

MATRICULATED STATUS

Can I update the transfer tracer if the student's record shows matriculated?

Once a student's status is changed to matriculated, the transfer tracer cannot be updated by the institution where the student has transferred from. Please ensure the transfer tracer is complete with all the information your institution needs and that the first day of classes have started for the regular academic year, not summer term, before matriculating the student. If you have clicked the matriculated button by mistake or if the transfer tracer was not completed, please send an email to transfer@ncaa.org so the matriculated status can be removed.

How will I know which institution matriculated the student's record?

The name of the matriculating institution will show in the student's notification of transfer (Division I) or permission to contact (Division II/III) along with the matriculated date, if the student was full-time and if the student is receiving athletics aid. The name of the matriculating institution will also show in the MY TRANSFERS list.

If I mistakenly matriculated a student during the summer prior to the first day of class for the regular academic year, can I click on the matriculated button again?

Yes, if you matriculated a student before the appropriate date, you will have access to matriculate the student again. New information for the matriculated action is included in version 2.0 so you will want to appropriately matriculate the student to include the new information.

- Go to OTHER TRANSFERS.
- Select 2018-19 in the search/filter.
- If you previously matriculated the student record, select the matriculated action again.
- Answer the two new questions:
 - Is the student-athlete enrolled full-time during the academic year?
 - Is the student-athlete receiving athletic aid during the academic year?