

Deferral Request

To simplify the graduate student deferment process, it has been moved from ServiceNow to Recruit. Please follow the instructions below to submit a request.

A. Open the Student's Application Folder

1. Search for the student on your GR_Dashboard (Image 1) in:
 - Application Decisions Made by Department
 - Applicant Accepted Offer
2. Double click in the white space next to the student's name
3. When the record opens, verify the Application Folder flag is highlighted in dark green (Image 2)
4. Make sure to verify this is the application you would like to defer.

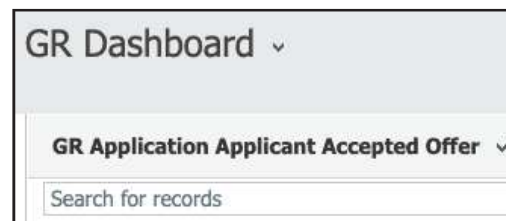


Image 1

Note: You can also use the global search box to open the student's application folder.



Image 2

B. Start the Graduate Deferment dialog

1. Click on the elipses in the toolbar
2. Select Start Dialog (Image 3)
3. Click the White Space next to Graduate Deferral (Image 4)
4. Click Add

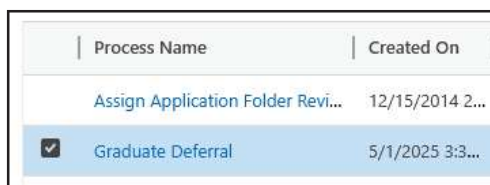


Image 4

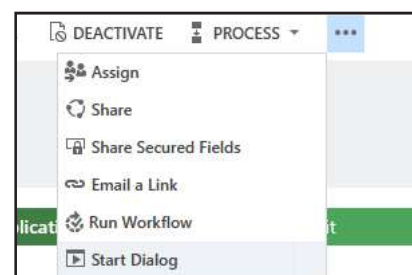


Image 3

C. Select an option

1. Select the term the student will be starting (Image 5)
2. If you select other, you will be asked to type in the semester and the request will need to be approved by the graduate school.

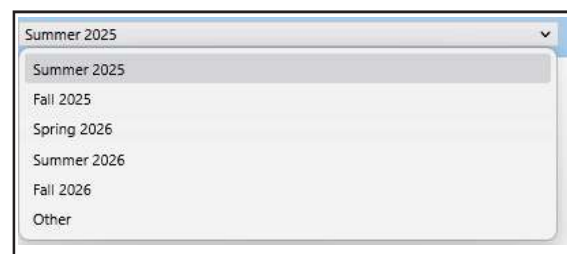


Image 5

D. Click Finish to close

1. A deferral request has now been submitted, and a new application for the deferment semester has been created.
2. The current application decision will change to deferred, and the new application decision will be returning from deferment. (Image 6)
3. Once approved and processed both applications will be in Recruit & Banner. (Image 7)



Image 6

RECRUITMENT OPPORTUNITIES					
	Funnel Stage	Application Fo...	Admit Type	Application St...	Location
...	Application Sub...	b9a539d20c...	Graduate Stu...	Submitted	Logan (M
...	Application Com...	94f4885b9b...	Graduate Stu...	Deferred	Logan (M
8...	Confirmed	e8f0c97b338...	Graduate Stu...	Deferred	Logan (M

Image 7