

UAS System Guide:

1. Go to <https://uas.bgsu.edu/office/uas/contact/list/?search>.

2. Choose your criteria

- If you want a specific class of students (HS juniors, seniors, etc.), put their graduation year in the 'Year' box and choose 'Fall' in the 'Term' Box. If you would like a listing of all your prospective students (all years), leave these boxes blank.
- Select your instrument area in both the 'Primary Instrument' and 'Secondary Instrument' boxes.
- You can leave all other fields blank.

Example: If I wanted to search for all senior prospective flute students, the page would look like this:

List Contact Records

Choose Search Criteria

[Reset all criteria...](#)

Entry Term Year: 2015 Term: <input type="button" value="Fall"/>	Gender <input checked="" type="radio"/> Any <input type="radio"/> Male <input type="radio"/> Female	Student Type <input checked="" type="radio"/> Any <input type="radio"/> Applicant <input type="radio"/> Prospect <input type="radio"/> Suspect	Campus <input type="checkbox"/> Main <input type="checkbox"/> Firelands <input type="checkbox"/> Distance	Scholar Tier <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> None
Admit Type <input type="checkbox"/> Freshman Continuing Education <input type="checkbox"/> Freshman Direct from High School <input type="checkbox"/> Freshman International <input type="checkbox"/> Freshman Non-Direct <input type="checkbox"/> Graduate Domestic <input type="checkbox"/> Graduate International <input type="checkbox"/> Graduate Readmit Domestic <input type="checkbox"/> Graduate Readmit International <input type="checkbox"/> High School Programs <input type="checkbox"/> Transfer Continuing Education <input type="checkbox"/> Transfer International <input type="checkbox"/> Transfer Student	Contact Method <input type="checkbox"/> Academic Cluster Programs (ACP) <input type="checkbox"/> ACT Purchase (ACTP) <input type="checkbox"/> ACT Test Scores (ACT) <input type="checkbox"/> Alumni (ALUM) <input type="checkbox"/> AP Purchase (APP) <input type="checkbox"/> Application for Admission (APPL) <input type="checkbox"/> Application without Payment (OLNP) <input type="checkbox"/> Art Portfolio (ARTP)	Counselor <input type="checkbox"/> Alison Tracy <input type="checkbox"/> Cecilia Castellano <input type="checkbox"/> Cerita Fowler <input type="checkbox"/> David Denison <input type="checkbox"/> Erica Mills <input type="checkbox"/> Erin Heilmeier <input type="checkbox"/> Gabe Lomeli <input type="checkbox"/> Jane Clinard		
Ethnicity <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Not Specified <input type="checkbox"/> White	Undergrad Interests <input type="checkbox"/> Academic Investment in Math and Science (AIMS) <input type="checkbox"/> Accounting <input type="checkbox"/> Activities and Organizations <input type="checkbox"/> Adolescent/Young Adult (Secondary Education) <input type="checkbox"/> Advanced Technological Education <input type="checkbox"/> Africana Studies <input type="checkbox"/> Air Force Reserve Officers' Training Corp (ROTC) <input type="checkbox"/> American Culture Studies	Primary Instrument <input checked="" type="checkbox"/> Flute <input type="checkbox"/> Oboe <input type="checkbox"/> Bb Clarinet <input type="checkbox"/> Bassoon <input type="checkbox"/> Saxophone <input type="checkbox"/> Horn <input type="checkbox"/> Trumpet <input type="checkbox"/> Trombone		
Market <input type="checkbox"/> Primary Market - Ohio <input type="checkbox"/> Secondary Market - Ohio <input type="checkbox"/> Tertiary Market - Ohio <input type="checkbox"/> Primary Market - Out of State <input type="checkbox"/> Secondary Market - Out of State	Graduate Interests <input type="checkbox"/> American Culture Studies (MA) <input type="checkbox"/> American Culture Studies (PhD) <input type="checkbox"/> Analytics (MSA) <input type="checkbox"/> Applied Statistics (ASOR) (MS) <input type="checkbox"/> Applied Statistics (Math) (MS) <input type="checkbox"/> Art (MA) <input type="checkbox"/> Art (MFA) <input type="checkbox"/> Assistive Technology (Cert)	Secondary Instrument <input checked="" type="checkbox"/> Flute <input type="checkbox"/> Oboe <input type="checkbox"/> Bb Clarinet <input type="checkbox"/> Bassoon <input type="checkbox"/> Saxophone <input type="checkbox"/> Horn <input type="checkbox"/> Trumpet <input type="checkbox"/> Trombone		
Report Type <input checked="" type="radio"/> Prospect (One row per prospect) <input type="radio"/> Applicant (Multiple rows for applications) <input type="checkbox"/> Include prospects removed from mailings		Removed Prospects		
Search for—				
Where: UAS ID	—and— Where: First Name	—and— Where: Last Name		
Match: <input type="checkbox"/> not <input type="checkbox"/> begins with	Match: <input type="checkbox"/> not <input type="checkbox"/> begins with	Match: <input type="checkbox"/> not <input type="checkbox"/> begins with		
Value: <input type="text"/>	Value: <input type="text"/>	Value: <input type="text"/>		
<input type="button" value="Submit >>"/>				

3. Once you've selected your search criteria, click the 'Submit' button at the bottom left corner of the page. This will bring you to your results page. The system found 29 students that met my criteria.

List Contact Records

UAS ID:	First:	Last:	City:	St:	County:	Ctry:	Birth:	Phone:	Cell:	Personal Email:	Campus Email:	ATP:	Grad:	BGSU ID:
1120789	Leah	Margulis	Siler City	NC	Chatham	USA	1996-12-13	314/576-2101		musicianforever369@gmail.com		343610	2015	0020256451
1055537	Sarah	Sweetman	Hampshire	IL	Kane	USA	1997-05-09	224/218-1033	847/802-0194	s.sweetman@yahoo.com		142185	2015	
976171	Kaitlyn	Waddell	Delaware	OH	Delaware	USA	1997-07-11	614/787-5171	740/803-1571	kaitlyn@columbus.rr.com		361905	2015	
960311	Sydney	Scherer	West Chester	OH	Butler	USA	1997-03-16	513/759-2244		sydnibbles@fuse.net		365417	2015	
920531	Katherine	Kotora	Bay Village	OH	Cuyahoga	USA	1997-05-22	440/871-5639	440/296-2419	katherinekotora@yahoo.com		360345	2015	
920373	Sarah	Bortz	Canton	MI	Wayne	USA	1997-03-24	734/347-1555	734/347-1555	sbortz397@gmail.com		M00003	2015	
919480	Colleen	Coyan	Chillicothe	OH	Ross	USA	1997-03-29	740/779-3657	740/851-2836	colleencoyan@yahoo.com		360930	2015	0020256239
914869	Allison	Spinder	Wadsworth	OH	Medina	USA	1997-06-13	330/957-2077	330/328-4832	s_spinder@hotmail.com		365275	2015	
913962	Marisa	Romano	Macomb	MI	Macomb	USA	1997-03-25		586/295-0461	amvromano315@gmail.com		232653	2015	
913630	Miranda	Gulyas	Bowling Green	OH	Wood	USA	1996-10-09	419/277-9652	419/419-9638	mirandaqulyas@yahoo.com		365075	2015	
911616	Thea	Kuntz	Toledo	OH	Lucas	USA	1997-06-18	419/705-5778	419/705-5778	Trkdavid@hotmail.com		365065	2015	
901948	Tabitha	Rucker	Columbus	OH	Franklin	USA	1997-02-27	614/351-7581	614/432-2921	tabithar227@gmail.com		361509	2015	
898374	Ashley	Fritsch	Montpelier	OH	Williams	USA	1996-09-15	419/485-0828	567/239-1520	emoqirlswao@gmail.com		363505	2015	
894065	Megan	Klein	Toledo	OH	Lucas	USA	1997-01-17			meqankendallklein@yahoo.com		M00004		
894060	Jodi	Franks	Toledo	OH	Lucas	USA	1997-01-15	419/727-3432		jodi.franks.4812@live.com		365065	2015	
893659	Rikki	Shoemaker	Genoa	OH	Ottawa	USA	1997-06-06	419/855-3957		rikishoe13@yahoo.com		362285		
893111	Seth	Bowser	Port Clinton	OH	Ottawa	USA	1996-11-19	419/734-1690		sethbowser@ymail.com		362855	2015	
889754	Mattie	Hause	Ithaca	NY	Tompkins	USA	1997-08-10			madeline.hause@gmail.com		332535	2015	
859301	Eboni	Goar	Stone Mountain	GA	DeKalb	USA	1997-06-10	404/936-9816	404/936-9816	eboni29751@gmail.com		110201	2015	
824081	Olivia	Jirousek	Edmond	OK	Oklahoma	USA	1997-01-20	405/245-1015	405/245-1015	oliviajirousek@yahoo.com		371185	2015	

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Choose Search Criteria >>

Search Criteria

Entry Term: Fall 2015 Primary Instrument: Flute
Secondary Instrument: Flute

4. To view a particular students profile page, select the 6-7 digit 'UAS ID' number.

UAS ID:	First:	Last:	City:	St:	County:	Ctry:	Birth:	Phone:	Cell:	Personal Email:	Campus Email:	ATP:	Grad:	BGSU ID:
1120789	Leah	Margulis	Siler City	NC	Chatham	USA	1996-12-13	314/576-2101		musicianforever369@gmail.com		343610	2015	0020256451

5. On the student profile page, you can view even more information about a student, including their GPA/ACT/SAT, Application information, Academic Scholarship amount, and any music information we've captured for them (including an audition date if they've scheduled one).

Margulis, Leah Augusta ☆

UAS ID: 1120789 – BGSU ID: 0020256451

[Contact Profile](#) [Edit Contact](#) [Interests](#) [Credentials](#) [Music](#) [Contact Methods](#) [Contact Log](#)

Contact Profile

Address:	990 Glovers Grove Church Rd Siler City, NC 27344-6517
Phone:	314/576-2101
Cell:	Not available
Personal Email:	musicianforever369@gmail.com
Campus Email:	Not available
Gender:	Female
Birth Date:	December 13, 1996
Ethnicity:	Hispanic/Latino
High School:	Aulderm Academy Siler City, NC
HS Graduation:	2015
GPA:	Not Available
Test Scores:	Not Available
Scholar Tier:	None
Market:	Secondary Market - Out of State
Modscore:	0
Campus:	Main Campus
Entry Term:	Fall 2015
Admit Type:	Freshman Direct from High School
Admissions Counselor:	Zachary Wilhelmi

Applicant

Final High School Transcript:	
SOAR:	Not available
Application 00237991	
Term:	Fall 2015
Application Date:	September 10, 2014
Pool:	M100 – Undecided in Musical Arts
Program:	College of Musical Arts
Status:	Pending New Application
Admitted:	No
Housing Interest:	On-Campus
Housing Paid:	No
Scholarship:	No

Music Prospect

Primary Instrument:	Flute
Source:	Request for Information
Modified:	Monday, September 1, 2014

6. To download an excel document with contact information on your prospective students, go back to the page listing all the search results (see #3 above). Towards the bottom of the page, you are given the option to download. Choose Excel and follow the instructions on your computer for downloading a file from online.

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911615	Thea	Kuntz	Toledo	OH	Lucas	USA	1997-06-18	419/705-5778	419/705-5778	Trkdald@hotmail.com		365065	2015	
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859301	Eboni	Goar	Stone Mountain	GA	DeKalb	USA	1997-06-10	404/936-9816	404/936-9816	eboni29751@gmail.com		110201	2015	
824081	Olivia	Jirousek	Edmond	OK	Oklahoma	USA	1997-01-20	405/245-1015	405/245-1015	olviailirousek@yahoo.com		371185	2015	

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