

## **CS** – Adding Degree Audit Cover Letters to Communication

**Purpose:** The following table below describes how to add Degree Audit Cover Letters to Communication.

Step	Action					
1.	Navigate to the Maintain Applications page. Select Main Menu -> Student Admissions -> Applicant Maintenance -> Maintain Applications					
2.	Enter search criteria to find the student's application.					
3.	Select the Application Program Data tab. Click the Add a New Communication icon.					
	Favorites Main Menu > S	ddresses Regional Application	Program Data Application	ons 1 Data Application Sc	theol/Recruiting	
	Academic institution: Un Academic Career: Un	niversity of Northern Iowa ndergraduate	Application Number: Career Number:			
	Program Data			Find   View All Fir	I sots E Last	
	Program Number: 0	And a second second	Effective Date:	08/23/2010 1	) EE	
	*Admit Term: 211	12 Q 2011 FALL	Effective Sequence:	1		
	"Academic Program: HFI		Expected Graduation Term:	Q	-	
	"Academic Lood: Ful	8-Time 👻	Campus:	MAIN Q MAIN		
	(Dec. 1997)	Joint Program				
	Program Status	elitaet	Action Date:	08/22/2018		
	*Program Action: APF	PLQ Application	Action Reason:	Evaluation		
	Pian Data			Find   View All First	I tof 1 E Land	
	*Academic Plan: 84li	PRE Q Biology Microbiol	ogy	Major		
	Sub-Plan Deta			Find   View Alt First	1 of 1 E Land	
	*Sub-Plan:	Q			Ξ	
	Transfer To: Education - Go					
	Save Return to Se	arch 🗵 Notify 🗘 Refresh	E Update/Display	Incluce History	Correct History	
	<b>Result:</b> The Perso	on Communication page of	displays.			



Step	Action				
4.	On the Person Communication tab, complete the following:				
	<ul> <li>Function: ADMP (Admissions Program)</li> <li>Category: AUPADM (UG Post-Admit Comm)</li> <li>Context: AUCREV (UG Credit Evaluation Ltrs)</li> <li>Method: L (Letter)</li> <li>Direction: Outgoing Communication</li> <li>Letter Code: AE1 (Degree Audit Ltr – BD) AE2 (Degree Audit Ltr – LC) AE3 (Degree Audit Ltr – Low GPA – BD) AE4 (Degree Audit Ltr – Low GPA – LC)</li> </ul>				
	Favorites       Main Menu > Campus Community > Communications > Person Communications > Communication Management         Person Communication       Communication Recipient Data         ID:       ID:				
	Communication Assignment Assign DateTime: 10/01/2010 3:55:25PM *Function: ADMP Q Admissions Program Variable Data *Institution: University of Northern Iowa				
	Comm Key: Q *Category: Q *Context: Q *Method: Q *Direction: •				
	Letter Code: Include Enclosures Enclosures				
	Communication Date:     10/01/2010     Begin Time:     End Time:     Sequence:       Comments:     Print Comment     Item Sequence:				
	Communication ID: 260560 Q Saul, Rachel Marie				
5.	Click the <b>Save</b> button.				

Note: To view communications,

- Navigate to Communication Management: Main Menu > Campus Community > Communications > Person Communications > Communication Management
- Enter the appropriate search criteria and click the **Search** button.
- On the *Person Communication* tab, in the **Communication Outcome** section, click the **View Generated Communication** link.
- Click the **View** button for the communication you wish to view.