

## 9.2 Selective Admissions Acceptance Using Self Service

**Purpose:** Use this document as a reference for tracking applicant responses to admissions offers using Self Service in ctclink.

**Audience:** Selective Admissions staff

**!** You must have at least one of these local college managed security roles:

- ZC AD App Entry
- ZC CC SOGI
- ZD AD App Entry
- ZD CC SOGI
- ZZ AD App Entry
- ZZ CC SOGI

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 SACR Security: Academic Program Security](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access

## Selective Admissions Acceptance Using Self Service

**i** The Self-Service Admissions Acceptance functionality will not be available unless the SS Fluid Applicant SS Setup is configured. Visit the QRG [9.2 Maintaining the Fluid Applicant SS Setup Configuration](#) for more information.

**Navigation:** NavBar > Navigator > Student Admissions > Application Maintenance > Maintain Applications

or

**Navigation: CS > Main Menu > ctcLink CS Staff Homepage > Admissions Processing (tile)> Processing Applications > Maintain Applications**

1. The **Maintain Applications** search page displays.
2. Select the **Academic Institution**.
3. Enter additional **Search Criteria** to locate your applicant (Application Nbr, ID, National ID, Last Name/ First Name).
  - a. **Tip:** Deleting the "0" in the Application Program Nbr field will allow viewing of all applications submitted by students.
  - b. Select the **Include History** check box--this also allows a processor to view an applicant's history.
4. Select **Search**.

Student Homepage 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 201344792

Academic Institution = WA172

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

5. The **Biographical Details** tab displays.
6. Select the **Application Program Data** tab.

**Maintain Applications**

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308

Academic Institution Tacoma CC Application Number 00157649  
Academic Career Undergraduate Career Number 0

**Program Data** 1 of 1 View All

Program Number 0 \*Effective Date 07/30/2020 + -

\*Admit Term 2207 2020 FALL Effective Sequence 1

\*Academic Program ACADM ACADM Expected Graduation Term

\*Academic Load Full-Time \*Campus MAIN Main

☐ Joint Program

**Program Status**

Status Applicant Action Date 07/30/2020

\*Program Action APPL Application Action Reason

Last Updated On 07/30/2020 9:07:44PM By CTC\_TMARTIN Evaluation

**Plan Data** 1 of 1 View All

\*Academic Plan LASDTAA Academic Transfer AA DTA Major AA + -

**Sub-Plan Data** 1 of 1 View All

7. The **Application Program Data** tab displays.
8. After a student has submitted an application or a staff member enters the application manually, update the student's status.
9. Select the **Add a New Row [+]** icon in the Program Data section.
  - a. **Plan Data.** The Academic Plan the student selected on their application (OAA or paper) will be populated in this field.
  - b. **Sub-Plan Data** (Optional Field). The Sub-Plan the student selected on their application (OAA or paper) will be populated in this field.

**Maintain Applications**

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308  
 Academic Institution Tacoma CC  
 Academic Career Undergraduate  
 Application Number 00157649  
 Career Number 0

**Program Data** 1 of 1 View All

Program Number 0 \*Effective Date 07/30/2020 + -  
 \*Admit Term 2207 2020 FALL Effective Sequence 1  
 \*Academic Program ACADM ACADM Expected Graduation Term  
 \*Academic Load Full-Time \*Campus MAIN Main  
☐ Joint Program

**Program Status**

Status Applicant Action Date 07/30/2020  
 \*Program Action APPL Application Action Reason  
 Last Updated On 07/30/2020 9:07:44PM By CTC\_TMARTIN Evaluation

**Plan Data** 1 of 1 View All

\*Academic Plan LASDTAA Academic Transfer AA DTA Major AA + -

**Sub-Plan Data** 1 of 1 View All

10. A new effective-dated row displays.
11. In the **Program Status** section, select **Program Action** of "ADMT" or "COND."
12. Select **Save**.

**Maintain Applications**

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308  
 Academic Institution Tacoma CC  
 Academic Career Undergraduate  
 Application Number 00157649  
 Career Number 0

**Program Data** 1 of 2 View All

Program Number 0 \*Effective Date 08/02/2020 + -  
 \*Admit Term 2207 2020 FALL Effective Sequence 1  
 \*Academic Program ACADM ACADM Expected Graduation Term  
 \*Academic Load Full-Time \*Campus MAIN Main  
☐ Joint Program

**Program Status**

Status Admitted Action Date 08/02/2020  
 \*Program Action ADMT Admit Action Reason  
 Last Updated On 07/30/2020 9:07:44PM By CTC\_TMARTIN Evaluation

**Plan Data** 1 of 1 View All

\*Academic Plan LASDTAA Academic Transfer AA DTA Major AA + -

**Sub-Plan Data** 1 of 1 View All


\*Sub-Plan ANTHROPOLO Anthropology Spec + -

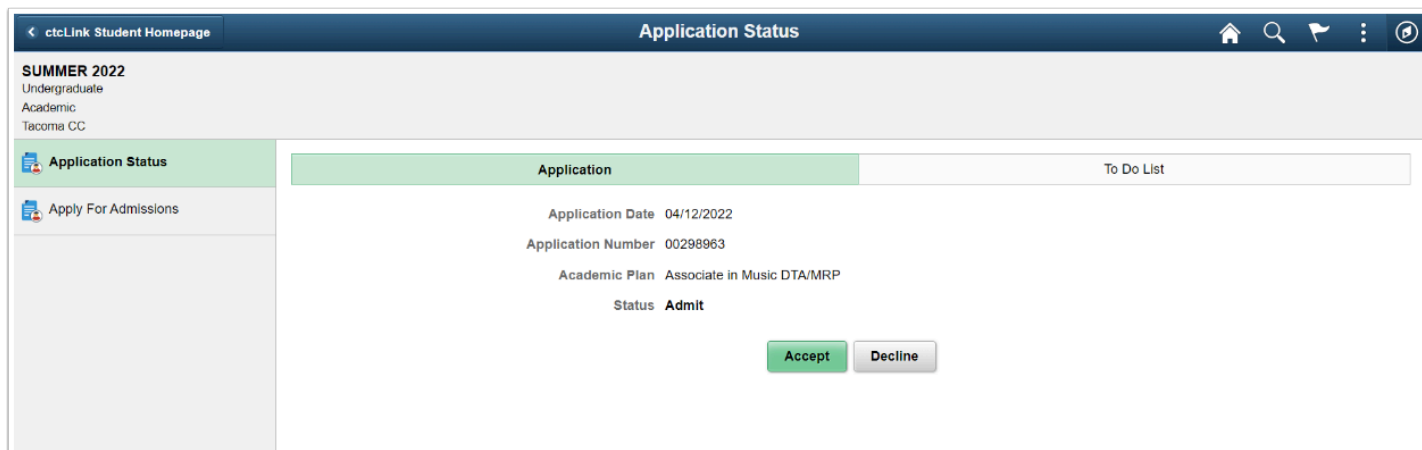
Transfer To Education Go

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

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Application Student Response | Additional Details

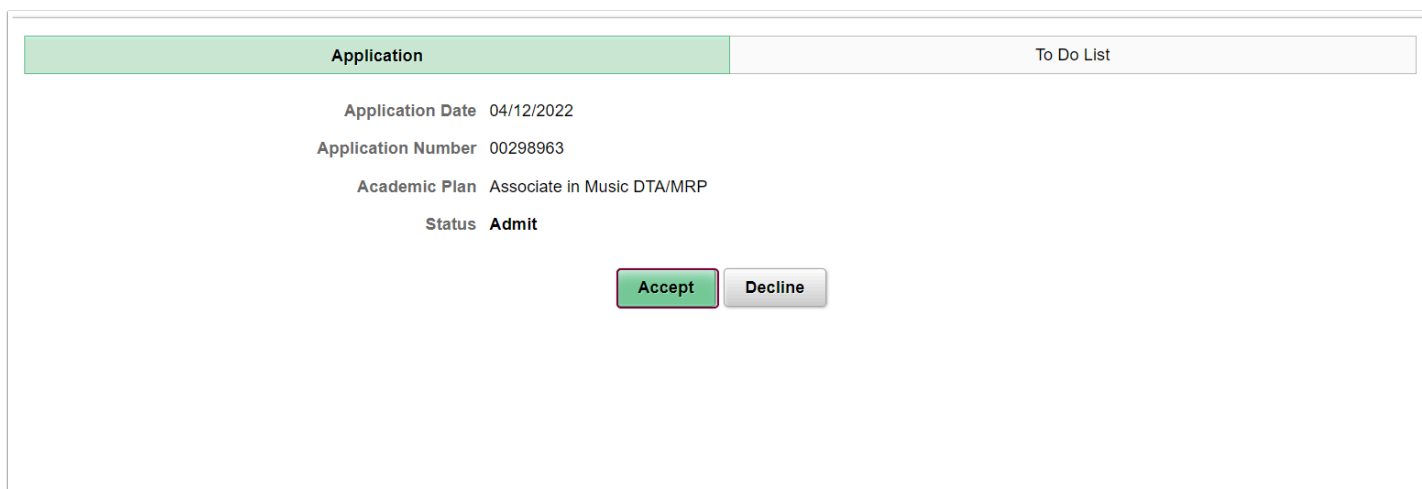
13. After the "**ADMT**" or "**COND**" code is saved on the **Maintain Applications** page, the applicant can view the status of the application. By selecting the Admissions tile from their ctcLink Student Homepage, the applicant can **Accept** or **Decline** the offer.

 **NOTE** - This will work only if the applicant has activated their ctcLink account and is able to log into Student Center.



The screenshot shows the ctcLink Student Homepage with the "Application Status" page selected. The page header includes "ctcLink Student Homepage" and "Application Status". The left sidebar shows "SUMMER 2022", "Undergraduate", "Academic", and "Tacoma CC". The main content area displays the application details: "Application Date 04/12/2022", "Application Number 00298963", "Academic Plan Associate in Music DTA/MRP", and "Status Admit". There are "Accept" and "Decline" buttons at the bottom right.

14. In this example, we'll accept.



This screenshot is identical to the previous one, but the "Accept" button is highlighted with a red border, indicating the action to be taken.

15. The **Accept Offer Step 1 of 3: Accept Offer Page** displays.

Accept Offer

Next >

1 Accept Offer Page  
Visited

2 Accept Offer Page  
Not Started

3 Accept Offer Page  
Not Started

Step 1 of 3: Accept Offer Page

16. Click the **Next** button in the top-right corner of the page.

Accept Offer

Next >

1 Accept Offer Page  
Visited

2 Accept Offer Page  
In Progress

3 Accept Offer Page  
Not Started

Step 2 of 3: Accept Offer Page

17. The **Step 2 of 3: Accept Offer Page** displays. The applicant selects the "**I understand and accept the conditions of admissions**" check box.

Accept Offer

Next >

1 Accept Offer Page  
Visited

2 Accept Offer Page  
In Progress

3 Accept Offer Page  
Not Started

Step 2 of 3: Accept Offer Page

☐ I understand and accept the conditions of admissions.

18. The applicants selects the **Save** button.

Step 2 of 3: Accept Offer Page



☒ I understand and accept the conditions of admissions.

Save

19. Click the **Next** button in the top-right corner of the page.

✕ Exit

Accept Offer



1

Accept Offer Page

Visited

2

Accept Offer Page

Complete

3

Accept Offer Page

Not Started

Step 2 of 3: Accept Offer Page

< Previous

Next >

20. Accepting the offer is complete.

✕ Exit

Accept Offer

1

Accept Offer Page

Visited

2

Accept Offer Page

Complete

3

Accept Offer Page

Visited

Step 3 of 3: Accept Offer Page

21. This action creates a new row **"DEIN"** on the Maintain Applications page.

- a. This action does not matriculate the applicant, and the [matriculation](#) process will need to be completed.

**Maintain Applications**

Addresses | Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data | >

Francis Nidless 201297267

Academic Institution Tacoma CC Application Number 00298963

Academic Career Undergraduate Career Number 0

**Program Data** 1 of 3 | View All

Program Number 0 \*Effective Date 04/12/2022

\*Admit Term 2225 2022 SUMMR Effective Sequence 3

\*Academic Program ACADM ACADM Expected Graduation Term

\*Academic Load Full-Time \*Campus MAIN Main

☐ Joint Program

**Program Status**

Status Prematric Action Date 04/12/2022

\*Program Action DEIN Intention to Matriculate Action Reason

Last Updated On 04/12/2022 5:46:31PM By CTC\_TMARTIN Evaluation

**Plan Data** 1 of 1 | View All

\*Academic Plan MUISMUIAA Associate in Music DTA/MRP

22. If the applicant selects **Decline**, the following confirmation page is presented, and **Confirm Decline** is the next step.
23. The applicant selects the **Confirm** button in the center of the screen.

**Decline Offer**

Exit

1 **Confirm**  
In Progress

2 **Survey**  
Not Started

**Step 1 of 2: Confirm**

**Confirm**

24. The applicant selects the Next button in the top-right corner of the page.



**Decline Offer**

Next >

Confirm

25. The following message screen asks for responses to questions about what factors influenced the decision to decline.
26. Click the **Submit** button.

✕ Exit **Decline Offer**

**1 Confirm**  
Complete

**2 Survey**  
Visited

Which School do you plan to attend?

A Maceo Smith High School

Please specify the main reason why you chose this school.

Work conflict

Submit

27. This action creates a new row "**WAPP**" on the **Application Program Data** page.

Addresses

Maintain Applications

Biographical Details
Addresses
Regional
Personal
Application Program Data
Application Data

Francis Nidless
201297267
Academic Institution Tacoma CC
Academic Career Undergraduate
Application Number 00298963
Career Number 0

Program Data
1 of 3
View All

Program Number 0

\*Admit Term 2225 2022 SUMMR

\*Academic Program ACADM ACADM

\*Academic Load Full-Time

☐ Joint Program

\*Effective Date 04/12/2022

Effective Sequence 3

Expected Graduation Term

\*Campus MAIN Main

Program Status

Status Cancelled

\*Program Action WAPP Applicant Withdrawal

Last Updated On 04/12/2022 5:57:54PM By CTC\_TMARTIN

Action Date 04/12/2022

Action Reason

Evaluation

28. Process complete.