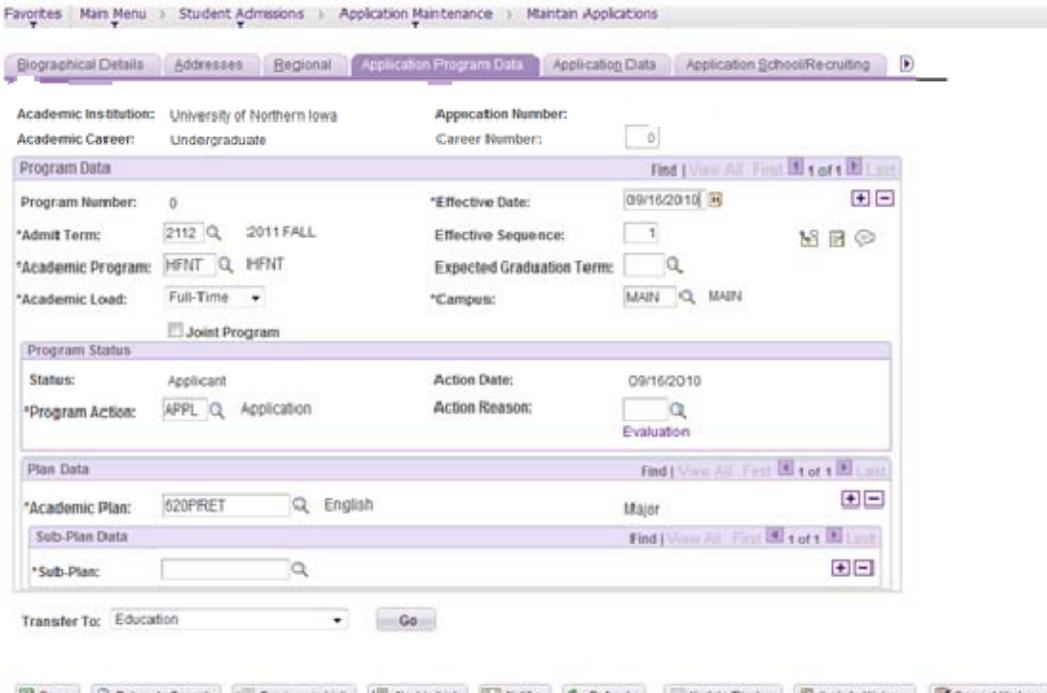


## Admitting an Applicant Manually

**Purpose:** As applicants are denied or offered admission to UNI, you must update the **Program Action** field on the individual's **Application Program Data** page. The system recognizes that an application decision has been made when the **Program Action** field has been changed.

When a person initially applies, the program action is **Application**. After we have completed the evaluation process, the applicant's program action can be updated. To enter new program actions, you must add effective-dated rows (on the **Application Program Data** page), enabling you to maintain a history of previous actions.

Step	Action
1.	<p>Navigate to the <b>Application Program Data</b> page for the student you wish to admit.</p> <p>Select <b>Main Menu &gt; Student Admissions &gt; Application Maintenance &gt; Maintain Applications</b>. Enter the appropriate search criteria. Click the <b>Search</b> button.</p>
2.	<p>Select the <b>Application Program Data</b> tab.</p> 
3.	<p>In the Program Data section, click the <b>Add Row</b> button. </p>

Step	Action																												
4.	<p>Change the <b>Program Action</b> to Admit.</p> <div data-bbox="354 373 1419 506" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Program Status</b></p> <p>Status: Admitted      Action Date: 09/21/2010</p> <p>*Program Action: <span style="border: 1px solid #ccc; padding: 2px;">ADMT</span> <input type="text"/> Admit      Action Reason: <input type="text"/> <input type="text"/> Evaluation</p> </div>																												
5.	<p>Select the appropriate <b>Action Reason</b>. The <b>Action Reason</b> values are dynamic as they change with each <b>Program Action</b> selected.</p> <div data-bbox="354 688 1419 821" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Program Status</b></p> <p>Status: Admitted      Action Date: 09/21/2010</p> <p>*Program Action: <span style="border: 1px solid #ccc; padding: 2px;">ADMT</span> <input type="text"/> Admit      Action Reason: <span style="border: 1px solid #ccc; padding: 2px;">ADM</span> <input type="text"/> Admit - Standard Evaluation</p> </div> <p><i>Note:</i> Please be very careful as you select the Action Reason. The reasons that are specific to International Admits will have an “I” as the first character of the Action Reason Code and Description.</p> <p><i>Examples:</i></p> <table border="1" data-bbox="354 1031 1049 1304"> <thead> <tr> <th>SetID</th> <th>Program Action</th> <th>Action Reason</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>UNICS</td> <td>Admit</td> <td>ADM</td> <td>Admit - Standard</td> </tr> <tr> <td>UNICS</td> <td>Admit</td> <td>CNX</td> <td>Conversion X</td> </tr> <tr> <td>UNICS</td> <td>Admit</td> <td>IA01</td> <td>I Admit - Standard</td> </tr> <tr> <td>UNICS</td> <td>Admit</td> <td>IA02</td> <td>I Admit - Transient</td> </tr> <tr> <td>UNICS</td> <td>Admit</td> <td>IA04</td> <td>I Admit - NonDegree GRAD</td> </tr> <tr> <td>UNICS</td> <td>Admit</td> <td>IA05</td> <td>I Admit - Saudi - Standard</td> </tr> </tbody> </table>	SetID	Program Action	Action Reason	Description	UNICS	Admit	ADM	Admit - Standard	UNICS	Admit	CNX	Conversion X	UNICS	Admit	IA01	I Admit - Standard	UNICS	Admit	IA02	I Admit - Transient	UNICS	Admit	IA04	I Admit - NonDegree GRAD	UNICS	Admit	IA05	I Admit - Saudi - Standard
SetID	Program Action	Action Reason	Description																										
UNICS	Admit	ADM	Admit - Standard																										
UNICS	Admit	CNX	Conversion X																										
UNICS	Admit	IA01	I Admit - Standard																										
UNICS	Admit	IA02	I Admit - Transient																										
UNICS	Admit	IA04	I Admit - NonDegree GRAD																										
UNICS	Admit	IA05	I Admit - Saudi - Standard																										
6.	Click the <b>Save</b> button.																												