Undergraduate Matriculation, Activation and Enrollment Appointments: Defined

Reference Document

Audience: Department and College Advisers

Summary

This document describes the matriculation, term activation, and enrollment appointments processes. These three processes prepare a new student in AIS so that: advisers can update students' majors and enter expected graduation terms; students can take part in the upcoming term; and that students can enroll in classes.

Minus matriculation, continuing students are subject to the same sequence of events.

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Introduction

These three terms—matriculation, activation, and enrollment appointments—are at times used interchangeably by advisers and registrar staff, because the three AIS jobs that do these things are run in close proximity to each other.

But they are actually three completely different processes, and it's important for department and college advisers to know what role each one plays.

Matriculation

When a student first applies to UCSC, advisers and most staff members cannot see the applicant information in AIS-- It is all on the Admissions side, and Admissions staff are working diligently to review applicant data, collect transcripts, make acceptance determination, and so on.

The process works like this:

1. Before students are matriculated, all of the students who SIR'd (**S**ubmitted their **I**ntent to **R**egister at UCSC) are put into "admitted" status by Admissions. Only Admissions can see the applicant data at this point.

2. On UCSC's designated matriculation/term activation date, Admission runs an AIS batch job that matriculates all of the admitted students. This copies the student information over to the areas of AIS where advisers can see it.

3. Now that the students are matriculated, advisers can see them in the Program/Plan screen. Advisers can update majors and set EGTs!

Activation

Once Admissions has matriculated the new students, the Office of the Registrar can term-activate them in AIS to their first term; the Registrar staff always does this on the same day that Admissions does the batch matriculation.

Term activation means that the student is set up to be affiliated with UCSC for a specific term. For every single term, Registrar staff has to term activate all students who are expected to be affiliated with UCSC:

•   New students are matriculated and then term-activated. (Readmitted students also undergo both processes; see the section "Readmission" later in this document.)

•   Continuing students were already matriculated at the beginning of their careers, and only need to be term-activated.

Once the Registrar staff activates students to, say, Fall:

- Advisers can run Infoview reports that have a term prompt, for the Fall quarter
- Advisers can post Other Credit for students
- Students can enroll in classes once that quarter begins. (Though in practice, students don't have to wait that long. See the next section, "Enrollment Appointments.")

Here are examples of how term activation works for some students:

- Suppose that a student was at UCSC from Fall 2010 until Spring 2014, but did not attend after that. That means they were matriculated by Admissions back in 2010. They were term activated each term from Fall 2010 through Spring 2014. They are still matriculated (the only way they wouldn't be is if their admission was revoked), but they're not currently term activated because they've not been affiliated with UCSC as a student for any term since Spring 2014.

- Suppose that a new student is admitted for the upcoming term. That means that Admissions will matric them, and that same day the Office of the Registrar will term activate them so that they will be affiliated with UCSC for the upcoming term. If they don't withdraw from UCSC, they will be activated for the next term, and the one after that, and so on: until they withdraw or graduate.

Enrollment Appointments

The previous section stated that once a student is term activated, they can enroll in classes when the quarter begins. But the university wants students to be able to enroll in classes much earlier. Enrollment appointments take place *before* the quarter begins.

So the Office of the Registrar processes term-activated students through a series of AIS batch jobs. These jobs assign each student a designated date and time for enrollment.

- Continuing students are assigned enrollment appointments that allow them to start enrolling after Advising Week. Their assigned enrollment day is determined by their projected class level; and their assigned enrollment time is determined by how many units they have completed.

- New Fall undergraduates are assigned enrollment appointments for the day after they attend Summer Orientation, unless they are in a special group that enrolls on a different day.

- Not all term-activated students get enrollment appointments. For example, students on EAP are term activated, but they don't enroll locally so they do not get enrollment appointments. The same applies for grad students who are Filing Fee, outgoing special program participants, "detached" students in independent abroad programs, and any other students who do not enroll locally prior to the start of the term.

Readmission

Readmission is different in one significant way from the regular matriculation/activation/ enrollment appointments process: A readmitted student was already matriculated in AIS when they first started at UCSC, so you can already see their information in AIS.

UCSC follows the same three steps for readmitted students as for new students:

1. They are matriculated by Admissions
2. They are term activated by the Registrar.
3. Their enrollment appointments are assigned by the Registrar.

This is done because the student is no *longer* active in AIS, so the readmission processing is handled by the Admissions Office, just like the student's original admission.

In this case, all of the readmission information is entered on the AIS admission pages, such as the readmission application. But as with regular matriculation, advisers can't see the readmission information until the student's readmission is matriculated by Admissions.

Until the matriculation happens, the student is considered discontinued, or "not active" at UCSC. Because the student is not active, rows cannot be added to Program/Plan, the student cannot be term activated, cannot enroll in classes, and so on. Basically, changes cannot be made to the student's academic account.

Once Admissions matriculates the student, the Office of the Registrar will activate the student on that same day and set the enrollment appointments, just as with regular admission. Then the student's adviser can enter academic information into the student's account, and the student will be able to enroll in classes.

Looking Up Activation and Appointment Dates

To find when term activation and enrollment appointments will be processed for the new term, check the AIS Operational Calendar. The term activation day will always be the same day as matriculation.

To look up these dates:

1. Navigate to the Operational Calendar in AIS by:
   - Clicking the "Resources" tile on your AIS home page, or
   - From the Navbar, choose: Navigator > Operational Calendar
2. Click "Search for events".
3. Select "Specific Fields".
4. For Event, enter "activation" or "appointments".
5. For Term, enter the term code.
6. Leave all other fields blank and click "Submit".

The Start Date tells you the date when this event will happen.