

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.

1. 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.

Search

Maintain Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

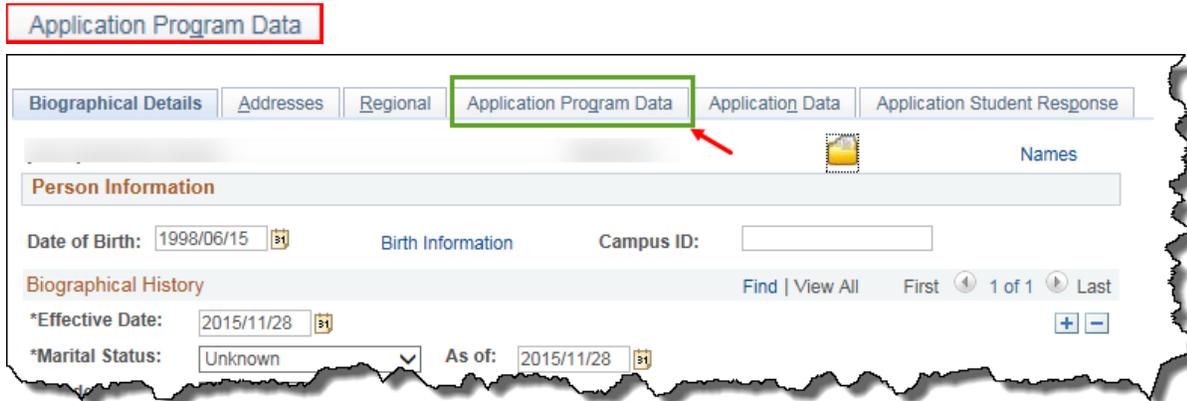
▼ Search Criteria

| | | | | |
|--------------------------|-------------|------------------------------------|---|---|
| Application Nbr: | begins with | <input type="text"/> | x | 🔍 |
| ID: | begins with | <input type="text"/> | | 🔍 |
| Academic Institution: | = | <input type="text" value="UCALG"/> | | 🔍 |
| Academic Career: | begins with | <input type="text" value="UGRD"/> | | 🔍 |
| Application Program Nbr: | = | <input type="text"/> | | 🔍 |
| Academic Program: | begins with | <input type="text"/> | | 🔍 |
| Admit Term: | begins with | <input type="text"/> | | 🔍 |
| Application Center: | begins with | <input type="text"/> | | 🔍 |
| Campus ID: | begins with | <input type="text"/> | | |
| National ID: | begins with | <input type="text"/> | | |
| Last Name: | begins with | <input type="text"/> | | |
| First Name: | begins with | <input type="text"/> | | |

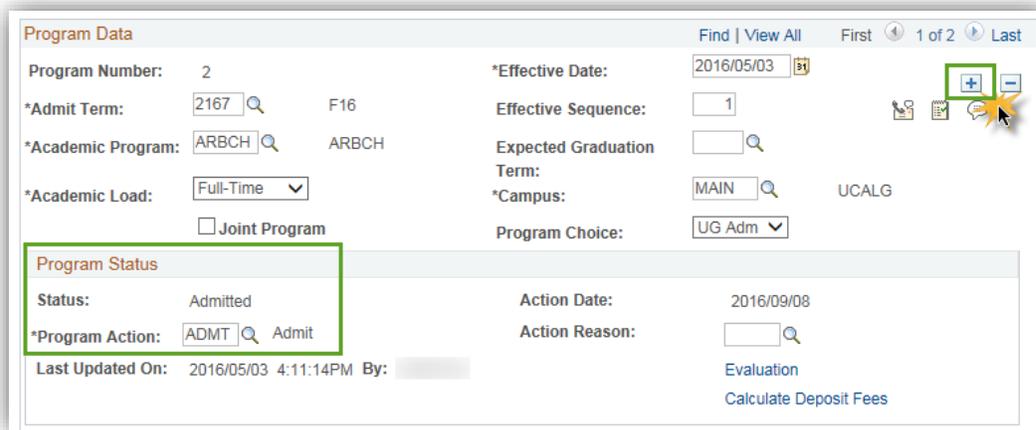
Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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



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.

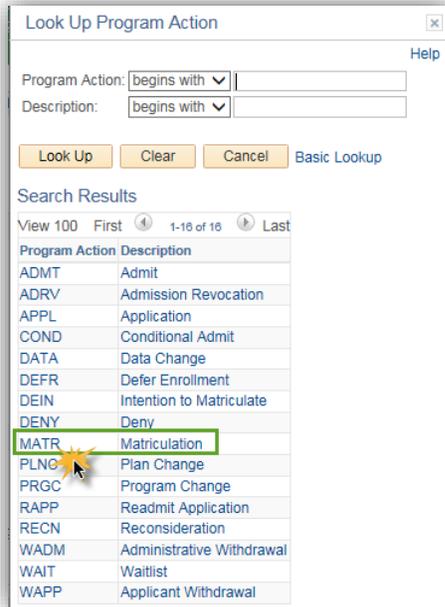


7. Click the **Look up Program Action** button.



8. Click the **MATR** link.

MATR



Look Up Program Action

Program Action: begins with |
Description: begins with |

Look Up Clear Cancel Basic Lookup

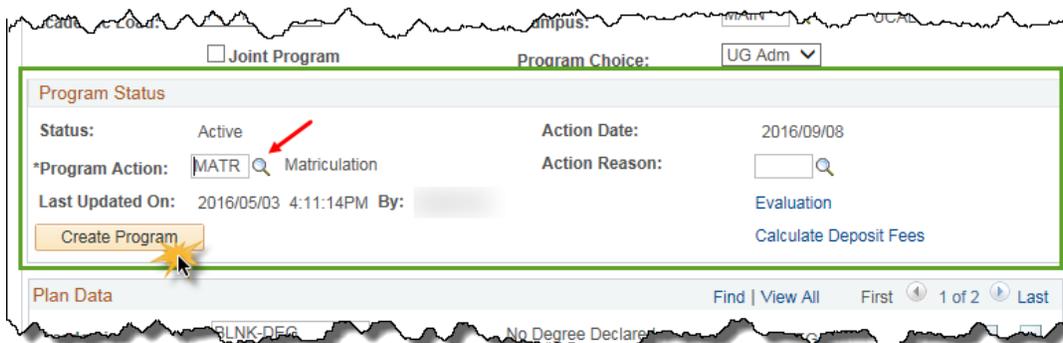
Search Results

View 100 First 1-16 of 16 Last

| Program Action | Description |
|----------------|---------------------------|
| ADMT | Admit |
| ADRV | Admission Revocation |
| APPL | Application |
| COND | Conditional Admit |
| DATA | Data Change |
| DEFR | Defer Enrollment |
| DEIN | Intention to Matriculate |
| DENY | Deny |
| MATR | Matriculation |
| PLNG | Plan Change |
| PRGC | Program Change |
| RAPP | Readmit Application |
| RECN | Reconsideration |
| WADM | Administrative Withdrawal |
| WAIT | Waitlist |
| WAPP | Applicant Withdrawal |

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.

Create Program



Program Status

Status: Active Action Date: 2016/09/08

*Program Action: MATR Matriculation Action Reason:

Last Updated On: 2016/05/03 4:11:14PM By:

Create Program Evaluation Calculate Deposit Fees

Plan Data Find | View All First 1 of 2 Last

10. Click the **Save** button.

Save

End of Procedure

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