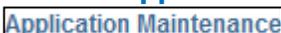
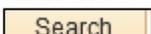


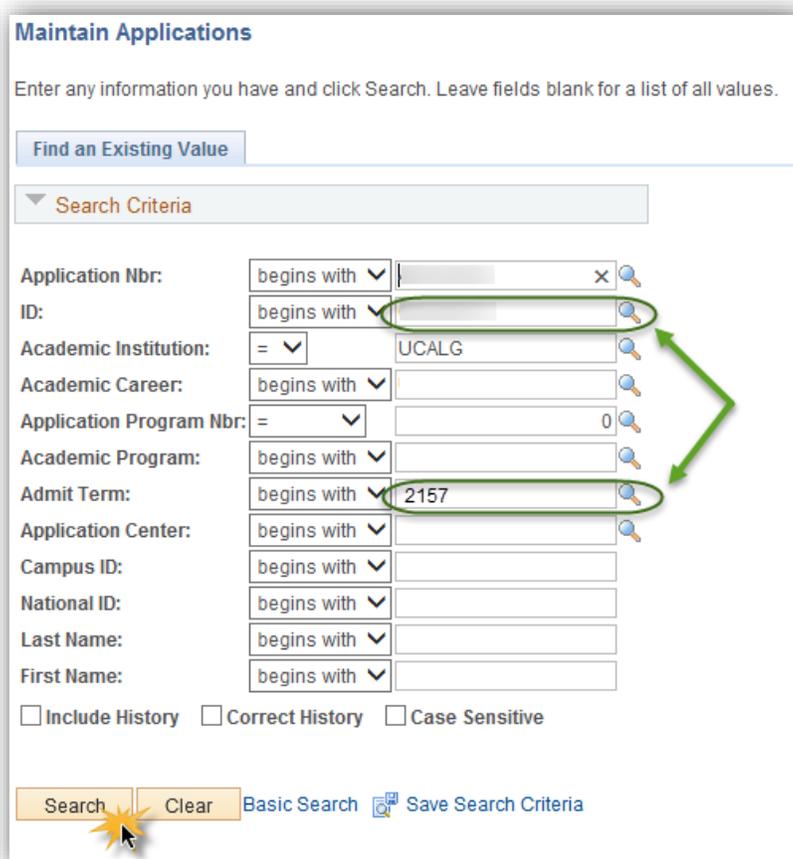
The following outlines the process for admitting or denying a prospective applicant to the Open Studies program.

Admit an Applicant:

1. Click the **Student Admissions** link.

2. Click the **Application Maintenance** link.

3. Click the **Maintain Applications** link.

4. Enter the specific emplid (student id) and the Admit Term (e.g. 2157) and press Search or Enter.
Click the **Search** button.




Maintain Applications

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

Find an Existing Value

▼ Search Criteria

Application Nbr:	begins with	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Academic Institution:	=	<input type="text" value="UCALG"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Academic Career:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Application Program Nbr:	=	<input type="text" value="0"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Academic Program:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Admit Term:	begins with	<input type="text" value="2157"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Application Center:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Campus ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
National ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
Last Name:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
First Name:	begins with	<input type="text"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>

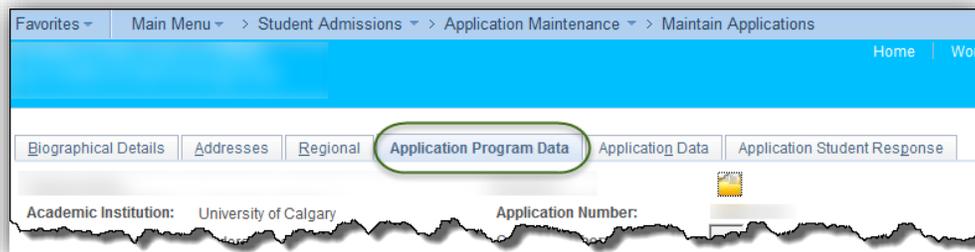
Include History Correct History Case Sensitive

Open Studies Admit or Deny Applicant

SA – Processing Online Applications

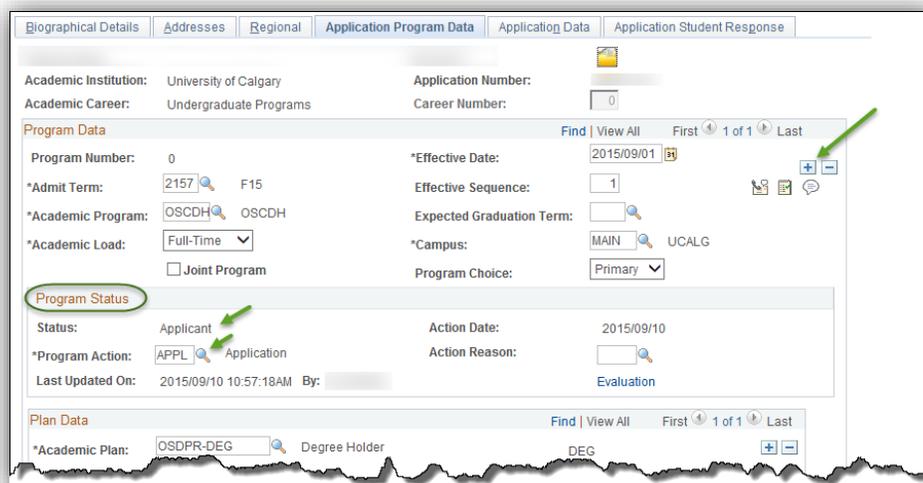


- From Maintain Applications, click the **Application Program Data** tab.



- The Application Program Data tab displays the Program Status (e.g. Program Status is Applicant and the Program Action is APPL) for Application. This indicates that the student has submitted an application for Open Studies. In order to Admit the applicant, add a new row.

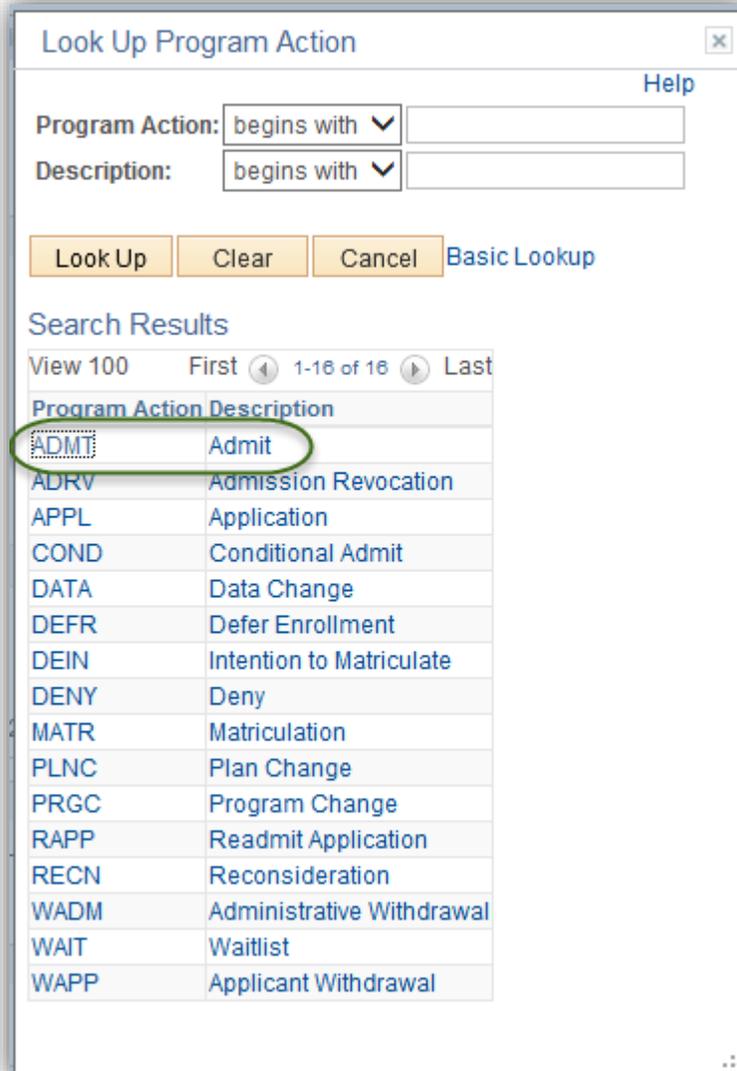
Click the **Add a new row** button.



- Note the Effective Date field will display the date that you are making the change effective. Click the **Look up Program Action** button.



8. A list of Program Actions display. Select ADMT Admit. Click the **ADMT** link.



Look Up Program Action Help

Program Action: begins with

Description: begins with

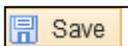
[Basic Lookup](#)

Search Results

View 100 First 1-16 of 16 Last

Program Action	Description
ADMT	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

9. Once the ADMT (Admit) Program Action is selected the Status changes to Admitted. Press Save to record the changes. Click the **Save** button.



Open Studies Admit or Deny Applicant

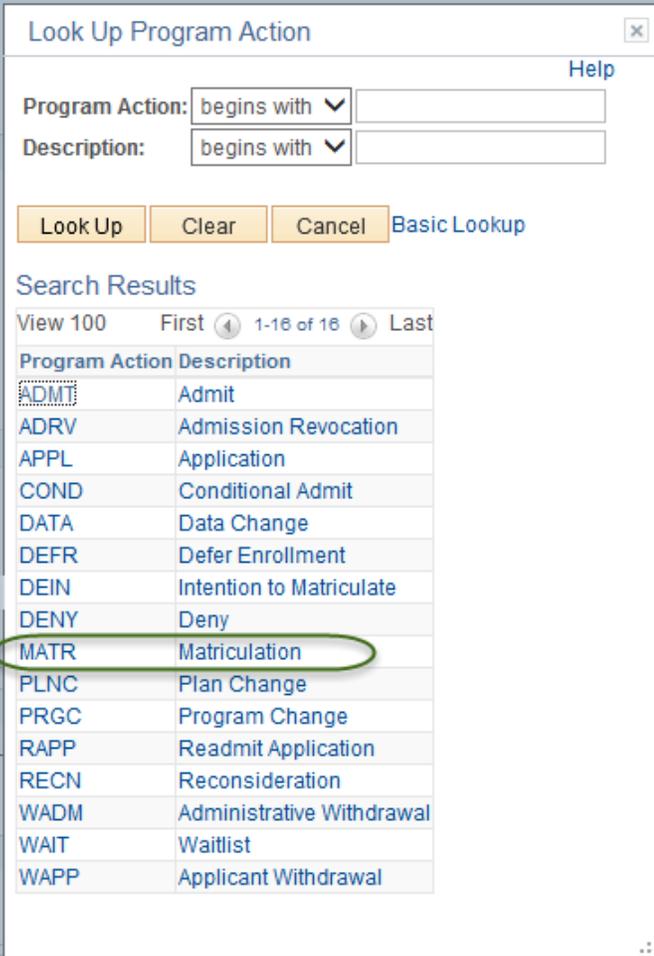
SA – Processing Online Applications



- After admitting the applicant, add a new row to indicate matriculation. It is important to add the ADMT (Admitted) row prior to adding the MATR (Matriculate) row in case something in the academic program needs to be rolled back.
Click the **Add a new row** button.

- Note the Effective Date field will display the current date that you are making the change effective.
Click the **Look up Program Action** button.

- Select MATR Matriculation from the list of Program Actions to complete the admit process.
Click the **MATR** link.



Look Up Program Action Help

Program Action: begins with

Description: begins with

[Basic Lookup](#)

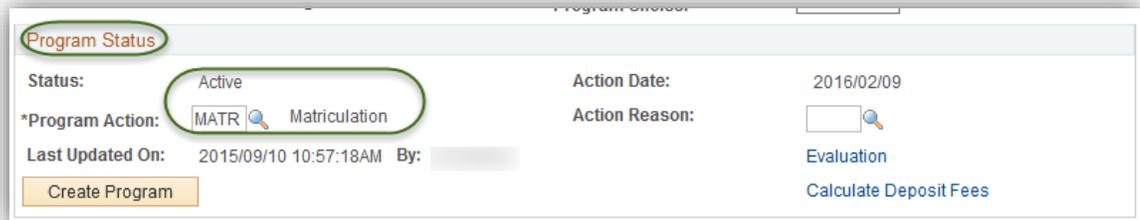
Search Results

View 100 First 1-16 of 16 Last

Program Action	Description
ADMT	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
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PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

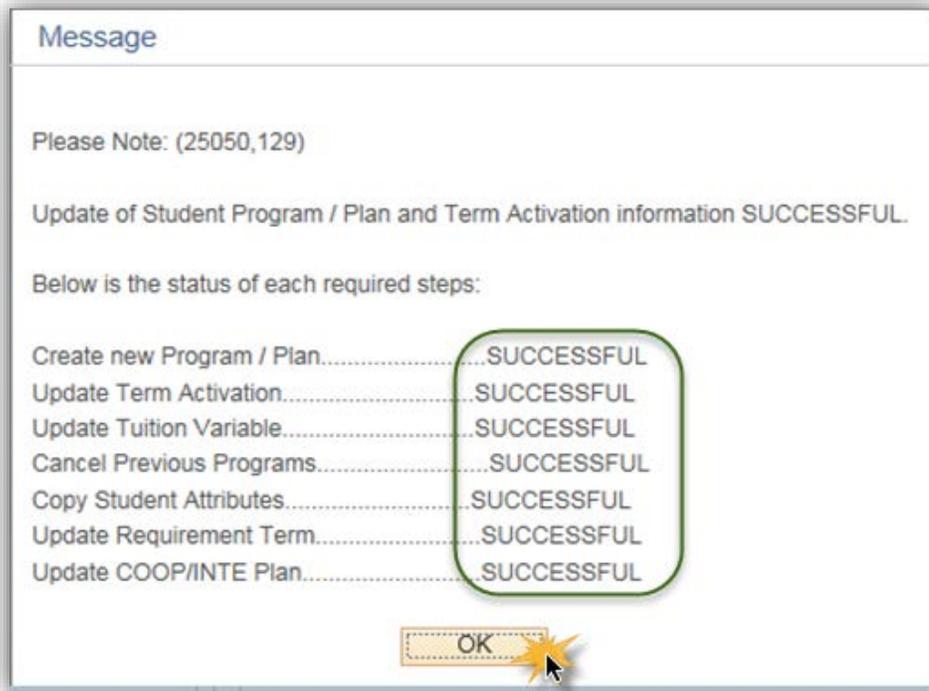
13. Note the Status is Active and the Program Action is MATR (Matriculation). Note the Create Program button displays allowing the applicant to be matriculated in the program.

Click the **Create Program** button.

A screenshot of a web form titled "Program Status". The form contains several fields: "Status:" with a dropdown menu showing "Active"; "*Program Action:" with a dropdown menu showing "MATR" and "Matriculation"; "Action Date:" with the value "2016/02/09"; "Action Reason:" with a dropdown menu showing "Evaluation"; "Last Updated On:" with the value "2015/09/10 10:57:18AM"; and "By:" with a redacted name. There are two buttons at the bottom: "Create Program" (light orange) and "Calculate Deposit Fees" (blue).

14. Ensure that all the messages indicate Successful as this is the information you need confirming the applicant has been entered into the program.

Click the **OK** button.

A screenshot of a "Message" dialog box. The message text reads: "Please Note: (25050,129)", "Update of Student Program / Plan and Term Activation information SUCCESSFUL.", and "Below is the status of each required steps:". A list of steps follows, each with a status of "SUCCESSFUL": "Create new Program / Plan", "Update Term Activation", "Update Tuition Variable", "Cancel Previous Programs", "Copy Student Attributes", "Update Requirement Term", and "Update COOP/INTE Plan". A green oval highlights the "SUCCESSFUL" status for all these steps. At the bottom, there is an "OK" button with a mouse cursor pointing to it.

Open Studies Admit or Deny Applicant

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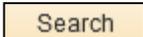
Deny an Applicant:

The next steps explain how to deny an applicant which indicates the applicant is inadmissible.

1. Click the **Student Admissions** link.

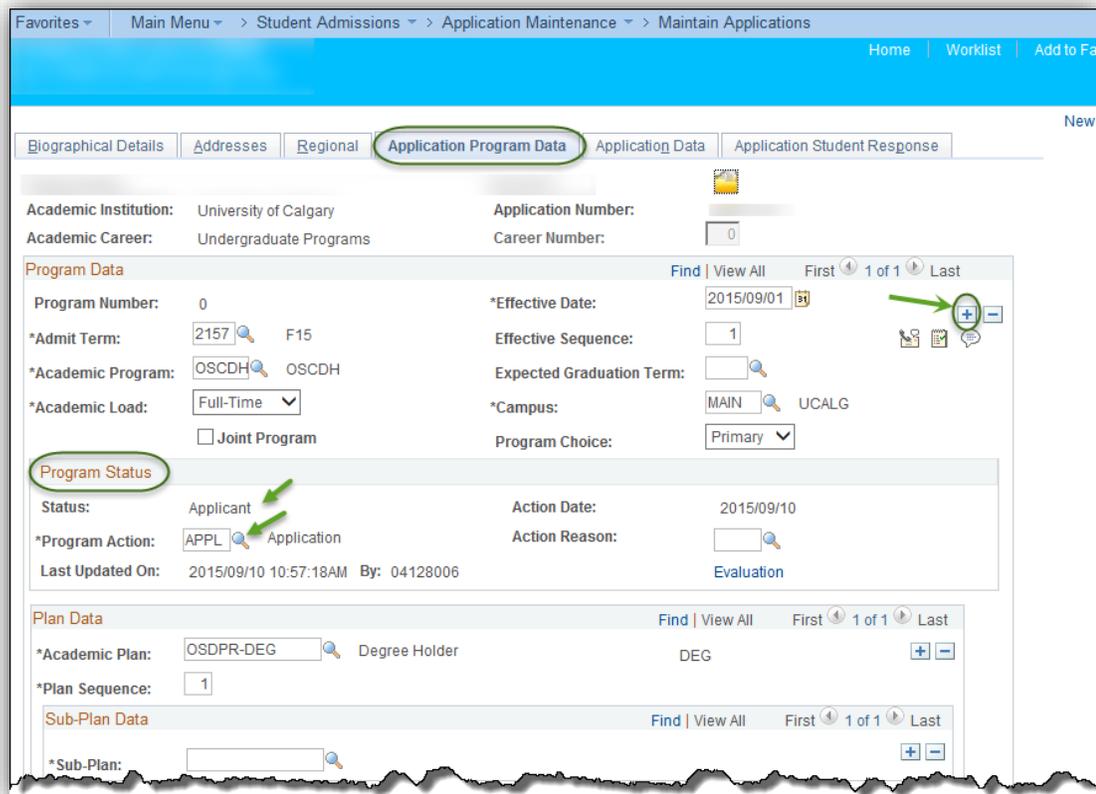
2. Click the **Application Maintenance** link.

3. Click the **Maintain Applications** link.

4. Enter any desired search criteria and press Enter or Search.
Click the **Search** button.

5. Click the **Application Program Data** tab.


6. Note that the Program status is Applicant and the Program Action is APPL (Applicant). In order to deny the applicant a new row must be added.

Click the **Add a new row** button.



Application Maintenance > Maintain Applications

Home | Worklist | Add to Favorites

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application Student Response

Academic Institution: University of Calgary | Application Number: []
Academic Career: Undergraduate Programs | Career Number: 0

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

Program Number: 0 | *Effective Date: 2015/09/01 []
*Admit Term: 2157 F15 | Effective Sequence: 1
*Academic Program: OSCDH OSCDH | Expected Graduation Term: []
*Academic Load: Full-Time | *Campus: MAIN UCALG
 Joint Program | Program Choice: Primary

Program Status

Status: Applicant
*Program Action: APPL Application | Action Date: 2015/09/10
Last Updated On: 2015/09/10 10:57:18AM By: 04128006 | Action Reason: Evaluation

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

*Academic Plan: OSDPR-DEG Degree Holder | DEG
*Plan Sequence: 1

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

*Sub-Plan: []

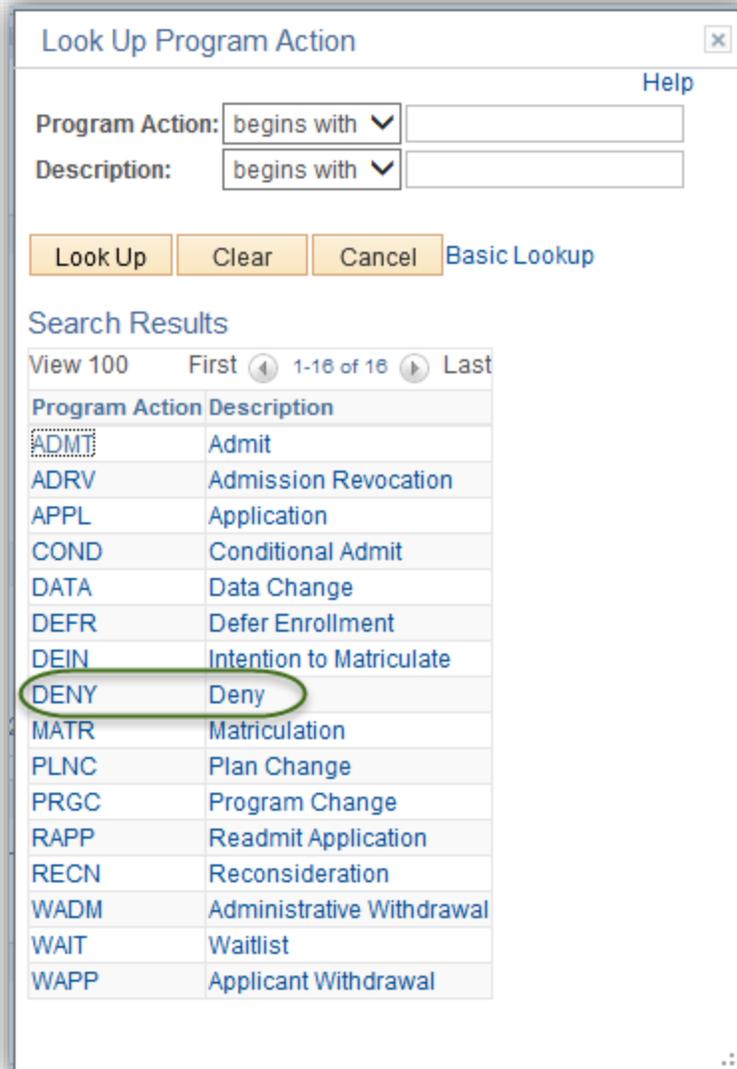
7. This will enter an effective date for the change.
Click the **Look up Program Action** button.



Open Studies Admit or Deny Applicant

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8. Select DENY from the list of Program Actions indicating the applicant is inadmissible. Click the **DENY** link.



Look Up Program Action Help

Program Action: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-16 of 16 Last

Program Action	Description
ADMT	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

9. Note that the Program Status, Status indicates Cancelled and the Program Action DENY is displayed. Click the **Look up Action Reason** button.



10. Enter an Action Reason for the DENY. For this example select APPF (Application Fee Not Paid) as an Action Reason for the denial. **Note:** It is optional to select an Action Reason. Click the **APPF** list item.

Look Up Action Reason
✕

[Help](#)

Set ID: UCALG

Program Action: Deny

Action Reason: begins with

Description: begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1-31 of 31 Last

Action Reason	Description
<input checked="" type="checkbox"/>	Academic Reason(s)
2MNY	Too many courses for undecided
2X	Quota or Space Reason(s)
ABIN	ABO - Incomplete Documents
ABNO	ABO - No Offer
APPF	Application Fee Not Paid
AUTO	Automated Eval Decision
AVER	HS Average Too Low
DOCL	Late Documents
DQIN	DQ - Incomplete Documents
DQNO	DQ - No Offer
ELP	ELP Too Low
EMNY	Too many crses for Concurrent
FINA	Audition/Portfolio Inadequate
GPA	GPA too low
GRAD	HS Grades Too Low
HCRS	Deficient Reqd HS Subject(s)
INCA	Incomplete Application
LAW	Law - No Offer
MORE	More Than One Reason
NDOC	Documents not Received
NPOS	No Position
PCRS	Deficient Reqd PS Course(s)

Open Studies Admit or Deny Applicant

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11. Press Save to record the change. Once the program status has been entered and saved the appropriate correspondence should be sent to the applicant.
Click the **Save** button.



End of Procedure.

For the corresponding online learning, consult www.ucalgary.ca/ittraining.