Manual Pre-registration Process

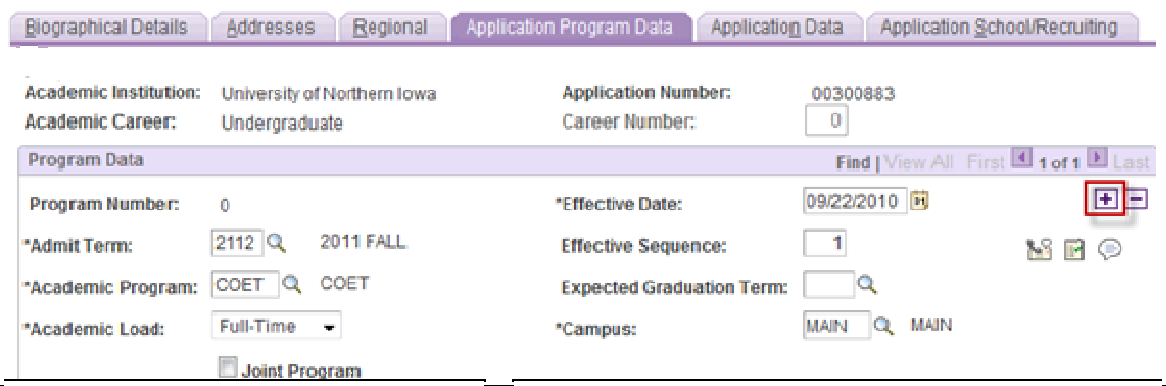
Purpose: Normally these processes run automatically in batch, however students attending orientation sessions have not yet been processed, so we must process them manually in order for them to register.

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

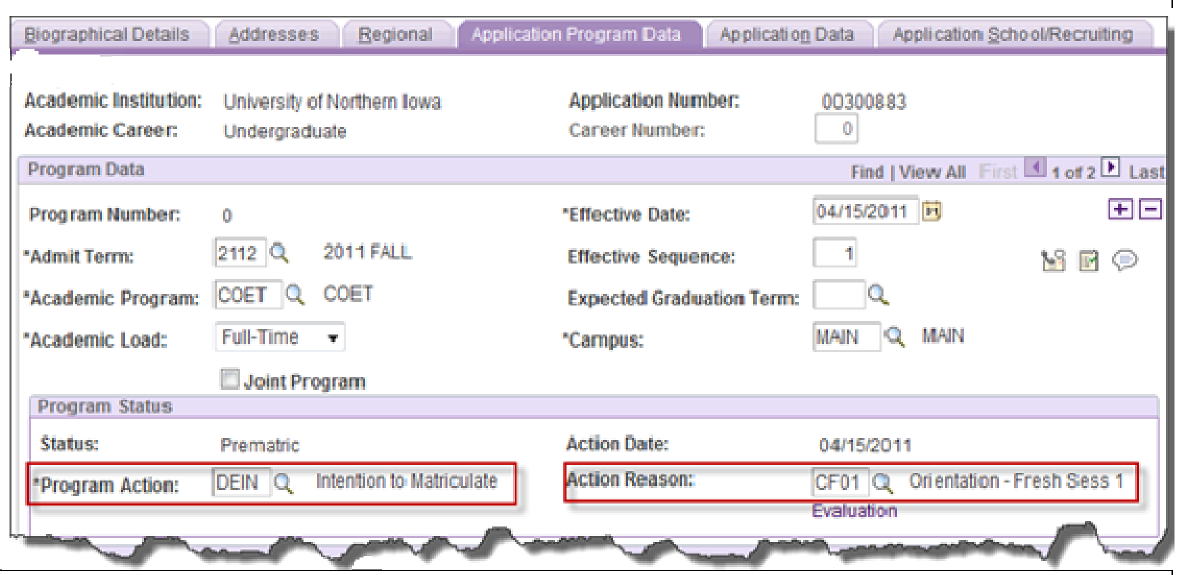
Steps:

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

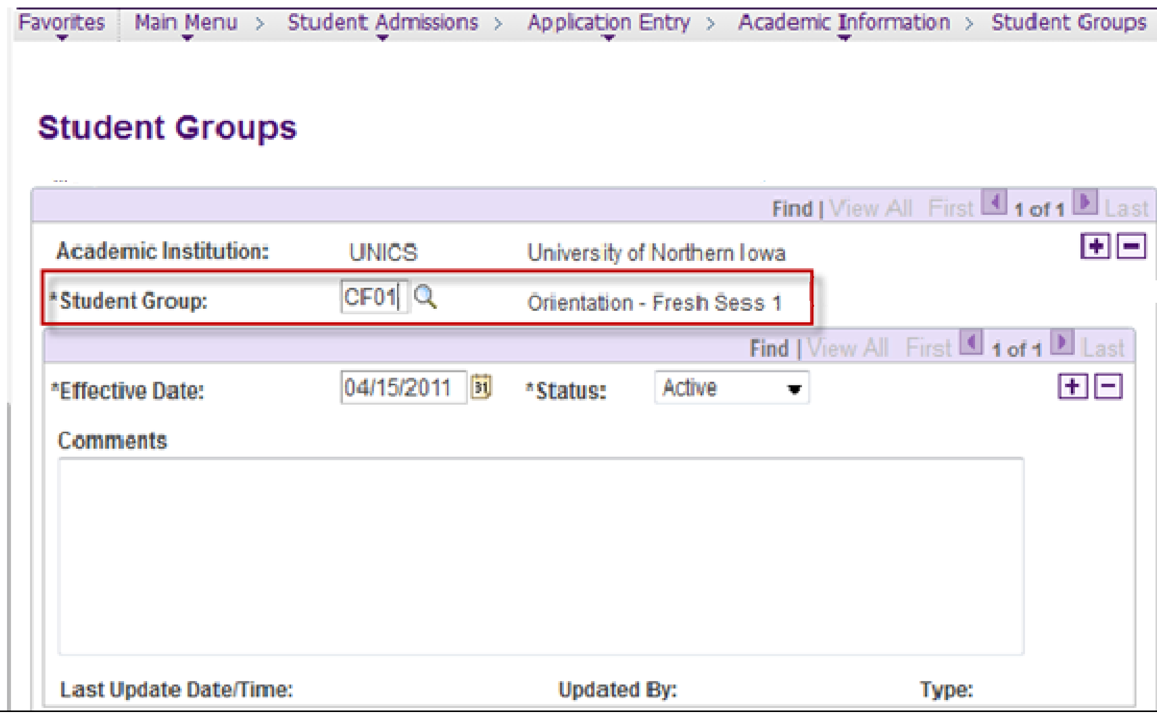
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Maintain Applications page. Main Menu > Student Admissions > Application Maintenance > Maintain Applications</td></tr>
<tr><td>2.</td><td>Enter the student’s id (6 digit U ID) in the ID field. Click the Search button.</td></tr>
<tr><td>3.</td><td>Select the Application Program Data tab.</td></tr>
<tr><td>4.</td><td>In the Program Data section, click the Add New Row button.

</td></tr>
<tr><td>5.</td><td>In the Program Status section, select the following:

Program Action – DEIN (Intention to Matriculate)
Action Reason – Select the orientation date (e.g. CF01)


</td></tr>
<tr><td>6.</td><td>Click the Save button at the bottom of the page.</td></tr>
</table>

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

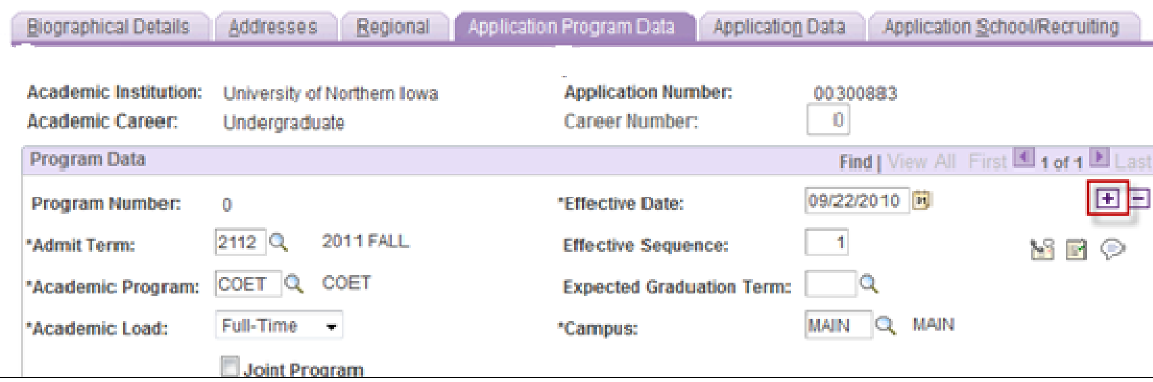
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Student Groups page. Main Menu > Student Admissions > Application Entry > Academic Information > Student Groups</td></tr>
<tr><td>2.</td><td>Enter the student's id (6 digit U ID) in the ID field. Click the Search button.</td></tr>
<tr><td>3.</td><td>On the Student Groups page, enter or select the corresponding orientation session in the Student Group field.



</td></tr>
<tr><td>4.</td><td>Click the Save button at the bottom of the page.</td></tr>
</table>

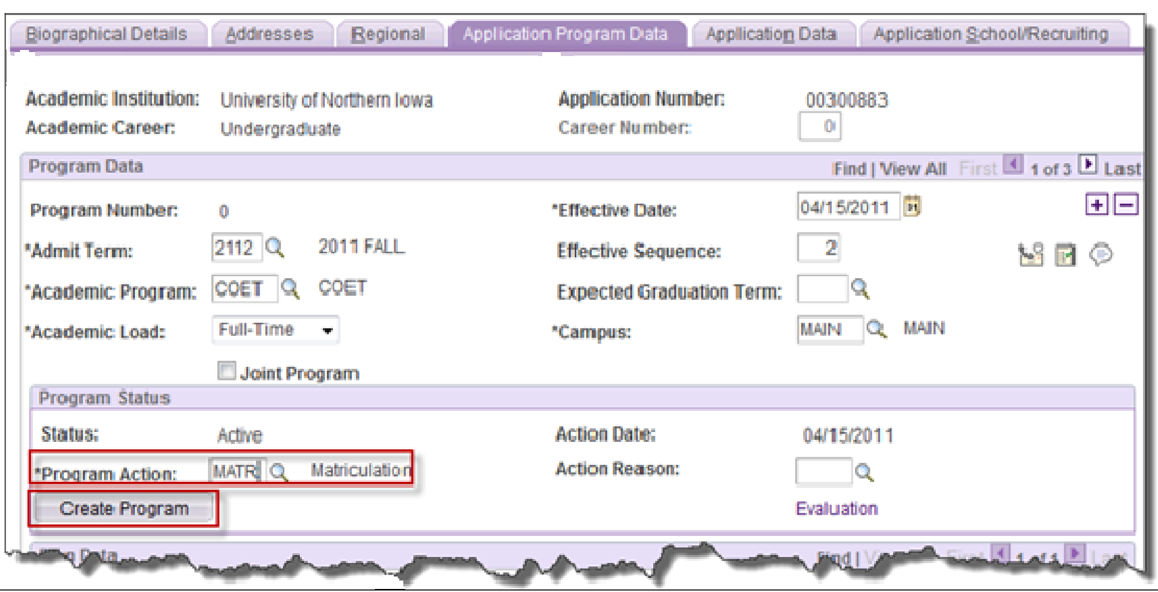
3. Matriculate student

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Maintain Applications page. Main Menu > Student Admissions > Application Maintenance > Maintain Applications</td></tr>
<tr><td>2.</td><td>Enter the student’s id (6 digit U ID) in the ID field. Click the Search button.</td></tr>
<tr><td>3.</td><td>Select the Application Program Data tab.</td></tr>
<tr><td>4.</td><td>In the Program Data section, click the Add New Row button



</td></tr>
<tr><td>5.</td><td>In the Program Status section, complete the following:

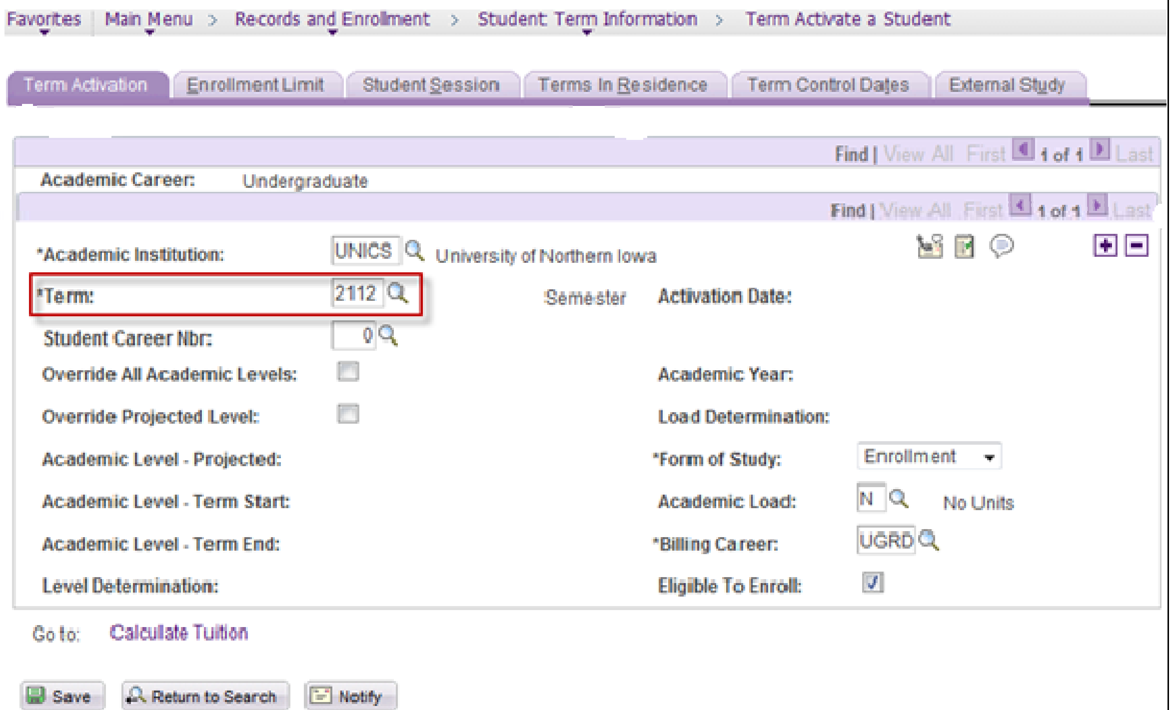
- Program Action – MATR (Matriculation)
- Action Reason – LEAVE BLANK
- Click the Create Program button. This creates the “program/plan stack” in student records. Once it is created the button grays out.



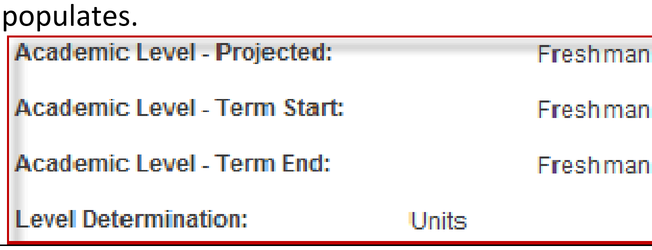
</td></tr>
<tr><td>6.</td><td>Click the Save button at the bottom of the page.</td></tr>
</table>

4. Term activate student

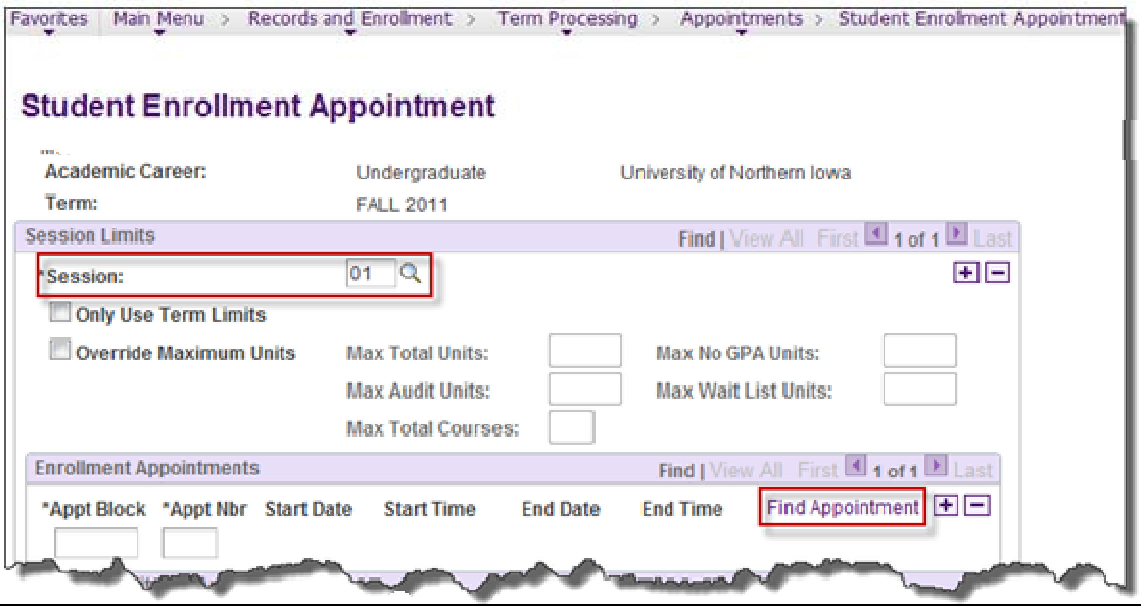
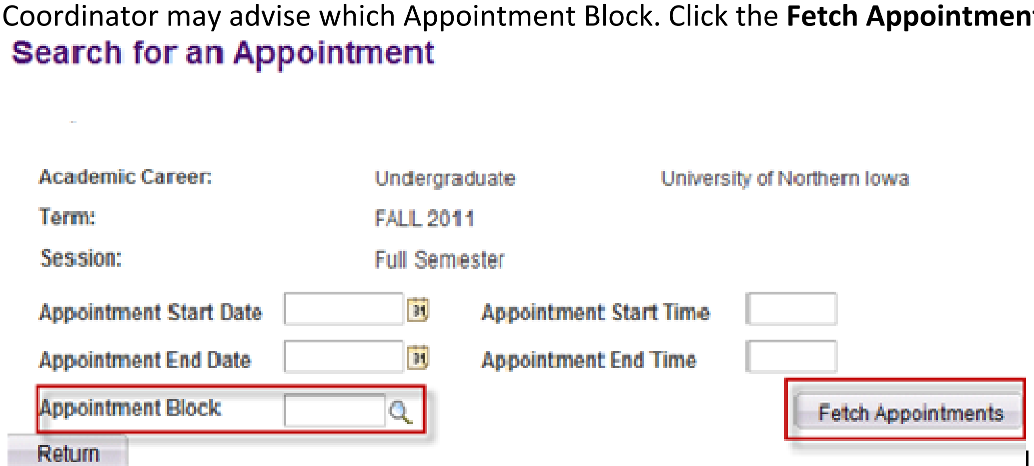
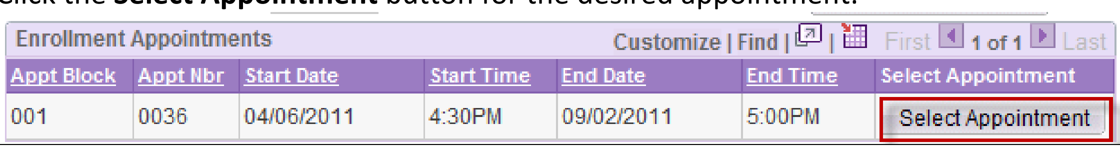
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Term Activate a Student page. Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student</td></tr>
<tr><td>2.</td><td>Enter the student’s id (6 digit U ID) in the ID field. Click the Search button.</td></tr>
<tr><td>3.</td><td>On the Term Activate a Student page in the Term field, enter the applicable term. Example, enter 2112 for Fall 2011.


</td></tr>
<tr><td>4.</td><td>Click the Save button at the bottom of the page.

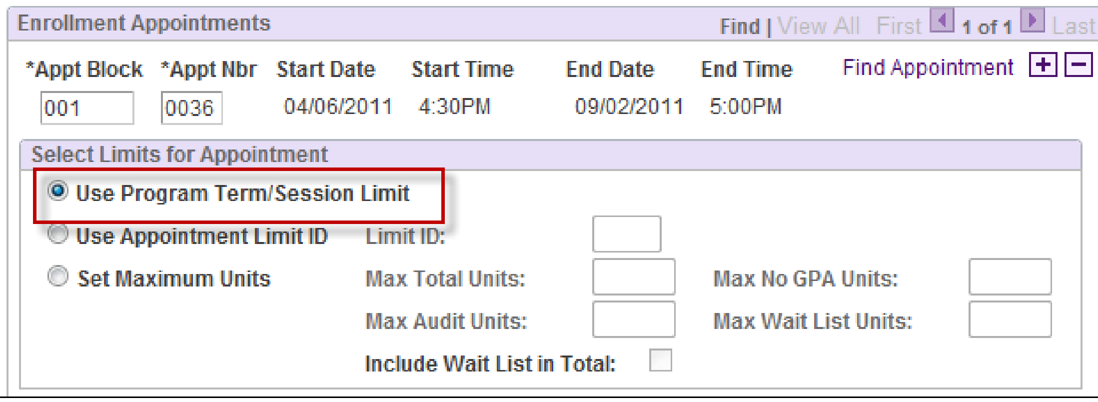
Result: The student has been term activated. The Academic Level information populates.


</td></tr>
</table>

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 *ID* 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. 
5.	Click the **Select Appointment** button for the desired appointment. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>The Enrollment Appointments section is now populated. In the Select Limits for Appointment section, select Use Program Term/Session Limit.



</td></tr>
<tr><td>7.</td><td>Click the Save button at the bottom of the page.</td></tr>
</table>

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)	a. Records and Enrollment > Career and Program Information > Student Program/Plan ▪ 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)	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