

# 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 ctLink.

**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**.

**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.

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.

**Biographical Details** **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

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

**Biographical Details** **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 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.

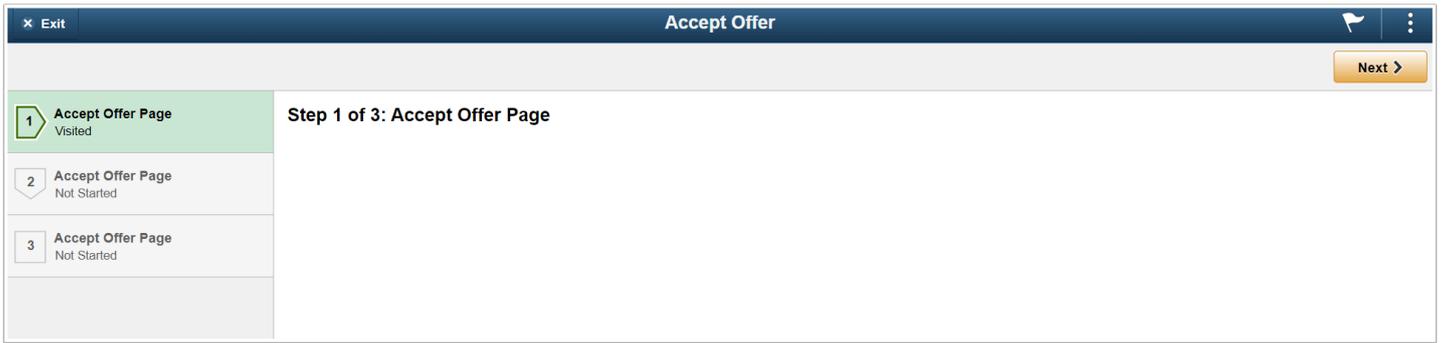
**NOTE** - This will work only if the applicant has activated their ctcLink account and is able to log into Student Center.

The screenshot shows the ctcLink Student Homepage interface. The top navigation bar includes a back arrow, the text "ctcLink Student Homepage", and the page title "Application Status". On the left, a sidebar contains "SUMMER 2022 Undergraduate Academic Tacoma CC" and two menu items: "Application Status" (highlighted) and "Apply For Admissions". The main content area features a green header "Application" and a "To Do List" tab. Below the header, the application details are displayed: "Application Date 04/12/2022", "Application Number 00298963", "Academic Plan Associate in Music DTA/MRP", and "Status Admit". At the bottom of the details, there are two buttons: a green "Accept" button and a grey "Decline" button.

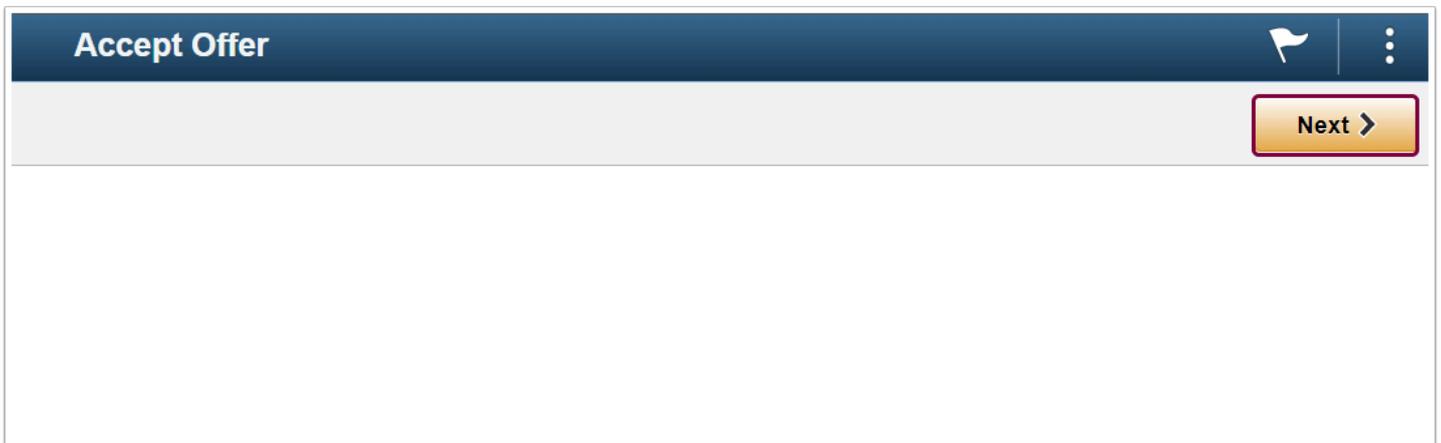
14. In this example, we'll accept.

This is a close-up view of the application status page. It shows the green "Application" header and the "To Do List" tab. The application details are centered on the page: "Application Date 04/12/2022", "Application Number 00298963", "Academic Plan Associate in Music DTA/MRP", and "Status Admit". The "Accept" button is highlighted with a red border, indicating it is the selected action.

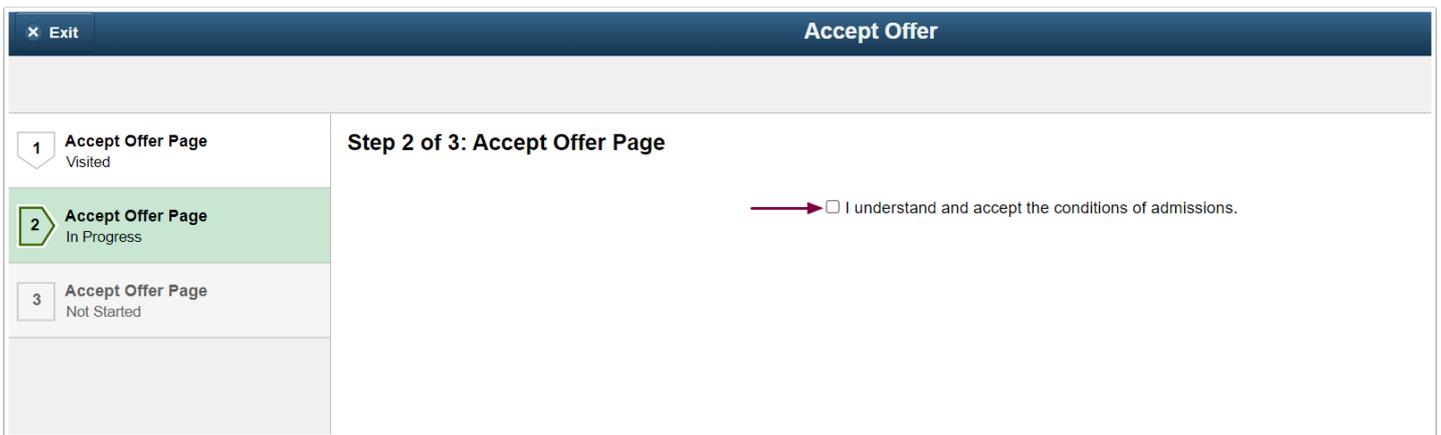
15. The **Accept Offer Step 1 of 3: Accept Offer Page** displays.



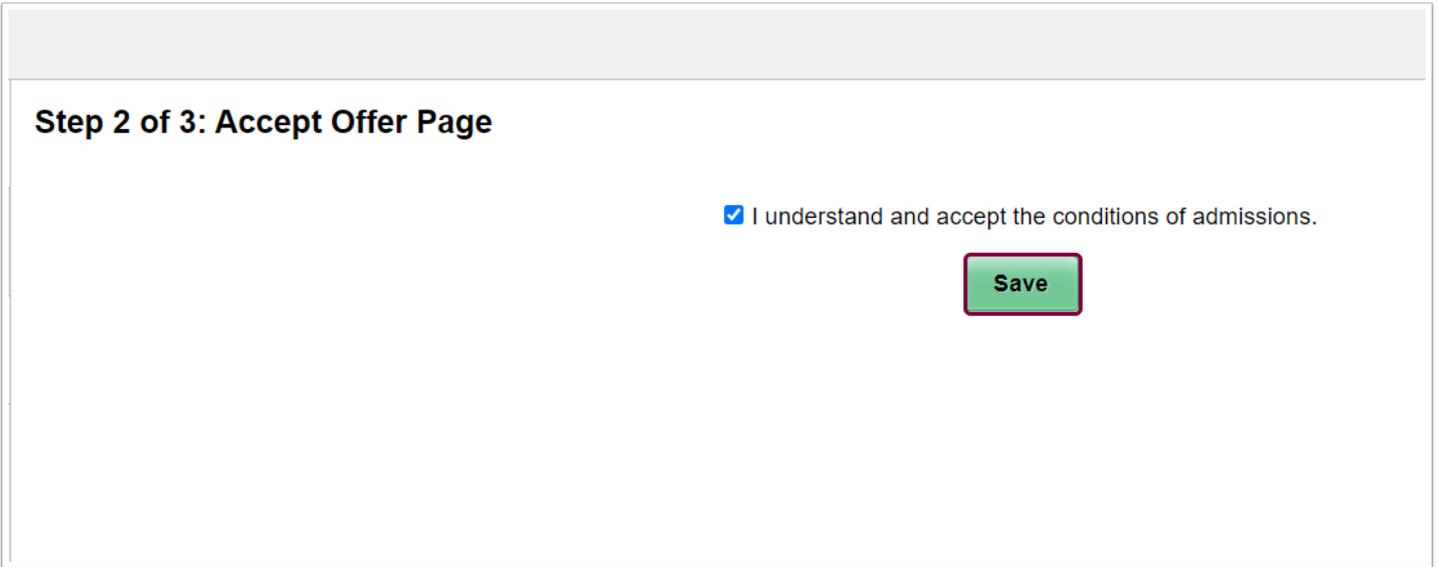
16. Click the **Next** button in the top-right corner of the page.



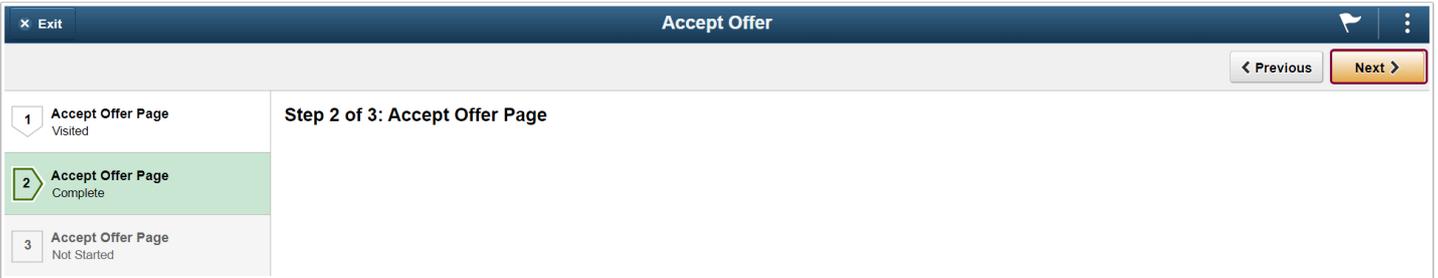
17. The **Step 2 of 3: Accept Offer Page** displays. The applicant selects the "**I understand and accept the conditions of admissions**" check box.



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



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



20. Accepting the offer is complete.



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**

Francis Nidless 201297267

Academic Institution: Tacoma CC Application Number: 00298963  
 Academic Career: Undergraduate Career Number: 0

**Program Data** (1 of 3)

Program Number: 0 \*Effective Date: 04/12/2022  
 \*Admit Term: 2225 2022 SUMMR Effective Sequence: 3  
 \*Academic Program: 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)

\*Academic Plan: MIISMIAA 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**

1 Confirm In Progress

2 Survey Not Started

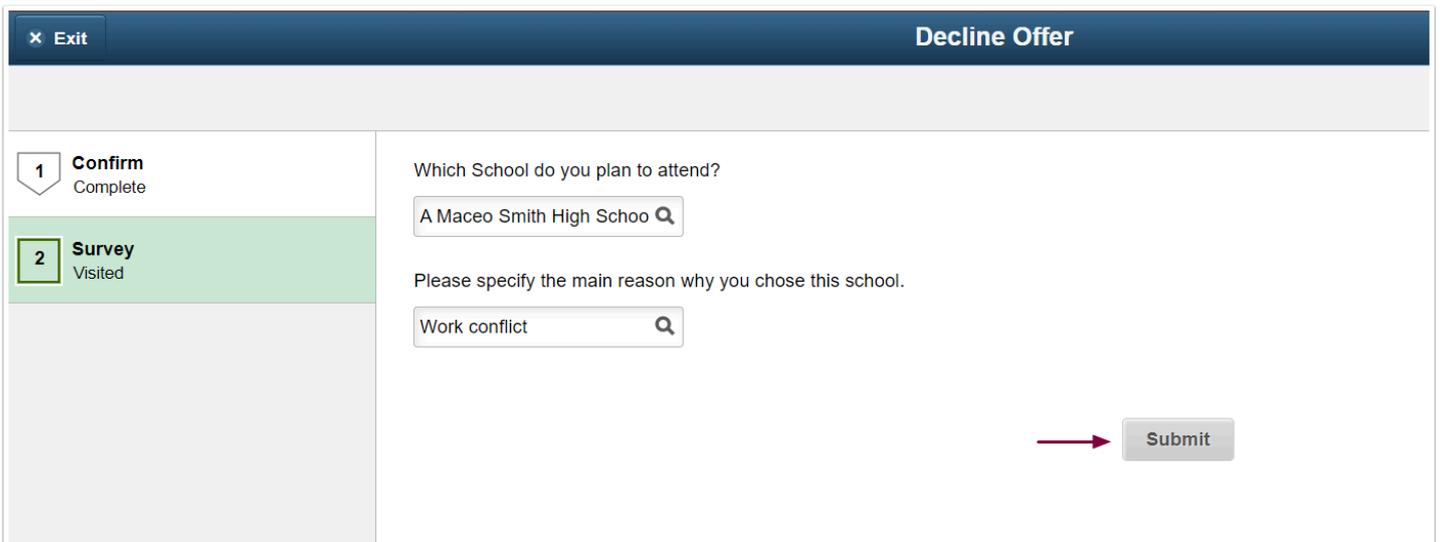
Step 1 of 2: Confirm

Confirm

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



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



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

**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 Cancelled Action Date 04/12/2022

\*Program Action WAPP Applicant Withdrawal Action Reason

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

28. Process complete.