Entering Application Program Actions

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.

Navigation
Student Admissions > Application Maintenance > Maintain Applications
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.
### 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.)

### FYI

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.
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.
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 **Save**.

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.

**FYI**

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

**F Y I**

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.