

## 9.2 Using Quick Admit

**Purpose:** Use this document as a reference for using Quick Admit in ctcLink.

**Audience:** Campus Community staff.

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

- ZZ SR Quick Admit

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

**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](#)

**Quick Admit** bypasses the admissions module and allows you to admit a student quickly. However, you can only quick admit a student once per career and this is **NOT** included in admissions reporting.

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 as 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?

# Using Quick Admit

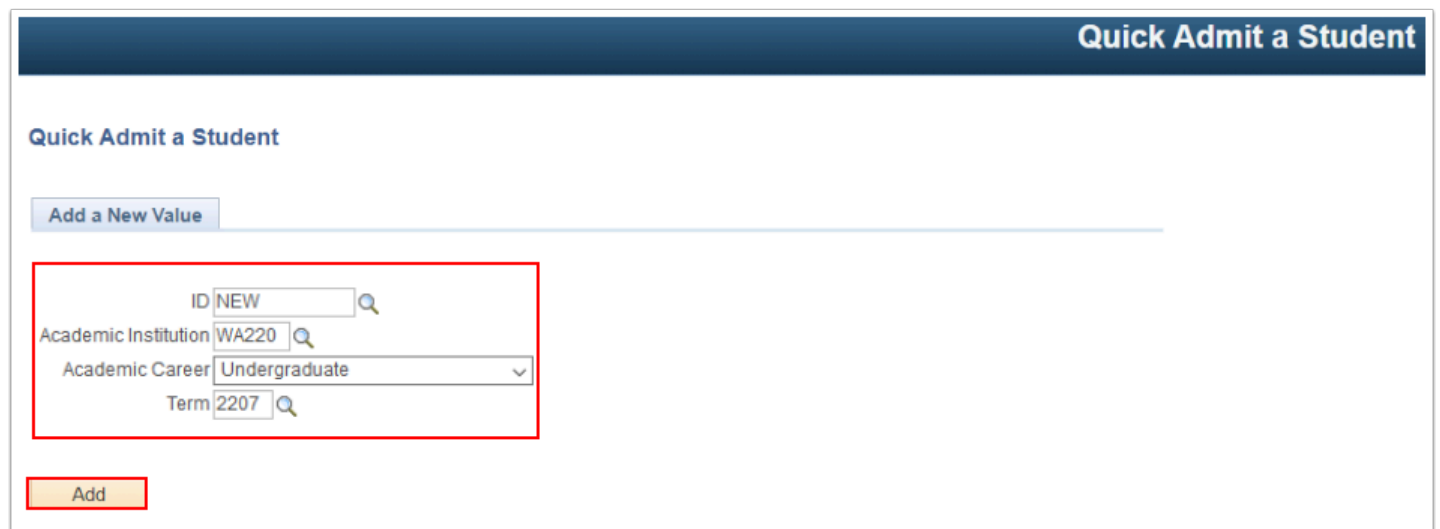
**Navigation:** NavBar > Navigator > Records and Enrollment > Enroll Students > Quick Admit a Student

1. The **Quick Admit a Student** add page displays.
2. **ID.** Allow defaulting to "**NEW**" unless quick admitting for an existing student.

## Note for CampusCE

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 Academic classes--Academic Career. Now the student wants to enroll into classes under the Cont Ed Career; therefore, you would enter their ID into the ID field and select Continuing Education Career. For this demonstration, we will be adding an Academic Career for a new student.

3. **Academic Institution:** Enter or look up.
4. **Academic Career:** Enter or look up.
5. **Term.** Enter or look up.
6. Select **Add**.



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

## Person Information

8. **Person Information**

- a. Select the **Prefix** list, if disclosed by student, and select the desired item from the drop down menu--it is not a required field.
- b. Enter the student's information into the followings fields:
  - **First Name**
  - **Last Name**
  - **Date of Birth**
  - **Birth Information.** Select this link to access the **Birth Information Detail** page-- enter the student's birth location, country, and state (**Optional**).

## Biographical History

9. Use the **Effective Date** field in the **Biographical History** section to enter the date from which the entry is valid in your system.
10. **Marital Status.** This field is identified with an asterisk-- **it is not required to enter information in order to save.**

**Quick Admit a Student**

Search/Match Criteria

Biographical Details **Regional** ProgramPlan

NEW

**Person Information**

Effective Date 01/06/2019

\*Format Using: English Change Format

Prefix

First Name Wasily Middle Name

Last Name Kandinsky

Suffix

Date of Birth 01/01/1951 Birth Information Campus ID

**Biographical History** Find View All First 1 of 1 Last

\*Effective Date 01/06/2019

\*Marital Status Widowed As of 09/01/2011

\*Gender Male

**National ID** Personalize Find 1 of 1 Last

\*Country USA \*National ID Type Social Security Number National ID 555121212 Primary

Add

**Contact Information**

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

\*Address Type Home

Effective Date 01/06/2019

\*Status Active

Country USA

Address Edit Address

**Phone**

\*Type Mobile \*Phone 865/555-1212 Ext Country Preferred

Add

**Email**

\*Type Campus \*Email Address AbstractArt@nowhere.edu Preferred

Add

Save Notify Refresh

Biographical Details Regional ProgramPlan

11. 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.
  - 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**

\*Effective Date: 07/29/2020

\*Marital Status: Unknown

\*Sex: Unknown (dropdown menu open showing: Female, Male, Not Exclusively Male or Female, Unknown)

As of: [calendar icon]

**National ID**

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

[Add](#)

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

**National ID**

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 select is valid.

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

13. Select the **Edit Address** link.

Use the **Edit Address** page to edit a student's address data.

The system validates the address by comparing it to the county, state, and city as defined on the **Valid Address** page. If your address does not contain a valid county, state, and city for the selected country you will receive an error.

14. Enter the desired information into the following:

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

15. Select the **OK** button.

- If you are unable to save your address, confirm your address by [checking the accuracy of your address](#). If you are still unable to 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**.
- **Note:** When searching for the country England, select GBR (United Kingdom) to open the address fields.
- In the **Phone** section, select the **Type** drop-down list and choose the desired item from the drop down menu.
- Enter the desired information into the **Phone** field.
- In the **Email** section, select the **Type** drop-down list and choose the desired item from the drop down menu.
- Enter the desired information into the **Email Address** field.
  - To add an additional address, phone or email, select the **Add a New Row [+]** icon or the **Add** button in these sections.
- Use the **Visa/Permit Data** link to enter the visa/permit data that has been disclosed by the individual.

- Use the **Citizenship** link to enter the citizenship and/or passport data that has been disclosed by the individual.

## Regional Tab

16. The **Regional** tab displays.
17. Complete the **Ethnicity** section. If more than one ethnicity is reported, add another row by selecting the **Add a new Row [+]** icon.

NEW

USA

**Ethnicity**

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

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

+

**History**

\*Effective Date 07/29/2020

Military Status Not a Veteran

☐ Disabled ☐ Disabled Veteran ☐ VA Benefit

## Program/Plan Tab

18. The **Program/Plan** tab displays.
19. Enter **Academic Program Primary**.
20. Enter **Campus**.
21. Enter **Academic Plan**.
22. Enter **Admit Term**.
23. Enter **Requirement Term**.
24. Enter **Expected Graduation Term**. (Optional--not required at this time).
25. Select **Residency**.

**Note about CampusCE**

Residency is not required for Continuing Education. DO NOT edit residency when Quick admitting to the CNED career.

[Search/Match Criteria](#)

Quick Admit a Student

Biographical Details

Regional

Program/Plan

Career

UGRD

Undergrad

NEW

Institution: WA172 SFalls CC

Term 2191 2019 WINTR

Program and Plan

Academic Program Primary

ACADM

ACADM

Campus

MAIN

Main Campus

Academic Plan

LACARAA

9\_ARAA

Admit Term

2191

WINTER 2019

Requirement Term

2191

WINTER 2019

Expected Graduation Term

2203

SPRING 2020

Residency

Go to

Quick Enrollment

Enrollment Appointments

Student Program Plan

Save

Notify

Refresh

Add

[Biographical Details](#) | [Regional](#) | [Program/Plan](#)

26. The **Residency Official** page displays.
27. Enter **Effective Term**.
28. Enter **Residency**. [Residency](#) is determined when students apply for admissions at Washington State community colleges and public universities. If you can determine the residency status based on the information you have, enter the appropriate determination. If you cannot properly code residency for tuition purposes, enter "UD."
29. Enter **Residency Date**.
30. Select **OK**.

[Program/Plan](#)

Quick Admit a Student

Residency Official

ID NEW

Academic Career Undergraduate

Academic Institution Spokane Falls CC

\*Effective Term  WINTER 2019

Residency

Residency Date

Residency Details

Admissions Residency

Admission Residency Exception

Fin Aid Federal Residency

Fin Aid Fed Residency Excpt

Fin Aid State Residency

Fin Aid St Residency Excpt

Tuition Residency

Tuition Residency Exception

OK

Cancel

Refresh

31. The **Residency Official** page disappears. The **Program/Plan** tab displays.
32. Select **Save**. The student is admitted and term-activated.

[Program/Plan](#)

Quick Admit a Student

[Biographical Details](#)
[Regional](#)
[Program/Plan](#)

Career UGRD Undergrad

Institution: WA172 SFalls CC

Term 2191 2019 WINTR

Program and Plan

Academic Program Primary  ACADM

Campus  Main Campus

Academic Plan  9\_ARAA

Admit Term  WINTER 2019

Requirement Term  WINTER 2019

Expected Graduation Term  SPRING 2020

Residency

[Go to](#)
[Quick Enrollment](#)
[Enrollment Appointments](#)
[Student Program Plan](#)

Save

Notify

Refresh

Add

[Biographical Details](#) | [Regional](#) | [Program/Plan](#)

33. The **Biographical Details** page displays.
34. Process is complete when ID is generated.



[Program/Plan](#)

Quick Admit a Student

[Biographical Details](#)
[Addresses](#)
[Regional](#)
[Program/Plan](#)

Wasily Kandinsky
201344800
Names

Person Information

Date of Birth
01/01/1951
Birth Information
Campus ID

Biographical History

Effective Date
01/06/2019
Marital Status
Widowed
Gender
Male
As of
09/01/2011

National ID

Country
USA
National ID Type
Social Security Number
National ID
555-12-1212
Primary
☒

Contact Information

Addresses
No current addresses exist.

Phone
Type
Mobile
Phone
865/555-1212
Ext.
Country
Preferred
☒

Email
Type
Campus
Email Address
AbstractArt@nowhere.edu
Preferred
☒

Save
Notify
Refresh

Visa/Permit Data
Citizenship

[Biographical Details](#)
[Addresses](#)
[Regional](#)
[Program/Plan](#)