Modify a Student's Application

STAFF

Workday Student

This tip sheet explains the process for how to modify a student's application. It is intended for Staff.

To complete this task in workday, follow these steps:

Modifying a Student's Application

To complete this task in workday, follow these steps:

1. Access the **Student Profile** by entering student's name into the **Workday Search** bar.
2. Navigate to the student's profile within the system.
   - If Prospect Account and application is not on contact, route to Prospect Team.
3. Select the Relevant Task. Use the appropriate task for editing the application, such as **Edit Program of Study for Student**.
4. To Edit Application Details, see step 2 above. Within the task, you can:
   - Change the effective date.
   - Update the Programs of Study.
   - Modify the Program of Study Status.
   - Adjust Program of Study Bundling and Status Reason.
   - Change the Primacy for the student.
5. Submit Changes. After making the necessary edits, **submit** the changes to finalize the update.

Important Considerations

- This only applies when an application is flagged for Fast Path Review for a specific reason. No changes can be made once the student is matriculated.
- Ensure that the business process for editing student applications is enabled and configured.
- It is recommended to include an approval step and notification for significant changes.
- Thorough training on the use of this feature is advised due to its powerful nature.