

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

Application Nbr: begins with

ID: begins with

Academic Institution: =

Academic Career: begins with

Application Program Nbr: =

Academic Program: begins with

Admit Term: begins with

Application Center: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History
 Correct History
 Case Sensitive

[Basic Search](#)
 [Save Search Criteria](#)

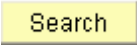
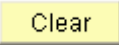
Search Results

[View All](#)

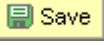
Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gen
00000037	0137038	UMS04	UGRD	0	ENVB	0710	UG04	Roddenberry, Gene Ma	

- 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  to continue or  to have the system clear all of the text boxes so you can start again.


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  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.


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: 0					
Program Data Find View 1 First 1-2 of 2 Last							
Program Number: 0		Effective Date: 01/12/2006					
Admit Term: 0710 2006 Fall		Effective Sequence: 1					
Academic Program: ENVB ENVB		Expected Graduation Term:					
Academic Load: Full-Time		Campus: UMM UMM					
<input type="checkbox"/> Joint Program							
Program Status							
Status: Admitted		Action Date: 01/12/2006					
Program Action: Admit		Action Reason:					
		Evaluation					
Plan Data Find View All First 1 of 1 Last							
Academic Plan: MAR-BS Marine Biology		Major: BS					
Sub-Plan Data Find View All First 1 of 1 Last							
Sub-Plan:							
Program Data Find View 1 First 1-2 of 2 Last							
Program Number: 0		Effective Date: 10/26/2005					
Admit Term: 0710 2006 Fall		Effective Sequence: 1					
Academic Program: ENVB ENVB		Expected Graduation Term:					
Academic Load: Full-Time		Campus: UMM UMM					
<input type="checkbox"/> Joint Program							
Program Status							
Status: Applicant		Action Date: 10/26/2005					
Program Action: Application		Action Reason:					

- 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. **The University of Maine System is not using this feature at this time.**
- 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 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:

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

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  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.

Application Program Data		Application Data		Application School/Recruiting		Application Student Response	
Gene Roddenberry		0137038					
Academic Institution: University of Maine at Machias						📄 📅 💬	
Academic Career: Undergraduate		Application Number: 00000037				Events	
School Information							
Last School Attended: 0112752 🔍		Machias Memorial High School					
Graduation Date: 06/18/2005 📅							
School Type: Secondary		Proprietorship: Unknown					
City: Machias		State: ME		Country: USA			
Recruiting Information							
Region: DOWNEAST 🔍		Downeast Maine (+Wash, -Han)				Assign Region From	
From: Region Tree				Home Postal Code		School Postal Code	
Primary Recruiter ID: 0030002		Dianna Troy		Staff			
Recruiting Categories Find View 1 First 1-2 of 2 Last							
*Category: ISCH 🔍		In-state Scholarship Recruit Group: Schship					
Sub-Cat: High							
Description:		Meets criteria for IS merit scholarship. JHH 1/12/05					
Recruiters Find View All First 1 of 1 Last							
<input checked="" type="checkbox"/>		Recruiters Prompt Recruiters		*Recruiter ID 0030002 🔍		Recruiter Type Staff	
				Dianna Troy		Primary: <input checked="" type="checkbox"/>	
*Category: PRNT 🔍 Group: Alumni							
Sub-Cat:							
Description:							
Recruiters Find View All First 1 of 1 Last							
<input checked="" type="checkbox"/>		Recruiters Prompt Recruiters		*Recruiter ID 🔍		Recruiter Type	
						Primary: <input type="checkbox"/>	

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  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.

Application Data | Application School/Recruiting | **Application Student Response**

Gene Roddenberry 0137038

Academic Institution: University of Maine at Machias

Academic Career: Undergraduate **Application Number:** 00000037

Student Response Find | View All First 1-2 of 2 Last

'Reason: FINA Insufficient Financial Aid 'Date: 01/12/2006

External Org ID: Description:

'Reason: OTHU Attending Other University 'Date: 01/12/2006

External Org ID: 0136252 Description: Univ Maine Presque Isle

Transfer To: Education Go


- 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:

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

- 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.

Table 1 – Program Actions and Reasons

Program Action	Description	Action Reason	Description	Usage Guidelines
ADMT	Admit	1ST	First Choice	Applicant offered first choice program and plan
ADMT	Admit	2ND	Second Choice	Applicant offered second choice program and plan
ADMT	Admit	ALT	Alternate Program	Applicant offered alternate program not listed on the application
APPL	Application	COMP	Application Complete	Application is complete and ready for review
APPL	Application	INC	Incomplete	Application is incomplete and missing required materials
APPL	Application	INTL	International Application	International student application
APPL	Application	PEND	Pending Review	Application is in review and awaiting a decision
COND	Conditional Admit	ACAD	Academics	Academic readiness is marginal and requires conditions attached to the decision.
COND	Conditional Admit	CRED	Credentials	Some required official credentials are missing.??
COND	Conditional Admit	DOCS	Required Documents Needed	Required official documents are needed to remove this condition. (see checklist)
COND	Conditional Admit	ENGL	English Proficiency	Applicant has limited English proficiency
COND	Conditional Admit	EXPL	UM - Special FYE Seminar	University of Maine special first-year admission to FYE program
COND	Conditional Admit	FL	Foreign Language	Missing FL requirement
COND	Conditional Admit	GRAD	Proof of Completion of BA/BS	For Graduate School applicants. Missing proof of completion of undergraduate degree.
COND	Conditional Admit	INTF	International Financial Docs	For international applicants. Missing financial documents – cannot yet issue I-20.
COND	Conditional Admit	LAB	Lab Science	Missing a lab science requirement.
COND	Conditional Admit	MTH	Math Requirement	Missing a math requirement
COND	Conditional Admit	MULT	Multiple Program Reqtqs	Missing multiple program or plan requirements
COND	Conditional Admit	PREQ	Prerequisites	Missing a required prerequisites for admission to a certain program/plan.

Program Action	Description	Action Reason	Description	Usage Guidelines
COND	Conditional Admit	PROB	Academic Probation	Applicant is being admitted on academic probation.
COND	Conditional Admit	SAP	Satisfactory Academic Progress	Applicant is not meeting conditions of satisfactory progress.
COND	Conditional Admit	TEST	Test Scores Required	For Graduate School applicants. Missing required test scores. Reason is not necessary. For changes OTHER than program or plan, such as academic load, or campus.
DATA	Data Change	<None>		Need additional information from applicant before making a decision.
DDEF	Defer Decision	ADDI	Additional Information Current Semester Final Grades	Need current semester grades from applicant before making a decision.
DDEF	Defer Decision	CCOL		Need final college grades for current enrolled term from applicant before making a decision.
DDEF	Defer Decision	FCLG	Final College Grades	Need final HS grades from applicant before making a decision.
DDEF	Defer Decision	FHSG	Final HS Grades	Need final grades from applicant before making a decision. ???
DDEF	Defer Decision	FINL	Final Grades	Need first semester final grades from applicant before making a decision.
DDEF	Defer Decision	FSG	First Semester Grades	Need first trimester final grades from applicant before making a decision.
DDEF	Defer Decision	FTG	First Trimester Grades	Need interview with applicant before making a decision.
DDEF	Defer Decision	INTV	Interview	Need mid-semester progress report from applicant before making a decision.
DDEF	Defer Decision	MPRG	Mid-Semester Progress Report	Need second trimester final grades from applicant before making a decision.
DDEF	Defer Decision	STG	Second Trimester Grades	Need updated test scores from applicant before making a decision.
DDEF	Defer Decision	TEST	Updated Test Scores	Need third quarter final grades from applicant before making a decision.
DDEF	Defer Decision	TQG	Third Quarter Grades	Will not use this action at this time.
DEFR	Defer Enrollment Intention to Matriculate	<None>		
DEIN	Intention to Matriculate	CACC	Dep Fee Paid-Cash/Credit Card	Deposit was paid by cash or credit card.
DEIN	Intention to Matriculate	CHCK	Deposit Paid by Check	Deposit was paid by check.
DEIN	Intention to Matriculate	DEFA	Deposit deferred/Financial Aid	Deposit has been deferred until F.A. award is received.
DEIN	Intention to Matriculate	INTL	International Confirmation	International student confirmation.
DEIN	Intention to Matriculate	PAID	Deposit Paid	Deposit has been paid
DEIN	Intention to Matriculate	WAIV	Deposit Waived	Deposit has been waived.

Program Action	Description	Action Reason	Description	Usage Guidelines
DENY	Deny	ALTP	Offered Alternate Plan	Applicant was offered an alternate program that was not the first choice.
DENY	Deny	BRDG	Refer to Bridge Program	Applicant has been referred to UMX Bridge program
DENY	Deny	DNM	Did Not Meet Requirements	Applicant did not meet admission requirements for given program/plan.
DENY	Deny	DNP	Did Not Pass Audition/Portfflio	Applicant did not pass the required audition or portfolio.
DENY	Deny	INTF	Intl Student FinancI Documents	International applicant is academically admissible but missing required financial documents.
DENY	Deny	NCMP	Not Competitive/Space Limits	Met admission requirements but not offered admission due to space or competition limitations.
DENY	Deny	ONWD	Deny - Consider Onwards	Denied regular admission, but encourage student to consider UM Onward program
DENY	Deny	RSC	Rescind Admission	Applicant was previously admitted by decision was reveres due to additional information. This action sends the student over to Student Records. The component can only be saved by clicking the Create Program button (which is available only with the MATR program action.)
MATR	Matriculation	AUTO	Auto Assigned	Deposit was paid by cash or credit card.
MATR	Matriculation	CACC	Dep Fee Paid - Cash/Credit Card	Deposit was paid by check.
MATR	Matriculation	CHCK	Dep Fee Paid by Check	Deposit has been paid
MATR	Matriculation	PAID	Deposit Fee Paid	Deposit has been waived.
MATR	Matriculation	WAIV	Deposit Fee Waived	Student requests change in plan prior to a decision being made.
PLNC	Plan Change	<None>		Student requests change in program prior to a decision being made.
PRGC	Program Change	<None>		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.
RAPP	Readmit Application			New information received.
RECN	Reconsideration	CHNG	Change of Circumstance	Admissions Office initiated withdrawal while program status is admitted.
WADM	Administrative Withdrawal	AADM	After Admitted	Admissions Office initiated withdrawal while program status is prematriculant.
WADM	Administrative Withdrawal	APRM	After Prematric	

Program Action	Description	Action Reason	Description	Usage Guidelines
WADM	Administrative Withdrawal	AUTO	Auto Assigned	Used for mass input of the administrative withdrawal code. Admissions Office initiated withdrawal while program status is wait list.
WADM	Administrative Withdrawal	AWT	After Wait list	Admissions Office initiated withdrawal. Applicant is deceased.
WADM	Administrative Withdrawal	DEAT	Deceased	Admissions Office initiated deferral to another semester.
WADM	Administrative Withdrawal	DEFR	Deferred to Another Semester	Admissions Office initiated withdrawal while program status is applicant.
WADM	Administrative Withdrawal	INC	Incomplete Applicants	Application or admission deposit check returned or credit card denied.
WADM	Administrative Withdrawal	INSF	Insufficient Funds	Admissions Office initiated withdrawal after start of classes. Student did not show up.
WADM	Administrative Withdrawal	NSHW	No Show	Applicant or institution decided to put the person on a wait list.
WAIT	Waitlist	ADMN	Wait List - Administrative	Applicant or institution decided to put the person on a wait list.
WAIT	Waitlist	FULL	Wait List - Program Full	Applicant has accepted the offer to remain on the waiting list
WAIT	Waitlist	STDT	Response	At University's discretion, the applicant is offered the opportunity to be put on a wait list. Requires a response from applicant.
WAOF	Waitlist Offer	ADMN	Waitlist Offer - Administrative	Same as WAOF???
WAOF	Waitlist Offer	FULL	Wait List Offer - Program Full	
WAPP	Applicant Withdrawal	AADM	Withdrawal after Admitted	Student initiated withdrawal while program status is admitted.
WAPP	Applicant Withdrawal	AAPP	Withdrawal after Application	Student initiated withdrawal while program status is applicant.
WAPP	Applicant Withdrawal	DEFR	Deferred to Another Semester	Student initiated deferral to another semester.
WAPP	Applicant Withdrawal	PMAT	Withdrawal After Prematric	Student initiated withdrawal while program status is prematriculant.
WAPP	Applicant Withdrawal	PMNO	Withdrawal - Prematric No Rfnd	Student initiated withdrawal while program status is prematriculant. Will not receive a refund.
WAPP	Applicant Withdrawal	WAIT	Withdrawal After Wait List	Student initiated withdrawal while program status is wait list.
WAPP	Applicant Withdrawal	WDFR	Withdrawal after FA dpst dfrl	Student initiated withdrawal after deferring the deposit for F.A. reasons

Table 2 – Program Statuses

---Status Values---

Effective Date: July 31, 2006
Updated: 02/01/2006

---Status Values---

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---Status Values---	
AC	Active in Program
AD	Admitted
AP	Applicant
CM	Completed Program
CN	Cancelled
DC	Discontinued

---Status Values---	
DE	Deceased
DM	Dismissed
LA	Leave of Absence
PM	Prematriculant
SP	Suspended
WT	Waitlisted

Program Action of		with Reason	Results in Program Status of		Prior Status Must be	Prior Status Can't Be
MATR	Matriculation		AC	Active in Program	AC	
WAPP	Applicant Withdrawal	DEAT	DE	Deceased		
WADM	Administrative Withdrawal	DEAT	DE	Deceased		CM, DC
DENY	Deny	DEAT	DE	Deceased		
WAPP	Applicant Withdrawal	other	CN	Cancelled		
WADM	Administrative Withdrawal	other	CN	Cancelled		CM, DC
DENY	Deny	other	CN	Cancelled		
ADMT	Admit		AD	Admitted	AP, WT	
COND	Conditional Admit		AD	Admitted	AP, WT	
APPL	Application		AP	Applicant		AC, DE
RAPP	Readmit Application		AP	Applicant		AC, CM, DE
REC�	Reconsideration		AP	Applicant		AC, CM, SP, LA, DE, CM, DC
DEIN	Intention to Matriculate		PM	Prematriculant		AC, CM, DM, DE, LA, DC
WAIT	Waitlist		WT	Waitlisted	AP, WT	
WAOF	Waitlist Offer		WT	Waitlisted	AP	

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