Once a student is admitted the matriculation record is created. If a student decides to make changes in the student data (student name, address, program, etc.) they submit student change of information form. Records Office updates appropriate screens with any required supplemental data (attributes, TSI, etc.). At this time the hold procedure is executed. If a student has holds on their record, they must clear/waive holds before they are able to register. Once registration holds are cleared/waived student may register.

Electronic Inputs: Web for Student, batch transactions (holds, name changes, social security corrections, etc.)

Manual/Paper Inputs: Change of Student Information, student submitted

Key Decision Points (list all): TSI requirement, college readiness, housing status, orientation compliance

Related Policy(s): THECB rules and regulations, SRSU admissions and housing policy

Interface to Other Systems: N/A

Web Features: Self Service

Electronic Outputs: Hold lists

Manual/Paper Outputs: N/A

Customer(s): Faculty, staff and students

Regulatory Items: THECB rules and regulations

Frequency/Volume: Term based

Potential Break Points: Incorrect entry term, multiple records, invalid programs

Automation: SIS Plus automatically creates matriculation record when admission decision is made. Holds process
Issues: Matriculations with invalid programs, batch run delays allow a window of opportunity for students to register before holds are placed.