Procedure:

- Right-click on database indicated under each form (B-S-ADMN or B-S-CRSE)
- Choose 'New Document'
- Load the form and supporting documentation and click 'Scan'
- Once the documents are scanned, click the 'New Document' icon
- Enter Student's U number in the ID Field and hit the tab key; wait for BDMS to populate student data
- Enter Indexing information indicated under each form
- Click Save
- You're done!

ACCELERATED PROGRAMS
B-S-ADMN
Document Type: ADMISSIONS APPLICATION
Term: (term of application)
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

ADMISSION TO CANDIDACY
B-S-ADMN
ID: Student's UID
Document Type: ADMISSIONS APPLICATION
Term: (current term)
Application #: 0
Admissions Requirement: CAND
Routing Status: GRAD STUDIES-TO BE PROCESSED
College: (your college code)

CHANGE OF CONCENTRATION
B-S-ADMN
ID: Student's UID
Document Type: CHANGE IN CONCENTRATION
Term: (term change of concentration goes into effect)
Application #: 0
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

CHANGE OF PROGRAM
B-S-ADMN
ID: Student's UID
Document Type: PROGRAM CHANGE
Term: (current term)
Application #: 0
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)
DELETE COURSE
B-S-CRSE
ID: Student's UID
Document Type: COURSE DELETE GRAD
Term: (term of course to be deleted)
Subject: (three letter prefix)
Course Number: (four number course number)
Course Reference Number: (five number course reference)
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

DUAL DEGREE
B-S-ADMN
ID: Student's UID
Document Type: DUAL ENRL FORM
Term: (effective term)
Application #: 0
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

LEAVE OF ABSENCE
B-S-ADMN
ID: Student's UID
Document Type: LEAVE OF ABSENCE
Term: (term student is requesting leave)
Application #: 0
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

PETITIONS
B-S-CRSE
ID: Student's UID
Document Type: PETITION - GRAD
Term: (term of course in question)
Subject: (three letter subject)
Course Number: (four number course number)
Reference Number: (five number reference number)
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

NOTE: If student is dropping/adding/changing more than one course, EACH COURSE MUST HAVE A SEPARATE INDEX.
TIME LIMIT EXTENSION
B-S-ADMN
ID: Student's UID
Document Type: TIME LIMIT EXT REQUEST
Term: (term student now expects to graduate in)
Application #: 0
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

TRANSFER COURSE
B-S-CRSE
ID: Student's UID
Document Type: TRANSFER COURSE
Term: (term course was taken)
Subject: (three letter prefix of course)
Course Number: (four number course number)
Reference Number: (five number course number)
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)

NOTE: If student is transferring more than one course, EACH COURSE MUST HAVE A SEPARATE INDEX.

VOLUNTARY WITHDRAWAL
B-S-ADMN
ID: Student's UID
Document Type: WITHDRAWAL/CANCELLATION FORM
Term: (current term)
Application #: 0
Routing Status: GRAD STUDIES - TO BE PROCESSED
College: (your college code)