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.
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**.
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.

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 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).
**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.
Adding an Application

Use Search/Match to locate the Person

Click Carry ID Reset

No Match

Was a Match Found?

Click Carry ID

Match Found

Student Admissions > Application Entry > Add Application

Maintain Applications

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

Application Entry

Add a New Value

Application Nbr: 00000000

ID: NEW

Academic Institution: UMS02

Academic Career: UGRD

Add

After clicking Search, if this message appears, there is no application on file for 0136976 at UMS03 in career UGRD

No matching values were found.

Student Admissions > Application Entry > Add Application

Application Entry

Add a New Value

Application Nbr: 00000000

ID: 0136976

Academic Institution: UMS03

Academic Career: UGRD

Add