

Updating Applications

Program Addition

Description

This script will describe how to add an additional academic program to an existing application. Once you have added the academic program, you maintain it through the Application Program Data page in the Application Maintenance component. You are prompted to choose the appropriate program number when accessing the Application Program Data page. To edit a different academic program for that application, you would need to click the Return to the Search button and choose the correct program number.

For example, applicants to Graduate School often apply to multiple programs. If, for administrative purposes, this activity is tracked under one application, this Program Addition is the functionality to use. The system keeps multiple separate Program stacks for admissions evaluations and other activities.

Navigation:

Student Admission > Application Maintenance > Program Addition

Step 1: Search for the Student and Application

FIRST, you must find out via Search/Match if this student is in the database (see AR00A process). **Follow the “Adding an Application” process flow at the end of this document to locate the individual and/or the application if it is already on file.**

- 1.1 **If the student is found in Search/Match**, use the Carry ID function to carry the EMPLID found in Search/Match and navigate to the page listed above.

Step 2: The Program Addition “Add a New Value Page”

The EMPLID will be displayed in the Program Addition Add a New Value page, as will the default career, student career number, and application program number.

- 2.1 **Application Nbr** (Application Number) Use the lookup function to find the application number for which you wish to add an academic program.

Program Addition

Add a New Value

ID: 🔍

Academic Career: 🔍

Student Career Nbr:

Application Nbr:

Application Program Nbr:

Add

Look Up Application Nbr

Search by: begins with

Look Up **Cancel** [Advanced Lookup](#)

Search Results

View All First 1 of 1 Last

Application Nbr	Academic Institution	Application Center	Admit Type	Recruiter ID	Application Date
00000037	UMS04	UG04	FYR	0030002	10/26/2005

2.2 After clicking on the application number, you will be returned to the Program Addition “Add a New Value” page. The application number will be populated in the field. Click **Add**.

Program Addition

Add a New Value

ID: 🔍

Academic Career: 🔍

Student Career Nbr:

Application Nbr: 🔍

Application Program Nbr:

Add

Step 3: Adding an Academic Program, Plan or Sub-Plan

- 3.1 You will be presented with the Program Addition page. The Program, Plan and Sub-Plan fields will be blank. Notice that the **Prog Nbr** has been incremented from 0 to 1, indicating there are now two academic programs for this application.

Program Addition

Gene Roddenberry 8137038

Academic Career: Undergraduate Application Nbr: 00000037

Program Data

Program Number: 1

Effective Date: 01/25/2006

Academic Institution: UMS04 UMM Admit Term: 0710 2006 Fall

Academic Program: ARLE ARLE Expected Graduation Term

Campus: UMM UMM Academic Load: Full-Time

Joint Program

Program Status

Status: Applicant Action Date: 01/25/2006

Program Action: Application Action Reason


Career Number: 0 Evaluation

Plan Data Find | View All First 1 of 1 Last

Academic Plan: BEH-BA Behavioral Sciences Major

Sub-Plan Data Find | View All First 1 of 1 Last

Sub-Plan:

- 3.2 **Admit Term** must be the first entry to make available other academic program information. Choose the appropriate Admit Term for this application.
- 3.3 Continue entering information about this additional Academic Program, Plan or Sub-Plan as needed. Refer to process AR 016 for instructions if needed.
- 3.4 Click  Save when you have finishing entering data about this additional program.

NOTE: When searching for an application in the future you will have multiple Application Programs found in the search for this Application Number. You will need to be sure to select the appropriate program to maintain or update (see screen shot below).

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 00000037

ID: begins with 0137038

Academic Institution: = UMS04

Academic Career: begins with UGRD

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

Search Clear 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	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description
00000037	0137038	UMS04	UGRD	1	ARLE	0710	UG04	Roddenberry,Gene	Male	(blank)	(blank)	999999999	USA	SSN
00000037	0137038	UMS04	UGRD	0	ENVB	0710	UG04	Roddenberry,Gene	Male	(blank)	(blank)	999999999	USA	SSN

Source Documents

Application, Letter, Phone, email, in person

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.

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

