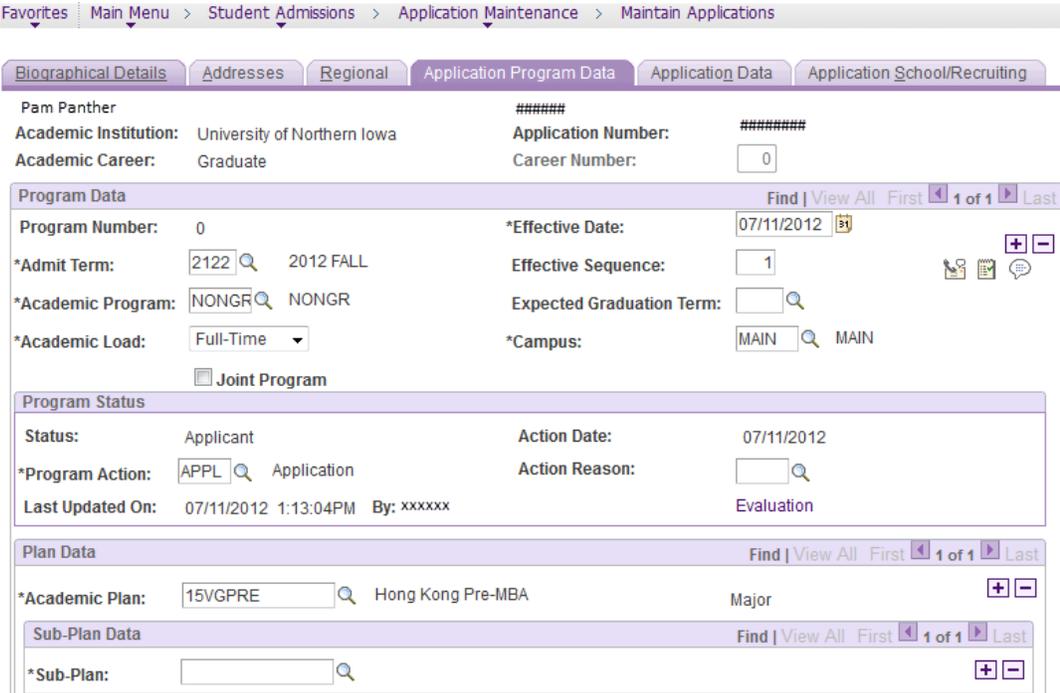


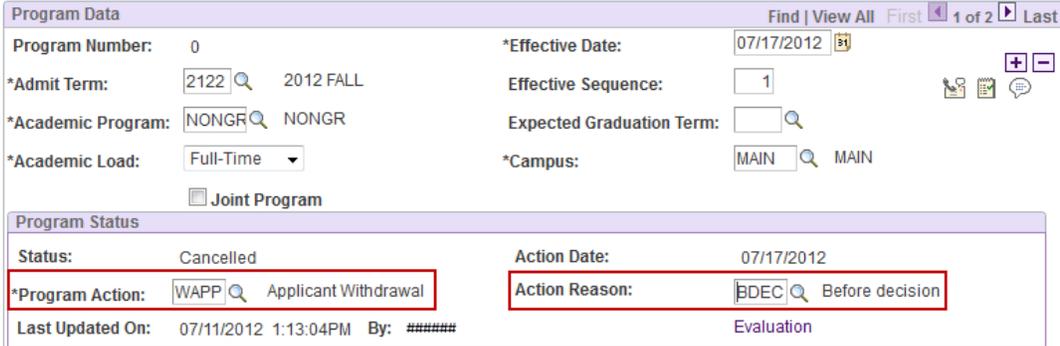
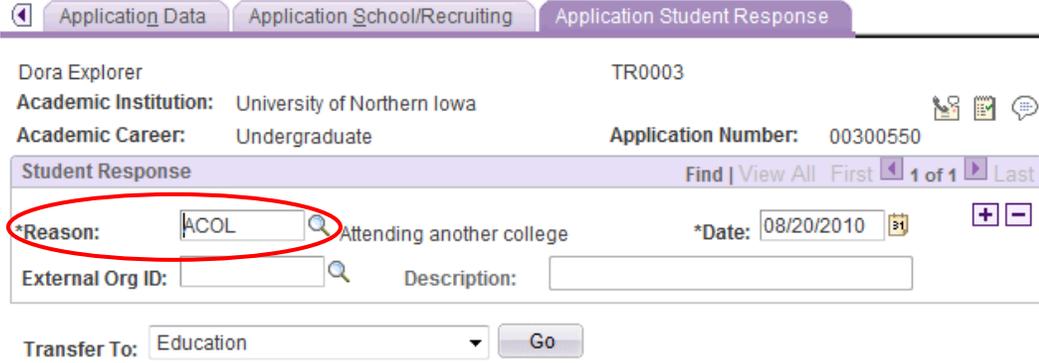
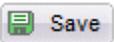
CS – Canceling a Graduate Application

Complete the below action when a student requests cancelation of their application. Follow the appropriate process based on the application status:

- Canceling Graduate Application PRE-Matriculation
- Canceling Graduate Application POST-Matriculation (before Registration)

Canceling a Graduate Application PRE-Matriculation

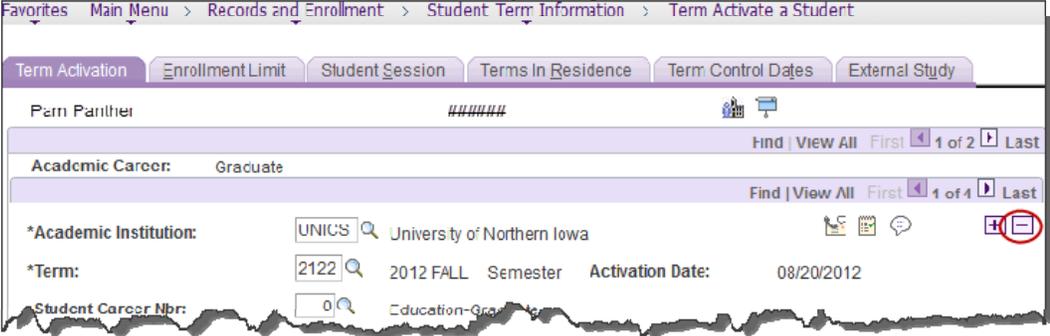
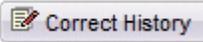
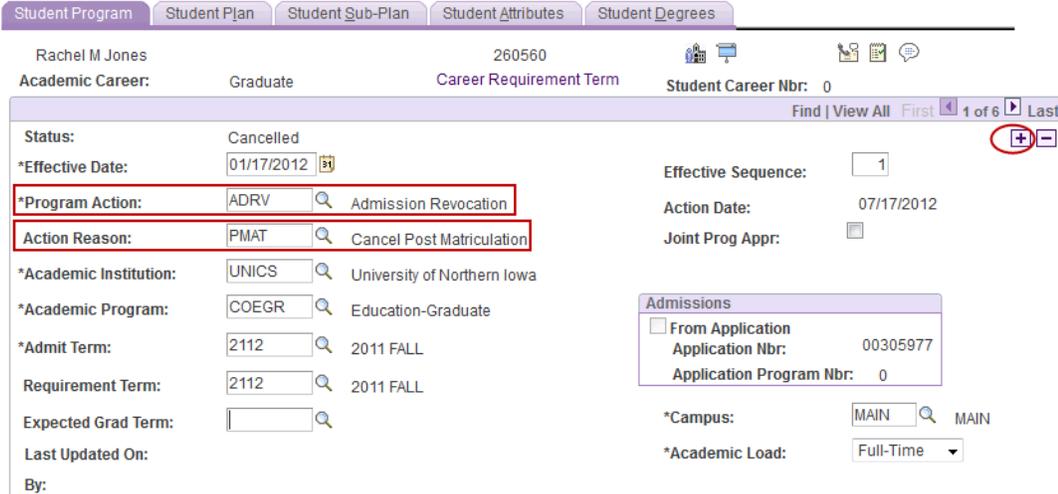
Step	Action
1.	<p>Access the student’s application. Navigate to: Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the <i>Application Program Data</i> tab.</p> 
2.	<p>In the Program Data section, click the Add a New Row button </p> 

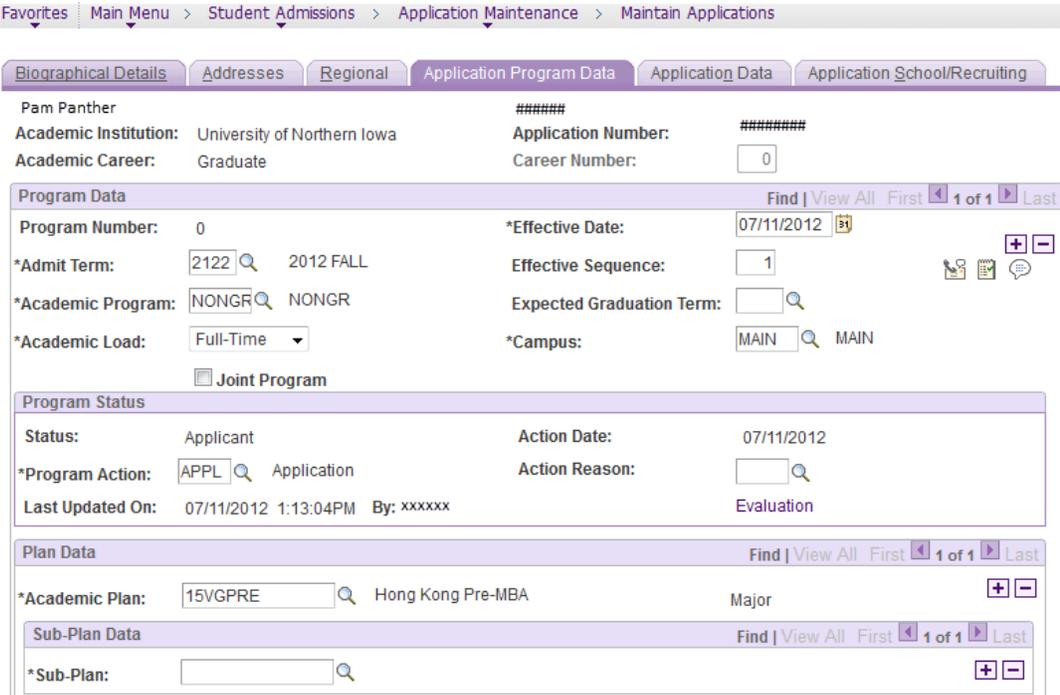
Step	Action
3.	<p>In the Program Status section, select the following:</p> <ul style="list-style-type: none"> • Program Action: WAPP (Applicant Withdrawal) • Action Reason: BDEC (Before decision) or ADEC (After decision) 
4.	<p>Click the Show following tabs icon  to view the <i>Application Student Response</i> tab.</p> 
5.	<p>Select the <i>Application Student Response</i> tab.</p>
6.	<p>Select the reason for the cancelation in the Reason field.</p>  <p><i>Note:</i> If ACOL (Attending another college) is selected, enter the college in the External Org ID field. Use the Description box to enter additional details.</p>
7.	<p>Click the Save button .</p>

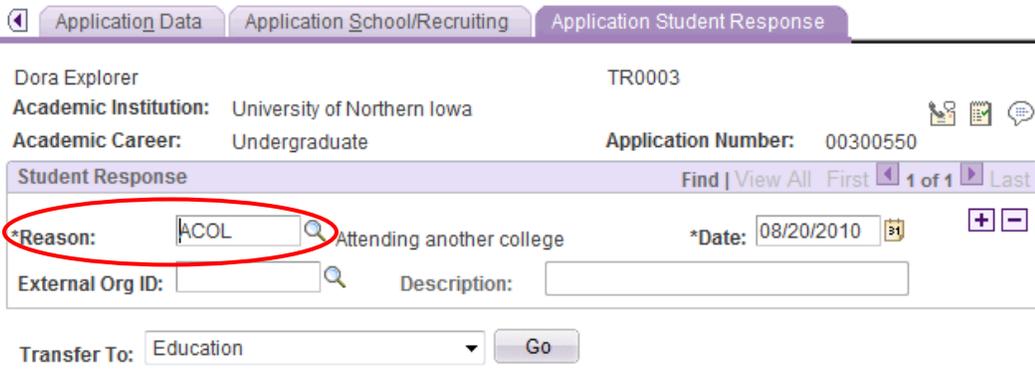
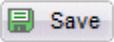
Important: If you received notification directly from the student, communication must be stopped in CRM.

Canceling a Graduate Application POST-Matriculation (Before Registration)

NOTE: Step 2 can only be done using Correct History and at this time Joy Thorson is the only person in Admissions who is able to do this. If she is not available Jennifer Suchan or Patti Rust from the Registrar's Office would be able to help.

Step	Action
1.	<p>Remove the term activation for the current term. Navigate to: Main Menu > Records & Enrollment > Student Term Information > Term Activate a Student.</p> <p>Delete the current term activation row by using the Delete Row button. </p> 
2.	<p>Revoke the student's admission. Navigate to: Main Menu > Records & Enrollment > Career & Program Information > Student Program/Plan.</p> <p>Click the Correct History button </p> <p><i>Note:</i> Only authorized staff will have access to correct history.</p>
3.	<p>Click the Add a New Row button.</p> <ul style="list-style-type: none"> • Add Program Action “ADRV” (Admission Revocation) • With Action Reason “PMAT” (Cancel Post Matriculation) 

Step	Action
4.	<p>Access the student’s application. Navigate to: Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the <i>Application Program Data</i> tab.</p> 
5.	<p>In the Program Data section, click the Add a New Row button </p> 
6.	<p>In the Program Status section, select the following:</p> <ul style="list-style-type: none"> • Program Action: WAPP (Applicant Withdrawl) • Action Reason: ADEC (After decision)
7.	<p>Click the Show following tabs icon  to view the <i>Application Student Response</i> tab.</p> 
8.	<p>Select the <i>Application Student Response</i> tab.</p>

Step	Action
9.	<p>Select the reason for the cancelation in the Reason field.</p>  <p><i>Note:</i> If ACOL (Attending another college) is selected, enter the college in the External Org ID field. Use the Description box to enter additional details.</p>
10.	<p>Click the Save button  .</p>

Important: If you received notification directly from the student, communication must be stopped in CRM.