

Following are the steps required to complete an evaluation of an Incoming Exchange applicant. There are several steps to this process. After the applicant completes the online Exchange Application the system adds the evaluation code of Exchange on the Application Evaluation to the student's file. The Exchange evaluation codes stores the evaluation (Eval Stat) and file (File Status) is set during the process as the file is transferred between Enrolment Services and Study Abroad Office (SAO) and/or department/faculties.

This will cover how:

- Enrolment Services sends the file to Study Abroad Office or Department/Faculty for Evaluation
- SAO or Department/Faculty enters an Evaluation Status
- SAO or Department/Faculty files the evaluation for Enrolment Services to review
- Enrolment Services completes the matriculation or applicable process (not covered).t

1. Prior to this step Enrolment Services performs a query to determine which Incoming Exchange applications are ready for evaluation. This query is called **UCAD_READY_FOR_EVAL_EXCHANGE**. Consult the job aid or online learning on Query: UCAD_READY_FOR_EVAL_EXCHANGE if desired. Click the [Student Admissions](#) link.

[▶ Student Admissions](#)

2. Click the [Application Evaluation](#) link.

[Application Evaluation](#)

3. Click the [Application Evaluation](#) link.

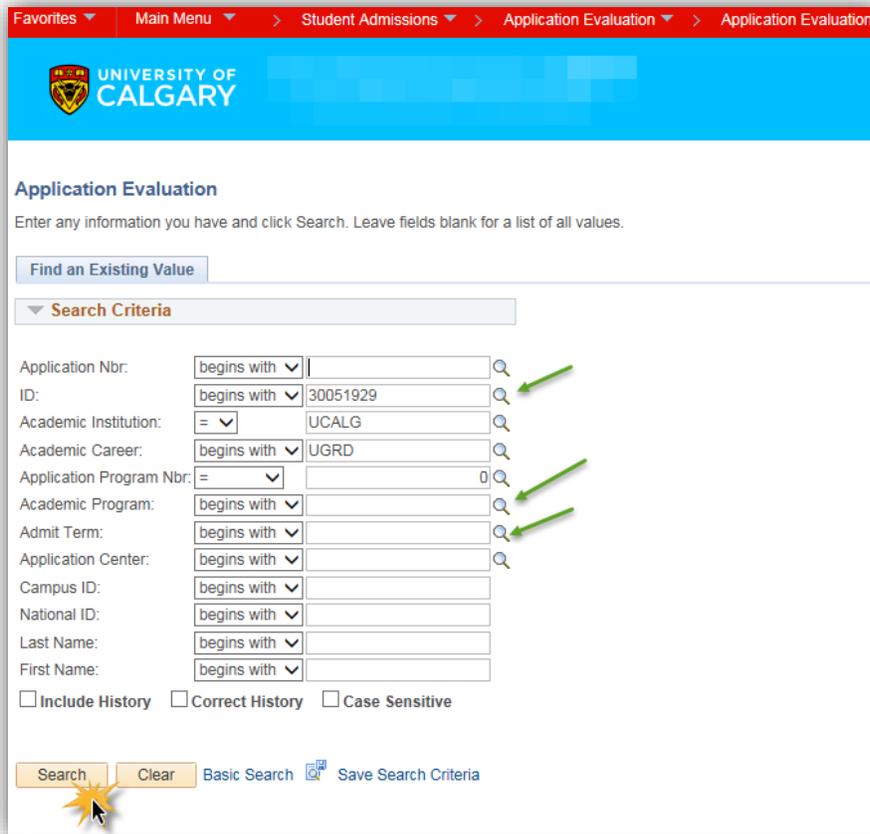
[Application Evaluation](#)

4. Enter the applicable student ID number or academic program and, if desired, term. Press Enter or Search.
Click the [Search](#) button.

[Search](#)

Incoming Exchange Evaluation Process

SA – Incoming Exchange



Application Evaluation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Nbr: begins with []

ID: begins with 30051929

Academic Institution: = UCALG

Academic Career: begins with UGRD

Application Program Nbr: = 0

Academic Program: begins with []

Admit Term: begins with []

Application Center: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

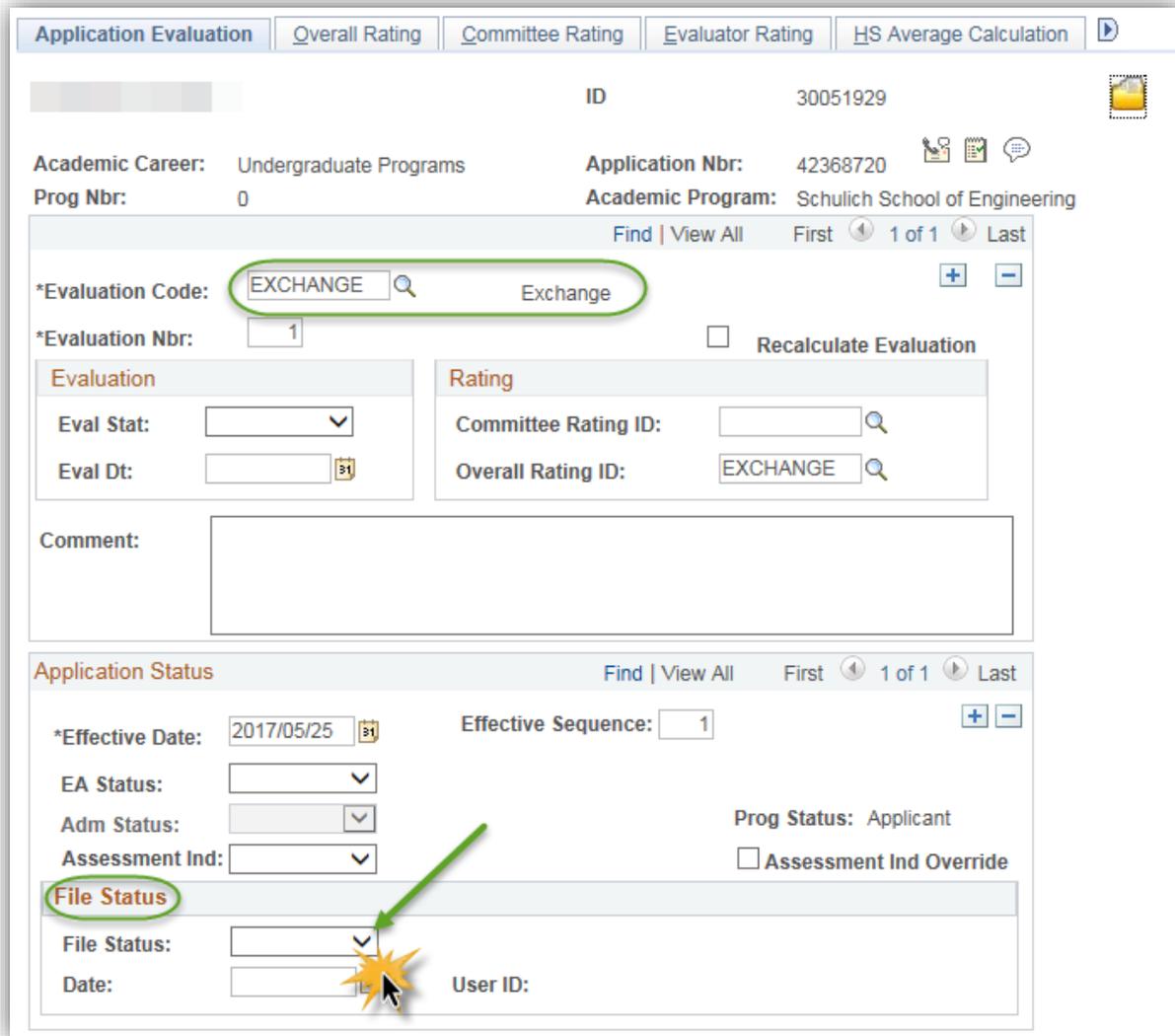
Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

- When an applicant completes the on-line Exchange Application, the system will add the evaluation code of 'Exchange' on the 'Application Evaluation' to the student's file. Note: If you are dealing with a paper application, the 'Exchange' evaluation code can be added manually on the same page. The 'Exchange' evaluation code stores the evaluation (Eval Stat) and file (File Status) statuses are set during the process as the file is transferred between Enrolment Services and the SAO and department/Faculties.

Click the **File Status** list.

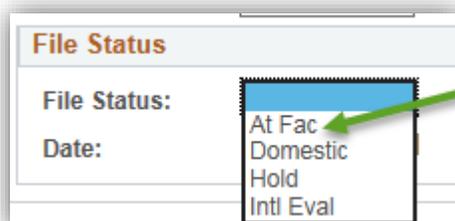
File Status: []



The screenshot shows the 'Application Evaluation' form with the following details:

- Application Evaluation** (Selected Tab): Overall Rating, Committee Rating, Evaluator Rating, HS Average Calculation
- ID:** 30051929
- Academic Career:** Undergraduate Programs
- Application Nbr:** 42368720
- Prog Nbr:** 0
- Academic Program:** Schulich School of Engineering
- *Evaluation Code:** EXCHANGE (circled in green)
- *Evaluation Nbr:** 1
- Rating Section:**
 - Committee Rating ID: []
 - Overall Rating ID: EXCHANGE
- Application Status Section:**
 - *Effective Date: 2017/05/25
 - Effective Sequence: 1
 - EA Status: []
 - Adm Status: []
 - Assessment Ind: []
 - Prog Status: Applicant
 - Assessment Ind Override: []
 - File Status:** (circled in green)
 - File Status: [] (arrow points to this dropdown)
 - Date: []
 - User ID: []

- Enrolment Services then sets the File Status to At Faculty so the SAO and/or department/faculty can review the application and make a decision. The file status is set to At Fac (at faculty). Click the **At Fac** list item.



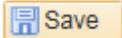
This close-up shows the 'File Status' dropdown menu with the following options:

- At Fac (highlighted with a blue background and a green arrow pointing to it)
- Domestic
- Hold
- Intl Eval

Incoming Exchange Evaluation Process

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7. After the file is saved the SAO and/or department/faculties can complete a query: **UCAD_FILE_AT_FACULTY** to view the applications that have been sent for an admission decision. Consult the job aid or online learning for UCAD_FILE_AT_FACULTY if desired. Click the **Save** button.



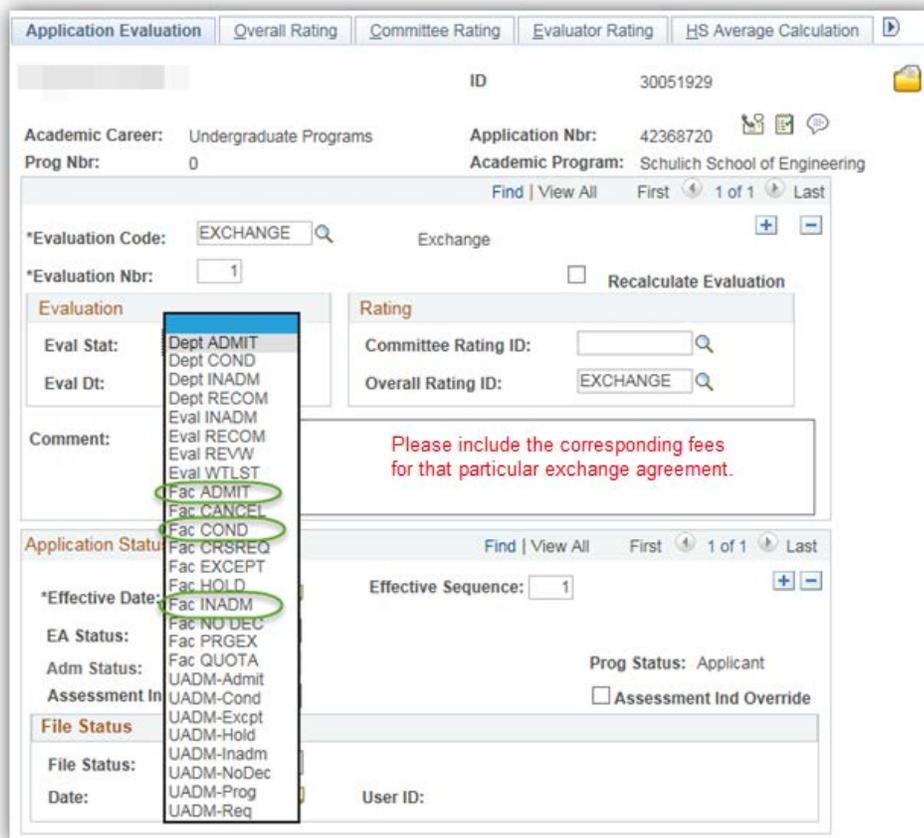
8. The SAO or dept/faculties navigate to the specific application and enter an Evaluation Status. Applicable values are: Fac Adm (admit), Fac Inadm (inadmissible) and Fac Cond (Conditional). When the student is ready to be admitted, please write in the comment box the corresponding fees for that particular exchange agreement:

- Student Union Fees
- Athletics
- Campus Rec

For this example select Fac ADMIT.

Click the **Fac ADMIT** list item.

Fac ADMIT



The screenshot shows the 'Application Evaluation' form. The 'Evaluation Code' dropdown menu is open, displaying a list of options. 'Fac ADMIT' is highlighted with a green oval. Other options include Dept ADMIT, Dept COND, Dept INADM, Dept RECOM, Eval INADM, Eval RECOM, Eval REVW, Eval WTLST, Fac CANCEL, Fac COND, Fac CRSREQ, Fac EXCEPT, Fac HOLD, and Fac INADM. The form also displays fields for 'Evaluation Nbr' (1), 'Rating' (Committee Rating ID, Overall Rating ID: EXCHANGE), and a red text box stating 'Please include the corresponding fees for that particular exchange agreement.'

9. Pressing save will save the application. The next step is for Enrolment Services to complete a query: **FILE_BACK_FROM_FACULTY**. Consult the job aid or online leaning for the query FILE_BACK_FROM_FACULTY if desired. Once Enrolment Services receives the application back from SAO or the department/Faculty they either matriculate the application or other necessary steps (not covered).



This completes the lesson on Incoming Exchange Application Evaluation. For the corresponding job aid, consult www.ucalgary.ca

End of Procedure