

Unmatriculation Process

Overview

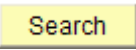
These procedures will show how to unmatriculate a student.

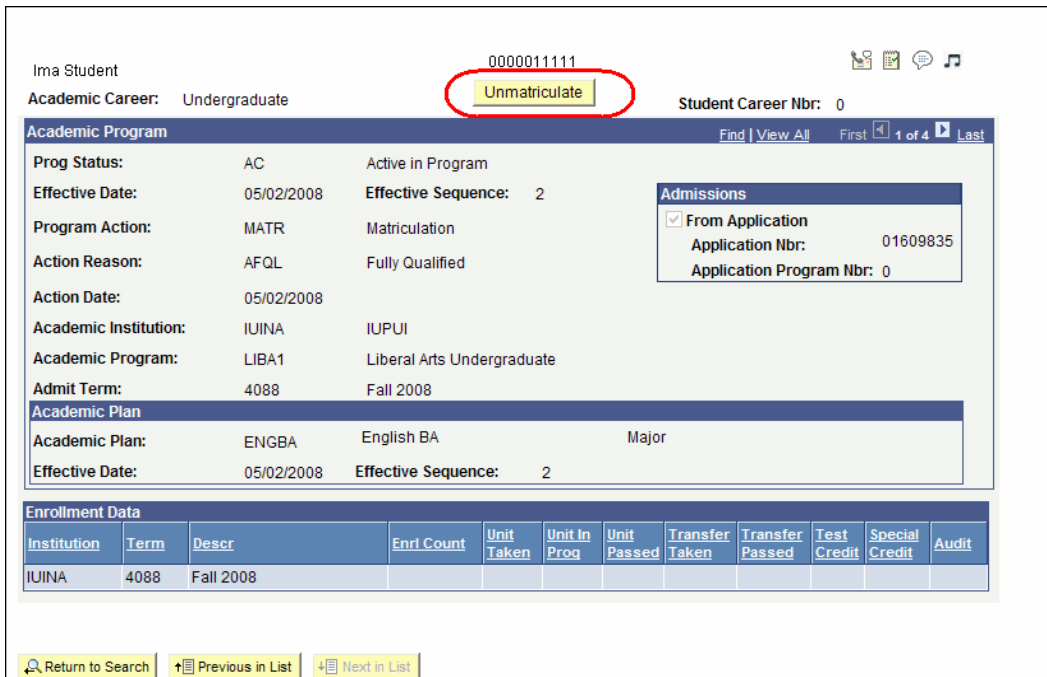
- When students are matriculated by Admissions the Program Plan stack is created on the Student Records side. Previously, if changes to the application for admission were needed, the Registrars would manually add an Admissions Revocation row to the Program Plan Stack, in order to send the application back to Admissions.
- This feature automates the Unmatriculation process so that Student Records staff can more easily return the record to Admissions for updates.
- The process assumes a student is not enrolled, has no transfer, test or other credit posted, has no bursar assessment and is eligible to be Unmatriculated.

NOTE: Disclaimer: the campus Registrar and Admissions office will need to work together to define their campus specific process for unmatriculation.

Steps

New Admit, Not Enrolled, Eligible for Unmatriculation

1. Navigate to: **IU Panels > IU Unmatriculation.**
2. Enter the student's **ID** or **Last Name** and **First Name.**
3. Click .



The screenshot displays the IU Unmatriculation interface for a student. At the top, the student's ID '0000011111' is shown, with an 'Unmatriculate' button circled in red. Below this, the 'Academic Program' section shows details for a Liberal Arts Undergraduate student, including program status, effective date, and action reason. An 'Admissions' pop-up window is visible, showing a checked box for 'From Application' and application numbers. The 'Academic Plan' section shows the student is in the English BA major. At the bottom, an 'Enrollment Data' table shows the student's enrollment history.

Institution	Term	Descr	Enrl Count	Unit Taken	Unit In Prog	Unit Passed	Transfer Taken	Transfer Passed	Test Credit	Special Credit	Audit
IUINA	4088	Fall 2008									

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- In the screen shot above, this is an example of a student who is a new admit, not enrolled and eligible for Unmatriculation. To unmatriculate this student, click **Unmatriculate**.
- The following page will display letting you know the Unmatriculation is done.

Ima Student 0000011111 **Unmatriculate** Student Career Nbr: 0

Academic Career: Undergraduate

Unmatriculation done. This prog/plan stack has been moved back to Admissions.

[Return to Search](#) [Previous in List](#) [Next in List](#)

- Once the student's record has been unmatriculated, the Admissions *Application Program Data* page will display a **Status** of "Cancelled" and the **Program Action** will be "ADRV, Admission Revocation" as seen in the screen shot below.

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

Ima Student 0000011111 Application Number: 01609835
Academic Institution: IUPUI Career Number: 0
Academic Career: Undergraduate

Program Data Find | View All First 1 of 1 Last

Program Number: 0 *Effective Date: 05/03/2008
*Admit Term: 4088 Fall 2008 Effective Sequence: 1
*Academic Program: LIBA1 Ugrd Liba Expected Graduation Term:
*Academic Load: Full-Time *Campus: IN IN Campus
 Joint Program

Program Status

Status: Cancelled Action Date: 05/02/2008
***Program Action:** ADRV Admission Revocation Action Reason:
[Evaluation](#)

Plan Data Find | View All First 1 of 1 Last

*Academic Plan: ENGBA English BA Major IBA001

Sub-Plan Data Find | View All First 1 of 1 Last

*Sub-Plan:

Transfer To: Education **Go**

[Save](#) [Return to Search](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

Student Not Eligible for Unmatriculation

- Navigate to: **IU Panels > IU Unmatriculation**.
- Enter the student's **ID** or **Last Name** and **First Name**.

Unmatriculation Process

3. Click Search.
4. If the student is not eligible for Unmatriculation, one of the following messages will be displayed at the top of the screen.
 - **Cannot unmatriculate:**
 - Audit units exist for this ID/Career/Career#. See below for details.
 - Bursar assessments exist for this ID/Career/Career#.
 - Enrollment units exist for this ID/Career/Career#. See below for details.
 - Special credit units exist for this ID/Career/Career#. See below for details.
 - Test units exist for this ID/Career/Career#. See below for details.
 - The student has no enrollment units, but is enrolled in one or more zero-unit classes. See below for details.
 - The top row of the prog/plan stack must be either MATR or WADM/NOSH.
 - This prog/plan stack has no Admissions Application Number.
 - Transfer units exist for this ID/Career/Career#. See below for details.

Ima Enrolled Student 0000011111

Academic Career: Graduate Unmatriculate Student Career Nbr: 0

Cannot unmatriculate:
 -Enrollment units exist for this ID/Career/Career#. See below for details.
 -Transfer units exist for this ID/Career/Career#. See below for details.

Academic Program Find | View All First 1 of 7 Last

Prog Status:	AC	Active in Program
Effective Date:	08/09/2006	Effective Sequence: 0
Program Action:	MATR	Matriculation
Action Reason:	STIP	Stipulation College Transcript
Action Date:	08/09/2006	
Academic Institution:	IUBLA	Bloomington
Academic Program:	GER6	Germanic Studies -GrSch
Admit Term:	4068	Fall 2006

Admissions

From Application
 Application Nbr: 01312930
 Application Program Nbr: 0

Academic Plan

Academic Plan:	GERPHD	Germanic Studies PhD	Major
Effective Date:	08/09/2006	Effective Sequence:	0

Enrollment Data

Institution	Term	Descr	Enrl Count	Unit Taken	Unit In Prog	Unit Passed	Transfer Taken	Transfer Passed	Test Credit	Special Credit	Audit
IUBLA	4088	Fall 2008	1		3.000						
IUBLA	4085	Summer2008									
IUBLA	4082	Spr 2008	3	6.000	3.000	6.000					
IUBLA	4078	Fall 2007	3	10.000		10.000					
IUBLA	4075	Summer2007									
IUBLA	4072	Spr 2007	4	12.000		12.000					
IUBLA	4068	Fall 2006	4	12.000		12.000	30.000	30.000			

Return to Search

5. Follow-up on this student's record based on the error message received. Resolution should follow your current business process when unmatriculating a student.