Graduate Applications and Inquiries Report

Reporting Services: Graduate School Reports – SAG 600
Last revised: January 18, 2008

myHelp
How-To Demos, Docs and Guides for WSU Faculty and Staff
# Graduate Applications and Inquiries Report

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## Get Connected

<table>
<thead>
<tr>
<th>Faculty/Staff Cube</th>
<th>Searchable knowledgebase to view how to demos, docs and guides. Look for this icon in myWSU:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Applications Training</th>
<th>Training and Support Assists faculty and staff with <em>myWSU</em>, Banner, Self Service and Reporting Services 5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>Passwords, hardware and software support for students, faculty and staff HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></th>
</tr>
</thead>
</table>
### Report Overview

The SAG 600 Grad Apps and Inquiries report allows users track inquiries and applicants through the Graduate School application process.

**This semester driven** report may need to be run multiple times for different semesters to obtain the “full picture” for a department. The report does not track when a prospective student applies, but for which semester they apply.

<table>
<thead>
<tr>
<th>Section</th>
<th>Total Inquiries</th>
<th>Total Apps</th>
<th>In Process</th>
<th>Denied</th>
<th>Admitted</th>
<th>Tentative</th>
<th>Intl Hold (International Hold)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This is the first point of contact between person and WSU and will include both requests for information or submitted applications. <strong>This level shows who has inquired, applied, admitted, or denied.</strong></td>
<td>Applications on this level have been processed by the Graduate School. <strong>Inquiries are not included on this level.</strong> This level of the Grad Apps and Inquiry report contains information from the next five options.</td>
<td>No decision has been made on the application. Either the department or in the hands of the Graduate School has the student’s evaluation packet.</td>
<td>Applications on this level have been processed and are denied. In order to be considered for a different program, students must reapply.</td>
<td>Applications on this level have been evaluated by the department, found to be academically admissible, and have been admitted to the Graduate School. Students in this category are eligible to enroll.</td>
<td>Applications on this level have been evaluated by the department, found to be academically admissible, and are tentatively admitted to the Graduate School, pending the award of the degree required for full admission. Students in this category are eligible to enroll.</td>
<td>Applications on this level have been evaluated by the department, and are to be academically admissible. Admission to Graduate School will not be finalized until specific items are received, such as their TOEFL and Financial Statement.</td>
</tr>
</tbody>
</table>

*Continued on next page*
The Grad Apps and Inquiries Report has two main categories: Inquiries and Total Applications.

The Total Applications level is broken down into the above five levels. Inquiries that do not result in applications are not included in any of the above levels.

Of the above levels, students in the Admitted and Tentative levels are eligible for enrollment.
Exercise: Accessing the Main Level

2. Select Graduate School Reports folder.

3. Select SAG00600 GradAppsAndInquiries report.

4. Select a term from the drop down box and click View Report.

   The term indicates for which semester the student has inquired or is applying.

5. The main level of the report displays.

   The comparison section is under development.
Exercise: Total Inquiries Report Level

This exercise shows how to drill down to the Total Inquiries report level.

Inquiries are the first point of contact between the potential student and WSU. This may be a request for information or an application.

1. Access the Grad Apps and Inquiry report.

Refer to Exercise: Accessing the Main Level for additional information.

2. Click the Total Inquiries box.

The College level drill down displays.

The top of this level looks very similar to the first level of the Grad Apps and Inquiry report. Clicking the Total Inquiries button twice by mistake will produce a report containing all programs (college, degree and major) for WSU.

Continued on next page
Exercise: Total Inquiries Report Level, Continued

4 Scroll down and click an orange box to view a specific college.

It is possible at this point to click on any total (Domestic, International or Total); however it will produce a report with all majors within the selected college.

5 The Major level drill down displays. Program is a combination of college, degree and major.

6 To view detailed information regarding who applied for a specific program, click on the number in the Dom, Intl or Total column.

Dom – Domestic inquiries
Intl – International inquiries
Total – Domestic and International inquiries

Continued on next page
Exercise: Total Inquiries Report Level, Continued

7 The Detail Drill Down displays. The prospective students’ names, IDs, majors, admit type, status, add date and source display.

<table>
<thead>
<tr>
<th>Name/Address</th>
<th>Id</th>
<th>Major</th>
<th>Reg</th>
<th>Type</th>
<th>Status</th>
<th>Add Date</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdallah, Dr. Mohamed G.</td>
<td>X5903549</td>
<td>G14Y - Accounting</td>
<td>M</td>
<td>G2</td>
<td>Inquiry</td>
<td>2006/10/12</td>
<td>GFAC</td>
</tr>
<tr>
<td>Abdal Hameem, Shahid</td>
<td>W077V800</td>
<td>G14Y - Accounting</td>
<td>M</td>
<td>G2</td>
<td>Inquiry</td>
<td>2006/09/29</td>
<td>GWBREF</td>
</tr>
<tr>
<td>Akhtar, M.</td>
<td>V4655425</td>
<td>G14Y - Accounting</td>
<td>M</td>
<td>G2</td>
<td>Denial</td>
<td>2006/07/21</td>
<td>GAPP</td>
</tr>
<tr>
<td>Aliyari, Sultan M.</td>
<td>N1235785</td>
<td>G14Y - Accounting</td>
<td>M</td>
<td>G2</td>
<td>Denial</td>
<td>2006/06/28</td>
<td>GAPP</td>
</tr>
<tr>
<td>Esham, Reaj</td>
<td>T4268026</td>
<td>G14Y - Accounting</td>
<td>M</td>
<td>G1</td>
<td>Inquiry</td>
<td>2007/02/20</td>
<td>GRFAIR</td>
</tr>
</tbody>
</table>

To view addresses for the students, click the plus sign next to Name/Address.

The Srce column indicates where the inquiry (request for information or an application) came from. Refer to Section F for a complete list of source code explanations.

8 Click the Excel/CSV button in the Report Header.

The Excel/CSV button will open the report without the Report Header. This expanded view displays additional information such as application decision, registration status, source code, email and street addresses.
# Exercise: Total Apps Report Level

This exercise shows how to drill down to the Total Apps report level.

Applications on this level have been processed; inquiries are not included on this level.

1. **Access the Grad Apps and Inquiry report.**
   
   Refer to *Exercise: Accessing the Main Level* for additional information.

2. **Click the Total Apps box.**

   The College level drill down displays.

   The top of this level looks very similar to the first level of the Grad Apps and Inquiry report. Clicking the Total Apps button twice by mistake will produce a report containing all programs (college, degree and major) for WSU.

   Continued on next page
Exercise: Total Apps Report Level, Continued

4 Scroll down and click an orange box to view a specific college.

It is possible at this point to click on any total (Domestic, International or Total); however it will produce a report with all majors within the selected college.

5 The Major level drill down displays. Program is a combination of college, degree and major.

6 To view detailed information regarding who applied for a specific program, click on the number in the Dom, Intl or Total column.

Dom – Domestic inquiries
Intl – International inquiries
Total – Domestic and International inquiries

Continued on next page
Exercise: Total Apps Report Level, Continued

7. The Detail Drill Down displays. The applicants’ names, IDs, majors, decision and source display.

<table>
<thead>
<tr>
<th>Name/Address</th>
<th>Id</th>
<th>Reg</th>
<th>G</th>
<th>Major</th>
<th>Decision</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adele, Daniele O.</td>
<td>4535344</td>
<td>M</td>
<td>G14A - Business Administration</td>
<td>Decision</td>
<td>GAAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1945 N Rock Rd Apt 506</td>
<td>Wichita KS 67208-1228</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adele, Daniele O.</td>
<td>9279779</td>
<td>M</td>
<td>G14A - Business Administration</td>
<td>Decision</td>
<td>GAAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Box 1328</td>
<td>Pottawattamie Town</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquino, Michael A.</td>
<td>5842427</td>
<td>Y</td>
<td>G14A - Business Administration</td>
<td>Cancelled Admission</td>
<td>GAAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1304 S Evans St.</td>
<td>Wichita KS 67211-1707</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The *Srce* column indicates where the inquiry (request for information or an application) came from. Refer to Section F for a complete list of source code explanations.

8. Click the *Excel/CSV* button in the Report Header.

The *Excel/CSV* button will open the report without the Report Header. This expanded view displays additional information such as application decision, registration status, sent to department date, received from department date, source code, email and street addresses.
Exercise: Admitted Report Level

This exercise shows how to drill down to the Admitted report level.

1. Access the Grad Apps and Inquiry report.
   Refer to Exercise: Accessing the Main Level for additional information.

2. Click the Admitted box.

   ![Admitted Report](image)

3. The College level drill down displays.

   ![College Drill Down](image)

   The top of this level looks very similar to the first level of the Grad Apps and Inquiry report. Clicking the Total Admits button twice by mistake will produce a report containing all programs (college, degree and major) for WSU.

   Continued on next page
Exercise: Admitted Report Level, Continued

4 Scroll down and click an orange box to view a specific college.

It is possible at this point to click on any total (Domestic, International or Total); however it will produce a report with all majors within the selected college.

5 The Major level drill down displays. Program is a combination of college, degree and major.

6 To view detailed information regarding who applied for a specific program, click on the number in the Dom, Intl or Total column.

Dom – Domestic inquiries
Intl – International inquiries
Total – Domestic and International inquiries
Exercise: Admitted Report Level, Continued

7 The Detail Drill Down displays. The admitted students' names, IDs, and decision display.

The Excel/CSV button in the Report Header.

To view addresses for the students, click the plus sign next to Name/Address.
Exercise: Tentative Report Level

This exercise shows how to drill down to the Tentative report level.

1. Access the Grad Apps and Inquiry report.
   Refer to Exercise: Accessing the Main Level for additional information.

2. Click the Tentative box.

3. The College level drill down displays.

   The top of this level looks very similar to the first level of the Grad Apps and Inquiry report. Clicking the Total Tentative button twice by mistake will produce a report containing all programs (college, degree and major) for WSU.

Continued on next page
Exercise: Tentative Report Level, Continued

4 Scroll down and click an orange box to view a specific college.

It is possible at this point to click on any total (Domestic, International or Total); however it will produce a report with all majors within the selected college.

5 The Major level drill down displays. Program is a combination of college, degree and major.

6 To view detailed information regarding who applied for a specific program, click on the number in the Dom, Intl or Total column.

Dom – Domestic inquiries
Intl – International inquiries
Total – Domestic and International inquiries
The **Detail Drill Down** displays. The admitted students' names, IDs, and decision display.

![Detail Drill Down](image)

To view addresses for the students, click the plus sign next to Name/Address.

![Expanded View](image)

**Click the Excel/CSV button in the Report Header.**

![Excel/CSV](image)

The **Excel/CSV** button will open the report without the Report Header. This expanded view displays additional information such as application decision, registration status, email and street addresses.
Exercise: International Hold Report Level

This exercise shows how to drill down to the International Hold report level to use in a later statistical analysis exercise.

1. Access the Grad Apps and Inquiry report.
   Refer to Exercise: Accessing the Main Level for additional information.

2. Click the Denied box.

3. The College level drill down displays.

The top of this level looks very similar to the first level of the Grad Apps and Inquiry report. Clicking the Total Denied button twice by mistake will produce a report containing all programs (college, degree and major) for WSU.

Continued on next page
Exercise: International Hold Report Level, Continued

4 Scroll down and click an orange box to view a specific college.

It is possible at this point to click on any total (Domestic, International or Total); however it will produce a report with all majors within the selected college.

5 The Major level drill down displays. Program is a combination of college, degree and major.
Exercise: Denied Report Level

This exercise shows how to drill down to the Denied report level to use in a later statistical analysis exercise.

1. Access the Grad Apps and Inquiry report.
   Refer to Exercise: Accessing the Main Level for additional information.

2. Click the Denied box.

   ![Denied Report Level](image)

   The College level drill down displays.

   ![College Drill Down](image)

   The top of this level looks very similar to the first level of the Grad Apps and Inquiry report. Clicking the Total Denied button twice by mistake will produce a report containing all programs (college, degree and major) for WSU.

   Continued on next page
Exercise: Denied Report Level, Continued

4. Scroll down and click an orange box to view a specific college.

   ![Grad Denied College Drill Down]

   It is possible at this point to click on any total (Domestic, International or Total); however it will produce a report with all majors within the selected college.

5. The Major level drill down displays. Program is a combination of college, degree and major.

   ![Grad Denied Major Drill Down]
**Exercise: Export Report to Excel**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access Reporting Services.</td>
</tr>
<tr>
<td>2</td>
<td>Run one of the report levels of the Grad Apps and Inquiries report for the desired term and program. Refer to previous exercises for additional information.</td>
</tr>
<tr>
<td>3</td>
<td>Click the <strong>Excel/CSV</strong> button in the Report Header. The <strong>Excel/CSV</strong> button will open the report without the Report Header. This expanded view is easier to use when performing mail merges in Microsoft Word.</td>
</tr>
<tr>
<td>4</td>
<td>Click the drop down arrow beside “Select a format” to view the export options. Select <strong>Excel</strong> and click <strong>Export</strong> to activate.</td>
</tr>
<tr>
<td>5</td>
<td>When prompted, select either <strong>Open</strong> or <strong>Save</strong>.</td>
</tr>
<tr>
<td>6</td>
<td>The report displays in Excel.</td>
</tr>
</tbody>
</table>
Contact New Inquiries

Coordinators can run the Inquiry report level to produce a list of names of all people who have inquired about their program. This list will include inquiries as well as those who submitted an application.

Exercise: Contact New Inquiries

**Objective:** Send initial e-mails or printed materials to new inquiries. Send follow-up e-mails or printed materials to those who have not applied but have received initial mailings.

*By completing this exercise, departments are moving applicants from inquiry status to applied status.*

2. Run the Total Inquiries level of the Grad Apps and Inquiry report for the desired term and program.

   Refer to *Exercise: Viewing the Total Inquiries Report Level* for additional information.

3. Export the report to excel.

   Refer to *Exercise: Export Report to Excel* for additional information.

4. Click a cell in column I (Add Date column). Cell I2 is selected in the example below.

5. Click the Sort Z to A icon on the toolbar.

   The entire report is now sorted by date.

*Continued on next page*
Exercise: Contact New Inquiries, Continued

6 Use the **Add Date** column and the **Status** column to determine who has inquired about the program since the last time the report was run.

- Send initial e-mails or printed materials to any **new inquiries**.
- Send follow-up e-mails or printed materials for any prior inquiries that have not applied, but have received initial mailings.

<table>
<thead>
<tr>
<th>Add Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/02/10</td>
<td>Applied</td>
</tr>
<tr>
<td>2009/02/10</td>
<td>Applied</td>
</tr>
<tr>
<td>2009/02/14</td>
<td>Applied</td>
</tr>
<tr>
<td>2009/02/13</td>
<td>Inquiry</td>
</tr>
<tr>
<td>2009/02/13</td>
<td>Inquiry</td>
</tr>
<tr>
<td>2009/02/13</td>
<td>Applied</td>
</tr>
</tbody>
</table>

7 Repeat steps 1 – 6 for all relevant future semesters.

Run the **Total Inquiries** level of the Grad Apps and Inquiry report again for **each** relevant future semester.
Exercise: Contact Recruitment Event Inquiries

**Objective:** Verify names forwarded to the department following a recruitment event have been contacted.

*By completing this exercise, departments are moving applicants from inquiry status to applied status.*

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>Complete steps 1 – 5 of the Contact New Inquiries exercise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Scroll to the bottom of the report until the following displays in the email column:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“This person’s contact information was forwarded directly to the department following a recruitment event.”</td>
<td></td>
</tr>
</tbody>
</table>

This message indicates that the person’s contact information was forwarded directly to the coordinators of the programs in which the applicant is interested. **The applicant’s contact information is not listed on this report.**

3 | Verify that any person with the above message in the email column has been contacted by the department.  
If any have not been contacted, send e-mails or printed materials to the person.

4 | Repeat steps 1 – 3 for all relevant future semesters.  
Run the Total Inquiries level of the Grad Apps and Inquiry report again for each relevant future semester.
Where is the Applicant’s Evaluation Packet?

Section E

Coordinators can run the Total Application report level to produce a list of names of all applicants. This report is then sorted by application decision to determine which applications have No Decision for the status.

The Sent to Department and Received from Department dates on the report indicate who has the applicant’s evaluation packet.

<table>
<thead>
<tr>
<th>Latest_decision</th>
<th>Sent to Dept</th>
<th>Rcvd. from Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>no decision</td>
<td>2009/02/12</td>
<td>2009/02/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Sent to Dept</th>
<th>Rcvd. From Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad School</td>
<td>No date</td>
<td>No date</td>
</tr>
<tr>
<td>Grad School</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
Department

Prior to 20\textsuperscript{th} Day of Classes

If the applicant’s evaluation packet is in the hands of the department, check on the status.

Missing materials?
- Yes: Let the applicant know what’s missing.
- No: Return evaluation packet to the Graduate School.

After 20\textsuperscript{th} Day of Classes

Process evaluation packets that are nearing (or past) the application semester. On the 20\textsuperscript{th} day of the semester to which the applicant applied, check on the status.

Missing materials and requested deferral?
Inform the Graduate School if the applicant has requested a deferral to a later semester, so the applicant’s files can be updated.

Missing materials and did not request deferral?
Those applicants who did not submit required materials should be denied for incomplete applications. If the applicant wishes to be reconsidered, they will need to reapply.

Graduate School

If the applicant’s evaluation packet is in the hands of the Graduate School, departments will not know what is missing from these files without looking the information up in Banner.

What can the department do?

- Send an email or letter to these applicants that indicate they saw that the applicant had applied, but had not submitted all the required materials and they look forward to reviewing their complete application in the near future.

- Verify that any material sent to the applicant contains Graduate School contact information.

- The applicant will need to contact the Graduate School to find out what’s missing in their application. In the future, applicants may be able to look this up themselves through Self-Service Banner.
### Exercise: Process “No Decision” Applications – Total Apps

#### Objective:
Process prospective applicant with “No Decision” status.

*By completing this objective, departments are moving prospective applicant from applied status to admitted status if eligible.*

1. **Access Reporting Services.**

2. **Run the Total Apps** option of the Grad Apps and Inquiry report for the desired term and program.

   Refer to *Exercise: Viewing Total Apps* for additional information.

3. **Export** the report to excel.

   Refer to *Exercise: Export Report to Excel* for additional information.

4. **Click a cell in column H** (Latest_decision column). Cell H3 is selected in the example at left.

5. **Click the Sort Z to A icon** on the toolbar. The entire report is now sorted by decision.

6. **For each applicant that has no decision** in the Latest_decision column, the Sent to Dept. and Rcvd. From Dept. columns indicate who has the applicant’s evaluation packet.

<table>
<thead>
<tr>
<th>Latest_decision</th>
<th>Sent to Dept.</th>
<th>Rcvd. from Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>no decision</td>
<td>2009/02/12</td>
<td>2009/02/18</td>
</tr>
<tr>
<td>no decision</td>
<td>2009/02/12</td>
<td>2009/02/18</td>
</tr>
</tbody>
</table>

   Use the information on the previous page to determine what to do with each applicant that has no decision in the Latest_decision column.

   If the Sent to Dept. and Rcvd. From Dept. columns indicate that the department should have the applicant’s evaluation packet but it is not in the department’s possession, notify the Graduate School.

7. **Repeat steps 1-7 for all relevant future semesters.**

   Run the **Total Apps** level of the Grad Apps and Inquiry report again for each relevant future semester.
Which Students Have Registered?

Using the list, departments can determine who has enrolled and contact those who have not enrolled.

By completing this exercise, departments are moving students from admitted status to enrolled status. Follow up by the program area AFTER admission is just as important as following up after inquiry.

Additional suggestions for follow up e-mails (or letters) for all admitted students include:

- Enrollment information
- Offer advisement
- New student orientations
- Newsletters about what is coming up in the department
- If any are available, notify students of assistantship possibilities.
Exercise: Enrollment Verification - Admitted

This exercise shows how to determine who has enrolled and contact those who have not enrolled at the Admitted report level.


2. Run the Admitted level of the Grad Apps and Inquiry report for the desired term and program.

Refer to Exercise: Viewing the Admitted Report Level for additional information.

3. Export the report to excel.

Refer to Exercise: Export Report to Excel for additional information.

4. Verify cell A1 is highlighted and select Insert, Insert Sheet Rows on the toolbar.

5. Click cell E1, shown in the example at left.

6. Enter the following formula in cell E1:

   \[ \text{=COUNTA(E3:E500)} \]

This will calculate how many students with an admitted status have registered for the selected term.

7. If more than one semester is open for registration, rerun the Admitted level of the Grad Apps and Inquiry report for each term and repeat the exercise.
Exercise: Enrollment Verification - Tentative

This exercise shows how to determine who has enrolled and contact those who have not enrolled at the Tentative report level.


2. Run the Tentative level of the Grad Apps and Inquiry report for the desired term and program.

   Refer to Exercise: Viewing the Tentative Report Level for additional information.

3. There may only be a small number of Tentatively admitted students who are enrolled. Using the Reg column, count the number of students who are enrolled.

<table>
<thead>
<tr>
<th>Name</th>
<th>Id</th>
<th>Reg</th>
<th>Gen</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>M</td>
<td>Tentative Full (Grad School)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>F</td>
<td>Tentative Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>F</td>
<td>Tentative Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>M</td>
<td>Tentative Full</td>
</tr>
</tbody>
</table>

   Y indicates the student is enrolled in some class at WSU which is not necessarily a class within their degree/major.

4. If more than one semester is open for registration, rerun the Tentative level of the Grad Apps and Inquiry report for each term and repeat the exercise.
### Source Code Explanations

The following are codes used for an Inquiry submitted through the online request for information.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCARF</td>
<td>Career Fair</td>
<td>Student heard about Grad School at a Career Fair</td>
</tr>
<tr>
<td>GFAC</td>
<td>Faculty Referral</td>
<td>Student heard about Grad School from a faculty member</td>
</tr>
<tr>
<td>GALUM</td>
<td>Former WSU Student</td>
<td>Student is an Alum of WSU</td>
</tr>
<tr>
<td>GFRND</td>
<td>Friend</td>
<td>Student heard about Grad School from a friend</td>
</tr>
<tr>
<td>GIAT</td>
<td>International Agency or Tour</td>
<td>Student heard about Grad School through an overseas agency or recruitment tour</td>
</tr>
<tr>
<td>GIPUB</td>
<td>International Publication</td>
<td>Student read about Grad School in an Intl Advertisement</td>
</tr>
<tr>
<td>GWICA</td>
<td>Wichita Advertising</td>
<td>Student heard about Grad School through local adverts</td>
</tr>
<tr>
<td>GWSUW</td>
<td>WSU Website</td>
<td>Student heard about Grad School through WSU website</td>
</tr>
<tr>
<td>GOTHER</td>
<td>Other</td>
<td>Any other means not included above (details will be entered on SPACMNT for tracking)</td>
</tr>
</tbody>
</table>

The following are used for external Inquiries – not through Grad School’s online form.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINQR</td>
<td>Inquiry</td>
<td>Paper or phone request from information</td>
</tr>
<tr>
<td>GREFL</td>
<td>Referral from department</td>
<td>When request comes from department</td>
</tr>
<tr>
<td>GWEB</td>
<td>Online request for info</td>
<td>Online request forwarded to Grad School from other department</td>
</tr>
<tr>
<td>GWBREF</td>
<td>Web referral from Agency</td>
<td>Request comes from agency; for example – GradSchools.com</td>
</tr>
<tr>
<td>GWLKIN</td>
<td>Visited with Recruitment Officer in person</td>
<td>Entered into system but GS packet not mailed</td>
</tr>
<tr>
<td>GCALL</td>
<td>Visited with Recruitment Officer over the phone</td>
<td>Entered into system and mailed a packet as we would with any inquiry</td>
</tr>
<tr>
<td>GRMAIL</td>
<td>Packet mailed by Rec. Officer</td>
<td>Entered into system but GS packet not mailed again</td>
</tr>
<tr>
<td>GMNS</td>
<td>McNair Scholar Event</td>
<td>Request is collected at a McNair event</td>
</tr>
<tr>
<td>GDEPT</td>
<td>Department Recruiting Event</td>
<td>Request is collected at a department event</td>
</tr>
<tr>
<td>GFAIRD</td>
<td>Domestic Recruitment Fair</td>
<td>Request is collected at a domestic event</td>
</tr>
<tr>
<td>GFAIRI</td>
<td>International Recruitment Fair</td>
<td>Request is collected at an international fair</td>
</tr>
<tr>
<td>GADVR</td>
<td>Print Ad</td>
<td>Request is mailed in from a print ad</td>
</tr>
<tr>
<td>GPOST</td>
<td>Poster Card</td>
<td>Request is from a poster sent to another school</td>
</tr>
<tr>
<td>GRFAIR</td>
<td>Met student at Recruitment Fair (materials given there)</td>
<td>Used in conjunction with contact codes to describe event attended; no additional mailings are sent; contact info provided directly to departments with a request to follow up.</td>
</tr>
<tr>
<td>GRFDSM</td>
<td>Referral from Dept – department has sent materials</td>
<td>Department provides information; they have sent packed including grad materials; Grad School sends only follow up letter.</td>
</tr>
</tbody>
</table>

Continued on next page
### Source Code Explanations, Continued

Indirect Inquiry related Source Codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE</td>
<td>GRE Score</td>
<td>Reason for creation of record is receipt of GRE score</td>
</tr>
<tr>
<td>GMAT</td>
<td>GMAT Score</td>
<td><strong>Not currently used</strong></td>
</tr>
<tr>
<td>GMILLR</td>
<td>Miller Test Score (MAT)</td>
<td>Reason for creation of record is receipt of MAT score</td>
</tr>
<tr>
<td>GINTLM</td>
<td>International Materials</td>
<td>Int'l materials received prior to receipt of app</td>
</tr>
<tr>
<td>GLOR</td>
<td>Letter of Recommendation</td>
<td>LOR received prior to receipt of application</td>
</tr>
<tr>
<td>GTRNS</td>
<td>Transcript</td>
<td>Official transcript received prior to receipt of app</td>
</tr>
<tr>
<td>GOAPP</td>
<td>Submitted Online app</td>
<td>Entered automatically by system when apps submitted</td>
</tr>
<tr>
<td>GAPP</td>
<td>Submitted application</td>
<td>Entered by admissions staff – paper application</td>
</tr>
</tbody>
</table>