LSAC Unite™

Exercise 1 – Promote a Deferred Application - LLM

Task: Promote an application to the current admissions cycle

Scenario: Sung Kim was admitted to the LLM Environmental Law program but asked to wait until next year to start law school. You granted her a deferment. This morning you received an email from Sung saying that she plans to enroll this year.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

Guided Practice

The training exercise has two parts. The first part walks you through how to open the person record. The second part walks you through how to promote the deferred application. The third part walks you through how to verify the update.

Part 1: Find the person record

1. Click **PEOPLE**.

2. Click the *Search Criteria* tab.

3. Click **Clear** to clear the previous search.

4. Specify the search criteria:

    a. Last Name = Kim

    b. Stage = Prospect

    c. Person Status = Previous Applicant

    d. Person Sub-status = Previous Deferred

e. Degree Applied = LLM

5. Click **Search**.

Part 2: Promote

1. Select the check box for the person.

    a. Kim, [Greek]-Sung

2. Click **Actions**.

3. Click **Promote Deferral**.

4. Specify application information.

    a. Year/Term/Application Type: [Current Year] Fall L1

    b. Degree: LLM

    c. Applicant Type: Deferral

    d. Application Status: Admitted

    e. Application Sub-Status: 2nd Deposit

5. Click **Save**.

Part 3: Verify deferred application is promoted

1. Click *Search Criteria* tab.

2. Click **Clear** to clear the previous search.

3. Specify the search criteria.

    a. Last Name = Kim

    b. Stage = Applicant

    c. Year = 202y

      d. Degree Applied = LLM

      e. Applicant Type = Deferral

4. Click **Search**.

5. Examine the grid columns to see that the application is now into the current year.