

Included are the steps for processing an application for the **MDMD** programs. Also included is a section on processing an application for the **MDPST** programs. Please note the steps for MDMD and MDPST differ significantly. For the in-depth job aid and online learning, consult **Medicine Admissions – Invitation to Trainee for PGME**.

Prior to this process it is **IMPERATIVE** the Search/Match process be completed prior to adding a new student.

**Search/Match:**

Student Admin Basic Search is the most restrictive search and is based on a defined set of rules. To use this search you need to know specific information about the student (full name and/or birthdate).

Student Admin Ad Hoc Search is less restrictive and can be used with limited information (first letter of a last name).

For the corresponding job aid consult Search Match, Create, Save and Delete lesson or the online learning on the Student and Enrolment Services website.

**Create a New Student ID:**

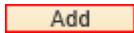
1. Click the **Student Admissions** link.  
**Student Admissions**
2. Click the **Application Entry** link.  
**Application Entry**
3. Click the **Add Application** link.  
**Add Application**
4. The Student ID field will be filled in if you carried the ID forward; otherwise, it will be set to **NEW** to create a new student. Click the **Look up Academic Career** button.
5. Click the **MED** link.  
**MED**

# Medicine Admissions MDMD & MDPST

SA – Admissions



- Click the **Add** button.



Application Entry

Add a New Value

Application Nbr: 00000000

ID: NEW

Academic Institution: UCALG

Academic Career: MED

Add

- If you carried the Student ID forward and entered student information, it will display (e.g. Jane Doe). However, for this example we will demonstrate how a new Student ID is created.

Biographical Details | Addresses | Regional | Application Program Data | Application Data

Jane Doe

Person Information

Date of Birth: 2019/06/18

Birth Information

Student ID displays

Campus ID

Biographical History

\*Effective Date: 2019/06/18

\*Marital Status: Single

\*Gender: Unknown

National ID

\*Country: CAN

\*National ID Type: Social Insurance Number

National ID: 999-999-999

Contact Information

Addresses

Address Type: Home (Mailing)

Effective Date: 2019/06/18

Status: Active

Country: CAN

Address: 123 Any Street, Calgary

Phone

\*Type

\*Phone

Ext

Country

Preferred

Email

\*Type

\*Email Address

Preferred

Save | Notify | Refresh

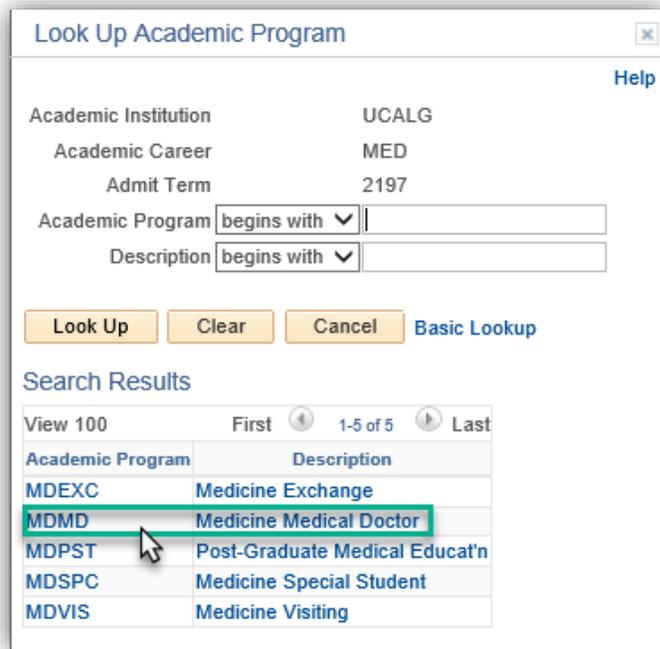
Biographical Details | Addresses | Regional | Application Program Data | Application Data

- This is an example of a **NEW** student ID being created. When creating a new student ID, you will need to input Biographical Details, Citizenship and Visa Permit data. Click the **Application Program Data** tab.



- Click the **Look up Admit Term** button and click the desired term (e.g. 2197).

10. **MDMD Application Process:** Click the **Look up Academic Program** button and from the list; click the **MDMD Medicine Medical Doctor** link.



**Look Up Academic Program** Help

Academic Institution UCALG  
 Academic Career MED  
 Admit Term 2197  
 Academic Program begins with   
 Description begins with

**Look Up** **Clear** **Cancel** [Basic Lookup](#)

**Search Results**

View 100 First 1-5 of 5 Last

Academic Program	Description
MDEXC	Medicine Exchange
<b>MDMD</b>	<b>Medicine Medical Doctor</b>
MDPST	Post-Graduate Medical Educat'n
MDSPC	Medicine Special Student
MDVIS	Medicine Visiting

11. Click the **Look up Academic Plan** button. A list of Academic Plans display. To narrow the search results, enter the first letter of the plan (e.g. **m** for Medicine) and press **Look Up** or **Enter**.

**Look Up**

# Medicine Admissions

## MDMD & MDPST

SA – Admissions



12. A list of Medicine related Academic Plans display; click the **MD-DEG** link.

Look Up Academic Plan Help

Academic Institution UCALG  
Admit Term 2197  
Academic Program MDMD  
Academic Plan begins with   
Description begins with

Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Academic Plan	Description	Academic Plan Type	Degree
MALA-M-COH	MALA-M-COH	COH	(blank)
MATE-M-MIN	Maternal Fetal Medicine	MIN	(blank)
<b>MD-DEG</b>	<b>Doctor of Medicine</b>	<b>DEG</b>	<b>MD</b>
MD-L-DEG	Leaders in Medicine	DEG	MD
MDON-M-SPC	Medical Oncology	SPC	(blank)
MEDG-M-MAJ	Medical Genetics	MAJ	(blank)
MICB-M-MIN	Medical Microbiology	MIN	(blank)
MIGS-M-SPC	Minimally Invasive Gyn Surgery	SPC	(blank)
MOTL-M-SPC	Motility	SPC	(blank)
MS-M-SPC	Multiple Sclerosis	SPC	(blank)
MVDS-M-SPC	Movement Disorders	SPC	(blank)

13. Click the **Application Data** tab.

**Application Data**

14. On Application Data, click the **Look up Application Center** button and click the **Med** link.

Look Up Application Center
✕

[Help](#)

Academic Institution UCALG

Academic Career MED

Application Center begins with ▼

Description begins with ▼

Look Up
Clear
Cancel
Basic Lookup

**Search Results**

View 100    First ◀    1-4 of 4    ▶ Last

Application Center	Description
<a href="#">MED</a>	Medicine (except BHSC)
<a href="#">NFEE</a>	No Admission fees
<a href="#">PGME</a>	Postgraduate Medical Education
<a href="#">PGNF</a>	PGME - Sponsored Programs

15. Click the **Look up Admit Type** button and click the **MED** link.

Look Up Admit Type
✕

[Help](#)

Academic Institution UCALG

Academic Career MED

Admit Type begins with ▼

Description begins with ▼

Short Description begins with ▼

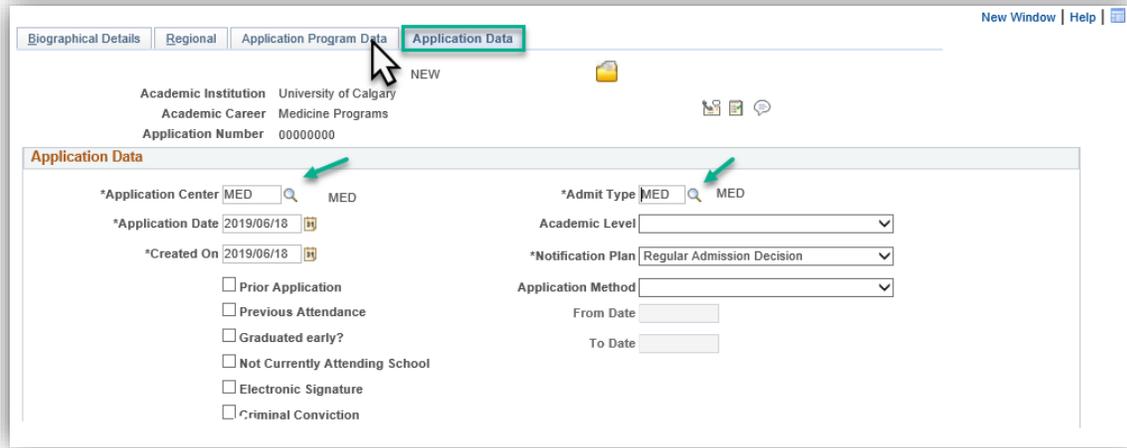
Look Up
Clear
Cancel
Basic Lookup

**Search Results**

View 100    First ◀    1 of 1    ▶ Last

Admit Type	Description	Short Description
<a href="#">MED</a>	Medicine	MED

16. Return to the **Application Program Data** tab.



Biographical Details | Regional | Application Program Data | **Application Data** | New Window | Help

Academic Institution University of Calgary  
Academic Career Medicine Programs  
Application Number 00000000

**Application Data**

\*Application Center MED MED  
\*Application Date 2019/06/18  
\*Created On 2019/06/18

Prior Application  
 Previous Attendance  
 Graduated early?  
 Not Currently Attending School  
 Electronic Signature  
 Criminal Conviction

\*Admit Type MED MED  
Academic Level  
\*Notification Plan Regular Admission Decision  
Application Method  
From Date  
To Date

17. Ensure Program Action is **APPL** (Application) and save the data. Click the **Save** button.



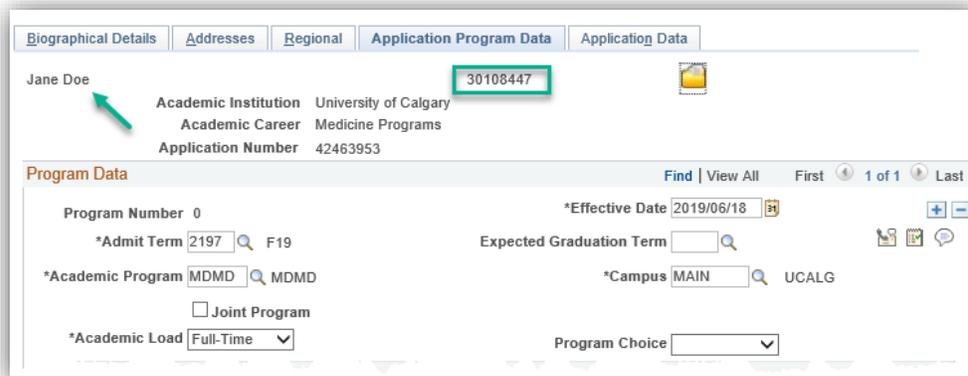
Academic Level  
Program Status

Status Applicant  
\*Program Action APPL Application  
Last Updated On By: Evaluation  
Career Number 0

Action Date 2019/06/18  
Action Reason

Plan Data

18. After pressing save the student ID will be created (e.g. 30108447) and any information displays (Biographical, etc.).



Biographical Details | Addresses | Regional | Application Program Data | **Application Data**

Jane Doe 30108447  
Academic Institution University of Calgary  
Academic Career Medicine Programs  
Application Number 42463953

**Program Data** Find | View All First 1 of 1 Last

Program Number 0  
\*Admit Term 2197 F19  
\*Academic Program MDMD MDMD  
 Joint Program  
\*Academic Load Full-Time

\*Effective Date 2019/06/18  
Expected Graduation Term  
\*Campus MAIN UCALG  
Program Choice

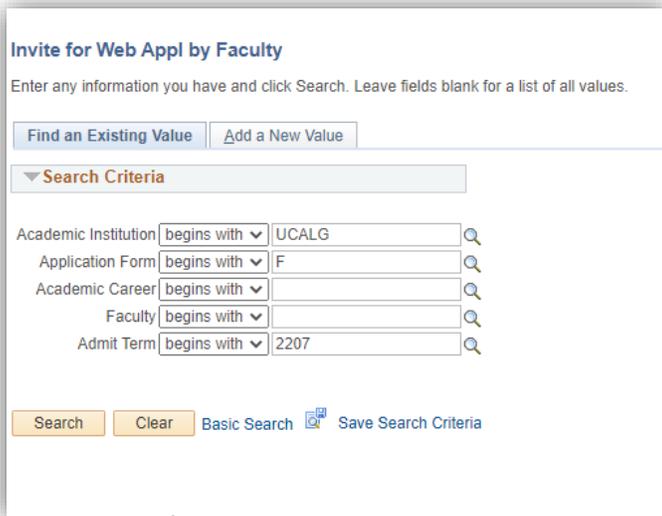
**Medicine Admissions – MDPST:**

Admissions to the MDPST programs are completed via a web application. Residents are sent a link that will activate their admission, after which the PGME office will admit and matriculate. The following are instructions on how to send a web application invitation. For the in-depth job aid and online learning, consult **Medicine Admissions – Invitation to Trainee for PGME**.

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

2. Click on the **Processing Applications** link  

3. Click the **Invite for Web Appl by Faculty** link.
4. Add "F" to the **Application Form** line, and the correct term to the **Admit Term** line, then click search.



**Invite for Web Appl by Faculty**

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

▼ **Search Criteria**

Academic Institution	begins with ▼	UCALG	🔍
Application Form	begins with ▼	F	🔍
Academic Career	begins with ▼		🔍
Faculty	begins with ▼		🔍
Admit Term	begins with ▼	2207	🔍

# Medicine Admissions MDMD & MDPST

SA – Admissions



5. Add as many rows as needed by clicking the Add button on left side. Alternatively, add multiple complete rows by adding a .CSV file. Complete the appropriate Program Reference code, email address of the incoming resident, first and last name, as well as the appropriate Academic Plan 1 and 2 (if applicable for subspecialties). Academic Program and Degree should be **MDPST** and **POST-DEG**, respectively.

Applicant's Data	Academic Plan 1	Academic Plan 2	Academic Plan 3	Application Deadline	Application Reference	Created Date/Time	Update Control
<input type="checkbox"/> Select New	MDPST	POST-DEG					<input checked="" type="checkbox"/> Send
<input type="checkbox"/> Select All	MDPST	POST-DEG					
<input type="checkbox"/> Delete Selected Rows	MDPST	POST-DEG					

6. Once the relevant information is entered, check the **Select New** checkbox, and click **Send Invitation email**.

Invite for Web Appl by Faculty

Maintain Invite for Admissions by Faculty

Academic Institution: UCALG University of Calgary  
Application Form: F PGME Application Form  
Academic Career: MED Medicine  
Faculty: MD Cumming School of Medicine  
Admit Term: 2207 Fall 2020

File Upload  
[CSV File Format]--->Program Ref Code, Academic Program, Degree Code, Email Address, First Name, Last Name, Acad Plan1, Acad Plan2, Acad Plan3, SubPlan, Application Deadline(YYYY/MM/DD)  
Input File:

Maintain Invite for Admissions  
 Select New  Select All

## Admitting and Matriculating a Student:

To activate the student on the records side, prepare the applicant for term activation and registration, you will need to add additional Program Action rows of **ADMT (Admit)** and **MATR (Matriculation)** on the Application Program Data page.

1. Click the **Student Admissions** link.  
[Student Admissions](#)
2. Click the **Application Maintenance** link.  
[Application Maintenance](#)
3. Click the **Maintain Applications** link.  
[Maintain Applications](#)



# Medicine Admissions MDMD & MDPST

SA – Admissions



- To activate the student on the records side of PeopleSoft Campus Solutions and prepare the applicant for term activation and registration, add a new Program Action row by Program Data. Click the **Add a new row** button.

The screenshot shows the 'Application Program Data' tab in PeopleSoft. The 'Program Data' section is highlighted with a red box. A red arrow points to the '+ Add a new row' button in the top right corner of the 'Program Data' section. The form contains the following fields:

- Program Number: 0
- \*Admit Term: 2197 (F19)
- \*Academic Program: MDMD
- \*Academic Load: Full-Time
- \*Effective Date: 2019/06/18
- Effective Sequence: 1
- Expected Graduation Term: [empty]
- \*Campus: MAIN (UCALG)
- Program Choice: [dropdown]
- Program Status: Status Applicant
- \*Program Action: APPL (Application)
- Action Date: 2019/06/18
- Action Reason: [empty]
- Last Updated On: 2019/06/18 2:29:46PM By 04274535

- A new row and effective date display. Enter the program action. Click the **Look up Program Action** button.

The screenshot shows the 'Application Program Data' tab in PeopleSoft. The 'Program Data' section is highlighted with a red box. A red arrow points to the 'Look up Program Action' button (magnifying glass icon) next to the '\*Program Action' field. The form contains the following fields:

- Program Number: 0
- \*Admit Term: 2197 (F19)
- \*Academic Program: MDMD
- \*Academic Load: Full-Time
- \*Effective Date: 2019/06/18
- Effective Sequence: 2
- Expected Graduation Term: [empty]
- \*Campus: MAIN (UCALG)
- Program Choice: [dropdown]
- Program Status: Status Applicant
- \*Program Action: [empty]
- Action Date: 2019/06/18
- Action Reason: [empty]
- Last Updated On: 2019/06/18 2:29:46PM By 04274535

8. A list of Program Actions display, click the **ADMT** link.

Look Up Program Action
✕

[Help](#)

Program Action

Description

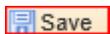
Look Up
Clear
Cancel
Basic Lookup

**Search Results**

View 100 First 1-16 of 16 Last

Program Action	Description
<b>ADMT</b>	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

9. Click the **Save** button.



10. Add an additional row to Program Data to include the Program Status of matriculate. Click the **Add a new row** button.



# Medicine Admissions

## MDMD & MDPST

SA – Admissions



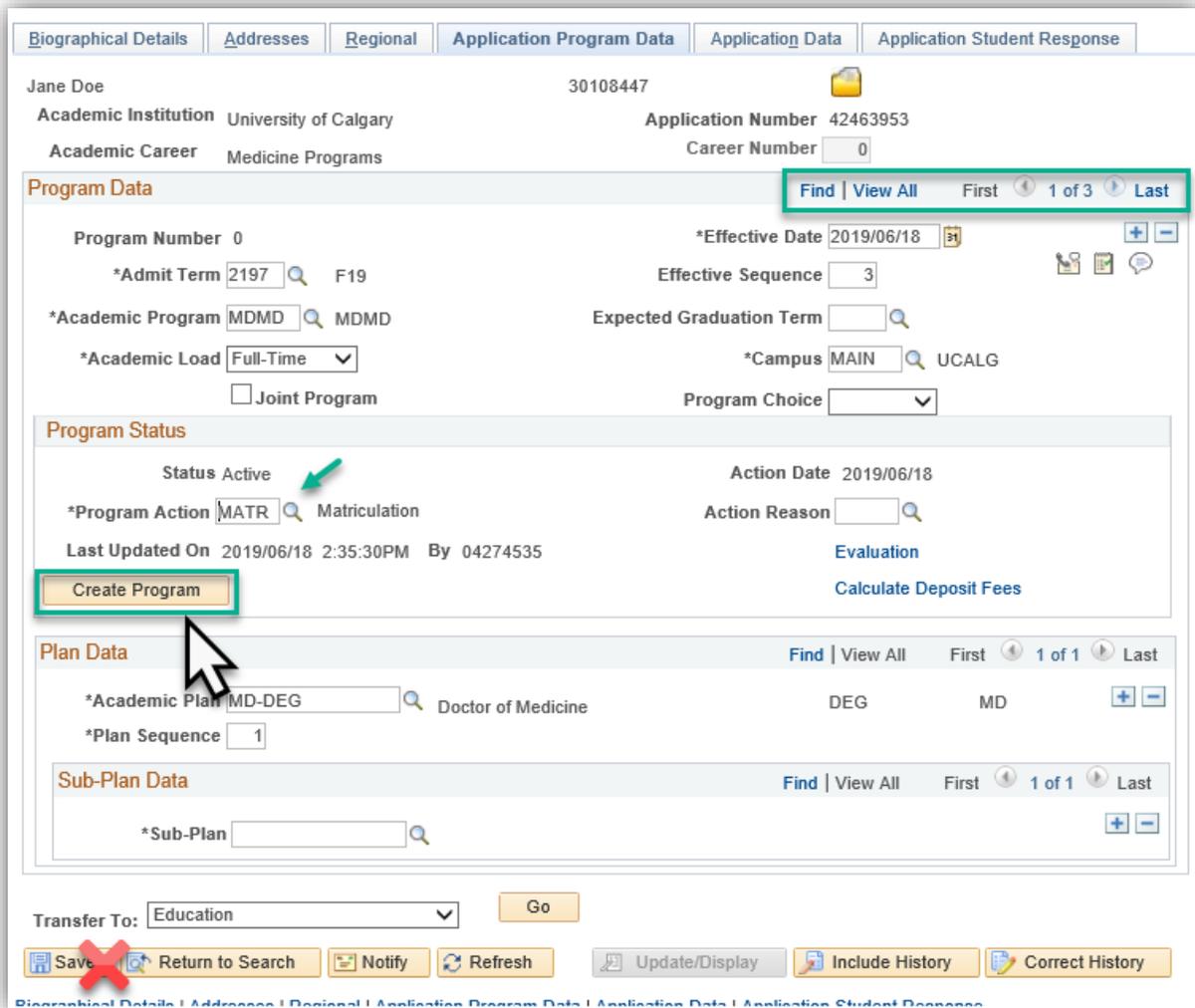
11. Click the **Look up Program Action** button and click the **MATR** link.

The screenshot shows a web application window titled "Look Up Program Action". It has a search interface with two dropdown menus for "Program Action" and "Description", both set to "begins with". Below the search fields are buttons for "Look Up", "Clear", and "Cancel", along with a "Basic Lookup" link. A "Help" link is also present in the top right. The search results are displayed in a table with columns "Program Action" and "Description". The "MATR" row is highlighted with a green box, and a mouse cursor is pointing at it. The table lists 16 results, with "1-16 of 16" shown at the top of the results area.

Program Action	Description
ADMT	Admit
ADRV	Admission Revocation
APPL	Application
COND	Conditional Admit
DATA	Data Change
DEFR	Defer Enrollment
DEIN	Intention to Matriculate
DENY	Deny
<b>MATR</b>	<b>Matriculation</b>
PLNC	Plan Change
PRGC	Program Change
RAPP	Readmit Application
RECN	Reconsideration
WADM	Administrative Withdrawal
WAIT	Waitlist
WAPP	Applicant Withdrawal

12. After entering both Program Actions, click the Create Program button. Note: Do **NOT** click the Save Button. Click the **Create Program** button.

**Create Program**



Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application Student Response

Jane Doe 30108447  
 Academic Institution University of Calgary Application Number 42463953  
 Academic Career Medicine Programs Career Number 0

**Program Data** Find | View All First 1 of 3 Last  
 Program Number 0 \*Effective Date 2019/06/18  
 \*Admit Term 2197 F19 Effective Sequence 3  
 \*Academic Program MDMD MDMD Expected Graduation Term  
 \*Academic Load Full-Time \*Campus MAIN UCALG  
 Joint Program Program Choice

**Program Status**  
 Status Active Action Date 2019/06/18  
 \*Program Action MATR Matriculation Action Reason  
 Last Updated On 2019/06/18 2:35:30PM By 04274535 Evaluation  
 Calculate Deposit Fees

**Plan Data** Find | View All First 1 of 1 Last  
 \*Academic Plan MD-DEG Doctor of Medicine DEG MD  
 \*Plan Sequence 1

**Sub-Plan Data** Find | View All First 1 of 1 Last  
 \*Sub-Plan

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

# Medicine Admissions

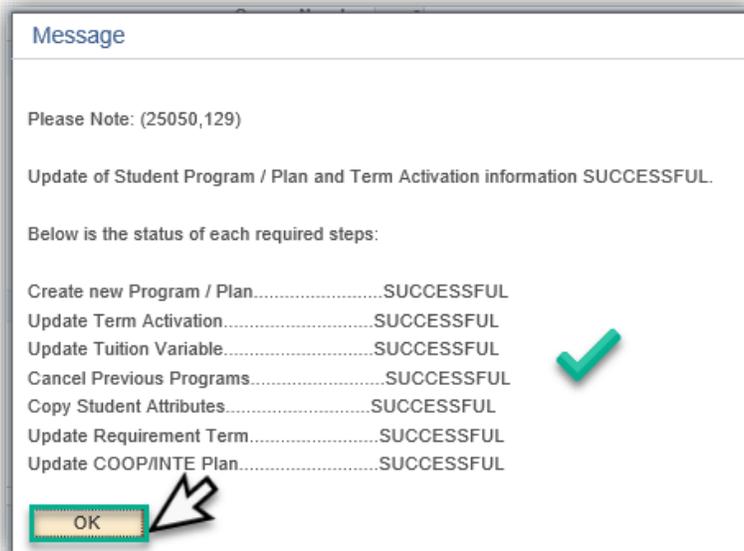
## MDMD & MDPST

SA – Admissions



13. The message confirms the success of the program activation. Adding additional Program Action rows of **ADMT (Admit)** and **MATR (Matriculation)** will activate the student on the records side and prepare the applicant for term activation and registration. Click the **OK** button.

**OK**



Consult the online learning on the Student and Enrolment Services website for Medicine Admissions.

**End of Procedure.**