

Matriculate Student Manually

The following steps explain how to manually matriculate students outside the matriculation batch process which would otherwise matriculate them on a defined schedule when they have completed their Offer of Admission and paid their Admission Deposit.

IMPORTANT: Unless exempted from paying the Admission Deposit by the Associate Registrar for Admissions, students must have paid their Admission Deposit prior to matriculation.

- Click the Student Admissions link.
 Student Admissions
- 2. Click the Application Maintenance link. Application Maintenance
- 3. Click the Maintain Applications link. Maintain Applications
- 4. Enter applicable search criteria and press Search or Enter. Click the **Search** button.

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Find an Existing Value	le	
 Search Criteria 		
Application Nbr:	begins with 🗸	×Q
ID:	begins with 🗸	Q
Academic Institution:	= V UCALG	Q
Academic Career:	begins with 🗸 UGRD	Q
Application Program Nb	n: = 🗸	Q
Academic Program:	begins with 🗸	Q
Admit Term:	begins with 🗸	Q
Application Center:	begins with 🗸	Q
Campus ID:	begins with 🗸	
National ID:	begins with 🗸	
Last Name:	begins with 🗸	
First Name:	begins with 🗸	
Include History	Correct History Case Ser	nsitive



SA - Admission Deposit

5. Click the **Application Program Data** tab.

iographical Details Addresses	Regional Application	Program Data Application	n Data Applicatio	on Student Response
				Names
Person Information			ii	
ate of Birth: 1998/06/15	Birth Information	Campus ID:		
			1	(1 of 1 (k) Loot
liographical History		Find	View All First	
Biographical History *Effective Date: 2015/11/28		Find	View All First	+ -

6. The student program displays (e.g. Admitted). Add a row allows you to change the program status to Matriculate. Click the **Add a new row** link.

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Program Data				Find View All	First 🕚 1 of 2 🕑 Last
Program Number:	2		*Effective Date:	2016/05/03	
Admit Term:	2167 🔍	F16	Effective Sequence:	1	N 🖻 🏹
Academic Program	ARBCH Q	ARBCH	Expected Graduation	Q	
Academic Load:	Full-Time V		Term: *Campus:	MAIN	UCALG
	Joint Progra	m	Program Choice:	UG Adm 🗸	
Program Status					
Status:	Admitted		Action Date:	2016/09/08	
*Program Action:	ADMT Q Admit		Action Reason:	Q	
Last Updated On:	2016/05/03 4:11:	14PM By:		Evaluation	
				Calculate Dep	osit Fees

Click the Look up Program Action button.



SA - Admission Deposit

8. Click the **MATR** link.

MATR

соок Up P	rogram Actio	n		×
				нер
Program Acti	on: begins with	~		
Description:	begins with	~		
Look Up	Clear	Cancel	Basic Lookup	
			·	
Search Res	ults			
View 100 Fi	rst 🕙 1-16 of	16 🕑 Las	t	
Program Actio	n Description			
ADMT	Admit	Admit		
ADRV	Admission Re	Admission Revocation		
APPL	Application	Application		
COND	Conditional A	Conditional Admit		
DATA	Data Change	Data Change		
DEFR	Defer Enrollm	Defer Enrollment		
DEIN	Intention to N	Intention to Matriculate		
DENY	Deny	_		
MATR	Matriculation	Matriculation		
PLNC	Plan Change			
PRGC	Program Cha	nge		
RAPP	Readmit App	lication		
RECN	Reconsiderat	ion		
WADM	Administrativ	e Withdrawal		
WAIT	Waitlist			
WAPP	Applicant Wit	hdrawal		

9. Once the program status has been changed to Matriculation, the Create Program button displays allowing you to update the student program on the "records" side of PeopleSoft. This action will matriculate the student and the student will now be eligible to register for courses when enrolment processes are undertaken. Click the **Create Program** button.

	Joint Program	Program Choice:	UG Adm V
Program Status			
Status:	Active	Action Date:	2016/09/08
Program Action:	MATR Q Matriculation	Action Reason:	
Last Updated On:	2016/05/03 4:11:14PM By:		Evaluation
Create Program	12		Calculate Deposit Fees
Create Program			Calculate Deposit Fees

10. Click the **Save** button.

R Save

End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.