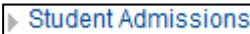




The following steps will assist in admitting or denying a prospective application to the Faculty of Law. This is the final step in the Web Application Process.

For corresponding online learning; consult www.ucalgary.ca/ittraining

1. Click the **Student Admissions** link.

2. Click the **Application Maintenance** link.

3. Click the **Maintain Applications** link.

4. Enter student id (emplid) or any other search criteria and press **Enter** or **Search**.

Maintain Applications


Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

▼ **Search Criteria**

Application Nbr:	begins with ▼	<input type="text"/>	🔍
ID:	begins with ▼	<input style="border: 2px solid green; border-radius: 10px;" type="text"/>	🔍
Academic Institution:	= ▼	<input type="text" value="UCALG"/>	🔍
Academic Career:	begins with ▼	<input type="text"/>	🔍
Application Program Nbr:	= ▼	<input type="text"/>	🔍
Academic Program:	begins with ▼	<input type="text"/>	🔍
Admit Term:	begins with ▼	<input type="text"/>	🔍
Application Center:	begins with ▼	<input type="text"/>	🔍
Campus ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

Include History
 Correct History
 Case Sensitive

Search
 Clear
 Basic Search
  Save Search Criteria

Click the **Search** button.

Search

Admit or Deny Prospective Applicant

SA – Faculty of Law



5. If there is a previous academic history for this applicant it will display in a grid. To view the Bachelor of Law application click on LABCH in the grid.

Search Results

View All

Application Nbr ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center Name	Gender D
UCALG	UCALG	UGRD	0	LABCH	2137	LAW	0
UCALG	UCALG	UGRD	1	EDBCH	2127	UGRD	0
UCALG	UCALG	UGRD	0	EDBCH	2127	UGRD	0
UCALG	UCALG	UGRD	0	HUUN	2057	OPST	0
UCALG	UCALG	UGRD	1	SSBCH	2037	COP	0
UCALG	UCALG	UGRD	0	SSBCH	2037	COP	0
UCALG	UCALG	UGRD	0	SSBCH	2011	COP	0
UCALG	UCALG	UGRD	0	SSBCH	2007	UGRD	0
UCALG	UCALG	UGRD	0	CCBCH	0987	UGRD	0

Click the **LABCH** link.

6. Click the **Application Program Data** tab.

Navigation: Favorites > Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Home | Worklist | Add to Favorites | Sign out

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application Student Response

Person Information

Date of Birth: 1980/03/25 Birth Information Campus ID: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 1901/01/01

*Marital Status: Single As of: 1901/01/01

*Gender: []

7. The program data will display and the Program Action will display APPL Application. To maintain the effective date of this data, you must add a new row.

Click the **Add a new row** button.

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application Student Response

Academic Institution: University of Calgary Application Number: []

Academic Career: Undergraduate Programs Career Number: 0

Program Data Find | View All First 1 of 1 Last

Program Number: 0 *Effective Date: 2012/10/31

*Admit Term: 2137 F13 Effective Sequence: 1

*Academic Program: LABCH LABCH Expected Graduation Term: []

*Academic Load: Full-Time *Campus: MAIN UCALG

Joint Program Program Choice: Primary

Program Status

Status: Applicant Action Date: 2012/10/31

*Program Action: APPL Application Action Reason: []

8. In Program Status, change the Program Action to Accept or Deny depending on the committee decision. Other options are also available: WADM Administrative Withdrawal; WAPP Applicant Withdrawal and MATR Matriculation. Click the **Look up Program Action** button.



9. Search Results display several program actions. Faculty of Law uses ADMT Admit and DENY Deny as well as WADM Administrative Withdrawal when the application is incomplete and not all supporting documents are received. WAPP Applicant Withdrawal is used when an applicant chooses to withdraw their application for consideration. MATR Matriculation is used when the prospective applicant accepts an admissions offer and pays the deposit. For this example we will select **Admit**.

Look Up Program Action ✕

[Help](#)

Program Action:

Description:

[Basic Lookup](#)

Search Results

View 100 First ◀ 1-16 of 16 ▶ Last

Program Action	Description
ADMT	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

Click the **ADMT** link.

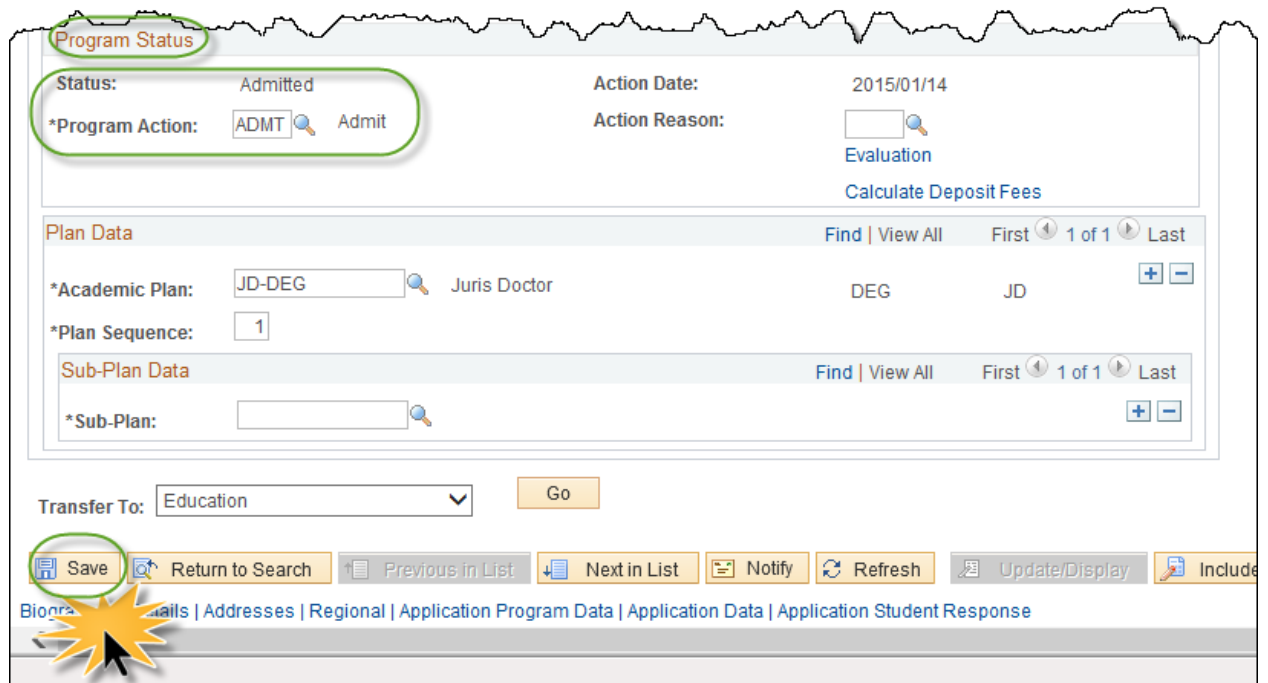


Admit or Deny Prospective Applicant

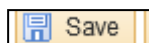
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10. Once the Program Action is entered and, if applicable the Action Reason, press **Save**.

When the Program Action is Deny; the corresponding Action Reason must be entered as MORE (More than one reason). When the Program Action is WAPP Applicant Withdrawal the Action Reason must be 5X Student Cancellation and when WADM Administrative Withdrawal INCA Incomplete Application.



Click the **Save** button.



End of Procedure.