



# ADMINISTRATIVE TECHNOLOGIES

*Illinois State University*

## Admissions Program Action/Status Definitions

### **Application:**

Campus Solutions

### **Audience:**

Admissions

### **Objective:**

In this topic, you will learn the **Definitions of Program Actions and Program Status on a student record**.

As applicants move through the admissions process, you must take action on their academic program and update their program status.

Program status is the high level relationship a person has with an academic program. When you select a program action to change an applicant's program data, the program status often changes. Thus, the Program Action field on the Application Program Data page contains different rows of program data for a student. For example, a student goes from being an applicant to being admitted.

A program action is a change to a person's program data. An action reason indicates why a particular program action was taken or offers a further description of the program action. For example, you can record that an applicant has withdrawn an application for an academic program.

### **Before you Begin:**

To sign in to Campus Solutions, go to [sis.illinoisstate.edu](http://sis.illinoisstate.edu). Once there, click the **Please click here to PeopleSoft logon page** link. Then, you will be prompted to log in with your ULID and password.

Once you log in, the options on your screen will depend on your security access.

If you are unable to log in, contact the Technology Support Center (TSC) at (309)438-HELP(4357), [supportcenter@illinoisstate.edu](mailto:supportcenter@illinoisstate.edu), or [ITHelp.IllinoisState.edu](http://ITHelp.IllinoisState.edu).



# ADMINISTRATIVE TECHNOLOGIES

*Illinois State University*

Step	Action
1.	For your reference, the program actions and program statuses relevant to admissions are explained in the following pages:

If you Select this Program Action:	The System Updates the Program Status to:
Application Readmit Application Reconsideration	Applicant
Waitlist Waitlist Offer	Waitlisted
Admit Conditional Admit	Admitted
Admission Revocation Deny Administrative Withdrawal Applicant Withdrawal	Cancelled
Intention to Matriculate	Prematriculant
Matriculation	Active
Data Change Defer Decision Defer Enrollment Plan Change Program Change	The same Program Status as the previous row.



# ADMINISTRATIVE TECHNOLOGIES

*Illinois State University*

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
<b>ADMT_Admit</b>	A person has been evaluated and admitted into an academic program.	When a person has a status of admitted or higher, depending on your application center setup, the Deposits link becomes available for input. If, in your application center, you use a deposit fee code that requires you to calculate a deposit, you must calculate an enrollment deposit before you can save the page. If your application's deposit fee code does not require you to calculate a deposit, or if you do not have a deposit fee code associated with your application center, you are not required to calculate a deposit. If an application was given a status of admit through the Application Status Update process, you can run the Calculate Deposits process to calculate an enrollment deposit for those applications.
<b>ADRV_Admission Revocation</b>	A person was admitted into an academic program, but it was later determined that the person did not qualify for admission. The individual was assigned a Cancelled status from an Admitted or Active status.	When revoking admission for a person who has a current action of Matriculation, and therefore an Active status, you must go to Records and Enrollment to take this action on the Student Program/Plan component. When you revoke admission from Records and Enrollment, the Student program information is deleted and your application information is updated as Cancelled Due to Admission Revocation. If the person never had an action of matriculation, you can add an Admission Revocation action directly in PeopleSoft Recruiting and Admissions.

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
<b>APPL_Application</b>	A person has an application that is under consideration by an academic program.	None.
<b>COND_Conditional Admit</b>	A person has been evaluated and accepted into an academic program on a conditional basis. Along with a Conditional Admit action you can assign a checklist code to help track the outstanding requirements for the conditions of admission.	Same as for Admit.
<b>DATA_Data Change</b>	Data relative to an applicant's academic program was changed. This action records the fact that a change was made.	None.
<b>DDEF_Defer Decision</b>	An evaluation was performed on an application, but a decision was not made. This action records the fact that an application has been evaluated. For example, a person applies under an early notification plan. The person is evaluated but does not meet the early decision criteria. The final decision is deferred until the regular decision deadline.	None.



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<b>DEFR_Defer Enrollment</b>	A person has been admitted and may be active for one admit term but will actually enroll in a later admit term. This action enables you to change the admit term for the applicant and record that he or she is deferring enrollment.	None.
<b>DEIN_Intention to Matriculate</b>	A person has indicated intent to matriculate, but has not completed all the steps to become an active student. Reasons can be defined to clarify why the candidate is changed from an admitted status to a Prematriculant status. For example, if you require that an admitted student submit multiple deposits to secure a place in the class, after the first deposit is received, you might indicate an intention to matriculate action with a reason of First Deposit.	None.
<b>DENY_Deny</b>	A person has been denied admission to an academic program.	None.

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
<b>MATR_Matriculation</b>	A person has completed all necessary steps to become an active student in an academic program.	When you enter an action of Matriculation, you must click the Create Program button that creates a record for this person in PeopleSoft Student Records. You can not save the page until you click this button. After you matriculate the applicant, the component is saved. Also, all fields become unavailable for input because this person now belongs to PeopleSoft Student Records.
<b>PLNC_Plan Change</b>	The academic plan to which an applicant is applying was changed.	None.
<b>PRGC_Program Change</b>	The academic program to which an applicant is applying was changed.	None.



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Illinois State University

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<b>RAPP_Readmit Application</b>	A person has applied to reenter a student career and academic program for which he or she already has a student record.	When you choose this action, the Career Number field becomes available for input. You must select which student record should be populated with the readmit information if the student ends up enrolling again. Additionally, if you enter this action, the admit type you enter on the Application Data page must be one associated with readmit processing.
<b>RECN_Reconsideration</b>	A person who has a cancelled status for the academic program, but is being reconsidered for admission in the same applicant pool.	After an action of reconsideration is taken, you can admit the applicant. You cannot take an action of Admit if the program status is Cancelled. You must first select a Reconsideration action.
<b>WADM_Administrative Withdrawal</b>	A person's application to an academic program has been withdrawn from consideration for admission or from enrollment in a class. This can be done before or after an action of admit has been taken or after the applicant has achieved active status. In addition, reasons can be created to clarify when or why the application was withdrawn.	None.

Admissions Program Action	Explanation	Additional Steps or Requirements Caused by this Action
<b>WAIT_Waitlist</b>	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. For example, there may not be enough space in the class. The candidate is currently active on the waitlist.	None.
<b>WAOF_Waitlist Offer</b>	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. The candidate has been offered a place on a waitlist, but has not accepted that offer.	None.
<b>WAPP_Applicant Withdrawal</b>	A person has withdrawn from consideration for admission or from the entering class. Reasons can be created to clarify when or why the withdrawal occurred. For example, an action of applicant withdrawal with Before Decision as the reason indicates the individual withdrew early enough in the process that no admission decision had been made. A Waitlist Withdrawal reason indicates someone who did not want to accept a place on the waitlist.	None.



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Contact the AT Training team [ATtraining@ilstu.edu](mailto:ATtraining@ilstu.edu)

**To view more instructional documents and training videos, or to sign up for workshops:**

Visit [AT.IllinoisState.edu/Training](http://AT.IllinoisState.edu/Training)