

The following outlines the process for a deferral of admission for the MDMD and MDPST programs. Please note; the following process can only be completed before the student record has been "admitted" and "matriculated".

If the student has already been matriculated, refer to the section to withdraw the student from the term and activate their student record in the new term.

Defer Admission:

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

[Student Admissions](#)

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

[Application Maintenance](#)

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

[Maintain Applications](#)

4. Enter the student ID and any specific information and press Search or Enter. Note: For FOIP reasons some information has been removed. Click the **Search** button.

Maintain Applications

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

[Find an Existing Value](#)

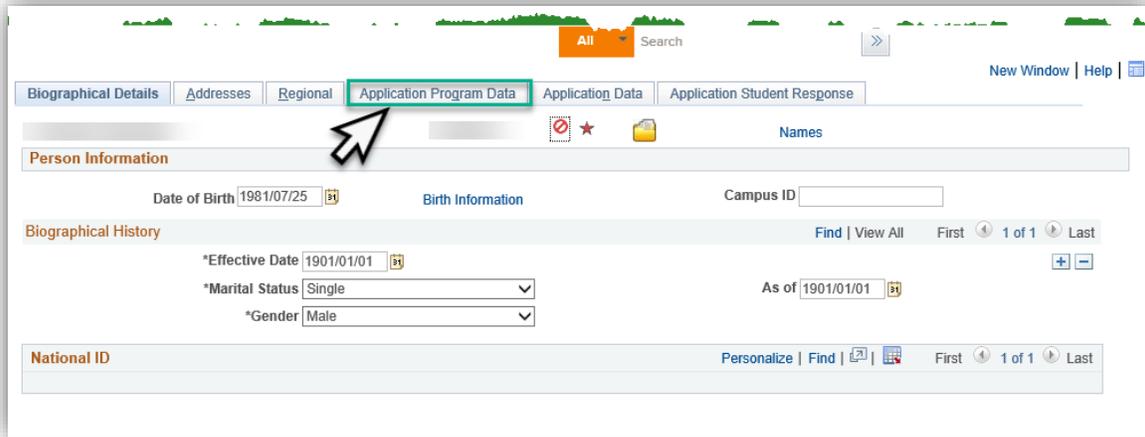
▼ **Search Criteria**

Application Nbr	begins with	<input type="text"/>	×	Q
ID	begins with	<input type="text"/>		Q
Academic Institution	=	▼ UCALG		Q
Academic Career	begins with	MED		Q
Application Program Nbr	=	▼		Q
Academic Program	begins with	<input type="text"/>		Q
Admit Term	begins with	<input type="text"/>		Q
Application Center	begins with	<input type="text"/>		Q
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"/>		

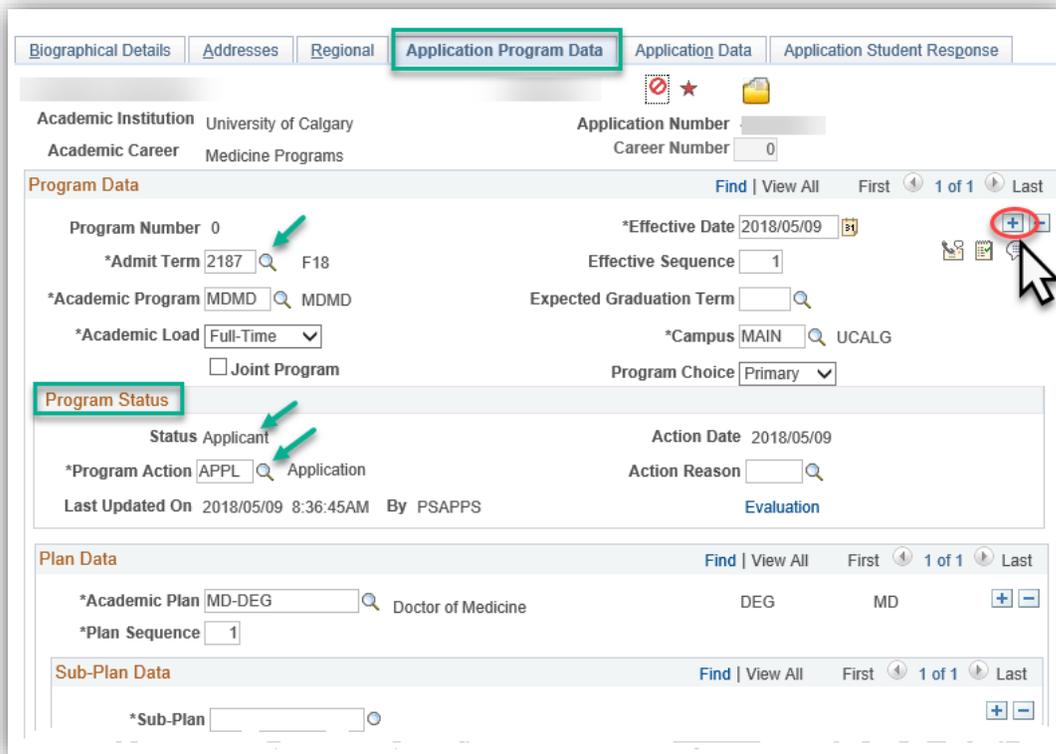
Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

5. From **Biographical Details** continue to the Application Program Data tab. Click the **Application Program Data** tab.



6. Note the Admit Term displays (e.g. 2187 Fall 2018) and the status is Applicant; Program Action is APPL Application. In order to defer the admission to a different Term (e.g. Fall 2197 Fall 2019) a new effective dated row must be added. Click the **Add a new row** button.



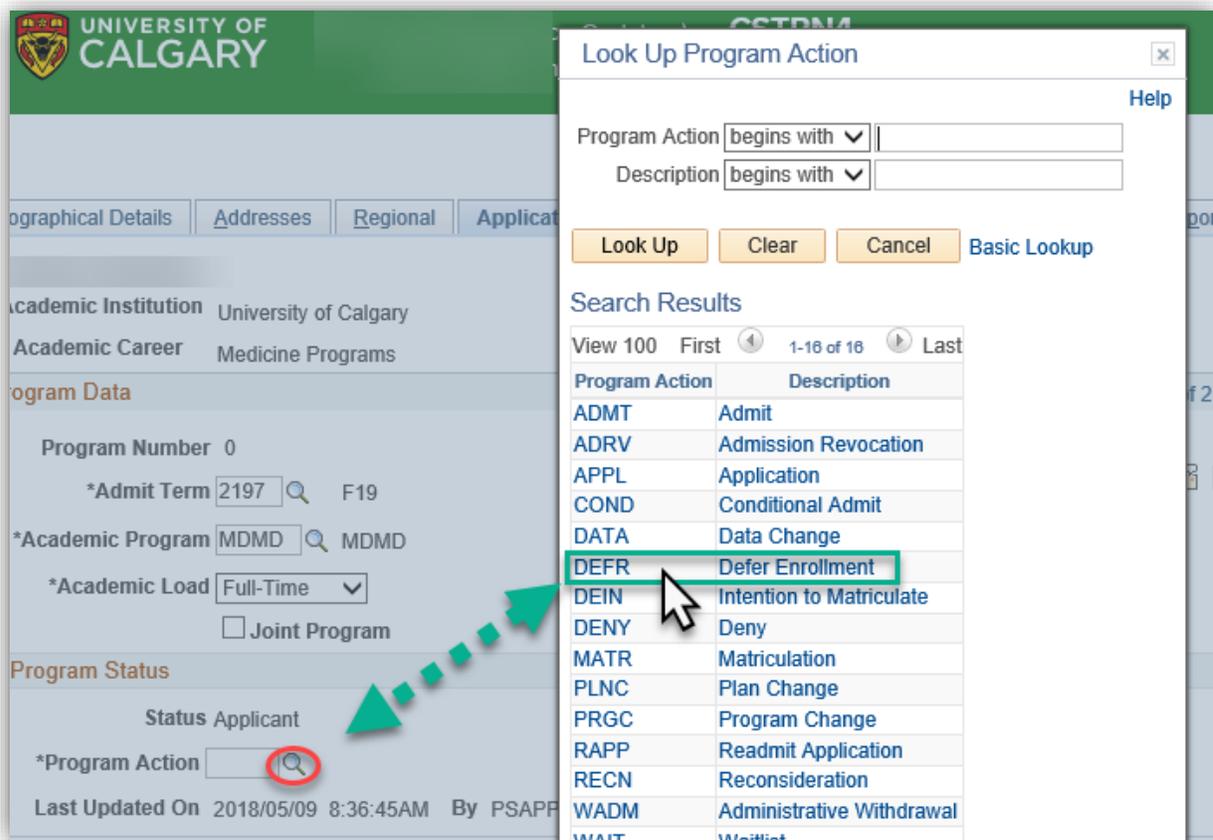
- The Effective Date defaults to the current date. This must be changed to reflect the Deferred date of the desired Term. Click the **Calendar Effective Date** button and manipulate the calendar to the beginning of the Term or enter the date.

Note: The effective date will be the first day of the Term of the new admit term.

- Click the **Look up Admit Term** button and select the desired deferred term (e.g. Fall 2019).



- Click the **Look up Program Action** button for a list of Program Actions and click the **DEFR** link.



Look Up Program Action

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

- After the Deferral has been entered save the data. Click the **Save** button.

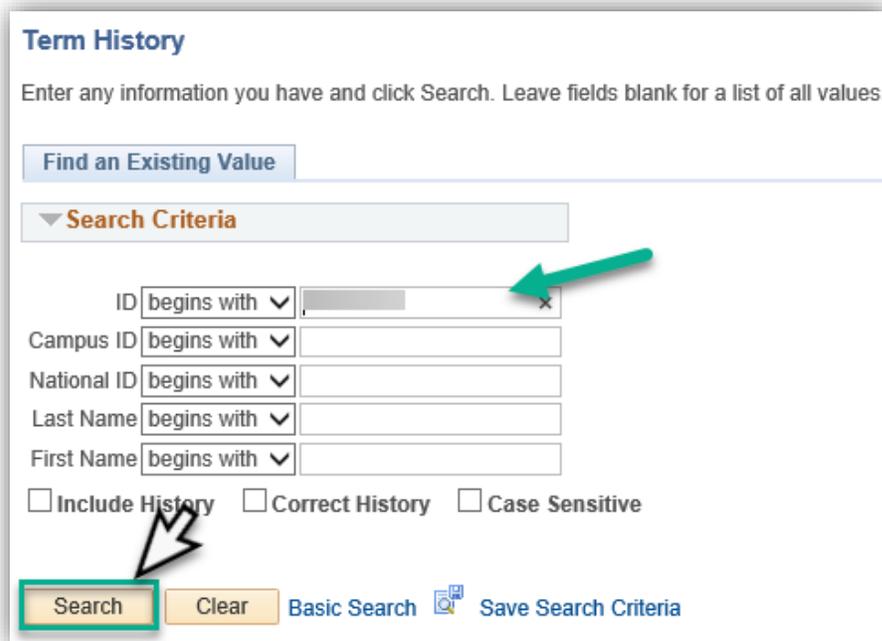


Withdraw an Active Student:

If the student record has already been matriculated, the following steps need to be completed to withdraw the student from the current term and activate their record in the new term.

- Click the **Records and Enrollment** link.
[Records and Enrollment](#)
- Click the **Student Term Information** link.
[Student Term Information](#)

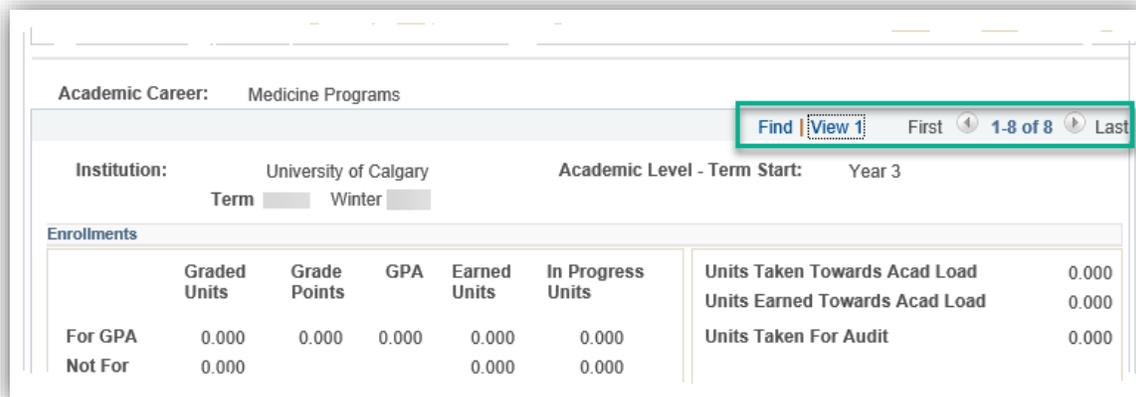
3. Click the [Term History](#) link.
[Term History](#)
4. Enter the student ID and any specific information and press Search or Enter. Note: For FOIP reasons some information has been removed. Click the [Search](#) button.



5. The various academic careers display (e.g. Graduate, Medicine, Undergraduate). Click on View All to see the academic careers. Then scroll down to view the **Medicine** career. Click the [View All](#) link.

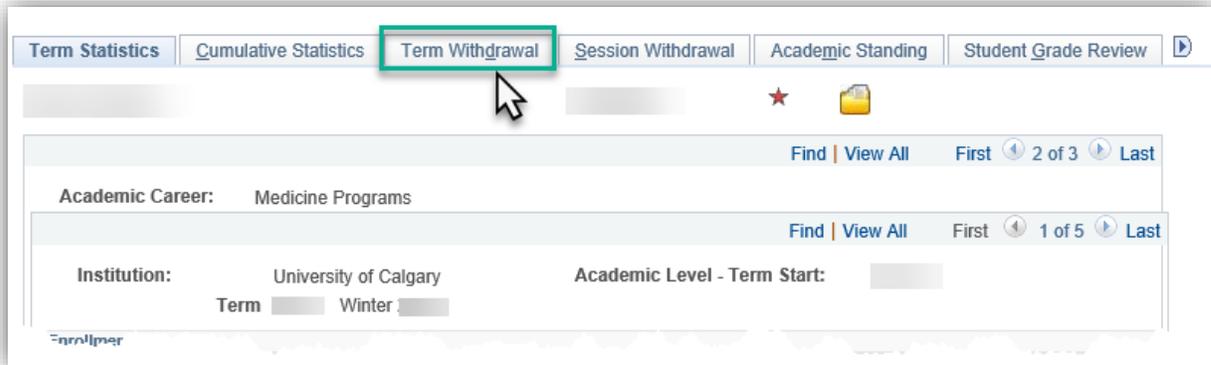
[View All](#)

6. To view the **Medicine** terms click [View one](#) or use the arrows to navigate the careers.

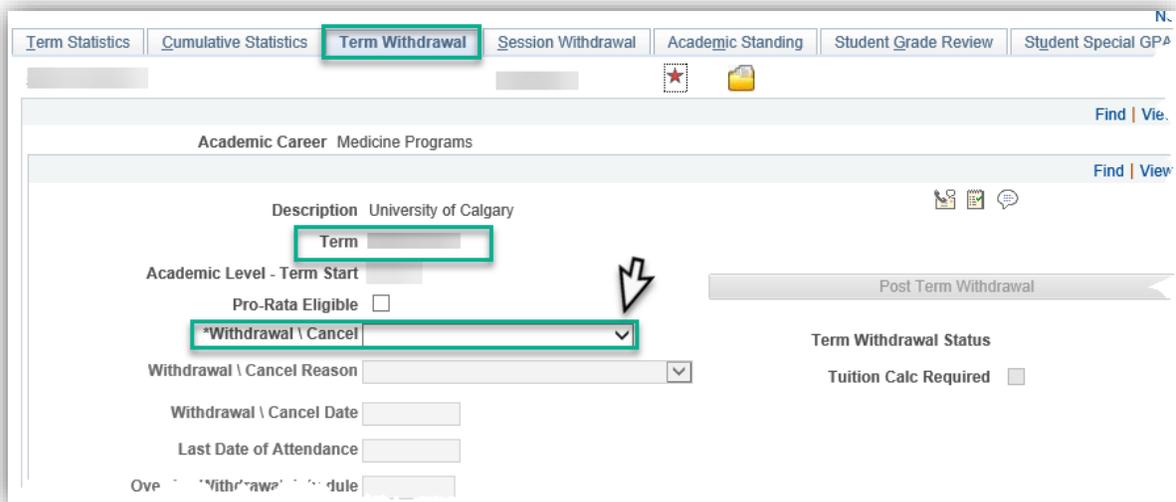


Academic Career:		Medicine Programs					
Institution:		University of Calgary					
Term		Winter					
Academic Level - Term Start:		Year 3					
Enrollments							
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	0.000
						Units Earned Towards Acad Load	0.000
For GPA	0.000	0.000	0.000	0.000	0.000	Units Taken For Audit	0.000
Not For	0.000			0.000	0.000		

7. To withdraw the student from the Term, navigate to **Term Withdrawal**. Click the **Term Withdrawal** tab.



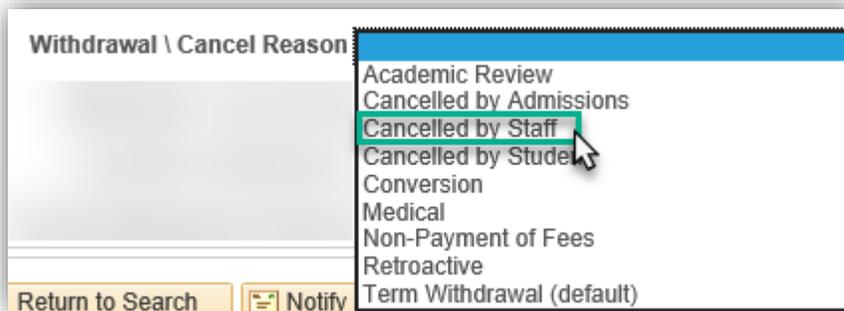
8. On **Term Withdrawal**, ensure you are on the correct term. Click the **Withdrawal \ Cancel** list.



9. Click the **Cancelled** list item.



- Click the **Withdrawal \ Cancel Reason** list, and click the **Cancelled by Staff** list item.



- Click the **Save** button.



Term Activate the Student to the Deferred Term:

- Click the **Records and Enrollment** link.



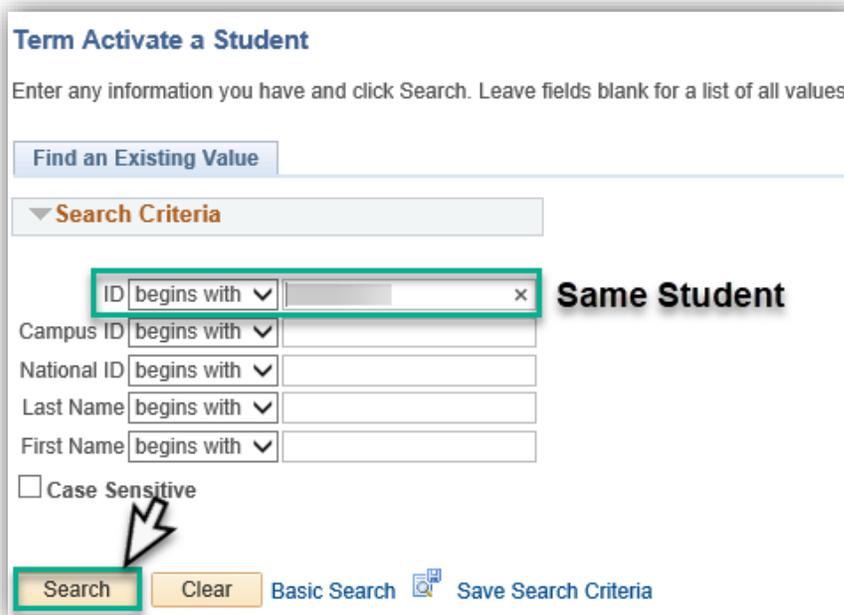
- Click the **Student Term Information** link.



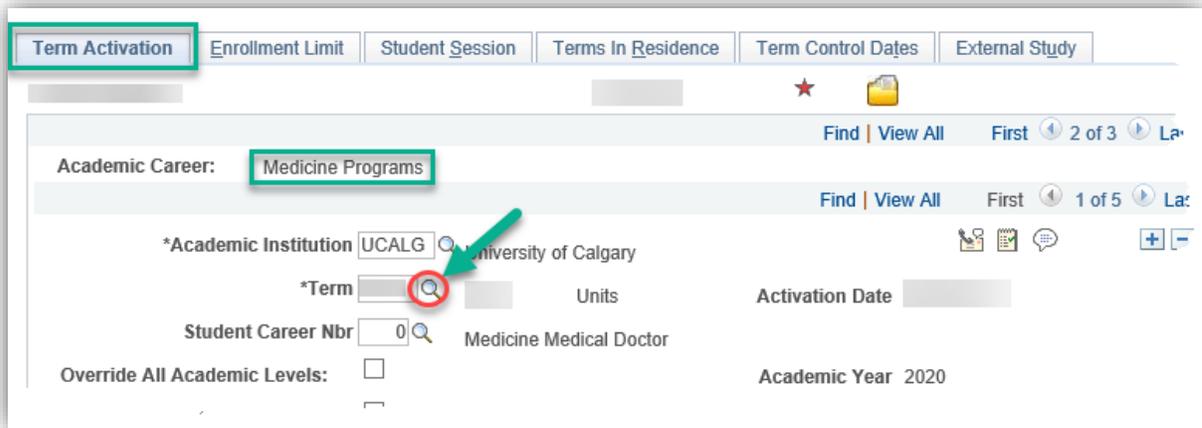
- Click the **Term Activate a Student** link.



- Enter the same student information for the Withdrawn/Cancelled student. Click the **Search** button.



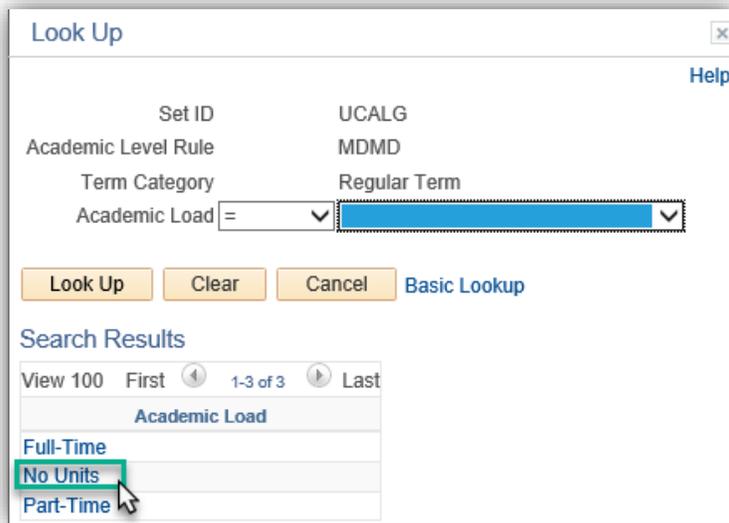
- On Term Activation, navigate to the Medicine Career and click on Term.



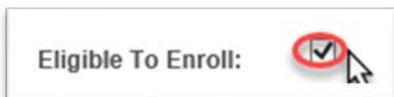
- Click the **Look up** button.



- Click on Academic Load and click the **No Units** link.



- Click the **Eligible To Enroll** option.



- Click the **Save** button.



Matriculated Student

If the student has already been matriculated into the term, the career and program information will show them as active in the program – the student record on the career and program information will need to be updated to match the term history information.

1. Click the **Records and Enrollment** link.



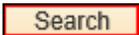
2. Click the **Career and Program Information** link.



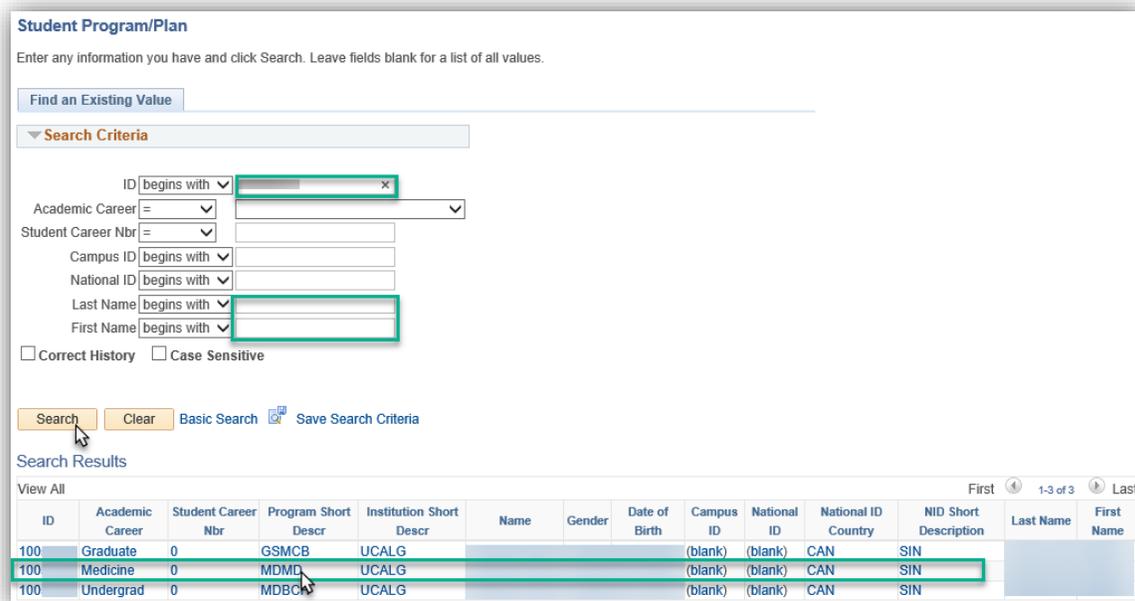
3. Click the **Student Program/Plan** link.



4. Enter the Student ID and press Search or Enter.
Click the **Search** button.



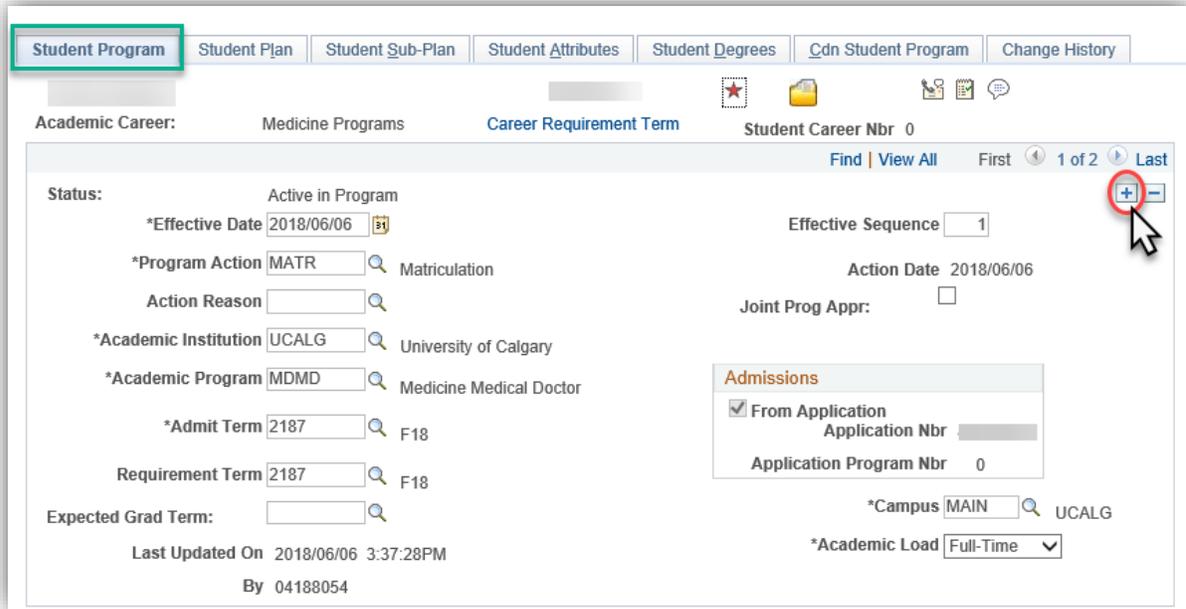
5. If the student has several careers (ugrd, grad and med), click the **MDMD** link.



The screenshot shows the 'Student Program/Plan' search interface. It includes a search criteria section with dropdown menus for 'ID begins with', 'Academic Career', 'Student Career Nbr', 'Campus ID begins with', 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. There are also checkboxes for 'Correct History' and 'Case Sensitive'. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The search results section shows a table with columns: ID, Academic Career, Student Career Nbr, Program Short Descr, Institution Short Descr, Name, Gender, Date of Birth, Campus ID, National ID, National ID Country, MID Short Description, Last Name, and First Name. The table contains three rows of results, with the second row (ID 100, Medicine, 0, MDMD, UCALG) highlighted in green.

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
100	Graduate	0	GSMCB	UCALG				(blank)	(blank)	CAN	SIN		
100	Medicine	0	MDMD	UCALG				(blank)	(blank)	CAN	SIN		
100	Undergrad	0	MDBCK	UCALG				(blank)	(blank)	CAN	SIN		

6. To defer the student from the term (e.g. Fall 2019) to Fall 2020 add a new row. Click the add a new row “+”.



The screenshot shows the 'Student Program' tab selected in a navigation menu. The main content area displays a form for 'Academic Career: Medicine Programs'. The 'Status' is 'Active in Program'. The 'Effective Date' is '2018/06/06'. The 'Program Action' is 'MATR' (Matriculation). The 'Academic Institution' is 'UCALG' (University of Calgary) and the 'Academic Program' is 'MDMD' (Medicine Medical Doctor). The 'Admit Term' and 'Requirement Term' are both '2187' (F18). The 'Expected Grad Term' is empty. The 'Last Updated On' is '2018/06/06 3:37:28PM' by user '04188054'. On the right side, there is an 'Admissions' section with a checked box for 'From Application' and an 'Application Program Nbr' of '0'. The '*Campus' is 'MAIN' (UCALG) and the '*Academic Load' is 'Full-Time'. In the top right corner of the form, there is a '+ -' button, which is circled in red in the image, indicating where to click to add a new row.

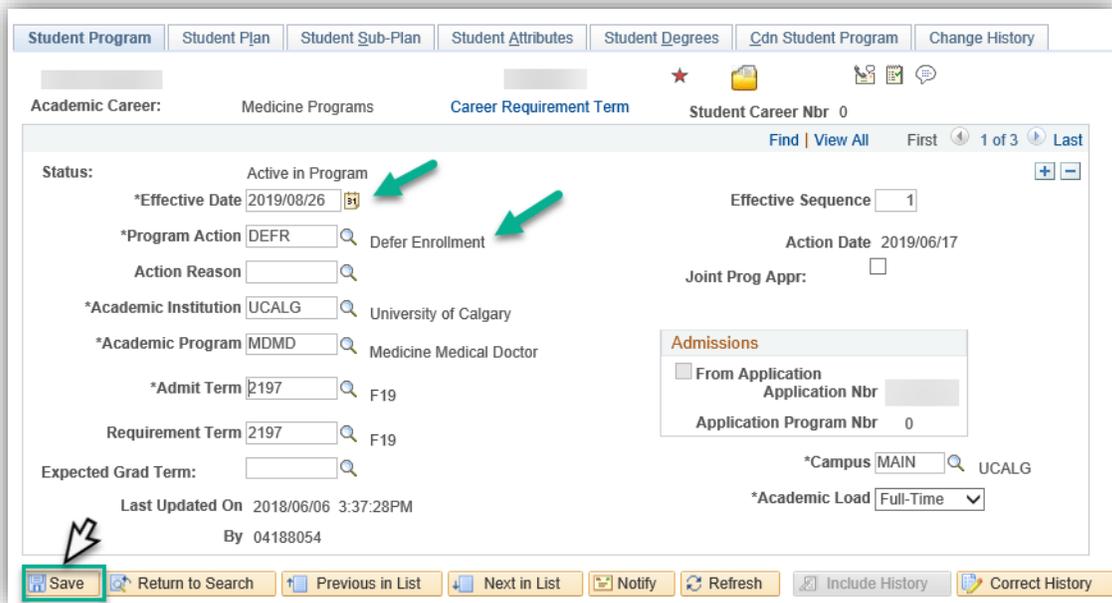
7. The system should be effective dated Jan 1, April 20 July 1 and approximately August 20. Click select the appropriate date.
8. Click the **Look up Program Action** button.

9. Click the **DEFR** link.

10. Click the **Look up Admit Term** button.

11. The DEFR should be for the term that they are deferring from, not the future term (e.g. Fall 2019). A new career and program line will be added after the student is matriculated the following year. This step indicates they are not active in the current academic year. Click the **2197** link.


12. Click the **Save** button.



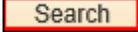
The screenshot shows the 'Student Program' interface for a student in the 'Medicine Programs' track. The 'Status' is 'Active in Program'. The 'Effective Date' is 2019/08/26. The 'Program Action' is 'DEFR' (Defer Enrollment). The 'Academic Institution' is 'UCALG' (University of Calgary) and the 'Academic Program' is 'MDMD' (Medicine Medical Doctor). The 'Admit Term' is '2197' (F19). The 'Requirement Term' is also '2197' (F19). The 'Expected Grad Term' is empty. The 'Last Updated On' is 2018/06/06 3:37:28PM by user 04188054. The 'Academic Load' is set to 'Full-Time'. The 'Save' button at the bottom left is highlighted with a red box and a mouse cursor. Two green arrows point to the 'Active in Program' status and the 'Defer Enrollment' action.

Student Financials:

If no fees exist for the term the student was originally admitted for, navigate to the Term Activation page to update the student record to prevent the student activating their registration.

1. Click the Student Financials link.

2. Click the View Customer Accounts link.

3. Click the Search button.


4. Checking the Customer Accounts ensures the deferral moved the tuition to the correct term. If it was unsuccessful, it would still show as owing tuition for the term they want to defer from.

Customer Accounts

Business Unit UCALG

Name ID [Academic Information](#) ★ 

Total 0.00 Anticipated Aid 0.00

Account Details [Find | View All](#) First 1-7 of 57 Last

Account Type	Account Number	Term	Balance	Currency Code	Open Date	Status		
Gen Fees	GENFEE001	Winter 2019	0.00	CAD	2018/06/07	Active	Account Details	  
Tuition	TUITION001	Winter 2019	0.00		2018/06/07	Active	Account Details	  
Appl Fee	APPFEE001	Fall 2018	0.00		2018/05/08	Active	Account Details	  
Excess	EXC001	Fall 2018	0.00		2018/09/07	Active	Account Details	  
Gen Fees	GENFEE001	Fall 2018	0.00		2018/06/07	Active	Account Details	  
Tuition	TUITION001	Fall 2018	0.00		2018/06/07	Active	Account Details	  
Appl Fee	APPFEE001	Fall 2017	0.00		2017/05/11	Active	Account Details	  

For the corresponding online learning, consult the Student and Enrolment Services (PeopleSoft Student Administration) training website.

End of Procedure.