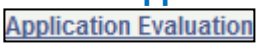
Reviewing Evaluations for Admitting and Denying Prospective Students

SA – Graduate Programs

The following is how Graduate Program Administrators can review evaluations for admitting and denying prospective students.

1. Click the **Student Admissions** link.

2. Click the **Application Evaluation** link.


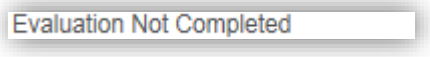
3. Click the **Dept Admission Evaluation** link.

4. Enter the Academic Career (Grad) or use the Look up tool. Click the **Look up Academic Career** button.

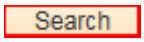
5. Click the **Graduate Programs** link.

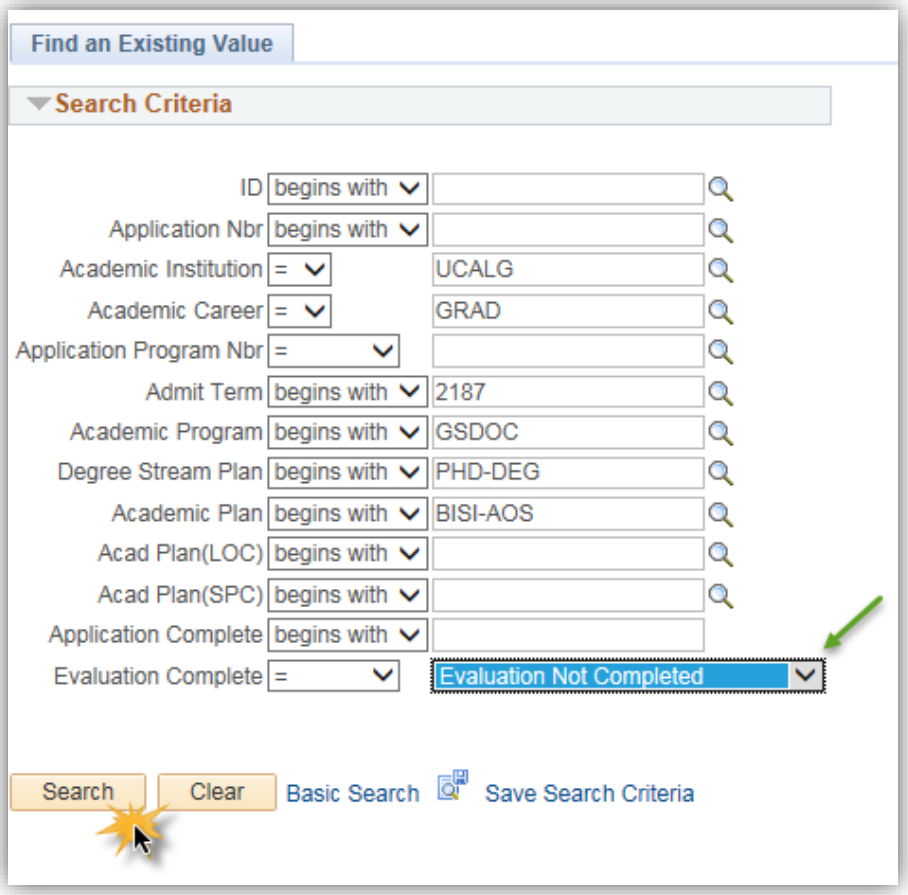
6. Enter the applicable Admit Term or use the Look up Tool (e.g. 2187 for Fall 2018) and any additional search criteria you have (e.g. Academic Program, Degree Stream Plan, Academic Plan).

7. Click the **Evaluation Complete** list. Evaluation Complete indicates what stage the application is at:
   - **Evaluation Completed:** All evaluators assigned have completed their evaluation
   - **Evaluation Not Completed:** Application has been assigned to evaluators, but one or more of the evaluators have not yet completed their evaluation
   - **Evaluator Not Assigned:** Evaluators have not been assigned

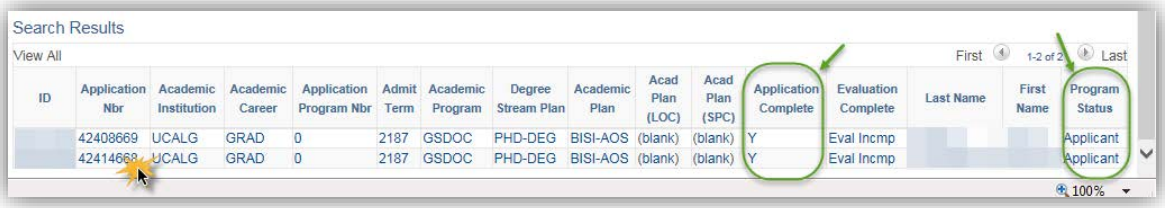
8. For this example Click the **Evaluation Not Completed** list item.


9. **Tip:** You can enter all search criteria manually (without the Look Up). Press Enter or Search. Click the **Search** button.





10. A grid displays based on the criteria entered including all the applicants whose file is not completed. To view an application listed in the grid, click anywhere on the application listed.

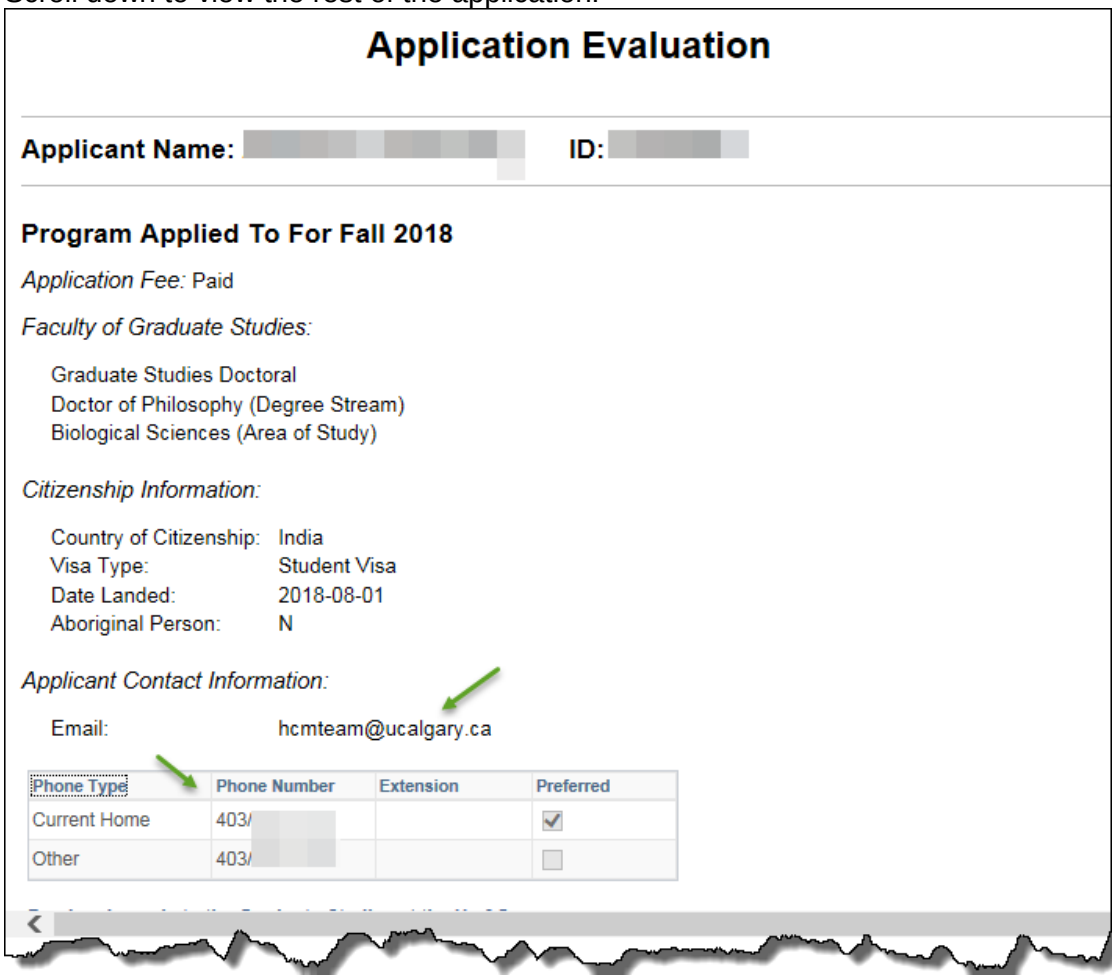


11. Academic Plan (SPC) column indicates any specializations. The Application Complete field (Y/N) indicates the status of an application. A status of Y (Yes) indicates all supporting documents and checklist items are complete and the application can be sent for evaluation. A status of N (No) indicates not all supporting documents (unofficial transcripts, supporting documents, references and application fee) have been received.

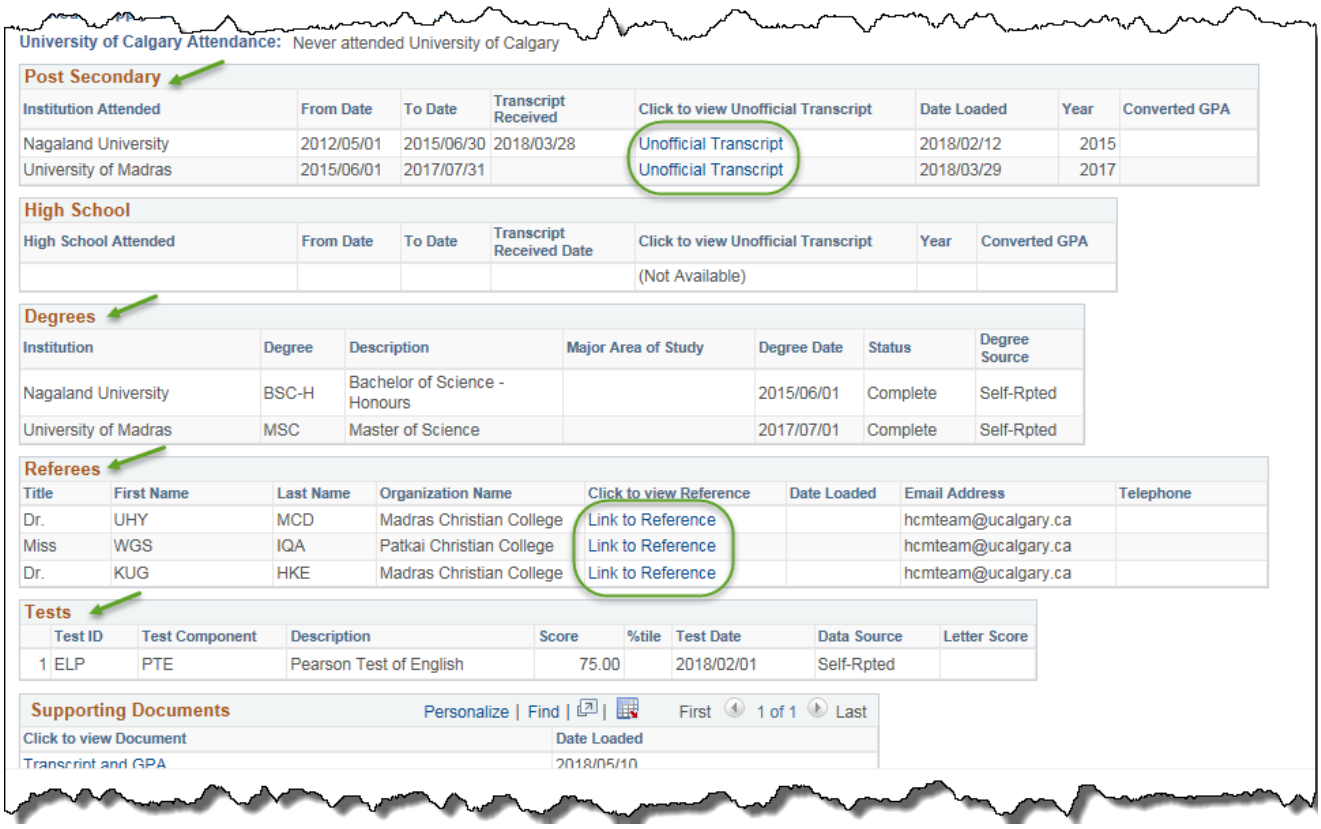
    Program Status indicates the stage the application is in the admission process:
    - **Applicant** - student has applied but has not yet been admitted
    - **Cancelled** - student applied but their application has been cancelled (administrative withdrawal or deny)
    - **Admitted** - student has been admitted but has not yet accepted through student centre
    - **Active** - student has been admitted and has accepted the offer of admission through the student centre.

12. The Application Evaluation window displays. The top portion of the Application Evaluation window displays the applicant name and ID, applied term, application fee (paid/unpaid), program details, contact information including email and phone numbers.

    Scroll down to view the rest of the application.



13. Scroll down the page to view the Institutions Attended, degrees received, and a link to view the unofficial transcripts when it has been uploaded. Also displayed are Referee Name(s) and links to view the Reference. Also displayed will be any relative tests (e.g. ELP). Continue scrolling down to view the rest of the application.



University of Calgary Attendance: Never attended University of Calgary

Post Secondary

Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Date Loaded	Year	Converted GPA
Nagaland University	2012/05/01	2015/06/30	2018/03/28	Unofficial Transcript	2018/02/12	2015	
University of Madras	2015/06/01	2017/07/31		Unofficial Transcript	2018/03/29	2017	

High School

High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
				(Not Available)		

Degrees

Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
Nagaland University	BSC-H	Bachelor of Science - Honours		2015/06/01	Complete	Self-Rpted
University of Madras	MSC	Master of Science		2017/07/01	Complete	Self-Rpted

Referees

Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded	Email Address	Telephone
Dr.	UHY	MCD	Madras Christian College	Link to Reference		hcmteam@ucalgary.ca	
Miss	WGS	IQA	Patkai Christian College	Link to Reference		hcmteam@ucalgary.ca	
Dr.	KUG	HKE	Madras Christian College	Link to Reference		hcmteam@ucalgary.ca	

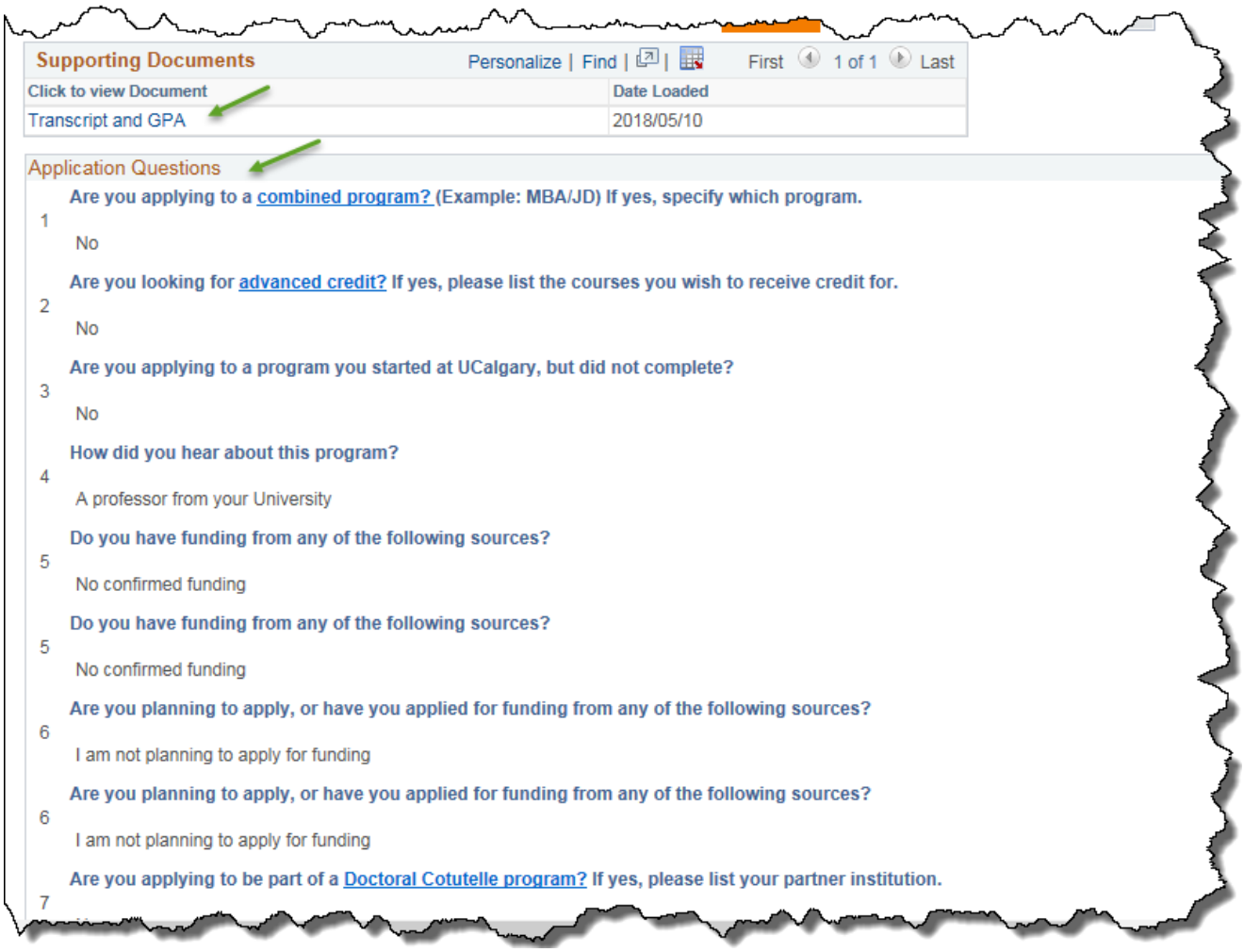
Tests

	Test ID	Test Component	Description	Score	%tile	Test Date	Data Source	Letter Score
1	ELP	PTE	Pearson Test of English	75.00		2018/02/01	Self-Rpted	

Supporting Documents Personalize | Find | First 1 of 1 Last

Click to view Document	Date Loaded
Transcript and GPA	2018/05/10

14. You may click to view any supporting documents that have been uploaded. Application questions and answers submitted by the student from the Web Application will display.



Supporting Documents — Personalize | Find | First 1 of 1 Last

Click to view Document	Date Loaded
Transcript and GPA	2018/05/10

Application Questions

Are you applying to a combined program? (Example: MBA/JD) If yes, specify which program.

1 No

Are you looking for advanced credit? If yes, please list the courses you wish to receive credit for.

2 No

Are you applying to a program you started at UCalgary, but did not complete?

3 No

How did you hear about this program?

4 A professor from your University

Do you have funding from any of the following sources?

5 No confirmed funding

Do you have funding from any of the following sources?

5 No confirmed funding

Are you planning to apply, or have you applied for funding from any of the following sources?

6 I am not planning to apply for funding

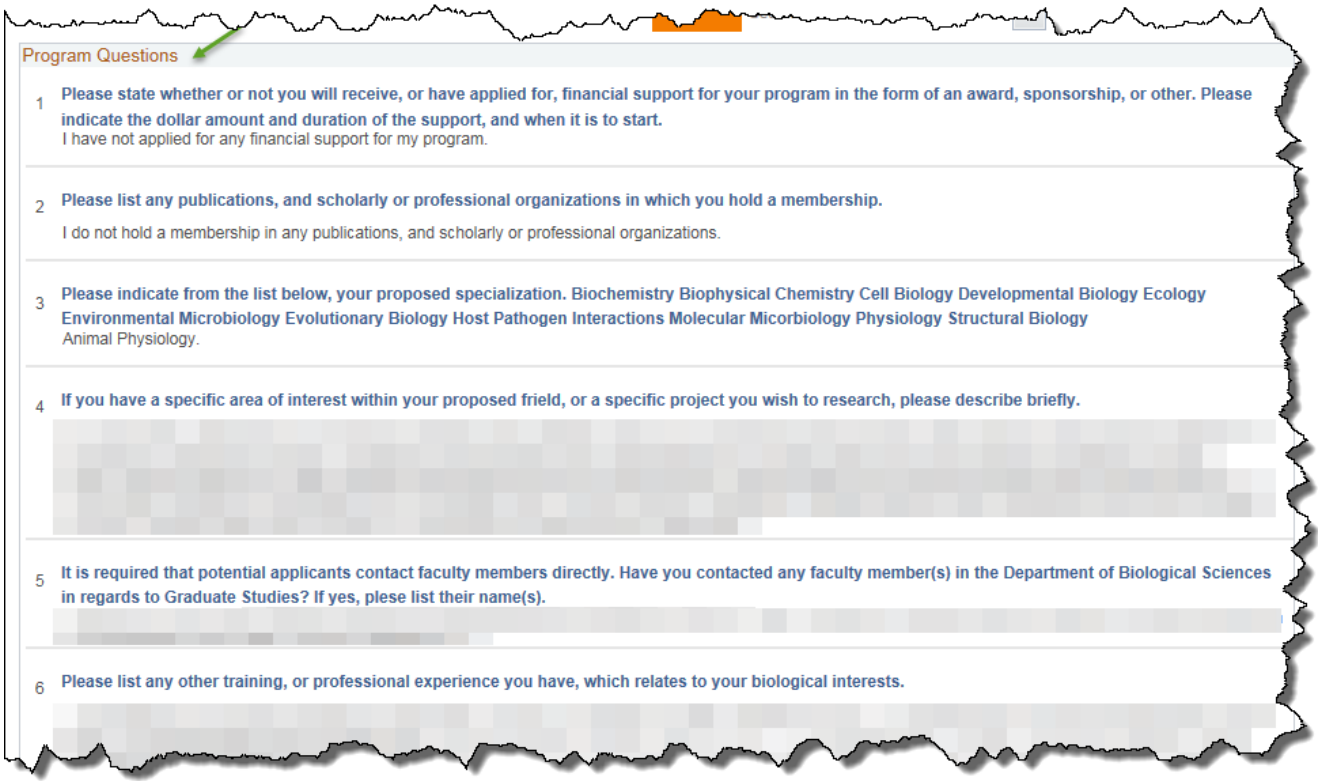
Are you planning to apply, or have you applied for funding from any of the following sources?

6 I am not planning to apply for funding

Are you applying to be part of a Doctoral Cotutelle program? If yes, please list your partner institution.

7

15. Program questions and answers submitted by the student from the Web Application will also display.



Program Questions

1 **Please state whether or not you will receive, or have applied for, financial support for your program in the form of an award, sponsorship, or other. Please indicate the dollar amount and duration of the support, and when it is to start.**
I have not applied for any financial support for my program.

2 **Please list any publications, and scholarly or professional organizations in which you hold a membership.**
I do not hold a membership in any publications, and scholarly or professional organizations.

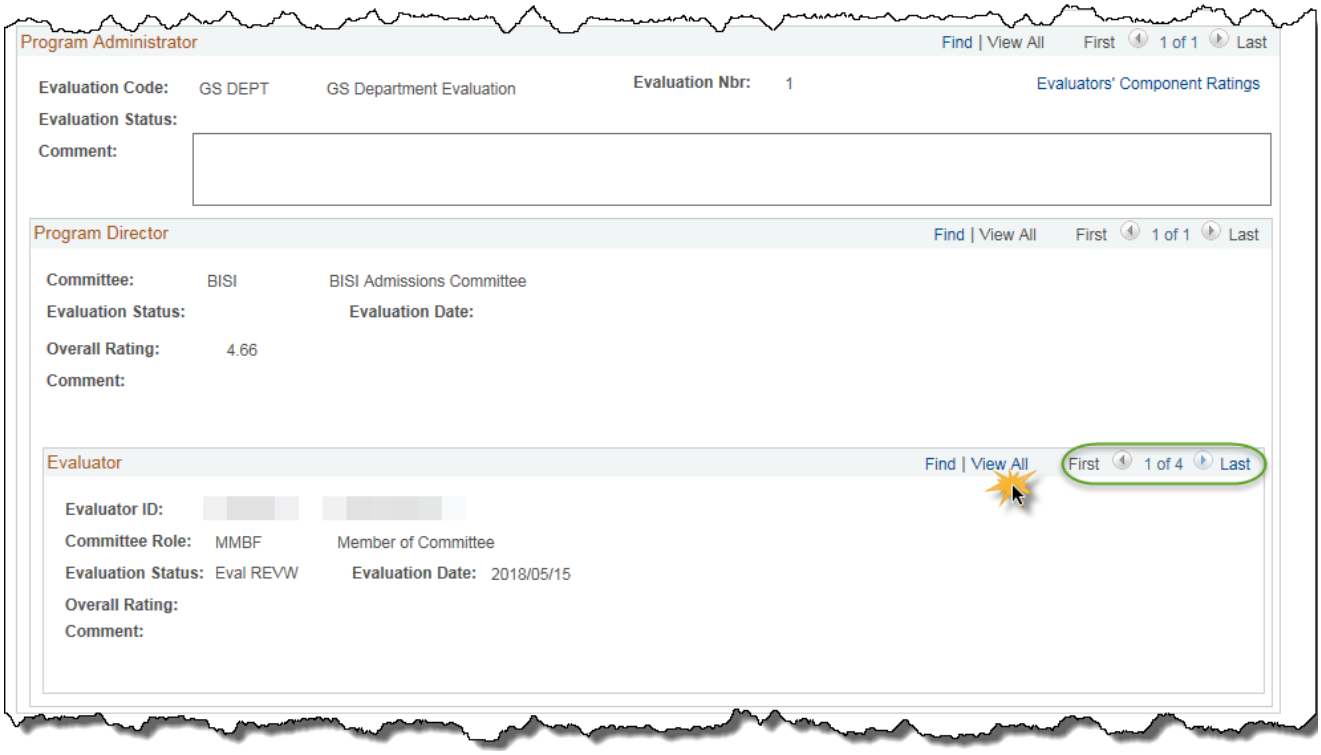
3 **Please indicate from the list below, your proposed specialization. Biochemistry Biophysical Chemistry Cell Biology Developmental Biology Ecology Environmental Microbiology Evolutionary Biology Host Pathogen Interactions Molecular Micorbiology Physiology Structural Biology**
Animal Physiology.

4 **If you have a specific area of interest within your proposed frield, or a specific project you wish to research, please describe briefly.**

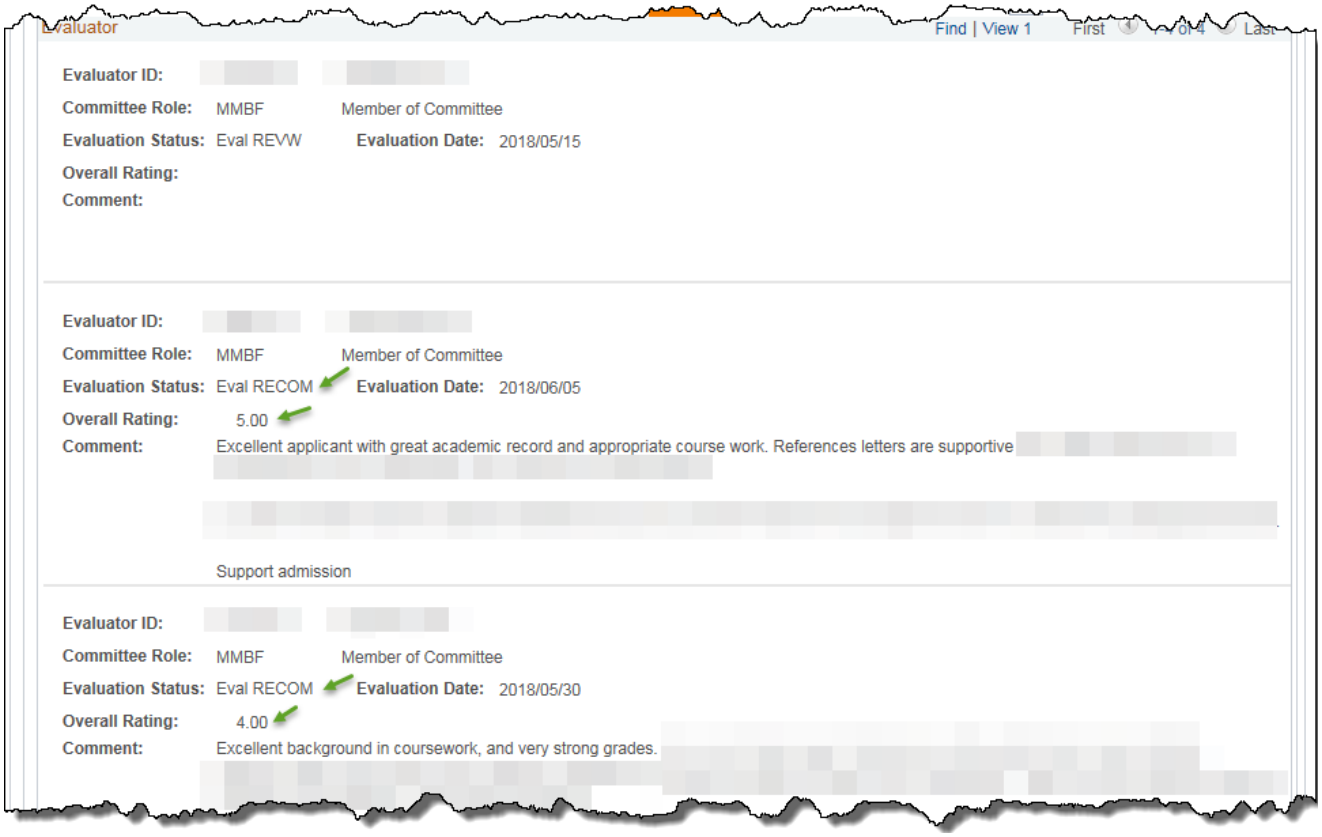
5 **It is required that potential applicants contact faculty members directly. Have you contacted any faculty member(s) in the Department of Biological Sciences in regards to Graduate Studies? If yes, plese list their name(s).**

6 **Please list any other training, or professional experience you have, which relates to your biological interests.**

16. To see the Evaluator comments, scroll to the bottom of the application.
Note: GPA's will be able to view all comments made by all reviewers. Reviewer comments and Evaluation Codes (e.g. Eval RECOM, etc.) should be entered by the Evaluator using the Faculty Centre. Click the View All link:

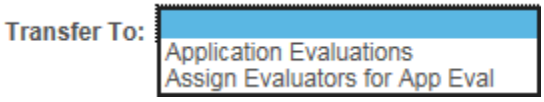


17. Evaluator Status, Overall Rating (if applicable) and comments display. Note for FOIP reasons some information has been omitted.

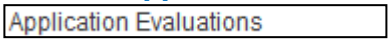


To Enter Admission Decision:

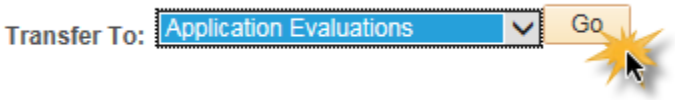
1. Navigate to the Application Evaluation page by using the Transfer To option. Alternatively you can use this navigation: Student Admissions > Application Evaluation > Application Evaluation. Click the **Transfer To** list.



2. Click the **Application Evaluations** list item.



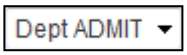
3. Click the **Go** button.



4. The Application Evaluation component/page displays. This page is used only by GPA's to assign an admission value once the evaluator reviews are completed and the department/faculty has made a final decision.

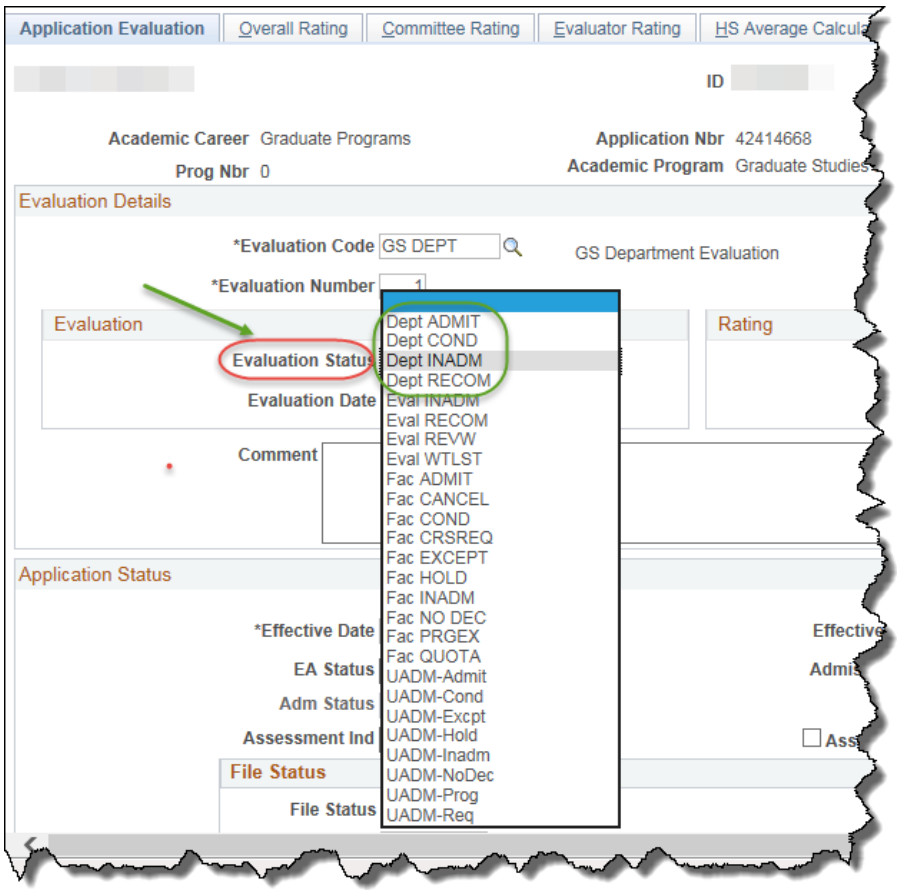
   Note: GPA's need to follow current faculty or departmental process for deciding admission. Once the department process is followed GPA's need to go to the Application Evaluation tab and insert the final decision.

   Click the **Eval Stat** list.

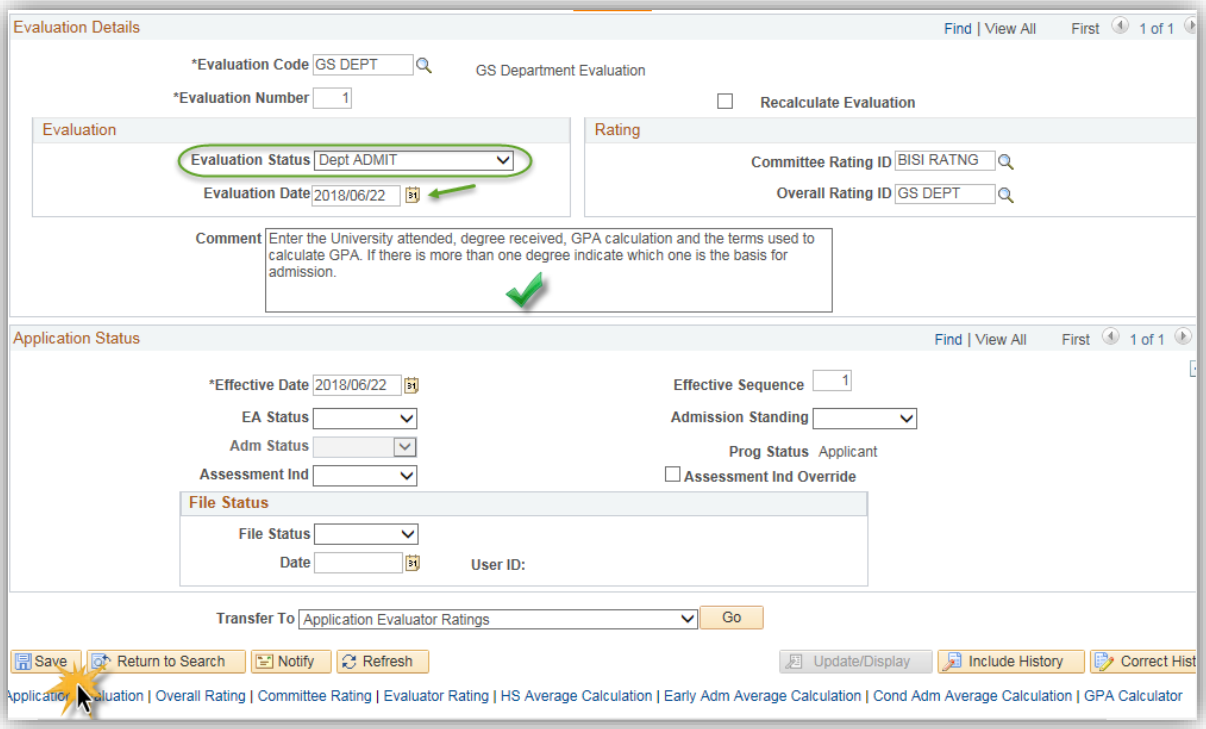
   

5. A list of Evaluation Status display. Programs with Delegated Admission Authority can choose:
   DeptADMIT (department admit)
   DeptINADM (department inadmissable)

   Programs who send recommendations for admission to FGS can **only** choose:
   DeptRECOM (department recommended)
   Dept INADM (department inadmissable)



6. Enter the Evaluation Date and include the university they attended, degree received, GPA calculation and the terms used to calculate the GPA. If there is more than one degree indicate which one is the basis for admission. When completed, click the **Save** button.



End of Procedure

For the corresponding online learning, consult www.ucalgary.ca/ittraining