ID field and select Academic Career.

4. **Academic Institution:** Enter or lookup.
5. **Academic Career:** Enter or lookup.
6. Select **Add**.

← Admissions Processing

Application Entry

Application Entry

Add a New Value

Application Nbr

00000000 🔍

ID

NEW 🔍

Academic Institution

WA220 🔍

Academic Career

UGRD 🔍

Add

Biographical Details

7. The **Biographical Details** tab displays. Enter the applicant information into the following sections:

Person Information

8. Enter the student's information into the followings fields:

- **Prefix** if disclosed by a student
- **First Name**
- **Last Name**
- **Date of Birth**

9.2 Adding Applications Manually

Page 3

Admissions Processing **Add Application** New Window | Help | Personalize Page

Biographical Details | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting >

NEW

Person Information

Effective Date: 07/30/2020 Change Format

*Format Using: English

Prefix:

First Name: Paul Middle Name:

Last Name: Klee

Suffix:

Date of Birth: 01/01/1972 Birth Information Campus ID:

Biographical History 1 of 1 View All

*Effective Date: 07/30/2020 + -

*Marital Status: Unknown As of

*Sex: Unknown

9. **Birth Information.** Select this link to access the **Birth Information Detail** page--enter the student's birth location, country, and state (Optional) and select **OK**.

Birth Information Detail

Birth Location:

Birth Country: United States

Birth State: Hawaii

OK

Biographical History

- Use the **Effective Date** field in the **Biographical History** section to enter the date the entry is valid in your system.
- Marital Status** is not required. This field is identified with an asterisk-- it is not necessary to enter information to save the application.
- Select the **Sex** drop-down list and choose the desired item from the drop-down menu--**Female, Male, Not Exclusively Male or Female, Unknown** as been disclosed by the student.

Biographical History 1 of 1 View All

*Effective Date: 07/29/2020 + -

*Marital Status: Unknown As of

*Sex: Unknown Female Male Not Exclusively Male or Female Unknown

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

Add

The Legal Definition of Sex.

13. Please enter the legal sex as denoted on this person's birth certificate or driver's license per [WAC 246-490-075](#) or [WAC 308-104-0150](#).

Biographical History 1 of 1 View All

*Effective Date: 07/29/2020 + -

*Marital Status: Unknown As of

*Sex: Not Exclusively Male or Female

Legal Definition of Sex ?

Help - Legal Definition of Sex x

Legal Definition of Sex

Please enter the legal sex as denoted on this person's birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150.

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

Add

14. If provided, enter applicant information into the **National ID** section(s). Additional rows can be added by selecting **Add**.

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

Add

Contact Information

In the **Contact Information** section, enter the address information:

- Address Type such as Home, Business, or Mailing. The system displays **Home** as the default address type.

The default for the **Effective Date** field is the current system date. The effective date is the date when the address for the address type you selected is effective. This date is also the date when the status that you choose is valid.

The **Status** field is set to either **Active** or **Inactive**.

15. Select the **Edit Address** link in the **Contact Information** section.

- If you are entering a foreign address for a student, you must select the foreign country first using the lookup tool and then click **Edit Address** to enter the address fields next.

The screenshot shows the 'Contact Information' section of a system interface. At the top, there's a header 'Contact Information' in orange. Below it is a table titled 'Addresses'. The table has a search bar, navigation icons, and a 'View All' link. The table contains one row with the following fields: '*Address Type' (Permanent), 'Effective Date' (08/02/2021), '*Status' (Active), and 'Country' (USA). Below the 'Country' field is a link labeled 'Edit Address'. Two red arrows point to the 'Country' field and the 'Edit Address' link. The first arrow is accompanied by the text 'First, Change to foreign country (if applicable)'. The second arrow is accompanied by the text 'Next, click "Edit Address" to enter the address'. At the bottom of the form, there are three buttons: 'Save', 'Notify', and 'Refresh'.

PeopleSoft delivers foreign address formats to conform to the customary address format of the specified country. Below is a helpful crosswalk for staff to use when determining where to enter values in PeopleSoft foreign address fields.

- [PeopleSoft Foreign Address Field Label Crosswalk](#)

The screenshot shows a 'Contact Information' form. On the left, under 'Addresses', there is a search bar, a list of 1 item, and a 'View All' link. Below this are fields for '*Address Type' (set to 'Home'), 'Effective Date' (07/29/2020), '*Status' (set to 'Active'), 'Country' (set to 'USA'), and 'Address'. An 'Edit Address' link is highlighted with a red box. On the right, under 'Phone', there is a table with columns: *Type, *Phone, Ext, Country, and Preferred. The *Type is set to 'Mobile'. Below this is an 'Add' button. Under 'Email', there is a table with columns: *Email Type, *Email Address, and Preferred. The *Email Type is set to 'Home'. Below this is an 'Add' button. At the bottom right, there are links for 'Visa/Permit Data' and 'Citizenship'.

16. Enter the desired information into the following:

- **Address 1** field
- **Address 2** field (if applicable)
- **City** field
- **State** field
- **Postal** field
- **County** field

17. Select the **OK** button.

If you are unable to save your address, confirm your address by [checking](#) your address's accuracy. If you can still save the address due to an error, select the **Change Country** link and choose your country. This will allow you to bypass the error before choosing **OK**.

Click [here](#) for instructions on bypassing an address.

Note: When searching for England, select GBR (United Kingdom) to open the address fields.

Add Application

Edit Address

CountryUnited StatesChange Country

Address 11300 Quince Street SE

Address 2

Address 3

CityOlympia

StateWAWashington

Postal98501-7329

CountyThurston

OK

Cancel

Clear

18. Select the **Type** drop-down list in the Phone section and choose the desired item from the drop-down menu.
19. Enter the desired information into the **Phone** field.
20. Select the **Type** drop-down list in the Email section and choose the desired item from the drop-down menu.
21. Enter the desired information into the **Email Address** field. To add an address, phone or email, select **Add a New Row [+]**.
22. Use the **Visa/Permit Data** link to enter the visa/permit data that the individual has disclosed.
23. Use the **Citizenship** link to enter the citizenship and/or passport data that the individual has disclosed.
24. Select **OK**.

Contact Information

Addresses 1 of 1 | View All

*Address Type: Home
 Effective Date: 07/29/2020
 *Status: Active
 Country: USA
 Address: 1300 Quince St SE, Olympia, WA 98504, Thurston

Phone

Type	Phone	Ext	Country	Preferred
Mobile	806/555-1212			<input checked="" type="checkbox"/>

Email

Email Type	Email Address	Preferred
Home	cs_ctc1_1@qctclink.local	<input checked="" type="checkbox"/>

Visa/Permit Data | Citizenship

Save | Notify | Refresh | Add | Update/Display | Include History | Correct History

Regional Tab

1. Select the **Regional** tab.
2. Enter the **Ethnicity** information that the individual has disclosed. Additional entries can be added by selecting the **[+]** plus icon.
3. The **History** section allows you to enter Military Status information. This section is not required and should only be entered if the student has disclosed it, and it does not affect [Veteran Benefit Reporting](#).

Add Application

Biographical Details | **Regional** | Personal | Application Program Data | Application Data | Application School/Recruiting

NEW

USA

Ethnicity

☒ Person is Hispanic or Latino
 If Yes, Select Ethnic Group: Guajira/Guajiro/Guajirix

Regulatory Region	Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA	GUAJIR	Guajira/Guajiro/Guajirix	Hispanic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
USA	JAPANESE	Japanese	Asian	<input type="checkbox"/>	<input type="checkbox"/>	

History

*Effective Date: 07/29/2020
 Military Status: Not a Veteran

☐ Disabled ☐ Disabled Veteran ☐ VA Benefit

Save | Notify | Refresh | Add | Update/Display | Include History | Correct History

Personal Tab

- 1. Select the **Personal** tab.

Biographical Details

Add Application

Biographical Details

Regional

Personal

Application Program Data

Application Data

NEW

Effective Date07/30/2020

Updated ByCTC_TMARTIN

Gender Identity

Sexual Orientation

Why are we collecting this information?

1 of 1

View All

+

-

Save

Notify

Refresh

Add

Biographical Details

Regional

Personal

Application Program Data

Application Data

Application School/Recruiting

Additional Details

- 2. Select the **Gender Identity** drop-down list to select the appropriate option if the information has been disclosed by the student.

The screenshot shows the 'Biographical Details' form with the 'Personal' tab selected. The 'Effective Date' is 07/30/2020, and the 'Updated By' is CTC_TMARTIN. The 'Gender Identity' dropdown is set to 'Gender Fluid'. The 'Sexual Orientation' dropdown is open, displaying a list of options: 'A gender identity not listed', 'Female (Cisgender)', 'Gender Fluid', 'Gender Non-conforming', 'Intersex', 'Male (Cisgender)', 'More than one gender identity', 'Non-binary', 'Prefer not to answer', 'Questioning', 'Transgender Female', 'Transgender Male', and 'Two-Spirit'. The 'Save', 'Notify', and 'Refresh' buttons are visible at the bottom left, and an 'Add' button is at the bottom right.

3. Select the **Sexual Orientation** drop-down list to select the appropriate option of the information has been disclosed by the individual.

The screenshot shows the 'Biographical Details' form with the 'Personal' tab selected. The 'Effective Date' is 07/30/2020, and the 'Updated By' is CTC_TMARTIN. The 'Gender Identity' dropdown is set to 'Gender Fluid'. The 'Sexual Orientation' dropdown is open, displaying a list of options: 'Asexual', 'Bisexual', 'Gay', 'Heterosexual/Straight', 'Lesbian', 'Pansexual', 'Prefer not to answer', 'Queer', 'Questioning', 'Sexual orientation not listed', and 'Two-Spirit'. The 'Two-Spirit' option is highlighted in blue. The 'Save', 'Notify', and 'Refresh' buttons are visible at the bottom left, and an 'Add' button is at the bottom right.

Why are we collecting this information?

4. Sexual Orientation & Gender Identity

The primary purpose for collecting sexual orientation and gender identity information is to ensure inclusivity and success for all students in our system. It is imperative, and a system goal, to provide safe places for all students to be affirmed in their identity and learn in an environment free from harassment and discrimination. In addition, this data will assist local colleges in providing services and creating programs and curriculum designed to support student success within the LGBTQIA+ community.

The screenshot shows a web application interface for 'Biographical Details'. The 'Personal' tab is selected, displaying a form for a new record. The form includes fields for 'Effective Date' (07/30/2020), 'Updated By' (CTC_TMARTIN), 'Gender Identity' (Gender Fluid), and 'Sexual Orientation'. A help popup is visible, titled 'Help - Why are we collecting this information?', explaining the purpose of collecting this data.

Application Program Data

- The **Application Program Data** tab displays. In the **Program Data section**, enter the following information:
 - Effective Date:** Enter or accept the default value. If the entry is after the first day of the term, backdate the effective date to the first day of the term.
 - Admit Term:** Enter or lookup.
 - Academic Program:** Enter or lookup.
 - Campus:** Once the Academic Program is selected, choosing a campus becomes available, defaulting to MAIN.
 - Academic Load:** Defaults to Full-Time.
- You do not need to enter the following information into the **Program Status section**:
 - Program Action:** Defaults to "APPL"- Do not override this value.
 - Action Reason:** This field is not required.
- Enter the following information into the **Plan Data section**:
 - Academic Plan:** Enter or lookup based on the information the student has provided.
 - Sub-Plan:** The student will select the optional Sub-Plan from the college's paper application. Select the looking glass to enter the desired Sub-Plan.
- Select the **Application Data** tab.

Add Application

Biographical Details | Regional | Personal | **Application Program Data** | Application Data | Application SchoolRec

Academic Institution: Tacoma CC
Academic Career: Undergraduate
Application Number: 00000000

Program Data

Program Number: 0
*Admit Term: 2207 2020 FALL
Academic Program: ACADM
*Academic Load: Full-Time
*Effective Date: 07/30/2020
Expected Graduation Term:
*Campus: MAIN

Program Status

Status: Applicant
*Program Action: APPL Application
Last Updated On:
Career Number: 0
Action Date: 07/30/2020
Action Reason:
Evaluation

Plan Data

*Academic Plan: LASDTAA Academic Transfer AA DTA
Major: AA
Sub-Plan Data
*Sub-Plan: ANTHROPOLC Anthropology
Spec:

Transfer To: Education
Go
Save Notify Refresh Add

Application Data

1. The **Application Data** tab displays. Enter the following information into the **Application Data** section:
2. **Application Center** (institution code): Enter or lookup.
3. **Admit Type**: Enter or lookup (FYR, INT, REA, RUN, TRF).
4. **Remaining fields**: Enter or select as required by local business process/policy.
5. Enter information into the **Additional Information** section as required by local business process/policy.

Add Application

Biographical Details | Regional | Personal | Application Program Data | **Application Data** | Application School/Recruiting | Additional Details

Academic Institution: Tacoma CC
Academic Career: Undergraduate
Application Number: 00000000

NEW

Application Data

*Application Center: W220 Applicant
*Application Date: 07/30/2020
*Created On: 07/30/2020
☐ Prior Application
☐ Previous Attendance
☐ Graduated early?
☐ Not Currently Attending School
☐ Electronic Signature
☐ Criminal Conviction

*Admit Type: FYR First Yr
Academic Level:
*Notification Plan: Regular Admission Decision
Application Method:
From Date:
To Date:

Additional Information

Housing Interest:
☐ Financial Aid Interest [Intl Student Health Coverage](#)

File Information

☐ Complete Date: 07/30/2020
External Application Nbr:

Application Fee Information

Status:
Fee Type: Standard [Calculate Application Fees](#)
[Item Summary](#)
[Display Errors / Warnings](#)

File Attachments

Attachments Audit

Application School/Recruiting

1. Information on the **Application School/Recruiting** tab is optional.

Add Application

Biographical Details | Regional | Personal | Application Program Data | Application Data | **Application School/Recruiting** >

Academic Institution: Tacoma CC
Academic Career: Undergraduate
Application Number: 00000000

NEW

School Information

Last School Attended: 000132741 Central Kitsap High School
Graduation Date: 06/16/1996
School Type: Secondary Proprietorship: Other
City: Silverdale State: WA Country: USA

Recruiting Information

Region:
From:
Primary Recruiter ID:
[Assign Region From](#)
[Home Postal Code](#)
[School Postal Code](#)

Recruiting Categories

*Category:
Recruitment Sub-Category:
Description:
[1 of 1](#) [View All](#)

Recruiters

Recruiters Prompt:
Recruiters:
[1-1 of 1](#) [View All](#)

Transfer To: Education [Go](#) [Save](#) [Refresh](#) [Add](#)

2. Information on the **Additional Details** tab is optional. To view the tab, select the arrow to the right of the Application School/Recruiting tab.

The screenshot shows the 'Additional Details' tab selected in a navigation bar. The main content area displays information for 'Academic Institution' (Tacoma CC), 'Academic Career' (Undergraduate), and 'Application Number' (00000000). Below this, there are two expandable sections: 'Other Institutions' and 'Source of Interest'. The 'Other Institutions' section shows details for 'Brigham Young Univ Hawaii' with fields for External Org ID, Location, School Type, City, State, and Country. The 'Source of Interest' section shows 'Referral Source' as 'CME' and 'Community Event'. At the bottom, there is a 'Transfer To' dropdown set to 'Education' and a 'Go' button. A 'Save' button is highlighted in green. The bottom navigation bar shows the current tab as 'Additional Details'.

3. After completing the required information on all tabs, select **Save**.

The screenshot shows the 'Biographical Details' tab selected. The main content area displays personal information for a student, including 'Effective Date' (07/30/2020), 'First Name' (Paul), 'Last Name' (Kine), 'Date of Birth' (01/01/1972), and 'Campus ID'. Below this, there is a 'Biographical History' section with fields for 'Effective Date', 'Marital Status', 'Sex', and 'Legal Definition of Sex'. The 'National ID' section shows a table with columns for 'Country', 'National ID Type', 'National ID', and 'Primary'. The 'Contact Information' section includes 'Addresses' and 'Phone' fields. A 'Save' button is highlighted in green. The bottom navigation bar shows the current tab as 'Biographical Details'.

4. Once the application entry has been saved, the updated **Biographical Details** page displays. Note the student's **ID** number has been assigned.

← Biographical Details **Add Application**

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting >

Paul Klee 201698308 Names

Person Information

Date of Birth 01/01/1972 Birth Information Campus ID

Biographical History 1 of 1 View All

*Effective Date 07/30/2020 + -

*Marital Status Unknown As of 07/30/2020

*Sex Unknown

Legal Definition of Sex ?

National ID

Country	National ID Type	National ID	Primary	
USA	Social Security Number	XXX-XX-XXXX	<input checked="" type="checkbox"/>	-

Add

Contact Information

Addresses 1 of 1 View All

Address Type	Phone Type	Phone	Ext	Country	Preferred	
Home	Mobile	806/555-1212			<input checked="" type="checkbox"/>	-

- Process complete.
- To matriculate the application, follow the [Matriculating an Applicant into a Student](#) QRG--or see next section below.

Matriculating an Applicant into a Student

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

- ZC AD App Entry
- ZC CC SOGI
- ZD AD App Entry
- ZD CC SOGI
- ZZ AD App Entry
- ZZ CC SOGI

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

Navigation: Student Admissions > Application Maintenance > Maintain Applications

Navigation: CS > Main Menu > ctcLink CS Staff Homepage > Admissions Processing (tile)> Processing Applications > Maintain Applications

1. The **Maintain Applications** search page displays.
2. Select the **Academic Institution**.
3. Enter additional **Search Criteria** to locate your applicant (Application Nbr, ID, National ID, Last Name/ First Name).
 - **Tip:** Deleting the "0" in the Application Program Nbr field will allow viewing all applications submitted by students.
 - Select the **Include History** check box--this also allows a processor to view an applicant's history.
4. Select **Search**.

Find an Existing Value

▼ Search Criteria

Application Nbr begins with

ID begins with 201297267

Academic Institution =

Academic Career begins with UGRD

Application Program Nbr =

Academic Program begins with

Admit Term begins with

Application Center begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☒ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

5. The **Biographical Details** tab displays. Select the **Application Data** tab.
6. In the **File Information** section, check the **Complete** box if the application is complete.
 - Checking the box will signal as complete in the student's Self-Service Center.
7. Enter the **Date** application is marked complete.
 - The **External Application Nbr** is populated when a student applies to the Online Admissions Application (OAAP).

Maintain Applications

Biographical Details | Addresses | Regional | Personal | Application Program Data | **Application Data** | Application School/Recruiting

Paul Klee 201698308

Academic Institution Tacoma CC
Academic Career Undergraduate
Application Number 00157649

Application Data

*Application Center W220 Applicant
*Application Date 07/30/2020
*Created On 07/30/2020
☐ Prior Application
☐ Previous Attendance
☐ Graduated early?
☐ Not Currently Attending School
☐ Electronic Signature
☐ Criminal Conviction

*Admit Type FYR First Yr
Academic Level
*Notification Plan Regular Admission Decision
Application Method
From Date
To Date

Additional Information

Housing Interest Financial Aid Interest Int'l Student Health Coverage

File Information

☒ Complete Date 07/30/2020
External Application Nbr

Application Fee Information

Status Pending
Fee Type Standard
Calculate Application Fees
Item Summary
Display Errors / Warnings

8. Select the **Application Program Data** tab.

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data

Paul Klee 201698308

Academic Institution Tacoma CC
Academic Career Undergraduate
Application Number 00157649
Career Number 0

Program Data

Program Number 0
*Admit Term 2207 2020 FALL
*Academic Program ACADM
*Academic Load Full-Time
☐ Joint Program
*Effective Date 07/30/2020
Effective Sequence 1
Expected Graduation Term
*Campus MAIN Main

Program Status

Status Applicant
*Program Action APPL Application
Last Updated On 07/30/2020 9:07:44PM By CTC_TMARTIN
Action Date 07/30/2020
Action Reason Evaluation

Plan Data

*Academic Plan LASDTAA Academic Transfer AA DTA
Major AA

Sub-Plan Data

*Sub-Plan ANTHROPOLO Anthropology
Spec

Transfer To Education Go

9. The **Application Program Data** tab displays. In the **Program Data** section, select the **Add a New Row [+]** icon; this creates a new date-effective row.
- The **Academic Plan** that the student selected on their application (OAA or paper) will be populated in this field.

- The **Sub-Plan** (Optional Field) students selected on their application (OAA or paper) will be populated in this field.

10. The new effective-dated row displays.

If a student wants to enroll in the current term, the effective date for the MATR row must be before the term start date.

For example, a student applies for the fall term and is matriculated on 9/20/2016. The term start date is 9/19/2016, so this student would not be term activated and enrolled for fall. In this case, the student's application and matriculation should be backdated before 9/19/2016.

11. In **Program Action**, select "**MATR.**"

12. Select **Create Program**; this matriculates the applicant and creates the Student Program/ Plan--Academic Plan & Sub-Plan (Optional).

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308 Application Number 00157649
 Academic Institution Tacoma CC Career Number 0
 Academic Career Undergraduate

Program Data 1 of 2 View All

Program Number 0 *Effective Date 07/30/2020
 *Admit Term 2207 2020 FALL Effective Sequence 2
 *Academic Program ACADM ACADM Expected Graduation Term
 *Academic Load Full-Time *Campus MAIN Main
☐ Joint Program

Program Status

Status Active Action Date 07/30/2020
 *Program Action MATR Matriculation Action Reason
 Last Updated On 07/30/2020 9:07:44PM By CTC_TMARTIN Evaluation
 Create Program

Plan Data 1 of 1 View All

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA
 + -

Sub-Plan Data 1 of 1 View All

*Sub-Plan ANTHROPOLO Anthropology Spec
 + -

Transfer To Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Application Student Response | Ad

13. The **Create Program** button grays out. Add a new effective dated row to reverse, update, or alter the Program Action.

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308 Application Number 00157649
 Academic Institution Tacoma CC Career Number 0
 Academic Career Undergraduate

Program Data 1 of 2 View All

Program Number 0 *Effective Date 07/30/2020
 *Admit Term 2207 2020 FALL Effective Sequence 2
 *Academic Program ACADM ACADM Expected Graduation Term
 *Academic Load Full-Time *Campus MAIN Main
☐ Joint Program

Program Status

Status Active Action Date 07/30/2020
 *Program Action MATR Matriculation Action Reason
 Last Updated On 07/30/2020 9:32:59PM By CTC_TMARTIN Evaluation
 Create Program

Plan Data 1 of 1 View All

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA
 + -


Sub-Plan Data 1 of 1 View All

*Sub-Plan ANTHROPOLO Anthropology Spec
 + -

Transfer To Education Go


Save Return to Search Notify Refresh Update/Display Include History Correct History

14. Process complete.

 Check out the [9.2 Manually Add an Admissions Application for a New Student Video](#) for more information.

In addition, to access the most up-to-date query information, visit dataservicesmetalink.sbctc.edu.

Bypass an Address

 Sometimes, a student will provide a valid address that isn't recognized by Clean Address. This often happens when an apartment or home is under new construction. In cases where you've verified that a student's address is accurate and the address isn't recognized by Clean Address, **bypass Clean Address by following the steps listed below.**

The Clean Address database is updated every few months (with data from USPS), so colleges do not need to report addresses that are not recognized by Clean Address.

To view a table of invalid address error descriptions, visit the QRG [9.2 Update Address Information](#).

1. Enter the desired information into the following:
 - **Address 1** field
 - **Address 2** field (if applicable)
 - **City** field
 - **State** field
 - **Postal** field
 - **County** field
2. Select the **OK** button in the lower-left corner.

ctcLink CS Staff Homepage
Add/Update a Person

Edit Address

Country
United States
Change Country

*Address 1
1302 Quince St SE

Address 2

Address 3

City
Olympia

State
WA
Washington

Postal
98501

County
Thurston

OK
Cancel

Clear

- If the address is not verified as deliverable, a message box will appear at the top of the screen.
- In the message box, click **OK**.

ctcLink CS Staff Homepage

cs-trd.peoplesoft-nongprod-aws.ctclink.sbcc.edu says
Address is not verified as deliverable. Unable to save.
OK

ctcLink - Sign In
New Window

Edit Address

Country
United States
Change Country

*Address 1
1302 Quince St SE

Address 2

Address 3

City
Olympia

State
WA
Washington

Postal
98501

County
Thurston

OK
Cancel

Clear

- Above the Address 1 field, select the **Change Country** link.

ctcLink CS Staff Homepage
Add/Update a Person

Edit Address

Country
United States
Change Country

Address 1
1302 Quince St SE

Address 2

Address 3

City
Olympia

State
WA
Washington

Postal
98501

County
Thurston

OK
Cancel

Clear

6. Select **USA** by scrolling or searching.

Look Up Country
x
Help

Country
begins with
USA

Description
begins with

Search
Clear
Cancel
Basic Lookup

Search Results
View 100
1-1 of 1

Country	Description
USA	United States

7. Select **OK** in the bottom-left corner.

ctcLink CS Staff Homepage
Add/Update a Person

Edit Address

Country
United States
Change Country

*Address 1
1302 Quince St SE

Address 2

Address 3

City
Olympia

State
WA
Washington

Postal
98501

County
Thurston

OK
Cancel

Clear

8. The Address History page displays. Verify the address in the **Address History** panel.
9. Select **OK**.

Addresses
Add/Update a Person

Address History

Address Type
Home

Effective Date
01/01/1901

Country
USA

Status
Active

Address
1302 Quince St SE
Olympia, WA 98501
Thurston

Update Addresses
Address Linkage

Updated By
Keegan Young
Updated
05/23/2019 10:26:37AM

OK
Cancel
Refresh

10. The Addresses tab displays. Select **Save** in the lower-left corner.

9.2 Adding Applications Manually

Page 24

Addresses

Add/Update a Person

Biographical Details

Addresses

Regional

Personal

Francis Ndless

XX290CS01

★

Current Addresses

Q

1-1 of 1

View All

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	1302 Quince St SE Olympia, WA 98501 Thurston	01/01/1901	Active	Xoan Hayes	02/09/2023 10:59:50AM	Edit/View Address Detail

Add Address

Effective Date

02/09/2023

Status

Active

Country

USA

United States

Address

[Edit Address](#)

[Address Linkage](#)

Submit

Reset

Add Address Types

<input type="checkbox"/>	Home
<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Business
<input type="checkbox"/>	Check
<input type="checkbox"/>	Billing
<input type="checkbox"/>	Other 2
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Permanent
<input type="checkbox"/>	Preferred
<input type="checkbox"/>	Primary

* Active address exists

[Explain](#)

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

Correct History