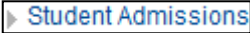


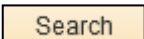


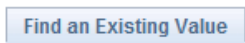
Use the following process to manually deny a student for any other reason than low GPA. Deny has to be completed on application maintenance in order to record the reason for denial.

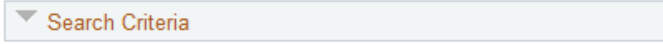
1. Click the **Student Admissions** link.

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

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

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



























Maintain Applications

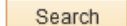
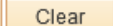

Enter any information you have and click Search. Leave fields blank for a list of all values.





Application Nbr:	begins with	<input type="text"/>		
ID:	begins with	<input type="text"/>		
Academic Institution:	=	<input type="text" value="UCALG"/>		
Academic Career:	begins with	<input type="text" value="UGRD"/>		
Application Program Nbr:	=	<input type="text" value="0"/>		
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"/>		
First Name:	begins with	<input type="text"/>		

Include History Correct History Case Sensitive

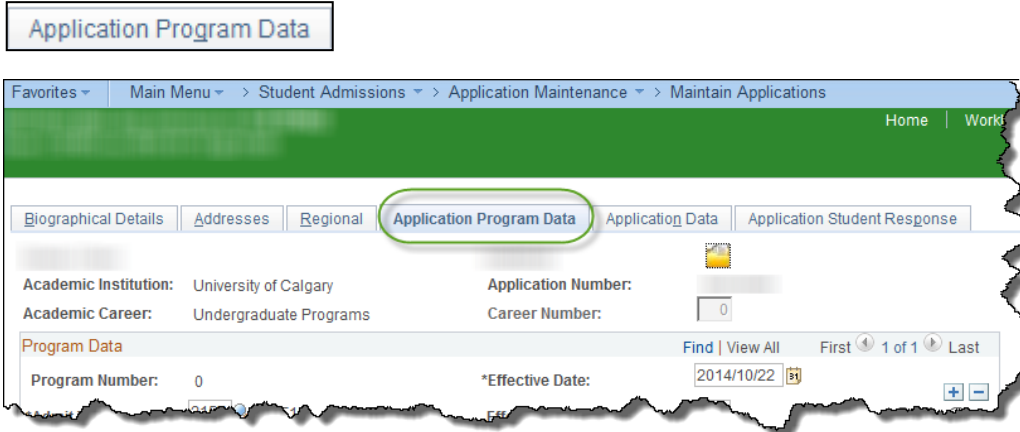
  [Basic Search](#)  [Save Search Criteria](#)



Change of Program Manually Denying a Student

SA - Admissions

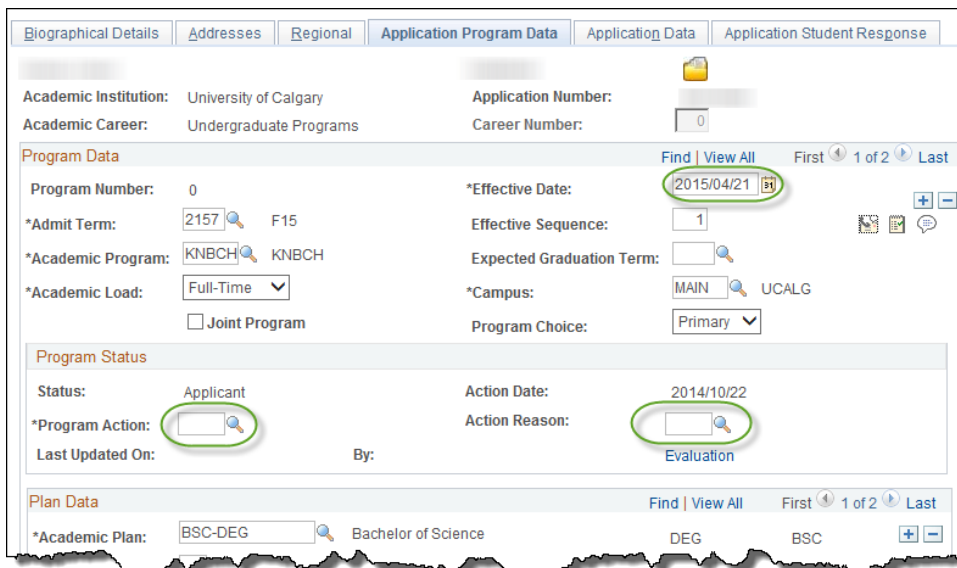
5. Click the **Application Program Data** tab.



6. Click the **Add a new row** button. A new effective dated row displays.



7. Enter the applicable Program Action and Action Reason as per the next steps. Click the **Look up Program Action** button.



8. A list of Program Actions displays the options available. For example click the **DENY** link.

DENY

Look Up Program Action

[Help](#)

Program Action:

Description:

[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. Click the **Look up Action Reason** button.



Change of Program

Manually Denying a Student

SA - Admissions



10. A list of Action Reasons display available options.
Click the **NPOS – No Position** link.

Look Up Action Reason

Look Up Clear Cancel Basic Lookup

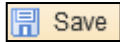
Search Results

View 100 First 1-30 of 30 Last

Action Reason	Description
1	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
MORE	More Than One Reason
NDOC	Documents not Received
NPOS	No Position
PCRS	Deficient Reqd PS Course(s)
QFAC	Quota Faculty No Postn Offered
QMAJ	Quota Major No Positn Offered
QMIN	Quota Minor No Postn Offered
RRTW	RTW - Last 12 Months
SUPP	score-supplementary info low
USTS	SAT/ACT scores too low (USA)
VISA	Visa Appl Decision Too Late
WAIT	Waiting for final June grades

11. When the Program Action and Action Reason have been entered save the change. A communication record will not be sent automatically; an email must be sent.

Click the **Save** button.



End of Procedure.

For the corresponding online learning consult www.ucalgary.ca/itraining