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
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).
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 **Add**

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

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
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).