


Applicant Status Change

In My Student Center, you may need to access an applicant's record to record various admissions statuses (called Program Action and Action Reason in the Student Administration database). Staff will most often need to assign a Program Action "DEIN" and Action Reason "ITEN". A Program Action status of DEIN alerts the Office the Registrar that an applicant has been offered admission and the applicant has accepted the offer. Each school and each program within the school has a different application procedure, so check with your department or the Office of the Registrar for further details about what statuses you may be responsible for entering in My Student Center.

1. Navigate to Student Admissions > Application Maintenance > Maintain Applications

2. Enter the student's ID and Admit Term

If ID is unknown, search using Last Name and First Name.

 If you search by name, you may see several choices (applicants with the same name). Be sure to confirm that you select the correct applicant using other data elements to confirm (i.e. date of birth, address, etc)

Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Maintain Applications

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

Find an Existing Value

Search Criteria

Application Nbr: begins with

ID: begins with 0003456

Academic Institution: = HSCSA

Academic Career: begins with

Application Program Nbr: = 0

Academic Program: begins with

Admit Term: begins with

Application Center: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Click Search

4. Click on the Application Program Data Tab


Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details Addresses Regional **Application Program Data** Application Data Application School/Recruiting

Name: Hugo Boss ID: 0003456

Academic Institution: UT Health Science Center at SA Application Number: 00187016

5. To change the status, add a row by clicking the plus sign and update Program Action and Action Reason

 You can use the magnifying glass next to the Program Action and Action Reason boxes to find the desired code. You will only see the codes you have been given access to. If you are unsure what codes you should select, contact the Office of the Registrar for guidance.

Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting

Name: Hugo Boss ID: 0003456
 Academic Institution: UT Health Science Center at SA Application Number: 00187016
 Academic Career: Dental Professional Career Number: 0

Program Data Find | View All First 1 of 2 Last
 Program Number: 0 *Effective Date: 03/22/2018
 *Admit Term: 3190 AY 2018-19 Effective Sequence: 1
 *Academic Program: DSDDS Dentistry Expected Graduation Term: 3220 AY 2021-22
 *Academic Load: Full-Time *Campus: MAIN Main
☐ Joint Program


Program Status
 Status: Prematric Action Date: 03/22/2018
 Program Action: DEIN Intention to Matriculate Action Reason: ITEN
 Last Updated On: 03/22/2018 2:24:53PM By: SERNA Evaluation

Plan Data Find | View All First 1 of 1 Last
 *Academic Plan: DENTISTRY Doctor of Dental Surgery Major DDS
 Sub-Plan Data Find | View All First 1 of 1 Last
 *Sub-Plan:

Transfer To: Education Go View Application Doc View Generic Doc

Save Return to Search Notify Refresh Update/Display Include History Correct History

6. Click Save

 The Save button line may not be immediately visible on your screen. You may have to scroll down through some white space at the bottom to access the Save button.