



Recording Exceptions to the Standard Admissions Process

Description

Special cases where parts of the standard admissions process are bypassed or certain requirements are waived can be recorded using the Basis of Admission page. For example, some requirements may be waived for disaster victims or for individuals with exceptional qualifications.

For more detailed coverage of this subject, see the Business Process: **AR025 Basis of Admission**.

Navigation

Student Admissions > Application Evaluation > Application Decisions > Basis of Admission



▶ Basis of Admission

QG / Quick Guide

Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click

Search

The Basis of Admission page will be displayed.

F Y I

Campus ID is currently not used.

Basis of Admission

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

Find an Existing Value

ID:	begins with	0539777	
Academic Institution:	=	UMS05	
Academic Career:	begins with	UGRD	
Student Career Nbr:	=		
National ID:	begins with		
Campus ID:	begins with		
Last Name:	begins with		
First Name:	begins with		

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)




▶ Admission Comments

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Remember that this person may have multiple Applications for your Institution. If you admit this person for more than one Application, you will need to add more Basis of Admission pages.

He/she may also have multiple Programs for a given Application. You can record Basis of Admission data for any Application/Program combination.

Use the  button to add more Basis of Admission pages for this person, either to assign multiple Basis of Admission codes to a single Application/Program, or to record data for admission to several Programs.


Use the look up button to view the list of Basis of Admission codes.



Basis of Admission



Charlotte Czerny 0539777


Academic Institution: UMS05 **Academic Career:** Undergraduate **Student Career Nbr:** 0


Find | View All First 1 of 1 Last

'Basis of Admission: 


Application Nbr:  **Application Program Nbr:** 

'Admit Term:  **Academic Program:** 

Begin Date: 07/19/2006  **Include in Offer**

End Date:  **Include in Transcript**

Long Description:

Transfer To: Application Maintenance 



▶ Admission Comments

QG / Quick Guide

Step 2: Select the Basis of Admission code.

Use the look up to see the list of predefined codes for Basis of Admission.

This list shows all codes defined in the University of Maine System. The first letter of each code indicates which Institution is using the code.

F	UMF
I	UMPI
K	UMFK
M	UMM
O	UM
Q	UM—Grad
P	USM
X	USM—Grad
L	USM—Law

Look Up Basis of Admission

Basis of Admission Code:

Description:

Short Description:

[Basic Lookup](#)

Search Results

View All First ◀ 1-21 of 21 ▶ Last

Basis of Admission Code	Description	Short Description
FACAD	Academic Achievement	AcadAchiev
FADMN	Administrative Intervention	AdminIntervn
FCOMM	Committee Review	Committee
FHONR	Honors	Honors
FLEAD	Leadership	Leadership
FSTAF	Staff Special Interest	StaffSpec
ICOMM	Committee Review	Committee
ISCHL	Scholarship Committee Review	SchlCommit
KCOMM	Committee Review	CommRev
MAVP	Conferred with Acad Vice Pres	ConfAcadVP
MCOMM	Committee Review	Committee
OCOMM	Committee Review	CommReview
ODEAN	Conferred with Dean	ConfrdDean
OEA	Early Action Review	EarlyAct
OGDEA	Grad Conditional Admission	GradCondAd
ONURW	Nursing Wait List	NursingWL
PCOMM	Committee Review	CommittRev
PCOND	DONOTUSE	DONOTUSE
XCOND	Grad Conditions of Admission	GradCndns
XCURR	Current courses - degree	CurrCourse
XTRAN	Transfer courses - degree	TransferCr



▶ Basis of Admission

QG / Quick Guide

Step 3: Remaining Data Entry.

Use the look up to select the correct **Application Number**.

Use the look up to select the correct **Program Number** (or select the correct **Academic Program**).

Enter the **Admit Term**.

A check in the **Include in Offer** box will make the **Basis of Admission** code and **Long Description** available for inclusion in an admission letter, if the letter is sent between the **Begin Date** and the **End Date**.

Similarly the data will be included in a transcript generated between the dates if the **Include in Transcript** box is checked.

Enter explanatory data in the **Long Description** field.

Basis of Admission

Charlotte Czerny 0539777

Academic Institution: UMS05

Academic Career: Undergraduate **Student Career Nbr:** 0

Find | View All First 1 of 1 Last

'Basis of Admission: ODEAN Conferred with Dean

Application Nbr: 00328253 **Application Program Nbr:** 0

Admit Term: 0810 **Academic Program:** NSFA

Begin Date: 08/19/2006 **Include in Offer**

End Date: 08/01/2007 **Include in Transcript**

Long Description: Disaster victim. Certain requirements waived in this case.

Transfer To: Application Maintenance **Go**

Save **Return to Search** **Notify** **Refresh**

Look Up Application Nbr

Cancel

Search Results

View All First 1-2 of 2 Last

Application Nbr	Application Program Nbr	Academic Program	Admit Term
00328253	0	NSFA	0810
00328274	0	EGR	0810

Look Up Academic Program

Cancel

Search Results

View All First 1 of 1 Last

Academic Program	Description
NSFA	Nat Sci Forestry & Agriculture



Basis of Admission

QG / Quick Guide

Step 4: Save

Click



F Y I

At most 3 Basis of Admission codes and descriptions can be included in a letter.