



# **Using the Admissions Index Process**

## **Georgia Enhanced Banner Student and Financial Aid Systems User Documentation**

Version 8.13

**Information Technology Services**

**May 2012**

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## Using the Admissions Index Process

### Introduction to the Admissions Index Process

#### Purpose

The Admission Index process provides different levels of index calculation depending on the institutions needs. Validation and rules forms allow for the creation of individual index rules and requirements. The resulting index is stored in a baseline Banner form for the specified student. Forms are also provided for the entry of high school transcript date and the calculation of a high school GPA.

#### Target Audience

Institutional staff responsible for calculating admissions indices and entering high school data for applicants.

#### Purpose and Scope of Document

This document explains how to use the Georgia Enhanced Admissions Index process to meet the needs and requirements for storing information and calculations, define formulas, calculate a student's high school GPA, and calculate the index.

Institutions desiring the simplest approach may enter data directly to the specified fields and run the index calculation process.

#### Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.

#### References



For information about the baseline product, see the *SGE Banner Student User Guide*.

For information related to admissions policies and the freshman index, refer to Sections 301-310: Administrative Procedures for Implementing Admissions Policy of the Academic Affairs Handbook (<http://www.usg.edu/academics/handbook/>).

## Support



For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service:  
[http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services)
- E-mail: [Helpdesk@usg.edu](mailto:Helpdesk@usg.edu)

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

## Admissions Index Forms

### Overview

Use the following forms:

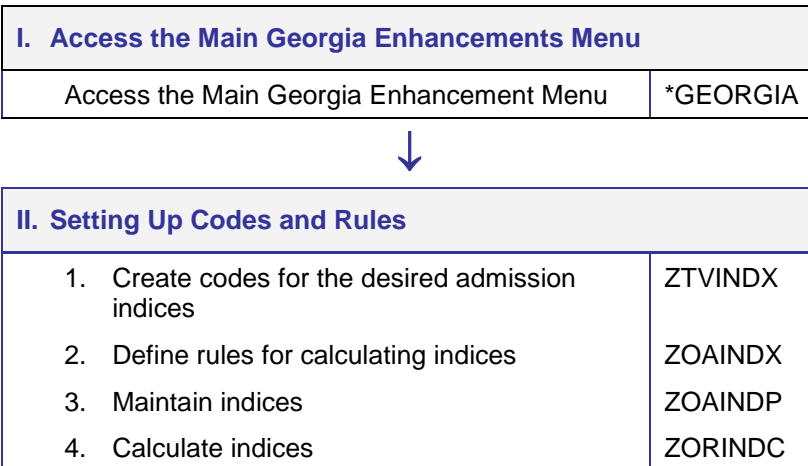
Descriptive Title	Name
High School Detail Information Form	ZOAHSCD
Index Information Form	ZOAINDP
Index Calculation Rules Form	ZOAINDX
Index Code Validation Form	ZTVINDX

## Admissions Index Process Flow

### Description

The Admission Index Calculation process (ZORINDC) calculates indices for specified applicants. The process allows individual calculation, calculation of an index for an input population, or calculation of an index for all applicants applying for a specified term.

### Overview of Admissions Index Flow

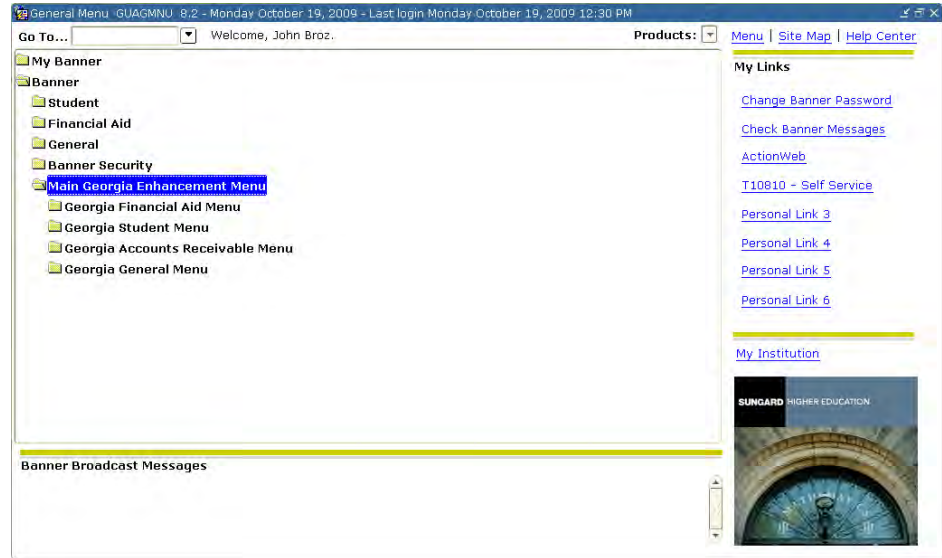


## Using the Admission Index

### I. Accessing the Main Georgia Enhancements Menu (\*GEORGIA)

#### Access the Main Georgia Enhancements Menu (\*GEORGIA)

Access the Main Georgia Enhancements Menu (\*GEORGIA).



### II. Setting Up Codes and Rules

#### 1. Create codes (ZTVINDX)

Create codes on the Index Code Validation form (ZTVINDX).

The screenshot shows the 'Index Code Validation Form - ZTVINDX 8.0'. It contains a table with the following data:

Code	Priority	Description	Low	High
REG	1	Freshman Index	400.0000	3,600.0000
CSAT	2	combined SAT	400.0000	999.0000
INDX	3	Freshman index	400.0000	8,000.0000

The priority number specifies the order in which the calculation will apply the index rules. The rule with the lowest priority number is processed first. Only one row per priority number is allowed. The code represents the type of index record created by the process. The low and high values define the range of acceptable scores for the index.



**2. Define the rules to calculate the indices (ZOAINDX)**

Define the calculation rules on the Index Calculation Rules form (ZOAINDX). To create an index record, a student must meet every condition of the defined set of rules.

Element	Test	Factor Use	Factor	Line Operator
TEST	S01	*	1.00	+
TEST	S02	*	1.00	

Define rules for each code created on ZTVINDX. Index calculation rules are entered on the following four elements:

**Test Score**

The specific test(s) to be required in calculating the index can be specified in a set of rules.

**High School GPA**

If a student has multiple high school records, the record containing a graduation date is used. If the High School Detail Information form (ZOAHSDD) is used and high school data entered, the GPA can be calculated. Manual entry is also available.

**Percentile**

Users have the choice to calculate percentile when high school data is entered or to manually enter a percentile.

**Constant**

The index derives the constant from historical data and supplies the constant to each institution.

Once entered, the element can be manipulated by placing the desired value in the Factor field and the modifier in the Factor Use field. Several elements can be joined by placing a plus or minus in the Line Operator field.

This example depicts the rule required to add two test scores together.

Element	Test	Factor Use	Factor	Line Operator
TEST	S01	*	1.00	+
TEST	S02	*	1.00	+

**Note:**



Rules defined here control the calculation of the index from ZOAHSKD using the Index Calculation process (ZORINDC).

**3. Maintain indices (ZOAINDP)**

Results calculated by ZORINDC display on the Index Information form (ZOAINDP). Depending upon the specific index to be calculated, student data (test scores, high school information, etc.) must exist prior to using ZOAINDP. Entering the Index Information Block will automatically call ZORINDC to calculate indices for students who do not have an index.

The Delete/Calculate Index button allows the user to delete indices displayed on the form and on the Test Score Information form (SOATEST) and/or to calculate new indices using the current data and defined rules.

Index	Description	Index Value	Activity Date
INDX	Frshman index	2,000.00	11-SEP-2009
REG	Freshman Index	1,000.00	11-SEP-2009

**4. Calculate new indices (ZORINDC)**

ZORINDC allows calculations of indices for individuals, a population, or for all applicants applying for a specified term. To review ZORINDC results, view ZOAINDP for the specific student.

**Parameters for ZORINDC**

No	Name	Required?	Description/Instructions	Default Values
01	Term	N	Enter the term code for which all entering applicants will be processed. Valid values should be selected from the Term Code Validation form (STVTERM). When a Population Selection or an individual student ID is entered, this is the term to be used in the heading of the report.	
02	Selection Identifier	N	Enter the code that specifies the desired sub-population. The selection identifier must be defined on the Population Selection Inquiry form (GLISLCT). All or none of the population selection parameters must be entered.	
03	Application Code	Y if 02 entered	Enter the code that identifies the general area for which the selection identifier was defined. Valid values should be selected from the Application Inquiry form (GLIAPPL) in the General module.	
04	Creator ID	Y if 02 entered	Enter the user ID of the person who created the sub-population rules. The creator ID must have been specified when defining the selection identifier.	
05	User ID	N	Enter the user ID of the person who created the sub-population rules.	
06	Run Mode	Y	Valid values are A and U. A, or audit mode, prints a report without actually updating the database. U, or update mode, updates the database.	A
07	Report Option	Y	Valid values are A and E. A, or print all output, produces a report including all index calculation results. E, or print only errors, produces a report of all errors encountered by the process.	A
08	Student ID	N	Enter the ID of the applicant for whom an index should be calculated. Do not use this parameter with a population selection.	

**Sample .lis File**

06-DEC-2010 10:06:22                    DATABASE                    PAGE    1  
 FALL 2010                                Admissions Index Calculation                    ZORINDC 8.6

Id	Name	Index Value	Message
100000014	Bass, Ernest T	CSAT	*NO S01 TEST*
		CSAT	*NO S02 TEST*
		DSAT	*NO S01 TEST*
		DSAT	*NO S02 TEST*
		DSAT	*NO A01 TEST*
		FI	**NO HS GPA**
		FI	*NO CSAT TEST*
		CGNU	*NO S01 TEST*
		CGNU	*NO S02 TEST*
		FINE	*NO S01 TEST*
		FINE	*NO A01 TEST*
100000017	Bee, Aunt G		NO HS GRAD DATE
100000010	Fife, Barney T	CSAT 960.0000	*INDEX UPDATED*
		DSAT 578.3000	*INDEX UPDATED*
100000011	Griffith, Andy M	CSAT 1030.0000	*INDEX UPDATED*
		DSAT 636.9000	*INDEX UPDATED*
100000018	Lawson, Floyd		NO HS GRAD DATE
100000019	Peterson, Thelma L		NO HS GRAD DATE
100000020	Pike, Mayor		NO HS GRAD DATE
100000015	Pile, Gomer E		NO HS GRAD DATE
100000016	Pile, Goober C		NO HS GRAD DATE
100000012	Redding, Otis P	CSAT 1125.0000	*NO ACTION*
		DSAT	*NO A01 TEST*
		FINE	*NO A01 TEST*
100000013	Taylor, Opie D		NO HS GRAD DATE

06-DEC-2010 10:06:22                    DATABASE                    PAGE    2  
 FALL 2010                                Admissions Index Calculation                    ZORINDC 8.6

\*\*\* REPORT CONTROL INFORMATION \*\*\*

TERM:    201008  
 SELECTION IDENTIFIER:                        JAB  
 APPLICATION CODE:                                STUDENTS  
 CREATOR ID:                                        JBROZ  
 USER ID:    JBROZ  
 RUN MODE:    A  
 REPORT OPTION:                                    A  
 STUDENT ID:

RECORD COUNT:                                    11

## High School GPA Calculation Forms

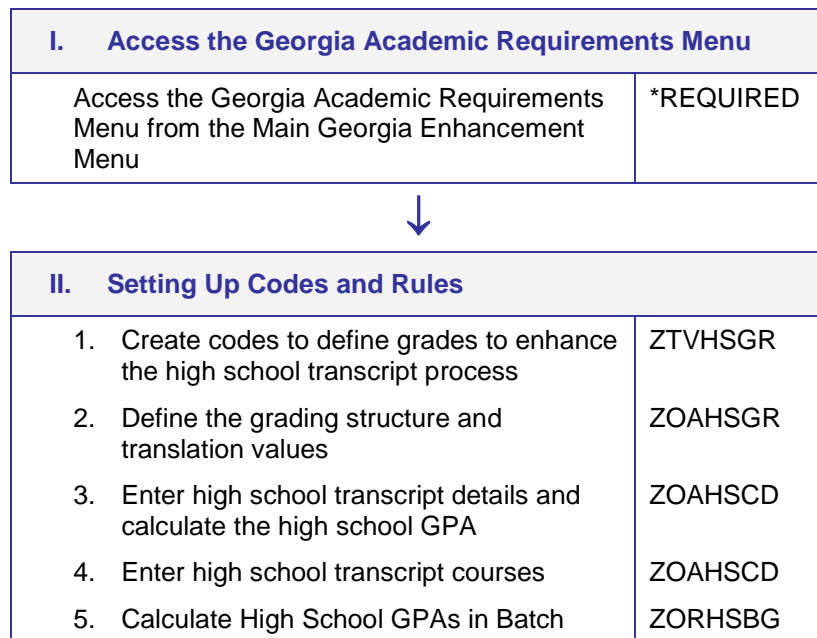
### Overview

Use the following forms:

Descriptive Title	Name
High School Detail Information Form	ZOAHSCD
High School Grade Code Validation Form	ZTVHSGR
High School Grade Definition Form	ZOAHSGR

## High School GPA Calculation Process Flow

### Overview of High School GPA Calculation Flow

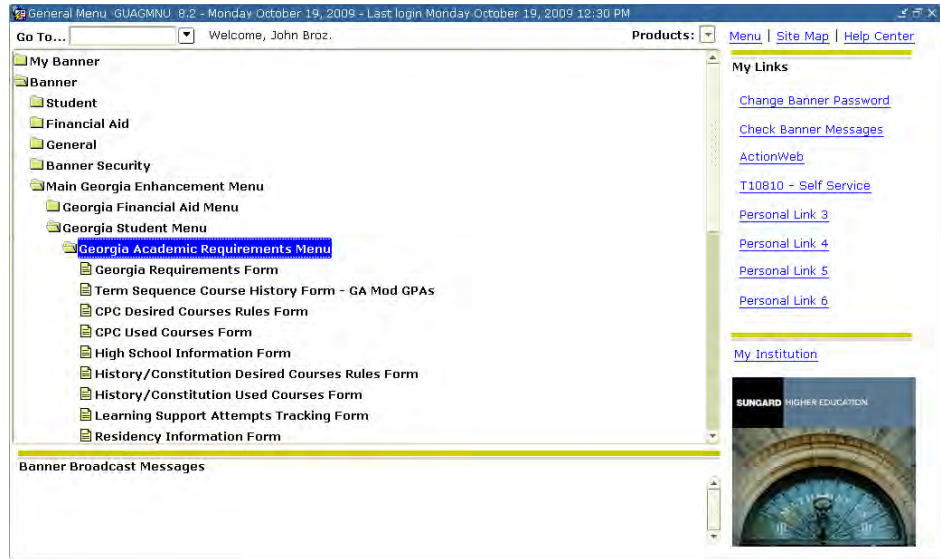


## Using the High School GPA Calculation

### I. *Accessing the Georgia Academic Requirements Menu (\*REQUIRED)*

#### Access Georgia Academic Requirements Menu (\*REQUIRED)

Access the Georgia Academic Requirements Menu (\*REQUIRED) from the Main Georgia Enhancements Menu.



### II. *Setting Up Codes and Rules*

#### 1. Create codes (ZTVHSGR)

Create codes to define the grades used to enhance high school transcript processing on the High School Grade Code Validation form (ZTVHSGR). The grades and quality points created here will be used to translate individual high school grades on the High School Grade Definition form (ZOAHSGR) to a standard used for all high school GPA calculations. The format of the Quality Points field is 99.99.

Translated Grade Code	Quality Points	Count In GPA	Activity Date
A	4.00	<input checked="" type="checkbox"/>	04-APR-1995
B	3.00	<input checked="" type="checkbox"/>	04-APR-1995
C	2.00	<input checked="" type="checkbox"/>	04-APR-1995
D	1.00	<input checked="" type="checkbox"/>	04-APR-1995
F	00	<input checked="" type="checkbox"/>	04-APR-1995
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
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		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

The Count in GPA indicator field indicates whether the grade should be counted in GPA calculations. The options are checked (database value equal 'Y') and unchecked (database value equal 'N'). When checked, the grade is included in GPA calculations. The default value is checked.

**2. Define the high school grading structure and translation values (ZOAHSGR)**

Define the high school's grading structure and translate values to an institutional norm on ZOAHSGR. Translations entered on ZOAHSGR are used in calculating high school GPAs by the High School Detail Information form (ZOAHS CD).

Grade	Translated Grade Code	Points	GPA Indicator	Effective Year	Status Indicator	Activity Date
A	A	4.00	Y	0000	A	19-OCT-2009
B	B	3.00	Y	0000	A	19-OCT-2009
C	C	2.00	Y	0000	A	19-OCT-2009
D	D	1.00	Y	0000	A	19-OCT-2009
F	F	0.00	Y	0000	A	19-OCT-2009

If both fields in the Key Block contain information, the data from the default institution are copied to the Key institution via the Copy Grades function. If records exist for the Key institution, this feature is not available.

If the Translated Grade field contains grade data, values from ZTVHSGR are retrieved. This feature can be overridden by the institution.

**Default**

This code field can be accessed only when a valid SBGI code is entered for an institution that has no entries in the table. The code entered in the Default code field must exist and represent an institution that has rows in the table. A List of Values, selecting only those Institutions with data previously defined on this form, is available for this field.

**Copy Grades Function**

The "Copy Grades" button allows the user to copy the grade codes from the default institution to the Key institution. When records exist for the Key institution, the user receives a message that the copy function is not available.

**3. Enter high school transcript details and calculate high school GPA (ZOAHS CD)**

Enter high school transcript details and calculate the GPA on ZOAHS CD on a student by student basis.

The screenshot shows a web form titled "High School Detail Information Form ZOAHS CD 8.7". At the top, there is an "ID:" field with the value "100000010" and a name field "Barney T Fife". Below this are two tabs: "High School(s)" and "Subjects". The "High School(s)" tab is active. The form is divided into several sections:
 

- Georgia Testing ID:** A "GTID:" field.
- High School Detail:**
  - "High School:" dropdown menu with "100025" selected and "Apalachicola High School" as the label. A checked checkbox "High School Address Exists" is to the right.
  - "Graduation Date:" dropdown with "29-MAY-1998" selected.
  - "Transcript Receive Date:" dropdown with "28-SEP-2005" selected. A checked checkbox "College Prep" is to the right.
  - "Class Rank:" input field with "2".
  - "Class Size:" input field with "2".
  - "Percentile:" input field with "0".
  - "High School GPA:" input field with "1".
  - "Admission Checklist Request Code:" two empty input fields.
  - "Diploma:" two empty checkboxes.
- High School GPA Recalculation and CPC GPA Entry:**
  - "Recalculate High School GPA:" dropdown menu with "Y" selected.
  - "CPC GPA:" empty input field.
  - A checked checkbox "Deselect All Count in GPA Boxes".

Entering information in both the rank and size fields will automatically copy information from one code to another. If only one class item is entered, the user can manually enter the percentile standing. The Key block ID field identifies the student whose information is being entered and is protected from user access.

**Admissions Checklist Request Code**

The List of Values selected from the Admission Request Checklist Code Validation form (STVADMR) is available in this field. The admission checklist received date updates automatically.



### Diploma

This field is the type of diploma received from the high school. The List of Values from the Diploma Type Validation form (STVDPLM) is available in this field.

### Recalculate High School GPA

The default setting for Recalculate High School GPA is 'N.' When set to 'Y', the GPA recalculates every time the user exits the form.

### CPC GPA

This field assists in maintaining high school core curriculum GPA for Student Data Reporting. Information entered in this field is informational only. It is not used to update the overall GPA.

### Deselect All Count in GPA Boxes

When checked and saved, this box deselects all count in GPA boxes in the Subjects tab for the corresponding High School in the High School Detail block.

## 4. Enter high school transcript courses (ZOAHS CD)

The second tab of ZOAHS CD is used to enter high school course information. The user can opt to have the GPA and/or the admissions index calculated when data entry is complete.

Year	Subject	Description	Units	Grade	Of	In Progress Indicator	AP	Honors Course Indicator	Translated Grade Code	GPA Points	Count In GPA
2008	ENGL	English	1.00	B	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B	3.00	<input checked="" type="checkbox"/>
2008	FREN	French	1.00	B	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B	3.00	<input checked="" type="checkbox"/>
2008	MATH	Mathematics	1.00	C	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C	2.00	<input checked="" type="checkbox"/>
2008	SCI	Science	1.00	A	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	4.00	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Calculate GPA Calculate Index

### Grade

The translated grade, points, and count in GPA fields default from the selected institution grade record when a valid grade is entered. If the grade is changed, grade revalidation occurs and the grade's default values are recopied.

## **Of**

If the official indicator is not checked, the course is not included in the high school GPA calculation. The default value is Y.

## **In Progress Indicator**

When this field and the GPA indicator are checked, the course is included in the high school GPA calculation. The default value is unchecked.

## **Count In GPA**

The default value is checked.

## **GPA Calculation**

When this field and the data entered in the High School Subject Block have been saved, clicking this button will execute the GPA and displays results on the Helpful Hints Message line.

## **Index Calculation**

If the student does not have an index, clicking this button will execute ZORINDC. If the student has an index, the user may chose to delete all ZOAINDP and the Test Score Information form indices and calculate new indices with the current data and defined rules.

## **5. Calculate High School GPAs in Batch**

The High School Batch GPA Calc process is used to calculate Grade Point Averages (GPAs) in batch or for an individual. Enter ZORHSBG via the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Enter a term, student ID or population selection. This process updates the High School Detail Information form (ZOAHS CD) in the same way the Recalculate High School GPA indicator is used in the form.

This process can be run multiple times for a population selection, a term, or a specific student.

Process Submission Controls GJAPCTL 8.12

Process: ZORHSBG High School Batch GPA Calc Parameter Set: [ ]

**Printer Control**  
 Printer: [ ] Special Print: [ ] Lines: [ ] Submit Time: [ ]

**Parameter Values**

Number	Parameters	Values
01	Process Term	[ ]
02	Student ID	[ ]
03	Selection Identifier	[ ]
04	Application Code	[ ]
05	Creator ID	[ ]
06	User ID	[ ]
07	Run Mode	A

LENGTH: 6 TYPE: Character O/R: Optional M/S: Multiple  
Term used in headers and possibly student selection.

**Submission**  
 Save Parameter Set as Name: [ ] Description: [ ]  Hold  Submit

**Parameters:**

Number	Description	Help	Default	Required
01	Process Term	Term used in headers and possibly student selection.		
02	Student ID	The Student ID for one student select.		
03	Selection Identifier	Enter selection Id if population is to be used.		
04	Application Code	Enter application code if population is to be used.		
05	Creator ID	Enter creator if population is to be used.		
06	User ID	The User ID of the sub-population, if applicable.		
07	Run Mode	(A)udit or (U)pdate Mode.	A	Yes

**Sample .lis file:**

```
11-09-2009 17:42:11                                PAGE: 1
Run No. 790831      High School Batch GPA Calculation Process  ZORHSBG 8.0

ID          Name                Term   SBGI   Units  Points  GPA
253533333  Goodfriend, Thomas           200808 111925    6      24     3.38
11-09-2009 17:42:11                                PAGE: 2
Run No. 790831      High School Batch GPA Calculation Process  ZORHSBG 8.0

                * * * CONTROL REPORT * * *

Parameter Description                Parameter Value(s)

Process Term                          200808
Student ID                             253533333
Selection Identifier
Application Code
Creator ID
User ID
Run Mode                               A
Students Processed                     1

ZORHSBG 8.0 completed successfully
```

Once the process is successfully executed in Update mode, verify that the High School GPA is populated on the High School Detail Information form (ZOAHSKD).

## Appendix A: Document History

This section details the history of the document and updates made for each modification.

<b>Release and Date</b>	<b>Page</b>	<b>Update Description</b>
Georgia Enhancements 8.0, March 31, 2010	All	Screen shots and instructions updated where necessary.
Georgia Enhancements 8.6, December 17, 2010	8	Screen shot updated.
Georgia Enhancements 8.7, March 31, 2011	12-13	Added changes to ZOAHS CD
Georgia Enhancements 8.13, May 31, 2012	10-11 14-15	ZTVHSGR quality points reference added and updated screenshot. Added ZORHSBG

## Appendix B: Process Flow

### Admissions Index Process

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