

SA - Admission Deposit

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**.

Favorites - Main Mer	nu 👻 > Studer	nt Admissions 👻	Application Maintenance -> Maintain Applications
			1
		_	
Maintain Applications	5		
Entor any information you ba	we and click Sec	arch I ogyo fielde ble	ank for a list of all values
Enter any information you ha	ive and thick bea	arch. Leave lielus bia	and for a list of all values.
Find an Existing Value			
Rearch Criteria			
Search Chiena			
Application Nbr:	begins with V		
ID:	begins with V		
Academic Institution:	= 🗸	UCALG	
Academic Career:	begins with 🗸		
Application Program Nbr:	= 🗸		
Academic Program:	begins with \checkmark		
Admit Term:	begins with \checkmark		
Application Center:	begins with 🗸		Q
Campus ID:	begins with 🗸		
National ID:	begins with V		
Last Name:	begins with V		
First Name:	begins with 🗸		
Include History	orrect History	Case Sensitive	
Search Clear B	asic Search 📑	Save Search Criter	ria

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

				-	Namos
Person Informatio	n				Names
Date of Birth:	1997/08/10	Birth Information	Campus ID:		
Biographical Histor	у			Find View All	First 🕙 1 of 1 🕑 Last
*Effective Date:	2015/11/28				+ -
*Marital Status:	Unknown	✓ As of: 20	015/11/28 🗒		
*Gender:	Male 🗸				
National ID			Perso	nalize Find 🗖 醌	First 🕙 1 of 1 🕑 Last

Cancel Offer of Admission



SA - Admission Deposit

3. 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.**

Biographical Details	Addresses Region	Application Pro	gram Data Applic	atio <u>n</u> Data Applicati	on Student Res	sponse
				<u></u>		
Academic Institution:	University of Calgary		Application Numbe	r:		
Academic Career:	Undergraduate Prog	ams	Career Number:	0		
Program Data				Find View All	First 🕙 1	of 1 🕑 Last
Program Number:	1		*Effective Date:	2015/11/28	31	
*Admit Term:	2167 🔍 🛛 F16		Effective Sequence	: 1		10 III III III III III III III III III I
*Academic Program:	ENBCH CHENBCH		Expected Graduation	on Term: 📃 🔍		
*Academic Load:	Full-Time 🗸		*Campus:	MAIN 🔍	UCALG	
	Joint Program		Program Choice:	Alternate 🛰	•	
Program Status						
Status:	Applicant		Action Date:	2015/11/2	3	
*Program Action:	APPL 🤍 Applicatio	ı	Action Reason:			
Last Updated On:	2015/11/28 12:16:54A	M By: PSAPPS		Evaluation		
Plan Data				Find View All	First 🕙 1 o	f 1 🕑 Last
*Academic Plan:	BSC-DEG	Bachelor of Science	9	DEG	BSC	+ -
*Plan Sequence:	1					
Sub-Plan Data				Find View All	First 🕚 1 of	1 🕑 Last
*Sub-Plan:						+ -
Transfer To: Educat	ion	✓ Go				
🔚 Save 🔯 Return	to Search 🔛 Noti	y 3 Refresh	Æ	Update/Display 🗾 🔎	Include History	/ Dorrect History
ographical Details Add	dresses Regional App	lication Program Data	Application Data Ap	plication Student Resp	onse	



SA - Admission Deposit

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

Curtis Wood				30022519)		1	
cademic Institution:	University o	f Calgary		Applicat	ion Numbe	er:	42318256	
cademic Career:	Undergradu	ate Progran	ns	Look Up Pr	rogram Ad	tion		[
Program Data								Help
Program Number:	1			Program Acti	on: begins	with 🗸		
	2167	E46		Description:	begins	with 🗸		
Admit Term:	2107	F10						
Academic Program:	ENBCH	ENBCH		Look Up	Clear	Cancel	Basic Lookup	
Academic Load:	Full-Time	~		Search Res	ults			
	Joint Pr	ogram		View 100	First 🕢 1-	16 of 16 🕞	Last	
Program Status				Program Actio	n Descriptio	n		
Flogram Status				ADMT	Admit			
Status:	Applicant	/		ADRV	Admission	n Revocatior	n	
*Program Action:				APPL	Applicatio	n		
1 rogram rocuom			-	COND	Condition	al Admit		
Last Updated On:	2015/11/28 1	2:16:54AM	By: PSAPP	DATA	Data Cha	nge		
				DEFR	Defer Enr	ollment		
Plan Data				DEIN	Intention t	to Matriculat	e	
t A codomia Diana	BSC-DEG	Application Number: 42318256 Look Up Program Action Help Program Action: begins with Search Results View 100 First View 100 First 1:16:018 Admit Admit ADRV Admit Admit ADRV Admit Ad						
"Academic Plan:			Dachelor of c	MATR	Matriculat	ion		
*Plan Sequence:	1			PLNC	Plan Cha	nge		
Out Diss Date				PRGC	Program	Change		
Sub-Plan Data				RAPP	Readmit /	Application		
				RECN	Reconsid	eration		
*Sub-Plan:				WADM	Administr	ative Withdra	awal	
				WAIT	Waitlist			
				WAPP	Applicant	Withdrawal		

5. 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 A	ction Reason
	Help
Set ID:	UCALG
Program Acti	ion: Administrative Withdrawal
Action Reaso	on: begins with 🗸
Description:	begins with V
p	
Look Up	Clear Cancel Basic Lookup
Search Res	ults
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
ADDP	Admission deposit not received
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.



Cancel Offer of Admission

SA - Admission Deposit

			_						
Biographical Details	Addresses	Regional	Application Prog	jram Data	Applicatio <u>n</u> D	ata Applicat	ion Student R	es <u>p</u> onse	
Academic Institution:	University	of Calgary		Application	Number:				
Academic Career:	Undergrad	duate Program	IS	Career Nun	nber:	0			
Program Data					[Find View All	First 🕚	1 of 2 🕑 Last	
Program Number:	1		•	Effective D	ate:	2016/08/31	31	+	
*Admit Term:	2167 🔍	F16		Effective Se	equence:	1		📓 🖻 🗭	
*Academic Program:	ENBCH	ENBCH		Expected G	raduation Terr	n: 📃 🔍			
*Academic Load:	Full-Time	~	,	Campus:		MAIN	UCALG		
	🗌 Joint P	Program		Program Cl	hoice:	Alternate	~		
Program Status									1
Status:	Cancelled		/	Action Da	te:	2016/08/3	1	/	
*Program Action:	WADM	Administrativ	e Withdrawal	Action Re	ason:	ADDP 🔍	Admission d	eposit not received	
Last Updated On:	2015/11/28	12:16:54AM	By: PSAPPS			Evaluation			
Plan Data						Find I View All	First (4) d	of d D Loot	
theodomic Diam	BSC-DEG		Bachelor of Science		r			UT Cast	
Academic Plan:	1		Dachelor of otherice			DEG	BSC		
*Plan Sequence:							0		
Sub-Plan Data					Fi	ind View All	First 🕙 1 o	of 1 🖤 Last	
*Sub-Plan:		Q						+ -	
*Sub-Plan:]					
Transfer To: Educati	ion		✓ 30	1					
🔚 Save 💭 💇 Return	to Search	🖹 Notify	₿ Refresh		週 Update	/Display 🗾 🔎	Include Hist	ory 🦻 Correct	Histo
	Iroccos I Po	aional L Applic	ation Program Data I	Application	Data I Applicatio	on Student Peer	00000		

End of Procedure

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