

The following outlines the process for a deferral of admission for the MDMD and MDPST programs. Please note; the following process can only be completed before the student record has been "admitted" and "matriculated".

If the student has already been matriculated, refer to the section to withdraw the student from the term and activate their student record in the new term.

Defer Admission:

- 1. Click the Student Admissions link. Student Admissions
- 2. Click the Application Maintenance link. Application Maintenance
- 3. Click the Maintain Applications link. Maintain Applications
- 4. Enter the student ID and any specific information and press Search or Enter. Note: For FOIP reasons some information has been removed. Click the **Search** button.

Maintain Application	ns					
Enter any information you have and click Search. Leave fields blank for a list of all values.						
Find an Existing Value						
Search Criteria	Search Criteria					
Application Nbr	begins with 🗸 🛛 🗙					
ID	begins with 🗸	Q =				
Academic Institution	= V UCALG	Q				
Academic Career	begins with 🗸 MED	Q				
Application Program Nbr	= 🗸	Q				
Academic Program	begins with 🗸	Q				
Admit Term	begins with 🗸	Q				
Application Center	begins with 🗸	Q				
Campus ID	begins with 🗸					
National ID	begins with 🗸					
Last Name	begins with 🗸]				
First Name	begins with 🗸					
□ Include History □	Include History Correct History Case Sensitive					
13	□ Include History □ Correct History □ Case Sensitive					
Search Clear	Basic Search 🖾 Save Search Criteria					



5. From **Biographical Details** continue to the Application Program Data tab. Click the **Application Program Data** tab.

			All Se	arch	»	· · · · · · · · · · · · · · · · · · ·
Biographical Details	Addresses Regional Applic	ation Program Data	Application Data	Application Student Response		New Window Help
	51		Ø \star 🛛 🧉	Names		
Person Information	~~					
Date	of Birth 1981/07/25 🛐	Birth Information		Campus ID		
Biographical History				Find Vi	ew All	First 🕙 1 of 1 🕑 Last
	*Effective Date 1901/01/01	1				+ -
	*Marital Status Single	~		As of 1901/01/01	1 B1	
	*Gender Male	~				
National ID				Personalize Find	🔜	First 🕚 1 of 1 🕑 Last

6. Note the Admit Term displays (e.g. 2187 Fall 2018) and the status is Applicant; Program Action is APPL Application. In order to defer the admission to a different Term (e.g. Fall 2197 Fall 2019) a new effective dated row must be added. Click the Add a new row button.

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Biographical Details Addresses Regional	Application Prog	ram Data Applica	itio <u>n</u> Data	Applica	ation Studen	t Res <u>p</u> onse	
		0 7	* 🔛				
Academic Institution University of Calgary		Application Nu	Imber				
Academic Career Medicine Programs		Career Nu	imber 0				
Program Data			Find Vie	ew All	First 🧐	🔍 1 of 1 🕚	Last
Program Number 0 🛛 🖌		*Effectiv	e Date 2018	/05/09	31		<u>+</u> -
*Admit Term 2187 C F18		Effective Seq	juence 1]		¥	
*Academic Program MDMD Q MDMD	E	Expected Graduation	n Term	Q			M2
*Academic Load Full-Time 🗸		*Ca	ampus MAIN	Q	UCALG		
Joint Program		Program (Choice Prima	ary 🗸	-		
Program Status					_		
Status Applicant		Actio	on Date 201	8/05/09			
*Program Action APPL Q Application		Action I	Reason	Q			
Last Updated On 2018/05/09 8:36:45AM	By PSAPPS		Eval	uation			
Plan Data			Find Viev	v All	First 🕚	1 of 1 🕑	Last
*Academic Plan MD-DEG	Doctor of Medicine		DEG		MD	-	+ -
*Plan Sequence 1	South of modeline						
Sub-Plan Data			Find View	All	First 🕚	1 of 1 🕑 I	.ast
*Sub-Plan						+	-



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- 7. The Effective Date defaults to the current date. This must be changed to reflect the Deferred date of the desired Term. Click the **Calendar Effective Date** button and manipulate the calendar to the beginning of the Term or enter the date.

Note: The effective date will be the first day of the Term of the new admit term.

- 8. Click the **Look up Admit Term** button and select the desired deferred term (e.g. Fall 2019).
- 9. Click the **Look up Program Action** button for a list of Program Actions and click the **DEFR** link.

📖 UNIVERSITY OF	~	CCTDNIA	
💓 CALGARY	Look Up Pr	ogram Action	×
l ×			Help
	Program Action	n begins with 🗸	
	Description	n begins with 🗸	
ographical Details Addresses Regional Applicat			00
	Look Up	Clear Cancel Ba	sic Lookup
cademic Institution University of Calgary	Search Resu	lits	
Academic Career Medicine Programs	View 100 First	t 🕚 1-16 of 18 🕑 Last	
ogram Data	Program Action	Description	f 2
ogram bata	ADMT	Admit	12
Program Number 0	ADRV	Admission Revocation	
*A dmit Torm 2407 0 540	APPL	Application	6
Admit Term 2197 Q F19	COND	Conditional Admit	
*Academic Program MDMD Q MDMD	DATA	Data Change	
	DEFR	Defer Enrollment	
*Academic Load Full-Time V	DEIN	Intention to Matriculate	
🗌 Joint Program 🛛 🔥 😽	DENY 💊	Deny	
Program Status	MATR	Matriculation	
	PLNC	Plan Change	
Status Applicant	PRGC	Program Change	
*Program Action	RAPP	Readmit Application	
	RECN	Reconsideration	
Last Updated On 2018/05/09 8:36:45AM By PSAPP	WADM	Administrative Withdrawal	
	MAIT	Waitlict	

10. After the Deferral has been entered save the data. Click the Save button.

Withdraw an Active Student:

If the student record has already been matriculated, the following steps need to be completed to withdraw the student from the current term and activate their record in the new term.

- 1. Click the **Records and Enrollment** link. Records and Enrollment
- 2. Click the Student Term Information link. Student Term Information



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- 3. Click the Term History link.
- 4. Enter the student ID and any specific information and press Search or Enter. Note: For FOIP reasons some information has been removed. Click the **Search** button.

Term History
Find an Existing Value
Search Criteria
ID begins with 🗸
Campus ID begins with 🗸
National ID begins with 🗸
Last Name begins with 🗸
First Name begins with 🗸
□ Include History □ Correct History □ Case Sensitive
13
Search Clear Basic Search 🖾 Save Search Criteria

- 5. The various academic careers display (e.g. Graduate, Medicine, Undergraduate). Click on View All to see the academic careers. Then scroll down to view the **Medicine** career. Click the **View All** link.
 - View All
- 6. To view the **Medicine** terms click **View one** or use the arrows to navigate the careers.

Academic Ca	reer: Me	edicine Prog	rams			
						Find View 1 First 4 1-8 of 8 Last
Institution:	Term	University of Win	f Calgary ter		Academic Le	vel - Term Start: Year 3
Enrollments						
	Graded	Grade	GPA	Earned	In Progress	Units Taken Towards Acad Load 0.000
	Units	Points		Units	Units	Units Earned Towards Acad Load 0.000
For GPA	0.000	0.000	0.000	0.000	0.000	Units Taken For Audit 0.000
Not For	0.000			0.000	0.000	



7. To withdraw the student from the Term, navigate to **Term Withdrawal**. Click the **Term Withdrawal** tab.

erm Statistics	Cumulative Statistics	Term With <u>d</u> rawal	Session Withdrawal	Academic Standing	Student Grade Review
		3		* 📋	
				Find View All	First 🕚 2 of 3 🕑 Last
Acadomic Cor					
Academic Car	eer: Medicine Progra	ams			
Academic Car	eer: Medicine Progra	ams		Find View All	First 🕚 1 of 5 🕑 Last
Institution:	University of Term Winter	ams Calgary er ,	Academic Level - Te	Find View All erm Start:	First ④ 1 of 5 🕭 Last

8. On **Term Withdrawal**, ensure you are on the correct term. Click the **Withdrawal \ Cancel** list.

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Term Statistics	Cumulative Statistics	Term Withdrawal	Session Withdrawal	Academic Standing	Student Grade Review	Student Special GP
				*		
						Find Vie
	Academic Caree	r Medicine Programs				
						Find Vie
	Descrip	ption University of Ca	lgary		16 🗹 🤇	Ð
		Term]			
	Academic Level - Term	Start	15	r	Post Term Withdra	awal
	Pro-Rata Eli	gible 🗌	V			
	*Withdrawal \ Ca	ancel	\sim	1	Ferm Withdrawal Status	
	Withdrawal \ Cancel Rea	ason		\checkmark	Tuition Calc Required	
	Withdrawal \ Cancel	Date				
	Last Date of Attend	ance				
0	ve 'Vithr'rawa' '	dule				

9. Click the **Cancelled** list item.





10. Click the Withdrawal \ Cancel Reason list, and click the Cancelled by Staff list item.

Withdrawal \ Cancel Reason	
	Academic Review
	Cancelled by Admissions
	Cancelled by Stude
	Conversion
	Medical
	Non-Payment of Fees
	Retroactive
Return to Search 🔄 Notify	Term Withdrawal (default)

11. Click the **Save** button.

Save

Term Activate the Student to the Deferred Term:

- 1. Click the Records and Enrollment link. Records and Enrollment
- 2. Click the Student Term Information link. Student Term Information
- 3. Click the Term Activate a Student link. Term Activate a Student
- 4. Enter the same student information for the Withdrawn/Cancelled student. Click the **Search** button.

Term Activate a Student Enter any information you have and click Search. Leave fields blank for a list of all values.						
Find an Existing Value						
▼Search Criteria						
ID begins with ∨ × Campus ID begins with ∨	Same Student					
National ID begins with Last Name begins with]					
First Name begins with 🗸						
Case Sensitive	earch Criteria					



5. On Term Activation, navigate to the Medicine Career and click on Term.

Term Activation Enrollment Limit Student Session Terms In Residence	Term Control Dates External Study
	* 📋
	Find View All First 🕙 2 of 3 🕑 La
Academic Career: Medicine Programs	
	Find View All 🛛 First 🕚 1 of 5 🕑 La:
*Academic Institution UCALG Overniversity of Calgary	12 P - 12
*Term Onits	Activation Date
Student Career Nbr 0 Q Medicine Medical Doctor	
Override All Academic Levels:	Academic Year 2020
,	

- 6. Click the **Look up** button.
- 7. Click on Academic Load and click the **No Units** link.

Look Up		×
		Help
Set ID	UCALG	
Academic Level Rule	MDMD	
Term Category	Regular Term	
Academic Load =	✓	\sim
Look Up Clear Search Results	Cancel Basic Lookup	
View 100 First 🕚 1-3 of	з 🕑 Last	
Academic Load		
Full-Time No Units Part-Time		

8. Click the **Eligible To Enroll** option.



9. Click the Save button.





Matriculated Student

If the student has already been matriculated into the term, the career and program information will show them as active in the program – the student record on the career and program information will need to be updated to match the term history information.

- 1. Click the Records and Enrollment link.
- 2. Click the Career and Program Information link. Career and Program Information
- 3. Click the Student Program/Plan link.
 Student Program/Plan
 Review or update a stude
- 4. Enter the Student ID and press Search or Enter. Click the **Search** button.
- 5. If the student has several careers (ugrd, grad and med), click the **MDMD** link.

Studen	t Program/P	lan											
Enter any	information you	I have and click	Search. Leave fi	ields blank for a lis	t of all values.								
Find ar	n Existing Valu	е											
▼ Sear	ch Criteria]								
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Search View All	Clear Clear Results	Basic Search	i 🖾 Save Sea	rch Criteria							First	1-3 of 3) Las
ID	Academic	Student Career	Program Short	Institution Short	Name	Gender	Date of	Campus	National	National ID	NID Short	Last Name	First
10	Career	Nbr	Descr	Descr	Maine	Gender	Birth	ID	ID	Country	Description	Last Wallic	Name
100	Graduate	0	GSMCB	UCALG				(blank)	(blank)	CAN	SIN		
100	Medicine	0	MDMD	UCALG		_		(blank)	(blank)	CAN	SIN		
100	Undergrad	0	MDBCK	UCALG				(blank)	(blank)	CAN	SIN		



6. To defer the student from the term (e.g. Fall 2019) to Fall 2020 add a new row. Click the add a new row "+".

Student Program	Student Plan Student Sub-Plan	Student <u>A</u> ttributes	Student Degrees Cdn Student Program Change History
			* 🦀 🖹 🖗
Academic Career:	Medicine Programs	Career Requirement Te	erm Student Career Nbr 0
			Find View All 🛛 First 🕚 1 of 2 🕑 La
Status: *Effe	Active in Program		Effective Sequence 1
*Progra Actio *Academic I	Im Action MATR Q Matriculation Reason Q Institution UCALG Q University	of Calgary	Action Date 2018/06/06
*Academic	Program MDMD Q Medicine	Medical Doctor	Admissions
*Ac	Imit Term 2187 C F18		From Application Application Nbr
Requirem	ent Term 2187 C F18		Application Program Nbr 0
Expected Grad Te	rm:		*Campus MAIN Q UCALG
Last Up	odated On 2018/06/06 3:37:28PM		*Academic Load Full-Time V
	By 04188054		

- 7. The system should be effective dated Jan 1, April 20 July 1 and approximately August 20. Click select the appropriate date.
- 8. Click the Look up Program Action button.
- 9. Click the **DEFR** link. **DEFR**
- 10. Click the **Look up Admit Term** button.
- 11. The DEFR should be for the term that they are deferring from, not the future term (e.g. Fall 2019). A new career and program line will be added after the student is matriculated the following year This step indicates they are not active in the current academic year. Click the **2197** link.



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12. <u>Click the **Save** button</u>.

Real Save

Student Program	Student Plan Student Sub-Plan	Student <u>A</u> ttributes	Student Degrees Cdn Student Program Change History
			* 🤷 🖌 🖗
Academic Career:	Medicine Programs	Career Requirement	t Term Student Career Nbr 0
			Find View All 🛛 First 🕚 1 of 3 🕭 Last
Status: *Effe	Active in Program		+ -
*Progra	am Action DEFR 🔍 Defer Enro	liment	Action Date 2019/06/17
Actio	on Reason		Joint Prog Appr:
*Academic	Institution UCALG Q University of	of Calgary	
*Academic	c Program MDMD 🔍 Medicine N	ledical Doctor	Admissions
*A	dmit Term 2197 C F19		From Application Application Nbr
Requiren	nent Term 2197 Q F19		Application Program Nbr 0
Expected Grad Te	erm:		*Campus MAIN Q UCALG
Last U	pdated On 2018/06/06 3:37:28PM		*Academic Load Full-Time V
M	By 04188054		
Retu	rn to Search T Previous in List	Next in List	Notify Correct History

Student Financials:

If no fees exist for the term the student was originally admitted for, navigate to the Term Activation page to update the student record to prevent the student activating their registration.

- 1. Click the Student Financials link.
- 2. Click the View Customer Accounts link. View Customer Accounts
- 3. <u>Click the Search button</u>.

Search



4. Checking the Customer Accounts ensures the deferral moved the tuition to the correct term. If it was unsuccessful, it would still show as owing tuition for the term they want to defer from.

Customer Accounts									
Busine	ess Unit UCALG			ID	Academic In	ormation		*	
	Total 0.00		Anticipated A	id 0.00					_
Account Details							Find View All	First	🕚 1-7 of 57 🕑 L
Account Type	Account Number	Term	Balance	Currency Code	Open Date	Status			
Gen Fees	GENFEE001	Winter 2019	0.00	CAD	2018/06/07	Active	Account Details		18 🖬 🤅
Tuition	TUITION001	Winter 2019	0.00		2018/06/07	Active	Account Details		M M V
Appl Fee	APPFEE001	Fall 2018	0.00		2018/05/08	Active	Account Details		🖌 📓 🖗
Excess	EXC001	Fall 2018	0.00		2018/09/07	Active	Account Details		18 🕅 🤅
Gen Fees	GENFEE001	Fall 2018	0.00		2018/06/07	Active	Account Details		18 🖻 🤅
Tuition	TUITION001	Fall 2018	0.00		2018/06/07	Active	Account Details		1 🖻 🧐
Appl Fee	APPFEE001	Fall 2017	0.00		2017/05/11	Active	Account Details		18 🖻 🤅

For the corresponding online learning, consult the Student and Enrolment Services (PeopleSoft Student Administration) training website. **End of Procedure.**