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.

October 2020

5. From **Biographical Details** continue to the Application Program Data tab. Click the **Application Program Data** tab.
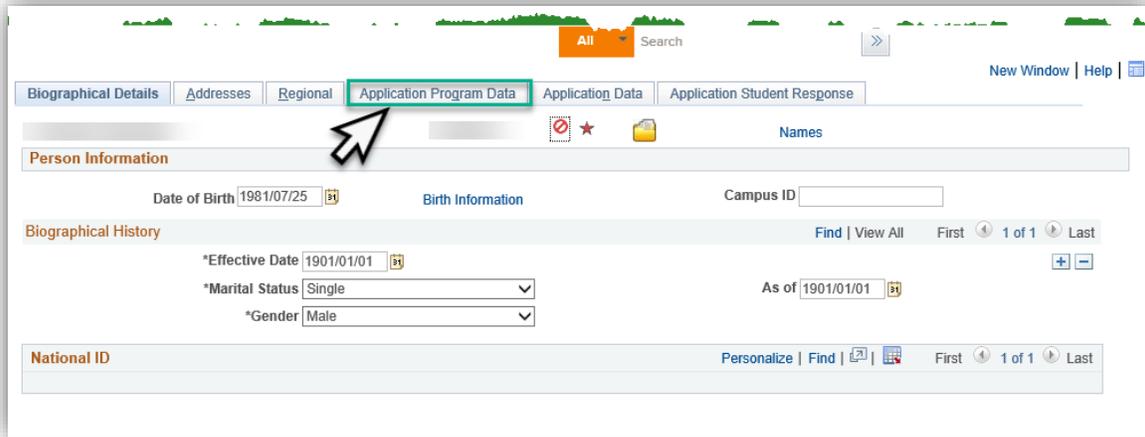
6. Note the Admit Term displays (e.g. 2187 Fall 2018) and the status is Applicant; Program Action is APPL Application. In order to defer the admission to a different Term (e.g. Fall 2197 Fall 2019) a new effective dated row must be added. Click the **Add a new row** button.
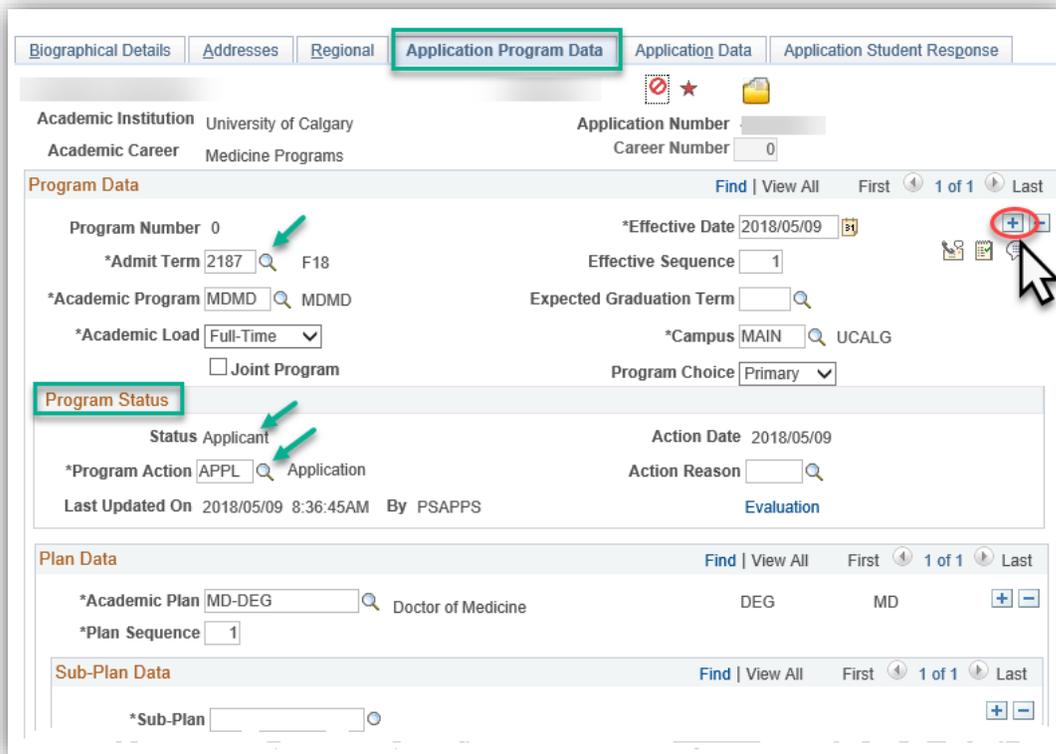
7. The Effective Date defaults to the current date. This must be changed to reflect the Deferred date of the desired Term. Click the **Calendar Effective Date** button and manipulate the calendar to the beginning of the Term or enter the date.

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

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

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

10. 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.

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

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

October 2020

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.

    Term History

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

    Find an Existing Value

    ▼ Search Criteria

    ID | begins with ▼ | [   ] ×
    Campus ID | begins with ▼ | [   ]
    National ID | begins with ▼ | [   ]
    Last Name | begins with ▼ | [   ]
    First Name | begins with ▼ | [   ]

    ☐ Include History   ☐ Correct History   ☐ Case Sensitive

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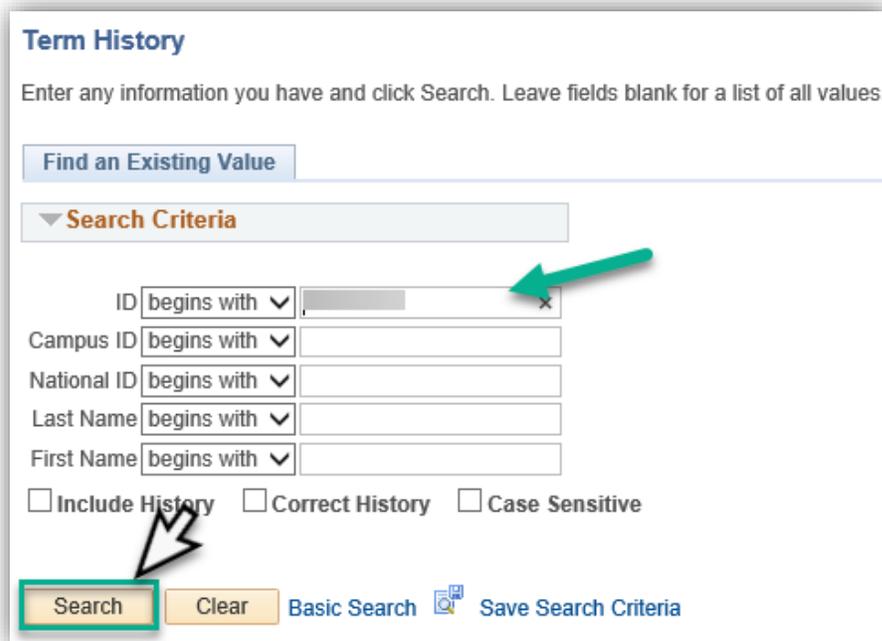
5. The various academic careers display (e.g. Graduate, Medicine, Undergraduate). Click on View All to see the academic careers. Then scroll down to view the **Medicine** career. Click the **View All** link.

    View All

6. To view the **Medicine** terms click **View one** or use the arrows to navigate the careers.
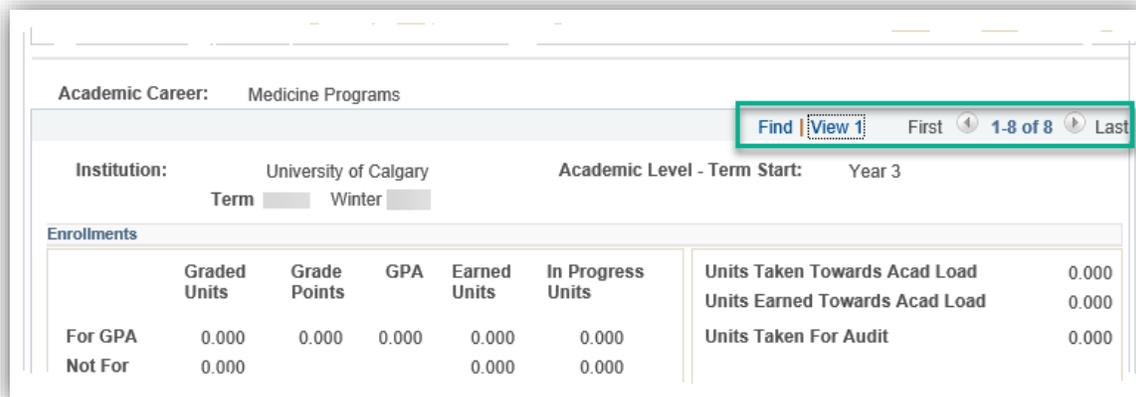
Academic Career:	Medicine Programs					

    Find | View 1   First ◄ 1-8 of 8 ► Last

Institution:	University of Calgary	Academic Level - Term Start:	Year 3

    Term _____ Winter _____

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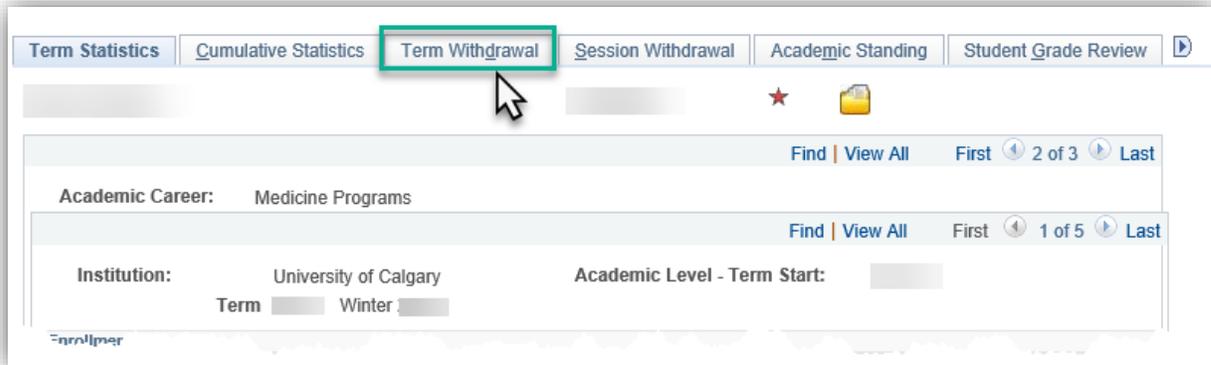
8. On **Term Withdrawal**, ensure you are on the correct term. Click the **Withdrawal \ Cancel** list.
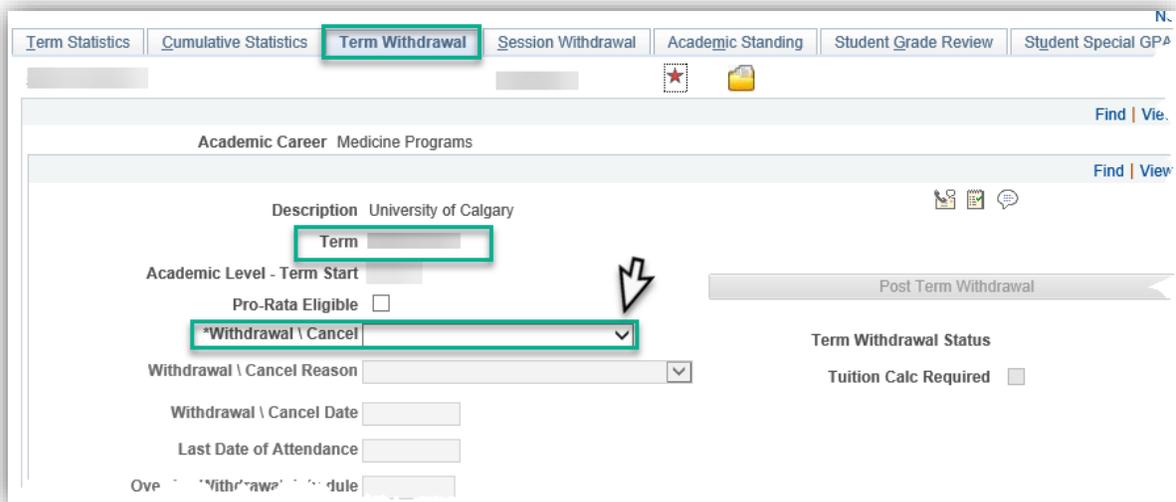
9. Click the **Cancelled** list item.

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10. Click the **Withdrawal \ Cancel Reason** list, and click the **Cancelled by Staff** list item.
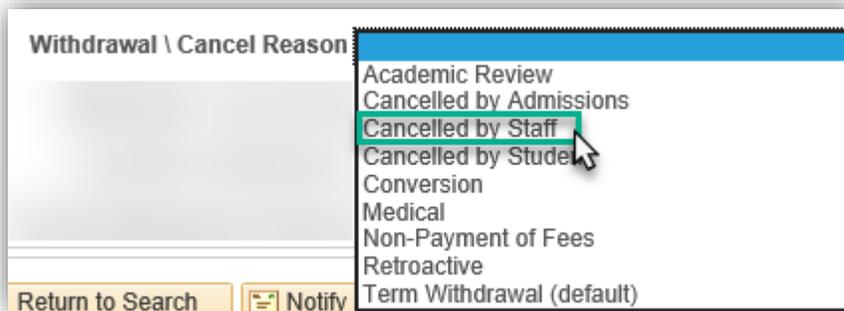
11. Click the **Save** button.

Save

Term Activate the Student to the Deferred Term:

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

Records and Enrollment

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

Student Term Information

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

Term Activate a Student

4. Enter the same student information for the Withdrawn/Cancelled student. Click the **Search** button.
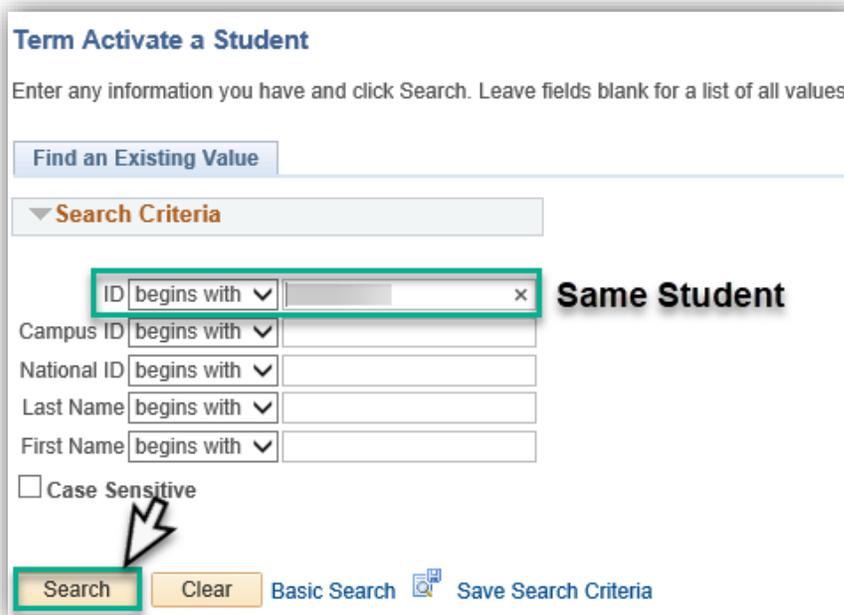
5.   On Term Activation, navigate to the Medicine Career and click on Term.
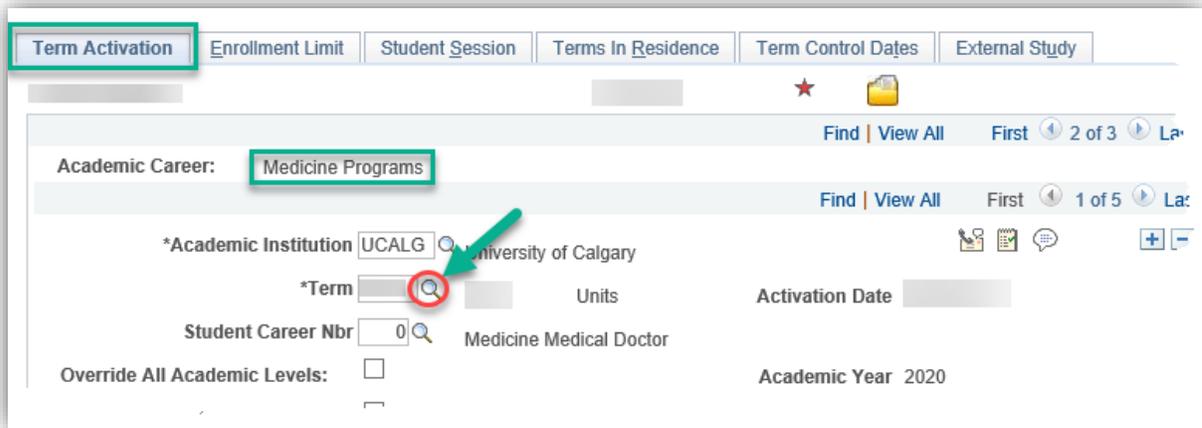
6.   Click the **Look up** button.

7.   Click on Academic Load and click the **No Units** link.
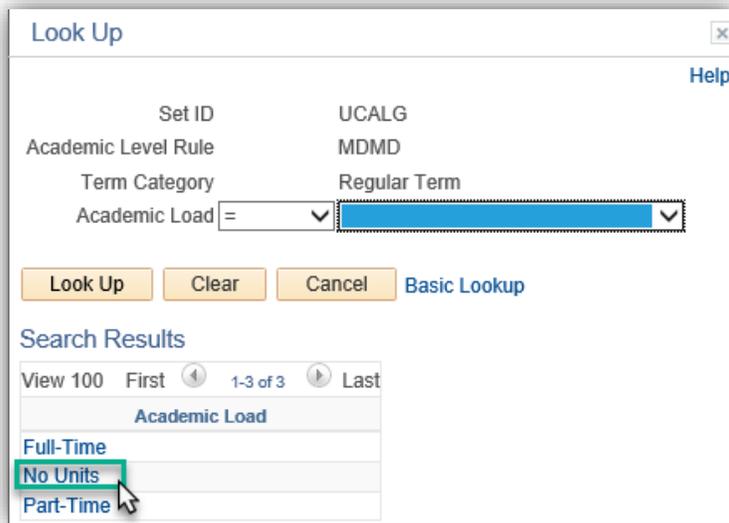
8.   Click the **Eligible To Enroll** option.

9.   Click the **Save** button.

October 2020
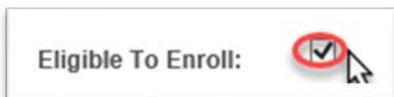
Matriculated Student

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.

    Records and Enrollment

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

    Career and Program Information

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

    Student Program/Plan
    Review or update a stude

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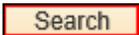
    Search

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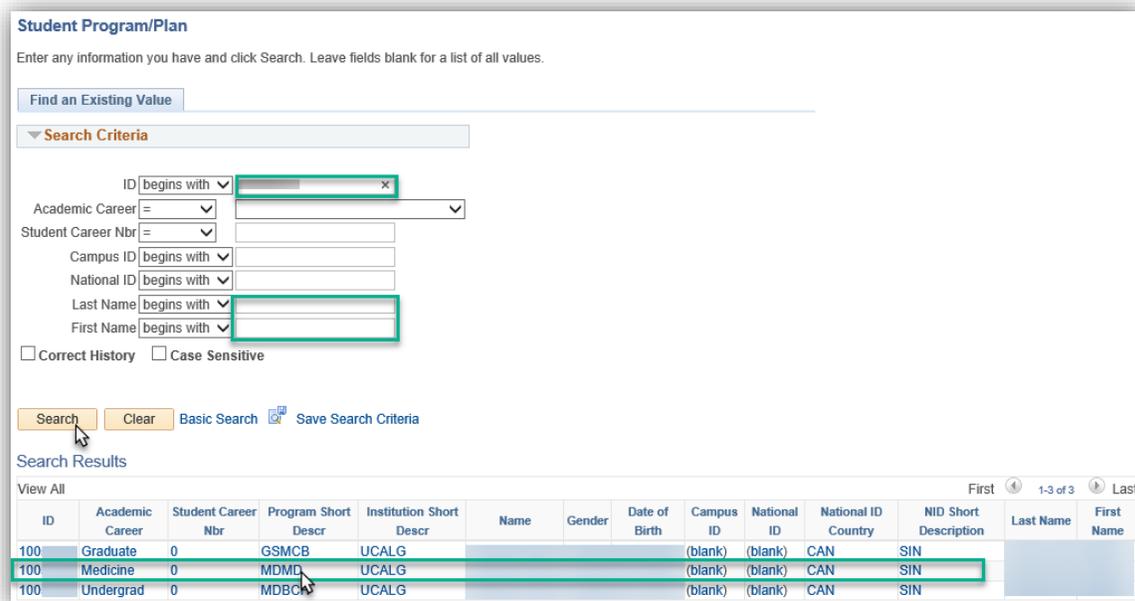
Student Program/Plan

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

Find an Existing Value

▼ **Search Criteria**

ID	begins with ▾ [ ] ×
Academic Career	= ▾ [▾]
Student Career Nbr	= ▾ [ ]
Campus ID	begins with ▾ [ ]
National ID	begins with ▾ [ ]
Last Name	begins with ▾ [ ]
First Name	begins with ▾ [ ]

☐ Correct History   ☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-3 of 3 ► Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID 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	MDBC	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 "**+**".

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.
       DEFR

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.
       2197

12. Click the **Save** button.

      Save

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.

     ▸ Student Financials

2. Click the View Customer Accounts link.

     View Customer Accounts

3. Click the Search button.

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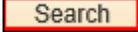
4. Checking the Customer Accounts ensures the deferral moved the tuition to the correct term. If it was unsuccessful, it would still show as owing tuition for the term they want to defer from.

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

October 2020