


Students who accept their Offer of Admission but do not pay the Admission Deposit on time are subject to their Offer of Admission being cancelled. This process allows the identification of those individuals and if approved, the cancellation of their Offer of Admission. **Note:** It is important to ensure the cancellations are correct to avoid negative impacts on the student experience.

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



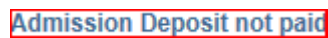
2. Click the **Processing Applications** link.



3. Click the **Application Clean-Up** link.



4. Click the **Admission Deposit not paid** link.

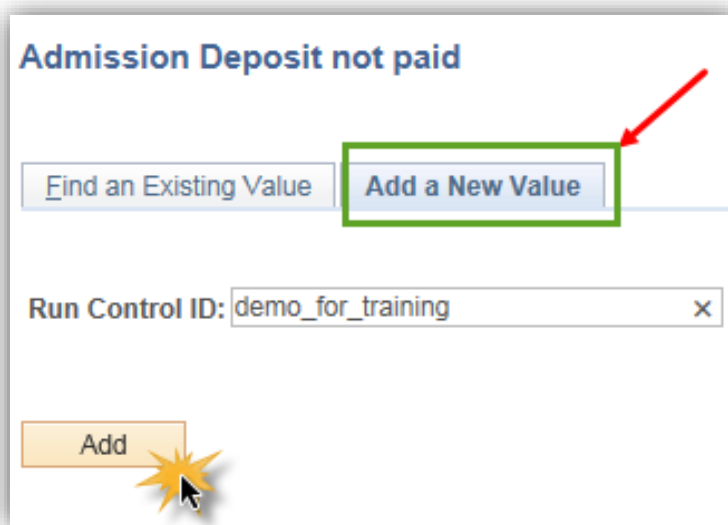
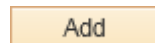


5. The first time running this process you will have to add a new value.
Click the **Add a New Value** tab.



6. Enter a name for the run control id. It must be one word and no spaces; however, an underscore can be used to join multiple words. The name of the run control is not relative to the outcome of the reports.

Click the **Add** button.



Group Cancel Offer of Admission

SA - Admission Deposit

7. Click the **Look up Academic Career** button.



8. Select the Academic Career for the type of students you want to cancel. For this example, select UGRD Undergraduate Programs. Click the **UGRD** link.

UGRD



Look Up Academic Career

Search by: Academic Career begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

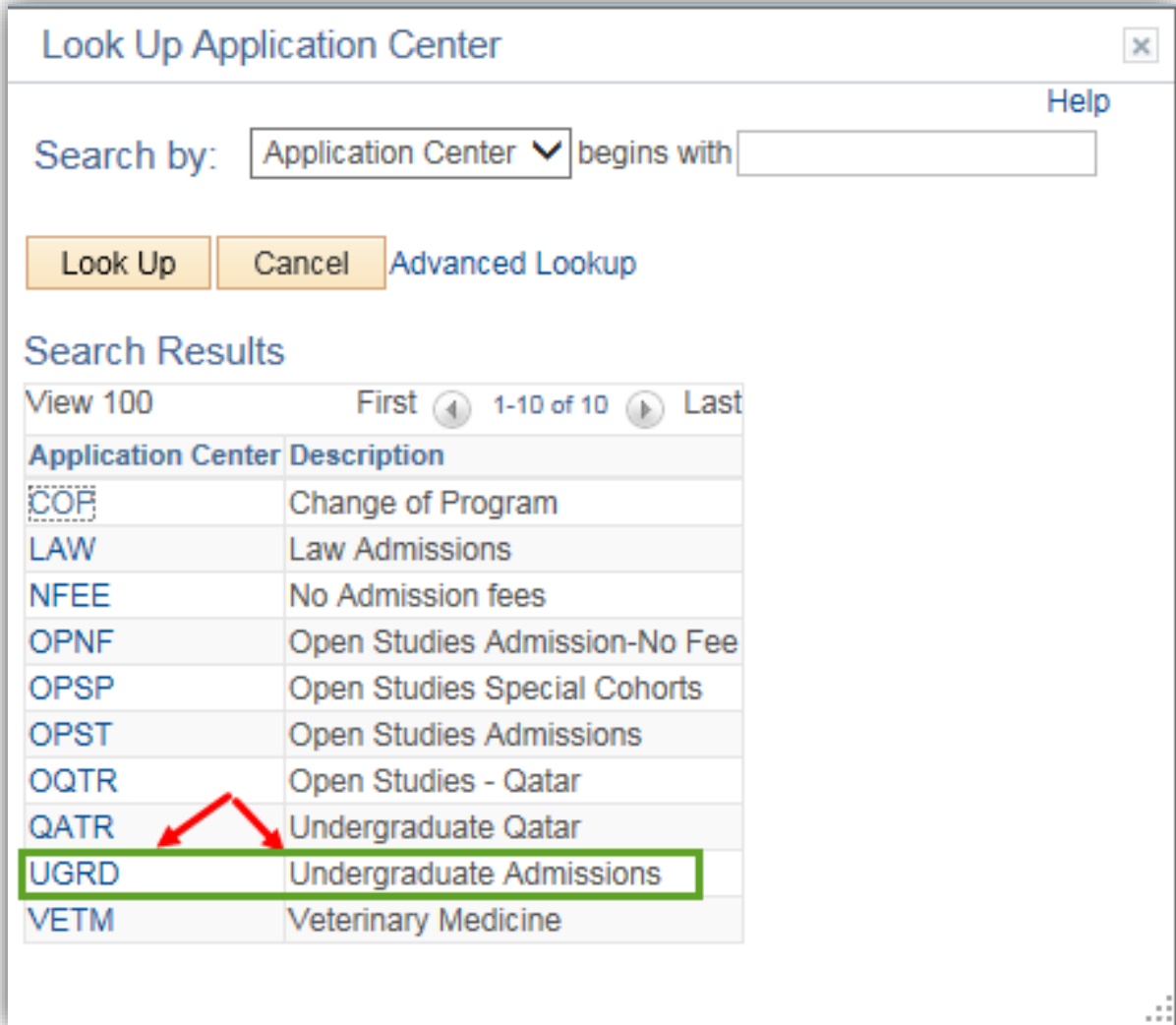
Academic Career	Description	Short Description
GRAD	Graduate Programs	Graduate
MED	Medicine Programs	MED
UGRD	Undergraduate Programs	UGRD

9. Click the **Look up Application Center** button.



10. Select the type of Application Centre you wish to cancel from the list of search results related to the Undergraduate Career. For this example, select UGRD Undergraduate Admissions. Click the **UGRD** link.

UGRD



Look Up Application Center ✕

Search by: begins with

[Advanced Lookup](#) [Help](#)

Search Results

View 100 First 1-10 of 10 Last

Application Center	Description
COF	Change of Program
LAW	Law Admissions
NFEF	No Admission fees
OPNF	Open Studies Admission-No Fee
OPSP	Open Studies Special Cohorts
OPST	Open Studies Admissions
OQTR	Open Studies - Qatar
QATR	Undergraduate Qatar
UGRD	Undergraduate Admissions
VETM	Veterinary Medicine

11. Click the **Look up From Term** button. You can select the Term from the list or enter it directly (e.g. 2157 for Fall 2015).



12. Click the **Look up To Term** link. You can select the Term from the list or enter it directly (e.g. 2167 for Fall 2016).

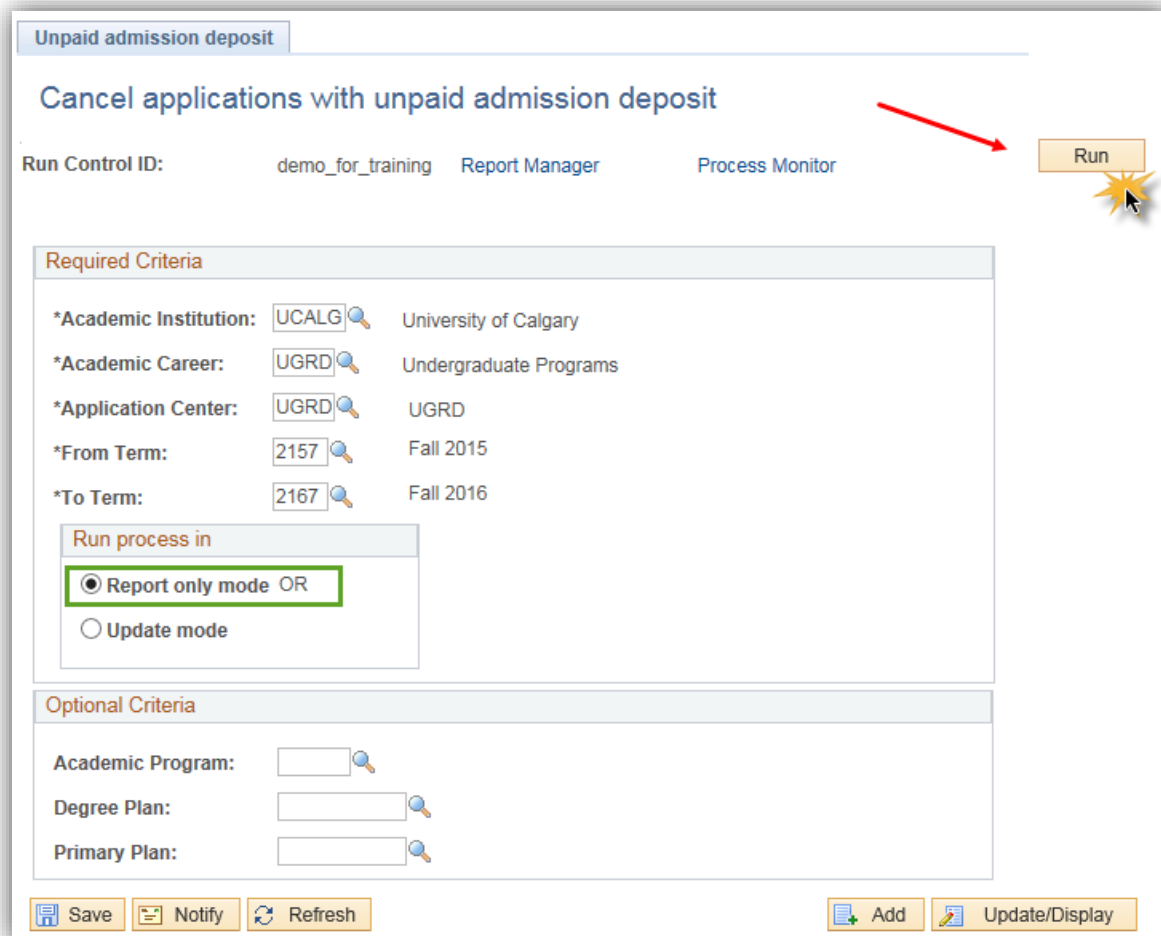


Group Cancel Offer of Admission

SA - Admission Deposit

- To produce a list of students that have unpaid admission deposits, run the process in **Report only mode** to ensure the accuracy. Click the **Run** button.

Run



Unpaid admission deposit

Cancel applications with unpaid admission deposit

Run Control ID: demo_for_training Report Manager Process Monitor

Run

Required Criteria

*Academic Institution: UCALG University of Calgary

*Academic Career: UGRD Undergraduate Programs

*Application Center: UGRD UGRD

*From Term: 2157 Fall 2015

*To Term: 2167 Fall 2016

Run process in

Report only mode OR

Update mode

Optional Criteria

Academic Program: []

Degree Plan: []

Primary Plan: []

Save Notify Refresh Add Update/Display

- Click the **OK** button.

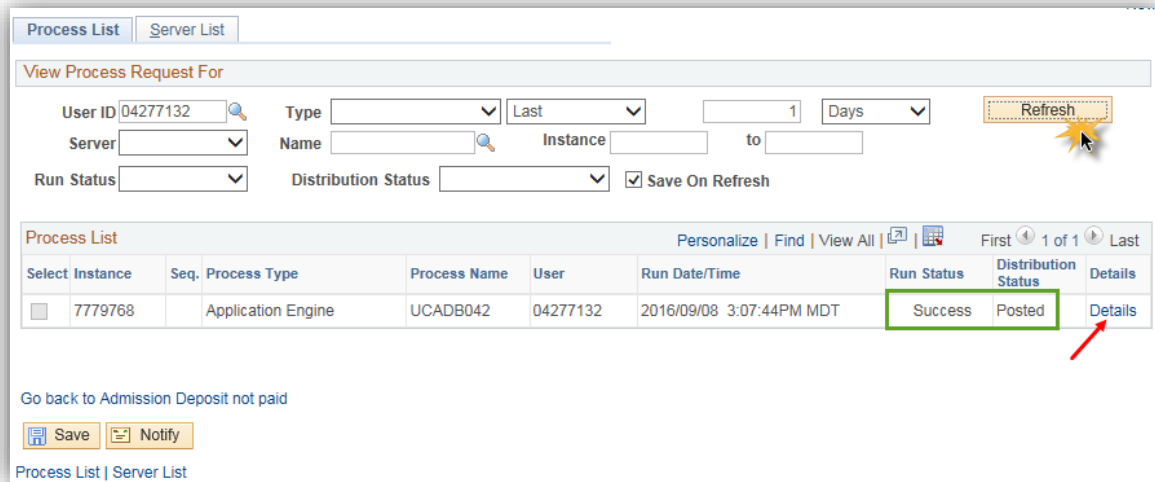
OK

- Click the **Process Monitor** link.

[Process Monito](#)

16. It may be necessary to click Refresh to prompt the Run Status to display Success and Distribution Status = Posted.
Click the **Details** link.

[Details](#)



Process List | Server List

View Process Request For

User ID: 04277132 | Type: [] | Last: [] | 1 Days | Refresh

Server: [] | Name: [] | Instance: [] to []

Run Status: [] | Distribution Status: [] | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7779768		Application Engine	UCADB042	04277132	2016/09/08 3:07:44PM MDT	Success	Posted	Details

Go back to Admission Deposit not paid

Save | Notify

Process List | Server List

17. Click the **View Log/Trace** link.

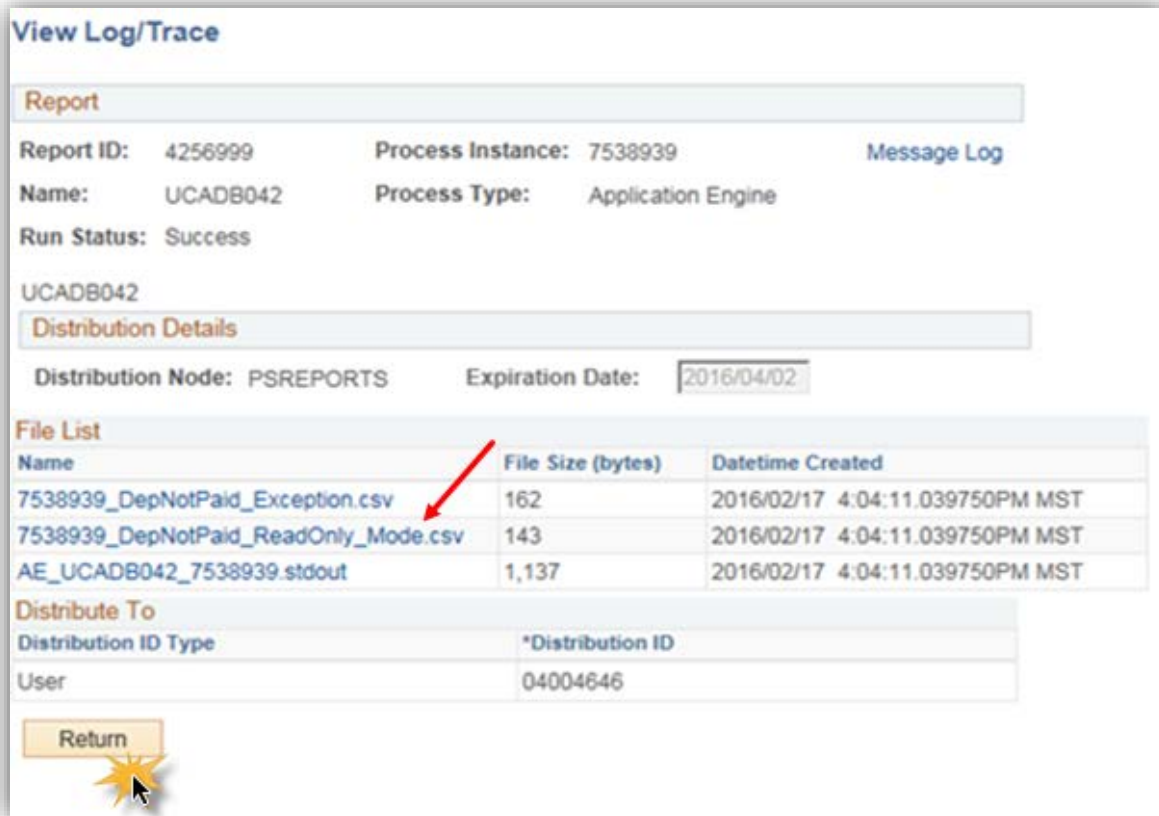
[View Log/Trace](#)

Group Cancel Offer of Admission

SA - Admission Deposit

18. The report will be listed in the File List, open and Review the output for lists of student cancellation and exceptions that require staff attention. Once the output file has been reviewed and staff have verified that the correct students were on the cancellation list, continue to run the process in update mode to cancel the list of students and any offers of admission. Click the **Return** button.

[Return](#)



View Log/Trace

Report

Report ID: 4256999 Process Instance: 7538939 Message Log
Name: UCADB042 Process Type: Application Engine
Run Status: Success

UCADB042

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 2016/04/02

File List

Name	File Size (bytes)	Datetime Created
7538939_DepNotPaid_Exception.csv	162	2016/02/17 4:04:11.039750PM MST
7538939_DepNotPaid_ReadOnly_Mode.csv	143	2016/02/17 4:04:11.039750PM MST
AE_UCADB042_7538939.stdout	1,137	2016/02/17 4:04:11.039750PM MST

Distribute To

Distribution ID Type	*Distribution ID
User	04004646

[Return](#)

19. Click the **Cancel** button.

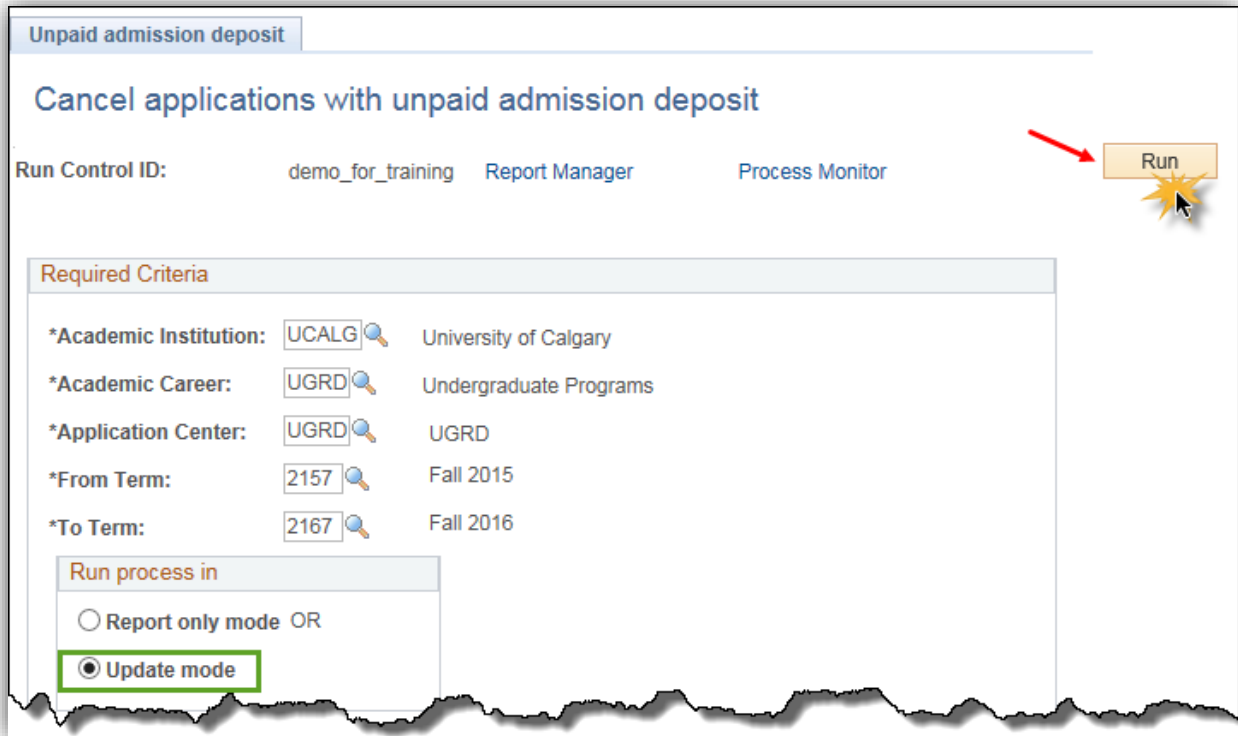
[Cancel](#)

20. Click the **Go back to Admission Deposit not paid** link.

[Go back to Admission Deposit not paid](#)

21. This will run the process in update mode and immediately cancel the students' applications and offers of admission. Click the **Update mode** option.

Update mode



22. Click the **Run** button.

Run

23. Click the **OK** button.

OK

24. Click the **Process Monitor** link to view when the process is successful and posted.

[Process Monitor](#)

End of Procedure.

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