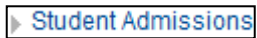


Use the following process to manually deny a student for any other reason than low GPA. Deny has to be completed on application maintenance in order to record the reason for denial.

1.



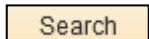
2. Click the **Application Maintenance** link.



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




4. Enter applicable search criteria and press Search or Enter.  
Click the **Search** button.



### Maintain Applications

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



# Change of Program

8. A list of Program Actions displays the options available. For example click the **DENY** link.

**DENY**

Look Up Program Action [Help](#)

Program Action: begins with

Description: begins with

Buttons: [Look Up](#) [Clear](#) [Cancel](#) [Close](#)

Search Results

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Program Action	Description
<b>ADMT</b>	Admit
ADRV	Admission F
APPL	Application
COND	Conditional
DATA	Data Chang
DEFR	Defer Enroll
DEIN	Intention to
<b>DENY</b>	Deny
MATR	Matriculation
RAPP	Readmit Applica
RECN	Reconsideration
WADM	Administrative W
WAIT	Waitlist

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





11. When the Program Action and Action Reason have been entered save the change. A communication record will not be sent automatically; an email must be sent.

Click the **Save** button.



**End of Procedure.**

For the corresponding online learning consult [www.ucalgary.ca/itraining](http://www.ucalgary.ca/itraining)