

## **CS** – Canceling a Graduate Application

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

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

## Canceling a Graduate Application PRE-Matriculation

Step	Action			
1.	Access the student's application. Navigate to: Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the Application Program Data tab. Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications			
	Biographical Details Addresses Regional Application Pam Panther	Program Data Application	Data Application School/Recruiting [	
	Academic Institution: University of Northern Iowa Academic Career: Graduate	Application Number: Career Number:	0	
	Program Data Program Number: 0	*Effective Date:	Find   View All First          1 of 1         Last           07/11/2012         Image: Contract of the second secon	
	*Admit Term: 2122 Q 2012 FALL	Effective Sequence:		
	*Academic Program: NONGR *Academic Load: Full-Time	Expected Graduation Term: *Campus:		
	Joint Program			
	Status: Applicant	Action Date:	07/11/2012	
	*Program Action: APPL Q Application Last Updated On: 07/11/2012 1:13:04PM By: *****	Action Reason:	C Q Evaluation	
	Plan Data		Find   View All First 🖪 1 of 1 🕨 Last	
	*Academic Plan: 15VGPRE Q Hong Kong Pre-M	BA	Major 🗕	
	Sub-Plan Data *Sub-Plan:		Find   View All First 1 of 1 Last	
2.	In the <b>Program Data</b> section, click the	Add a New Row	button 🛨	
	Program Data	Effective Date:	Find   View All First ▲ 1 of 1 ▶ Last	
	*Admit Term: 2122 Q 2012 FALL	Effective Sequence:		
	*Academic Program: NONGR NONGR	Expected Graduation Term:		
	*Academic Load: Full-Time  Joint Program	'Campus:	MAIN 🔍 MAIN	



Step	Action		
3.	<ul> <li>In the Program Status section, select the following:</li> <li>Program Action: WAPP (Applicant Withdrawl)</li> <li>Action Reason: BDEC (Before decision) or ADEC (After decision)</li> </ul>		
	Find   View All First 1 of 2 Last         Program Number:       0       *Effective Date:       07/17/2012       Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2"         *Admit Term:       2122       2012 FALL       Effective Date:       0       Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Colspan="2"         *Admit Term:       2122       2012 FALL       Effective Sequence:       1       Image: Image: Colspan="2">Image: Colspan="2"         *Academic Program:       NONGR       Expected Graduation Term:       Image: Colspan="2"       Image: Colspan="2"		
	Program Status         Status:       Cancelled         Action Date:       07/17/2012         *Program Action:       WAPP Q         Applicant Withdrawal       Action Reason:         Last Updated On:       07/11/2012 1:13:04PM         By:       ########         Evaluation		
4.	Click the Show following tabs icon to view the Application Student Response tab. Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting () Pam Panther Academic Institution: University of Northern Iowa Academic Career: Graduate Career Number: 0		
5.	Select the Application Student Response tab.		
6.	Select the reason for the cancelation in the Reason field.      Application Data      Application Data     Application Student Response     Dora Explorer   Academic Institution:   University of Northern Iowa   Academic Career:   Undergraduate   Application Number:   00300550   Student Response   Find   View All   First   Accol   Attending another college   *Date:   08/20/2010		
	External Org ID:       Q       Description:         Transfer To:       Education       Go         Note:       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

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.         Favorites         Main Menu >         Records and Enrollment >         Student Term Information >         Term Activate a Student         Term Activate a Student         Term Activation         EnrollmentLimit		
	Pam Panther ####### 🏙 쿠		
	Hind   View All   First I of 2 ]       Last         Academic Caroor:       Graduate         Find   View All   First I of 1 ]       Last		
	*Academic Institution: UNICS 🔍 University of Northern Iowa 🕍 🖼 💬		
	*Term: 2122 Q 2012 FALL Semester Activation Date: 08/20/2012		
	Student Career Nbr:		
2.	Revoke the student's admission. Navigate to: Main Menu > Records &         Enrollment > Career & Program Information > Student Program/Plan.         Click the Correct History button         Image: Correct History button         Note: Only authorized staff will have access to correct history.		
3.	Click the Add a New Row button.		
	Add Program Action "ADRV" (Admission Revocation)		
	With Action Reason "PMAT" (Cancel Post Matriculation)		
	Student Program       Student Sudent Sub-Plan       Student Attributes       Student Degrees         Rachel M Jones       260560       Image: Career Requirement Term       Student Career Nbr: 0         Academic Career:       Graduate       Career Requirement Term       Student Career Nbr: 0		
	Status:     Cancelled       *Effective Date:     01/17/2012    Effective Sequence:		
	*Program Action: ADRV Q Admission Revocation Action Date: 07/17/2012		
	Action Reason: PMAT Cancel Post Matriculation Joint Prog Appr:		
	*Academic Institution: UNICS Q University of Northern Iowa		
	*Academic Program: COEGR C Education-Graduate		
	*Admit Term: 2112 Q 2011 FALL Application Nbr: 00305977 Application Program Nbr: 0		
	Requirement Term: 2112 Q 2011 FALL *Campus: MAIN Q MAIN		
	Last Updated On: *Academic Load: Full-Time -		
	By:		



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 N	laintenance > Maintain Applica	ations	
	Biographical Details Addresses Regional Application	n Program Data Application	Data Application <u>School/Recruiting</u> [	
	Pam Panther Academic Institution: University of Northern Iowa Academic Career: Graduate	###### Application Number: Career Number:		
	Program Data		Find   View All First 🖪 1 of 1 🕨 Last	
	Program Number: 0	*Effective Date:	07/11/2012	
	*Admit Term: 2122 Q 2012 FALL	Effective Sequence:	1	
	*Academic Program: NONGR NONGR	Expected Graduation Term:	Q	
	*Academic Load: Full-Time -	*Campus:	MAIN 🔍 MAIN	
	Joint Program			
	Program Status			
	Status: Applicant	Action Date:	07/11/2012	
	*Program Action: APPL Q Application	Action Reason:		
	Last Updated On: 07/11/2012 1:13:04PM By: XXXXXX		Evaluation	
	Plan Data		Find   View All First 🖪 1 of 1 🕨 Last	
	*Academic Plan: 15VGPRE Q Hong Kong Pre-	MBA	Major 🛨 🗖	
	Sub-Plan Data		Find   View All First 💶 1 of 1 🕨 Last	
	*Sub-Plan:		<b>+ -</b>	
5.	In the <b>Program Data</b> section, click the	e Add a New Row	button 🛨	
	Program Data	*F# ative Date:	Find   View All First M 1 of 1 Last	
		"Effective Date:	•/////2012 By	
	*Admit Term: 2122 Q 2012 FALL	Effective Sequence:		
	*Academic Program: NONGR NONGR	Expected Graduation Term:		
	*Academic Load: Full-Time -	*Campus:	MAIN Q MAIN	
	🔲 Joint Program			
6.	In the Program Status section, select the for • Program Action: WAPP (Applie • Action Reason: ADEC (After de	ollowing: cant Withdrawl) cision)		
7.	Click the <b>Show following tabs</b> icon <b>E</b> tab.	to view the Applic	cation Student Response	
	Biographical Details Addresses Regional Application	n Program Data Applicatio <u>n</u> D	ata Application <u>S</u> chool/Recruiting D	
	Pam Panther	######		
	Academic Institution: University of Northern Iowa	Application Number: #######		
Q	Select the Application Student Personal to	b		
ð.	select the Application Student Response to	ເບ.		



Step	Action		
9.	Select the reason for the cancelation in the <b>Reason</b> 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 I of 1 D 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.