

SA – Processing Applications

The following steps explain how to use Query Viewer to process applications for prospective student. There are six common queries and of these six, four are used for undergraduate admissions.

**UCAD\_NEW\_APPLICATION\_ARRIVED:** For any new applications that have been submitted UCAD\_READY\_FOR\_EVALUATION: *Currently not used by undergraduate applications\** **UCAD\_UNSUBMITTED\_WEBAPPS:** For any applications still to be submitted, if deadline has passed then use UCAD\_UNSUBMITTED\_WEBAPPS\_PASS

**UCAD\_UNSUBMITTED\_WEBAPPS\_PASS:** For applications that were not submitted by the deadline date UCAD\_UPLOADED\_REFEREE\_DOCS: *Currently not used by undergraduate applications\** 

**UCAD\_UPLOADED\_SUPPORTING\_DOCS:** For viewing which supporting documents have been submitted (e.g. Unofficial Transcripts)

**Note:** All query results can be downloaded into an Excel Spreadsheet. Also included in this job aid are instructions on how to save and remove queries as your favorites.

\*To learn how to use queries for Graduate Programs, consult the job aid and/or online learning for Graduate Program Administrators; *Using a Reporting Query for Processing Applications (Grad)* on the Student and Enrolment Services website; Student Administration (PeopleSoft) Campus Solutions training.

1.	Click the <b>Reporting Tools</b> link.
	Reporting Tools
2.	Click the <b>Query</b> link.
	Query
3.	Click the <b>Query Viewer</b> link.
	Query Viewer
4.	There are several hundred queries available. To refine the search for just queries for admissions, enter
	the letters ucad_ and part of the query name (e.g. ucad_new for new applications that have arrived)
	in the begins with field and press enter or <b>Search</b> .
	Click the <b>Search</b> button.
	Search
5.	UCAD_NEW_APPLICATION_ ARRIVED:
	The UCAD_NEW_APPLICATION_ARRIVED query will display any new applications that have been
	submitted. Click on the HTML link on the query line UCAD_NEW_APPLICATION_ARRIVED:
	Click the <b>HTML</b> link.
	HTML
6.	The query window search fields display. Click the <b>Look up Institution</b> button.
	Tip: You can enter UCALG directly without using the Look Up tool.
	Click the UCALG link.
	UCALG



7.	Click the Look up Academic Career button.
	There are three Academic Careers at the University of Calgary. For undergraduate applications, select
	UGRD. <b>Tip:</b> You can enter the applicable Academic Career directly.
	Click the UGRD link.
	UGRD
8.	Use the Look Up tool to search for the Term or enter it directly (e.g. 2147 for Fall 2014).
	Enter the desired information into the Admit Term.
9.	To select an Academic Program, click the <b>Look up Academic Program</b> button.
	<u>q</u>
10.	Enter the desired program name for Open Studies, Faculty of Veterinary Medicine or Faculty of Law.
	<b>Tip:</b> Type the first letter of the program name and press enter or Look Up (e.g. O = Open Studies; V =
	Veterinary Medicine; L = Law).
11.	The results display the Academic Programs. Click the desired program link.
12.	Select the Degree Plan, click the Look up Degree Plan button.
13.	Enter the first letter of the Degree Plan and press Enter or Look Up (e.g. $OS = Open Studies: DV =$
10.	DVM-DEG Doctor of Veterinary Medicine ; J = JD-DEG Juris Doctor, Law).
	Click the <b>Look up</b> button and click the applicable Degree Plan.
	Look Up
14.	To ensure the success of the search results, enter <b>at least</b> this information and a <b>Processed Date</b>
	otherwise "no results found" will display. <b>Tip:</b> You can type the date in directly or use the Look Up
	calendar for assistance.
	Note: The example displays Open Studies search criteria
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	D Open Studies Application Form
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	Click the C link.
25.	For the Admit Term, enter the applicable term or use an * wildcard character (asterisk). For example
	enter 2137 for Fall 2013.
26.	You may enter additional search criteria or use the * wildcard character to populate other fields.
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