

Follows these steps to complete a query for incomplete applications related to Incoming Exchange. Incomplete applications refer to essential requirements missing from an application therefore it cannot be processed.

1. Click the **Reporting Tools** link.

[Reporting Tools](#)

2. Click the **Query** link.

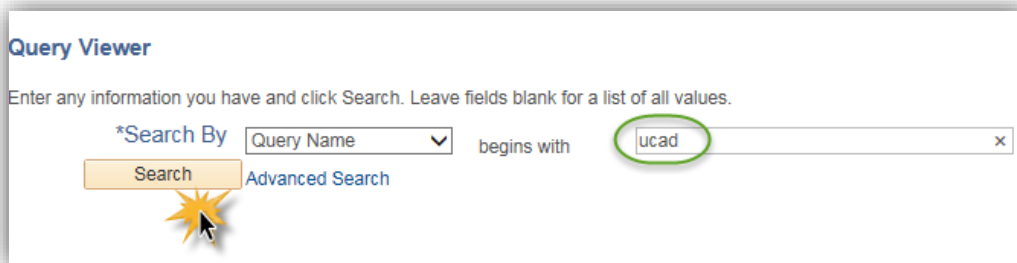
[Query](#)

3. Click the **Query Viewer** link.

[Query Viewer](#)

4. In order to view queries relative to admissions, enter "ucad" in the "Search By begins with" text box and press Enter or Search.  
Click the **Search** button.

[Search](#)



**Query Viewer**

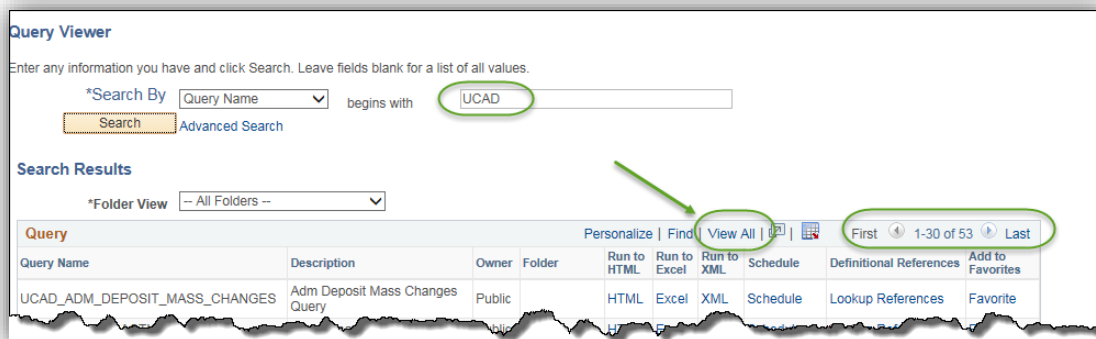
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Search](#) [Advanced Search](#)

5. A reduced list of queries will display. To view the entire list of queries, click View All.  
Click the **View All** link.

[View All](#)



**Query Viewer**

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

\*Search By  begins with

[Search](#) [Advanced Search](#)

**Search Results**

\*Folder View

Query	Personalize	Find	View All	First	1-30 of 53	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCAD_ADM_DEPOSIT_MASS_CHANGES	Adm Deposit Mass Changes Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6. Scroll down to view the query **UCAD\_INCOMPLETE\_APPLICATIONS**. Tip: Click Favorite to include this query as a favorite.  
Click the **HTML** link.

[HTML](#)

# Query: UCAD\_INCOMPLETE\_APPLICATION

## SA – Processing Online Web Applications

UCAD_GRAD_ADM_LTR_VW	Graduate Admission Letters	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_INCOMPLETE_APPLICATIONS	Incomplete Applications	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_INTL_READY_TO_EVAL	Intl. UGRD stdnts rdy to eval	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_LAW_LSAC	Law LSAC query by Admit Term	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
	Law LSAT scores by Admit	Public		HTML	Excel	XML	Schedule	Lookup	Favorite

- Enter the Institution (UCALG) and the applicable Admit Term (e.g. 2177 Fall 2017).  
Click the **Look up Program** button.



- A list of Academic Programs display. Scroll down to view the entire list. Note the 3 current Academic Programs for Schulich School of Engineering ENEXG, Faculty of Law LAEXG and Open Studies OSEXG. Select the applicable Academic Program (e.g. ENEXG).

**UCAD\_INCOMPLETE\_APPLICATIONS - Incomplete Applications**

Institution:

Admit Term:

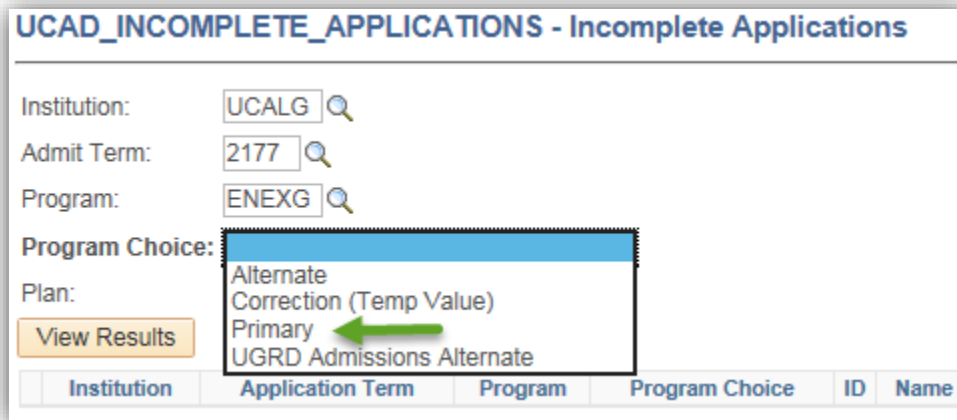
Program:

Program Choice:

Plan:

Institution	Application Term	Program	
ENEXG	Schulich School of Engineering	ENEXG	EN
ENSPC	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMTH	Environmental Design Mstr Thes	EVMTH	EV
EVST	Environmental Design Spec Thes	EVST	EV
EVVST	Environmental Design Vist Thes	EVVST	EV
FABCH	Fine Arts Bachelor	FABCH	FA
FADIP	Fine Arts Diploma	FADIP	FA
GSDOC	Graduate Studies Doctoral	GSDOC	GS
GSEXC	Graduate Studies Exchange Crse	GSEXC	GS
GSEXT	Graduate Studies Exch Thesis	GSEXT	GS
GSMCB	Graduate Studies Master's Crse	GSMCB	GS
GSMTH	Graduate Studies Master's Thes	GSMTH	GS
GSNPC	Graduate Studies Non-Prog Crse	GSNPC	GS
GSVSC	Graduate Studies Visit Crse	GSVSC	GS
GSVST	Graduate Studies Visit Thesis	GSVST	GS
HABCH	Haskayne Schl of Business Bach	HABCH	HA
HUBCH	Humanities Bachelor	HUBCH	HU
KNBCH	Kinesiology Bachelor	KNBCH	KN
LABCH	Law Bachelor	LABCH	LA
LAEXG	Faculty of Law	LAEXG	LA
MDBCH	Medicine Bachelor	MDBCH	MD
MDDPL	Medicine Diploma	MDDPL	MD
MDEXC	Medicine Exchange	MDEXC	MD
MDMD	Medicine Medical Doctor	MDMD	MD
MDPST	Post-Graduate Medical Educat'n	MDPST	MD
MDSPC	Medicine Special Student	MDSPC	MD
MDVIS	Medicine Visiting	MDVIS	MD
NUBCH	Nursing Bachelor	NUBCH	NU
NUBQT	Nursing Bachelor - Qatar	NUBQT	NU
OSCDH	Open Studies: Casual Stdnt(DH)	OSCDH	RO
OSCND	Open Studies: Casual Stdnt(ND)	OSCND	RO
OSDUL	Open Studies: Dual Credit Pgm	OSDUL	RO
OSEXC	Open Studies: Exchange Student	OSEXC	RO
OSEXG	Open Studies	OSEXG	RO

9. Click the **Program Choice** list. Four program choice options display, select Primary. Click the **Primary** list item.



**UCAD\_INCOMPLETE\_APPLICATIONS - Incomplete Applications**

Institution:

Admit Term:

Program:

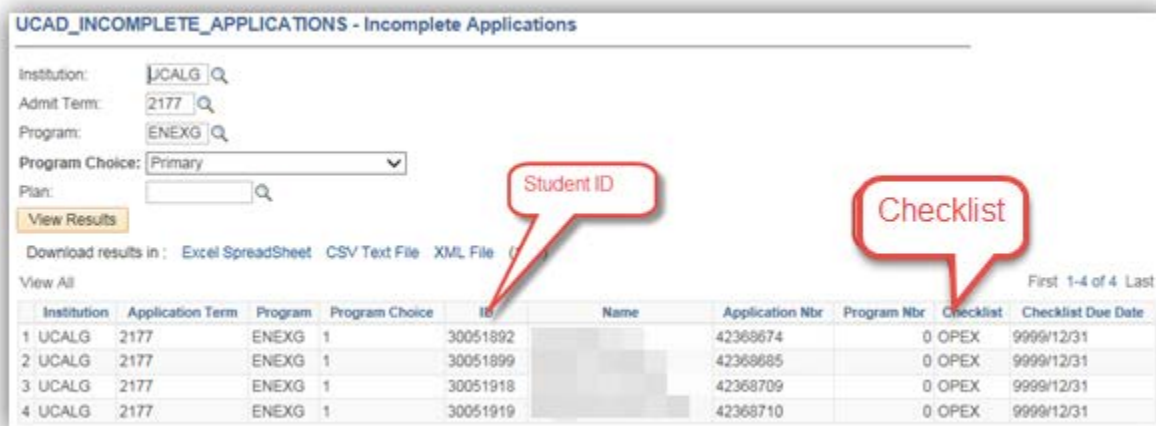
Program Choice: Alternate  
Correction (Temp Value)  
Primary ←  
UGRD Admissions Alternate

Plan:

Institution	Application Term	Program	Program Choice	ID	Name
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10. Click the **View Results** button.

11. The query results include the ID of the student (ID), the name of the student (*removed for FOIP reasons*); the application number and the Checklist (OPEX), as well as the date the checklist items were due (not displayed).



**UCAD\_INCOMPLETE\_APPLICATIONS - Incomplete Applications**

Institution:

Admit Term:

Program:

Program Choice:

Plan:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#)

View All First 1-4 of 4 Last

Institution	Application Term	Program	Program Choice	ID	Name	Application Nbr	Program Nbr	Checklist	Checklist Due Date
1 UCALG	2177	ENEXG	1	30051892		42368674	0	OPEX	9999/12/31
2 UCALG	2177	ENEXG	1	30051899		42368685	0	OPEX	9999/12/31
3 UCALG	2177	ENEXG	1	30051918		42368709	0	OPEX	9999/12/31
4 UCALG	2177	ENEXG	1	30051919		42368710	0	OPEX	9999/12/31

For the corresponding online learning, consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)

**End of Procedure.**