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As applicants move through the admissions process, action must be taken on their academic program and update their program status. An applicant may have several statuses tied to their application. The application status listed here indicates the “Program Status” or the status of the applicant related to their admission. Each status may have an associated “Program Action” or what kind of action is being taken on the application. Examples: applicant, admitted, matriculated, denied. When new program actions are entered, new effective dates should be entered as well. Thus, a history of previous actions is maintained. There is also an Action Date listed, indicating the date in which the action was entered on the application. A few examples of the most common Program Actions associated with admissions are listed below. Use the lookup icon to view additional options.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>A person has an application that is under consideration by an academic program.</td>
</tr>
<tr>
<td>Admit</td>
<td>A person has been evaluated and admitted into an academic program.</td>
</tr>
<tr>
<td>Matriculation</td>
<td>A person has completed all necessary steps to become an active student in an academic program. Moving a person from an applicant to a student.</td>
</tr>
<tr>
<td>Deny</td>
<td>A person has been denied admission to an academic program.</td>
</tr>
</tbody>
</table>
To view this information, navigate to the Maintenance Application screen.

**Navigation:** Main Menu>Campus Solutions> Student Admissions> Application Maintenance> Maintain Applications

- Select the appropriate application.
In the Student Services Center this data can be viewed on the Admissions tab.

**Navigation:** Main Menu>Campus Solutions> Campus Community> Student Services Center

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**Manual Matriculation**

At FSCJ, matriculation will typically be set via an automated process. Technically, this is a two-step process that occurs on the “Admission Stack” in the system. The first step is the insertion of the “MATR” program action row located on Application Program Data page in Application Maintenance. Next, the “Create Program” button is enabled. When the yellow, rectangular “Create Program” button is selected, the system automatically creates a student program stack in the Student Record’s tables and “grays out” all of the pertinent admission data that was used to support the admission decision at this point in this application.

**Program Plan Stack**- Students are admitted to academic programs, which are identified as financial aid eligible or not. The student’s major is the academic plan attached to the program. Students attached to academic programs are matriculated. The program and plan are maintained on the same component, and the history is referred to as the program/plan stack.

Once an applicant is matriculated, all of the rows related to the student’s academic objective are copied from Admissions to Student Records. Matriculation may be processed either in batch (automatically on a scheduled basis) or individually (manually on demand). Matriculation is the first step in a multiple step process needed for a new student to be eligible to enroll. Before matriculation, Student Records cannot perform any action on a student’s records because there is no program stack in Student Records; therefore, Admissions performs all necessary
operations on the student’s records. After matriculation, Student Records performs all necessary operations on a student’s academic objective through the program stack.

Next, review the Application Program Data tab to determine the student status.

Admission and Matriculation into Limited Selective Access plans will be completed by the program. Before admitting or matriculating a student, you must determine if a plan is Limited Selective Access and if you have authorization to admit or matriculate students into the plan.

- Use the (+) to add a row and enter a status of Admit (ADMT). The Action Reason field is optional unless the student is a readmit.
Note: Any student can be matriculated, regardless of program action/reason. However, the student should be admitted first.

Next,

- Click the “+” sign to add a new row to the Program Data.
- Enter Effective Date. This will default to today’s date. If a student is applying for a term that has already begun, you will need to backdate this matriculation row by updating the Effective Date.
- Enter “MATR” in Program Action.
- Enter Action Reason (Optional). If there was an Action Reason that was used for the “ADMT” row, you should utilize the same Action Reason for the “MATR” row. This will ensure that your reporting will “count” the student now that they are matriculated in the same manner as the “ADMT” row did. However, this is optional.
- When you tab out of the Program Action field, the system will return a new Status of “Active” and the Create Program button will appear.

- Click the Create Program button to save the MATR action. If you attempt to save the Matriculation (MATR) Action using the “Save” button, you will receive an error message.

Once you save using the Create Program button, the new MATR Program Action row will be saved and several fields will be greyed out and no longer eligible for update (for example, all the fields on the Application Program Data tab and the Admit Type field on the Application Data tab). The student has now been passed to Student Records, and a Program/Plan Stack has been created in the Student Records module.
In the Student Services Center this data can be viewed on the Admissions tab.

**Navigation:** Main Menu>Campus Solutions> Campus Community> Student Services Center

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**Additional Admit/Matriculation Option**

**Navigation:** Main Menu>Campus Solutions> Student Admissions> Application Evaluation>Application Decisions>Action Reason Entry

This option can be used for admitting multiple applicants; however, it does not provide a view of the applicant's current status (Example: Application, Admitted, Matriculated)
### Action/Reason Entry

#### Academic/Reason Parameters

<table>
<thead>
<tr>
<th>Academic Institution:</th>
<th>FSCJ1</th>
<th>FSCJ1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admit Term:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Program:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Program Action:** Admit
- **Action Reason:**
- **Action Date:** 05/10/2017
- **Seq.:** 1

#### Apply to Program Application

<table>
<thead>
<tr>
<th>Application Nbr ID</th>
<th>Name</th>
<th>Prog Nbr</th>
</tr>
</thead>
</table>

#### Program Data

#### Program Status
Complete the following information in the Action/Reason Parameters:

- **Academic Institution** (Required Field): System should default to FSCJ1 (review Setting User Defaults on the Introduction tab of the Campus Solutions website) for assistance on setting up default data.

- **Academic Career** (Required Field): Use the Look Up icon to select the appropriate career- Clock (CLK), Credit (CRD), etc.

- **Admit Term** (Required Field): Use the Look Up icon to select the appropriate Term.

- **Academic Program** (Required Field): Use the Look Up icon to select the appropriate program- Technical Certificate (1YFA), Associate Degree (2YFA), Bachelor Degree (BACH), etc. To learn more about academic structure view the Introduction to PeopleSoft Campus Solutions video on the Introduction tab of the Campus Solutions website.

- **Program Action**: (Required Field): Use the Look Up icon to select the appropriate action. See Program Action Table on the next page.

- **Action Reason** (Optional): The action reason corresponds to the Program action.

- **Action Date**: Field will default to current date.

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### Understanding Program Actions

<table>
<thead>
<tr>
<th>Program Action</th>
<th>Program Action Description</th>
<th>Additional Details</th>
<th>System Updates the Program Status to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMT</td>
<td>Admit</td>
<td>A person has been evaluated and admitted into an academic program.</td>
<td>Admitted</td>
</tr>
<tr>
<td>ADRV</td>
<td>Admission Revocation</td>
<td>A person was admitted into an academic program, but it was later determined that the person did not qualify for admission. The individual was assigned a Cancelled status from an Admitted or Active status.</td>
<td>Cancelled</td>
</tr>
<tr>
<td>APPL</td>
<td>Application</td>
<td>A person has an application that is under consideration by an academic program.</td>
<td>Applicant</td>
</tr>
<tr>
<td>COND</td>
<td>Conditional Admit</td>
<td>A person has been evaluated and accepted into an academic program on a conditional basis. Along with a Conditional Admit action you can assign a checklist code to help track the outstanding requirements for the conditions of admission.</td>
<td>Admitted</td>
</tr>
<tr>
<td>DATA</td>
<td>Data Change</td>
<td>Data relative to an applicant’s academic program was changed. This action records the fact that a change was made.</td>
<td>The same status as the previous row.</td>
</tr>
<tr>
<td>DDEF</td>
<td>Defer Decision</td>
<td>An evaluation was performed on an application, but a decision was not made. This action records the fact that an application has been evaluated. For example, a person applies under an early notification plan. The person is evaluated but does not meet the early decision criteria. The final decision is deferred until the regular decision deadline.</td>
<td>The same status as the previous row.</td>
</tr>
</tbody>
</table>
- Complete the following information in the Apply to Program Application Section:
  - **ID**: Enter Student ID.
  - **Application Nbr** (if available): Use the Look Up icon to select the appropriate number.

Please ensure the application you want to admit or matriculate is not in an Admitted (ADMT) or Matriculated (MATR) Program Action status. The application should be in an Application (APPL) status prior to being admitted and an Admitted (ADMT) status prior to being matriculated.
Click Refresh and Save.