The following outlines the process for admitting or denying a prospective applicant to the Open Studies
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1.	Click the Student Admissions   link.

2.	Click the Application Maintenance     link.

3.	Click the Maintain Applications    link.

4.

# Open Studies Admit or Deny Applicant

SA – Processing Online Applications

8.  A list of Program Actions display. Select ADMT Admit.
    Click the ADMT link.



9.  Once the ADMT (Admit) Program Action is selected the Status changes to Admitted. Press Save
    to record the changes. Click the Save button.

10. After admitting the applicant, add a new row to indicate matriculation. It is important to add the ADMT (Admitted) row prior to adding the MATR (Matriculate) row in case something in the academic program needs to be rolled back.
Click the Add a new row button.

11. Note the Effective Date field will display the current date that you are making the change effective.
Click the Look up Program Action button.

12. Select MATR Matriculation from the list of Program Actions to complete the admit process.
Click the MATR link.

13.	Note the Status is Active and the Program Action is MATR (Matriculation). Note the Create Program button displays allowing the applicant to be matriculated in the program.
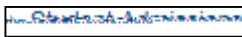
Click the

Deny an Applicant:

The next steps explain how to deny an applicant which indicates the applicant is inadmissible.
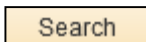
1.    Click the Student Admissions   link.

2.    Click the Application Maintenance    link.
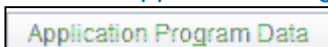
      Application Maintenance

3.    Click the Maintain Applications    link.

      Maintain Applications

4.    Enter any desired search criteria and press Enter or Search.
      Click the Search button.

      Search

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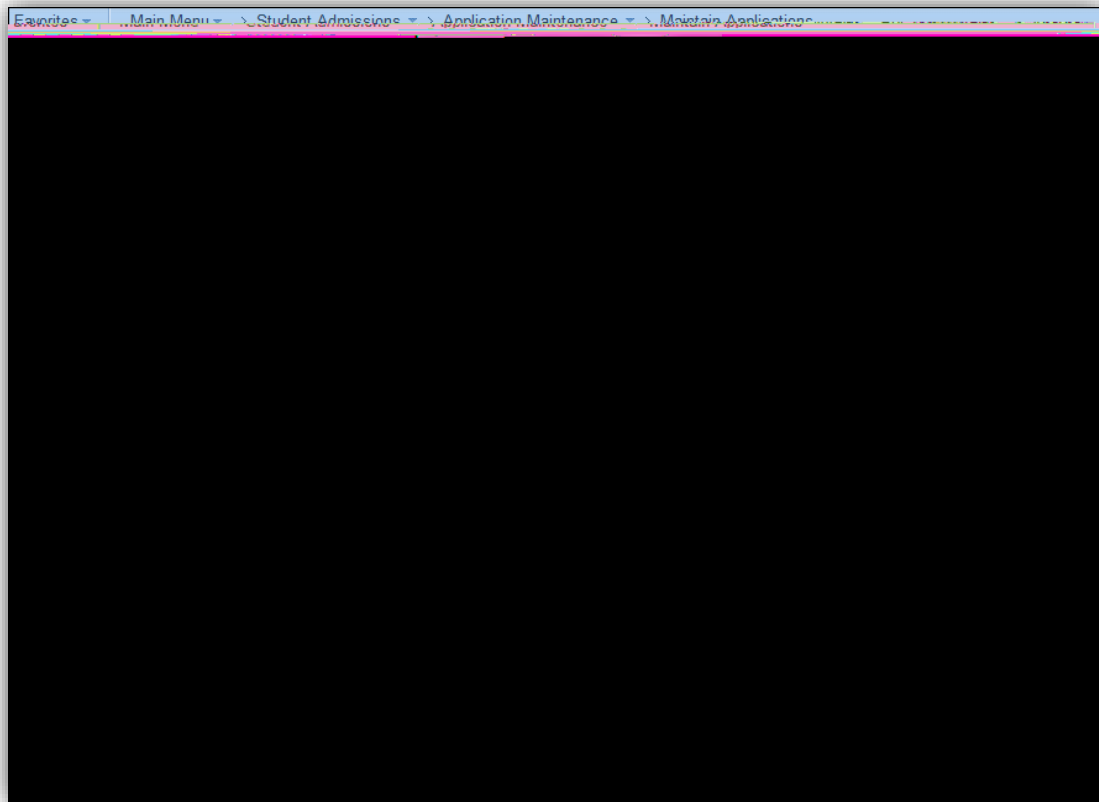
      Application Program Data

6.     Note that the Program status is Applicant and the Program Action is APPL (Applicant). In order
       to deny the applicant a new row must be added.

       Click the Add a new row  button.



7.     This will enter an effective date for the change.
       Click the Look up Prog ram Action   button.

8.

11.    Press Save to record the change. Once the program status has been entered and saved the appropriate correspondence should be sent to the applicant.
Click the Save button.

🖫 Save
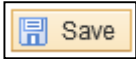
End of Procedure.

For the corresponding online learning, consult www.ucalgary.ca/ittraining.