



## LINK Student-Academic

### Admissions



# STAD-105 Create Primary & Secondary Programs For Dual Degree Applications

Date Issued/Rev: 1/19/05

**General Description:** This procedure explains how to enter information for dual degree applications.

**Responsible Manager:** Director of Admissions


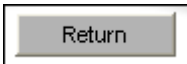

#### Related Procedures:






- UNM-100 Search Three Times
- STAD-103 Enter Admissions Application

#### Related Forms:

- SAAADMS Application Admission Form

#### Process Summary:

Step#	Form / Field Name
1	Go to SAAADMS.
2	<p>Has applicant been entered?</p> <ul style="list-style-type: none"> <li>a. If yes, be sure the appropriate application is selected then continue (if necessary, use the scrollbars to find the correct application).</li> <li>b. If not, go to STAD-103 Enter Admissions Application before proceeding.</li> </ul>
3	<p><b>Primary:</b> Click on the blue button to open the Primary Curriculum window.</p> 
4	<p><b>Department:</b> Required; type the department name <b>OR</b> double click to select from the list of values menu.</p>
5	<p>Press "Return" to close the window.</p> 
6	<p><b>Secondary:</b> Click on the blue button to open the Secondary curriculum window.</p> 

7	<b>Catalog Term:</b> Required; type the same term as that used in the Primary curriculum.
8	<b>Program:</b> Required; type the program name or double click to select.
9	See <b>Campus, College, Level, Degree</b> and <b>Major</b> auto-fill.
10	<b>Department:</b> Required; type the department name for the second application.
11	Click the “Return” button to close the window. 
12	More programs to create? a. If yes, Select “Save”  , then “Rollback”  and return to step 2 above. b. If not, select “Save”  , then select “Exit”  .
13	<b>NOTE:</b> Be sure to cross reference BOTH applications. I.e. if the student is applying for a MCRP and a MPA, then list the MCRP as secondary for the MPA and the MPA as secondary for the MCRP.

**See next page for detailed procedure.**

### PROCEDURE

1. From the direct access field of the main menu type SAAADMS and press ENTER. Do **NOT** click on the magnifying glass.
2. Has applicant been entered?
  - a. If yes, continue.
  - b. If not, go to STAD-103 Enter Admissions Application before proceeding.
3. If necessary, use the scrollbars to find the correct application record.
4. **Primary:** Click on the blue button to the left.

Admissions Application Form SAAADMS 6.4 (TESTS)

ID: 001000409 Zamboni, Emilio  Term:

Entry Term: 200980 UNM Fall 2009 Appl No: 17 Appl Date: 19-AUG-2005

Catalog Term: 200980 UNM Fall 2009 College: GP Graduate Programs

Level: GR Graduate/GASM Degree: MS Master of Science

Campus: ABQ Albuquerque/Main Program: MS-CHEM

Admit: S1 Standard **Primary**  Secondary

Student Type: G First Time Grad/Prof w/UN

Residency: R Resident

Site:

Status: D Decision Made Outstanding Requirements:

Decision: ED Dual Enrollment Graduate St Date: 19-AUG-2005 S SYSTEM

Decision Date: 19-AUG-2005 U USER Appl Fee: Last:  Current:

Waiver:

F/T:  P/T:  None:

Citizen: 3 Alien - VISA

5. See the “Primary Curriculum” window open.

Primary Curriculum SAAADMS 6.4 (TESTS)

Program	Catalog Term	Level	Campus	College	Degree
MS-CHEM	200980	GR	ABQ	GP	MS

Major 1:	CHEM	Chemistry	Conc 1:		
Dept 1:	CHEM	Chemistry	Conc 2:		
			Conc 3:		
Major 2:			Conc 1:		
Dept 2:			Conc 2:		
			Conc 3:		
Minor 1:			Minor 2:		

Return

6. **Dept. 1:** Required; type the department name OR double click to select from the list of values menu.  
Note that the **Program** and **Catalog Term** information appear in the area above the **Major** and **Dept.**
7. Press the “**Return**” button in the bottom right corner of the window to close.
8. **Secondary:** Press the button to open the Secondary Curriculum window.

Primary Secondary

9. See the “Secondary Curriculum” form display. (Next page).

Secondary Curriculum SAAADMS 6.4 (TESTS)

Catalog Term: 200980 UNM Fall 2009 Level: GR Graduate/GASM  
 Campus: ABQ Albuquerque/Main Degree: MS Master of Science  
 College: GP Graduate Programs Program: MS-CHEM

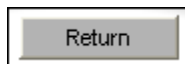
Major 1: CHEM Chemistry Conc 1:   
 Dept 1: CHEM Chemistry Conc 2:   
 Conc 3:

Major 2: MATH Mathematics Conc 1:   
 Dept 2: MATH Mathematics & Statistics Conc 2:   
 Conc 3:




Minor 1:  Minor 2:

Clear Second Curr:  Return

9. **Catalog Term:** Press the “Tab” key to enter the same term as in the primary curriculum.
10. **Program:** Required; press “Tab” to move to the **Program** field, or click to place your cursor in it; type the program or double click to select from the drop down menu. **Campus, College, Level and Degree** fields will populate automatically.
11. **Dept 2:** Required; type the department name **OR** double click to select from the list of values menu.
12. Select “Return” in the bottom right corner of the form to close the window.



13. More records to create?

- a. If yes, select “Save”  (F10), select “Rollback”  and return to step 1.
- b. If not, select “Exit”  or (Ctrl + Q).

\*\*\* E N D \*\*\*