

The steps are necessary to manually accept an Offer of Admission when a student is struggling to accept their Offer of Admission due to technical issues. Admissions staff are able to accept the Offer of Admission on behalf of the student to facilitate the process. To complete this the Application Program Data is updated to a status of Intent to Matriculate. The student must still pay the Admission Deposit. **IMPORTANT:** Do not matriculate the student when the deposit remains outstanding. Intent to matriculate will ensure they do not register for courses without having paid their Admission Deposit.

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

[Student Admissions](#)

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

[Application Maintenance](#)

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

[Maintain Applications](#)

4. Enter applicable search criteria for the student (id, etc.) and press Search or Enter.  
Click the **Search** button.

### Maintain Applications

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

▼ Search Criteria

Application Nbr:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
ID:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Academic Institution:	= ▼	UCALG	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Academic Career:	begins with ▼	UGRD	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Application Program Nbr:	= ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Academic Program:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Admit Term:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Application Center:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Campus ID:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
National ID:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
Last Name:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>
First Name:	begins with ▼	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="🔍"/>

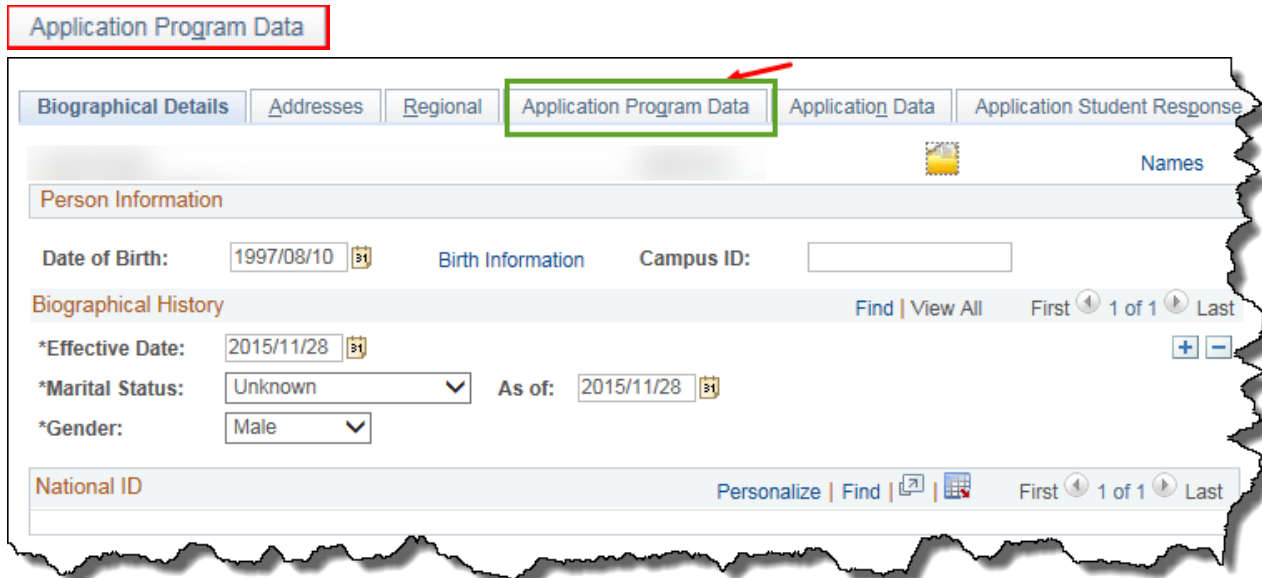
Include History    Correct History    Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

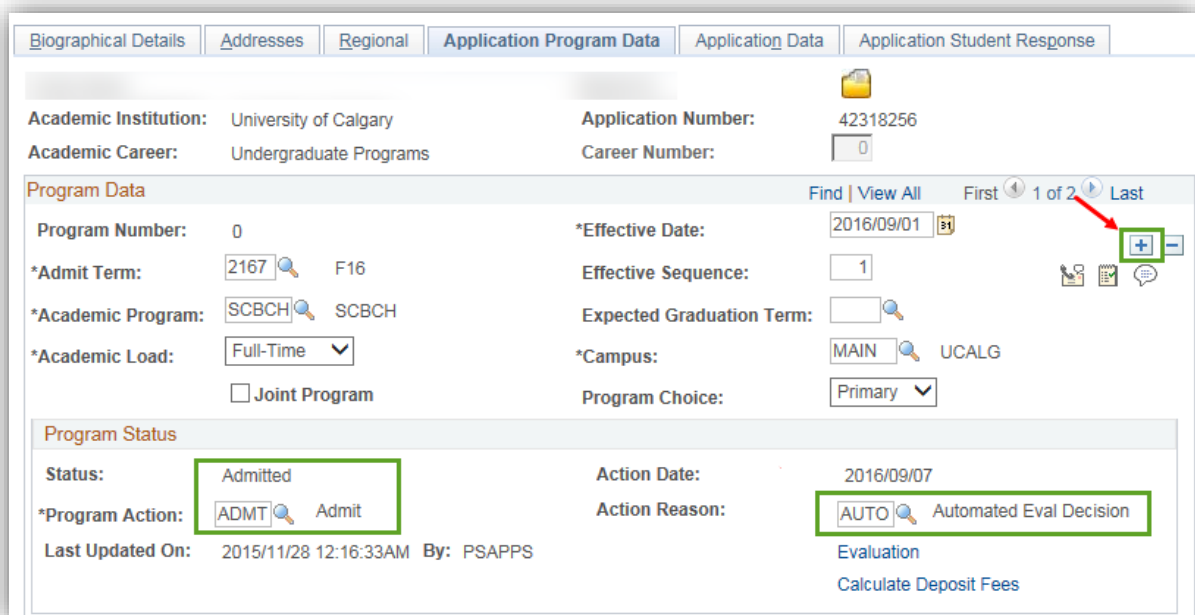
# Accept an Offer of Admission for a Student (Intent to Matriculate)

SA - Admission Deposit

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



6. Note the student's program status is Admitted. To manually update the Program Status to **DEIN (Intent to Matriculate)** you must add a new row. This will accept the Offer of Admission for the student; however, the student must still pay the Admission Deposit in order to matriculate. Click the **Add a new row** button.

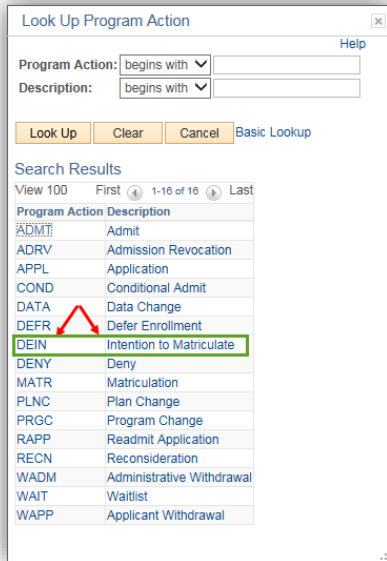


7. Click the **Look up Program Action** button.



8. Select **DEIN - Intention to Matriculate** from the Program Action Search Results. Click the **DEIN** link.

**DEIN**



Look Up Program Action

Program Action: begins with  
Description: begins with

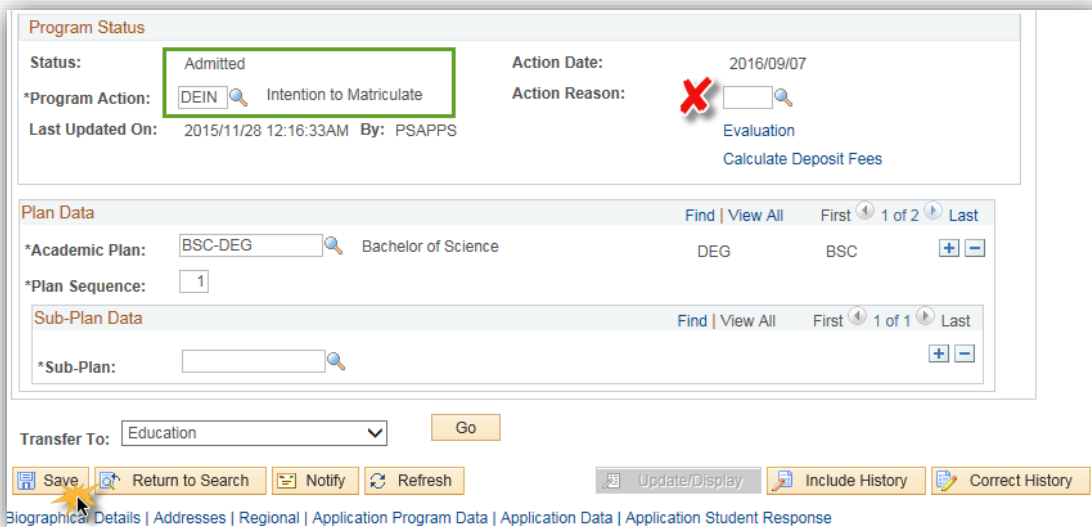
Look Up Clear Cancel Basic Lookup

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
REC�	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

9. The Program Status reflects Admitted and there is no requirement to enter an action reason. Click the **Save** button.

**Save**



Program Status

Status: Admitted  
\*Program Action: DEIN Intention to Matriculate  
Last Updated On: 2015/11/28 12:16:33AM By: PSAPPS

Action Date: 2016/09/07  
Action Reason: Evaluation  
Calculate Deposit Fees

Plan Data Find | View All First 1 of 2 Last  
\*Academic Plan: BSC-DEG Bachelor of Science DEG BSC  
\*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 Update/Display Include History Correct History

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

### End of Procedure.

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