

# SUNY Application Import

## CONTENTS

---

- SUNY Application to Slate Instructions ..... 1
- SUNY Application Source Format..... 2
  - How to Remap the SUNY Application File ..... 2
  - Stage: Fields ..... 3
  - Round Mapping..... 4
  - Stage: Value Mappings..... 4
  - Stage: Static Mappings..... 4
  - Review in the Test Environment ..... 4
  - Stage: Retroactive Refresh..... 5
  - Make an Application Received Deliver Campaign ..... 5
- Other Data Feeds Source Formats ..... 6
  - Mapping Guidelines ..... 6

## SUNY APPLICATION TO SLATE INSTRUCTIONS

---

SUNY creates up to 4 data feeds and 7 document feeds associated with applySUNY. File layouts for data feeds and index files can be found in the Application Services Center Application Processing Reference Manual on the ‘Resources’ tab in CampusConnect. These files can be delivered every weekday. The specific feeds that your campus receives and your delivery schedule are determined by the preferences that you provide to System Administration on the annual Application Services Center (ASC) Survey.

### Data Feeds

- PSV Format: Applications
- PSV Format: Supplemental Applications
- PSV Format: EOP Financial Information Form
- XML Format: NYC DOE e-Transcripts

## Document Feeds

- PDF Format: Applications
- PDF Format: Supplemental Applications
- PDF Format: EOP Financial Information Form
- PDF Format: Common App Documents
- PDF Format: Coalition App Documents
- PDF Format: Counselor Documents (includes transcripts, mid-year transcripts, final transcripts, letters of recommendation, resumes, college transcripts, EOP financial documentation, unofficial test scores, and miscellaneous)
- PDF Format: NYC DOE e-Transcripts

These files must be loaded into the Upload Dataset module in Slate. Before the SUNY application data can appear for your individual student records, you will need to take three steps for each distinct file type:

1. Check the field destinations and value mappings that System Administration has pre-mapped.
2. Map any additional application data to Slate fields.
3. Map any application values to destination values in Slate for prompt-based fields.


## SUNY APPLICATION SOURCE FORMAT

---

The Source Format for the SUNY Application has already been created in your database. The SUNY Application file contains all the application data for students who have submitted an application to your campus.

You must have an Application Period and Rounds built in Slate before you can map your SUNY Application feed.

## HOW TO REMAP THE SUNY APPLICATION FILE

1. Navigate to the Database page (Click the  icon.)
2. Click 'Format Definitions.'
3. Find the SUNY Application Source Format and click 'Remap.'

Name	Count	Last Import	Format	Shared	Remap
Organizations Dataset Updates	1	12/29/2017	Excel	✓	<a href="#">Remap</a>
Prompt Import	4	08/08/2018	Excel	✓	<a href="#">Remap</a>
SUNY Application - 2018	1	07/27/2018	PSV		<a href="#">Remap</a>
SUNY EOP Financial Information	0		PSV		<a href="#">Remap</a>
SUNY Inquiry Import	1	07/25/2018	CSV		<a href="#">Remap</a>
SUNY NY eTranscripts Document Import	0		DIP		<a href="#">Remap</a>
SUNY Supplemental Application	0		DIP		<a href="#">Remap</a>

After clicking the 'Remap' link, you will see all of the Slate destination fields currently mapped for the data points included in the SUNY Application file.

## STAGE: FIELDS

The Fields stage allows you to tell Slate where to store the incoming SUNY Application data within a Slate record:

[All Sources](#) > [Format Definitions](#)

### SUNY Application - 2018

Search...

#### Fields

First   Back   Page 1   [Next](#)

Source Field =sample value	Destinations
ApplicationID	Application Fields   App: Other - SUNY App ID
SSN	Record   SSN
ASCAssignedSSN	Fields   Other - ASC ID
CommonAppID	Record   Slate External ID   Application Fields   App: Other - Common App ID
ApplicantFirstName	Record   First Name
ApplicantMiddleName	Record   Middle Name
ApplicantLastName	Record   Last Name
ApplicantNameSuffix	Record   Suffix
ApplicantBirthDate	Record   Birthdate

**Stage Fields**

[Field Fusions](#)

[Value Mappings](#)

[Static Mappings](#)

[Review](#)

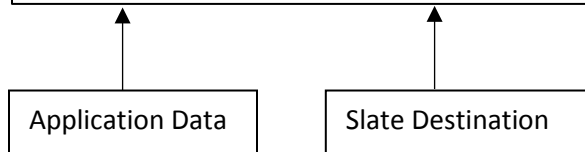
[Retroactive Refresh](#)

**Filter**

**All Fields/Values**

[Only Mapped](#)

[Only Unmapped](#)



System Administration has pre-mapped some of the data points in the SUNY Application file. You can change these mappings if necessary, but you must not edit any of the destinations for ID fields.

## ROUND MAPPING

You are required to map Application Round. Refer to the Slate Forum article ‘Application Building Workbook.’

## STAGE: VALUE MAPPINGS

Double check the value mappings on the Value Mappings screen and configure the mappings for any field destinations you may have added.

[All Sources](#) > [Format Definitions](#)

### SUNY Application - 2018

Value Mappings [refresh values](#)

Source Field	Destination	Mapped	Unmapped
EntrySemester + EntryYear +	Application Fields App: Round	2	6
Gender	Record Sex	2	0
PermAddressStateCode	Record Permanent Address - Region Code	62	0
PermAddressCountryCode	Record Permanent Address - Country	256	17
PermAddressCanadianProvince	Record Permanent Address - Region Code	13	0
TempAddressStateCode	Address Address - Region Code	62	0

Search...

**Stage**  
[Fields](#)  
[Field Fusions](#)  
**Value Mappings**  
[Static Mappings](#)  
[Review](#)  
[Retroactive Refresh](#)

**Filter**  
**All Fields/Values**  
[Only Mapped](#)  
[Only Unmapped](#)

You can use the ‘Only Unmapped’ filter to navigate to source fields that require value mappings. For fields that have been pre-mapped, you will only see those values that are not yet mapped. Click the ‘Append Values’ button in order to add the missing source values so you may finalize your mappings.

## STAGE: STATIC MAPPINGS

You may wish to consider adding Static Values in order to ensure that the SUNY Application data will display according to your specifications.

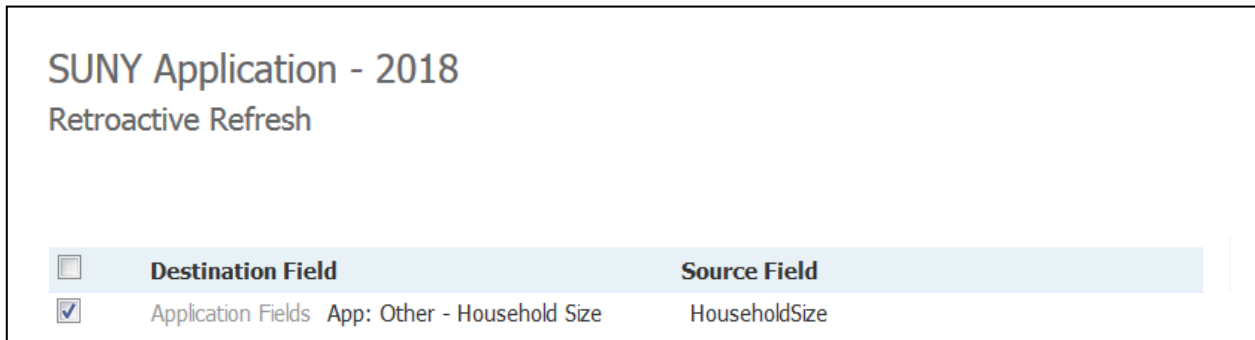
## REVIEW IN THE TEST ENVIRONMENT

When you are satisfied with your SUNY Application mappings, launch (or refresh) a test instance and activate the SUNY Application source format in that environment. If you need to make any tweaks, make those changes in production, and then refresh your test environment and try again. If everything imported as expected, activate the source format in production.

## STAGE: RETROACTIVE REFRESH

You may revisit the Format Definitions for your SUNY Application import and map additional fields and values at any time. If you map new fields and values, or alter existing field or value destinations once your SUNY Application format is active, use the Retroactive Refresh stage to update previously imported data.

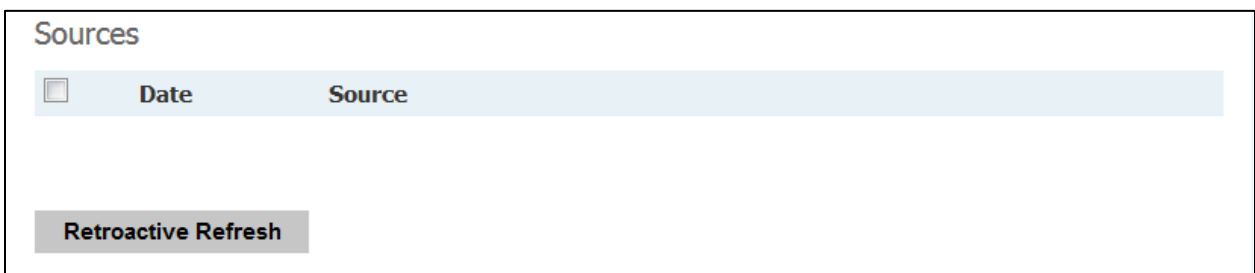
Select the specific field that should be imported for your previously uploaded records. For example:



SUNY Application - 2018  
Retroactive Refresh

<input type="checkbox"/>	Destination Field	Source Field
<input checked="" type="checkbox"/>	Application Fields App: Other - Household Size	HouseholdSize

Then scroll to the bottom and select the files to be refreshed. Be sure to click the 'Retroactive Refresh' button at the bottom of the screen.



Sources

<input type="checkbox"/>	Date	Source
--------------------------	------	--------

**Retroactive Refresh**

## MAKE AN APPLICATION RECEIVED DELIVER CAMPAIGN

When SUNY Application data comes into Slate, you will most likely want an automatic email to be sent to those applicants notifying them that you have received their application. Create a new mailing in the Deliver module.

## OTHER DATA FEEDS SOURCE FORMATS

---

Source Formats will need to be created if you wish to import additional data feeds. Many campuses decide not to import these feeds since all of the data from these files can also be imported as PDF material. Your readers will be able to access this material even if you do not import this file. Therefore, these source formats have not been included with your database. If you wish to import this data, first create the source format, and then map the fields.

### MAPPING GUIDELINES

- **Do not** map applicant data. This was already mapped in the SUNY Application Source Format.
- **Do not** map application Round information.
- **Do not** map a destination for the SUNY App ID.