

CS – Canceling an Undergraduate Application

Complete the below action when a student requests cancelation of their application. Follow the appropriate process based on the application status:

- Canceling Undergraduate Application PRE-Matriculation
- Canceling Undergraduate Application POST-Matriculation (before Registration)

Canceling an Undergraduate Application PRE-Matriculation

Step	Action			
1.	Access the student's application. Navigate to: Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the <i>Application</i> <i>Program Data</i> tab.			
	Favorites Main Menu > Student Admissions > Application Mai			
	<u>B</u> iographical Details <u>Addresses</u> <u>Regional</u> Application	Program Data Application Data Application School/Recruiting		
	Dora Explorer Academic Institution: University of Northern Iowa Academic Career: Undergraduate	TR0003 Application Number: 00300550 Career Number: 0		
	Program Data	Find View All First 🔳 1 of 1 🕨 Last		
	Program Number: 0	*Effective Date: 08/17/2010 🛐 🕂 🗖		
	*Admit Term: 2112 Q 2011 FALL	Effective Sequence:		
	*Academic Program: CBAUG CBAUG	Expected Graduation Term: 2152 Q 2015 FALL		
		*Campus: MAIN Q MAIN		
	Joint Program Program Status			
	Status: Applicant	Action Date: 08/17/2010		
	*Program Action: APPL Q Application	Action Reason: Q Evaluation		
	Plan Data	Find View All First 🖪 1 of 1 🕑 Last		
	*Academic Plan: 13BBA Q Marketing: Manag	gement Major BA		
	Sub-Plan Data	Find View All First 🔳 1 of 1 🕨 Last		
	*Sub-Plan:	+ -		
	Transfer To: Education • Go			
2.	In the Program Data section, click the A	Add a New Row button		
	Program Data	Find View All First I of 1 D Last		
	Program Number: 0	*Effective Date: 08/17/2010 3		
	*Admit Term: 2112 Q 2011 FALL	Effective Sequence:		
	*Academic Program: CBAUG CBAUG	Expected Graduation Term: 2152 Q 2015 FALL		
	*Academic Load: Full-Time Init Degree	*Campus: MAIN Q MAIN		



Step	Action			
3.	In the Program Status section, select the following: Program Action: WAPP (Applicant Withdrawl) Action Reason: BDEC (Before decision) or ADEC (After decision) Program Data Find View All First 1 of 2 Last			
	Program Number: 0 *Effective Date: 08/20/2010 Imit Imit *Admit Term: 2112 Q 2011 FALL Effective Sequence: 1 Imit Imit <t< th=""></t<>			
	Program Status Status: Cancelled Action Date: 08/20/2010 *Program Action: WAPP Q Applicant Withdrawal Action Reason: BDEC Q Before decision Evaluation			
4.	Click the Show following tabs icon is to view the Application Student Response tab. Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting is Dora Explorer TR0003 Academic Institution: University of Northern Iowa Application Number: 00300550 Academic Career: Undergraduate Career Number: 0			
5.	Select the Application Student Response tab.			
6.	Select the reason for the cancelation in the Reason field.			
	Dora Explorer TR003 Academic Institution: University of Northern Iowa Academic Career: Undergraduate Academic Career: Undergraduate Application Number: 00300550 Student Response Find View All First < 1 of 1 > Last *Reason: ACOL Actending another college *Date: *Date: 08/20/2010			
	<i>Note:</i> If ACOL (Attending another college) is selected, enter the college in the External Org ID field. Use the Description box to enter additional details.			
7.	Click the Save button Save.			

Important: If you received notification directly from the student, communication must be stopped in CRM.



Canceling a Graduate Application POST-Matriculation (Before Registration) NOTE: Step 2 can only be done using Correct History and at this time Joy Thorson is the only person in Admissions who is able to do this. If she is not available Jennifer Suchan or Patti Rust from the Registrar's Office would be able to help.

Step	Action			
1.	Remove the term activation for the current term. Navigate to: Main Menu > Records & Enrollment > Student Term Information > Term Activate a Student.			
	Delete the current term activation row by using the Delete Row button.			
	Pam Panther	******	命 	
	Academic Career:	Undergraduate	Find View All First II 1 of 2 Last	
	*Academic Institution: *Term:	UNICS Q University of Northern Iowa	Vation Date: 08/20/2012	
	Student Career Nbr:	0.Q Education-Gran Ver	hand the second second	
	Click the Corre	Career & Program Information	y J	
3.	on Revocation) ost Matriculation)			
	Pam Panther Academic Career:	Undergraduate Career Requirement Term	🏥 📅 🔡 🗹 💿 Student Career Nbr: 0	
	Status: *Effective Date:	Cancelled 01/17/2012	Find View All Finit II 1 of 6 Last	
	*Program Action:	ADRV Q. Admission Revocation	Action Date: 07/17/2012	
	Action Reason:	PMAT Q. Cancel Post Matriculation	Joint Prog Appr:	
	*Academic Institution:	UNICS Q University of Northern Iowa		
	*Academic Program:	COEGR Q Education-Graduate	Admissions	
	*Admit Term:	2112 Q 2011 FALL	Application 00305977	
	Requirement Term:	2112 Q 2011 FALL	Application Program Nbr: 0	
	Expected Grad Term:	Q	*Campus: MAIN Q. MAIN	
	Last Updated On: By:		*Academic Load: Full-Time +	



Step	Action				
4.	Access the student's application. Navigate to: Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the <i>Application</i> <i>Program Data</i> tab.				
	Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications				
	Biographical Details Addresses Regional App	ication Program Data Applicatio	n Data Application St	thool/Recruiting [
	Pam Panther Academic Institution: University of Northern Iowa Academic Career: Undergraduate	Application Number: Career Number:	0		
	Program Data			1 of 1 E Last	
	Program Number: 0	*Effective Date:	07/11/2012	+-	
	*Admit Term: 2122 Q 2012 FALL	Effective Sequence:	1	ME Ø	
	*Academic Program: NONGRQ, NONGR	Expected Graduation Term:	Q		
	*Academic Load: Full-Time +	*Campus:	MAIN Q MAIN		
	Program Status				
	Status: Applicant	Action Date:	07/11/2012		
	*Program Action: APPL Q Application	Action Reason:	Q		
	Last Updated On: 07/11/2012 1:13:04PM By: xxxxxx		Evaluation		
	Plan Data		Find View All First	1 of 1 ELANT	
	*Academic Plan: 15VGPRE Q Hong Kong	Pre-MBA	Major	+ =	
	Sub-Plan Data		Find View All First	t of t	
	*Sub-Plan:			+=	
5.	In the Program Data section, click	the Add a New Row	button 🛨		
	Program Data		Find View All Fit	nt I of t E Last	
	Program Number: 0	*Effective Date:	07/11/2012 🖪	(+) (=)	
	*Admit Term: 2122 Q 2012 FALL	Effective Sequence:	1	Y P P	
	*Academic Program: NONUGR NONUG	Expected Graduation Term:	Q		
	*Academic Load: Full-Time -	*Campus:	MAIN Q MAIN		
	🖾 Joint Program				
6.	In the Program Status section, select the • Program Action: WAPP (App • Action Reason: ADEC (After	plicant Withdrawl)			
7.	Click the Show following tabs icon tab.				
	Biographical Details Addresses Begional Applic Pam Panther Academic Institution: University of Northern Iowa Academic Career: Undergraduate	ation Program Data Application Application Number:		ool/Recruiting	
8.	Select the Application Student Response	e tab.			



Step	Action		
9.	Select the reason for the cancelation in the Reason field.		
	Application Data Application School/Recruiting Application Student Response		
	Dora Explorer TR0003		
	Academic Institution: University of Northern Iowa 📓 🖺 🍥		
	Academic Career: Undergraduate Application Number: 00300550		
	Student Response Find View All First 1 of 1 🗈 Last		
	*Reason: ACOL Attending another college *Date: 08/20/2010		
	External Org ID: Description:		
	Transfer To: Education Go		
	<i>Note:</i> If ACOL (Attending another college) is selected, enter the college in the External Org ID field. Use the Description box to enter additional details.		
10.	Click the Save button Save.		

Important: If you received notification directly from the student, communication must be stopped in CRM.