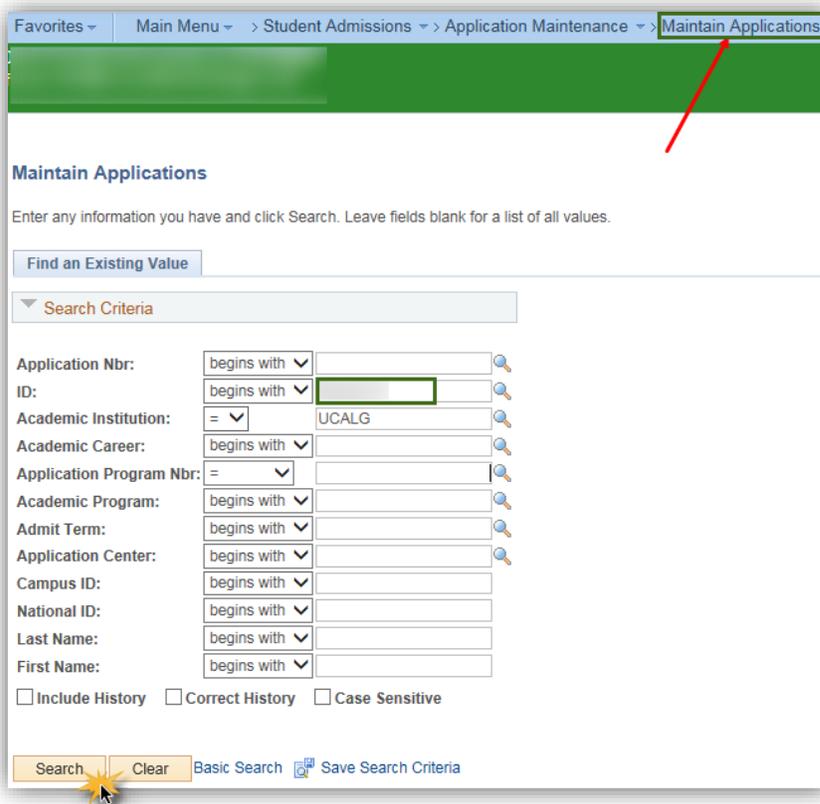
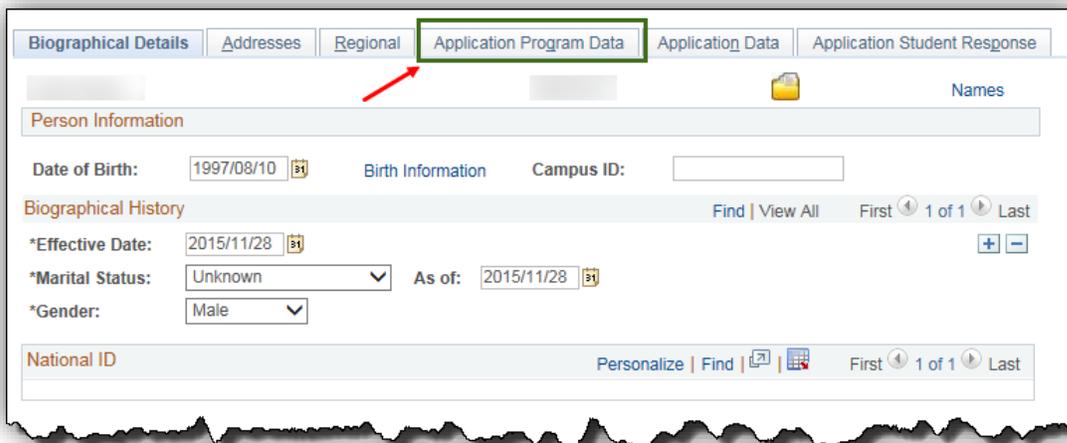


In order to be matriculated and able to begin registration activities, a student applicant must both accept their Offer of Admission and pay by the due date the Admission Deposit. Students not having fulfilled one or both of these requirements will have their Offer of Admission cancelled. The following process outlines how to cancel and offer of admission.

1. Navigate to Student Admissions > Application Maintenance > Maintain Applications and enter the student Id number and press **Search or Enter**.



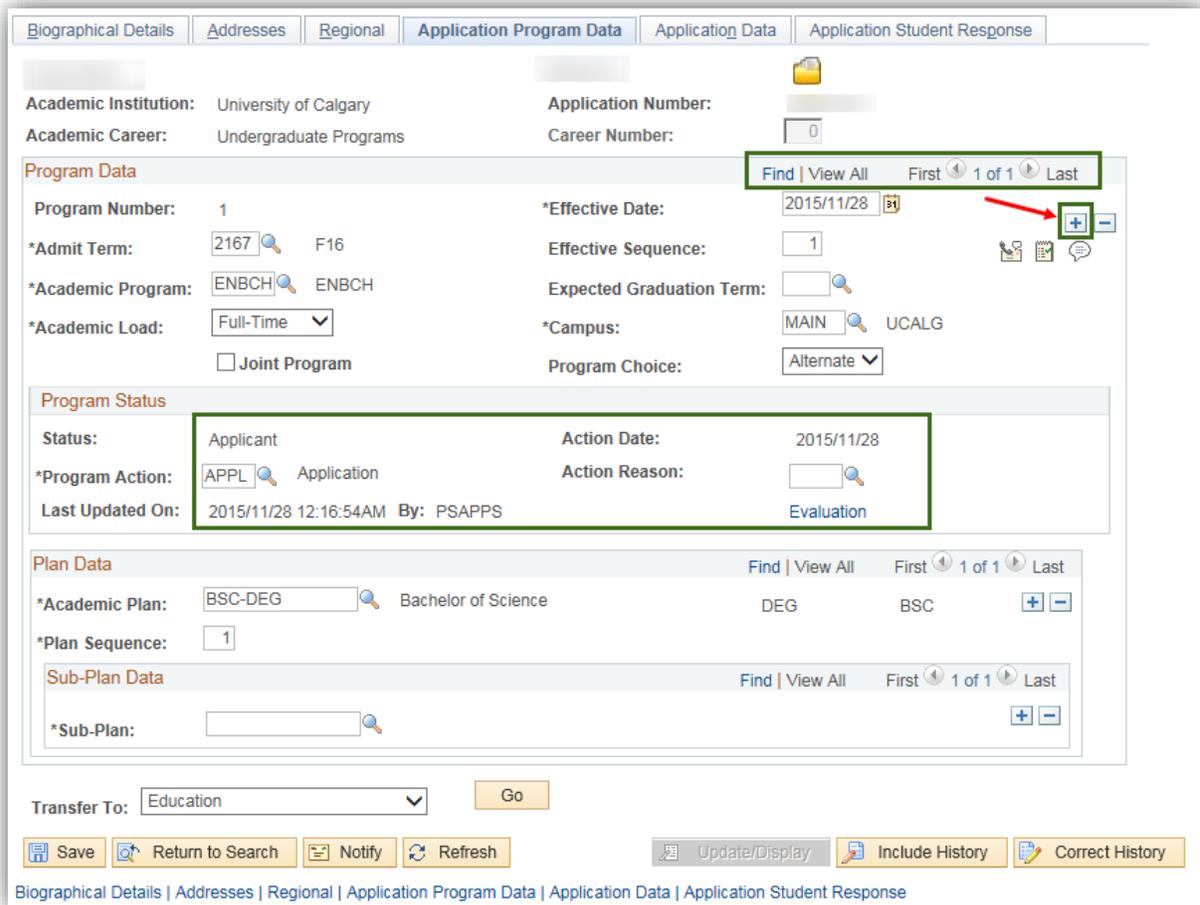
2. In Maintain Applications, click on the **Application Program Data** tab.



# Cancel Offer of Admission

## SA - Admission Deposit

- The Application Program Data displays the applicant's information including their program status (e.g. Applicant) and it is effective dated. . In order to cancel the offer of admission a new effective dated row must be added; click **add a new row**.



The screenshot displays the 'Application Program Data' tab in the application system. The interface is organized into several sections:

- Academic Institution:** University of Calgary
- Academic Career:** Undergraduate Programs
- Application Number:** [Redacted]
- Career Number:** 0

**Program Data** section includes:

- Program Number:** 1
- \*Effective Date:** 2015/11/28
- \*Admit Term:** 2167 F16
- Effective Sequence:** 1
- \*Academic Program:** ENBCH ENBCH
- Expected Graduation Term:** [Empty]
- \*Academic Load:** Full-Time
- \*Campus:** MAIN UCALG
- Program Choice:** Alternate

**Program Status** section includes:

- Status:** Applicant
- Action Date:** 2015/11/28
- \*Program Action:** APPL Application
- Action Reason:** [Empty]
- Last Updated On:** 2015/11/28 12:16:54AM By: PSAPPS
- Evaluation:** [Link]

**Plan Data** section includes:

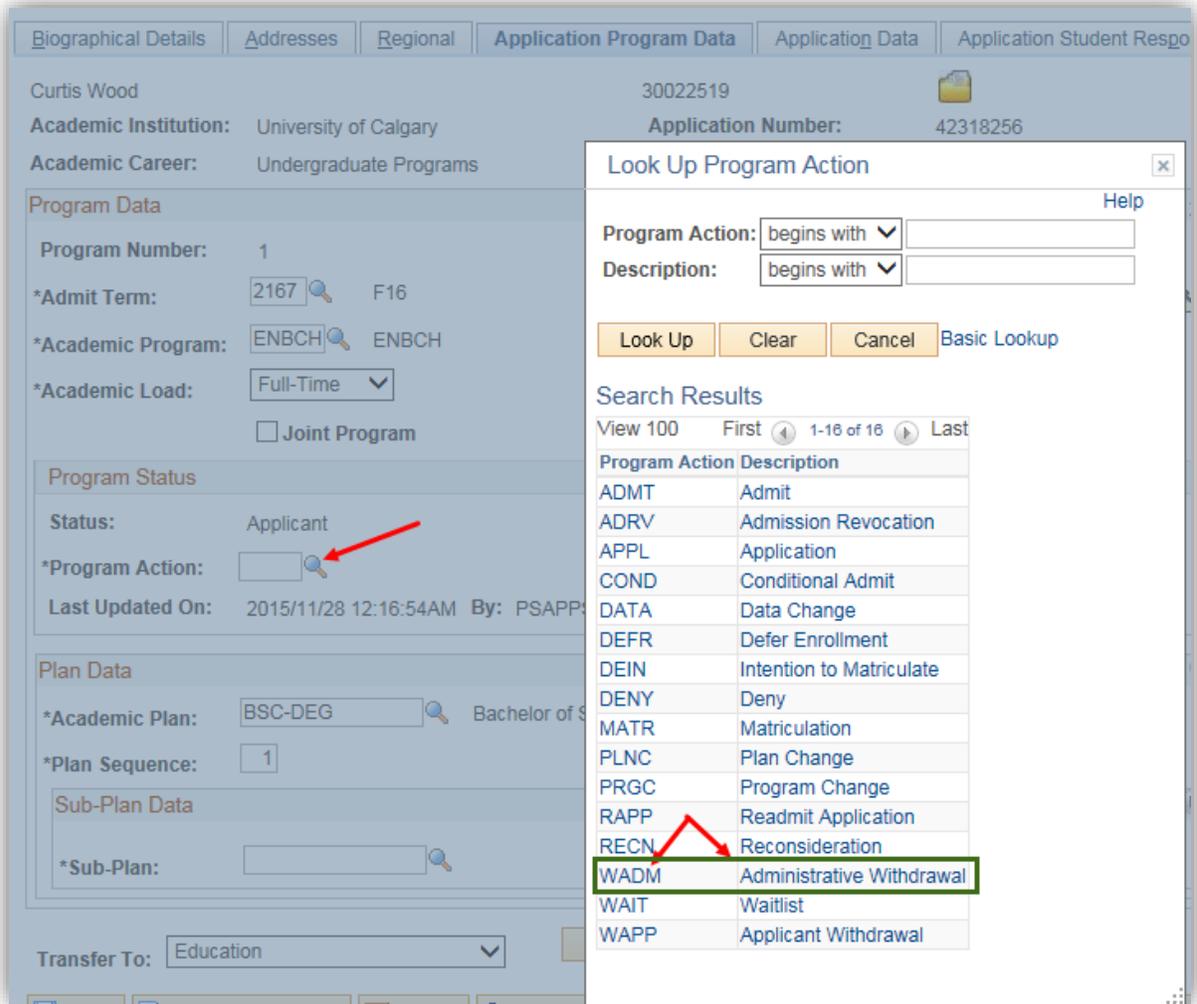
- \*Academic Plan:** BSC-DEG Bachelor of Science
- DEG BSC** [Add/Remove buttons]
- \*Plan Sequence:** 1

**Sub-Plan Data** section includes:

- \*Sub-Plan:** [Empty]

At the bottom, there is a 'Transfer To' dropdown set to 'Education' and a 'Go' button. A toolbar contains buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

- Click on the drop down arrow by Program Action and change the action to **WADM – Administrative Withdrawal**.



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

Curtis Wood 30022519 

Academic Institution: University of Calgary Application Number: 42318256

Academic Career: Undergraduate Programs

**Program Data**

Program Number: 1

\*Admit Term: 2167 F16

\*Academic Program: ENBCH ENBCH

\*Academic Load: Full-Time

Joint Program

**Program Status**

Status: Applicant

\*Program Action:   

Last Updated On: 2015/11/28 12:16:54AM By: PSAPP

**Plan Data**

\*Academic Plan: BSC-DEG Bachelor of S

\*Plan Sequence: 1

**Sub-Plan Data**

\*Sub-Plan:

Transfer To: Education

**Look Up Program Action** Help

Program Action: begins with

Description: begins with

Look Up Clear Cancel 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
<b>WADM</b>	<b>Administrative Withdrawal</b>
WAIT	Waitlist
WAPP	Applicant Withdrawal

- Click on Action Reason and select **ADD – Admission deposit not received**. Note that the Program Action is Administrative Withdrawal.

# Cancel Offer of Admission

## SA - Admission Deposit



Look Up Action Reason

Set ID: UCALG

Program Action: Administrative Withdrawal

Action Reason: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-41 of 41 Last

Action Reason	Description
2071	New Admit Term - Wtr 2071
2073	New Admit Term - Spr 2007
2075	New Admit Term - Sum 2007
2077	New Admit Term - Fall 2007
2081	New Admit Term - Wtr 2008
2083	New Admit Term - Spr 2008
2085	New Admit Term - Sum 2008
2087	New Admit Term - Fall 2008
2091	New Admit Term - Wtr 2009
2093	New Admit Term - Spr 2009
2095	New Admit Term - Sum 2009
2097	New Admit Term - Fall 2009
2101	New Admit Term - Wtr 2010
2103	New Admit Term - Spr 2010
2105	New Admit Term - Sum 2010
2107	New Admit Term - Fall 2010
2111	New Admit Term - Wtr 2011
2113	New Admit Term - Spr 2011
2115	New Admit Term - Sum 2011
2117	New Admit Term - Fall 2011
2MNY	Too many courses for undecided
<b>ADDP</b>	<b>Admission deposit not received</b>
DEFF	Appl Deferred from Fall Term
DNRG	Did Not Register
DOCL	Late Documents
DOCS	Fac Appl and/Or Docs Not Recd
DOTH	Declined Offer-1 part Joint Dg
DRNG	Deferment Request Not Granted
EMNY	Too many crses for Concurrent
ERR	Application added in error
FAIL	Failure to Report Attendance

6. After selecting WADM – Administrative Withdrawal and the action reason of ADDP – Admission deposit not received note the program status is now cancelled, press **Save**.

This will cancel the application and the Offer of Admission with the reason of Application Deposit not Received. The student will be notified of this action when they use their Student Center.

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

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

**Program Data**      Find | View All      First 1 of 2 Last

\*Program Number: 1      \*Effective Date: 2016/08/31  
 \*Admit Term: 2167 F16      Effective Sequence: 1  
 \*Academic Program: ENBCH ENBCH      Expected Graduation Term: [redacted]  
 \*Academic Load: Full-Time      \*Campus: MAIN UCALG  
 Joint Program      Program Choice: Alternate

**Program Status**

Status: Cancelled      Action Date: 2016/08/31  
 \*Program Action: WADM Administrative Withdrawal      Action Reason: ADDP Admission deposit not received  
 Last Updated On: 2015/11/28 12:16:54AM By: PSAPPS      Evaluation

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

\*Academic Plan: BSC-DEG Bachelor of Science      DEG      BSC  
 \*Plan Sequence: 1

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

\*Sub-Plan: [redacted]

Transfer To: Education      Go

Save      Return to Search      Notify      Refresh      Update/Display      Include History      Correct History

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

### End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.