www.ucalgary.ca/ittraining

1.	Click the

5.   If there is a previous academic history for this applicant it will display in a grid. To view the Bachelor of Law application click on LABCH in the grid.

Click the

8.   In Program Status, change the Program Action to Accept or Deny depending on the committee decision. Other options are also available: WADM Administrative Withdrawal; WAPP Applicant Withdrawal and MATR Matriculation. Click the Look up Program Action button.

9.   Search Results display several program actions. Faculty of Law uses ADMT Admit and DENY Deny as well as WADM Administrative Withdrawal when the application is incomplete and not all supporting documents are received. WAPP Applicant Withdrawal is used when an applicant chooses to withdraw their application for consideration. MATR Matriculation is used when the prospective applicant accepts an admissions offer and pays the depos(M)t5.9(s)-0.9btC /St8m272p01 T

10.   Once the Program Action is entered and, if applicable the Action Reason, press Save.

When the Program Action is Deny; the corresponding Action Reason must be entered as MORE (More than one reason). When the Program Action is WAPP Applicant Withdrawal the Action Reason must be 5X Student Cancellation and when WADM Administrative Withdrawal INCA Incomplete Application.

Click the Save button.

End of Procedure.