Updating Applications

Application Maintenance

Description

Once you have entered and saved an application using Application Entry, you must use the Maintain Applications component to update the application. Use the Application Maintenance component to add or edit bio/demographic, address, program, recruiting data and more. You can also use this component to calculate an application fee, calculate an enrollment deposit, and matriculate an applicant.

Data in this component is specific to a particular application, as opposed to the applicant or program. This data is relevant to all academic programs being applied to with this application. You can enter and edit information in this component.

This script will describe how to update the four pages of the Application Maintenance component.

Process Steps

Navigation:
Student Admissions > Application Maintenance > Maintain Applications

To add a new (i.e., second, third) academic program:
Student Admissions > Application Maintenance > Program Addition

Step 1: The Application Maintenance Search Page

Follow the above navigation to the Application Maintenance Search Page. It is assumed you know something about the application or applicant you are about to work with. You will be presented with the Application Maintenance Search Page.
Maintain Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>Application Nbr:</th>
<th>begins with</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>begins with</td>
<td>0137038</td>
</tr>
<tr>
<td>Academic Institution:</td>
<td>=</td>
<td>UMS04</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>begins with</td>
<td>UGRD</td>
</tr>
<tr>
<td>Application Program Nbr:</td>
<td>=</td>
<td>0</td>
</tr>
<tr>
<td>Academic Program:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Admit Term:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Application Center:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

- **Include History**
- **Correct History**
- **Case Sensitive**

Search Results

<table>
<thead>
<tr>
<th>Application Nbr</th>
<th>ID</th>
<th>Academic Institution</th>
<th>Academic Program</th>
<th>Application Program Nbr</th>
<th>Academic Program</th>
<th>Admit Term</th>
<th>Application Center</th>
<th>Name</th>
<th>Ge</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000037</td>
<td>0137038</td>
<td>UMS04</td>
<td>UGRD</td>
<td>0</td>
<td>ENVB</td>
<td>0710</td>
<td>UG04</td>
<td>Roddenberry, Gene</td>
<td>Ma</td>
</tr>
</tbody>
</table>

1.1 **Application Nbr**: If you know the system generated application number, enter it here.

1.2 **ID**: If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.

1.3 **Academic Institution**: The institution will be populated from your operator defaults.

1.4 **Academic Career**: Enter the academic career for the applicant if it is different than your Operator Default career.

1.5 **Application Program Nbr**: This number will help identify the application when a student has applied to more than one Academic Program.

1.6 **Academic Program**: This value will help identify the application when a student has applied to more than one Academic Program. You may leave this blank.

1.7 **Admit Term**: You can optionally narrow the search for an application by entering the desired Admit Term. You may leave this blank.
1.8 **Application Center:** You can optionally narrow the search for an application by entering the application center. You may leave this blank.

1.5 **Campus ID:** The University of Maine System is not currently using the Campus ID.

1.6 **National ID:** If you know the student’s National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.

1.7 **Last Name:** You can enter a portion of the last name as search criteria if desired.

1.8 **First Name:** You can enter a portion of the first name as search criteria if desired.

1.9 Click the 'Include History' box to enable viewing of the entire program stack (if it is not already checked.)

Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

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**Step 2: Updating Applications**

2.1 You will be presented with the Maintain Applications component, consisting of the four pages of information required for an application. You can update any page at any time and in any order. All of these updates are documented in previous processes. However, you must always remember to **Save** before leaving this applicant’s record.

2.2 **If you are maintaining biographical details or addresses**, they cannot be updated in these pages. You must navigate to “Add/Update a Person” to make changes to Biographical Details, Addresses and Regional information. See Process CC001.

2.4 **Application Program Data**

Edit or update program and plan data for an application. You can also record an enrollment deposit and matriculate an applicant from this page. Note that the Academic Career appears at the top of the page along with the student’s name and EMPLID

**NOTE:** Users must have sufficient security to make changes to academic programs, plans and program actions. Changes cannot be made if appropriate security has not been granted.

2.4.1 **The entire Program Data section is effective-dated. You must first insert, +, a new row at the Program Data level to make any changes to the existing application and program or plan data.**

Most of the fields in the new row will default from the most recent row. You can edit any fields in or add values to those that have not yet been entered.
2.4.2 **Effective Date:** Enter an effective date for the change to this academic program if different from today’s date. Note that you can use this field to retro-admit an applicant.

2.4.3 **Admit Term:** If needed, change the admit term that the applicant is expected to enroll in if admitted for this application.

2.4.4 **Acad Load:** (academic load) If needed, change the academic load that the applicant will be taking on if admitted for this application. The delivered values are Full-Time and Part-Time.

2.4.5 **Joint Program:** Select the Joint Program check box if the applicant is applying to a joint program. 

2.4.6 **Dual Program:** This field only becomes available when you select the Joint Program check box. Select the joint academic program.

2.4.7 **Acad Program:** (academic program) If needed, update the academic program to which the person is applying. If you need to enter an additional academic program for this application, you must use the Program Addition page.

**CAUTION:** **Program Addition** Add a program to an existing application on this page if you have already created an application number for the person within the same career. The Program Addition page allows you to add new programs with specific details such as effective dates and academic terms.

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**Effective Date:** July 31, 2006  
**Updated:** 02/01/2006
**Addition** page is used for adding an academic program and program-related information, not maintaining any existing program on the application. You will need to navigate to:

**Student Admissions > Application Maintenance > Program Addition**

2.4.8 **Campus:** If needed, update the campus to which the person is applying within your academic institution.

2.4.9 **Status:** The system determines the Application Status based on the Program Actions. Refer to table 2 at the end of this document.

2.4.10 **Program Action:** Modify the Program Action as needed. Your security will determine which Program Actions and Reasons can be used. Refer to table 1 at the end of this document for guidelines on selecting the correct Program Action and Reason combination.

2.4.11 **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).

2.4.12 **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. Refer to table 1.

2.4.13 **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.**

2.4.14 **Create Program:** This button is invisible until a Program Action of Matriculation is used. It is for matriculating students. Ignore it until Student Records is live in PeopleSoft..

2.4.15 **Acad Plan:** (academic plan) Select the academic plan within the academic program being applied to with this application.

2.4.16 **Sub-Plan:** If a sub-plan exists within the academic plan, select the sub-plan here.

2.4.17 **Evaluation:** Select this link to enter the status of the application. Values for this field are defined on the Evaluation Status Table.

2.4.18 If no other changes are to be made to this application, click when you have finished modifying data for this page.

### 2.5 Application Data

None of the fields on the Application Data page are effective-dated. You may make any changes to this page without regard to effective dates. The change that would be most common on this page is File Information Complete checkbox.
2.5.1 **Application Center** Select the application center for this application. The only values available are those for which you have security access.

2.5.2 **Admit Type** Select the admit type that you want entered for this application. Values are:

<table>
<thead>
<tr>
<th>EFY</th>
<th>Early First-Year Applicant</th>
<th>EarlyFYApp</th>
<th>Applicant who completes high school requirements in the first year of college – not eligible for federal financial aid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYR</td>
<td>First-Year Student</td>
<td>First-Year</td>
<td>Generally, applicant with less than 12 college credits attempted after completion of high school.</td>
</tr>
<tr>
<td>HSN</td>
<td>High School Student</td>
<td>HS Non-Matric</td>
<td>High school student enrolled in UMS courses while in high school, but not planning to complete high school requirements with college courses, e.g., Aspirations, Early College Studies. Not eligible for financial aid.</td>
</tr>
<tr>
<td>NDG</td>
<td>Non-Degree Student</td>
<td>Non-Degree</td>
<td>Applicant admitted to a non-degree program, e.g., exchange student, graduate non-degree.</td>
</tr>
<tr>
<td>PBA</td>
<td>Post-Baccalaureate Student</td>
<td>Post-Bacc</td>
<td>Applicant with an undergraduate degree pursuing a second undergraduate degree or certificate in the same UMS career.</td>
</tr>
<tr>
<td>REA</td>
<td>Readmit Student</td>
<td>Readmit</td>
<td>Applicant who previously had a degree-seeking enrollment in the same UMS career, and is required to go through admissions process for re-enrollment.</td>
</tr>
<tr>
<td>TRF</td>
<td>Transfer Applicant</td>
<td>Transfer</td>
<td>Generally, applicant who attended another university or college after completing high school or its equivalent.</td>
</tr>
</tbody>
</table>

2.5.3 **Application Date** It will default to today’s date, or you can change it to the date you received the application.

2.5.4 **Academic Level** Select the academic level you want entered for this application. First-year and Early First-year applicants should be set to First Year. All other undergraduate applicants should be “Not Set” until a transfer credit evaluation is completed. Graduate and Law will use their values.
as needed. This field should be adjusted at a future point to ensure proper processing of transfer credits and financial aid.

2.5.5 Created on  Default is today’s date. This should be the date on which you are creating this application record.

2.5.6 Notification Plan  Select the notification plan that you want entered for these applications. A notification plan specifies whether this person should be on a regular or special notification track. The delivered values are Early Admt, (early admit), Regular, and Rolling. This field is useful for informational reporting purposes.

2.5.7 Prior Application checkbox  Select this checkbox if this applicant previously applied to this career. This is simply for informational purposes.

2.5.8 Application Method  Select the application method that you want entered for these applications. Application methods indicate how or in what form you received these applications. The delivered values are Appl Serv (application server), Diskette, EDI (electronic data interchange), Hard Copy, OUAC (Ontario Universities Application Centre), Web Appl (web application).

2.5.9 Housing Interest  Select a housing interest, if applicable. Only use On or Off Campus.

2.5.10 Financial Aid Interest  Select this check box if this applicant is interested in financial aid for the programs to which he or she is applying. This field is useful for informational and reporting purposes. For example, the financial aid office can run reports listing those applicants interested in financial aid.

2.5.11 Complete  Select this check box if this application is not missing any information and is considered complete by your office.

2.5.12 Date  Enter the date that you marked this application as complete.

2.5.13 External Application Nbr (external application number)  Enter the external application number if you received this application from a service with its own application-numbering scheme.

2.5.14 Fee Type  Select the fee type you want entered for this application.

2.5.15 Calculate Application Fees and Transaction Summary – these fields are used to calculate and display an application fee. They will not be used until Student Financials is implemented.

2.5.16 If modifying an existing application, click Save now.

2.6  Application School/Recruiting

2.6.1 None of the fields on this panel are effective-dated. You may make any changes to this panel without regard to effective dates. Changes that would be most common on this page are adding or deleting Recruiting Categories or Recruiters, or correcting the last school attended.
School Information

2.6.2 Last School Attended: Select the last school attended for this applicant. Because a person might have attended several schools in his or her external academic career, it is helpful to know which school was attended most recently. For first year students, this is the high school, for transfer students, this is a college.

If you are modifying the Last School Attended, you will receive a message informing you that this school will not be added to the Academic History record, because the original "Last School Attended" has been used to populate the academic history in the Education component. You may proceed with changing the data, however, you will need to update this new school in the Education component to keep them synchronized (see process AR 010).

2.6.3 Graduation Date: Enter the graduation date. A graduation date can be in the future if the person is still attending this school. If the day is not known, use the 1st day of the month (e.g., 06/01/2005).
Recruiting Information:

2.6.4 **Region**: Select a region if you want to manually assign a region to this student. Regions have been set up based on UMS-defined requirements.

2.6.5 **Home Postal Code**: Click this button if you want the system to assign a region based on the postal code in the applicant’s home address. The system uses the region tree manager to assign a region based on the postal code.

**School Postal Code**: Click this button if you want the system to assign a region based on the applicant's last school attended postal code. The system uses the region tree manager to assign a region based on the school’s postal code.

**From**: This display-only field shows you how this region was defined:

- **Region Tree**: If you manually assigned a region.
- **Address**: Assigned if you click the Home Postal Code button.
- **School**: Assigned if you click the School Postal Code button.

2.6.6 **Prmy Recruiter ID**: (display only) The ID of the person who is the primary recruiter who has been assigned as a recruiter.

2.6.7 **Recruiting Categories**: Use the fields in this section to target the applicant for special recruiting efforts during the admissions process.

2.6.8 **Category**: Select a recruiting category for the applicant under this career and application. For instance, in the previous screen example, this applicant is being recruited according to the geographic region of her school. Define recruiting categories on the Recruiting Category Table page. These same categories are used in both the recruiting and application processes to target and report on students.

**NOTE**: If you plan to assign a recruiter to this applicant based on region, you must enter a category of REGN (region). Only the recruiters assigned to the region appearing in the Region field will be available.

2.6.9 **Group**: The group under which this category falls automatically displays when you move out of the Category field.

2.6.10 **Sub-Category**: Select a recruiting subcategory, if desired. The delivered values are (none), High, Low, and Medium. A subcategory can be used to indicate the priority of this recruiting category.

2.6.11 **Description**: Enter any descriptive information regarding the recruiting category.

**NOTE**: You can enter multiple recruiting categories and supporting information for an application by inserting additional rows.

2.6.12 **Recruiters**: This group box becomes available if you have entered a recruiting category. The recruiter assignment is tied to the recruiting categories. Use this section of the page to assign one or more recruiters, pertinent to this category, for the applicant.

2.6.13 **Recruiters Prompt**: Select this check box if you want all recruiters in your database to be available when you prompt on the Recruiter ID field, regardless of the recruiting category to which recruiters are assigned.

- Clear this check box if you want only the recruiters assigned to the current recruiting category to be available when you prompt on the Recruiter ID field. (Note that the REGN category works differently).

- If you are adding recruiters for the recruiting category REGN, you select only from recruiters who were assigned the region that appears in the Region field.
• If you entered the region according to the last school attended using the School Postal Code button, the Prompt Table field displays Recruiters for School’s Region. Select the prompt to bring up any recruiters assigned to that school. If no recruiters are assigned to that school, then your choices are any recruiters assigned to the region.

• If you entered the region according to the applicant’s home address using the Home Postal Code button, the Prompt Table field displays Recruiters from Address Region. Click the prompt to bring up all recruiters assigned to the region.

• If you manually chose the region, all recruiters assigned a recruiting category of REGN - Region are available when you prompt for values on the Recruiter ID field. The Prompt Table display field in this case displays Recruitment Category.

2.6.14 Recruiter ID: Select the ID number of the recruiter that you want to assign to this applicant. The system determines which recruiters to make available for selection, based on the region that you assigned to the applicant.

You can override the selection by checking the Recruiters Prompt box. If selected, all recruiters for the academic career are available.

NOTE: You can assign an applicant multiple recruiters for any recruiting category.

2.6.15 Primary: Select this check box if this is the primary recruiter for this category.

The ID of the person who has been marked primary displays in the Prmy Recruiter ID (primary recruiter ID) field. You can use this field to report on primary versus non-primary recruiters.

2.6.16 Events: Click this link to sign an applicant up for attendee events. See process AR 004 for instructions.

2.6.17 Now, click Save when you have finished entering data.

### 2.7 Application Student Response

This page has not been addressed in any previous process. Use this page to capture the reason why a prospect or applicant chose to attend another institution and what institution he or she will be attending.
2.7.1 Reason: Select a Student Response Reason code, for example OTHU (attending another university). You can enter multiple reasons by inserting additional rows. Possible selections (for this Machias example are):

<table>
<thead>
<tr>
<th>Response Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFFD</td>
<td>Could Not Afford</td>
</tr>
<tr>
<td>DEFR</td>
<td>Defer Admission to UM</td>
</tr>
<tr>
<td>DIST</td>
<td>Disinterested in University</td>
</tr>
<tr>
<td>EMPL</td>
<td>Employment</td>
</tr>
<tr>
<td>FINA</td>
<td>Insufficient Financial Aid</td>
</tr>
<tr>
<td>HOUS</td>
<td>Housing Concerns</td>
</tr>
<tr>
<td>ILL</td>
<td>Illness/Medical</td>
</tr>
<tr>
<td>LOCA</td>
<td>Location of University</td>
</tr>
<tr>
<td>MARI</td>
<td>Marriage</td>
</tr>
<tr>
<td>MILT</td>
<td>Military</td>
</tr>
<tr>
<td>OTHU</td>
<td>Attending Other University</td>
</tr>
<tr>
<td>PERS</td>
<td>Personal Reasons</td>
</tr>
<tr>
<td>PGYR</td>
<td>Attending a Post-Grad Year</td>
</tr>
<tr>
<td>PROG</td>
<td>Not Offered Preferred Program</td>
</tr>
<tr>
<td>UNSP</td>
<td>Unspecified Reason</td>
</tr>
<tr>
<td>VISA</td>
<td>Visa Issues</td>
</tr>
</tbody>
</table>

2.7.2 External Org ID: (external organization ID) Select the external organization ID of the institution that the student has decided to attend. The system displays the external organizations for which you selected the Student Response - School Type check box.

If you don’t have an External Org ID, you can enter a free-form institution name by tabbing out of the External Org ID field without selecting a value and entering an institution in the field to the right. This way, our database does not have to contain all possible external institution codes. (This will make query and reporting difficult.)

2.7.3 Date: The default is today's date but can be changed if needed.

2.7.4 Click Save when you have finished updating data for this application.

Source Documents

Letters, Decision forms, Action forms.

Security Roles

Maintained by:
S_RA_SUPERUSER
S_RA_LEADER
S_RA_DATA_ENTRY
S_RA_STUDENT_STAFF
S_RA_REVIEWERS

Viewable by: All other admissions personnel, registrars office, financial aid, student accounts, deans & academic departments Placement testing offices, advisement offices.

Effective Date: July 31, 2006
Updated: 02/01/2006
# Table 1 – Program Actions and Reasons

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Description</th>
<th>Action Reason</th>
<th>Description</th>
<th>Usage Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMT</td>
<td>Admit</td>
<td>1ST</td>
<td>First Choice</td>
<td>Applicant offered first choice program and plan.</td>
</tr>
<tr>
<td>ADMT</td>
<td>Admit</td>
<td>2ND</td>
<td>Second Choice</td>
<td>Applicant offered second choice program and plan.</td>
</tr>
<tr>
<td>ADMT</td>
<td>Admit</td>
<td>ALT</td>
<td>Alternate Program</td>
<td>Applicant offered alternate program not listed on the application.</td>
</tr>
<tr>
<td>APPL</td>
<td>Application</td>
<td>COMP</td>
<td>Application Complete</td>
<td>Application is complete and ready for review.</td>
</tr>
<tr>
<td>APPL</td>
<td>Application</td>
<td>INC</td>
<td>Incomplete</td>
<td>Application is incomplete and missing required materials.</td>
</tr>
<tr>
<td>APPL</td>
<td>Application</td>
<td>INTL</td>
<td>International Application</td>
<td>International student application.</td>
</tr>
<tr>
<td>APPL</td>
<td>Application</td>
<td>PEND</td>
<td>Pending Review</td>
<td>Application is in review and awaiting a decision.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>ACAD</td>
<td>Academics</td>
<td>Academic readiness is marginal and requires conditions attached to the decision.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>CRED</td>
<td>Credentials</td>
<td>Required official documents are needed to remove this condition. (see checklist).</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>DOCS</td>
<td>Required Documents Needed</td>
<td>Applicant has limited English proficiency.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>ENGL</td>
<td>English Proficiency</td>
<td>University of Maine special first-year admission to FYE program.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>EXPL</td>
<td>Seminar</td>
<td>Missing FL requirement.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>FL</td>
<td>Foreign Language</td>
<td>For Graduate School applicants.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>GRAD</td>
<td>Proof of Completion of BA/BS</td>
<td>Missing proof of completion of undergraduate degree.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>LAB</td>
<td>Lab Science</td>
<td>Missing a lab science requirement.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>MTH</td>
<td>Math Requirement</td>
<td>Missing a math requirement.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>MULT</td>
<td>Multiple Program Reqs</td>
<td>Missing multiple program or plan requirements.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>PREQ</td>
<td>Prerequisites</td>
<td>Missing a required prerequisites for admission to a certain program/plan.</td>
</tr>
<tr>
<td>Program Action</td>
<td>Description</td>
<td>Action Reason</td>
<td>Description</td>
<td>Usage Guidelines</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>PROB</td>
<td>Academic Probation</td>
<td>Applicant is being admitted on academic probation.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>SAP</td>
<td>Satisfactory Academic Progress</td>
<td>Applicant is not meeting conditions of satisfactory progress. For Graduate School applicants.</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>TEST</td>
<td>Test Scores Required</td>
<td>Missing required test scores. Reason is not necessary. For changes OTHER than program or plan, such as academic load, or campus.</td>
</tr>
<tr>
<td>DATA</td>
<td>Data Change</td>
<td>&lt;None&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>ADDI</td>
<td>Additional Information</td>
<td>Need additional information from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>CCOL</td>
<td>Current Semester Final Grades</td>
<td>Need current semester grades from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>FCLG</td>
<td>Final College Grades</td>
<td>Need final college grades for current enrolled term from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>FHSG</td>
<td>Final HS Grades</td>
<td>Need final grades from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>FINL</td>
<td>Final Grades</td>
<td>Need first semester final grades from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>FSG</td>
<td>First Semester Grades</td>
<td>Need first trimester final grades from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>FTG</td>
<td>First Trimester Grades</td>
<td>Need interview with applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>INTV</td>
<td>Interview</td>
<td>Need mid-semester progress report from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>MPRG</td>
<td>Mid-Semester Progress Report</td>
<td>Need second trimester final grades from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>STG</td>
<td>Second Trimester Grades</td>
<td>Need updated test scores from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>TEST</td>
<td>Updated Test Scores</td>
<td>Need third quarter final grades from applicant before making a decision.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>TQG</td>
<td>Third Quarter Grades</td>
<td>Will not use this action at this time.</td>
</tr>
<tr>
<td>DEFR</td>
<td>Enrollment</td>
<td>&lt;None&gt;</td>
<td>Dep Fee Paid-Cash/Credit Card</td>
<td>Deposit was paid by cash or credit card.</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>CACC</td>
<td>Deposit Paid by Check</td>
<td>Deposit was paid by check.</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>CHCK</td>
<td>Deposit Paid by Check Deposit</td>
<td>Deposit has been deferred until F.A. award is received.</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>DEFA</td>
<td>deferred/Financial Aid International Confirmation</td>
<td>International student confirmation.</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>INTL</td>
<td></td>
<td>Deposit has been paid</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>PAID</td>
<td>Deposit Paid</td>
<td>Deposit has been waived</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>WAIV</td>
<td>Deposit Waived</td>
<td></td>
</tr>
<tr>
<td>Program Action</td>
<td>Description</td>
<td>Action Reason</td>
<td>Description</td>
<td>Usage Guidelines</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>ALTP</td>
<td>Offered Alternate Plan</td>
<td>Applicant was offered an alternate program that was not the first choice.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>BRDG</td>
<td>Refer to Bridge Program</td>
<td>Applicant has been referred to UMX Bridge program.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>DNM</td>
<td>Did Not Meet Requirements</td>
<td>Applicant did not meet admission requirements for given program/plan.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>DNP</td>
<td>Did Not Pass Audition/Portfolio</td>
<td>Applicant did not pass the required audition or portfolio.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>INTF</td>
<td>Intl Student Financl Documents</td>
<td>International applicant is academically admissible but missing required financial documents.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>NCMP</td>
<td>Not Competitive/Space Limits</td>
<td>Met admission requirements but not offered admission due to space or competition limitations.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>ONWD</td>
<td>Deny - Consider Onwards</td>
<td>Denied regular admission, but encourage student to consider UM Onward program.</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>RSC</td>
<td>Rescind Admission</td>
<td>Applicant was previously admitted by decision was reversed due to additional information. This action sends the student over to Student Records. The component can only be saved by clicking the button (which is available only with the MATR program action.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Description</th>
<th>Action Reason</th>
<th>Description</th>
<th>Usage Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATR</td>
<td>Matriculation</td>
<td>AUTO</td>
<td>Auto Assigned Dep Fee Paid</td>
<td>Deposit was paid by cash or credit card.</td>
</tr>
<tr>
<td>MATR</td>
<td>Matriculation</td>
<td>CACC</td>
<td>Cash/Credit Card</td>
<td>Deposit paid by credit card.</td>
</tr>
<tr>
<td>MATR</td>
<td>Matriculation</td>
<td>CHCK</td>
<td>Dep Fee Paid by Check</td>
<td>Deposit paid by check.</td>
</tr>
<tr>
<td>MATR</td>
<td>Matriculation</td>
<td>PAID</td>
<td>Deposit Fee Paid</td>
<td>Deposit has been paid.</td>
</tr>
<tr>
<td>MATR</td>
<td>Matriculation</td>
<td>WAIV</td>
<td>Deposit Fee Waived</td>
<td>Deposit has been waived.</td>
</tr>
<tr>
<td>PLNC</td>
<td>Plan Change</td>
<td>&lt;None&gt;</td>
<td>Program Change</td>
<td>Student requests change in plan prior to a decision being made.</td>
</tr>
<tr>
<td>PRGC</td>
<td>Change</td>
<td>&lt;None&gt;</td>
<td></td>
<td>Student requests change in program prior to a decision being made.</td>
</tr>
<tr>
<td>RAPP</td>
<td>Readmit Application</td>
<td>&lt;None&gt;</td>
<td></td>
<td>Former student who must go through the admissions process and wishes to return to the same career and program. Will not be used until Student Records goes live.</td>
</tr>
<tr>
<td>RECN</td>
<td>Reconsideration</td>
<td>CHNG</td>
<td>Change of Circumstance</td>
<td>New information received.</td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative Withdrawal</td>
<td>AADM</td>
<td>After Admitted</td>
<td>Admissions Office initiated withdrawal while program status is admitted.</td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative Withdrawal</td>
<td>APRM</td>
<td>After Prematric</td>
<td>Admissions Office initiated withdrawal while program status is prematriculant.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Program Action</th>
<th>Description</th>
<th>Action Reason</th>
<th>Description</th>
<th>Usage Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>WADM</td>
<td>Administrative</td>
<td>AUTO</td>
<td>Auto Assigned</td>
<td>Used for mass input of the administrative withdrawal code. Admissions Office initiated withdrawal while program status is wait list.</td>
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<tr>
<td></td>
<td>Withdrawal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative</td>
<td>AWT</td>
<td>After Wait list</td>
<td>Admissions Office initiated withdrawal. Applicant is deceased.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WADM</td>
<td>Withdrawal</td>
<td>DEAT</td>
<td>Deceased</td>
<td>Admissions Office initiated deferral to another semester.</td>
</tr>
<tr>
<td></td>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WADM</td>
<td>Withdrawal</td>
<td>DEFR</td>
<td>Deferred to Another Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WADM</td>
<td>Withdrawal</td>
<td>INC</td>
<td>Incomplete Applicants</td>
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<td></td>
<td>Administrative</td>
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<td>WADM</td>
<td>Withdrawal</td>
<td>INSF</td>
<td>Insufficient Funds</td>
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<td>WADM</td>
<td>Withdrawal</td>
<td>NSHW</td>
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<td>Administrative</td>
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<td>WAIT</td>
<td>Waitlist</td>
<td>ADMN</td>
<td>Wait List - Administrative</td>
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<td>WAIT</td>
<td>Waitlist</td>
<td>FULL</td>
<td>Wait List - Program Full</td>
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</tr>
<tr>
<td></td>
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<td>Wait List - Student</td>
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</tr>
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<td>WAIT</td>
<td>Waitlist</td>
<td>STDT</td>
<td>Response</td>
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<td>Waitlist Offer</td>
<td>ADMN</td>
<td>Waitlist Offer - Administrative</td>
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<td></td>
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<td>Wait List Offer - Program Full</td>
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</tr>
<tr>
<td>WAPP</td>
<td>Withdrawal</td>
<td>AADM</td>
<td>Admitted</td>
<td></td>
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<tr>
<td>Applicant</td>
<td></td>
<td></td>
<td>Withdrawal after</td>
<td>Student initiated withdrawal while program status is admitted.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Applicant</td>
<td>AAPP</td>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
<td></td>
<td>Withdrawal after</td>
<td>Student initiated withdrawal while program status is applicant.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Applicant</td>
<td>DEFR</td>
<td>Deferred to Another Semester</td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
<td></td>
<td>Withdrawal After</td>
<td>Student initiated withdrawal while program status is prematriculant.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Applicant</td>
<td>PMAT</td>
<td>Prematric</td>
<td>Student initiated withdrawal while program status is prematriculant. Will not receive a refund.</td>
</tr>
<tr>
<td>Applicant</td>
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<td>Withdrawal - Prematric</td>
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<td>Withdrawal</td>
<td>Applicant</td>
<td>PMNO</td>
<td>No Refd</td>
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<td>Applicant</td>
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<td></td>
<td>Withdrawal After</td>
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<td>Withdrawal</td>
<td>Applicant</td>
<td>WAIT</td>
<td>Wait List</td>
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<td>Applicant</td>
<td></td>
<td></td>
<td>Withdrawal After</td>
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<td>Withdrawal</td>
<td>Applicant</td>
<td>WDFA</td>
<td>Withdrawal after FA dpst dfrr</td>
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### Table 2 – Program Statuses

---Status Values---

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---Status Values---

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### Status Values

<table>
<thead>
<tr>
<th>AC</th>
<th>Active in Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Admitted</td>
</tr>
<tr>
<td>AP</td>
<td>Applicant</td>
</tr>
<tr>
<td>CM</td>
<td>Completed Program</td>
</tr>
<tr>
<td>CN</td>
<td>Cancelled</td>
</tr>
<tr>
<td>DC</td>
<td>Discontinued</td>
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<tr>
<td>DE</td>
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<tr>
<td>DM</td>
<td>Dismissed</td>
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<tr>
<td>LA</td>
<td>Leave of Absence</td>
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<tr>
<td>PM</td>
<td>Prematriculant</td>
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<tr>
<td>SP</td>
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### Program Action of with Reason Results in Program Status of Prior Status Must be Prior Status Can’t Be

<table>
<thead>
<tr>
<th>MATR</th>
<th>Matriculation</th>
<th>AC</th>
<th>Active in Program</th>
<th>AC</th>
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<tbody>
<tr>
<td>WAPP</td>
<td>Applicant Withdrawal</td>
<td>DEAT</td>
<td>DE</td>
<td>Deceased</td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative Withdrawal</td>
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<td>DE</td>
<td>Deceased</td>
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<tr>
<td>DENY</td>
<td>Deny</td>
<td>DEAT</td>
<td>DE</td>
<td>Deceased</td>
</tr>
<tr>
<td>WAPP</td>
<td>Applicant Withdrawal</td>
<td>other</td>
<td>CN</td>
<td>Cancelled</td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative Withdrawal</td>
<td>other</td>
<td>CN</td>
<td>Cancelled</td>
</tr>
<tr>
<td>DENY</td>
<td>Deny</td>
<td>other</td>
<td>CN</td>
<td>Cancelled</td>
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<td>Admit</td>
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<td>AP, WT</td>
</tr>
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<td>COND</td>
<td>Conditional Admit</td>
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<td>AP, WT</td>
</tr>
<tr>
<td>APPL</td>
<td>Application</td>
<td>AP</td>
<td>Applicant</td>
<td>AC, DE</td>
</tr>
<tr>
<td>RAPP</td>
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<td>AP</td>
<td>Applicant</td>
<td>AC, CM, DE</td>
</tr>
<tr>
<td>RECN</td>
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<td>Applicant</td>
<td>AC, CM, SP, LA, DE, CM, DC</td>
</tr>
<tr>
<td>DEIN</td>
<td>Intention to Matriculate</td>
<td>PM</td>
<td>Prematriculant</td>
<td>AC, CM, DM, DE, LA, DC</td>
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</tbody>
</table>

Approved by Admissions and Campus Community Team on 2/13/2006.