



Adding a Second Program to an Application

Description

Every application has a Program selected, with a corresponding Plan and perhaps Sub-Plan. Your Institution may choose to allow multiple Programs in an application. For example, a grad student may apply to several Programs and your Institution manages these in a single application. Or you may record second and third choices using multiple Programs in an application. This Guide shows how to use Program Addition to add multiple Programs to an application.

Each Program has its own maintenance and evaluation “stack.”

For more detailed coverage of this subject, see the Business Process: **AR022 Program Addition**.

Navigation

Student Admissions > Application Maintenance > Program Addition



▶ Program Addition

QG / Quick Guide

Step 1: Obtain the Applicant's ID.

To add a program to an existing application, you must first determine the emplID of the individual. You could use Search/Match for this purpose.

Here is an example of an application showing the original Application Program Data page. This individual has applied to a Forestry Program/Plan.

Step 2: Navigate to Program Addition; search for Application.

Enter the person's ID and Career. Use the look up to search for the correct application (remember, a person could have several applications in the system).

Application Program Data		Application Data	Application School/Recruiting	Application Student Response
Charlotte Czerny		0539777		
Academic Institution:	University of Maine	Application Number:	00328253	
Academic Career:	Undergraduate	Career Number:	0	
Program Data Find View All First 1 of 1 Last				
Program Number:	0	Effective Date:	07/10/2006	
*Admit Term:	0810 2007 Fall	Effective Sequence:	1	
*Academic Program:	NSFA NSFA	Expected Graduation Term		
*Academic Load:	Full-Time	*Campus:	UM UM	
<input type="checkbox"/> Joint Program				
Program Status				
Status:	Applicant	Action Date:	07/10/2006	
*Program Action	Application	Action Reason		
Evaluation				
Plan Data Find View All First 1 of 1 Last				
*Academic Plan:	FTY-BS Forestry	Major	BS	
Sub-Plan Data Find View All First 1 of 1 Last				
*Sub-Plan:				

Program Addition

Add a New Value

ID:	0539777
Academic Career:	UGRD
Student Career Nbr:	0
Application Nbr:	
Application Program Nbr:	0

Add



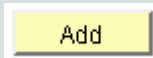
▶ Program Addition

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In this example, the applicant has two applications for this Institution and Career.

Select the application to which you wish to add another program.

Click



This opens the **Program Addition** page (next).

Look Up Application Nbr

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Application Nbr	Academic Institution	Application Center	Admit Type	Recruiter ID	Application Date
00328274	UMS05	UGRD	FYR	(blank)	07/19/2006
00328253	UMS05	UGRD	FYR	(blank)	07/10/2006

Program Addition

ID: 🔍

Academic Career: 🔍

Student Career Nbr:

Application Nbr: 🔍

Application Program Nbr:



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Step 3: Enter New Program Data.

Fill in the fields in this page the same way you fill in Application Program Data in a new application.

Enter **Admit Term** first, then select the **Academic Program, Campus, Plan** and **Sub-Plan** (if any).

Note that the **Program Number** has been incremented. The original Program is number 0, the second is number 1, etc.

Step 4: Save

Click  Save

Program Addition

Charlotte Czerny 0539777

Academic Career: Undergraduate **Application Nbr:** 00328253

Program Data

*Program Number: 1	*Effective Date: 07/20/2006
*Academic Institution: UMS05 UM	*Admit Term: <input type="text"/>
*Academic Program: <input type="text"/>	Expected Graduation Term: <input type="text"/>
*Campus: <input type="text"/>	*Academic Load: Full-Time
<input type="checkbox"/> Joint Program	

Program Status

Status: Applicant	Action Date: 07/20/2006
*Program Action: Application	Action Reason: <input type="text"/>
Career Number: 0	Evaluation

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

***Academic Plan:**

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

***Sub-Plan:**

Save Notify Refresh Add



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In our example, the applicant has two applications. We have added a second program to one of the applications.

If we now search for applications for this person—perhaps to do application maintenance—we will see **three** search results.

In the search results to the right, note that the last two lines have the same application number, but different values in the **Application Program Nbr** column.

The two programs in the second application will be evaluated separately (see the Program Update Quick Guide).

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	<input type="text"/>	
ID:	begins with	<input type="text"/>	
Academic Institution:	=	<input type="text" value="UMS05"/>	
Academic Career:	begins with	<input type="text" value="UGRD"/>	
Application Program Nbr:	=	<input type="text"/>	
Academic Program:	begins with	<input type="text"/>	
Admit Term:	begins with	<input type="text"/>	
Application Center:	begins with	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text" value="CZERNY"/>	
First Name:	begins with	<input type="text"/>	

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
00328274	0539777	UMS05	UGRD	0	EGR	0810	UGRD	Czerny,Charlotte Anna
00328253	0539777	UMS05	UGRD	1	BPPH	0810	UGRD	Czerny,Charlotte Anna
00328253	0539777	UMS05	UGRD	0	NSFA	0810	UGRD	Czerny,Charlotte Anna