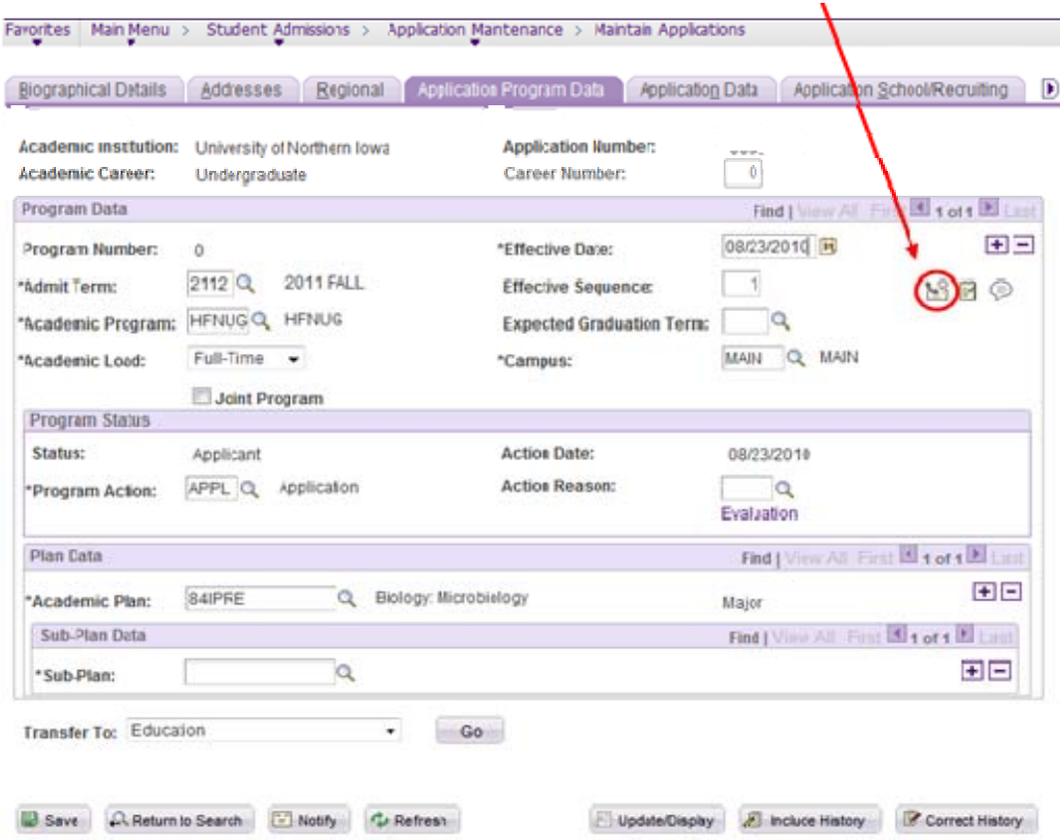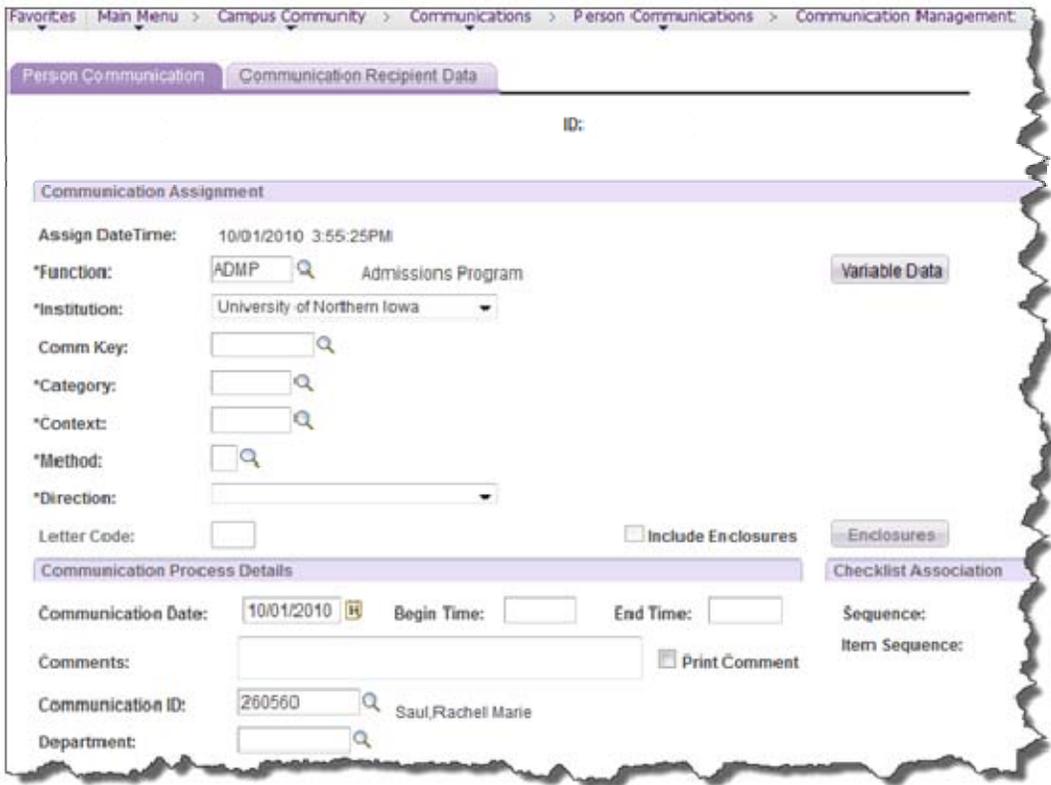# CS – Adding Degree Audit Cover Letters to Communication

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. *Result:* The Person Communication page displays.

Step	Action
4.	On the Person Communication tab, complete the following: • **Function:** ADMP (Admissions Program) • **Category:** AUPADM (UG Post-Admit Comm) • **Context:** AUCREV (UG Credit Evaluation Ltrs) • **Method:** L (Letter) • **Direction:** Outgoing Communication • **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)
5.	Click the **Save** 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.