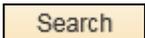


The following outlines the steps required to revoke admission for a change of program and reinstate them into their previous program. Use these steps when a student has previously been granted admission to a change of program but this admission should now be canceled or revoked so that it appears the student was not active in the program for any term. In order to revoke admission, it is important to pay attention to the effective date used. The effective date must always be the first day of the first month of the term that the student was admitted to the change of program that is being revoked (e.g. 2016/09/01 for Fall 2016). If a later effective date is used (e.g. 2017/01/01), the program will still be canceled but it will appear as if the student was active in that program for the term(s) in between dates (e.g. Fall 2016).

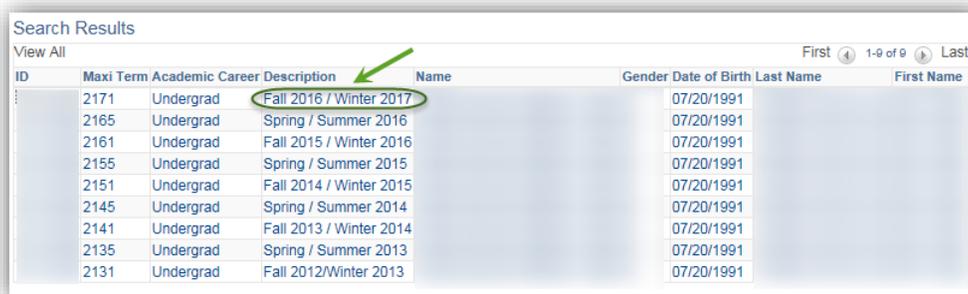
### Enter WADM (Administrative Withdrawal) in Student Program/Plan:

1. Click the [Academic Advisement](#) link.  

2. Click the [Academic Advising Summary](#) link.  

3. Enter the student ID and press Enter or Search. Click the [Search](#) button.  

4. The Academic Advising Summary will list any previous Maxi Term and Academic Career the student has. Select the most recent career (e.g. Fall 2016/Winter 2017). For FOIP reasons some information has been removed.

Click the [Fall 2016 / Winter 2017](#) link.

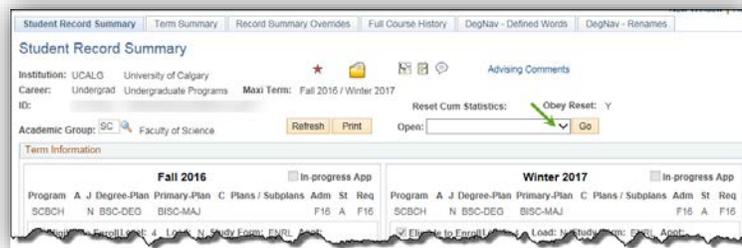


ID	Maxi Term	Academic Career	Description	Name	Gender	Date of Birth	Last Name	First Name
2171	Undergrad		Fall 2016 / Winter 2017			07/20/1991		
2165	Undergrad		Spring / Summer 2016			07/20/1991		
2161	Undergrad		Fall 2015 / Winter 2016			07/20/1991		
2155	Undergrad		Spring / Summer 2015			07/20/1991		
2151	Undergrad		Fall 2014 / Winter 2015			07/20/1991		
2145	Undergrad		Spring / Summer 2014			07/20/1991		
2141	Undergrad		Fall 2013 / Winter 2014			07/20/1991		
2135	Undergrad		Spring / Summer 2013			07/20/1991		
2131	Undergrad		Fall 2012/Winter 2013			07/20/1991		

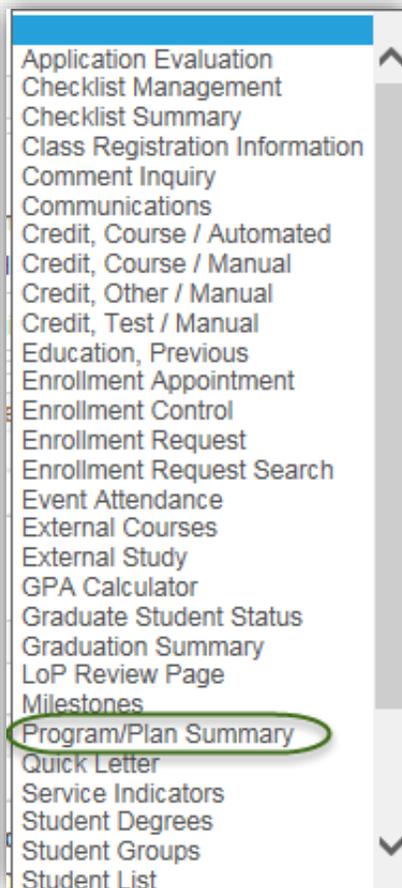
5. From within Student Record Summary, navigation to other components in PeopleSoft can be completed via the Open list. Click the [Open](#) list.

# COP Revoking Admission

## SA - Registration



- Click the **Program/Plan Summary** list item from the Open list.



- Click the **Go** button.



- The Program and Plan Summary grid indicates any previous careers/programs the student has been enrolled. In this example, Car# U-0 indicates program ARBCH-NODC-MAJ, Car# U-1 indicates ARBCH-PSYC-MAJ and Car# U-2 SCBCH-BISC-MAJ. To revoke admission to Car# U-2

SCBCH (BISC-MAJ) select the applicable program (e.g. SCBCH) under the “Prog” column for one of the latest terms (ex. 2167 or 2171). Click the **SCBCH** link.

Program and Plan Summary

1991/07/20 EDMS Save

Display canceled program status data rows.

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm St	Prg St	Reason	COI	Standing
2127	42185144	0	1		N		ARBCH	BSC-DEG		PSYC-MAJ			1		HS		CN	QMAJ		
2127	42185144	1	2		N		ARBCH	BA-DEG		PSYC-MAJ			1		HS		CN	QMAJ		
2127	42185144	2	3		N		ARBCH	BLNK-DEG		NODC-MAJ			1		HS	A	AC	SELF		
2127-U				U-0	N	P	ARBCH	BLNK-DEG		NODC-MAJ			1	F						
2131-U				U-0	N	P	ARBCH	BLNK-DEG		NODC-MAJ			1	F						GOOD
2133-U				U-0	N	P	ARBCH	BLNK-DEG		NODC-MAJ			1	N						
2135-U				U-0	N	P	ARBCH	BLNK-DEG		NODC-MAJ			1	N						
2137	42220246	0	1		N		ARBCH	BSC-DEG		PSYC-MAJ			2		CF3		CN	AUTO		
2137	42220246	1	1		N		ARBCH	BSC-DEG		PSYC-MAJ			2		CF3	A	AC			
2137-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			1	F						
2141-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			2	F						GOOD
2143-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			2	P						
2145-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			2	N						
2147-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			2	F						
2151-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			3	F						GOOD
2153-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			3	N						
2155-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			3	N						
2157-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			3	F						
2161-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			3	F						
2163-U				U-1	N	P	ARBCH	BSC-DEG		PSYC-MAJ			4	N						
2167	42318427	0	1		N		SCBCH	BSC-DEG		BISC-MAJ			3		CF2	A	AC			
2167-U				U-2	N	P	SCBCH	BSC-DEG		BISC-MAJ			4	N						
2171-U				U-2	N	P	SCBCH	BSC-DEG		BISC-MAJ			4	N						

- The Student Program/Plan indicates the student status is Active in Program (SCBCH - Science Bachelor) and has been matriculated. In order to revoke the admission, add a new row and indicate the effective date. Click the **Add a new row** button.



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

Academic Career: Undergraduate Programs Career Requirement Term Student Career Nbr: 2

Status: Active in Program

\*Effective Date: 2016/02/19

\*Program Action: MATR Matriculation

Action Reason:

\*Academic Institution: UCALG University of Calgary

\*Academic Program: SCBCH Science Bachelor

\*Admit Term: 2167 F16

Requirement Term: 2167 F16

Expected Grad Term:

Last Updated On: 2016/02/19 10:02:27AM

By:

Effective Sequence: 1

Action Date: 2016/02/19

Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

\*Campus: MAIN UCALG

\*Academic Load: Full-Time

Save | Return to Search | Notify | Refresh | Include History | Correct History

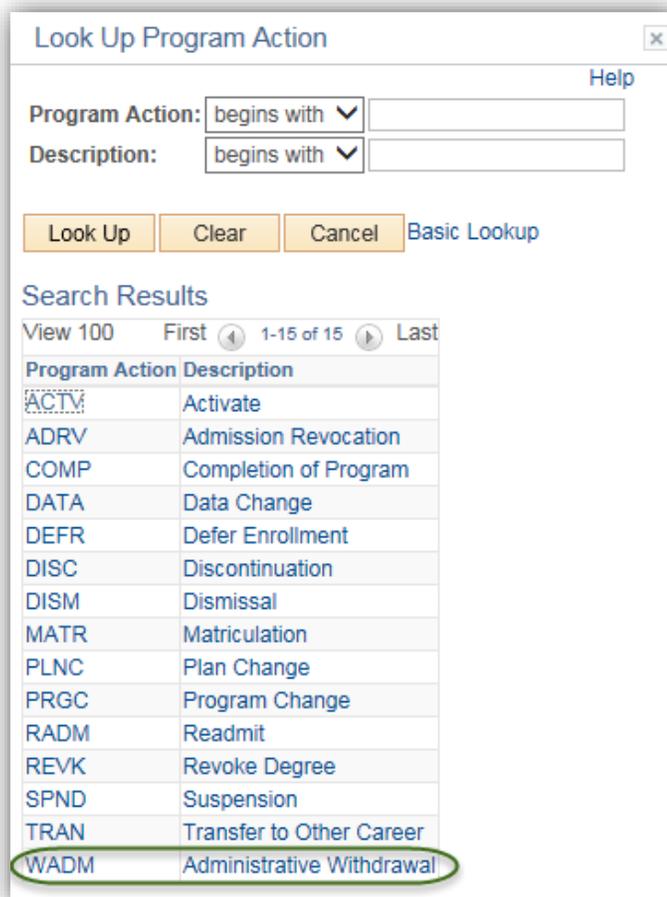
- A new row is added and the Effective Date must be changed to the first day of the first month of a term as the cancellation will occur on that date. If there is no corresponding admission record for the term entered, this effectively indicates the program ceased to be "active" at the

end of the prior term. You may enter the term directly or choose the applicable date (e.g. September 1, 2016).

11. After the applicable Effective Date is entered, select Program Action to indicate Administrative Withdrawal (WADM). Click the **Look up Program Action** button.



12. Select WADM Administrative Withdrawal from the list of Program Actions. Click the **WADM** link.



Program Action	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Defer Enrollment
DISC	Discontinuation
DISM	Dismissal
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
REVK	Revoke Degree
SPND	Suspension
TRAN	Transfer to Other Career
WADM	Administrative Withdrawal

13. The Status is set to cancelled, and the effective date has been entered. An Action Reason should now be entered. Click the **Look up Action Reason** button.



14. Scroll down the list of Action Reasons to select the applicable action. For example, select DNRG Did Not Register. Click the **DNRG** link.

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
<b>DNRG</b>	<b>Did Not Register</b>
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
FORG	Falsified Documents
INCA	Incomplete Application
IOTH	Inadm to Other Part of Joint
NODC	Program Not Declared
PSUP	Program Suspended by Faculty
QSPO	Qatar - Sponsorship
RTW	Required to Withdraw
STCN	Student Cancelled
WARV	Cancelled by Admissions Office
XXXX	Duplicate-Appl Nbr Correction

15. Press Save after adding a row, indicating the correct effective date, entering the Program Action (WADM) and the applicable Action Reason (DNRG). Click the **Save** button.



16. The following message is just a warning to let the user know that the student has been term activated for future terms for the program being revoked. In a later step in this process the student will be reactivated for those same future terms but for their previous program. Click the **OK** button.



**Message**

The student is term activated in the following future term(s): 2167, 2171. (14600,870)



17. Navigate to Program and Plan Summary to ensure there are no active programs associated with the terms beyond the revocation. Click the **Program and Plan Summary** menu.
18. Note in this example there are now no active programs associated with the Car# U-2 SCBCH BISC-MAJ, as indicated by N-N. Also indicated is the reason of WARV and DNRG. If you are going to make changes to the change of program application you just revoked and re-matriculate it, go to Maintain Applications for the program, add a new application row, make your changes to the program, and click save. You can now readmit the student. If you instead want to reactivate the student in their previous program, select the previous program under the "Prog" column for one of the most recent terms (e.g. ARBCH). Click the **ARBCH** link.

Program and Plan Summary

1991/07/20 EDMS Save

Display canceled program status data rows.

Personalize | Find | First 1-23 of 23 Last

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm	St	Prg St	Reason	COI	Standing
2127	42185144	0	1			N	ARBCH	BSC-DEG		PSYC-MAJ			1		HS		CN		QMAJ		
2127	42185144	1	2			N	ARBCH	BA-DEG		PSYC-MAJ			1		HS		CN		QMAJ		
2127	42185144	2	3			N	ARBCH	BLNK-DEG		NODC-MAJ			1		HS	A	AC		SELF		
2127-U						U-0	N	P	ARBCH	BLNK-DEG			1	F							
2131-U						U-0	N	P	ARBCH	BLNK-DEG			1	F							GOOD
2133-U						U-0	N	P	ARBCH	BLNK-DEG			1	N							
2135-U						U-0	N	P	ARBCH	BLNK-DEG			1	N							
2137	42220246	0	1			N	ARBCH	BSC-DEG		PSYC-MAJ			2		CF3		CN		AUTO		
2137	42220246	1	1			N	ARBCH	BSC-DEG		PSYC-MAJ			2		CF3	A	AC				
2137-U						U-1	N	P	ARBCH	BSC-DEG			1	F							
2141-U						U-1	N	P	ARBCH	BSC-DEG			2	F							GOOD
2143-U						U-1	N	P	ARBCH	BSC-DEG			2	P							
2145-U						U-1	N	P	ARBCH	BSC-DEG			2	N							
2147-U						U-1	N	P	ARBCH	BSC-DEG			2	F							
2151-U						U-1	N	P	ARBCH	BSC-DEG			3	F							GOOD
2153-U						U-1	N	P	ARBCH	BSC-DEG			3	N							
2155-U						U-1	N	P	ARBCH	BSC-DEG			3	N							
2157-U						U-1	N	P	ARBCH	BSC-DEG			3	F							
2161-U						U-1	N	P	ARBCH	BSC-DEG			3	F							
2163-U						U-1	N	P	ARBCH	BSC-DEG			4	N							
2167	42318427	0	1			N	SCBCH	BSC-DEG		BISC-MAJ			3		CF2		CN		WARV		
2167-U						U-2	SCBCH	BSC-DEG		BISC-MAJ			4	N-N			CN		DNRG		
2171-U						U-2	SCBCH	BSC-DEG		BISC-MAJ			4	N-N			CN		DNRG		

19. Add a new row to insert a Program Action to re-activate the program. Click the **Add a new row** button. 
20. Click the **Look up Program Action** button. 
21. Select MATR Matriculation from the list of Program Actions to re-activate the program. Click the **MATR** link.

Look Up Program Action
✕

[Help](#)

Program Action:

Description:

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100    First ◀ 1-15 of 15 ▶ Last

Program Action	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Defer Enrollment
DISC	Discontinuation
DISM	Dismissal
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
REVK	Revoke Degree
SPND	Suspension
TRAN	Transfer to Other Career
WADM	Administrative Withdrawal

22. Once the Program Action is MATR (Matriculated), press the Save button to save the changes. Click the **Save** button.
 


  
23. Ensure the changes have been made by navigating to Program and Plan Summary. Click the **Program and Plan Summary** menu.
  
24. Note the details on the grid which should now display the re-activated program for the most recent terms. This program is still not fully re-activated yet because under the "primary" column "S" (Secondary) is displayed (and there always must be one Primary program per term). Additionally, N-N is still showing under the "Load" column for the most recent terms, which is an indicator that the student is not eligible to enroll for these terms. This means that the program (Car # U-1) isn't really attached to those terms yet. To reset the primary program and Eligible to Enrol flag, first make a note of the student career number of the program you just re-activated (ex. Car # U-1).

Program and Plan Summary

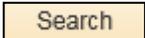
1991/07/20 EDMS Save

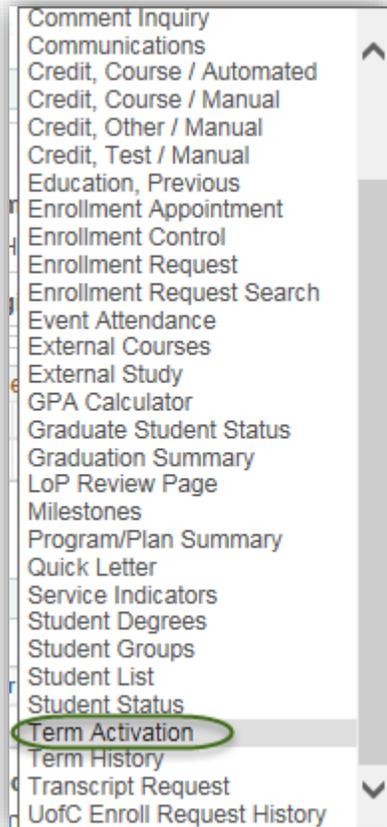
Display canceled program status data rows.

Personalize | Find |  |  |  |  | First 1-23 of 23 Last

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm St	Prg St	Reason	COI	Standing
2127	42185144	0	1		N		ARBCH	BSC-DEG		PSYC-MAJ			1		HS		CN	QMAJ		
2127	42185144	1	2		N		ARBCH	BA-DEG		PSYC-MAJ			1		HS		CN	QMAJ		
2127	42185144	2	3		N		ARBCH	BLNK-DEG		NODC-MAJ			1		HS	A	AC	SELF		
2127-U					U-0	N	P	ARBCH		BLNK-DEG			1	F						
2131-U					U-0	N	P	ARBCH		BLNK-DEG			1	F						GOOD
2133-U					U-0	N	P	ARBCH		BLNK-DEG			1	N						
2135-U					U-0	N	P	ARBCH		BLNK-DEG			1	N						
2137	42220246	0	1		N		ARBCH	BSC-DEG		PSYC-MAJ			2		CF3		CN	AUTO		
2137	42220246	1	1		N		ARBCH	BSC-DEG		PSYC-MAJ			2		CF3	A	AC			
2137-U					U-1	N	P	ARBCH		BSC-DEG			1	F						
2141-U					U-1	N	P	ARBCH		BSC-DEG			2	F						GOOD
2143-U					U-1	N	P	ARBCH		BSC-DEG			2	P						
2145-U					U-1	N	P	ARBCH		BSC-DEG			2	N						
2147-U					U-1	N	P	ARBCH		BSC-DEG			2	F						
2151-U					U-1	N	P	ARBCH		BSC-DEG			3	F						GOOD
2153-U					U-1	N	P	ARBCH		BSC-DEG			3	N						
2155-U					U-1	N	P	ARBCH		BSC-DEG			3	N						
2157-U					U-1	N	P	ARBCH		BSC-DEG			3	F						
2161-U					U-1	N	P	ARBCH		BSC-DEG			3	F						
2163-U					U-1	N	P	ARBCH		BSC-DEG			4	N						
2167	42318427	0	1		N		SCBCH	BSC-DEG		BISC-MAJ			3		CF2		CN	WARV		
2167-U					U-1	N	S	ARBCH		BSC-DEG			4	N-N						
2171-U					U-1	N	S	ARBCH		BSC-DEG			4	N-N						

25. Click the **Academic Advising Summary** menu.  

26. The student ID should carry over from the previous page, press Enter or Search.  
 Click the **Search** button.  

27. Select the applicable term (e.g. Fall 2016/Winter 2017).  
 Click the **Fall 2016 / Winter 2017** link.
28. From within Student Record Summary navigate to Term Activation via Open list.  
 Click the **Open** list.
29. Scroll down to view the other navigation options (e.g. Term Activation). Click the **Term Activation** list item.



30. Click the **Go** button.



31. From Term Activation click View All to view all the Academic Careers for this student (e.g. 17). Click the **View All** link.

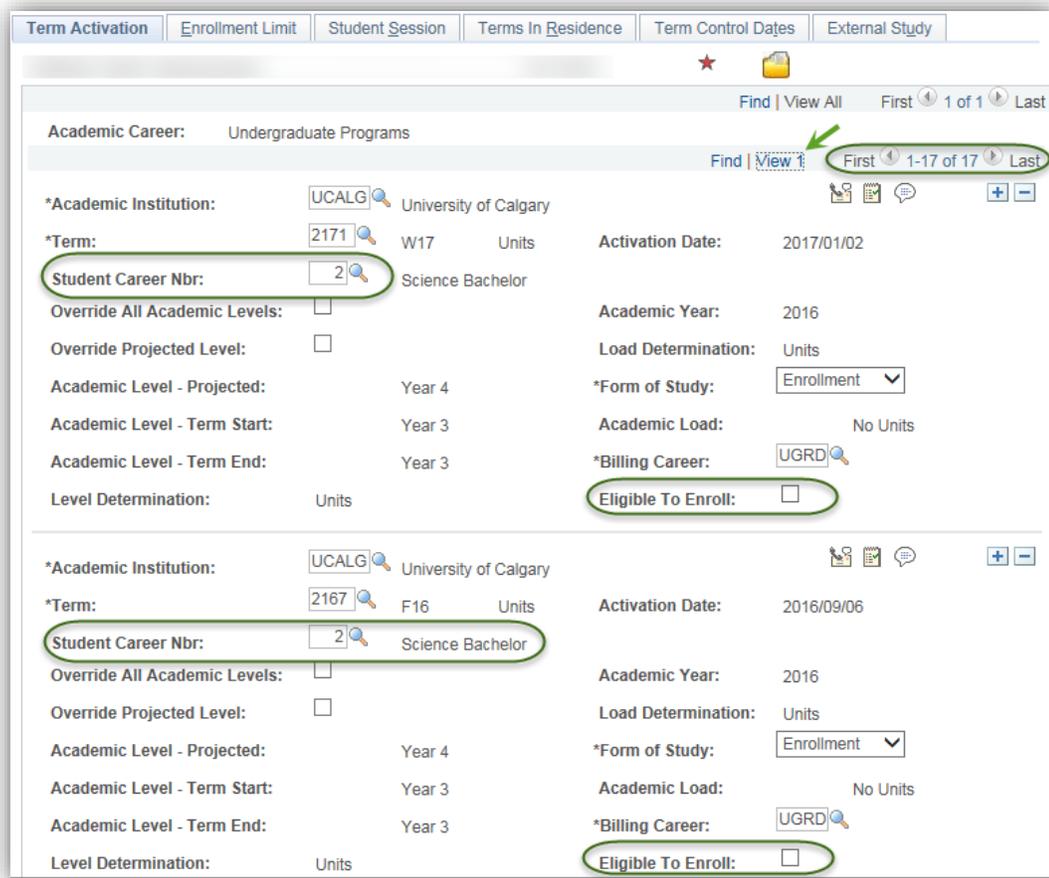


32. Find the terms that the reactivated program is still not attached to or had N-N showing in the "load" column on the Program/Plan Summary (ex. F16/W16). In this example the Car #U-2 is attached to the Fall 2016 and Winter 2017 terms and this is the program that was just revoked/canceled (SCBCH-BISC-MAJ). Additionally, the Eligible to Enroll flag is not selected. To reset this so that the reactivated/active program is attached to these terms instead. Click the **Look up Student Career Nbr** button.

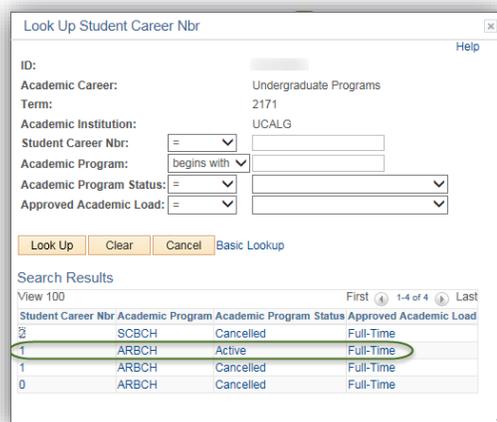


# COP Revoking Admission

## SA - Registration

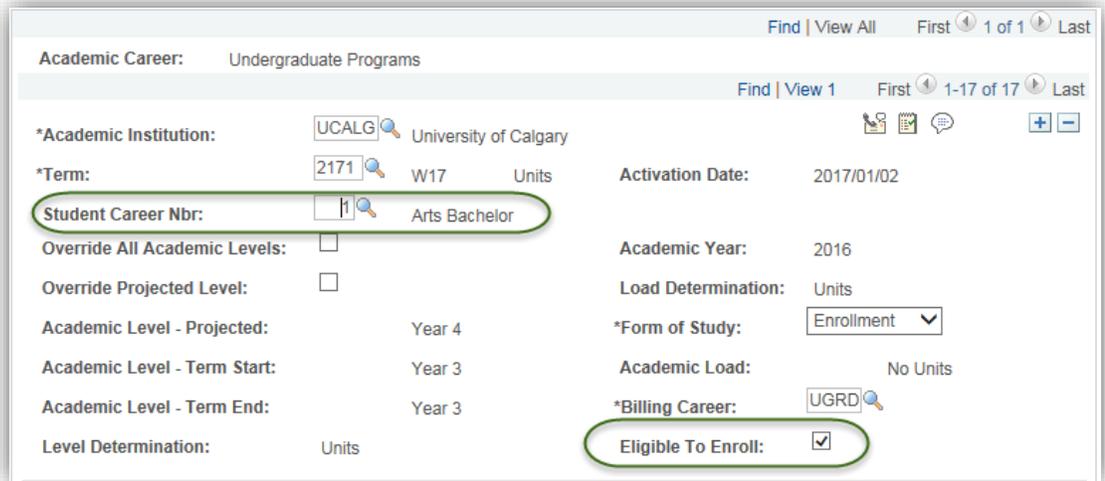


33. A list of student careers associated with this student are listed. Select the Student Career Number for the Active/ reactivated program (Ex. Career #1-ARBCH). Click the **1** link. 



Student Career Nbr	Academic Program	Academic Program Status	Approved Academic Load
SCBCH	Cancelled	Full-Time	
1	ARBCH	Active	Full-Time
1	ARBCH	Cancelled	Full-Time
0	ARBCH	Cancelled	Full-Time

34. Once the Student Career Nbr is 1 (Active) is selected, the eligible to Enroll flag is auto-selected. Scroll down to repeat this process for other terms where the Student Career Nbrs needs to change.



35. Once all Student Career Nbrs are set to the reinstated/active program) and the Eligible to Enroll is selected Save the changes. **Tip:** Click **View 1** to collapse the view to avoid scrolling down to SAVE.

Click the **View 1**.

[View 1](#)

36. Click the **Save** button.

[Save](#)

37. It is recommended to navigate once again to the Program and Plan Summary to ensure the changes are reflected and the student has been properly reinstated. Click the **Academic Advising Summary** menu.

[Academic Advising Summary](#)

38. The student ID should carry over, press Enter or Search. Click the **Search** button.

[Search](#)

39. Select the applicable term from (e.g. Fall 2016/Winter 2017).  
Click the **Fall 2016/Winter 2017** link.

40. Use the Open navigation list to navigate to Program and Plan Summary.  
Click the **Open** list.

41. Click the **Program/Plan Summary** list item.

42. Click the **Go** button.

[Go](#)

43. Note the Program and Plan Summary now shows the reactivated program as the Primary Program (P) for the terms and N-N is no longer showing under the "load" column. As long as there is an N, F or P under the "load column" for those terms, this means the student is eligible to enroll for those terms

Program and Plan Summary

1991/07/20 EDMS Save

Display canceled program status data rows.

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Alt Plan	Personalize   Find      			First	1-23 of 23	Last		
										R	DG	Lvl				Load	Type
2127	42185144	0	1			N	ARBCH	BSC-DEG	PSYC-MAJ	1		HS	CN				
2127	42185144	1	2			N	ARBCH	BA-DEG	PSYC-MAJ	1		HS	CN				
2127	42185144	2	3			N	ARBCH	BLNK-DEG	NODC-MAJ	1		HS	A	AC			
2127-U						N	ARBCH	BLNK-DEG	NODC-MAJ	1	F						
2131-U						N	ARBCH	BLNK-DEG	NODC-MAJ	1	F						GOOD
2133-U						N	ARBCH	BLNK-DEG	NODC-MAJ	1	N						
2135-U						N	ARBCH	BLNK-DEG	NODC-MAJ	1	N						
2137	42220246	0	1			N	ARBCH	BSC-DEG	PSYC-MAJ	2		CF3	CN				AUTO
2137	42220246	1	1			N	ARBCH	BSC-DEG	PSYC-MAJ	2		CF3	A	AC			
2137-U						N	ARBCH	BSC-DEG	PSYC-MAJ	1	F						
2141-U						N	ARBCH	BSC-DEG	PSYC-MAJ	2	F						GOOD
2143-U						N	ARBCH	BSC-DEG	PSYC-MAJ	2	P						
2145-U						N	ARBCH	BSC-DEG	PSYC-MAJ	2	N						
2147-U						N	ARBCH	BSC-DEG	PSYC-MAJ	2	F						
2151-U						N	ARBCH	BSC-DEG	PSYC-MAJ	3	F						GOOD
2153-U						N	ARBCH	BSC-DEG	PSYC-MAJ	3	N						
2155-U						N	ARBCH	BSC-DEG	PSYC-MAJ	3	N						
2157-U						N	ARBCH	BSC-DEG	PSYC-MAJ	3	F						
2161-U						N	ARBCH	BSC-DEG	PSYC-MAJ	3	F						
2163-U						N	ARBCH	BSC-DEG	PSYC-MAJ	4	N						
2167	42318427	0	1			N	SCBCH	BSC-DEG	BISC-MAJ	3		CF2	CN				WARV
2167-U						N	ARBCH	BSC-DEG	PSYC-MAJ	4	N						
2171-U						N	ARBCH	BSC-DEG	PSYC-MAJ	4	N						

### End of Procedure.

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