PEOPLESOFT

STUDENT ADMINISTRATION

TRAINING GUIDE

INCOMING EXCHANGE PROCESSING
ONLINE WEB
APPLICATIONS GUIDE

Table of Contents

Introduction

The intention of this guide is to provide instruction to the Departments and Faculties (i.e. Registrar's Office, University of Calgary International (UCI), Schulich School of Engineering, Faculty of Law and Haskayne School of Business) and Faculties required to process online web applications for Incoming Exchange applicants. This guide includes the entire end to end process including generating an invitation to one or multiple applicants, how the student views items in their student centre and how they can upload supporting documents. Also included are instructions for staff to upload documents for an application and how to view them. There will be instructions on how to run three types of queries for viewing applications that are ready for Faculty processing and also a query to find applications that are missing information to be processed. Instructions will cover how to view the supporting documents uploaded by the applicant and how to enter a UCI/department decision based on their application assessment.

Generating an Invitation to Single or Multiple Applicants

These tasks are performed by University of Calgary International (UCI) and/or faculty offices

The following outlines the process for generating an invitation to an Incoming Exchange applicant for one or more applicants. There are two ways to invite applicants to apply to the Incoming Exchange program.

1. Invite for Web Appl by Faculty – this will allow invitations for all faculties to be entered on a single screen.
2. Maintain Invite for Web Appl – this will allow invitations for a specific program reference code (OSEXG, LAEXG, ENEXG) to be entered on a single screen and eliminates the need to enter the Program Reference Code, Academic Program and Degree for each applicant.

1. **Invite for Web Appl by Faculty**:

Click the **Student Admissions** link.

▸ Student Admissions

Click the **Processing Applications** link.

Processing Applications
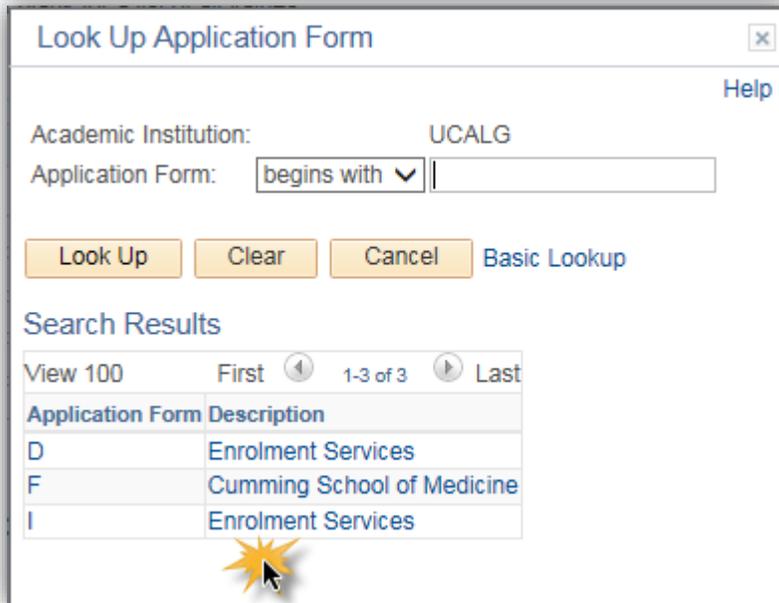
Click the **Invite for Web Appl by Faculty** link.

Invite for Web Appl by Faculty
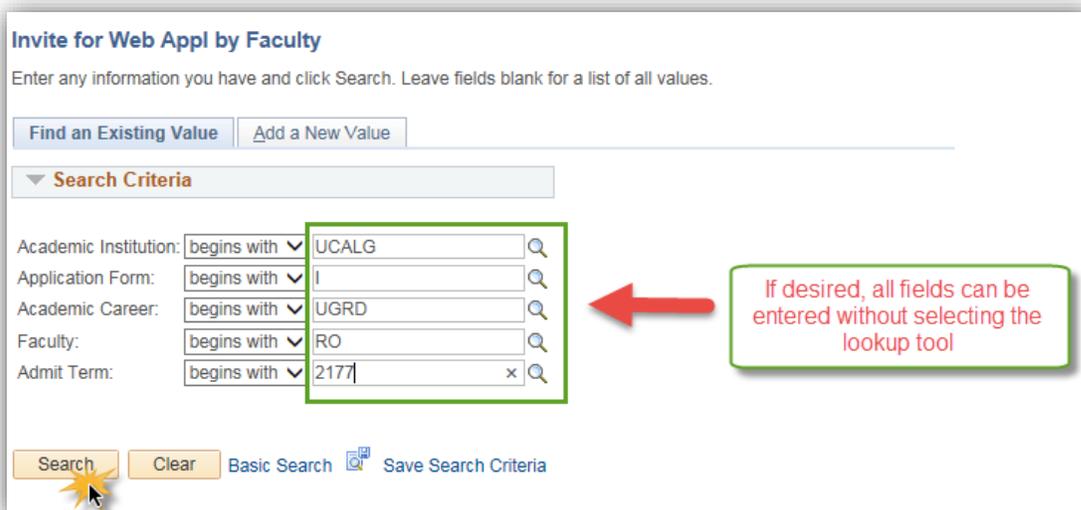
Click the **Look up Application Form** button.

🔍

Three options will display, select I for Enrolment Services – Incoming Exchange.
Click the **Enrolment Services** link.

Enrolment Services

You will be taken to this screen:

Enter the **Academic Career**, Click the **Undergraduate Programs** link.
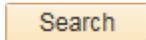
Undergraduate Programs

Click the **Look up Faculty** button.

Click the **Enrolment Services** link.

Enrolment Services

Enter the applicable Admit Term (e.g. 2177 Fall 2017) and press Search or Enter. **Note:** All previous fields can be entered without selecting the lookup tool.
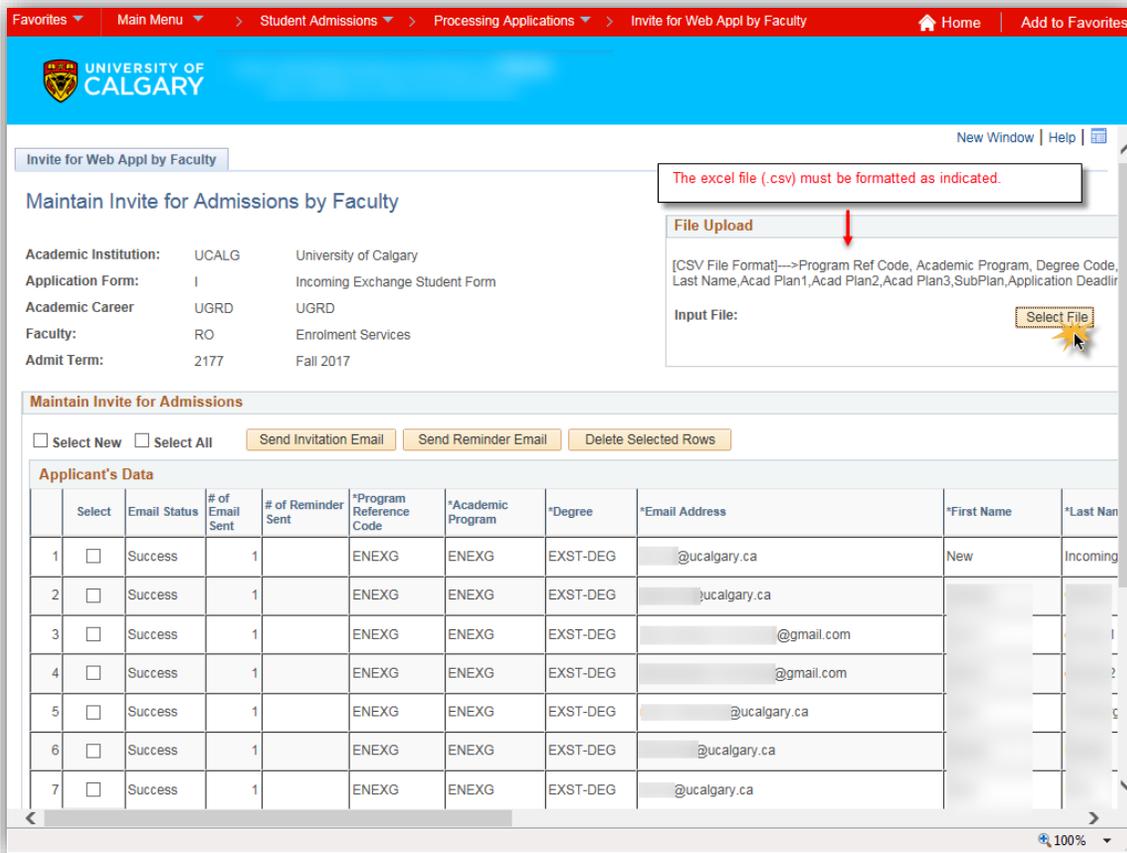Click the **Search** button.

Search

To add multiple invitations at one time:

It is possible to upload the information for several applicants at one time by using the File Upload option. The file must be formatted as indicated (Program Reference Code, Academic Program, Degree Code, Email Address, First Name, Last Name, Acad Plan 1). There is no need to enter the remainder of the fields for this form. If invitations will be sent out after the beginning of a term, please contact the Business Analyst for instructions on using the Application Deadline field) as it will necessitate using spaceholders in the input file.

Click the **Select File** button.

Click the **Browse** button.

Browse for the csv file and upload.
Click the **Upload** button.

Upload

All Information in the file will be uploaded and be displayed on the invitation screen. If you do not intend to send the invitations immediately, use the Save button.
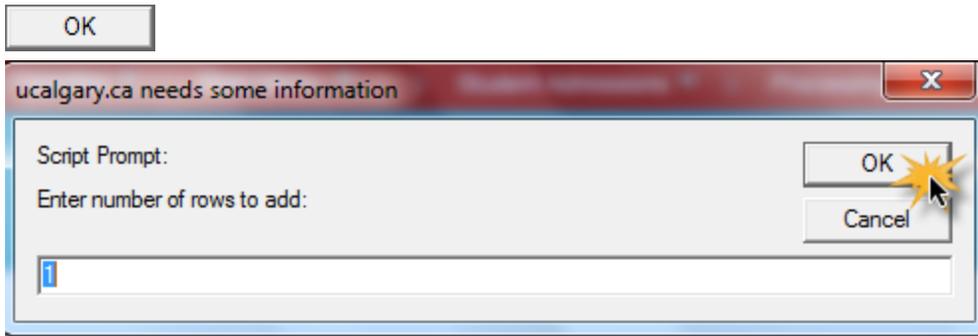
To enter invitation rows individually:

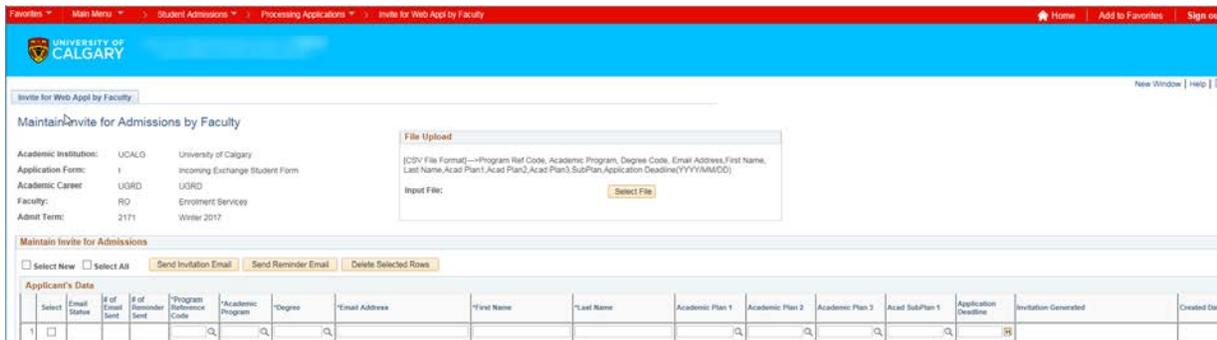Click the **Add multiple new rows** link at the end of any of the rows.

After clicking the Add button you will be prompted to enter one or more lines to obtain a blank row(s). For this example we will only add one row for an applicant.
Click the **OK** button.

To give you a blank row:

On the newly added row, click the **Look up Program Reference Code** button.

A list of options displays, select OSEXG for Incoming Exchange applicants.
Click the **OSEXG** link.

OSEXG

Click the **Look up Academic Program** button.

Click the **OSEXG** link.

OSEXG

Click the **Look up Degree** button.

Click the **Undergrad Exchange Student** link.

Undergrad Exchange Student

Enter the applicant's email address (not displayed for FOIP reasons), first and last name. Then scroll to the right to complete the other fields.
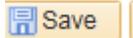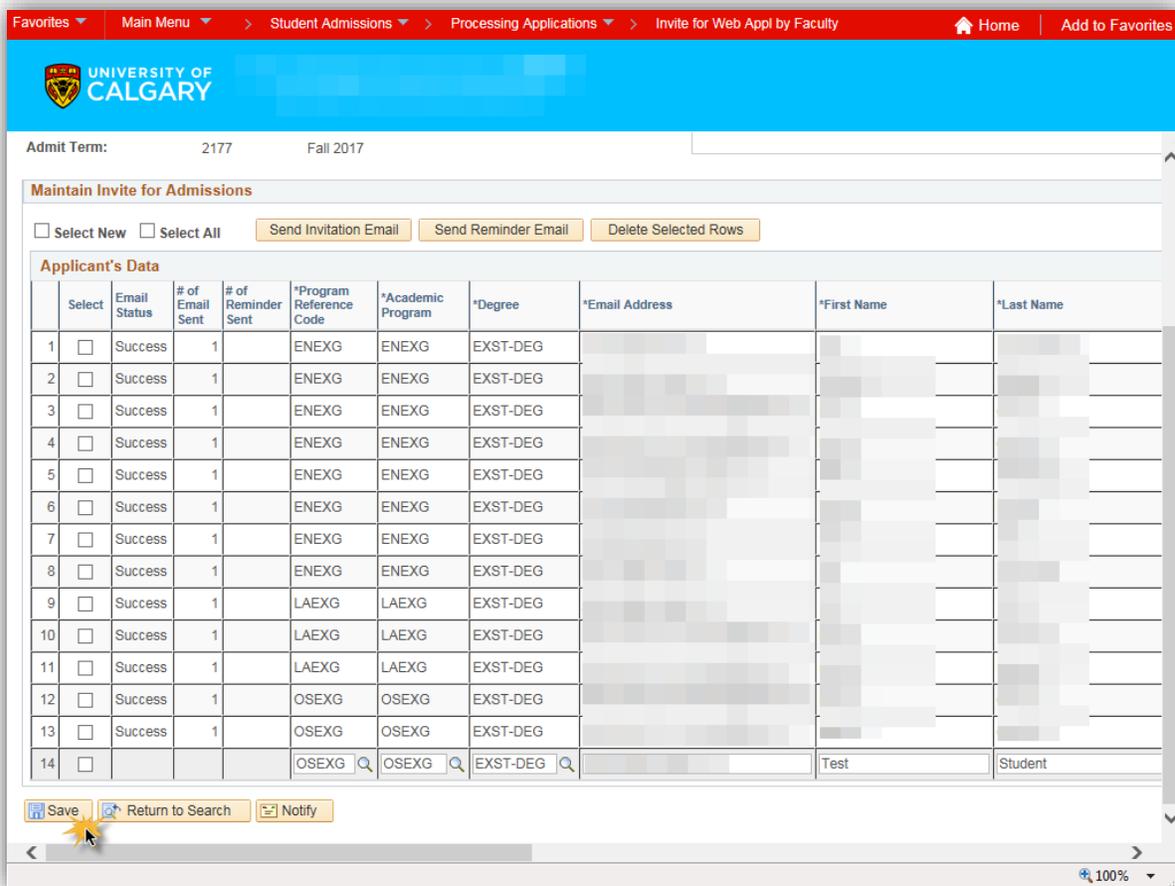
Click the **Look up Academic Plan 1** button.

Click the **Blank - for validation only** list item.

Blank - for validation only

For this example no other fields are required. When completed scroll left and press the **Save** button. **NOTE**: the save button is not needed if you will be immediately sending the invitations, the send button will automatically save the information on the screen. If you do not intend to send the invitations immediately, use the Save button.

Save

| Favorites ▼ | Main Menu ▼ | > | Student Admissions ▼ | > | Processing Applications ▼ | > | Invite for Web Appl by Faculty | 🏠 Home | Add to Favorites |

UNIVERSITY OF
CALGARY

Admit Term: 2177 Fall 2017

Maintain Invite for Admissions

☐ Select New ☐ Select All   [Send Invitation Email] [Send Reminder Email] [Delete Selected Rows]

Applicant's Data

	Select	Email Status	# of Email Sent	# of Reminder Sent	*Program Reference Code	*Academic Program	*Degree	*Email Address	*First Name	*Last Name
1	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
2	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
3	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
4	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
5	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
6	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
7	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
8	☐	Success	1		ENEXG	ENEXG	EXST-DEG			
9	☐	Success	1		LAEXG	LAEXG	EXST-DEG			
10	☐	Success	1		LAEXG	LAEXG	EXST-DEG			
11	☐	Success	1		LAEXG	LAEXG	EXST-DEG			
12	☐	Success	1		OSEXG	OSEXG	EXST-DEG			
13	☐	Success	1		OSEXG	OSEXG	EXST-DEG			
14	☐				OSEXG 🔍	OSEXG 🔍	EXST-DEG 🔍		Test	Student

[Save] [Return to Search] [Notify]

🔍 100% ▼

2. **Maintain Invite for Web App**:
   Using this screen rather than the previous screen will allow invitations to be sent for a single specific Program Reference Code.

   Click the **Student Admissions** link.

   ▶ Student Admissions

   Click the **Processing Applications** link.

   Processing Applications

   Click the **Maintain Invite for Web Appl** link.

   Maintain Invite for Web Appl
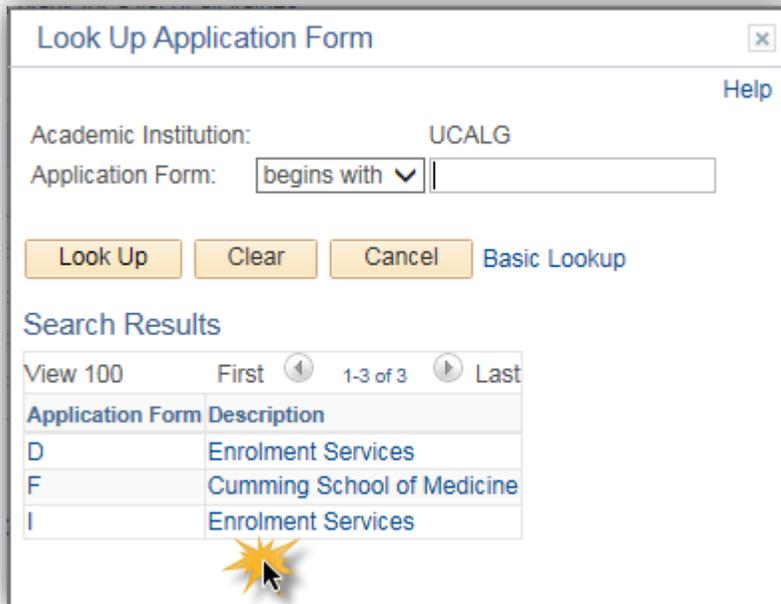
   Click the **Look up Application Form** button.

   🔍

   Three options will display, select I for Enrolment Services – Incoming Exchange.
   Click the **Enrolment Services** link.

   Enrolment Services

   ## Look Up Application Form

		Help
Academic Institution:	UCALG	
Application Form:	begins with ⌄	

Look Up	Clear	Cancel	Basic Lookup

   ### Search Results

   View 100   First ◄ 1-3 of 3 ► Last

Application Form	Description
D	Enrolment Services
F	Cumming School of Medicine
I	Enrolment Services

The following screen will be displayed:

Enter the **Academic Career**, Click the **Undergraduate Programs** link.

Undergraduate Programs

Click the **Look up Faculty** button.

Click the **Enrolment Services** link.

Enrolment Services

Enter the applicable Admit Term (e.g. 2177 Fall 2017), Program Reference Code (ENEXG – Incoming Exchange – Engineering, LAEXG – Incoming Exchange – Law or OSEXG – Incoming Exchange), Academic Program and Degree and press Search or Enter. **Note:** All previous fields can be entered without selecting the lookup tool. For this example Program Reference Code: ENEXG has been selected.
Click the **Search** button.

Search

To add multiple invitations at one time:

It is possible to upload several applicants by using the File Upload option. The file must be formatted as indicated (Email Address, First Name, Last Name, Acad Plan 1). There is no need to enter the remainder of the fields for this form. If invitations will be sent out after the beginning of a term, please contact the Business Analysts for instructions on using the Application Deadline field as it will necessitate using spaceholders in the input file.

Click the **Select File** button.
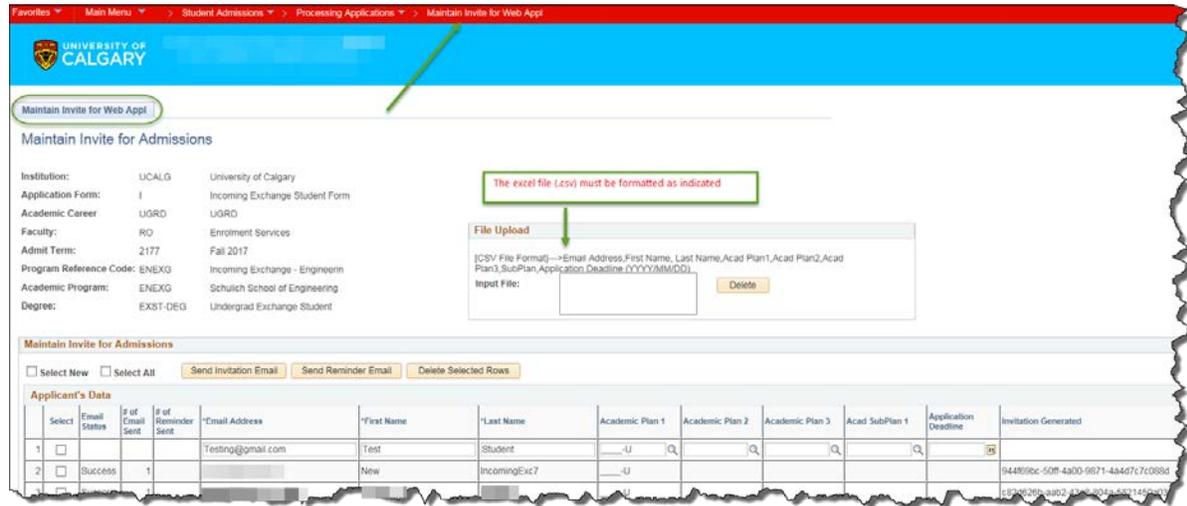
Click the **Browse** button.

Browse for the csv file and upload.
Click the **Upload** button.

All Information in the file will be uploaded and will be displayed on the invitation screen. If you do not intend to send the invitations immediately, use the Save button.
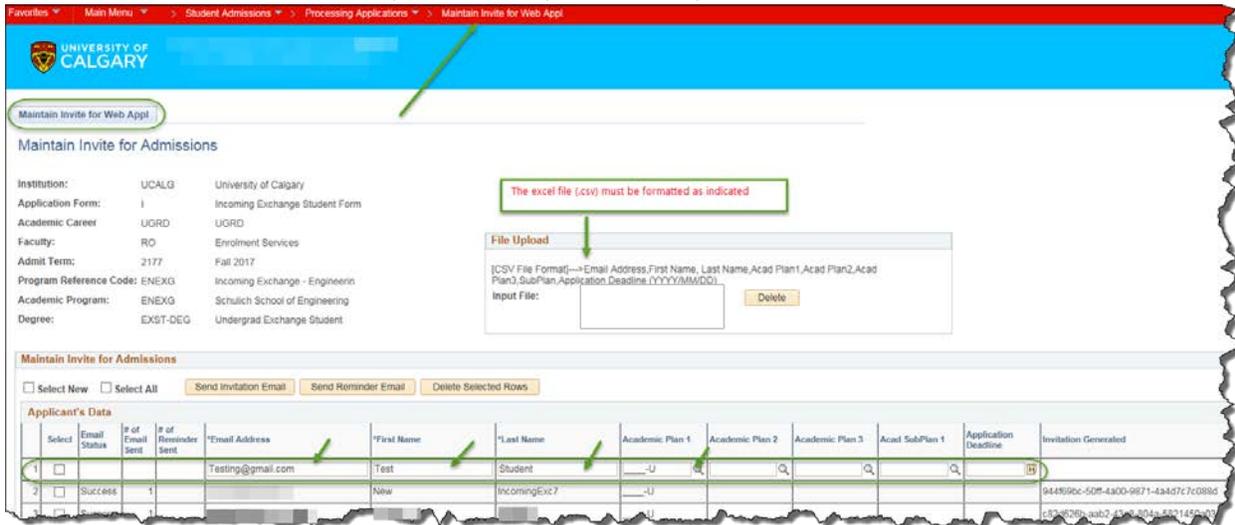
To enter invitation rows individually:

Click the **Add multiple rows** link at the end of any of the rows.

After clicking the Add button you will be prompted to enter one or more lines. For this example we will only add one row for applicant.
Click the **OK** button.
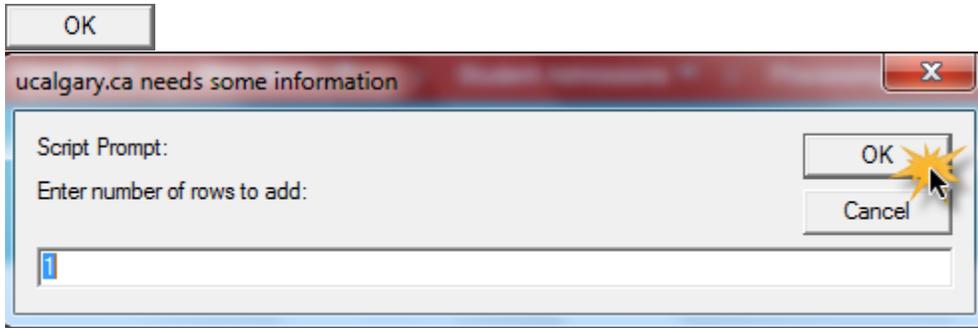
Enter the fields: Email Address, First Name, Last Name, and Academic Plan 1.

When completed entering the applicant information click the **Save** button. NOTE: Sending the invitations will also save the rows.

Sending the Invitations:

Invitations can be sent individually or in groups. To send the invitation to a specific applicant select the applicant row by checking the box in the Select column.
Click the **Select** option.

Select New can be used to select all applicant rows that have been entered and have not had an invitation sent.

Select All can be used to select all applicant rows – this will send an invitation to everyone on the screen. If an invitation has already been sent, another will be sent with the same token (access) information as the first.

After the selections have been made Click the **Send Invitation Email** button to send the invitations emails to the applicants.

Using the same selection process to identify rows the **Send Reminder Email** button can be used to send a reminder email to the invitees (this email can be a different format than the original invitation email). **Delete Selected Rows** will remove rows from this screen if the invitation has not been sent, rows cannot be deleted if the invitation has been sent.

When the invitations have been sent, each applicant will be assigned a unique invitation identifier (token) and this will be noted on the screen as well as the date and time it was created. The OPRID indicates the emplid for who has sent the invitation.

This is an example of the email that is sent to the applicant with the Send Invitation action. In the email is their unique identifier (token) enabling them to access the University of Calgary application system. The instructions indicate how to complete an eID and proceed with their application.
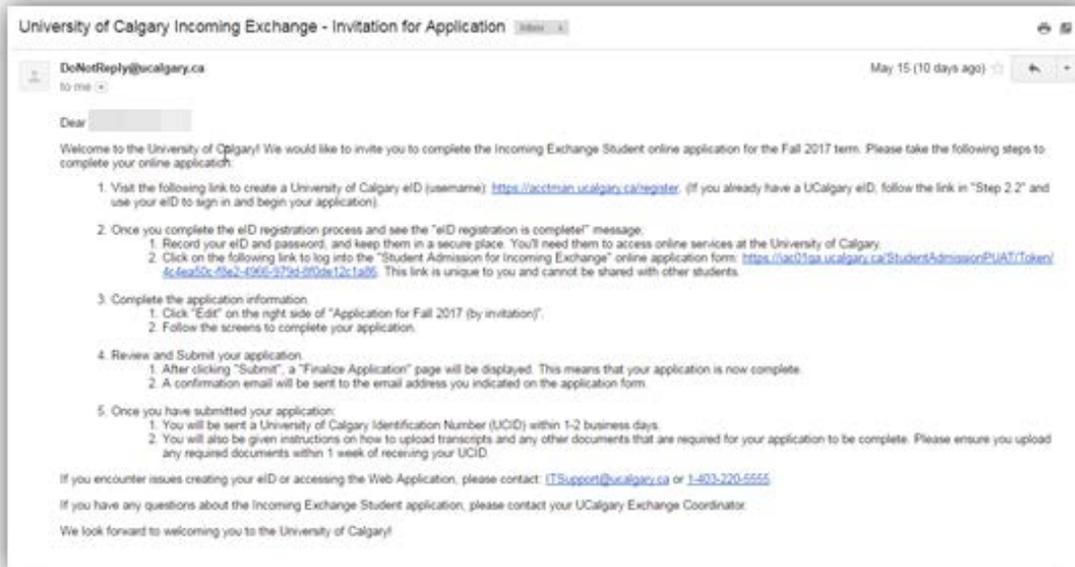
This is an example of the acknowledgement email that is sent to the applicant after they have submitted their application successfully. If their application has a search/match problem, it will sit in the holding tank until it is resolved. Once that is resolved, this email will be sent to the applicant. In the email is their UCID number enabling them to access the University of Calgary student centre.
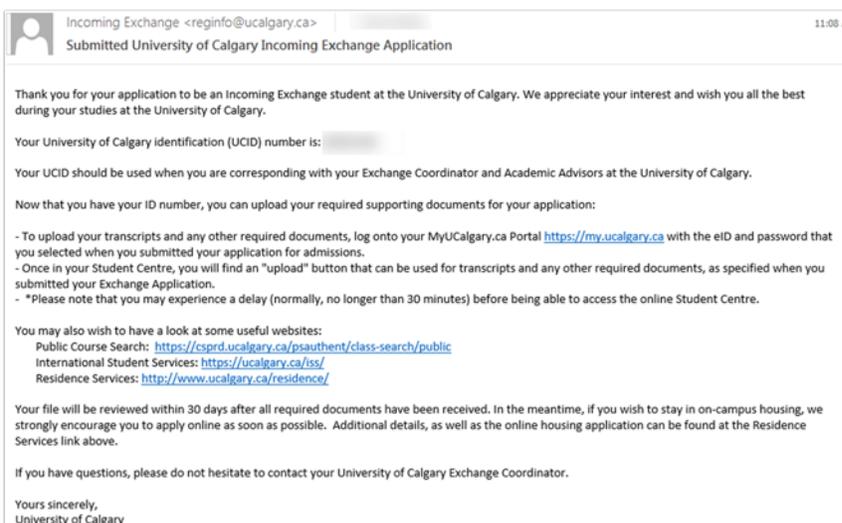
Completing an Online Web Application: Student View

The following explains the steps the student must complete to submit an online web application.

After clicking on the unique identifier in the email they will be navigated to the Central Authentication Service (CAS) logon menu. If they have not already created an eID they must complete one by this link. Otherwise they can log in with their credentials.
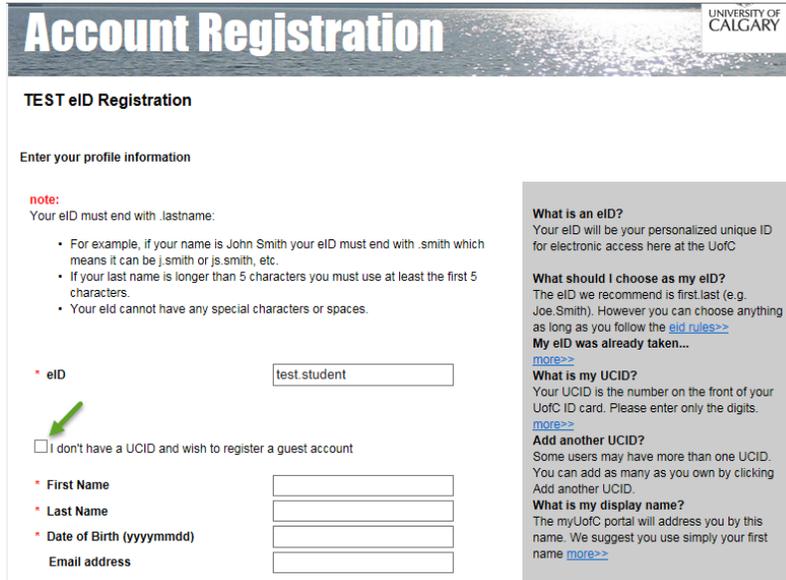Click the **Create an eID** link.

Create an eID
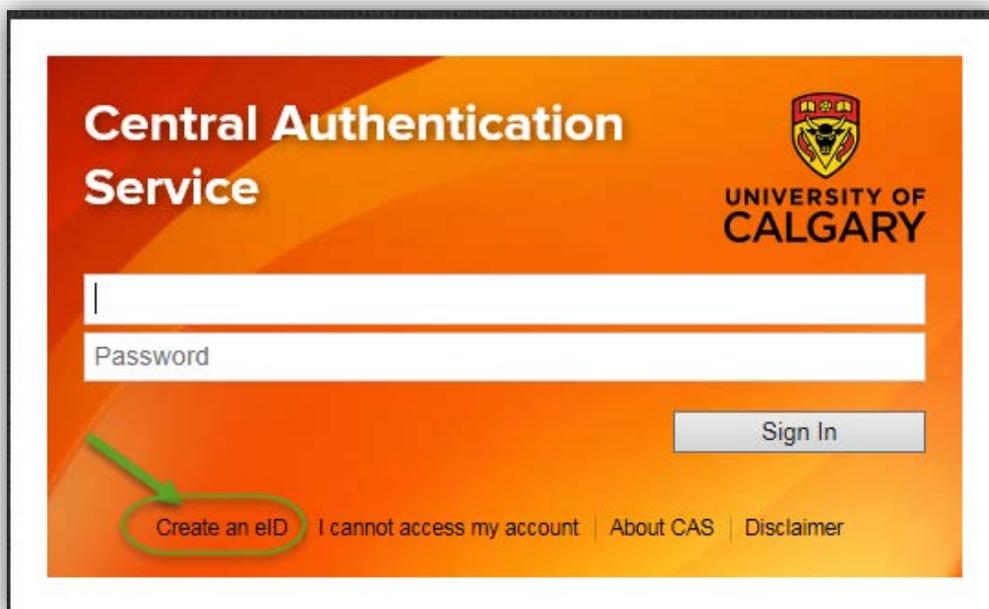
On Account Registration they must create an eid which is their first name followed by a period and their last name. For this example we will use test.student. Note: This is a test eID Account Registration site for training purposes. Enter the desired information into the **eID** field. Enter a valid value e.g. "**test.student**".

If the student/applicant has never received a UCID from the University of Calgary (never applied here before) they should indicate they do not have a UCID. Click the **I don't have a UCID...** option.

Complete the required fields for First Name, Last Name and date of birth.

The applicant will be required to create a password. They must follow the necessary criteria to create a password. Also complete the Password Recovery Questions. Once the Account Registration page is completed they can continue to the next page.
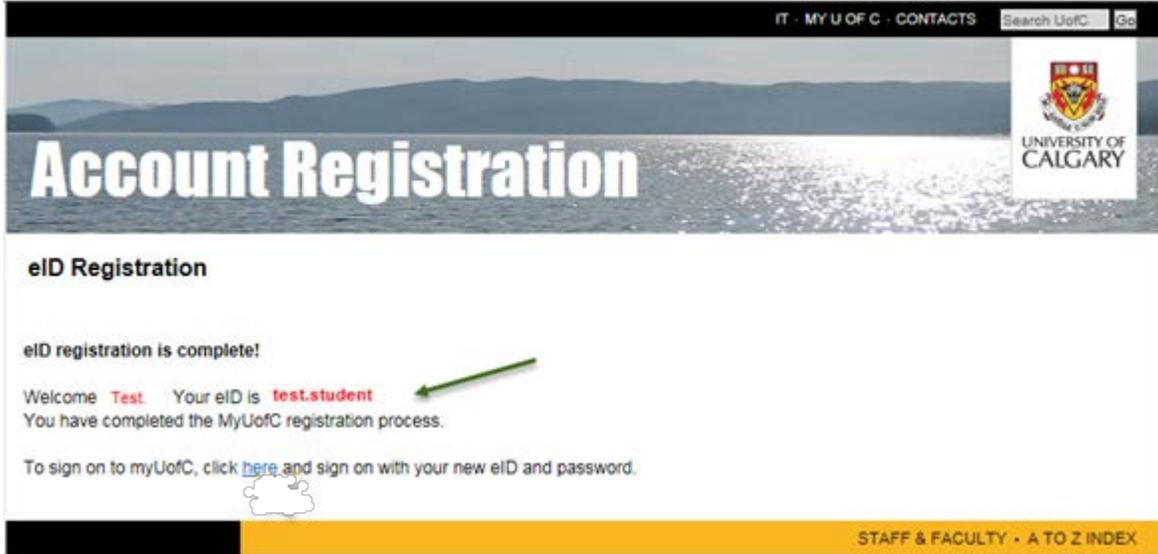
Click the **Continue** button.

After Account Registration is successful, the confirmation menu displays their eID and their registration information is confirmed (e.g. the eID is test.student). The student/applicant is ready to begin the application for admission.

Note: It is not advisable for the student to sign on using the "here" button, they should continue to follow the instructions in the email invitation. However, this screen indicates the eID has been created.

As per the instructions in the email invitation the student/applicant can navigate to the Central Authentication Service (CAS) logon window where they can log on with their newly created eID and password.
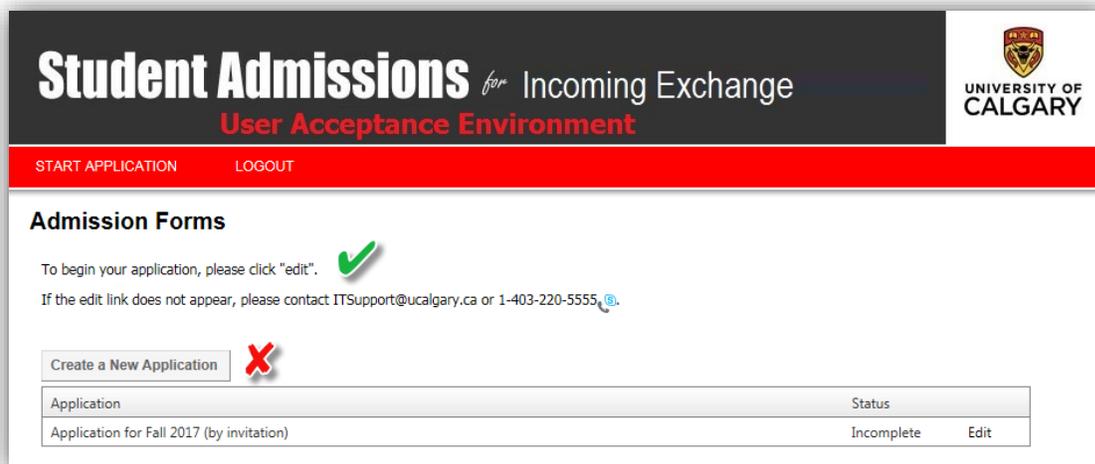Click the **Sign In** button.
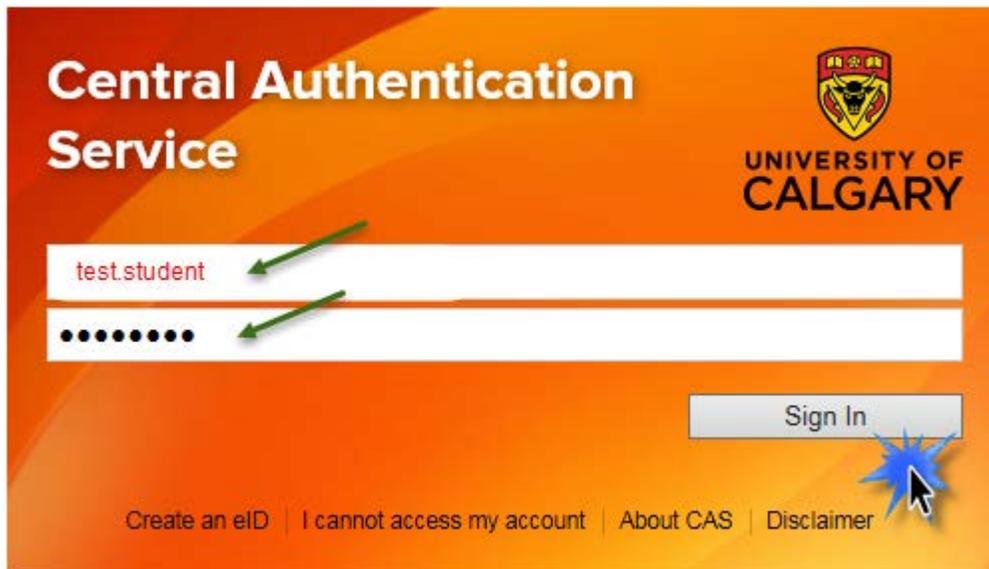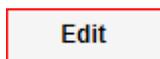

This prompt confirms the successful logon to the CAS (Central Authentication Service) and can be closed. Click the **Close** button.

The Student Admissions application for Incoming Exchange displays (note this is a testing environment). All Incoming Exchange applicants must click Edit to begin an application rather than Create a New Application.
Click the **Edit** link.

Edit

Click the **Edit** button.

Edit

The student/applicant can begin completing the application for admission. The left panel displays the steps required. Each step will prompt for required information. Follow all the steps on the application and press Save & Continue or Back as they process through the application.

Click the **I have read this page** option.

☐ I have read this page
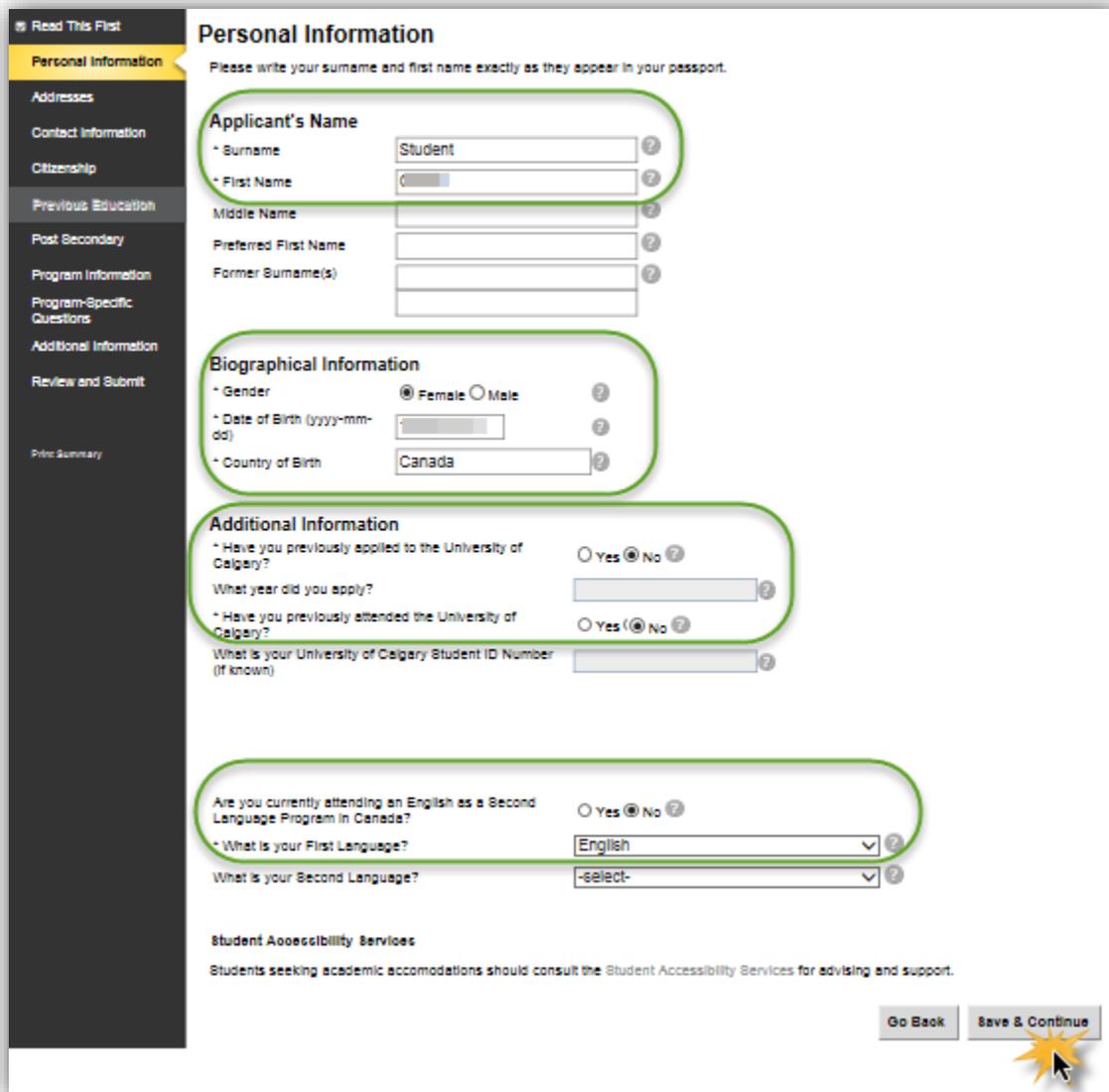
Click the **Save & Continue** button.

Save & Continue

UNIVERSITY OF
CALGARY
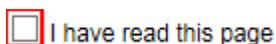
Complete all the required field information for Personal Information then press Save & Continue.

Click the **Save & Continue** button.

Save & Continue

Enter the Current Mailing Address and if necessary Permanent Address or select same as above.

Click the **Save & Continue** button.

Save & Continue

Confirm all the contact information in the required fields including confirming your email address as this is the email that subsequent information will be emailed including:
- Confirmation of Application receipt
- their University of Calgary ucid #
- Additional Reminders of important dates
Click the **Save & Continue** button.

Save & Continue

When selecting Country of Citizenship the options change. For example when selecting Canada the option for Canadian Aboriginal declaration displays including the Registration Number option.

If the Country of Citizenship is other than Canada (e.g. United States) the options for Immigration Status will display including the Actual or Anticipated arrival to Canada. Once the status is selected (e.g. Student Permit) the Permit Number may be included.
Click the **Save & Continue** button.

Make a selection on the Post Secondary school page.

Click the **Add A Post-Secondary Institution** link.

Complete all the required fields for the post-secondary institution (e.g. United Kingdom, etc).
Note: The drop down list of Institution Names will only contain Exchange schools.

Click the **Add** button.

Note: You can add more than one post-secondary institution if necessary by repeating the steps.

Click the **Save & Continue** button.
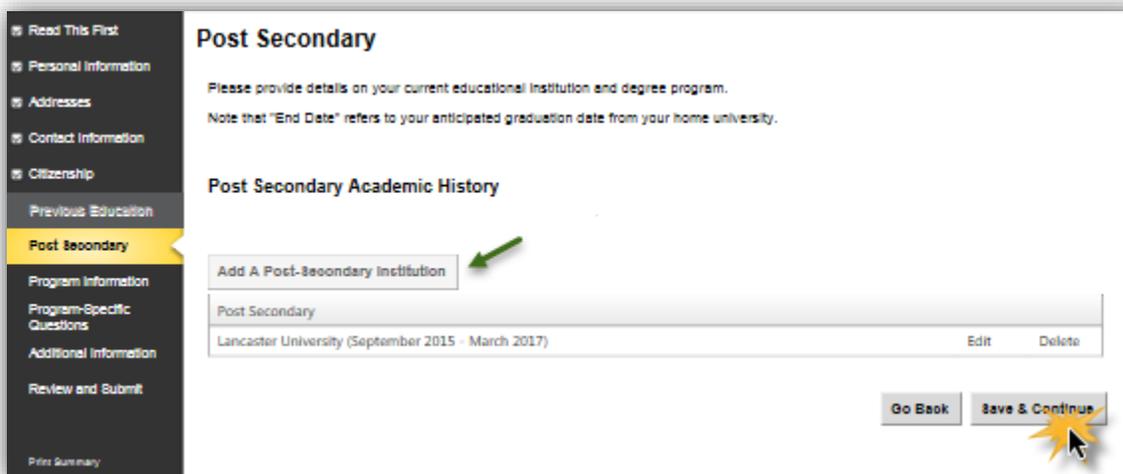
Save & Continue

Confirm the Program of Choice and the correct Term (Incoming Exchange Fall 2017). No option is required.

Click the **Save & Continue** button.
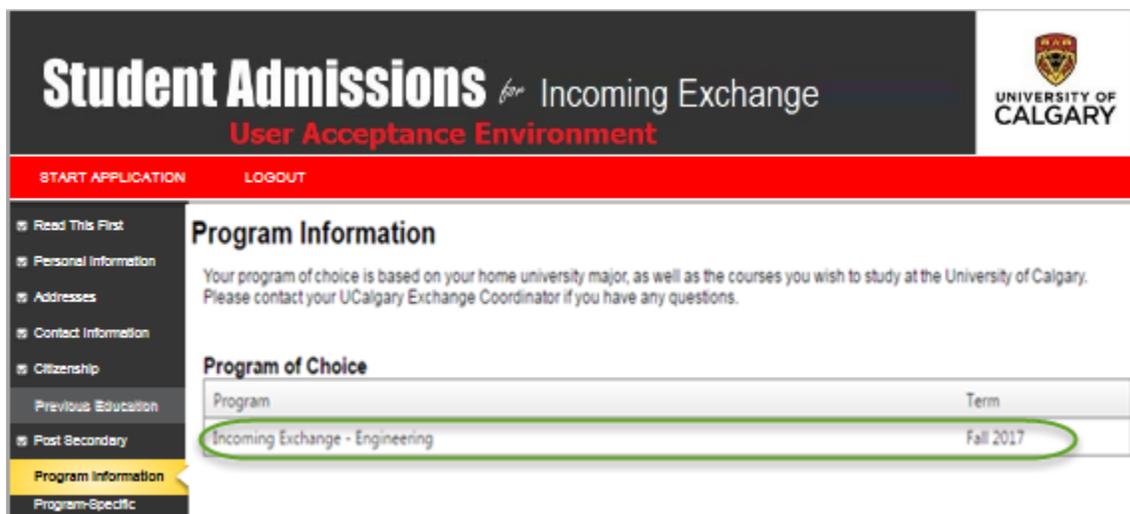
Save & Continue

Enter the applicable information for the program specific questions required for Incoming Exchange. For example list a minimum of 7-8 courses per semester as back-up options.

Click the **Save & Continue** button.

Enter the checkbox for the required field regarding English Language Proficiency.
Click the **Save & Continue** button.

The Review and Submit table indicates what has been completed or, not completed allowing
the applicant to return to the specific section for completion.
Click the **Continue** link.

Review the application and if necessary return to edit any information.

Confirm the additional information on the lower portion of the Review and Submit. If anything requires changes use the Go Back option. The applicant can also print the summary page. When all information is confirmed press the continue button.

Click the **Continue** button.

Continue

Current   ss
                                                y, AB
                                                Canada T2N1N4

Print Summary   Phone Number   1-403-2108882
                 Citizenship   United States
                 Immigration Status   Student Permit
                 Entry Date Into Canada   September 01, 2017
                 Applied at the University of
                 Calgary   No
                 Previously Attended the University
                 of Calgary   No
                 Alberta Student Number (ASN)
                 Social Insurance Number (SIN)
                 Attending ESL Program   No
                 First Language   English

                 Post-Secondary Education
                 Lancaster University   You must provide a transcript
                                                  September 2015 - March 2017
                                                  United Kingdom

                 Program Information
                 Program/s   Incoming Exchange

                 Program Specific Questions

                 Incoming Exchange,

                     1. Please list a minimum of 7-8 courses per semester (in order of priority), as back-up options are essential in case a course
                         is not available.

                         AMAT 307 or AMAT 419

                 Program Specific Documentation Requirement

                 Incoming Exchange,

                     1. Please upload a copy of your transcript from your home institution

                 Additional Information

                 • I understand the English Language Proficiency requirement must be met before I can be considered for admission at the University of
                   Calgary.
                   Yes

                                                                              Go Back   Print Summary   Continue

The applicant must Indicate that they understand the application declaration and payment requirements by checking the box. When completed press Submit.

Click the **Submit** link.

Once the application is complete the Finalize Application instructions indicate the next steps the student/applicant must complete in order to satisfy their application requirements. Please note that there may be different requirements for different types of exchange applications.

Review and Submit

Print Summary

Finalize Application

Next steps

- Within 1 - 2 business days of submitting your application, you will receive an email containing your University of Calgary Identification number (UCID).
- Once you have received your UCID through email, please log into the myUofC portal (https://my.ucalgary.ca) to access your Student Centre.
- In the Student Centre, you can view your Checklist, which will indicate which supporting documents (i.e. your transcript) are required before your application will be complete.
- In order to finalize your application, you must submit a scanned copy of your official transcript from your home university. This can be done through your online Student Centre as soon as you have received your University of Calgary Identification Number (UCID). Please upload a scanned copy of your official transcript (and any other required supporting documents) to your Student Centre within one week of receiving your UCID.
- Once all your supporting documents have been received, please allow 30 business days for processing of your application.
- Correspondence from the University of Calgary will be sent to your email account. Please ensure you check your email account regularly for messages.

Transcripts and Documentation Deadlines

You must provide transcripts from the following Post Secondary Institutes:

- Karolinska Institutet

You must provide the following supporting documentation

- Please upload a copy of your transcript from your home institution.

Please submit your transcripts and other supporting documents within one week of receiving your UCID.

Exit

Student Centre: Student View

Once a prospective student has submitted an application for admission there are checklist items that are system generated that appear as To Do List items in the Student's Centre. Often these items require the student to upload supporting documents required to support their application for admission. These documents can include unofficial transcripts, letters of recommendation, record of work experience, etc. The following steps display how a prospective student uploads a document in their student centre.

After navigating to MyUofC Portal at: my.ucalgary.ca they will see a login screen where they can enter their user name and the password they created at the time of application submission.
Click the **Sign In** button.

Tip: They can minimize "-" or close "x" the Central Authentication Service window.
Click the **Minimize** button.

After logging into the MyUofC Portal with their eid and password, they will see the Student Centre and their information will appear including their emplid number/student id number (e.g. 30051894). There is additional navigation under Quick Links that should be noted.

Scrolling down in the Student Centre displays additional information. Of particular note is the item on the "To Do List". These are action items the student must complete to satisfy their application for admission. For example, Unofficial Transcript is requested. The To Do list for applicants is often directly related to the items displayed in the Admissions section. This is where students can upload supporting documents (e.g. Unofficial Transcripts).

The following steps display how a student can upload required supporting documents.
Click the **Upload** link.

Upload

For this example the student is being requested to upload an unofficial transcript.
Click the **Select** link.

Select
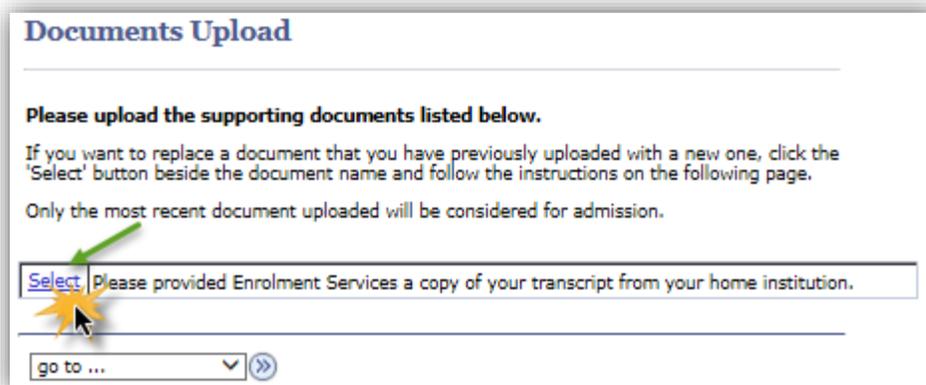
If the student attempts to upload a document after the application deadline has passed they will received this error message.
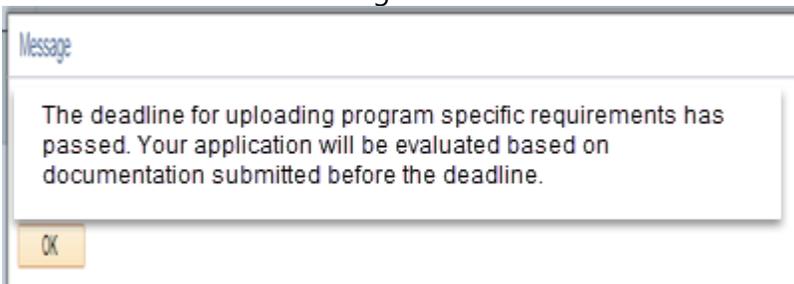
Click the **Upload** button.

Upload

The student can attach a file after browsing for it.
Click in the **Browse** field.
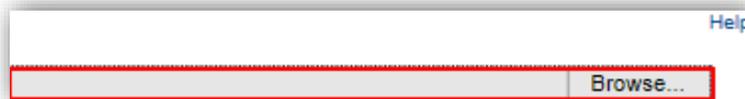
Select the file (e.g. unofficial transcript).
Click the **Open** button.
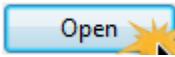
After locating the file they wish to upload they can click the Upload button.
Click the **Upload** button.

Upload

If the file name is too long (greater than 30 characters) the following error message displays.
They can rename the document if necessary and attempt to upload again.
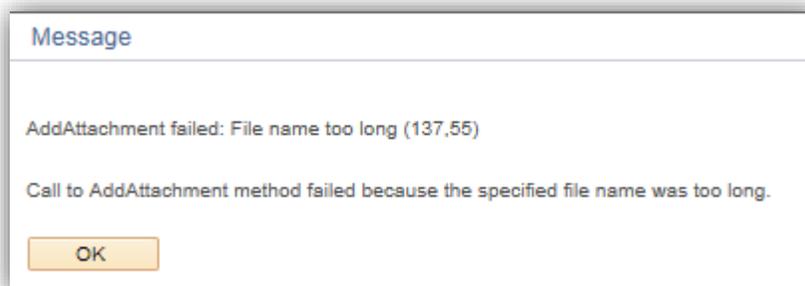
When the file has been successfully uploaded press the save button. If any updates are required they will overwrite the previous document. Once the document has been loaded the 'upload' button is replaced by an 'update' button. Using the update functionality will allow applicants to replace the previously uploaded document with a revised version if necessary. Click the **Save** button.

To return to the Student Centre click the Academic Link.

Click the **Academic** link.

Academic
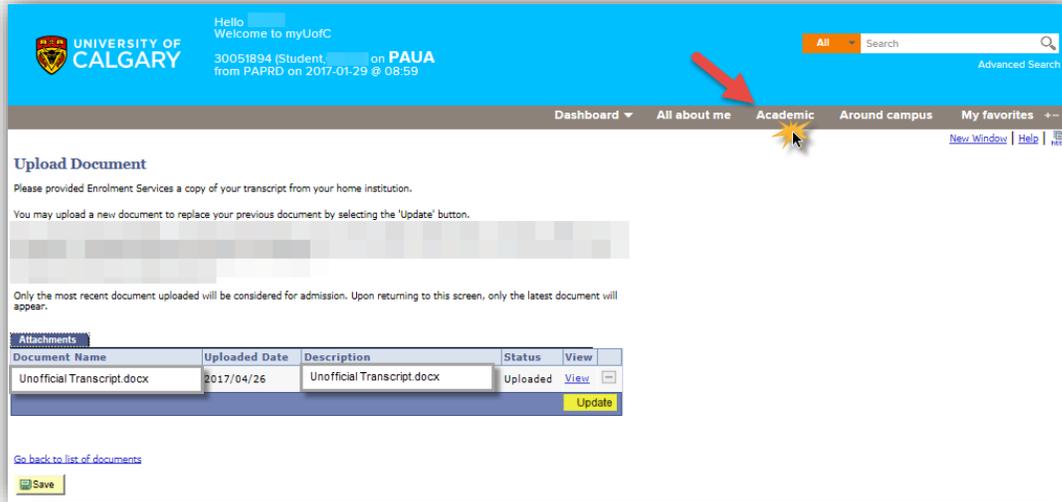
Click the **Student Centre** link.

Student Centre

Uploading and Viewing Supporting Documents

The following steps demonstrate how to navigate to a UofC Web Electronic Document page in order to upload an unofficial transcript. Also included is how to view the uploaded document. Electronic Documents for Incoming Exchange are unofficial transcripts or any checklist requirements as requested by the Faculty and/or Department.

Note: The task of uploading supporting documents is completed by Enrolment Services. The task of viewing the supporting documents is completed by UCI and the faculties.

IMPORTANT: The name of any file(s) CANNOT be longer than 30 characters, including spaces or symbols.

Navigation: Student Admissions > Application Evaluation > UofC Web Electronic Documents > Web Electronic Documents > Enter Student ID number > Search/Enter

Click the **Student Admissions** link.

▸ Student Admissions

Click the **Application Evaluation** link.

Application Evaluation

Click the **UofC Web Electronic Documents** link.

UofC Web Electronic Documents

Click the **Web Electronic Documents** link.

Web Electronic Documents

Enter the **Student's EMPLID** associated with the document to upload, **UCALG** in the Academic Institution field and enter the applicable term (e.g. 2177 Fall 2017) and press **Search.**

Search

This will display the student's supporting document page
Click the **Supporting Documents** tab.

Supporting Documents

On Supporting Documents the Supporting Document required is indicated by the Checklist Code: OPEX and the Checklist Item: XTRAN Unofficial Transcript-Exchange. Note that the Checklist Status: Initiated. This indicates the unofficial transcript has not been uploaded at this point. The student will see a "To Do" item in Student Centre.
Click the **Upload Document** link.
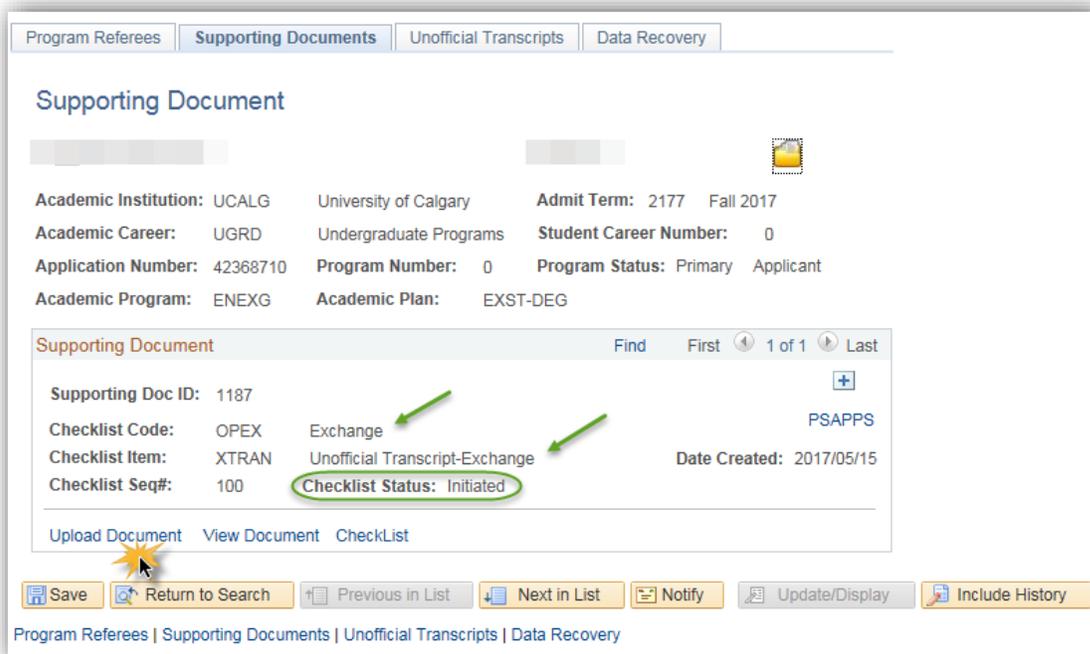
To upload an unofficial transcript click on the Upload button.
Click the **Upload** button.

Upload

At this point it is assumed the unofficial transcript has been saved on the user's computer and can be uploaded.
Click the **Browse** link.

Browse to the location of the unofficial transcript, select the file and click open.
Click the **Open** button.

Open

Click the **Upload** button.

Upload

Supporting Documents

Upload Supporting Documents

30051919

Academic Institution:	UCALG	University of Calgary	Admit Term:	2177	Fall 2017
Academic Career:	UGRD	Undergraduate Programs	Student Career Number:	0	
Application Number:	42368710	Program Number:	Supporting Document ID:	1197	
Checklist Code:	OPEX	Checklist Item			

File Attachment   Help

Demonstration of an Unoffic Browse...

Upload   Cancel

Documents | Audit
Document Name   Documen
                                 Supporti

Save   Return to Search   Notify

Note that Update displays enabling additional unofficial transcripts to be uploaded using the update button if necessary. Click the **Save** button.

Save

Note the Supporting Document indicates the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded. To view the checklist click on Checklist
Click the **Checklist** link.

Checklist Management 1 displays the Checklist Code: OPEX and the Status: Completed as well as the date the Checklist was completed.
Click **Checklist Management 2**.

Click the **Checklist Comments** link.

Checklist item comments are what the student would see in the Student Centre on their To Do list.
Click the **OK** button.

OK
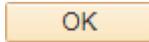
Checklist Item Comments

Checklist Item:	XTRAN	Unofficial Transcript-Exchange
Responsible ID:		

Checklist Item Comment:

Please provide a transcript from your home institution that you listed on your exchange application.

These comments appear in the Student Centre To Do List

Student Specific Comment:

OK   Cancel

When completed viewing the checklist you can close the window.
Click the **Close Tab** button.

✕

View Supporting Documents:
This section is used by University of Calgary International (UCI) and faculties

The next part of this lesson demonstrates how you can view the uploaded document. **Note:** You can also view uploaded documents from Student Admissions > Application Evaluation > Dept Application Evaluation.

Click the **Student Admissions** link.

▸ Student Admissions

Click the **Application Evaluation** link.

Application Evaluation

Click the **UofC Web Electronic Documents** link.

⌐ UofC Web Electronic Documents

Click the **Web Electronic Documents** link.

Web Electronic Documents

You can enter the student ID or search for the grid of information again if desired.
Click the **Search** button.

Search

Click the **Supporting Documents** tab.

Supporting Documents

To view any uploaded supporting documents click on the View Document link. Note the
Checklist Status: Completed. This indicates an unofficial transcript has been uploaded it can
also be viewed to verify the correct document has been uploaded.
Click the **View Document** link.

View Document

Supporting Document

At this point, the unofficial transcript would display (not shown for FOIP reasons).

Query: UCAD_READY_FOR EVAL_EXCHANGE:

This section will be used by Enrolment Services

The following steps are required to run a query to view applications where all supporting documentation has been received and the file is ready for review.

Navigation: Reporting Tools > Query > Query Viewer

Click the **Reporting Tools** link.

▸ Reporting Tools

Click the **Query** link.

Query

Click the **Query Viewer** link.

Query Viewer

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 [Query Name ▾] begins with [ucad ✕]
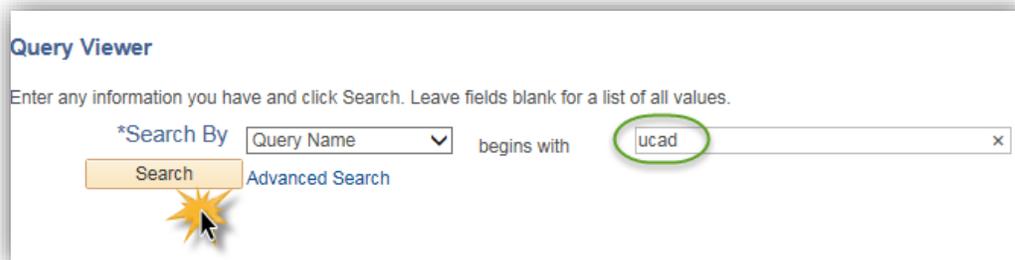
[Search] Advanced Search

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 [Query Name ▾] begins with [UCAD]

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

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

Scroll down to view the query **UCAD_READY_FOR_EVAL_EXCHANGE**
Tip: Click Favorite to include this query as a favorite.
Click the **HTML** link.

Enter the Institution (UCALG), the Career (UGRD) and the Term (e.g. 2177).
Click the **Look up Application Centre** button.

A list of Application Centres display. Select OPNF Open Studies Admission-No Fee which is
the application centre for Exchange applications. Click the **OPNF** link.

Click the **Look up Acad Prog** button.

A list of Academic Program displays. For this example select ENEXG for Schulich School of
Engineering. Other acceptable programs are: LAEXG Faculty of Law and OSEXG Open Studies.

Click the **ENEXG** link.
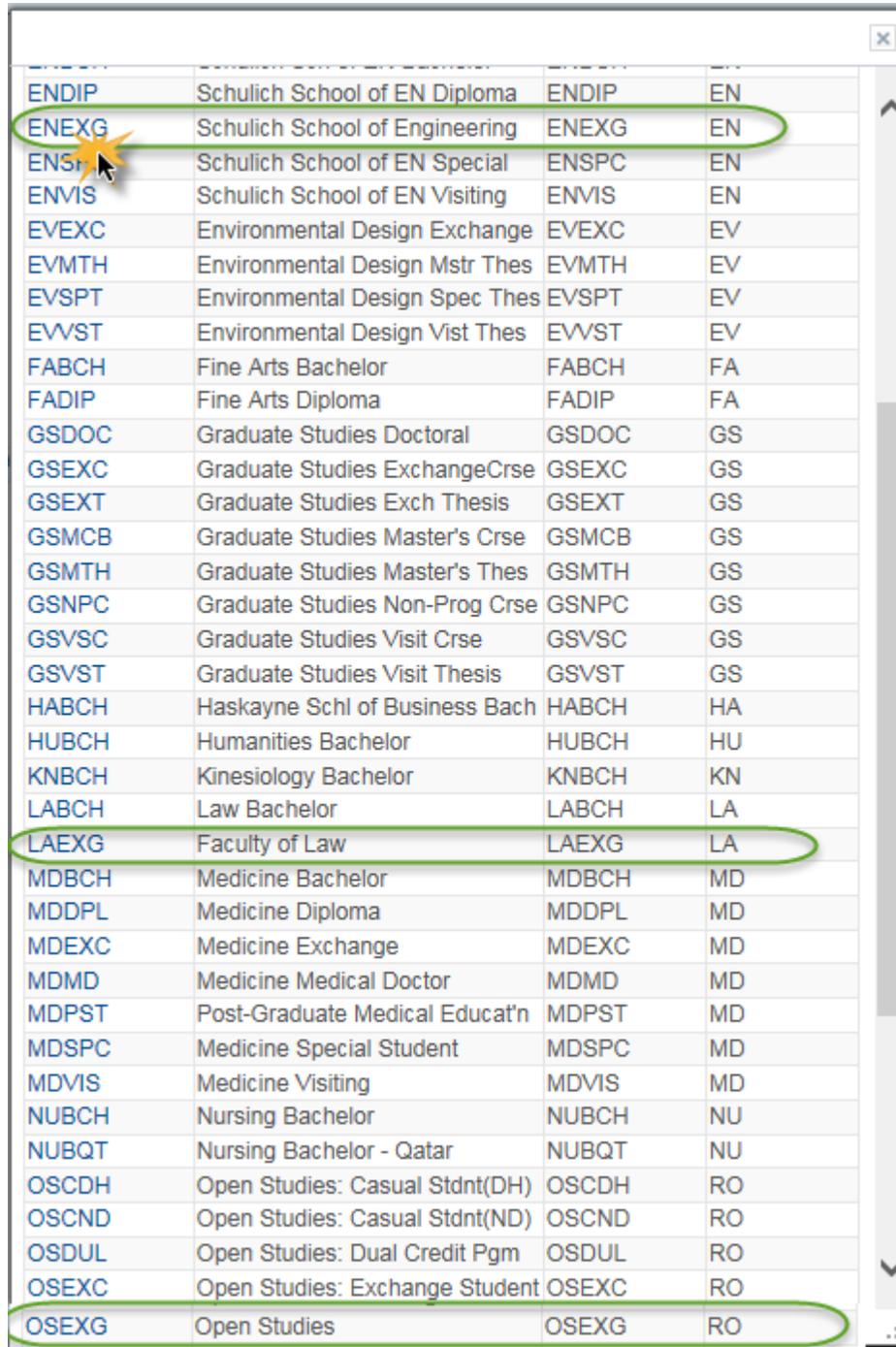
ENDIP	Schulich School of EN Diploma	ENDIP	EN
ENEXG	Schulich School of Engineering	ENEXG	EN
ENSPC	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMTH	Environmental Design Mstr Thes	EVMTH	EV
EVSPT	Environmental Design Spec Thes	EVSPT	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 ExchangeCrse	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

Click the **Choose a date** button and enter the Application Complete Date by selecting it from the Calendar or enter it directly. This date is the date that the file is complete. You can specify which completion date you want to start to review files from (e.g. May 1, 2017).

Click the **View Results** button.

View Results

The results will display:
- Academic Program
- Student ID (EMPLID)
- Name
- Degree (Degree Plan)
- Academic Plan
- Application Number
- Program Number
- Admit Term
- Application Center (OPNF)
- Admit Type
- Appl Complete Date (date file was complete)

NOTE: When entering Degree Plan as "EXST-DEG" and leaving Acad Prog blank you will get all the Incoming Exchange programs

Sending file to Department/Faculty for review

This section will be used by Enrolment Services

Use the following steps to notify a Department/Faculty that a file is ready for them to review.

Enrolment Services reviews students returned on the 'Ready for Eval – Exchange query (previous query) and sets the **File Status** field.

Navigation: Student Admissions > Application Evaluation > Application Evaluation > Enter Student ID number > Search/Enter

Click the **Student Admissions** link.

Student Admissions

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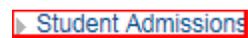
Application Evaluation

Click the **Application Evaluation** link.

Application Evaluation

Enter the applicable student ID number or academic program and, if desired, term. Press Enter or Search.
Click the **Search** button.
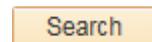
Search

Select student from the list by clicking on the appropriate row under 'Search Results'

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 ✓	30051909
Academic Institution:	= ✓	UCALG
Academic Career:	begins with ✓	
Application Program Nbr:	= ✓	
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

Search Results

View All

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term
42368697	30051909	UCALG	UGRD	0	OSEXG	2177

Sending File to Faculty for Review

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 set during the process as the file is transferred between Enrolment Services and the University of Calgary International (UCI).
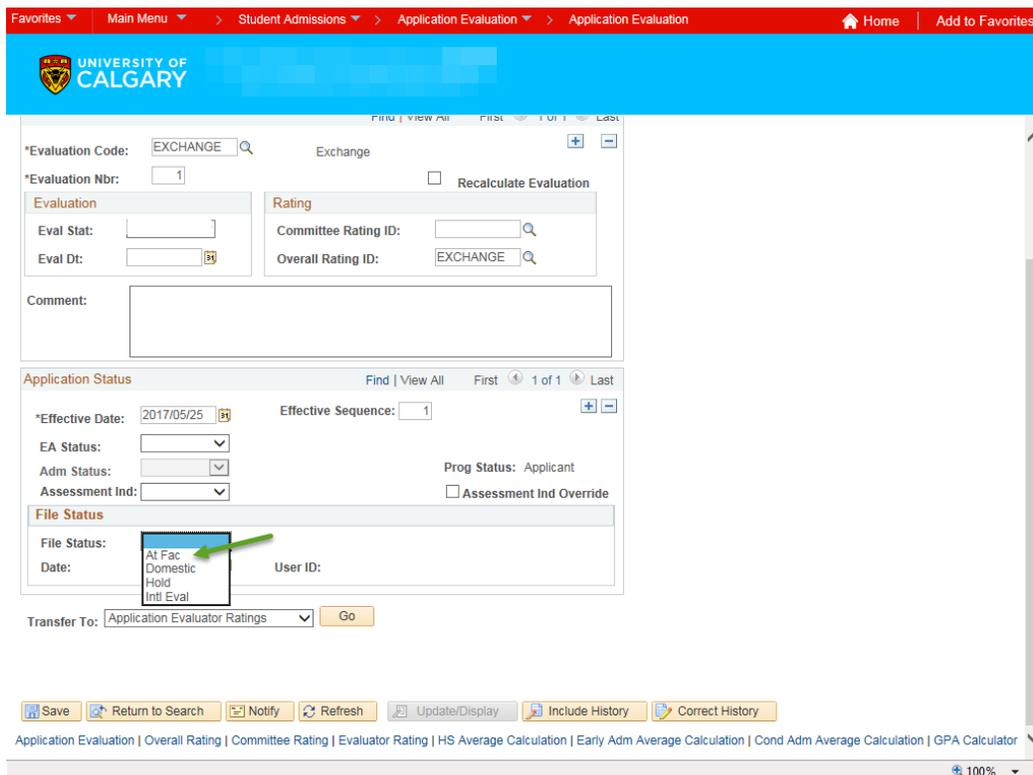
Select **At Fac** from the **File Status** list.

Press

Query: UCAD_FILE_AT_FACULTY:

This section will be used by University of Calgary International (UCI) and faculties

Use the following query for viewing applications that have been sent to University of Calgary International (UCI) and/or Departments for faculty processing for Incoming Exchange applicants.

Navigation: Reporting Tools > Query > Query Viewer

Click the **Reporting Tools** link.

▸ Reporting Tools

Click the **Query Viewer** link.

Query Viewer

To search for queries specific 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 Query Name ▾ begins with ucad ✕
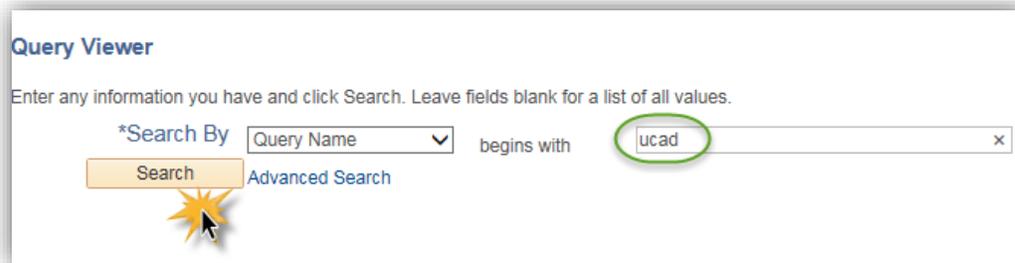
Search Advanced Search

A reduced list of queries displays, click View All to view the entire list of queries for admissions.
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 Query Name ▾ begins with UCAD

Search Advanced Search

Search Results

*Folder View -- All Folders -- ▾

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

Scroll down to the query **UCAD_FILE_AT_FACULTY**. Tip: Click Favorite to add this to your favorites.
Click the **HTML** link.

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

A list of Academic Programs display including 3 for Incoming Exchange; ENEXG Schulich School of Engineering; LAEXG Faculty of Law and OSEXG Open Studies. Note: OSEXC should no longer be used. For this example select ENEXG. Click the **ENEXG** link.

Click the **View Results** button.

| View Results |

The results display the student ID number, name, Academic Program, File Status (File), Date that the file was sent to the Faculty.

Scrolling to the right displays additional information such as the individual who is responsible for the file in Enrolment Services in the Updated by column.

Application Assessment and Department Decision

Use the following steps to complete an evaluation of an Incoming Exchange applicant.

-Using the UCAD_FILE_AT_FACULTY query results to select students (previous step)
Department/Faculty reviews the application and enters an Evaluation Status

**Navigation: Student Admissions > Application Evaluation > Application Evaluation >
Enter Student ID number > Search/Enter**

Click the **Student Admissions** link.

▶ Student Admissions

Click the **Application Evaluation** link.

Application Evaluation

Click the **Application Evaluation** link.

Application Evaluation

Enter the applicable student ID number or academic program and, if desired, term. Press Enter
or Search.
Click the **Search** button.

Search

Click the **Eval Stat** list.

Eval Stat: [▼]

'Eval Status' – applicable values for Exchange Applicants are: Fac Adm (admit), Fac Inadm (inadmissible). For this example select Fac ADMIT.

Click the **Fac ADMIT** list item and press Save.

Fac ADMIT
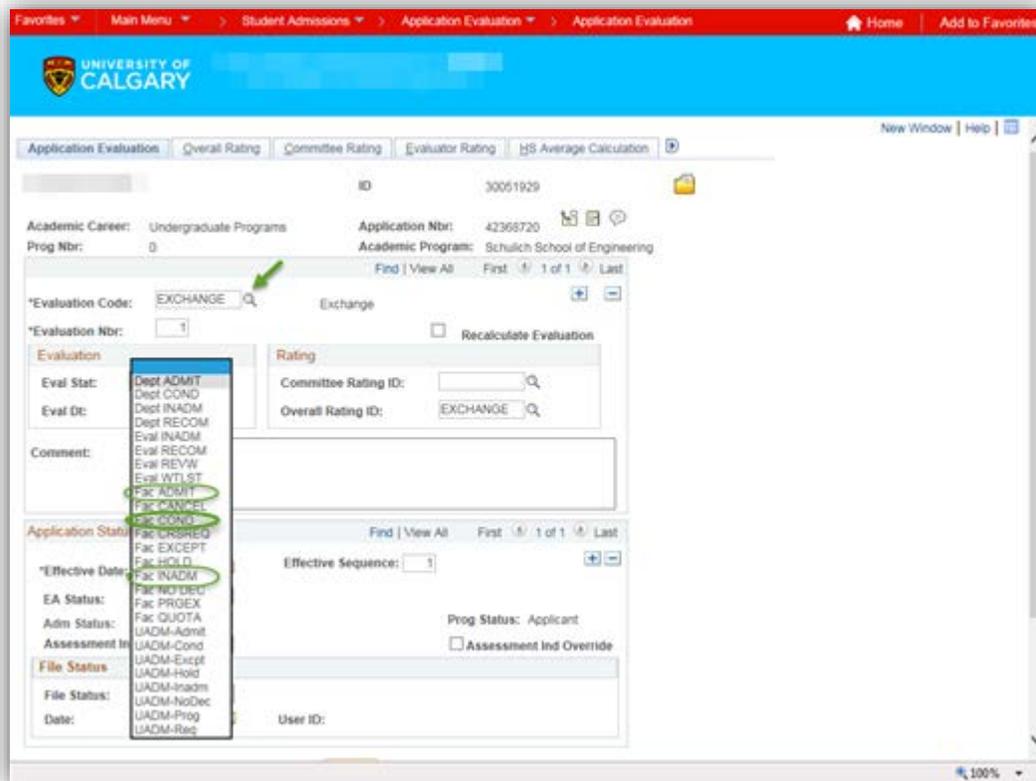
QUERY: UCAD_FILE_BACK_FROM_FACULTY:

This section will be used by enrolment services

This query is used to display any applications that have been processed and evaluated by the University of Calgary International (UCI) or faculty/department.

Navigation: Reporting Tools > Query > Query Viewer

Click the **Reporting Tools** link.

▸ Reporting Tools

Click the **Query Viewer** link.

Query Viewer

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   Query Name ▾   begins with   ucad   ✕

Search   Advanced Search

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

Scroll down to view the query **UCAD_FILE_BACK_FROM_FACULTY**. Tip: Click Favorite to include this query as a favorite.
Click the **HTML** link.
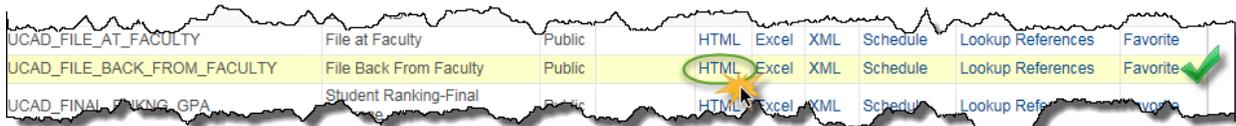
Enter the Institution (UCALG) and the Career (UGRD) and enter the Term (e.g. 2177 Fall 2017).
Click the **Look up Program** button.

A list of Academic Program displays. Scroll down to view the entire list.

UCAD_FILE_BACK_FROM_FACULTY - File Back From Faculty

Institution: UCALG
Career: UGRD
Term: 2177
Program:
User:

View Results

| ID | Name | User | Program | Choice | Degree |

Search by: Academic Program begins with

Look Up   Cancel   Advanced Lookup

Search Results

View 100   First ◀ 1-37 of 37 ▶ Last

Academic Program	Description
2PRG	[…]
ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special

Note the 3 current Academic Programs for Schulich School of Engineering ENEXG, Faculty of Law LAEXG and Open Studies OSEXG. Note: OSEXC should no longer be used. Select the applicable Academic Program (e.g. ENEXG).
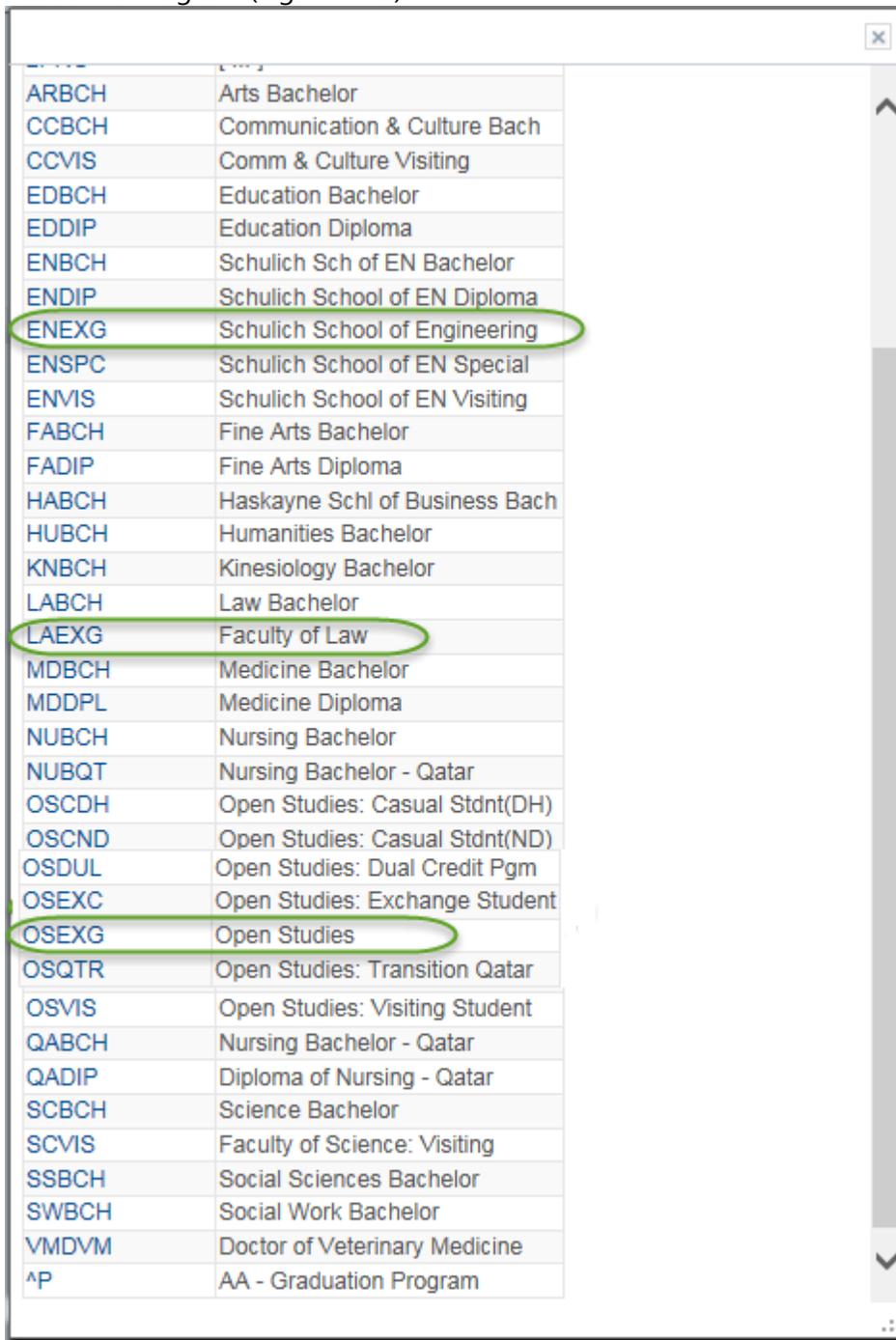
Code	Description
ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special
ENVIS	Schulich School of EN Visiting
FABCH	Fine Arts Bachelor
FADIP	Fine Arts Diploma
HABCH	Haskayne Schl of Business Bach
HUBCH	Humanities Bachelor
KNBCH	Kinesiology Bachelor
LABCH	Law Bachelor
LAEXG	Faculty of Law
MDBCH	Medicine Bachelor
MDDPL	Medicine Diploma
NUBCH	Nursing Bachelor
NUBQT	Nursing Bachelor - Qatar
OSCDH	Open Studies: Casual Stdnt(DH)
OSCND	Open Studies: Casual Stdnt(ND)
OSDUL	Open Studies: Dual Credit Pgm
OSEXC	Open Studies: Exchange Student
OSEXG	Open Studies
OSQTR	Open Studies: Transition Qatar
OSVIS	Open Studies: Visiting Student
QABCH	Nursing Bachelor - Qatar
QADIP	Diploma of Nursing - Qatar
SCBCH	Science Bachelor
SCVIS	Faculty of Science: Visiting
SSBCH	Social Sciences Bachelor
SWBCH	Social Work Bachelor
VMDVM	Doctor of Veterinary Medicine
^P	AA - Graduation Program

Enter the Institution (UCALG), Career (UGRD) and applicable Term (e.g. 2177). You can enter your EMPLID in the User field and press Enter or Search. This will generate a list of applicants that you originally sent to the Faculty. Otherwise click View Results to view a list of all applications that have been reviewed and sent back from the Faculty.

Click the **View Results** button.
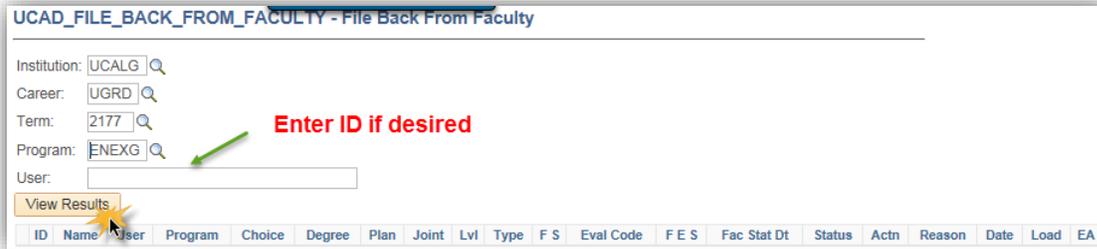
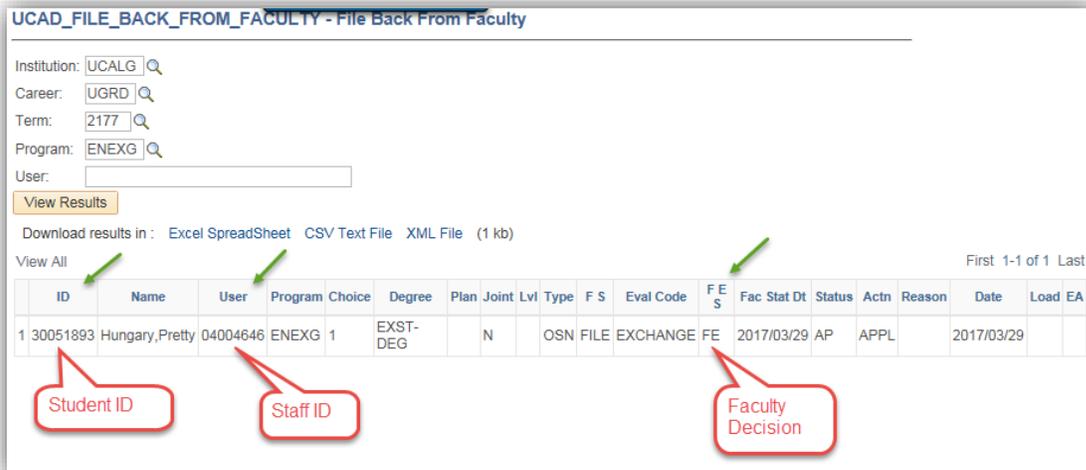The results will display the student ID, name, the emplid of the individual in Enrolment Services who sent the file to the faculty, program information, evaluation code, faculty decision (FES)*****, faculty decision date, program status and program status date.

*Note: Valid FES values for Exchange student are:

- FA - Faculty Admissible
- FC - Faculty Conditional Admit
- FI - Faculty Inadmissible

Admitting or Denying Offer of Admission
This task is performed by Enrolment Services

Using the results from the UCAD_FILE_BACK_FROM FACULTY query (previous step), Enrolment Services will update the applicants program status.

Navigation: Student Admissions > Application Maintenance > Maintain Application > Enter Student ID number > Search/Enter

Click the **Student Admissions** link.

▸ Student Admissions

Click the **Application Maintenance** link.

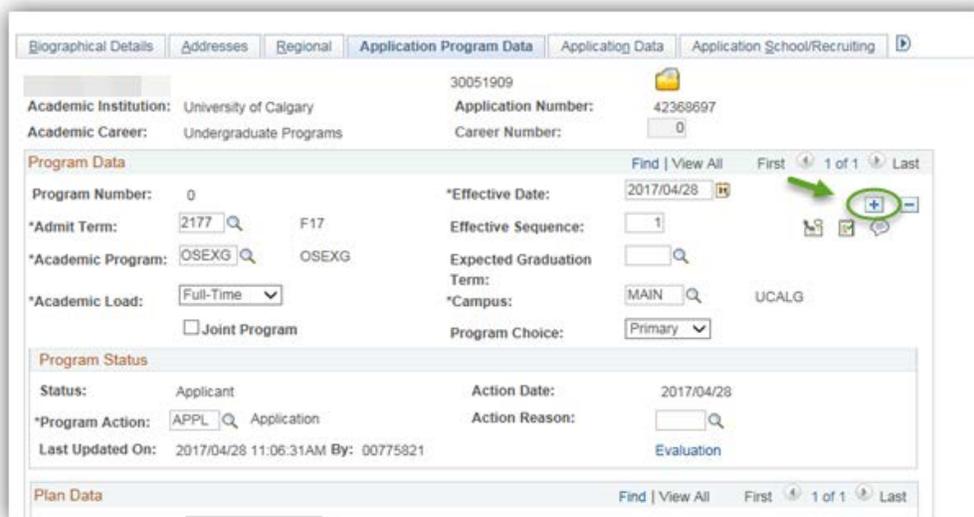Application Evaluation

Click the **Maintain Application** link.

Application Evaluation

Enter the applicable student ID number or academic program and, if desired, term. Press Enter or Search.
Click the **Search** button.

Search

Select the **Application Program Data** tab and click on the plus "+" sign to add a new row. This enables you to update the status.

QUERY: UCAD_INCOMPLETE_APPLICATIONS:

This query can be performed by Enrolment Services or by the faculties

The following steps are used 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.

Navigation: Reporting Tools > Query > Query Viewer

Click the **Reporting Tools** link.

▸ Reporting Tools

Click the **Query** link.

Query

Click the **Query Viewer** link.

Query Viewer

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 Query Name ▼ begins with ucad ×
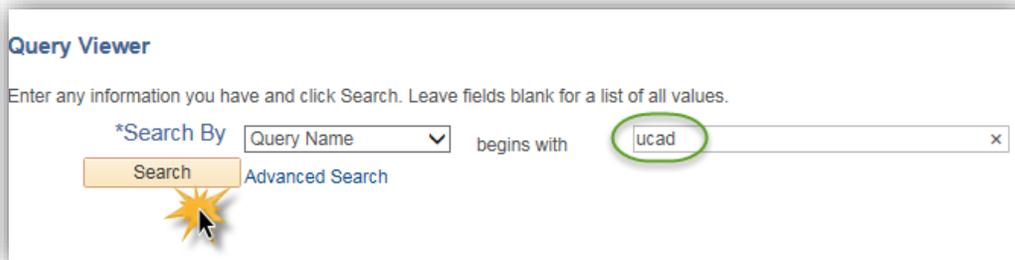
Search Advanced Search

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

View All
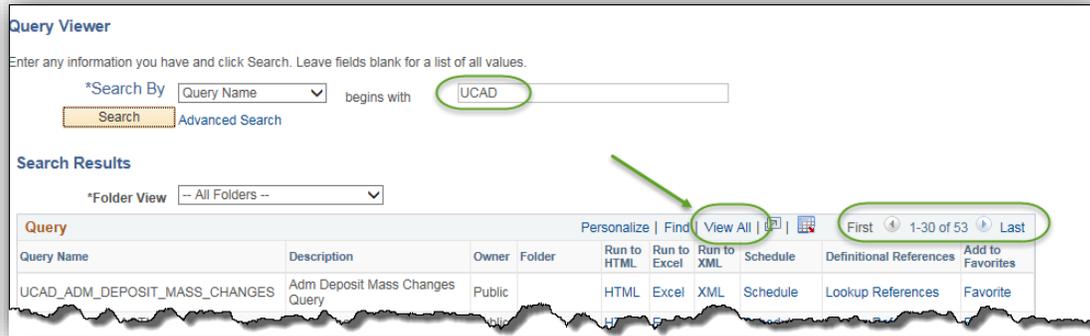
Scroll down to view the query **UCAD_INCOMPLETE_APPLICATIONS**. Tip: Click Favorite to include this query as a favorite.
Click the **HTML** link.

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).
Select the applicable Academic Program (e.g. ENEXG).
Click the **ENEXG** link.

UCAD_INCOMPLETE_APPLICATIONS - Incomplete Applications

Institution:	UCALG			
Admit Term:	2177			
Program:				

Program Choice:

Plan:

View Results

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
EVSPT	Environmental Design Spec Thes	EVSPT	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 ExchangeCrse	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

Click the **Program Choice** list.

Program Choice:

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

Click the **View Results** button.

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 Open Studies Exchange). As well as the date the checklist was due (not displayed).