



Document Information	
<b>Title</b>	Updating Applicant Records
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## REVISION CONTROL

Date	By	Action	Pages
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## Business Process Overview

Once you have entered, saved or loaded from Mentor an application, you must use the Application Maintenance component to update the application. The Application Maintenance component is used to make decision changes on the applicant record, it can also be used to add or edit bio/demographic, address, program data and more.

### Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
Application Entry or Mentor Load	Before you can edit or add any additional information in the Application Maintenance component, an application must first be entered into the system through via a Mentor load or the delivered Application Entry component.

## Maintaining an Application

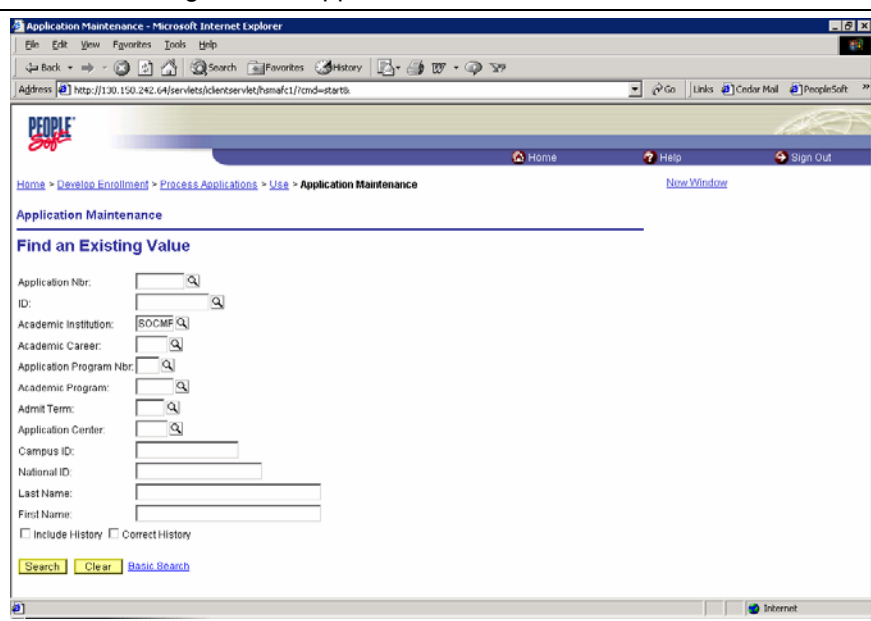
### 1.0 Find an Existing Value – Application Maintenance

#### Navigation

Home > Develop Enrollment > Process Applications > Use > Application Maintenance

#### Page Description

##### Find an Existing Value – Application Maintenance

	<b>Required Fields:</b> Academic Institution Academic Career Last Name or ID
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#### Steps for Processing Data

1. Complete the required fields.
2. Click the “Search” button to bring up the Applications Search results.

#### Page Field Definition Summary

Field	Field Definition	Valid Values
Application Nbr	ID for the application	
ID	Unique ID of the individual	
Academic Institution	Institution Code	CICMP
Academic Career	A grouping of all academic work undertaken by a student at a school that the school groups into a single student record.	UGRD, PBAC EXED or Click on the “Magnifying or Look-up button” for a full list of valid values.

Application Program Nbr		
Academic Program	A lower-level grouping of academic work	UGRD, PBAC, CRED, OU - Click on the “Magnifying or Look-up button” for a full list of valid values.
Admit Term	The term code for which the applicant is applying	2038 – Fall 2003 2032 – Spring 2003 2025 – Summer 2002
Application Center	Center where applications are processed	CIMN – Channel Islands Main Campus
Campus ID	Field is used to store any type of key identifying information about the individual	MAIN
National ID	Social Security Number	
Last Name	Last name of the individual	
First Name	First name of the individual	
Include History	If selected, the mode will bring up current and historical data.	
Correct History	If selected, this mode will allow you to make changes by overwriting existing data.	

## 1.1 Application Program Data Page

Use the Application Program Data page to review and applicant data.

The screenshot displays the 'Application Program Data' page within a web application. The page is organized into several sections: 'Program Data' containing fields for Program Number, Effective Date, Admit Term, Institution, Academic Load, Academic Program, Campus, Program Status, Status, Program Action, Action Date, and Action Reason; 'Plan Data' containing Academic Plan and Sub Plan Data; and 'Transfer To' with a dropdown menu set to 'Education'. The page also features a navigation bar at the top with links like Home, Dev/Enrollment, Process Applications, and User, and a footer with various application links.

**Required Fields:**

- Effective Date
- Admit Term
- Academic Load
- Academic Program
- Campus
- Program Action
- Academic Plan

## Steps for Processing Data

1. To enter an applicant decision, you need to insert a new row in the Program Data section (by selecting the '+' sign located to the right of this section) and change the Program Action field to reflect the decision.
2. Select the appropriate Program Action code. Although not a required field, you may also need to enter a Program Action Reason code in order to fully capture the status of the applicant. Notice that the Academic Plan code defaults in the value that was used in the previous action.
3. SAVE

## Program Action Codes used for Admissions (these should not be changed)

Field	Field Definition	Valid Values
Application (APPL)	A person has an application that is under consideration	None
Readmit Application (RAPP)	A person has applied to reenter a student career and academic program for which he or she already has a student record.	When you choose this action, the Career Number field becomes available for input. You must select which student record should be populated with the readmit information if the student ends up enrolling again. Additionally, if you enter this action, the admit type you enter on the Application Data page must be one associated with readmit processing.
Reconsideration (RECN)	A person who has a cancelled status for the academic program, but is being reconsidered for admission in the same applicant pool.	Once an action of reconsideration is taken, you can admit the applicant. You cannot take an action of <i>Admit</i> if the program status is <i>Cancelled</i> . You must first select a <i>Reconsideration</i> action.
Waitlist (WAIT)	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. For example, there may not be enough space in the class. The candidate is currently active on the waitlist.	None
Waitlist Offer (WAOF)	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. The candidate has been offered a place on a waitlist, but has not accepted that offer.	None

Admit (ADMT)	A person has been evaluated and admitted into an academic program.	When a person has a status of admitted or higher, depending on your admit level setup, the Deposits link becomes available for input. If, in your application center, you use a deposit fee code that requires you to calculate a deposit, you must calculate an enrollment deposit before you can save the page. If your application's deposit fee code does not require you to calculate a deposit, or if you do not have a deposit fee code associated with your application center, you are not required to calculate a deposit. If an application was given a status of admit through the Application Status Update process, you can run the Calculate Deposits process to calculate an enrollment deposit for those applications.
Conditional Admit (COND)	A person has been evaluated and accepted into an academic program on a conditional basis. Along with a <i>Conditional Admit</i> action you can assign a checklist code to help track the outstanding requirements for the conditions of admission.	Same as for <i>Admit</i> .
Admission Revocation (ADRV)	A person was admitted into an academic program, but it was later determined that the person did not qualify for admission. The individual was assigned a <i>Cancelled</i> status from an <i>Admitted</i> or <i>Active</i> status.	When revoking admission for a person who has a current action of <i>Matriculation</i> , and therefore an <i>Active</i> status, you must go to PeopleSoft Student Records to take this action. When you revoke admission from PeopleSoft Student Records, the Student Record program information is deleted and your application information is updated as <i>Cancelled Due to Admission Revocation</i> . If the person never had an action of matriculation, you can add an <i>Admission Revocation</i> action directly in PeopleSoft Recruiting and Admissions.
Deny (DENY)	A person has been denied admission to an academic program.	None
Administrative Withdrawal (WADM)	A person's application to an academic program has been withdrawn from consideration for admission or from enrollment in a class. This can be done before or after an action of admit has been taken or after the applicant has achieved active status. In addition, reasons can be created to clarify when or why the application was withdrawn.	None

Applicant Withdrawal (WAPP)	A person has withdrawn from consideration for admission or from the entering class. Reasons can be created to clarify when or why the withdrawal occurred. For example, an action of applicant withdrawal with <i>Before Decision</i> as the reason indicates the individual withdrew early enough in the process that no admission decision had been made. A <i>Waitlist Withdrawal</i> reason indicates someone who did not want to accept a place on the waitlist.	None
Intention to Matriculate (DEIN)	A person has indicated intent to matriculate, but has not completed all the steps to become an active student. Reasons can be defined to clarify why the candidate is changed from an admitted status to a <i>Prematriculant</i> status. For example, if you require that an admitted student submit multiple deposits to secure a place in the class, after the first deposit is received, you might indicate an intention to matriculate action with a reason of <i>First Deposit</i> .	None
Matriculation (MATR)	A person has completed all necessary steps to become an active student in an academic program.	When you enter an action of <i>Matriculation</i> , you must click the Create Program button that creates a record for this person in PeopleSoft Student Records. You can not save the page until you click this button. Once you matriculate the applicant, the component is saved. Also, all fields become unavailable for input because this person now belongs to PeopleSoft Student Records.
Data Change (DATA)	Data relative to an applicant's academic program was changed. This action records the fact that a change was made.	None
Defer Decision (DDEF)	An evaluation was performed on an application, but a decision was not made. This action records the fact that an application has been evaluated. For example, a person applies under an early notification plan. The person is evaluated but does not meet the early decision criteria. The final decision is deferred until the regular decision deadline.	None

Defer Enrollment (DEFR)	A person has been admitted and may be active for one admit term but will actually enroll in a later admit term. This action enables you to change the admit term for the applicant and record that he or she is deferring enrollment.	None
Plan Change (PLNC)	The academic plan to which an applicant is applying was changed.	None
Program Change (PRGC)	The academic program to which an applicant is applying was changed.	None

**Program Action Reason Codes used by CSUCI (These can be changed values with an '=' represent a CO reporting element)**

Field	Field Definition	Valid Values
AUTO	A=Automated Admit	
EOPR	Meets Criteria – RA	
EOPS	Meets Criteria – SA	
MANL	A=Manual Admit	
PBCL	Classified Post Baccalaureate	
PROB	F=Probation	
PROV	P=Provisional Admit	
REC1	Conditionally Classified Grad	
UNPB	Unclassified Post Baccalaureate	