

LSAC Unite Essentials  
Managing Applications Part III  
Updated 1/24/2025

## Exercise 1 – Promote a Deferred Application - JD

**Task:** Promote an application to the current admissions cycle

**Scenario:** Christopher Will was admitted to the 2024 JD program but asked to wait until 2025 to start law school. You granted him a deferment. This morning you received an email from Chris saying that he still plans to enroll in 2025, but he plans to pursue a combined JD/LLM degree instead of a JD degree.

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 three 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 promotion.

#### Part 1: Find the person record

1. Click **PEOPLE**.
2. Select the *Search Criteria* tab.
3. Click **Clear** to clear the previous search.
4. Specify the search criteria:
  - a. Last Name = Will
  - b. Stage = Prospect
  - c. Person Status = Previous Applicant
  - d. Person Sub-Status = Previous Deferred

5. Click **Search**.

## **Part 2: Promote**

1. Select check box for the person: Will, [Greek]-Christopher
2. Click **Actions**.
3. Click **Promote Deferral**.
4. Specify application information.
  - a. Year/Term/Application Type: [Current Year] Fall A1
  - b. Degree: JD/LLM
  - c. Applicant Type: Deferral
  - d. Application Status: Admitted
  - e. Application Sub-Status: 2<sup>nd</sup> Deposit
5. Click **Save**.

## **Part 3: Verify promotion**

1. Click *Search Criteria* tab.
2. Click **Clear** to clear the previous search.
3. Specify the search criteria.
  - a. Last Name = Will
  - b. Stage = Applicant
  - c. Year = 2025
  - d. Degree Applied = JD/LLM
  - e. Applicant Type = Deferral

4. Examine the grid columns to see that the application is now in the current year.