

9.2 Matriculating an Applicant into a Student

Purpose: Use this document as a reference for matriculating a student in ctcLink.

Audience: Admissions Staff

 You must have at least one of these local college managed security roles:

- ZC AD App Entry
- ZC CC SOGI
- ZD AD App Entry
- ZD CC SOGI
- ZZ AD App Entry
- ZZ CC SOGI

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 SACR Security: Academic Program Security](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access

Matriculating an Applicant into a Student

Navigation: Student Admissions > Application Maintenance > Maintain Applications

Navigation: CS > Main Menu > ctcLink CS Staff Homepage > Admissions Processing (tile)> Processing Applications > Maintain Applications

1. The **Maintain Applications** search page displays.
2. Select the **Academic Institution**.
3. Enter additional **Search Criteria** to locate your applicant (*Application Nbr, ID, National ID, Last Name/ First Name*).
 - a. **Tip:** Deleting the "0" in the Application Program Nbr field will allow viewing all applications submitted by students.
 - b. Select the **Include History** check box--this also allows a processor to view an applicant's history.

4. Select **Search**.

Find an Existing Value

▼ Search Criteria

Application Nbr begins with Q

ID begins with Q

Academic Institution = Q

Academic Career begins with Q

Application Program Nbr = Q

Academic Program begins with Q

Admit Term begins with Q

Application Center begins with Q

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

5. The **Biographical Details** tab displays. Select the **Application Data** tab.
6. In the **File Information** section, check the **Complete** box if the application is complete.
 - a. Checking the box complete will display in the student's Self-Service.
7. Enter the **Date** application is marked complete.
 - a. The **External Application Nbr** is populated when a student applies through the Online Admissions Application Portal (OAAP). This number can be used to look up the original application submitted through Application Search.

Maintain Applications

Biographical Details | Addresses | Regional | Personal | Application Program Data | **Application Data** | Application School/Recruiting >

Paul Klee Academic Institution Tacoma CC 201698308
 Academic Career Undergraduate
 Application Number 00157649

Application Data

*Application Center W220 Applicant *Admit Type FYR First Yr
 *Application Date 07/30/2020 Academic Level
 *Created On 07/30/2020 *Notification Plan Regular Admission Decision
☐ Prior Application Application Method
☐ Previous Attendance From Date
☐ Graduated early? To Date
☐ Not Currently Attending School
☐ Electronic Signature
☐ Criminal Conviction

Additional Information

Housing Interest Financial Aid Interest [Intl Student Health Coverage](#)

File Information **Application Fee Information**

☒ Complete Date 07/30/2020 Status Pending [Calculate Application Fees](#)
 External Application Nbr Fee Type Standard [Item Summary](#)
[Display Errors / Warnings](#)

8. Select the **Application Program Data** tab.

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee Academic Institution Tacoma CC 201698308 Application Number 00157649
 Academic Career Undergraduate Career Number 0

Program Data 1 of 1 View All

Program Number 0 *Effective Date 07/30/2020
 *Admit Term 2207 2020 FALL Effective Sequence 1
 *Academic Program ACADM ACADM Expected Graduation Term
 *Academic Load Full-Time *Campus MAIN Main
☐ Joint Program

Program Status

Status Applicant Action Date 07/30/2020
 *Program Action APPL Application Action Reason
 Last Updated On 07/30/2020 9:07:44PM By CTC_TMARTIN [Evaluation](#)

Plan Data 1 of 1 View All

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA
Sub-Plan Data 1 of 1 View All
 *Sub-Plan ANTHROPOLO Anthropology Spec

Transfer To Education **Go**

9. The **Application Program Data** tab displays. In the **Program Data** section, select the **Add a New Row [+]** icon; this creates a new date-effective row.
- Plan Data.** The **Academic Plan** the student selected on their application (*OAAP or paper*) will be populated in this field.

- b. **Sub-Plan Data.** (*Optional Field*). The **Sub-Plan** the student selected on their application (*OAAP or paper*) will display in this field.

The screenshot shows the 'Maintain Applications' interface. The 'Application Program Data' tab is selected. The form includes the following fields and sections:

- Program Data:** Program Number (0), *Effective Date (07/30/2020), *Admit Term (2207, 2020 FALL), Effective Sequence (1), *Academic Program (ACADM), Expected Graduation Term, *Academic Load (Full-Time), *Campus (MAIN), and a checkbox for Joint Program.
- Program Status:** Status (Applicant), Action Date (07/30/2020), *Program Action (APPL), Action Reason, and Last Updated On (07/30/2020 9:07:44PM) by CTC_TMARTIN.
- Plan Data:** *Academic Plan (LASDTAA), Academic Transfer AA DTA, Major (AA).
- Sub-Plan Data:** *Sub-Plan (ANTHROPOLO), Anthropology, Spec.

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History. A breadcrumb trail is visible at the bottom: Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Application Student Response | Additional Details.

10. The new effective-dated row displays.

i *If a student wants to enroll in the current term, the effective date for the MATR row must be before the term start date.*

For example, a student applies for the fall term and is matriculated on 9/20/2016. However, the term start date is 9/19/2016, so this student would not be term activated and enrolled for fall. In this case, the student's application and matriculation should be backdated prior to 9/19/2016.

11. In **Program Action**, select "**MATR.**"
12. Select **Create Program**; this matriculates the applicant and creates the Student Program/Plan--Academic Plan & Sub-Plan (*Optional*).

Biographical Details **Maintain Applications**

Paul Klee Academic Institution Tacoma CC 201698308 Application Number 00157649
Academic Career Undergraduate Career Number 0

Program Data 1 of 2 View All

Program Number 0 *Effective Date 07/30/2020
*Admit Term 2207 2020 FALL Effective Sequence 2
*Academic Program ACADM ACADM Expected Graduation Term
*Academic Load Full-Time *Campus MAIN Main
☐ Joint Program

Program Status

Status Active Action Date 07/30/2020
*Program Action MATR Matriculation Action Reason
Last Updated On 07/30/2020 9:07:44PM By CTC_TMARTIN Evaluation
Create Program

Plan Data 1 of 1 View All

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA
Sub-Plan Data 1 of 1 View All

*Sub-Plan ANTHROPOLO Anthropology Spec

Transfer To Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Application Student Response | Ad

13. The **Create Program** button grays out. To reverse, update or alter the **Program Action**, a new date-effective row must be created.

Application Program Data **Maintain Applications**

Paul Klee Academic Institution Tacoma CC 201698308 Application Number 00157649
Academic Career Undergraduate Career Number 0

Program Data 1 of 2 View All

Program Number 0 *Effective Date 07/30/2020
*Admit Term 2207 2020 FALL Effective Sequence 2
*Academic Program ACADM ACADM Expected Graduation Term
*Academic Load Full-Time *Campus MAIN Main
☐ Joint Program

Program Status

Status Active Action Date 07/30/2020
*Program Action MATR Matriculation Action Reason
Last Updated On 07/30/2020 9:32:59PM By CTC_TMARTIN Evaluation
Create Program

Plan Data 1 of 1 View All

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA
Sub-Plan Data 1 of 1 View All

*Sub-Plan ANTHROPOLO Anthropology Spec

Transfer To Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

14. Process complete.

Admissions Program Action	Description	Addition Steps Caused by Action
ADMT - Admit	A person has been evaluated and admitted into an academic program.	
ADRV - Admission Revocation	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	When revoking admission for a person who has a current action of Matriculation, and therefore an Active status, you must go to Records and Enrollment to take this action on the Student Program/Plan component. When you revoke admission from Records and Enrollment, the Student program information is deleted and your application information is updated as Cancelled Due to Admission Revocation. If the person never had an action of matriculation, you can add an Admission Revocation action directly in PeopleSoft Recruiting and Admissions.
APPL - Application	A person has an application that is under consideration by an academic program.	
COND - Conditional Admit	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.	

Admissions Program Action	Description	Addition Steps Caused by Action
DATA - Data Change	Data relative to an applicant's academic program was changed. This action records the fact that a change was made.	
DDEF - Defer Decision	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.	
DEFR - Defer Enrollment	A person has been admitted and may be active for one admit term but will actually enroll in a later admit term. This action enables you to change the admit term for the applicant and record that he or she is deferring enrollment.	
DEIN - Intention to Matriculate	A person has indicated intent to matriculate, but has not completed all the steps to become an active student. Reasons can be defined to clarify why the candidate is changed from an admitted status to a Prematriculant status.	
DENY - Deny	A person has been denied admission to an academic	

Admissions Program Action	Description	Addition Steps Caused by Action
	program.	
MATR - Matriculation	A person has completed all necessary steps to become an active student in an academic program.	When you enter an action of Matriculation, you must click the Create Program button that creates a record for this person in Student Records. You can not save the page until you click this button. After you matriculate the applicant, the component is saved. Also, all fields become unavailable for input because this person now belongs to Student Records.
PLNC - Plan Change	The academic plan to which an applicant is applying was changed.	
PRGC - Program Change	The academic program to which an applicant is applying was changed.	
RAPP - Readmit Application	A person has applied to reenter a student career and academic program for which he or she already has a student record.	When you choose this action, the Career Number field becomes available for input. You must select which student record should be populated with the readmit information if the student ends up enrolling again. Additionally, if you enter this action, the admit type you enter on the Application Data page must be one associated with readmit processing.
RECN - Reconsideration	A person who has a cancelled status for the academic program, but is	After an action of reconsideration is taken, you can admit the

Admissions Program Action	Description	Addition Steps Caused by Action
	being reconsidered for admission in the same applicant pool.	applicant. You cannot take an action of Admit if the program status is Cancelled. You must first select a Reconsideration action.
WADM - Administrative Withdrawal	A person's application to an academic program has been withdrawn from consideration for admission or from enrollment in a class. This can be done before or after an action of admit has been taken or after the applicant has achieved active status. In addition, reasons can be created to clarify when or why the application was withdrawn.	
WAIT - Waitlist	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. For example, there may not be enough space in the class. The candidate is currently active on the waitlist.	
WAOF - Waitlist Offer	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. The candidate has been offered a place on a waitlist, but has not accepted that offer.	
WAPP - Applicant Withdrawal	A person has withdrawn from consideration for	

Admissions Program Action	Description	Addition Steps Caused by Action
	<p>admission or from the entering class. Reasons can be created to clarify when or why the withdrawal occurred. For example, an action of applicant withdrawal with Before Decision as the reason indicates the individual withdrew early enough in the process that no admission decision had been made. A Waitlist Withdrawal reason indicates someone who did not want to accept a place on the waitlist.</p>	