

Revised: 3/14/2007

STAD-030
Admissions Processing
Checklist

LEVEL	ADMIT TYPE	STU TYPE	CHECKLIST
UG	S1 and T3	A, B	AP20 or WAIVE HST1 TSTS
UG	T2	T, U, V	AP20 HST1** TSTS CT01*
UG	S1	T, U, V	AP20 CT01*
UG	S1	R	AP15
UG	T1	R	AP15 CT01*
UG	T2	R	AP20 HST1** RANK TSTS CT01*
NU, NG	S1	T, U, V	AP10
NU, NG	S1	R	AP05
NU	H1	H	AP0 HST1 TSTS
GR	S1	F, G	AP50 CT01*

* The possibility exists that you will need to request additional transcripts if the student has attended more than one college (CT02, CT03, etc...).

** Until further notice, in order to request a final high school transcript on the Checklist and have a SAACK1 (ACK) letter print, it is necessary to enter the transcript as HST1. If an HST1 transcript has already been received and entered in SOAHSCH, it is necessary to change the ADMR code to HST2 in SOAHSCH and then add HST1 to the Checklist. This is a workaround until the letter queries can be adjusted to show HSTF on the SAACK1 letter.

A request for this change has already been submitted to ITS and will happen within a week or two. Please check back on the Job Aids and Standard Operating Procedures link for an updated Job Aid.
<http://link.unm.edu/Training/JAandSOP.htm>