



### Entering Application Program Actions

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#### **Description**

During the admission process, an Application may go through a number of changes: the applicant may change the Program or Plan, the applicant may withdraw, the Application may be denied, admitted conditionally, etc. This guide demonstrates how to record these actions.

For more detailed coverage of this subject, see the Business Process: **AR021 Application Maintenance**.

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#### **Navigation**

**Student Admissions > Application Maintenance > Maintain Applications**



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### Step 1: Search for the Application

Remember that this applicant could have multiple applications in the system.

Also, if there is more than one program/plan for an application, you will need to select which program/plan to update.

In this example, there are two applications. One application has two programs.

Note the **Application Nbr** and **Application Program Nbr** columns. Use these to identify which application and which program/plan to update.

### F Y I

Your Institution may not allow multiple programs for an application.

Some uses for multiple programs are: grad students who apply to multiple programs, recording first and second program choices for undergrads.

See the "Program Addition Quick Guide" for more information.

#### 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	<input type="text"/>	
ID:	begins with	<input type="text"/>	
Academic Institution:	=	<input type="text" value="UMS05"/>	
Academic Career:	begins with	<input type="text" value="UGRD"/>	
Application Program Nbr:	=	<input type="text"/>	
Academic Program:	begins with	<input type="text"/>	
Admit Term:	begins with	<input type="text"/>	
Application Center:	begins with	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text" value="CZERNY"/>	
First Name:	begins with	<input type="text"/>	

Include History  Correct History  Case Sensitive

[Basic Search](#)

#### Search Results

[View All](#)

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gender	Date of Birth
00328274	0539777	UMS05	UGRD	0	EGR	0810	UGRD	Czerny,Charlotte Anna	Female	01/01/1987
00328253	0539777	UMS05	UGRD	1	BPPH	0810	UGRD	Czerny,Charlotte Anna	Female	01/01/1987
00328253	0539777	UMS05	UGRD	0	NSFA	0810	UGRD	Czerny,Charlotte Anna	Female	01/01/1987




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### Step 2: Add a new Program Data "row" or layer to the current Application Program Data tab

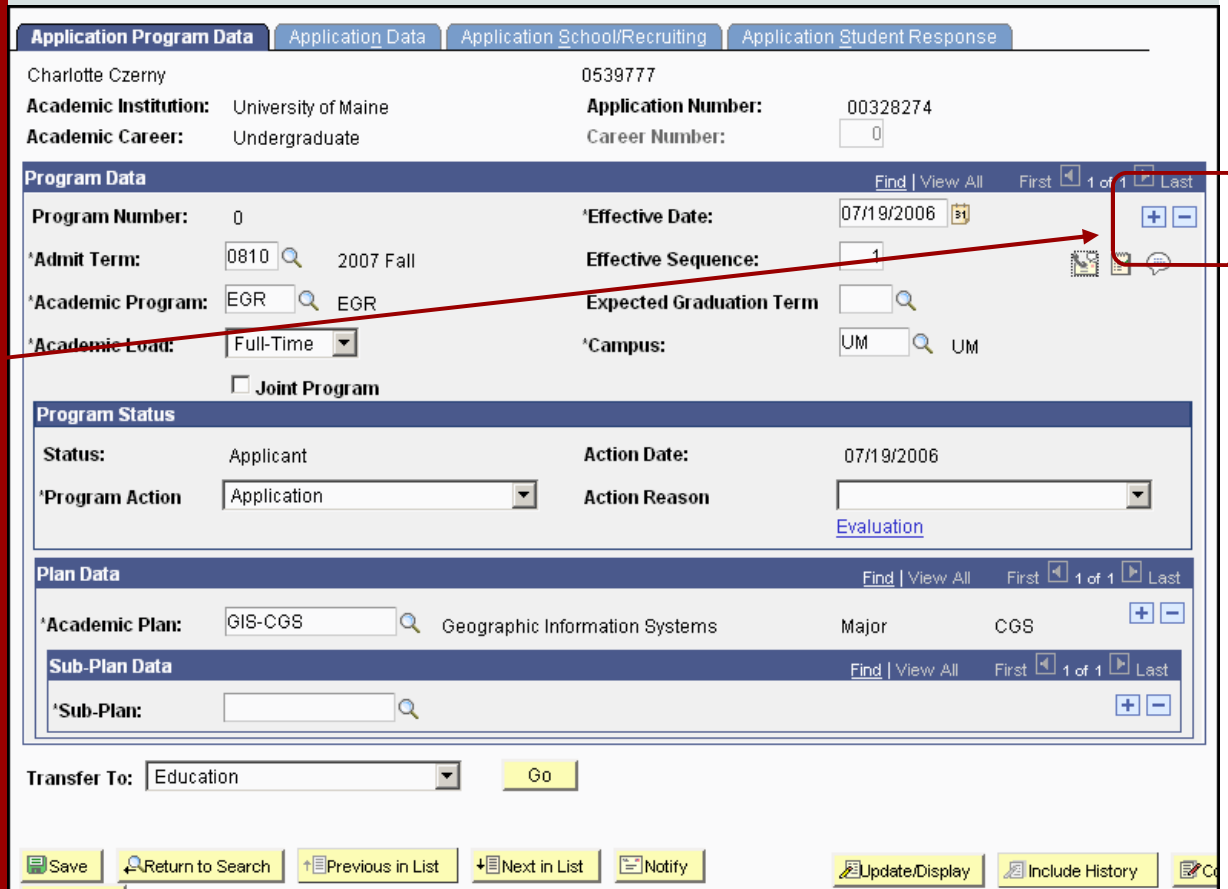
Each program action requires its own row. You cannot change the current program status because the data is effective dated.

Use the  button to add a new row. (See next page.)

### F Y I

Think of the program action rows as layers. Each time you record a new action, you are adding a layer to the top of the stack.

When you look at an application, you will always see the most recent action on top of this stack.



The screenshot shows a web application interface with several tabs: **Application Program Data**, **Application Data**, **Application School/Recruiting**, and **Application Student Response**. The **Application Program Data** tab is active.

**Application Information:**  
Charlotte Czerny, 0539777  
Academic Institution: University of Maine  
Academic Career: Undergraduate  
Application Number: 00328274  
Career Number: 0

**Program Data** (Find | View All | First | 1 of 1 | Last)  
Program Number: 0  
Effective Date: 07/19/2006  
Admit Term: 0810 2007 Fall  
Effective Sequence: 1  
Academic Program: EGR EGR  
Expected Graduation Term: [ ]  
Academic Load: Full-Time  
Campus: UM UM  
Joint Program:

**Program Status**  
Status: Applicant  
Action Date: 07/19/2006  
Program Action: Application  
Action Reason: [ ]  
[Evaluation](#)

**Plan Data** (Find | View All | First | 1 of 1 | Last)  
Academic Plan: GIS-CGS Geographic Information Systems Major CGS

**Sub-Plan Data** (Find | View All | First | 1 of 1 | Last)  
Sub-Plan: [ ]

Transfer To: Education

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, Copy



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### Step 3: Select the Desired Program Action.

If the **Program Action** is a change of program or plan, you must fill in the new **Program Data**. This new data may include a new Admit Term, if the applicant has so decided.

Use the pull-down menu to select the desired **Program Action**.

Every choice of **Program Action** has a set of **Action Reasons** to choose from (next page).

For a table of **Program Actions** and their corresponding **Action Reasons**, see the Business Process.

Different Institutions may choose not to use certain Actions. Refer to your Admissions office for policies.

The screenshot displays the 'Application Program Data' form for Charlotte Czerny. The form is divided into several sections: 'Program Data', 'Program Status', 'Plan Data', and 'Sub-Plan Data'. The 'Program Action' dropdown menu is open, showing a list of options including 'Administrative Withdrawal', 'Admit', 'Applicant Withdrawal', 'Application', 'Conditional Admit', 'Data Change', 'Defer Decision', 'Defer Enrollment', 'Deny', 'Intention to Matriculate', 'Matriculation', 'Plan Change', 'Program Change', 'Readmit Application', 'Reconsideration', 'Waitlist', and 'Waitlist Offer'. The 'Action Date' is set to 07/19/2006 and the 'Action Reason' is 'Evaluation'. The 'Program Data' section includes fields for 'Program Number' (0), 'Admit Term' (0810, 2007 Fall), 'Academic Program' (EGR), 'Academic Load' (Full-Time), and 'Campus' (UM). The 'Plan Data' section includes 'Academic Plan' (Information Systems) and 'Sub-Plan' (Major CGS). The 'Sub-Plan Data' section includes 'Sub-Plan' (Major CGS). The form also has buttons for 'Save', 'Return to S...', 'Refresh', 'Notify', 'Update/Display', 'Include History', and 'Co...'. A red circle highlights the 'Program Action' dropdown menu.



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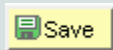
In the example at right, the **Program Action** is **Applicant Withdrawal**. The applicant had two applications, and has decided to withdraw this one.

### Step 4: Select Action Reason.

Use the pull-down menu to select the correct **Action Reason** for the new **Program Action**.

### Step 5: Save

Click



In the blue Program Data bar, note that this new Program Data row is "1 of 2." The previous row (in our example the original Application row) has been pushed down into second place. The topmost row or layer is always the newest one.

### F Y I

A Withdrawal action will change the **Program Status** to "Cancelled" as shown in the example on the right.

The screenshot displays the 'Application Program Data' interface. At the top, there are tabs for 'Application Program Data', 'Application Data', 'Application School/Recruiting', and 'Application Student Response'. The main area shows details for Charlotte Czerny, application number 0539777, and application number 00328274. The 'Program Data' section is highlighted in blue and shows 'Program Number: 0', 'Effective Date: 07/20/2006', and 'Effective Sequence: 1'. The 'Program Action' is set to 'Applicant Withdrawal' and the 'Action Reason' dropdown is open, showing options like 'Deferred to Another Semester', 'Withdrawal - Prematric No Rfnd', 'Withdrawal After Prematric', 'Withdrawal After Wait List', 'Withdrawal after Admitted', 'Withdrawal after Application', and 'Withdrawal after FA dpst dfri'. The 'Status' is 'Cancelled' and the 'Action Date' is '07/20/2006'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include History'.



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If an application is accepted, use either **Admit** or **Conditional Admit** Program Actions. The Program Status becomes “Admitted.”

Once the admitted applicant accepts the offer, add the Program Action **Intention to Matriculate**.

The Program Status will change to “Pre-Matric.”

In the example to the right, there are 3 layers in the stack: the original application, the Admit layer and the Intention to Matriculate layer.

### FYI

It is tempting to add a final layer using the **Matriculation** Program Action. However, we will not use that Action until Student Records “goes live.”

**Do not use Matriculation.**

This screenshot shows the 'Application Program Data' form for Charlotte Czerny. The 'Program Status' section is highlighted with a red box, showing the status as 'Admitted' and the 'Program Action' as 'Admit'. Other fields include 'Academic Institution: University of Maine', 'Academic Career: Undergraduate', 'Application Number: 00328253', and 'Effective Date: 07/20/2006'. The 'Program Data' section shows 'Program Number: 1', 'Admit Term: 0810 2007 Fall', 'Academic Program: BPPH', and 'Academic Load: Full-Time'.

This screenshot shows the 'Application Program Data' form for Charlotte Czerny, similar to the first one but with a different status. The 'Program Status' section is highlighted with a red box, showing the status as 'Prematric' and the 'Program Action' as 'Intention to Matriculate'. The 'Effective Date' remains '07/20/2006', but the 'Effective Sequence' is now '3'. The 'Program Data' section is identical to the first screenshot. A dropdown menu is open for the 'Action Reason' field, showing options like 'Dep Fee Paid-Cash/Credit Card', 'Deposit Paid', 'Deposit Paid by Check', 'Deposit Waived', 'Deposit deferred/Financial Aid', and 'International Confirmation'.