Manage Programs in the UMM System
bc.edu/ummpm

1. Review Applications
Part 1: View incomplete and complete applicants
➔ Program Related
➔ Batch Applicant/Attendee Update
➔ Select Program

Part 2: View Applicant Form Responses
➔ Program Related
➔ Manage Program Forms
➔ search program term
➔ View Submitted Forms

2. Accept Applications: Update Status, Collect Fees
➔ Program Related
➔ Batch Applicant/Attendee Update
➔ Select Program
➔ select student(s) using checkboxes
➔ Batch Update Options
◆ New Status = Accepted (or your program's equivalent term)
◆ Can change role here if applicable
◆ Send Email = No
◆ Apply Changes

NOTE: Participants can only submit a fee if their Status = Accepted (or your program's equivalent term)

3. View Payment Info
➔ Program Related
➔ Batch Applicant Attendee Update
➔ Select Program

NOTE: If you need to waive or adjust a student fee, email mm.service@bc.edu with the student name(s) and new fee amount.

4. Close-Out a Program
➔ Program Related
➔ Batch Applicant Attendee Update
➔ Select Program
➔ select student(s) using checkboxes
➔ Batch Update Options
◆ update Status to Participated, Withdrew, Not selected, or Incomplete
◆ Send Email = No
◆ Apply Changes

Identify Potential Applicants: *Advanced Searching*

Find students to recruit for your program and/ or to take on leadership roles.

➢ Waitlisted applicants: *offer them spots in similar programs*

➢ Multiple Participations: *review all the programs in which an individual student has applied or participated, suggest future opportunities that they might also enjoy*

➢ Identify target groups (e.g. freshmen males, nursing majors, etc)

Method 1: Attendee Search- Identify Past or Present Participants/Applicants

Find students who have applied or participated in past or present UMM programs
- Program related
- Manage Program Attendees
- Search for Participants

Method 2: Student Search- Identify Potential Applicants from Student Profiles

Find any student in the University
- Applicant Related
- Search Student Profiles (UMM only)

Customization: *Saved Reports*

Use the **Actions** button to customize and save your reports.
- Select specific columns and rearrange the order of the data
- Filter rows for certain values (e.g. Balance Due > $0, Status = Incomplete)
- Name and save your report to your account for quick access in the future
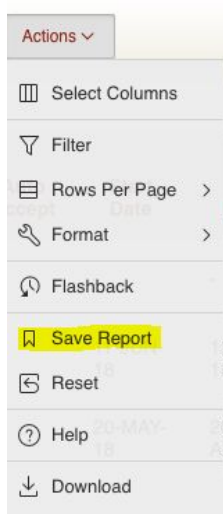
TIP: Filter and Search faster by clicking on the column header, and selecting your preferred sort or filter options.
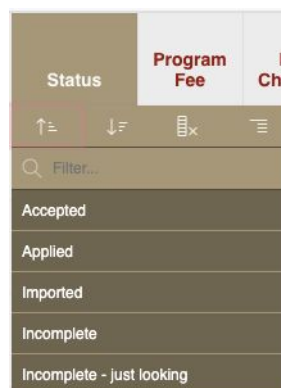
For additional instructions and guidance, visit bc.edu/ummsc