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
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.

FYI
Campus ID is currently not used.
Admission Comments

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.
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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>UMF</td>
</tr>
<tr>
<td>I</td>
<td>UMPI</td>
</tr>
<tr>
<td>K</td>
<td>UMFK</td>
</tr>
<tr>
<td>M</td>
<td>UMM</td>
</tr>
<tr>
<td>O</td>
<td>UM</td>
</tr>
<tr>
<td>Q</td>
<td>UM—Grad</td>
</tr>
<tr>
<td>P</td>
<td>USM</td>
</tr>
<tr>
<td>X</td>
<td>USM—Grad</td>
</tr>
<tr>
<td>L</td>
<td>USM—Law</td>
</tr>
</tbody>
</table>
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.
Step 4: Save

Click

FYI

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