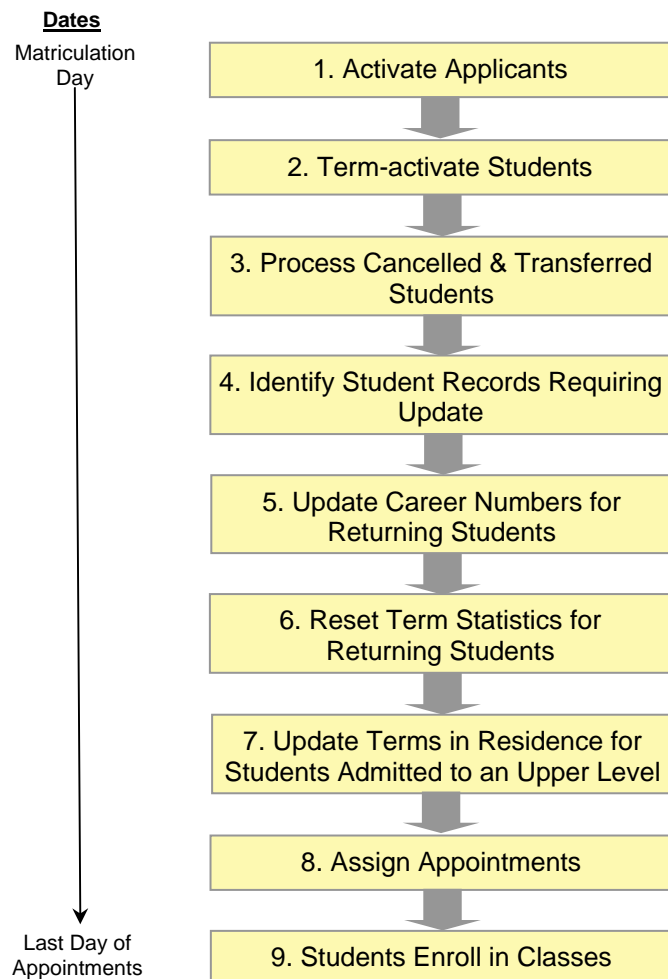


Matriculation

Matriculation refers to the process where applicants are activated in their program, plan and term and become ready for enrollment. This process is run by the Operations Support Unit on Matriculation Day and every day after that until the end of the matriculation period.

The steps in this process are shown below.



1. Activate Applicants

Activation of applicants is done at least once every day during the matriculation period until the term start date. In order for an applicant to be activated they must have:

- » been admitted by Admissions
- » have accepted an offer
- » paid the required deposit
- » have their status set to DEIN (intention to matriculate)

Once an applicant has been activated, they become active in a program and career. The Office of Admissions can no longer alter their record.

Applicants added after the term start-date are matriculated manually by the Office of Admissions.

See the [How to Activate Applicants](#) job aid for the steps to do this.

2. Term-activate Students

Once a student has been activated in their program and plan, they must be term-activated. Students are term-activated, as follows:

- » **Undergraduate** – activated for both the fall and winter terms
- » **Graduate** – activated for fall term only

This term-activation controls such things as:

- » enrollment appointments
- » enrollment
- » term totals
- » Grade Point Average
- » Advisement Report
- » tuition fee charges

See the [How to Term-activate Students](#) job aid for the steps to do this.

3. Process Cancelled & Transferred Students

This process looks for matriculated students who have cancelled their admission offer to a program and plan or returning students who have transferred to another program and plan. This occurs when:

- » **a new student** has accepted the offer and was matriculated, but has since indicated that they do not want to continue – the offer must be cancelled
- » **a returning student** has changed programs and is therefore active in two programs, the old one and the new one – the student must be cancelled from the old program and any course intentions / enrollments tied to that program must be dropped

Cancellation must be identified and students withdrawn from the relevant program in order to free up the much-needed space for other new applicants.

See the [How to Process Cancelled & Transferred Students](#) job aid for the steps to do this.

4. Identify Student Records Requiring Update

On matriculation, **returning students** who have been matriculated to a new program need to have their records checked and / or updated to reflect their status in their new current program.

Before the records for returning students can be updated, three queries must be run to identify students who:

- » have been matriculated to another program since the last matriculation run
- » are returning or new students admitted to an upper level – i.e. a level higher than 1
- » are returning students now being matriculated to another program that may need their Cumulative Statistics reset

See the [How to Identify Student Records Requiring Update](#) job aid for the steps to do this.

5. Update Career Numbers for Returning Students

By default, the Student Administrative System (SAS) sets the **Student Career Number** to zero. This is identified as the student's first and primary academic program.

SAS uses the Student Career Number to control enrollments and perform various calculations, including Grade Point Averages, tuition fee charges, term totals and academic level.

The Student Career Number is incremented when a student:

- » transfers from one program to another
- » completes one program and is now going to another
- » is re-admitted
- » is re-instated

However, the **Career Number** on their term-activation record may still reflect the previous career number, tying them to their previous program.

Once the student is matriculated to the **new** program, the **Student Career Number** for the each term on the student's record must be adjusted to reflect the new **Career Number** and point to the current program. This update is done on a daily basis by the Business Support Unit during the matriculation period.

For example:

- In term 1089, a student was matriculated in program IM003
- In term 1099, they transferred to program IM002

The Student Career Number on their original term-activation record is 0, but the Career Number tied to the student's new primary program is 1.

The Student Career Number on the term-activation record **must be** changed to match the Career Number tied to the student's new primary program.

After you override the Student Career Number in one term, it rolls from term to term. See the [How to Update Career Numbers for Returning Students](#) job aid for the steps to do this.

6. Reset Term Statistics for Returning Students

After a matriculation and term-activation, returning students will have their cumulative totals (GPA, Terms in Residence, etc.) carried forward from their previous program if they:

- » have transferred from one program to another
- » have completed one program and are now going to another
- » are re-admitted
- » are re-instated

These may need to be reset to reflect the student's true academic levels in their new and current program.

See the [How to Reset Term Statistics for Returning Students](#) job aid for the steps to do this.

7. Update Terms in Residence for Students Admitted to an Upper Level

If the student is admitted to an advanced standing or to a direct-entry level, the Terms in Residence may need to be adjusted to reflect their true academic level. This ensures that the tuition fees are correctly calculated and appointments are appropriately assigned.

For example:

A student coming in to a program has a **third year** Direct Entry Basis of Admission.

- The matriculation process defaults Terms in Residence to a value of 1. This does not reflect the student's true academic level.
- The student's record must be reviewed and the Terms in Residence changed to place student at the appropriate academic level.

See the [How to Update Terms in Residence](#) job aid for the steps to do this.

8. Assign Appointments

Before students can enroll in their classes, you must set up enrollment appointments. To do this you must:

- » set up a block of students to whom you are giving the appointment
- » define appointment dates and times for the block
- » assign enrollment appointments

See the [How to Assign Appointments](#) job aid for the steps to do this.

9. Students Enroll in Classes

Once appointments have been assigned for a student, they can start enrollment in their classes from the specified appointment date and time.
