

Manual Pre-registration Process

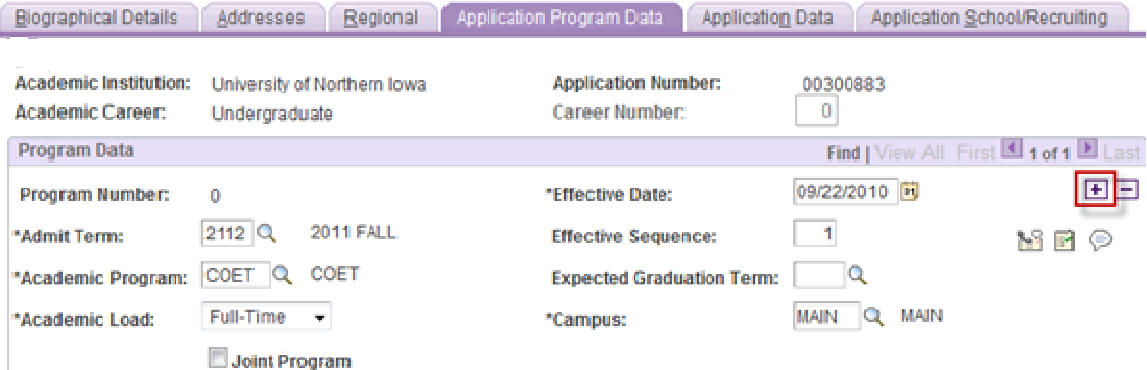
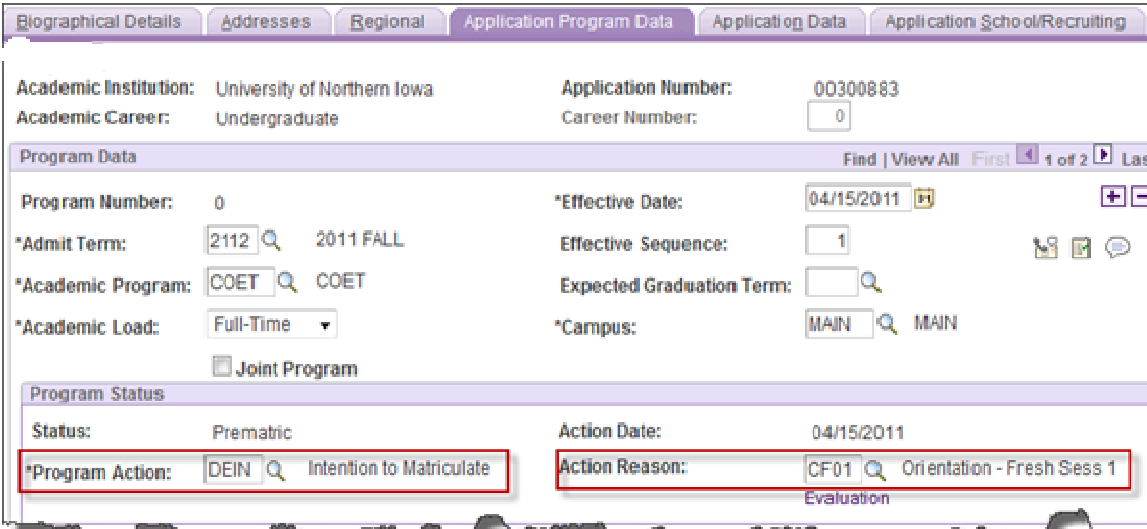
Purpose: Normally these processes run automatically in batch, however students attending orientation sessions have not yet been processed, so we must process them manually in order for them to register.

Tip: For easy navigation, add each page to your Favorites.

Steps:

- 1. Pre-matriculate student to add orientation date**
- 2. Add student to student group associated with orientation session**
- 3. Matriculate student (to activate their program/plan stack)**
- 4. Term activate student**
- 5. Add an Enrollment Appointment**
- 6. Request transfer credit summary & Prospect Advisement Report**

1. Pre-matriculate student to add orientation date

Step	Action
1.	Navigate to the Maintain Applications page. Main Menu > Student Admissions > Application Maintenance > Maintain Applications
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field. Click the Search button.
3.	Select the <i>Application Program Data</i> tab.
4.	In the <i>Program Data</i> section, click the Add New Row button.
	
5.	<p>In the <i>Program Status</i> section, select the following:</p> <ul style="list-style-type: none"> Program Action – DEIN (Intention to Matriculate) Action Reason – Select the orientation date (e.g. CF01)
	
6.	Click the Save button at the bottom of the page.

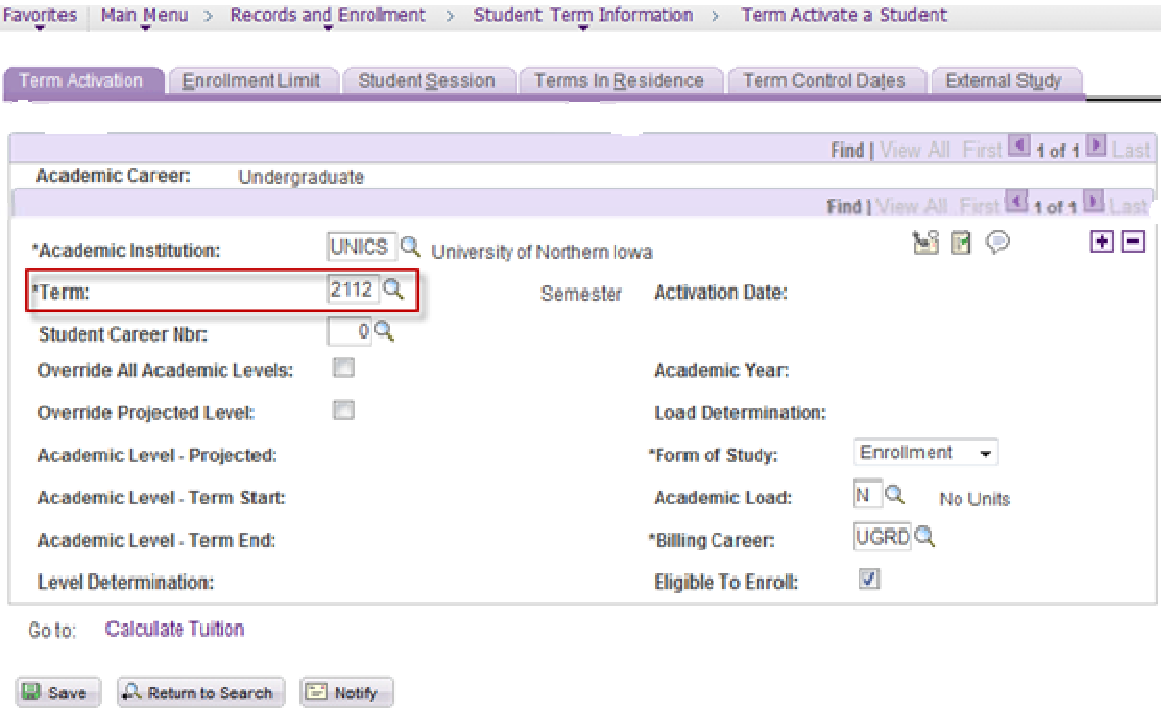
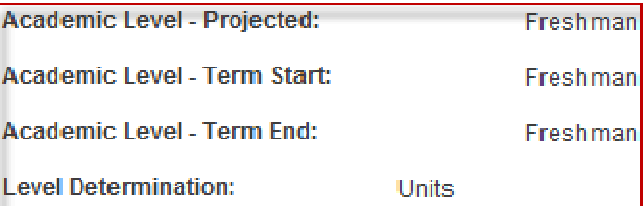
2. Add student to the Student Group associated with orientation session

Step	Action
1.	Navigate to the Student Groups page. Main Menu > Student Admissions > Application Entry > Academic Information > Student Groups
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field. Click the Search button.
3.	On the Student Groups page, enter or select the corresponding orientation session in the Student Group field. <div data-bbox="277 550 1427 1249" data-label="Form"> </div>
4.	Click the Save button at the bottom of the page.

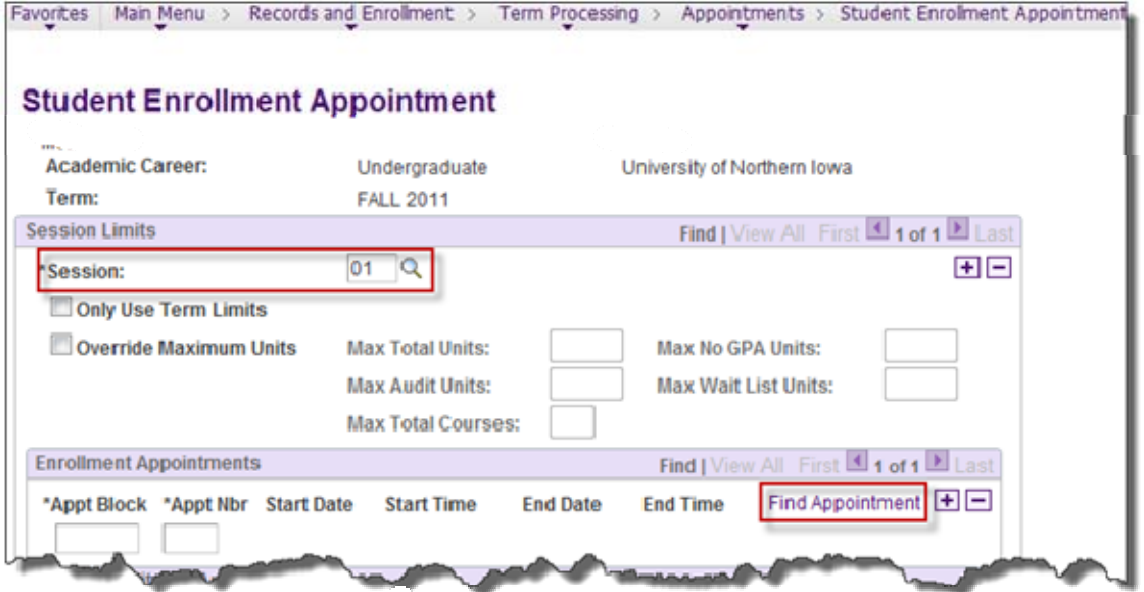
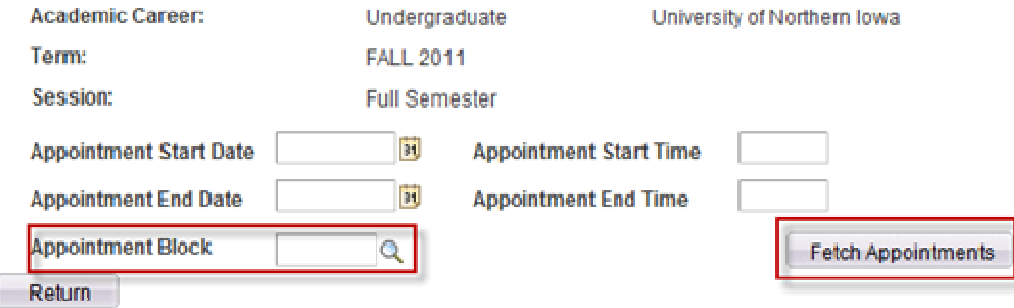
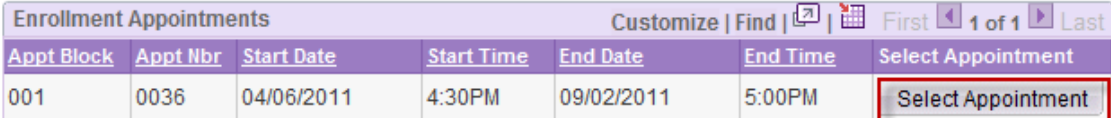
3. Matriculate student

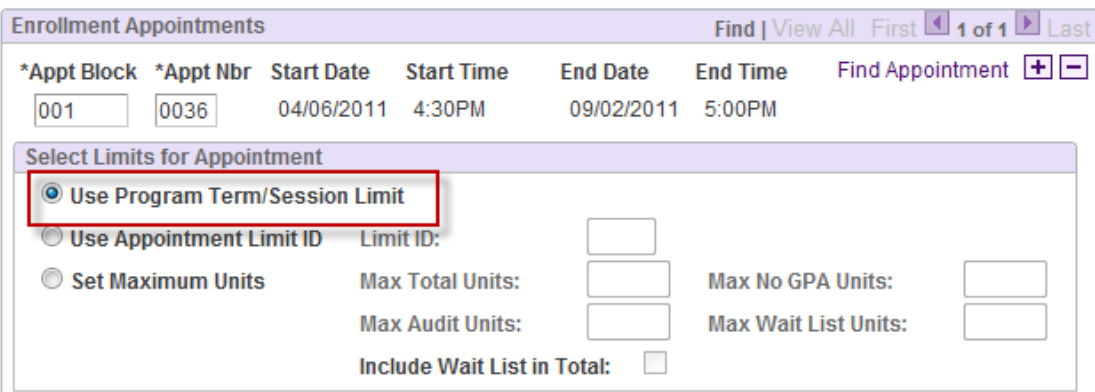
Step	Action
1.	Navigate to the Maintain Applications page. Main Menu > Student Admissions > Application Maintenance > Maintain Applications
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field. Click the Search button.
3.	Select the <i>Application Program Data</i> tab.
4.	In the <i>Program Data</i> section, click the Add New Row button <div data-bbox="295 550 1432 917" data-label="Form"> <p>Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting</p> <p>Academic Institution: University of Northern Iowa Application Number: 00300883 Academic Career: Undergraduate Career Number: 0</p> <p>Program Data Find View All First 1 of 1 Last</p> <p>Program Number: 0 *Effective Date: 09/22/2010 + </p> <p>*Admit Term: 2112 2011 FALL Effective Sequence: 1 </p> <p>*Academic Program: COET COET Expected Graduation Term: </p> <p>*Academic Load: Full-Time *Campus: MAIN MAIN</p> <p><input type="checkbox"/> Joint Program</p> </div>
5.	In the <i>Program Status</i> section, complete the following: <ul style="list-style-type: none"> • Program Action – MATR (Matriculation) • Action Reason – LEAVE BLANK • Click the Create Program button. This creates the “program/plan stack” in student records. Once it is created the button grays out. <div data-bbox="284 1140 1421 1705" data-label="Form"> <p>Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting</p> <p>Academic Institution: University of Northern Iowa Application Number: 00300883 Academic Career: Undergraduate Career Number: 0</p> <p>Program Data Find View All First 1 of 3 Last</p> <p>Program Number: 0 *Effective Date: 04/15/2011 + </p> <p>*Admit Term: 2112 2011 FALL Effective Sequence: 2 </p> <p>*Academic Program: COET COET Expected Graduation Term: </p> <p>*Academic Load: Full-Time *Campus: MAIN MAIN</p> <p><input type="checkbox"/> Joint Program</p> <p>Program Status</p> <p>Status: Active Action Date: 04/15/2011</p> <p>*Program Action: MATR Matriculation Action Reason: </p> <p>Create Program Evaluation</p> </div>
6.	Click the Save button at the bottom of the page.

4. Term activate student

Step	Action
1.	Navigate to the Term Activate a Student page. Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field. Click the Search button.
3.	<p>On the Term Activate a Student page in the Term field, enter the applicable term. Example, enter 2112 for Fall 2011.</p> 
4.	<p>Click the Save button at the bottom of the page.</p> <p>Result: The student has been term activated. The <i>Academic Level</i> information populates.</p> 

5. Add an Enrollment Appointment

Step	Action
1.	Navigate to the Student Enrollment Appointment page. Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment
2.	Enter the student's id (6 digit U ID) in the <i>ID</i> field. Click the Search button.
3.	On the Student Enrollment Appointment page, select the appropriate session code (e.g. 01 for Full Semester) and then click the Find Appointment link. 
4.	On the Search for an Appointment page, in the Appointment Block field, select the corresponding appointment (e.g. Day 10 Fresh Group 1). Note: The Orientation Coordinator may advise which Appointment Block. Click the Fetch Appointments button. Search for an Appointment 
5.	Click the Select Appointment button for the desired appointment. 

Step	Action
6.	<p>The <i>Enrollment Appointments</i> section is now populated. In the <i>Select Limits for Appointment</i> section, select Use Program Term/Session Limit.</p>  <p>The screenshot shows the 'Enrollment Appointments' section with a table containing one row of appointment data. Below the table is the 'Select Limits for Appointment' dialog. In this dialog, the 'Use Program Term/Session Limit' radio button is selected and highlighted with a red rectangle. Other options include 'Use Appointment Limit ID' and 'Set Maximum Units'. There are also input fields for 'Limit ID', 'Max Total Units', 'Max No GPA Units', 'Max Audit Units', 'Max Wait List Units', and a checkbox for 'Include Wait List in Total'.</p>
7.	Click the Save button at the bottom of the page.

6. Request transfer credit summary & prospect advisement report (see job aids)

- Transfer Credit Summary
- Prospect Advisement Report

Other Notes:

- **If a student changes entry term after matriculation** – You must complete the following:

If the student changes...	Then...
to an earlier term (e.g. was enrolled for Fall 2011 and is now coming Summer 2011)	<ul style="list-style-type: none"> a. Records and Enrollment > Career and Program Information > Student Program/Plan <ul style="list-style-type: none"> ▪ Add new row with DEFR and change admit term b. Update Residency for new term c. Term Activate (if necessary) d. Add Student Group
to a later term (e.g. was enrolled for Fall 2011 and is now not coming until Fall2012)	<ul style="list-style-type: none"> a. Complete the cancel procedure (listed below) b. Create a new application for the new entry term

- **If a student cancels after matriculation** – You must complete the following:
 - a. Records and Enrollment > Career and Program Information > Student Program/Plan
 - Add new row with WADM and change admit term
 - b. Important: Remove any enrollment if necessary