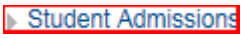
Accept an Offer of Admission for a Student (Intent to Matriculate)

SA - Admission Deposit

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.

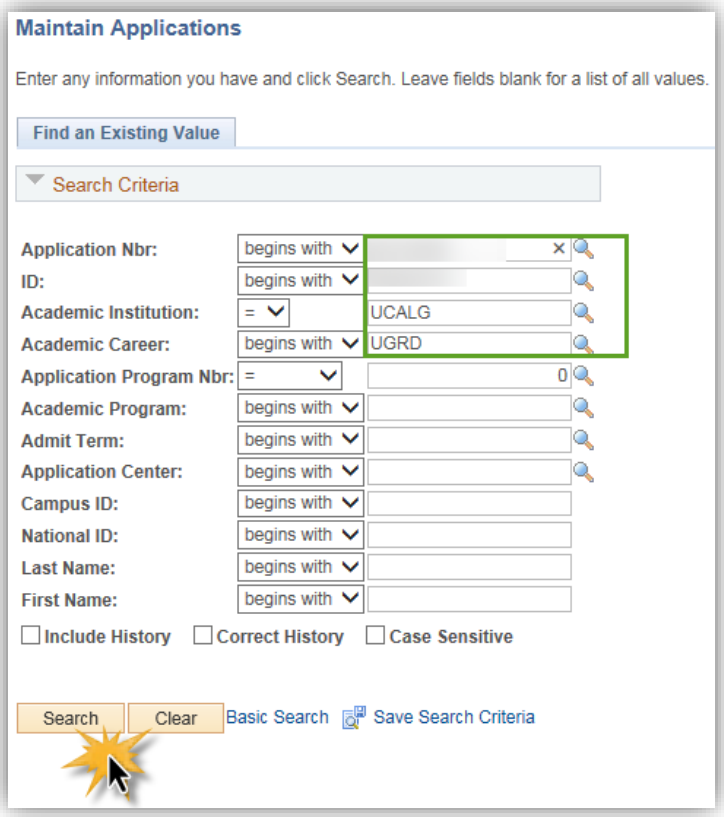
1. Click the **Student Admissions** link.

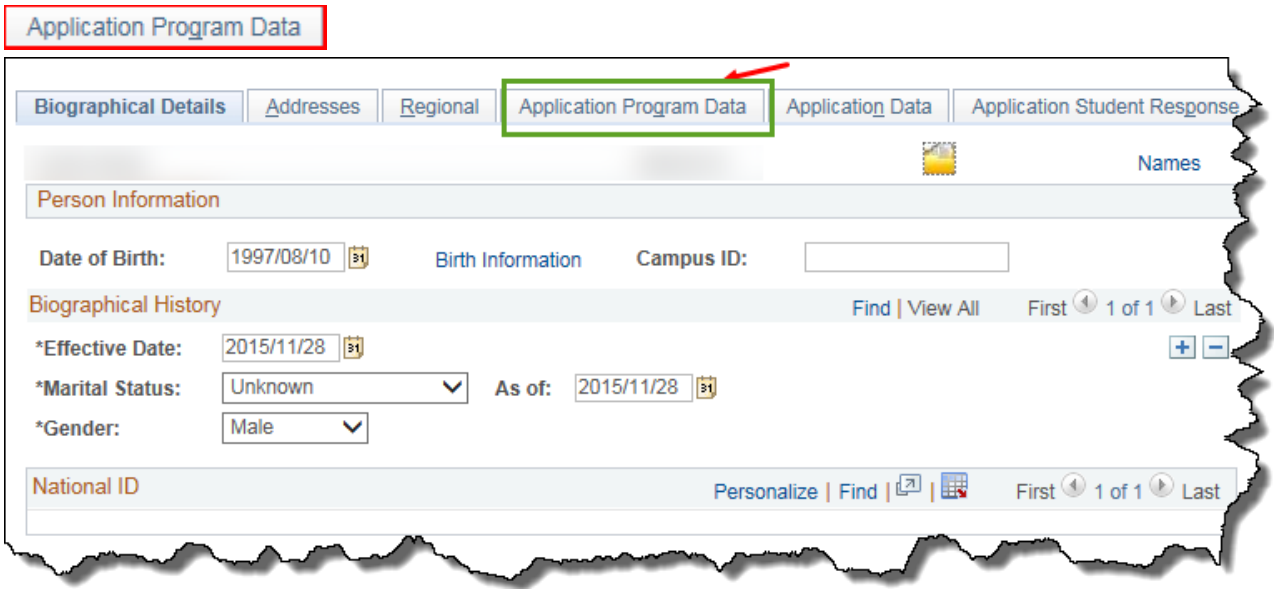
2. Click the **Application Maintenance** link.

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

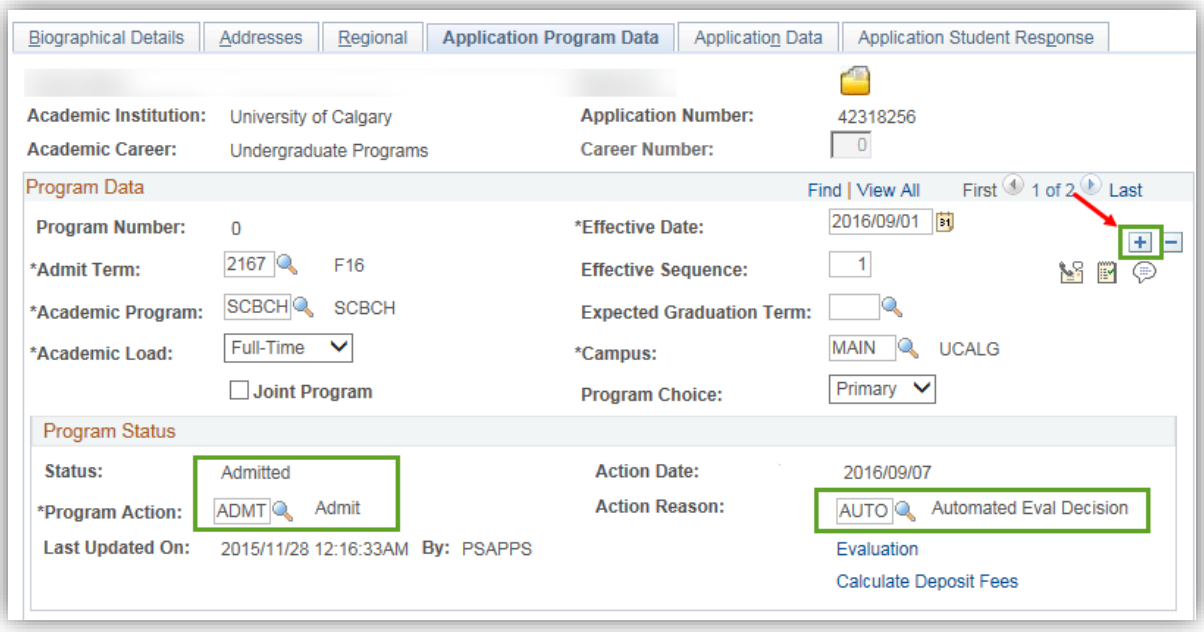
4. Enter applicable search criteria for the student (id, etc.) and press Search or Enter.
   Click the **Search** button.



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



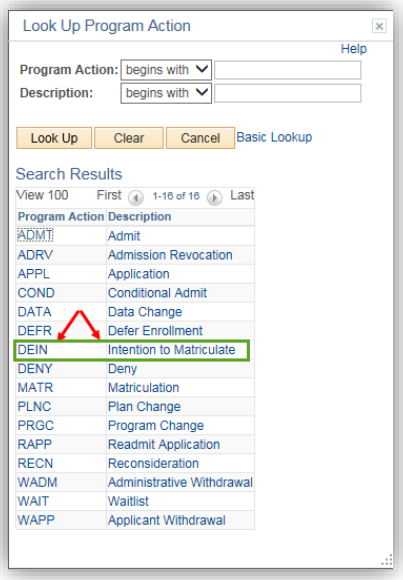
6. Note the students program status is Admitted. To manually update the Program Status to **DEIN (Intent to Matriculate)** you must add a new row. This will accept the Offer of Admission for the student; however the student must still pay the Admission Deposit in order to matriculate.
Click the **Add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



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

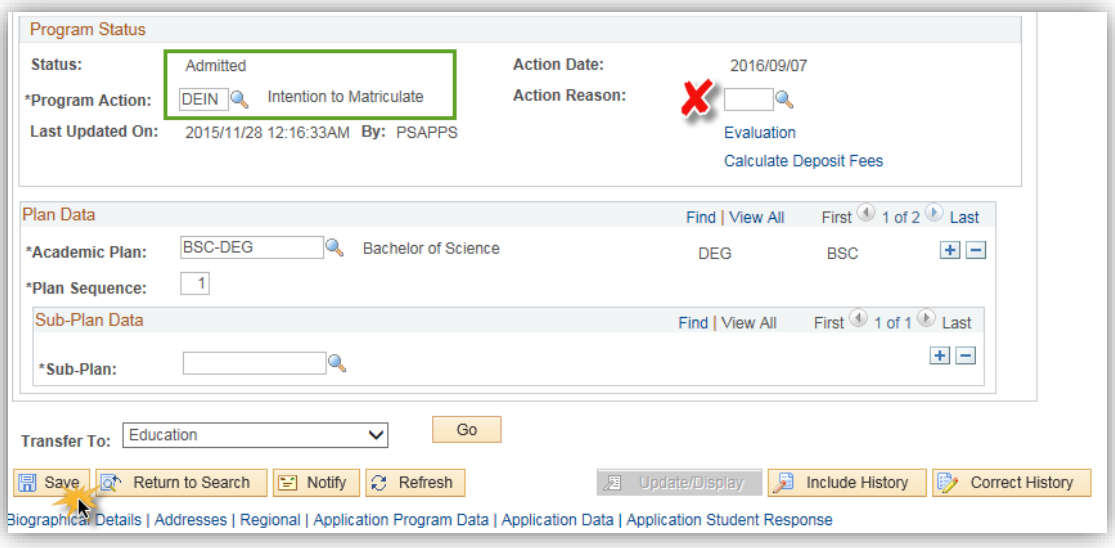
8. Select **DEIN - Intention to Matriculate** from the Program Action Search Results.
Click the **DEIN** link.

DEIN



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

Save



End of Procedure.

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