

This guide will focus on three application clean-up processes that can be automatically or manually generated to close applications where application fees have not been paid.

The following three processes will:

- Cancel any checklists associated with ADMA, ADMP and PROS administrative functions in initiated status. These functions are normally associated with processing an application for admission.
- Reverse the application fee charge
- Cancel any communications (i.e. system letters) that have not been sent to the applicant
- Cancels the application and indicates the applicable program status

Applicants App Fee not Paid – an applicant has applied for admission but has not paid the application fee

Admitted App Fee Paid – an applicant has been admitted but did not accept the offer of admission

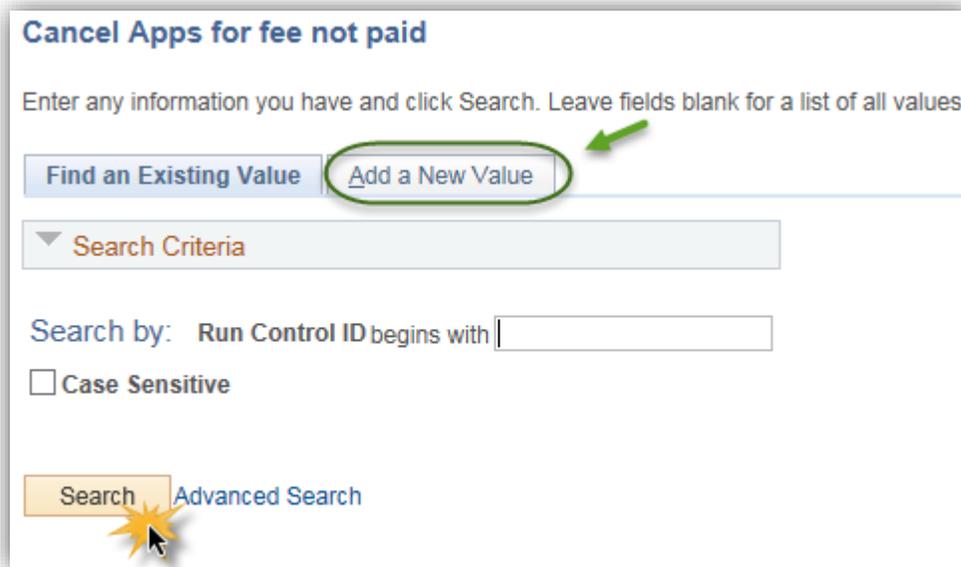
Applicants App Fee Paid - applicant has paid the application fee however did not complete/or submit supporting documents required for admission

Process # 1 Applicants App Fee not Paid

This process will clean-up applications for applicants that have applied for admission but have not paid the application fee.

1. Click the **Student Admissions** link.
[▶ Student Admissions](#)
2. Click the **Processing Applications** link.
[Processing Applications](#)
3. Click the **Application Clean-Up** link.
[Application Clean-Up](#)
4. Click the **Applicants App Fee not Paid** link.
[Applicants App Fee not Paid](#)

- When running the report for the admission term for the first time, create a Run Control ID. Otherwise if a run control for that term has already been created, click **Search**.



Cancel Apps for fee not paid

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

Find an Existing Value **Add a New Value**

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

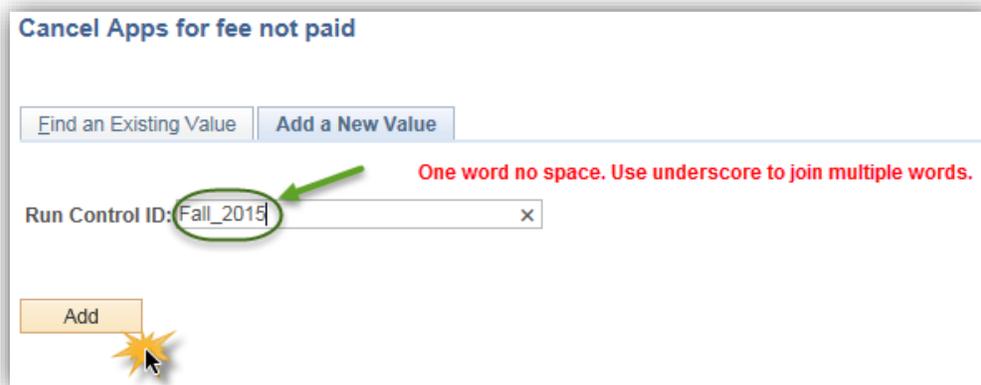
Search [Advanced Search](#)

Click the **Add a New Value** tab.



Add a New Value

- Enter a Run Control ID. The name of the run control is not relative to the output (e.g. Fall_2015). A run control must be one word and no spaces. **Tip:** Use an underscore to join the words.



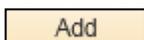
Cancel Apps for fee not paid

Find an Existing Value **Add a New Value**

Run Control ID: **One word no space. Use underscore to join multiple words.**

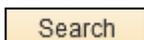
Add

Click the **Add** button.



Add

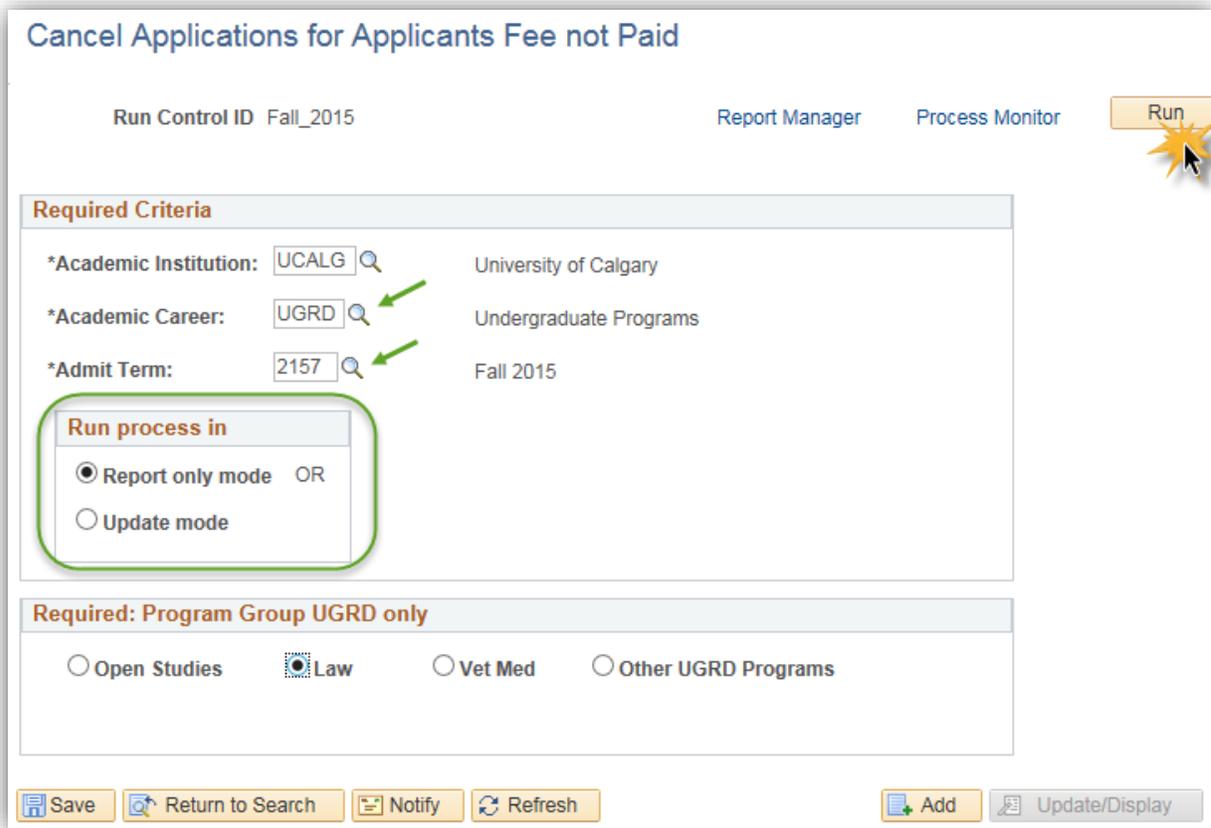
- If a run control has already been created, click **Search**.



Search

- Choose the Academic career (GRD, MED, UGRD) by clicking on the lookup tool. There are also options for Required: Program Group UGRD only. These have been divided into the various types of student applications (e.g. Open Studies, Law, Vet Medicine and Other UGRD Programs). Select the applicable program (e.g. Law).

You may select either **Report only mode** or **Update mode**.



Cancel Applications for Applicants Fee not Paid

Run Control ID Fall_2015 Report Manager Process Monitor **Run**

Required Criteria

*Academic Institution: UCALG University of Calgary

*Academic Career: UGRD Undergraduate Programs

*Admit Term: 2157 Fall 2015

Run process in

Report only mode OR Update mode

Required: Program Group UGRD only

Open Studies Law Vet Med Other UGRD Programs

Save Return to Search Notify Refresh Add Update/Display

Click the **Run** button.



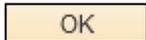
Note:

Report only mode:

You should always run this process in **Report only mode** first so the applications to be affected can be reviewed before they are updated. Use this mode to determine how many applications will be affected by the run. The report downloads results to an excel file for viewing. Running the process in Report only mode will not automatically cancel any applications or update the system. It is recommended to run the Report in Report only mode if you would like to know the number and which files will be affected when you run in update mode.

- The following steps display the work flow process for the job and is the same for Report only mode or Update mode and the same for each of the 3 Application Clean-Up processes.

The Process Schedule Request displays, click the **OK** button.



Process Scheduler Request

User ID Run Control ID Fall_2015

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Cncl Apn Applnt Fee not paid	UCADB029	Application Engine	Web	TXT	Distribution

- Check the process monitor to check the progress of the report. Click the **Process Monitor** link.



- The Process List will display any reports queued for processing. Press "Refresh" to view queued, processing and success/posted. Click the **Refresh** button.



Process List | **Server List**

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

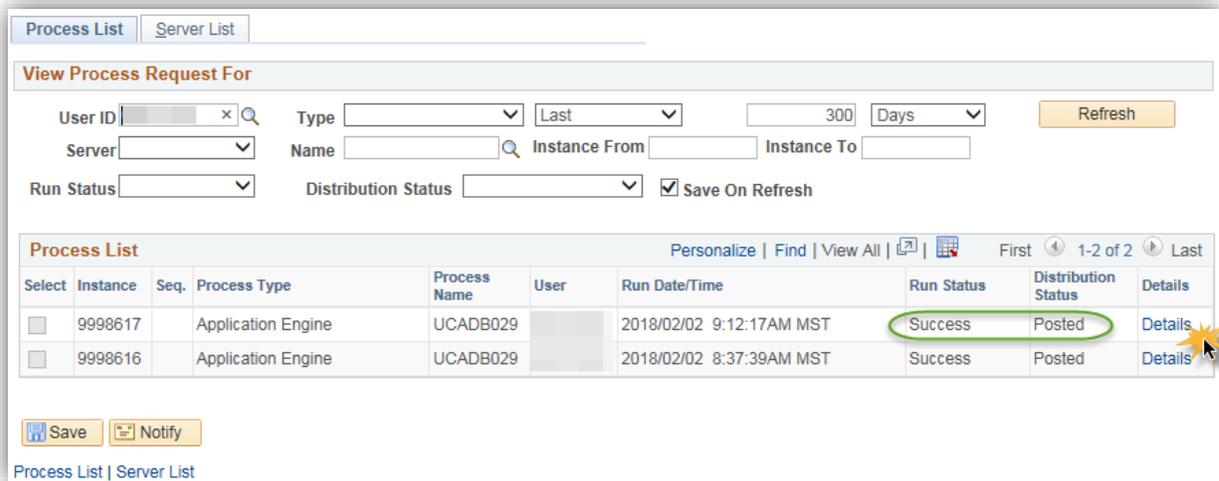
Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9998617		Application Engine	UCADB029		2018/02/02 9:12:17AM MST	Queued	N/A	Details
<input type="checkbox"/>	9998616		Application Engine	UCADB029		2018/02/02 8:37:39AM MST	Success	Posted	Details

Go back to Cancel Apps for fee not paid

Process List | Server List

12. When the process indicates Success/Posted, click on the details link to view the report.
Click the **Details** link.



Process List | Server List

View Process Request For

User ID: [] x | Search | Type: [] | Last: [] | 300 | Days: [] | Refresh

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh

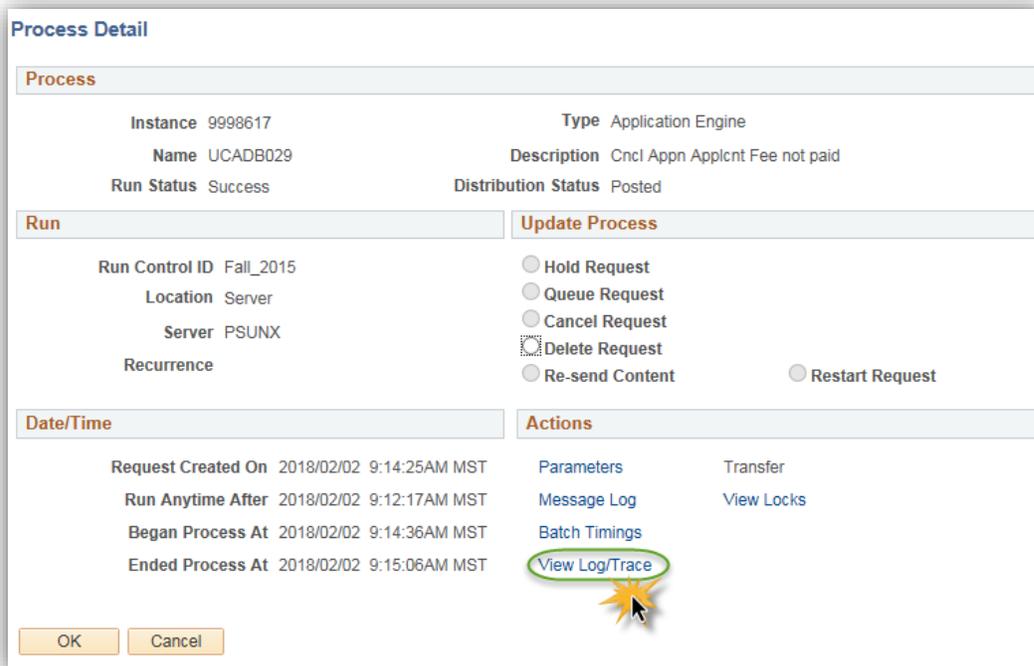
Process List | Personalize | Find | View All | [] | [] | First | 1-2 of 2 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9998617		Application Engine	UCADB029		2018/02/02 9:12:17AM MST	Success	Posted	Details
<input type="checkbox"/>	9998616		Application Engine	UCADB029		2018/02/02 8:37:39AM MST	Success	Posted	Details

Save | Notify

Process List | Server List

13. Click the **View Log/Trace** link.
View Log/Trace



Process Detail

Process

Instance: 9998617 | Type: Application Engine
 Name: UCADB029 | Description: Cncl Appn Applcmt Fee not paid
 Run Status: Success | Distribution Status: Posted

Run | **Update Process**

Run Control ID: Fall_2015 | Hold Request
 Location: Server | Queue Request
 Server: PSUNX | Cancel Request
 Recurrence: | Delete Request
 | Re-send Content | Restart Request

Date/Time | **Actions**

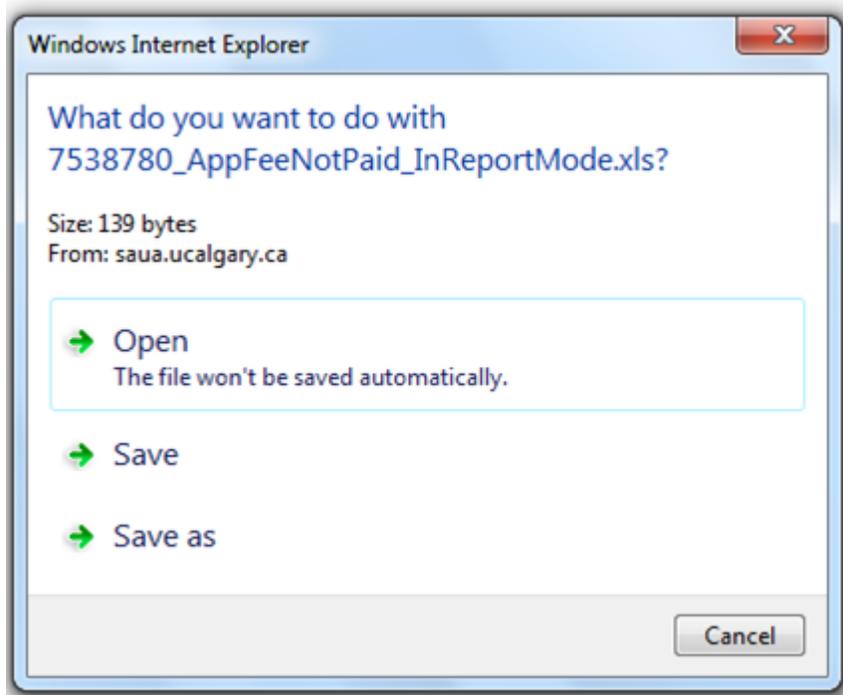
Request Created On: 2018/02/02 9:14:25AM MST | Parameters | Transfer
 Run Anytime After: 2018/02/02 9:12:17AM MST | Message Log | View Locks
 Began Process At: 2018/02/02 9:14:36AM MST | Batch Timings
 Ended Process At: 2018/02/02 9:15:06AM MST | **View Log/Trace**

OK | Cancel

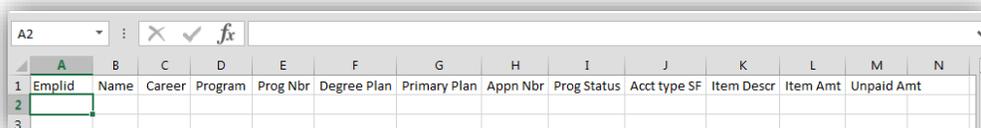
14. These are the files resulting from running the process in Report only mode. The file list will indicate AppFeeNotPaid_inReportMode.csv when posted. Click the [file name.csv](#) link.

File List		
Name	File Size (bytes)	Datetime Created
9998617_AppFeeNotPaid_InReportMode.csv	139	2018/02/02 9:15:06.746998AM MST
AE_UCADB029_9998617.stdout	993	2018/02/02 9:15:06.746998AM MST

15. You will be prompted to Open, Save or Save As in excel.



16. The information will display for applicants that have not paid the application fee. Running this report in "Report only mode", will give the user an idea of how many files will be affected if the report is run in "Update Mode". **Note:** Information has been omitted for FOIP reasons.



Emplid	Name	Career	Program	Prog Nbr	Degree Plan	Primary Plan	Appn Nbr	Prog Status	Acct type SF	Item Descr	Item Amt	Unpaid Amt

17. Update Mode:

These are the resulting files when the process is running Update mode. Running the process in **Update mode will update the system and cancel the applications** with an action of DENY and a reason of "Application Fee Not Paid". An exception report is generated which **may** contain applications. These applications must be looked at manually and if necessary, cancel the application and waive the application fee.

View Log/Trace

Report

Report ID: 4386450 Process Instance: 7801135 Message Log

Name: UCADB029 Process Type: Application Engine

Run Status: Success

Cncl Appn Applcmt Fee not paid

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 2016/05/05

File List		
Name	File Size (bytes)	Datetime Created
7801135_ApplicantsAppFeeNotPaid_Exception.csv	158	2016/03/21 11:19:10.746453AM MDT
7801135_ApplicantsProcessedSuccess.csv	139	2016/03/21 11:19:10.746453AM MDT
AE_UCADB029_7801135.stdout	1,146	2016/03/21 11:19:10.746453AM MDT

Distribute To

Distribution ID Type *Distribution ID

User

[Return](#)

View Log/Trace

Report

Report ID: 3714301 Process Instance: 6343471 Message Log

Name: UCADB029 Process Type: Application Engine

Run Status: Success

Cncl Appn Applcmt Fee not paid

Distribution Details

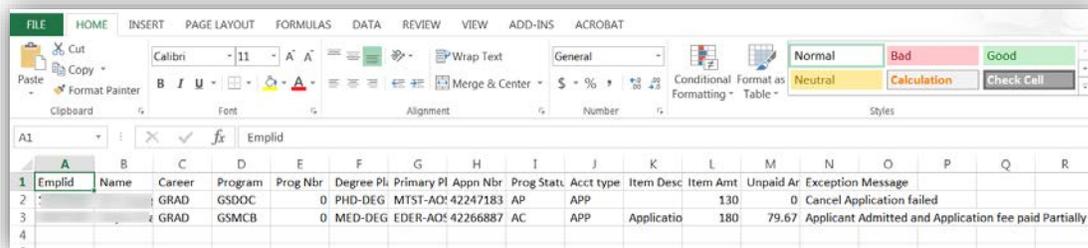
Distribution Node: PSREPORTS Expiration Date: 2014/09/26

File List		
Name	File Size (bytes)	Datetime Created
6343471_ApplicantsAppFeeNotPaid_Exception.csv	158	2014/09/19 1:50:23.745450PM MDT
6343471_ApplicantsProcessedSuccess.csv	139	2014/09/19 1:50:23.745450PM MDT
AE_UCADB029_6343471.stdout	1,152	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134738.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134738.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134833.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134833.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134838.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134838.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134841.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134841.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134844.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134844.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134848.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134848.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134852.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134852.out	27,043	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134855.err	0	2014/09/19 1:50:23.745450PM MDT
SFPQKDRV_0919134855.out	27,043	2014/09/19 1:50:23.745450PM MDT

The exception report may not have any data on it. That is good.

18. Exception Report:

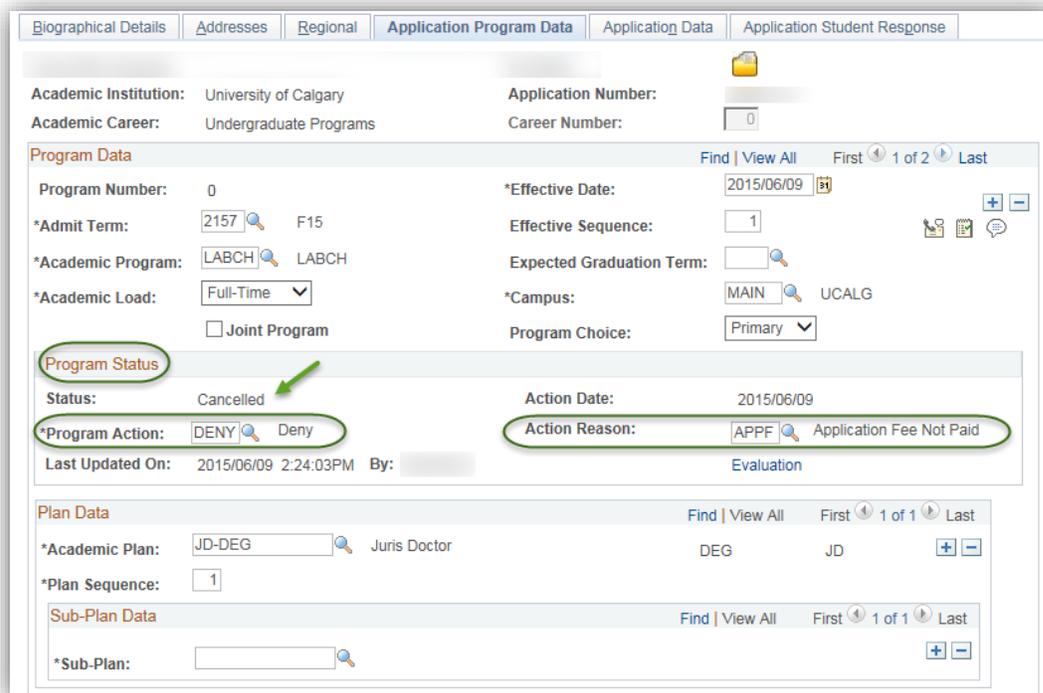
This is an example of an exception report. The exception report will contain applicants who partially paid the application fee. These applications must be manually closed. It is important to note if the exception report contains no applicants, no applications have to be processed manually.



Emplid	Name	Career	Program	Prog Nbr	Degree Pl	Primary Pl	Appn Nbr	Prog Stat	Acct type	Item Desc	Item Amt	Unpaid Ar	Exception Message
		GRAD	GSDOC	0	PHD-DEG	MTST-AO	42247183	AP	APP		130	0	Cancel Application failed
		GRAD	GSMCB	0	MED-DEG	EDER-AO	42266887	AC	APP	Application	180	79.67	Applicant Admitted and Application fee paid Partially

19. Application Maintenance > Maintain Applications screens:

When running the process in **Update mode** for the Applicants App Fee not Paid process, this is what displays in Application Maintenance > Maintain Applications > Application Program Data tab. The process has updated the system and the application will indicate a Program Status of Cancelled, Program Action DENY and Action Reason (APPF) Application Fee Not Paid.



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

Academic Institution: University of Calgary | Application Number: [redacted]
 Academic Career: Undergraduate Programs | Career Number: 0

Program Data Find | View All First 1 of 2 Last

Program Number: 0 | *Effective Date: 2015/06/09
 *Admit Term: 2157 F15 | Effective Sequence: 1
 *Academic Program: LABCH LABCH | Expected Graduation Term: [redacted]
 *Academic Load: Full-Time | *Campus: MAIN UCALG
 Joint Program | Program Choice: Primary

Program Status

Status: **Cancelled** | Action Date: 2015/06/09
 *Program Action: **DENY** | Action Reason: **APPF Application Fee Not Paid**
 Last Updated On: 2015/06/09 2:24:03PM By: [redacted] Evaluation

Plan Data Find | View All First 1 of 1 Last

*Academic Plan: JD-DEG Juris Doctor | DEG | JD
 *Plan Sequence: 1

Sub-Plan Data Find | View All First 1 of 1 Last

*Sub-Plan: [redacted]

Process # 2 Admitted App Fee Paid- did not accept the offer of admission

This report will display applicants that have been admitted, paid the application fee but did not accept the offer of admission.

1. Click the **Admitted App Fee Paid** link.

[Admitted App Fee Paid](#)

2. Add a new value otherwise press Search if one has already been created. Click the **Search** button.

3. Indicate the desired required criteria and press Run. Click the **Run** button.

4. Click the **OK** button.

5. See steps 8 through 18 in the Process #1 for details on running and reviewing the jobs. Check the process monitor to check the progress of the report. Click the **Process Monitor** link.

[Process Monitor](#)

6. Once the report has been queued, processed and indicates success/posted, clicking on the Details link navigates to the process monitor where you can open the report in excel. Click the **Details** link.

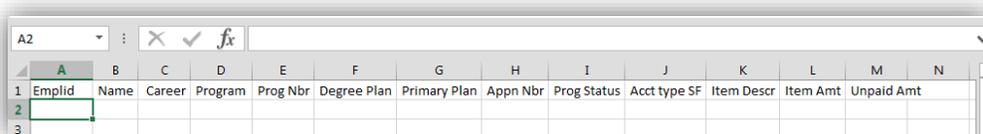
[Details](#)

7. Click the **View Log/Trace** link.

[View Log/Trace](#)

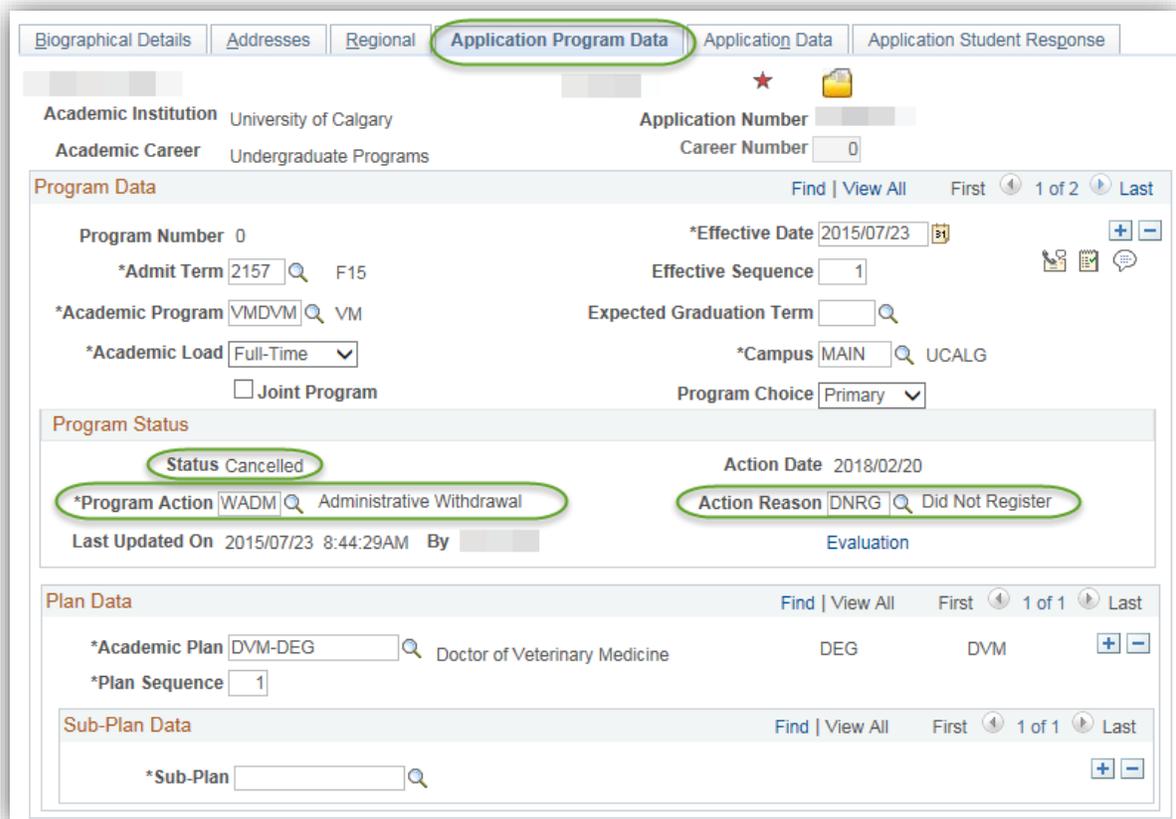
8. If this report is run in "Update Mode", an exception file will be generated with a list of students whose files could not be cancelled automatically. You will be prompted to Open, Save or Save As in excel.

9. The information will display for applicants who have been admitted but did not accept the offer of admission. **Note:** Information has been omitted for FOIP reasons.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Emplid	Name	Career	Program	Prog Nbr	Degree Plan	Primary Plan	Appn Nbr	Prog Status	Acct type SF	Item Descr	Item Amt	Unpaid Amt	
2														
3														

10. Application Maintenance > Maintain Applications screens:
When running the process in **Update mode** for the Admitted App Fee Paid process, this is what displays in Application Maintenance > Maintain Applications > Application Program Data tab.
The process has updated the system and the application will indicate a Program Status of Cancelled, Program Action WADM and Action Reason (DNRG) Did Not Register.



The screenshot displays the 'Application Program Data' tab in a web application. The interface includes several sections:

- Program Data:** Contains fields for Program Number (0), Admit Term (2157), Academic Program (VMDVM), Academic Load (Full-Time), Effective Date (2015/07/23), Effective Sequence (1), Expected Graduation Term, Campus (MAIN), and Program Choice (Primary).
- Program Status:** This section is highlighted with green circles. It shows 'Status Cancelled', '*Program Action WADM Administrative Withdrawal', and 'Action Reason DNRG Did Not Register'. The Action Date is 2018/02/20.
- Plan Data:** Shows *Academic Plan (DVM-DEG) and *Plan Sequence (1).
- Sub-Plan Data:** Shows *Sub-Plan.

Process # 3 Applicants App Fee Paid

The following steps will explain how to run a report for applicants that have paid the application fee; however, did not complete/or submit supporting documents required for admission.

1. Click the [Applicants App Fee Paid](#) link.

[Applicants App Fee Paid](#)

2. Enter a new value for the report otherwise press Search. Click the [Search](#) button.

3. Click the [Run](#) button.

4. Click the [OK](#) button.

5. See steps 8 through 18 in the Process #1 for details on running and reviewing the jobs. Check the process monitor to see the progress of the report.

Click the [Process Monitor](#) link.

[Process Monitor](#)

6. Once the report has been queued, processed and indicates success/posted clicking on the Details link navigates to the process monitor where you can open the report in excel.

Click the [Details](#) link.

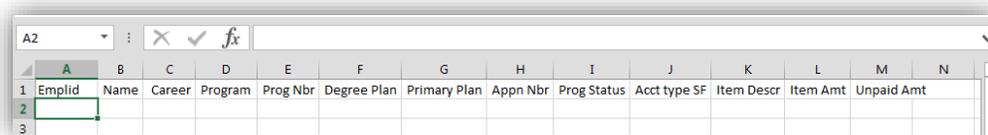
[Details](#)

7. Click the [View Log/Trace](#) link.

[View Log/Trace](#)

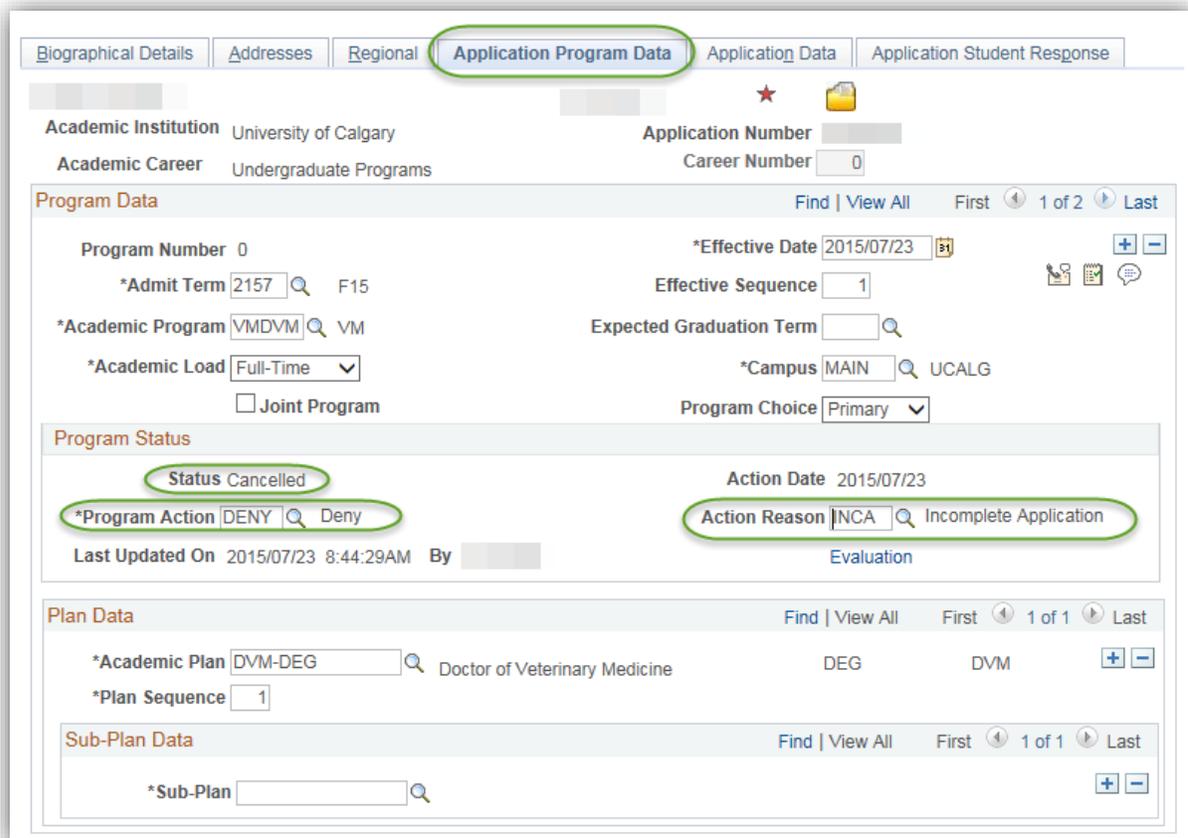
8. If this report is run in "Update Mode" an exception file will be generated with a list of students whose files could not be cancelled automatically. You will be prompted to Open, Save or Save As in excel.

9. The information will display for applicants who did not submit the required documents. **Note:** Information has been omitted for FOIP reasons.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Emplid	Name	Career	Program	Prog Nbr	Degree Plan	Primary Plan	Appn Nbr	Prog Status	Acct type SF	Item Descr	Item Amt	Unpaid Amt	
2														
3														

10. Application Maintenance > Maintain Applications screens:
When running the process in **Update mode** for the Applicants App Fee Paid process, this is what displays in Application Maintenance > Maintain Applications > Application Program Data tab. The process has updated the system and the application will indicate a Program Status of Cancelled, Program Action DENY and Action Reason (INCA) Incomplete Application.



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

Academic Institution University of Calgary Application Number [redacted]
Academic Career Undergraduate Programs Career Number 0

Program Data Find | View All First 1 of 2 Last

Program Number 0 *Effective Date 2015/07/23
*Admit Term 2157 F15 Effective Sequence 1
*Academic Program VMDVM VM Expected Graduation Term [redacted]
*Academic Load Full-Time *Campus MAIN UCALG
 Joint Program Program Choice Primary

Program Status

Status Cancelled Action Date 2015/07/23
*Program Action DENY Deny Action Reason INCA Incomplete Application
Last Updated On 2015/07/23 8:44:29AM By [redacted] Evaluation

Plan Data Find | View All First 1 of 1 Last

*Academic Plan DVM-DEG Doctor of Veterinary Medicine DEG DVM
*Plan Sequence 1

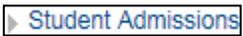
Sub-Plan Data Find | View All First 1 of 1 Last

*Sub-Plan [redacted]

Cancel an Application

The next part of this lesson will explain how to cancel the application from maintain applications. Cancelling the checklists will stop the information from showing on the “To Do” list in the Student Centre. This resolves the problem of outdated items being requested when a student reapplies to the UofC.

If, after running the previous processes, you need to manually cancel any application follow these instructions:

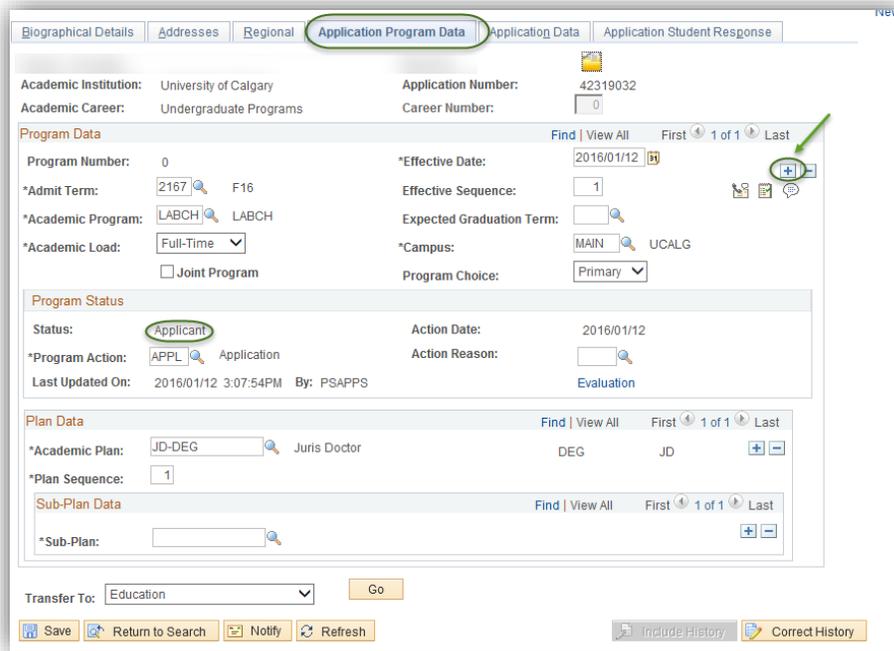
1. Click the **Student Admissions** link.

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

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

4. Enter the (UCID) number, the applicable career (Grad, UGRD, etc.) and/or any other desired search criteria and press Search or Enter.
Click the **Search** button.

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


- To clean up applications for applicants that did not submit their application fee, follow the next steps. In order to cancel the application, add a new effective dated 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: 42319032
Academic Career: Undergraduate Programs Career Number: 0

Program Data Find | View All First 1 of 1 Last

*Program Number: 0 *Effective Date: 2016/01/12
*Admit Term: 2167 F16 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: 2016/01/12
*Program Action: APPL Application Action Reason:
Last Updated On: 2016/01/12 3:07:54PM By: PSAPPS Evaluation

Plan Data Find | View All First 1 of 1 Last

*Academic Plan: JD-DEG Juris Doctor DEG JD
*Plan Sequence: 1

Sub-Plan Data Find | View All First 1 of 1 Last

*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Include History Correct History

- Click the **Look up Program Action** button.



- Click the **DENY** link.

DENY

Look Up Program Action
✕

[Help](#)

Program Action:

Description:

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ◀ 1-16 of 16 ▶ Last

Program Action	Description
ADM	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

- The status will change to cancelled reflecting the Deny option selected. Click the **Look up Action Reason** button.

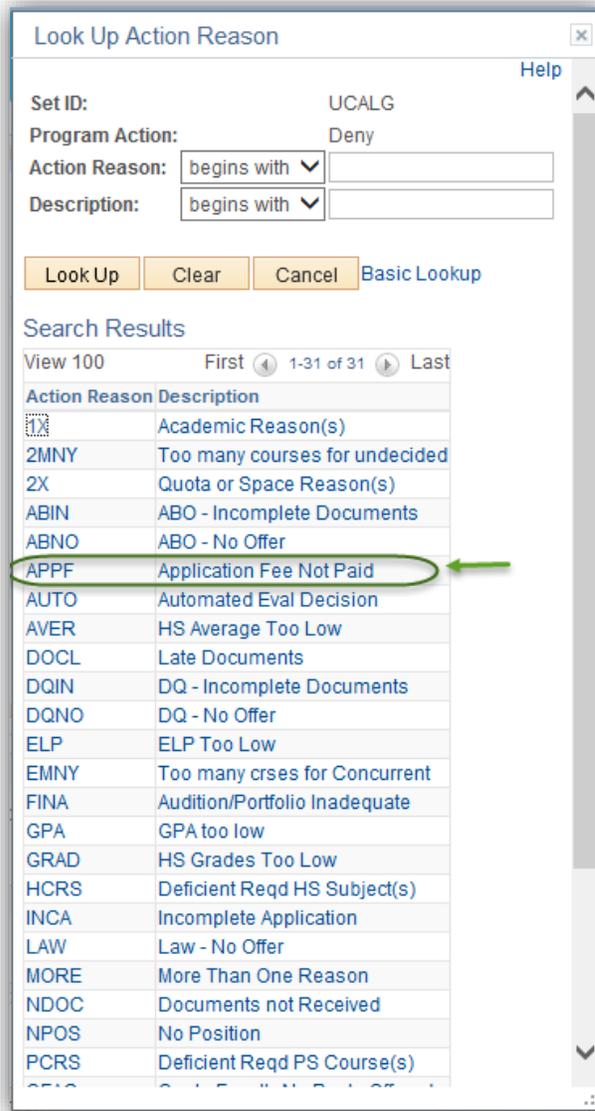


Application Clean-Up

SA – Processing Applications

10. Select APPF Application Fee Not Paid when denying a student that has not paid the application fee. Click the **APPF** link.

APPF



Look Up Action Reason

Set ID: UCALG

Program Action: Deny

Action Reason: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-31 of 31 Last

Action Reason	Description
2MNY	Too many courses for undecided
2X	Quota or Space Reason(s)
ABIN	ABO - Incomplete Documents
ABNO	ABO - No Offer
APPF	Application Fee Not Paid
AUTO	Automated Eval Decision
AVER	HS Average Too Low
DOCL	Late Documents
DQIN	DQ - Incomplete Documents
DQNO	DQ - No Offer
ELP	ELP Too Low
EMNY	Too many crses for Concurrent
FINA	Audition/Portfolio Inadequate
GPA	GPA too low
GRAD	HS Grades Too Low
HCRS	Deficient Reqd HS Subject(s)
INCA	Incomplete Application
LAW	Law - No Offer
MORE	More Than One Reason
NDOC	Documents not Received
NPOS	No Position
PCRS	Deficient Reqd PS Course(s)

11. Once the program action is DENY and the action reason is entered APPF Application Fee Not Paid save the changes. Click the **Save** button.

Save

12. To clean up applications for applicants that have been admitted but did not accept the offer of admission follow these next steps. Click the **Add a new row** button.



13. Click the **Look up Program Action** button.



14. Click the **WADM** link.

[WADM](#)

Look Up Program Action Help

Program Action:

Description:

[Basic Lookup](#)

Search Results

View 100 First 1-16 of 16 Last

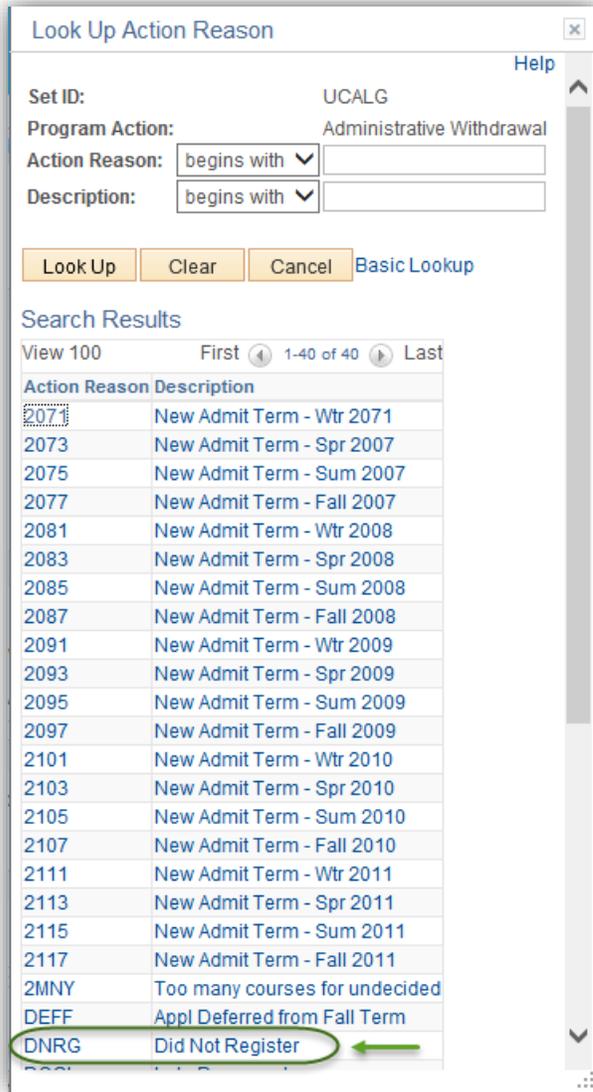
Program Action	Description
ADM	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative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

15. Status will change to cancelled reflecting the program action of WADM Administrative Withdrawal. Click the **Look up Action Reason** button.



16. Select the DNRG Did Not Register action reason. Click the **DNRG** link.

[DNRG](#)



Look Up Action Reason

Set ID: UCALG

Program Action: Administrative Withdrawal

Action Reason: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-40 of 40 Last

Action Reason	Description
2071	New Admit Term - Wtr 2071
2073	New Admit Term - Spr 2007
2075	New Admit Term - Sum 2007
2077	New Admit Term - Fall 2007
2081	New Admit Term - Wtr 2008
2083	New Admit Term - Spr 2008
2085	New Admit Term - Sum 2008
2087	New Admit Term - Fall 2008
2091	New Admit Term - Wtr 2009
2093	New Admit Term - Spr 2009
2095	New Admit Term - Sum 2009
2097	New Admit Term - Fall 2009
2101	New Admit Term - Wtr 2010
2103	New Admit Term - Spr 2010
2105	New Admit Term - Sum 2010
2107	New Admit Term - Fall 2010
2111	New Admit Term - Wtr 2011
2113	New Admit Term - Spr 2011
2115	New Admit Term - Sum 2011
2117	New Admit Term - Fall 2011
2MNY	Too many courses for undecided
DEFF	Appl Deferred from Fall Term
DNRG	Did Not Register

17. Once the program action is WADM Administrative Withdrawal and the action reason is DNRG Did Not Register, save the changes. Click the **Save** button.

 Save

18. To clean up applications for applicants that paid the application fee but did not submit supporting documents follow these next steps. Click the **Add a new row** button.



19. Click the **Look up Program Action** button.



20. Click the **DENY** link.

DENY

Look Up Program Action
Help

Program Action:

Description:

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ◀ 1-16 of 16 ▶ Last

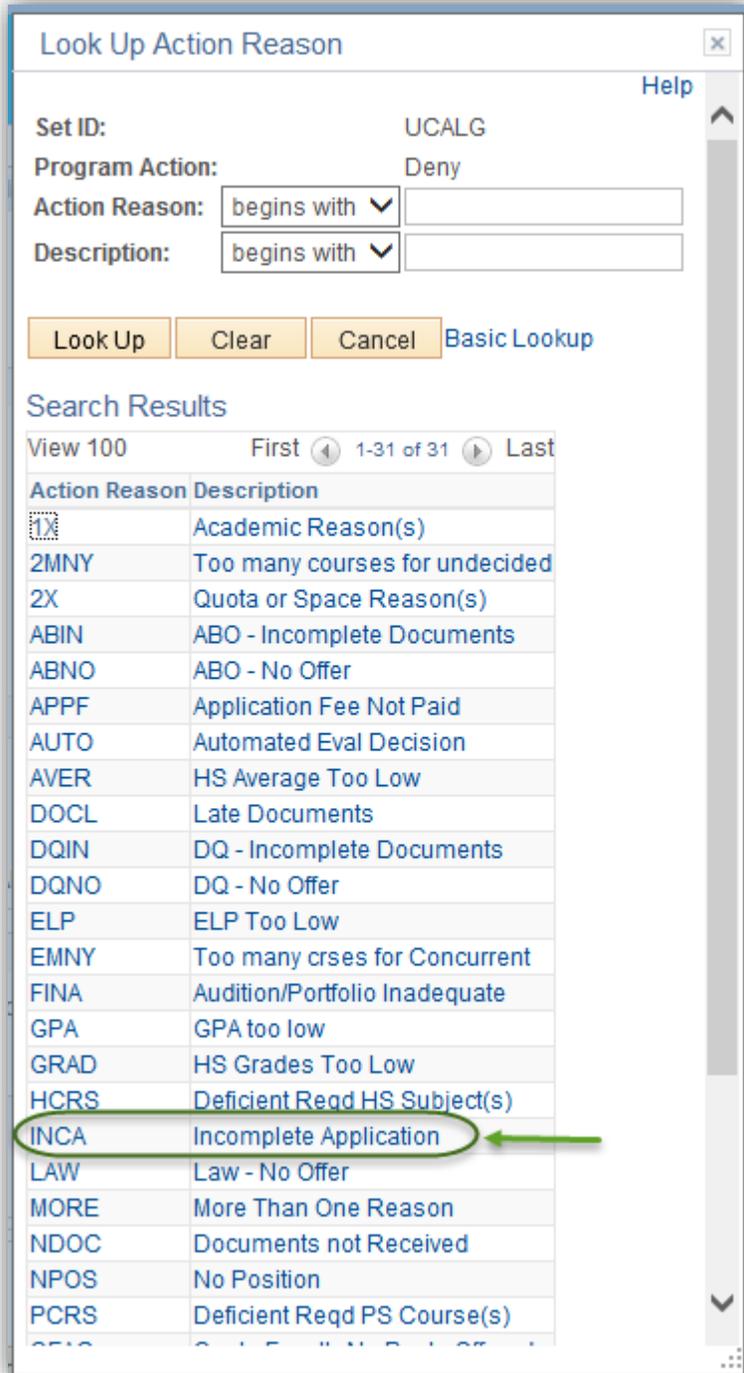
Program Action	Description
ADMT	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny ←
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative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

21. Click the **Look up Action Reason** button.



22. For the action reason select INCA - Incomplete Application. Click the [INCA](#) link.

[INCA](#)



Look Up Action Reason

Set ID: UCALG

Program Action: Deny

Action Reason: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-31 of 31 Last

Action Reason	Description
<input checked="" type="checkbox"/>	Academic Reason(s)
2MNY	Too many courses for undecided
2X	Quota or Space Reason(s)
ABIN	ABO - Incomplete Documents
ABNO	ABO - No Offer
APPF	Application Fee Not Paid
AUTO	Automated Eval Decision
AVER	HS Average Too Low
DOCL	Late Documents
DQIN	DQ - Incomplete Documents
DQNO	DQ - No Offer
ELP	ELP Too Low
EMNY	Too many crses for Concurrent
FINA	Audition/Portfolio Inadequate
GPA	GPA too low
GRAD	HS Grades Too Low
HCRS	Deficient Req'd HS Subject(s)
INCA	Incomplete Application
LAW	Law - No Offer
MORE	More Than One Reason
NDOC	Documents not Received
NPOS	No Position
PCRS	Deficient Req'd PS Course(s)

23. Once the program action is DENY and the action reason is INCA Incomplete Application, save the changes. Click the **Save** button.



End of Procedure

For the corresponding online learning consult the Student and Enrolment Services website > Student Administration (PeopleSoft Campus Solutions).