

Adding New Applications

Application Program Data

Description

This script will describe how to enter academic program data and academic plan data pertaining to an application. You can also record an enrollment deposit and matriculate an applicant from this page. You must track applications at least at the plan level, but any lower level tracking depends on your office policies. This panel is the third page in the Application Entry and Application Maintenance pages.

Process Steps

Navigation:

Student Admissions > Application Maintenance > Maintain Applications

Step 1: Search for the Student and Application

FIRST, you must find out via Search/Match if this student is in the database (see AR 016a process). **Follow the “Adding an Application” process flow on the next page (outlined below) to locate the individual and/or the application if it is already on file.**

- 1.1 **If the student is found in Search/Match**, use the Carry ID function to carry the EMPLID found in Search/Match and navigate to:

Student Admissions > Application Maintenance > Maintain Applications

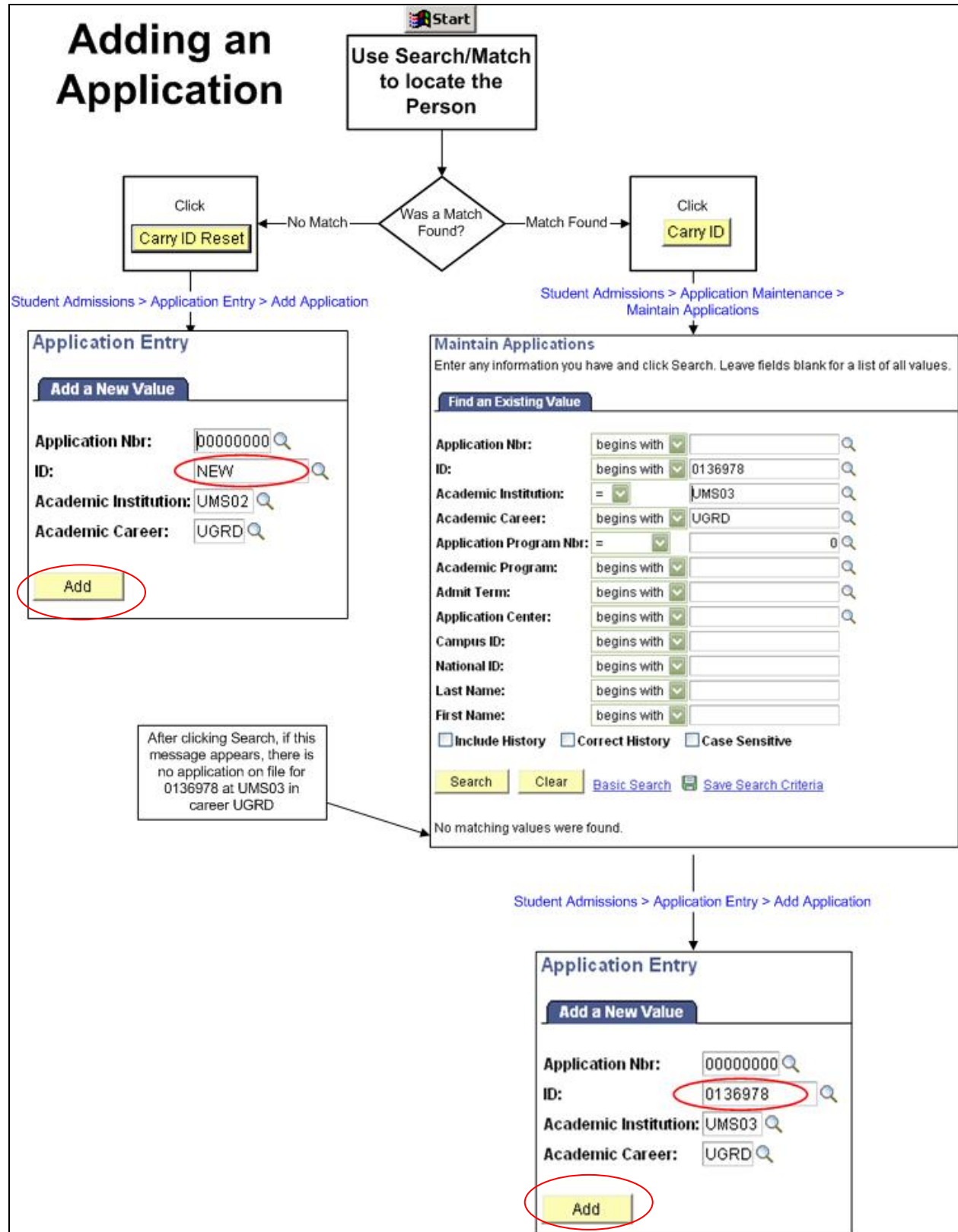
The EMPLID will be displayed in the Application Maintenance search page, as will your default career. Click **Search** to search for any applications on file.

- 1.1.1 **If the application for the academic career and admit term already exists**, you should proceed with Application Maintenance (see AR 024).

- 1.1.2 **If an application is NOT on file for the academic career and admit term** for this student, you must navigate to Application Entry to create the new application. The navigation is:

Student Admissions > Application Entry > Add Application

- 1.2 You will be presented with the Application Entry add screen. The EMPLID will be displayed along with your default career and a row of zeros in the Application Number field. **DO NOT CHANGE ANYTHING.** Click **Add** to create the new application.




Step 2: Entering Application Program Data

- 2.1 You will be presented with the Application Entry page, consisting of the four panels of information required for an application. Follow the process instructions AR000 to enter the information on the Biographical Details and Addresses panels. Click on the **Application Program Data** tab to begin your entry on this panel.

Application Program Data		Application Data	Application School/Recruiting	Application Student Response
Gene Roddenberry		0137038		
Academic Institution:	University of Maine at Machias	Application Number:	00000037	
Academic Career:	Undergraduate	Career Number:	<input type="text" value="0"/>	
Program Data Find View All First 1 of 1 Last				
Program Number:	<input type="text" value="0"/>	*Effective Date:	<input type="text" value="10/26/2005"/>	
*Admit Term:	<input type="text" value="0710"/> 2006 Fall	Effective Sequence:	<input type="text" value="1"/>	
*Academic Program:	<input type="text" value="ENVB"/> ENVB	Expected Graduation Term	<input type="text"/>	
*Academic Load:	<input type="text" value="Full-Time"/>	*Campus:	<input type="text" value="UMM"/> UMM	
<input type="checkbox"/> Joint Program				
Program Status				
Status:	Applicant	Action Date:	10/26/2005	
*Program Action	<input type="text" value="Application"/>	Action Reason	<input type="text"/>	
Evaluation				
Plan Data Find View All First 1 of 1 Last				
*Academic Plan:	<input type="text" value="MAR-BS"/> Marine Biology	Major	BS	
Sub-Plan Data Find View All First 1 of 1 Last				
*Sub-Plan:	<input type="text"/>			
Transfer To:	<input type="text" value="Education"/>	<input type="button" value="Go"/>		

- 2.2 Note that the **Academic Career** appears at the top of the page along with the student's name and EMPLID. The **Application Number** is all zeros until the application is saved; a number will be assigned to this application. **Prog Nbr** (Program Number) defaults to zero (0).
- 2.3 **Eff Date** (effective date) Enter an effective date for the application to this academic program if different from today's date. Note that you can use this field to back-admit an applicant.
- 2.4 **Admit Term** Select the admit term that the applicant is expected to enroll in if admitted for this application.
- 2.5 **Acad Load** (academic load) Select the academic load that the applicant will be taking on if admitted for this application. The delivered values are Full-Time and Part-Time.
- 2.6 **Joint Program** Select the Joint Program check box if the applicant is applying to a joint program. **The University of Maine System is not using this feature at this time.**
- 2.7 **Dual Program** This field becomes available when you select the Joint Program check box. Select the joint academic program. (Note: This is NOT for a student who plans to do a double major! You must use Program Addition to do this -- see step 3 below).

- 2.8 **Acad Program** (academic program) Enter or update the academic program to which the person is applying. If you need to enter more than one academic program for this application, you can do so after completing all of Step 2. See Step 3 for instructions on adding additional academic programs to this application.
- 2.9 **Campus** Select or update the campus to which the person is applying within your academic institution.
- 2.10 **Status** Because you are entering a new application, this field automatically displays Applicant.
- 2.11 **Program Action** Because you are entering a new application, this field automatically displays APPL (application).
- 2.12 **Action Dt** (action date) The default for the action date is today's date. This is the date that the action was actually entered into the system (contrast this with the effective date).
- 2.13 **Action Reason** If there are action reasons associated with the program action that you selected, you can select the appropriate reason value. Action reasons enable you to record a brief explanation of why the program action took place.
- 2.14 **Career Nbr** (career number) Available if the Program Action field contains the value RAPP (readmit application). If you want to readmit this applicant for this application into an existing career, you can select the proper career number here. You must also have an admit type where the Readmit Processing Required check box has been selected on the Admit Type Table page. The system readmits the person into the career that corresponds to the career number that you select. **This functionality will not work until Student Records is implemented and the student has academic program information on the database in the specific career.**
- 2.15 **Create Program** This button will be grayed out. It is not used until an applicant is matriculated. Ignore it for now.
- 2.16 **Acad Plan** (academic plan) Select the academic plan within the academic program being applied to with this application.
- 2.17 **Sub-Plan** If a sub-plan exists within the academic plan, select the sub-plan here.
- 2.18 If modifying an existing application, click  Save now. **Otherwise, continue until all application information is entered (to avoid triggering a 3C event with incomplete information).** If you do not enter Application Data, the application cannot be saved.

Step 3: Entering an Additional Academic Program

You can record multiple academic programs for one application under an academic career. Once you have saved the Application Entry component, however, you must use the **Program Addition** page to add an additional program. Note that the **Prog Number** field shows the number of the program in the order it was entered. If you only have one program, it displays "0". The next program displays "1", and so on.

Refer to the **Program Addition** process AR 025 for instructions on adding an academic program to an application.

APPROVED by Admissions and Campus Community Team on