

## Changing an Admitted Applicant's Status

### PATH: Student Admissions > Application Maintenance > Maintain Applications

This guide will demonstrate how to update an admitted applicant's status in Campus Solutions.

Until matriculation occurs, an application status can be updated (Accepted, Withdrawn, etc.) in the Student Admissions module. Once matriculation occurs, the Admissions Information for the admit will close out and they become a student. At that point, information can only be updated in the Student Records module.

In this example, we will change an admitted applicant's status to withdrawn, based on a request to defer. This person has not matriculated yet, so we can make the change in the Student Admissions module.

**NOTE:** This process only applies to Graduate and Professional students, the deferral process is handled differently by OUA for undergraduates.

### Searching for an Applicant

From the Main Menu, navigate to the **Student Admissions** folder, then the **Application Maintenance** folder.

Click on **Maintain Applications**.

A search page will display.

A search can be very narrow (e.g. a specific person by *Application Number*, or *SID*) or very broad (e.g. all applications for *Law for Fall 2016*) depending on the criteria entered.

In this example, we will search by *Career*, *Admit Term* and the *Last Name* of the person to update.

Then click the **Search** button.

The application information loads, beginning with the first tab page **Biographical Details**.

Click the **Application Program Data** tab.

The **Application Program Data** page displays information, including **Admit Term, Academic Program, Status & Plan**.

In our example, an applicant indicated that they would attend UC Berkeley in Fall 2016.

The **Status** is **Prematriculated** and the current **Program Action** is **DEIN** (Intention to Matriculate).

To save loading time the system usually only pulls the most current row.

To see the history of actions, click the **Include History** button. The system then loads all previous actions, so we now see there are 3 rows. Use the **Arrow** keys or **First** or **Last** links to view the history of previous actions (*Applied, Admitted & Intention to Matriculate*).

**NOTE:** Clicking **Include History** is sometimes required to process changes, especially when the most recent row is **Data Change** or **Plan Change**.

Applicants who had been admitted, but had not indicated whether they would attend would show a **Program Action** of **ADMT** (Admit).

Program Status			
Status:	Admitted	Action Date:	03/19/2016
*Program Action:	ADMT	Action Reason:	FALL  Admit for Fall
Last Updated On:	03/19/2016 11:39:54PM By: UCBWEBSERVICES		Evaluation

If a student declines enrollment, they will show a **Status** of **Cancelled** and a **Program Action** of **WAPP** (Applicant Withdrawal).

Program Status	
Status:	Cancelled
*Program Action:	WAPP  Applicant Withdrawal

**NOTE:** Law is the only program to offer a “Maybe” option. If “Maybe” is selected, you’ll see a **Status** of **Admitted** and a **Program Action** of **DATA** (Data Change) and an **Action Reason** of **LMAY** (Law Maybe).

Program Status			
Status:	Admitted	Action Date:	01/15/2016
*Program Action:	DATA	Action Reason:	LMAY

## Updating Status

If an applicant requests the appropriate office (e.g. Grad Div, Law) to make a change to their status (e.g. rescind an acceptance) that can be done on the **Application Program Data** page.

In this example, we will defer a student who had already accepted.

Make sure you are on the most current row (#1). Click the **Plus** button (+) on the right, to add a new row of information.

Biographical Details		Addresses		Regional		Application Program Data		Application Data		Application School/Recruiting	
Althea Applicant						30		Application Number:		00000	
Academic Institution:						UC Berkeley		Career Number:		0	
Academic Career:						Graduate		Find   View All		First 1 of 3 Last	
Program Data											
Program Number:						0		*Effective Date:		04/29/2016	
*Admit Term:						2168  2016 Fall		Effective Sequence:		1	
*Academic Program:						GPRFL  GR Prf Pgm		Expected Graduation Term:			
*Academic Load:						Full-Time		*Campus:		BERK  Berkeley	
<input type="checkbox"/> Joint Program											
Program Status											
Status:						Prematric		Action Date:		05/17/2016	
*Program Action:						DEIN  Intention to Matriculate		Action Reason:			
Last Updated On:						2016 12:40:58PM By:		Evaluation		Calculate Deposit Fees	

A new row is added by the system and because historical rows are included, we are now on row 1 of 4.

The **Effective Date** defaults to today's date.

Click in the **Program Action** field and fill in the appropriate action. If needed, you can use the **Lookup** icon to see the choices.

Then enter the **Action Reason** (or use the lookup icon to select the appropriate reason). Action Reason codes are dependent upon the action, so different choices display based on the Program Action. For example: WAPP –Applicant Withdrawal has multiple options like (SREQ Student Request or

In this example, we will enter the **Program Action** of **WADM** (Administrative Withdrawal) and an **Action Reason** of **DEFR** (Defer Admission). Another common change is **WAPP** (Applicant Withdrawal) **SREQ** (Student Request).

Notice that the **Status** has changed to *Canceled*.

Make sure to click the **Save** button at the bottom of the page to update the information.

If we were just changing someone's SIR decision (from accept to decline or vice versa), we would be done.

However, in this case because we have deferred the student, we need to ensure they come up for the appropriate term and go through the same process as all other admitted students for that term.

A new application ensures the applicant will experience the same process as other students coming that term (e.g. receive a new admit letter, all onboarding communications and checklists).

Graduate Division will create a new application in *Campus Solutions* for the term to which the student has deferred. See the *Business Process Guide* for **Application Entry** on how to create a new application in *Campus Solutions*.

Law, and HAAS will send a new application from their admission systems for the new term and admit the person again.

**NOTE:** Deferred admits will need to SIR, and pay the SIR deposit again (certain HAAS programs may waive the deposit and roll over the previous payment).

**Reminder:** This process does not cover a Withdrawal once the student has matriculated. In the case of a student who has already Matriculated and then wants to defer once the semester begins, Student Records will need to handle the withdrawal from active student status.

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### Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 1**, then **option 2** to reach SIS support)
- Email: [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)