

Admitting an Applicant Manually

Purpose: As applicants are denied or offered admission to UNI, you must update the **Program Action** field on the individual's **Application Program Data** page. The system recognizes that an application decision has been made when the **Program Action** field has been changed.

When a person initially applies, the program action is **Application.** After we have completed the evaluation process, the applicant's program action can be updated. To enter new program actions, you must add effective-dated rows (on the **Application Program Data** page), enabling you to maintain a history of previous actions.

Step	Action				
1.	Navigate to the Application Program Data page for the student you wish to admit. Select Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Enter the appropriate search criteria. Click the Search button.				
2.	Select the Application Program Data tab.				
	Academic Institution: University of Northern Iowa Approaction Number: Academic Career: Undergraduate Career Number: 0 Program Data Find El View AX Find El Land				
	Program Number: 0 *Effective Date: 09/16/2010 Image: Comparison of the comparison o				
	Program Status Status: Applicant Action Date: 09/16/2010 *Program Action: Application Action Reason: 0, Evaluation Evaluation Evaluation Evaluation				
	Plan Data Find View All, Field III t of t III Lass				
	*Academic Plan: 020PRET Q English Major Sub-Plan Data Find View All First @ 1 or 1 @ Last				
	*Sub-Plan: Q. De				
	Transfer To: Education				
3.	In the Program Data section, click the Add Row button. 🛨				



Step	Action					
4.	Change the Program Action to Admit.					
	Dearam Statue					
	Status:	Imitted	Action Date:	00/21/2010		
	Status. Actions Actions		Action Beason	09/2 1/2010		
	AProgram Action:		Heilon Heuson	Evaluation		
5.	Select the appror	Select the appropriate Action Reason . The Action Reason values are dynamic as they				
	change with each Program Action selected.					
		C				
	Program Status					
	Status: Ac	Imitted	Action Date:	09/21/2010		
	*Program Action: AD	MT 🔍 Admit	Action Reason:	ADM Q Admit - Standard		
				Evaluation		
	<i>Note:</i> Please be very careful as you select the Action Reason. The reasons that are specific to International Admits will have an "I" as the first character of the Action Reason Code and Description.					
	Examples:					
	View All		First 👔 1-13 of 13 📊 Las			
	SetIB Program Ad	tion Action Re	ason Description			
	Surger and a surger and a surger a s	0 DK4				
	UNICS[Admit]	AL IVI	Admit - Standard			
	UNICS Admit	CNX	Admit - Standard Conversion X			
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