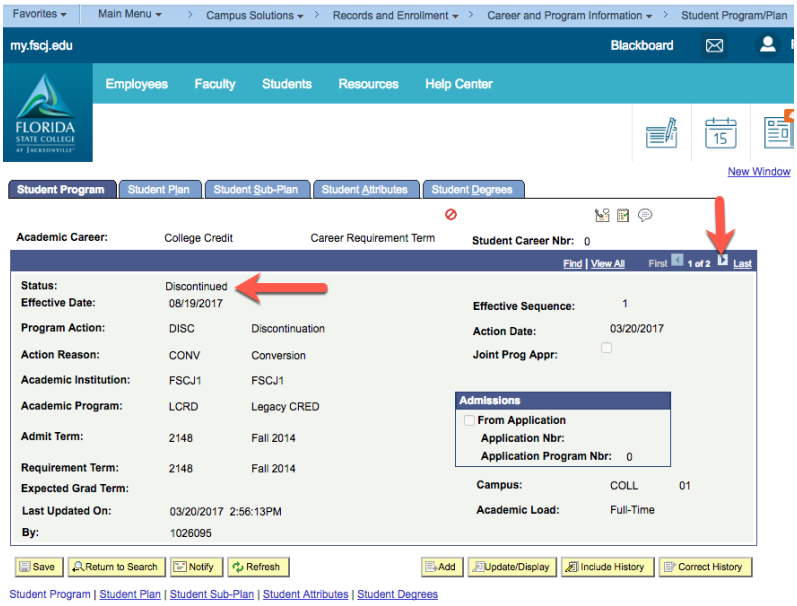
Application Update Form Input Process

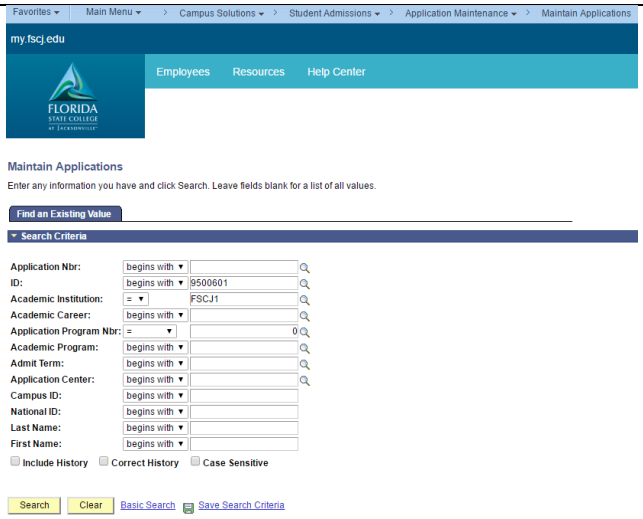
Students who applied for selective access program/plan that are not eligible for admission need to redirect their academic goals. Admissions will send out a communication to all students in this status. Students will be directed to submit an Application Update Form (which will be attached) and submit the form via a Help Desk ticket or at any Advising Center.

The student's application will need to be updated to the desired program/plan indicated on the Application Update Form using the following steps:

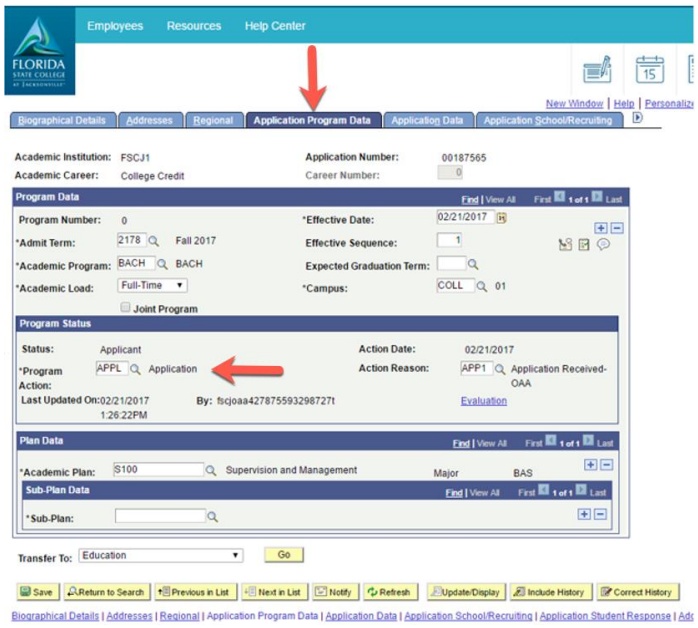
Step	Action
1.	Begin by verifying that the student does not have an active program/plan stack. Navigate to **Main Menu>Campus Solutions>Records and Enrollment>Career and Program Information>Student Program/Plan** If the student has an active program/plan stack submit a Help Desk ticket to request that they discontinue the active program/plan. If you see that the student's desired Program/Plan has been previously entered for the term that they are requesting on their Application Update Form, you will need to withdraw the student's application on the Maintain Applications screen. You add a row and select WAPP (Withdraw Application) as the Program Action, and STRQ (Student Request) as the Action Reason.



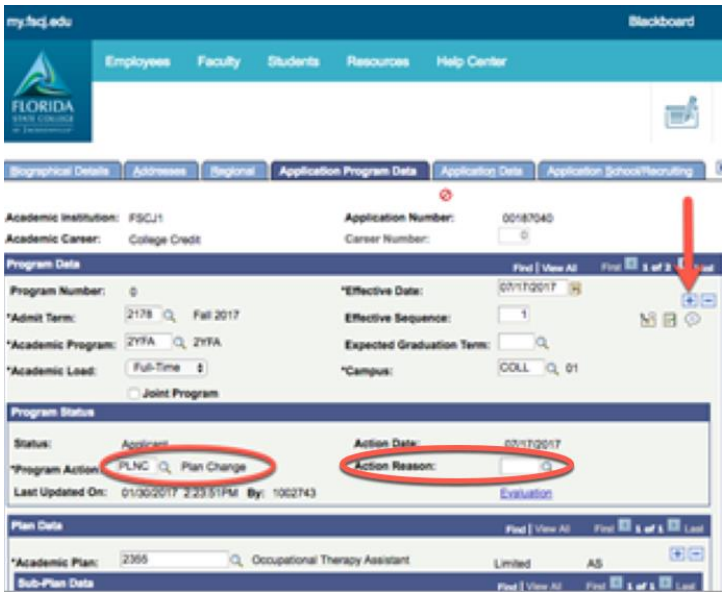
Step	Action
2.	Ask the applicant to complete the Application Update Form (so that we properly capture the applicant's academic intent). **Do not** complete the following steps if you do not have this signed form from the student.
3.	Navigate to the Application Maintenance and search for the application. Go to **Main Menu>Campus Solutions>Student Admissions>Application Maintenance>Maintain Applications**



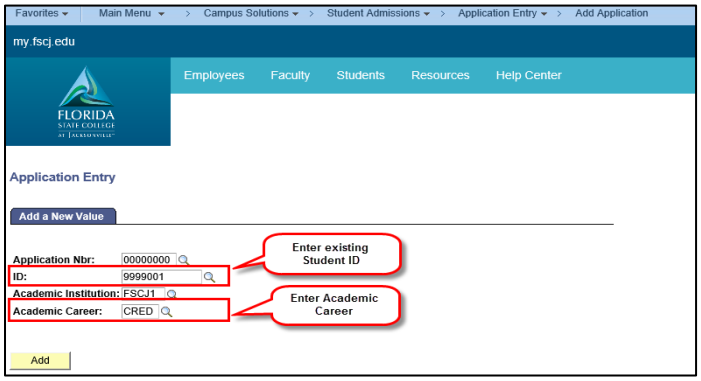
Step	Action
4.	Select the Application Program tab and review the last effective dated **Program Action** on the page.



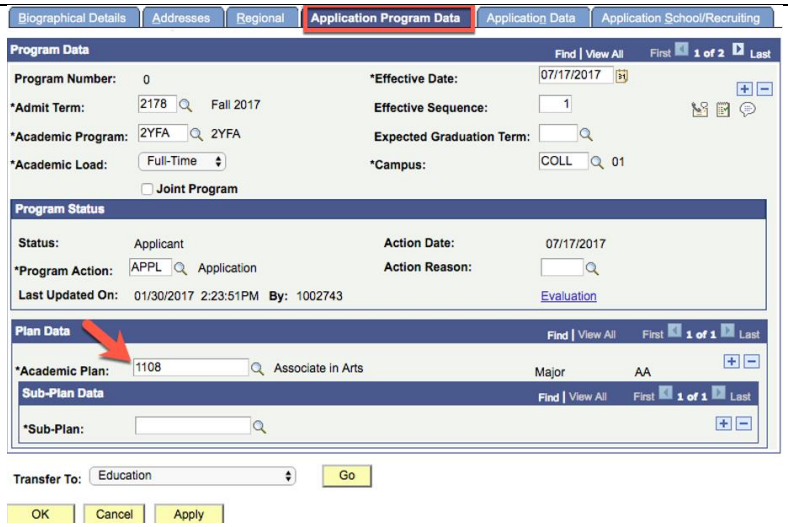
a. If the last Program Action is = APPL (Applicant), then insert a row (click "+" sign). Select the Program Action = PLNC (Plan Change) and the Action Reason = STRQ (Student Request).



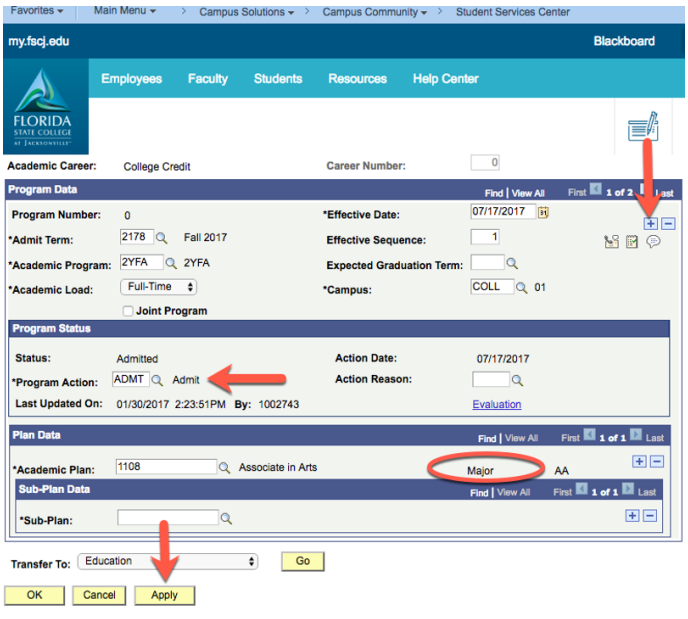
b. If the last Program Action is = DENY, then navigate to **Main Menu>Campus Solutions>Student Admissions>Application Entry>Add Application.** Do NOT use the default "NEW" value in the Empl ID, but enter in the Empl ID of the applicant. Create a new application with the appropriate Career, Program, Plan, Campus, and Admit Type data and Save, then continue on to step 5. (THIS STEP IS JUST LIKE PROCESSING A READMIT APPLICATION. See the training document on Processing a Readmit Application on the Admissions Tab of the training website for more details).



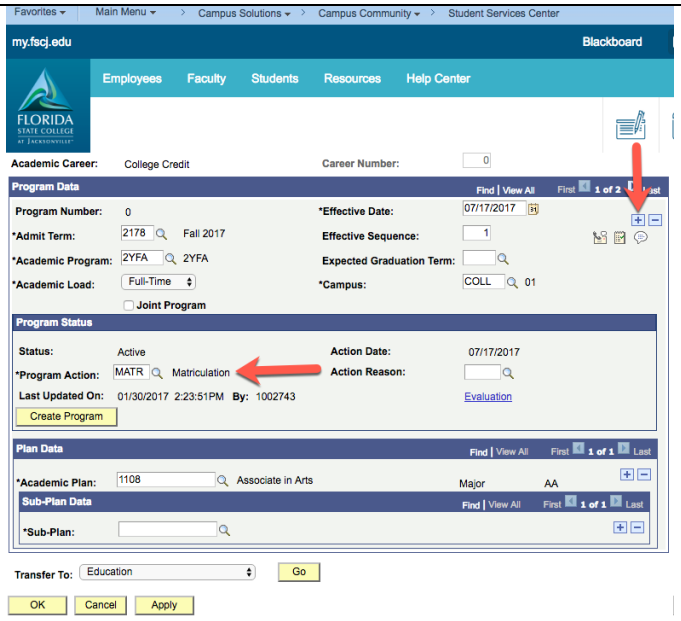
Step	Action
5.	Navigate back to the Application Maintenance screen by going to **Main Menu>Campus Solutions>Student Admissions>Application Maintenance>Maintain Applications.** Click on **Application Program Data**, and check that the Academic Plan code is reflects the NEW PLAN.



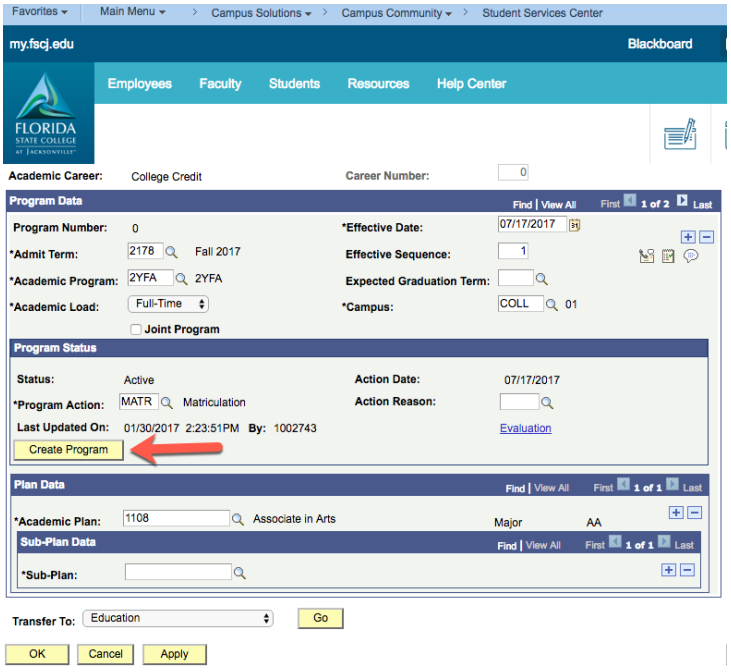
Step	Action
6.	Insert another row using the ADMT (Admit) Program Action - double check that the Admit decision is applied to the desired Academic Plan code. ***If the student chooses another selective access program do not Admit or Matriculate.*** (If you see the word "Major" next to the Plan, then it is an open access program. If you see "Limited, "Selective," or "Provisional," then it is a selective access plan.) Click **Apply**.



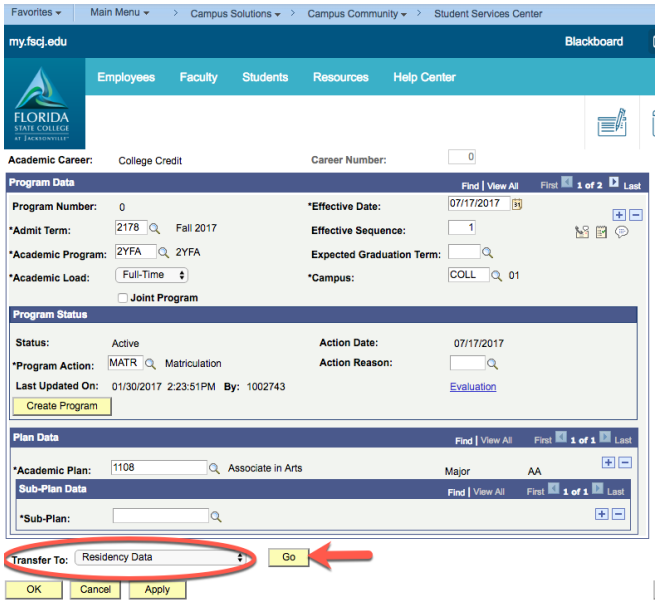
Step	Action
7.	Insert another row using the MATR (Matriculated) Program Action and tab out of the field.



Step	Action
8.	Once the **Create Program** button appears, select it.

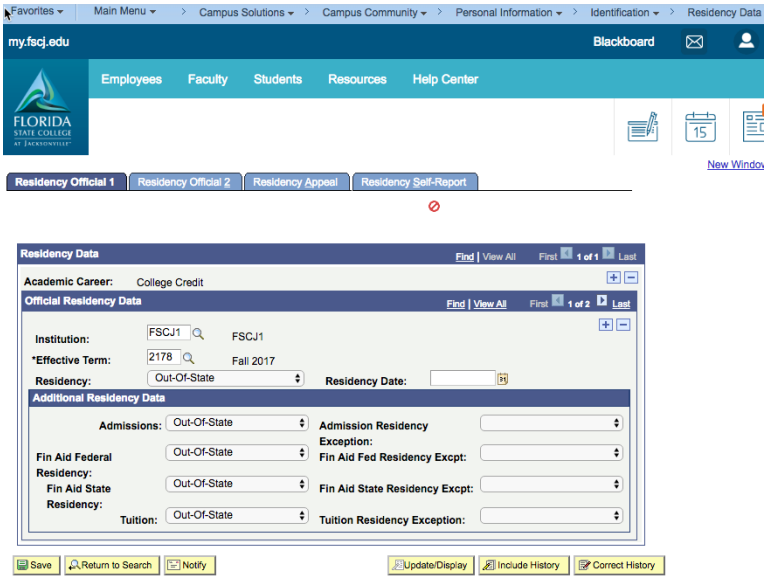


Step	Action
9.	Using the **Transfer To** box on the bottom of the screen, select Residency Data and then hit "Go" ***A residency status is required for term activation, in state or out of state*.**



Step	Action
10.	Enter Residency information, if it does not already exist. **Navigate to Main Menu > Campus Solutions > Campus Community > Personal Information > Identification > Residency Data** Residency conversions from Orion will be posted under the 2172 term, this status will roll over to the next term without adding a 2178 term. Even if a student has not submitted their documents to prove In-State residency, and they are defaulting to Out-of-State, you can continue with this process. If the residency status needs to be changed, a 2178 term can be added along with the residency documentation **(See the Entering Residency Data training document on the Campus Solutions training webpage).**

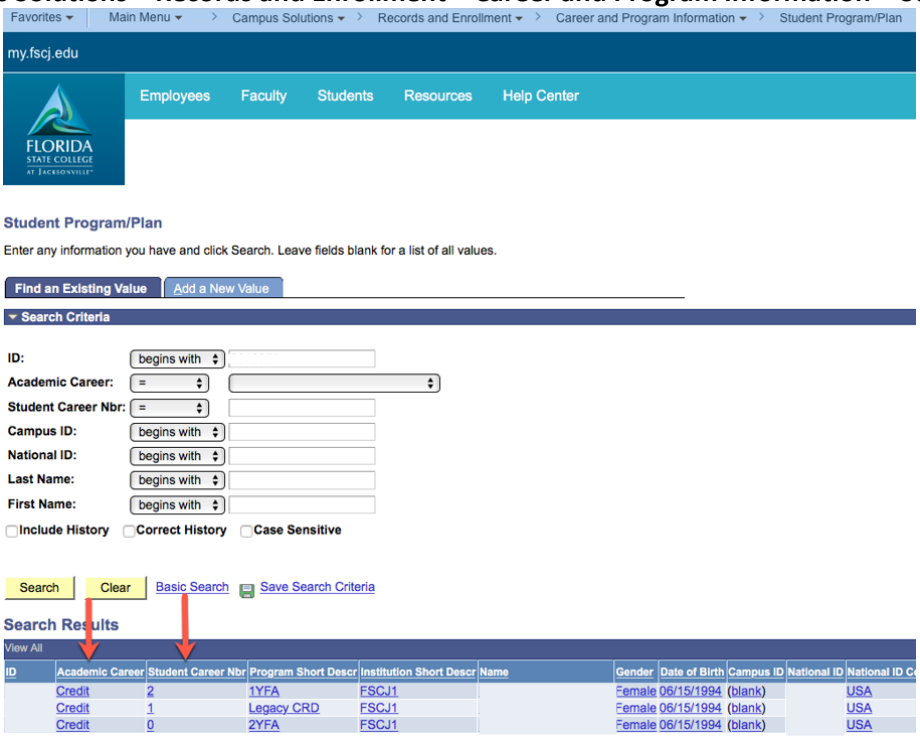
s



Step	Action
11.	Term Activate the student It is important to be sure that you are term activating the student for the correct academic career and Student Career Number for the program into which you have just admitted and matriculated the student. You can find this information by navigating to **Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan**. This is important because Financial Aid will be based on the term activated Student Career Number. To term activate the student by navigating to **Main Menu>Campus Solutions>Records and Enrollment > Student Term Information>Term Activate a Student**. Check the **academic career**, add the correct **Term**, and make sure that the correct **Student Career Number** populates. Update the Student Career Number to reflect the correct active program/plan if it is not correct. Double check that the **"Eligible to Enroll"** checkbox is checked. Click **Ok.**

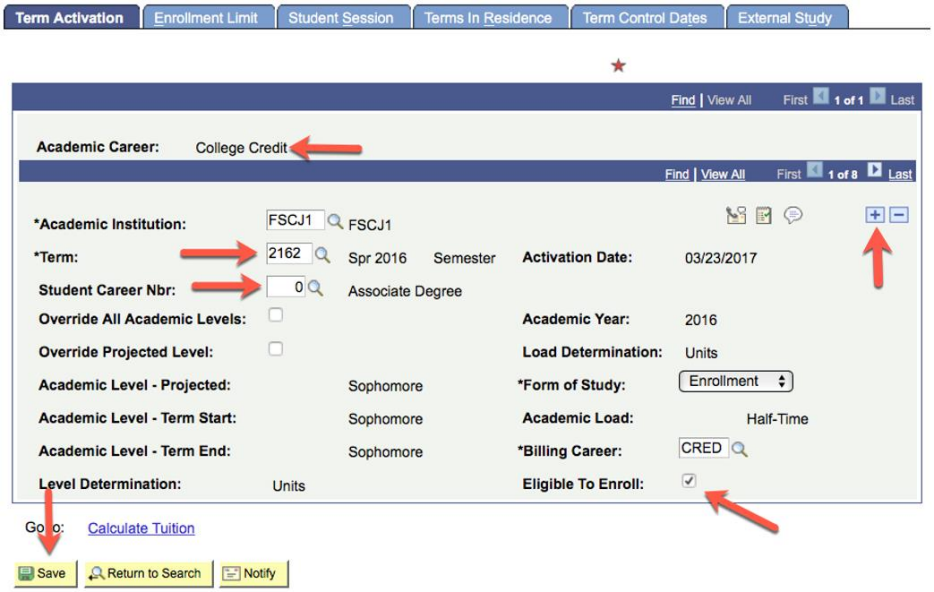
Confirming the Academic Career and Student Career Number

Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan.

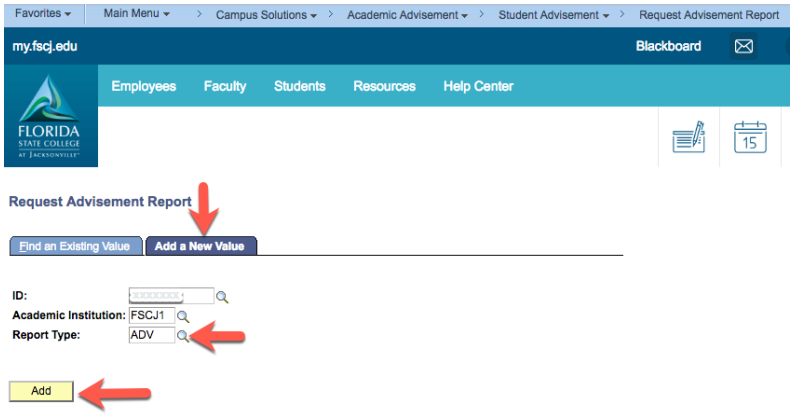


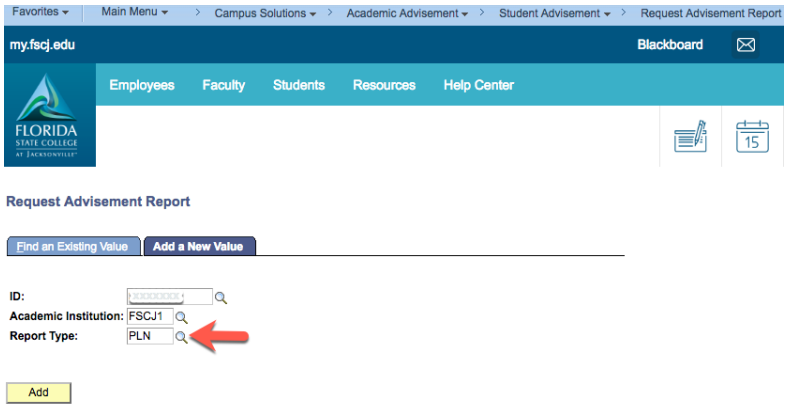
Term Activating the Student

Main Menu>Campus Solutions>Records and Enrollment > Student Term Information>Term Activate a Student



Step	Action
12.	Run the Academic Advisement Reports (ADV and PLN Report Types). Navigate to **Main Menu>Campus Solutions>Academic Advisement>Student Advisement>Request Advisement Report.** Click on the **Add a New Value** tab and enter the **student ID** and **Report Type**. (See the Requesting Academic Advisement Report training document on the Admissions Tab of Campus Solutions training website). You must run the report for both the ADV and PLN Report Types. **IMPORTANT: If the student is active in two plans do not run the advising reports**. Running these reports will have both plan information on it. Submit a Help Desk ticket to discontinue the plan and run the appropriate Advisement Reports.





Step	Action
13.	The student is now eligible to enroll for courses under the new non-selective access program.