

The following outlines the process of viewing documents for undergraduate admissions. This process will enable staff to view any supporting documents uploaded into PeopleSoft Student Administration. Also included are instructions to run a query to produce a report listing what documents have been uploaded and direct links to view the document or view the checklist.

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

[Student Admissions](#)

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

[Application Evaluation](#)

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

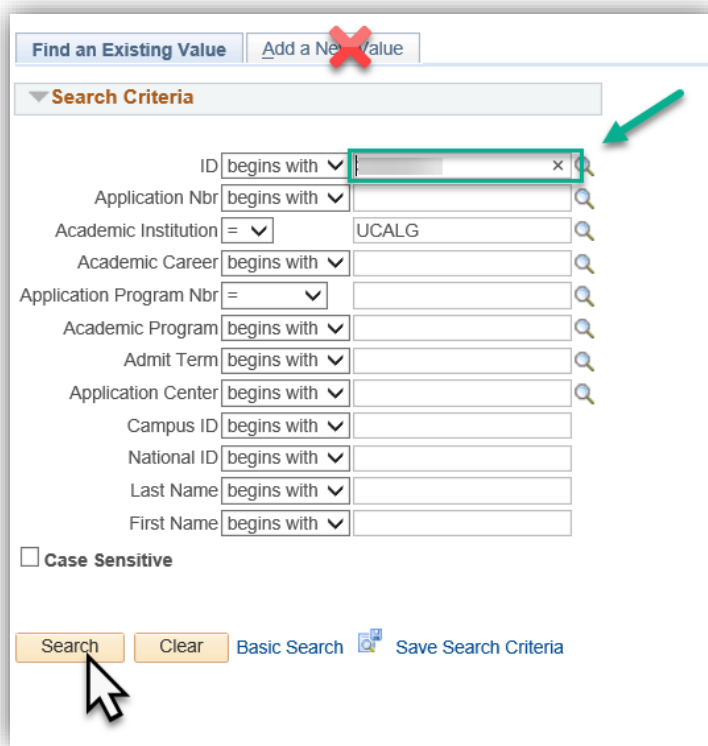
[UofC Web Electronic Documents](#)

4. Click the **Maintain Adm Upload Document** link.

[Maintain Adm Upload Document](#)

5. Enter the student ID number and press Search or Enter. Do not select Add a New Value. *Note: For FOIP reasons some information has been removed.* Click the **Search** button.

[Search](#)



Find an Existing Value ~~Add a New Value~~

▼ Search Criteria

ID begins with [] x

Application Nbr begins with []

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 []

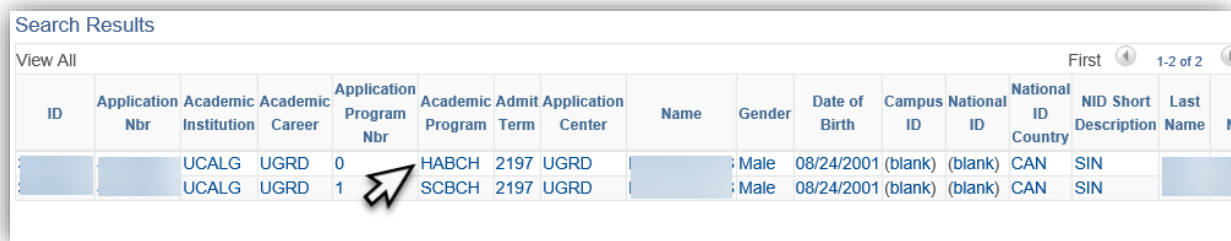
Case Sensitive

Search Clear Basic Search Save Search Criteria

Viewing Uploaded Documents for Undergraduate Admissions

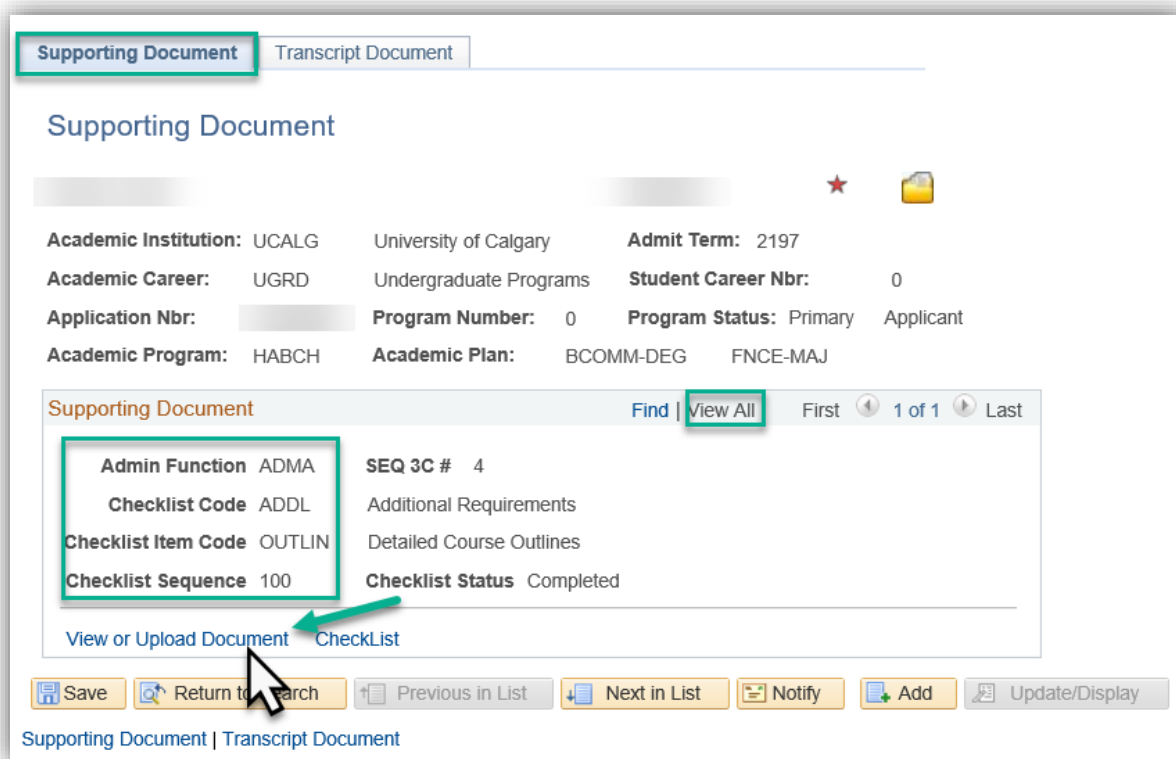
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6. Depending on the student, a grid of information may display if they have indicated more than one program choice (e.g. HABCH and SCBCH). For this example, click the [HABCH](#) link.



| ID | Application Nbr | Academic Institution | Academic Career | Application Program Nbr | Academic Program | Admit Term | Application Center | Name | Gender | Date of Birth | Campus ID | National ID | National ID Country | NID Short Description | Last Name |
|----|-----------------|----------------------|-----------------|-------------------------|------------------|------------|--------------------|------|--------|---------------|-----------|-------------|---------------------|-----------------------|-----------|
| | | UCALG | UGRD | 0 | HABCH | 2197 | UGRD | | Male | 08/24/2001 | (blank) | (blank) | CAN | SIN | |
| | | UCALG | UGRD | 1 | SCBCH | 2197 | UGRD | | Male | 08/24/2001 | (blank) | (blank) | CAN | SIN | |

7. Supporting Document will list any supporting document(s) generated from the web application. To view the details in the supporting document click on the link. If there are more than one supporting documents listed you may click "View All". Checklist code details are also indicated. **Optional:** You can view the details of the checklist by clicking on the link to view. Click the [View or Upload Document](#) link.



Supporting Document | Transcript Document

Supporting Document

Academic Institution: UCALG University of Calgary Admit Term: 2197
Academic Career: UGRD Undergraduate Programs Student Career Nbr: 0
Application Nbr: Program Number: 0 Program Status: Primary Applicant
Academic Program: HABCH Academic Plan: BCOMM-DEG FNCE-MAJ

Supporting Document Find **View All** First 1 of 1 Last

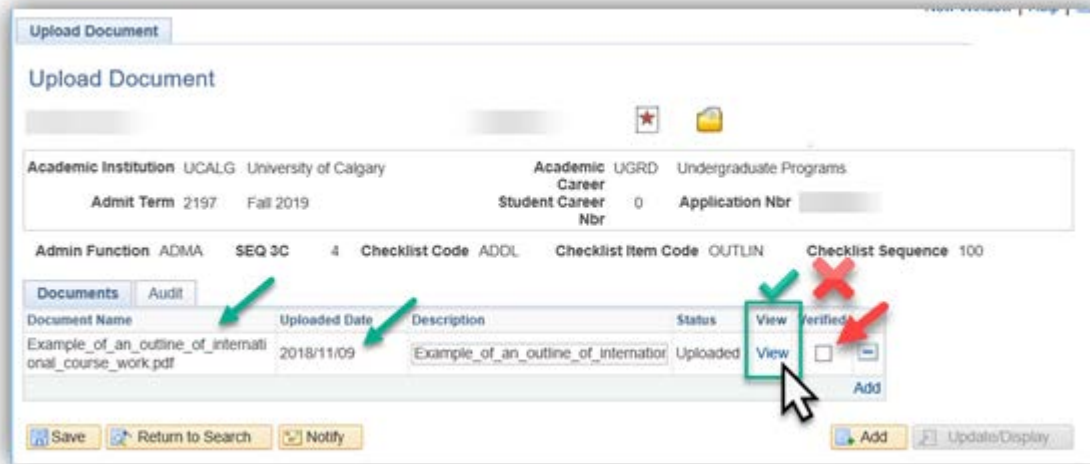
| | | | |
|---------------------|--------|--------------------------|-----------|
| Admin Function | ADMA | SEQ 3C # | 4 |
| Checklist Code | ADDL | Additional Requirements | |
| Checklist Item Code | OUTLIN | Detailed Course Outlines | |
| Checklist Sequence | 100 | Checklist Status | Completed |

[View or Upload Document](#) [CheckList](#)

Save Return to Search Previous in List Next in List Notify Add Update/Display

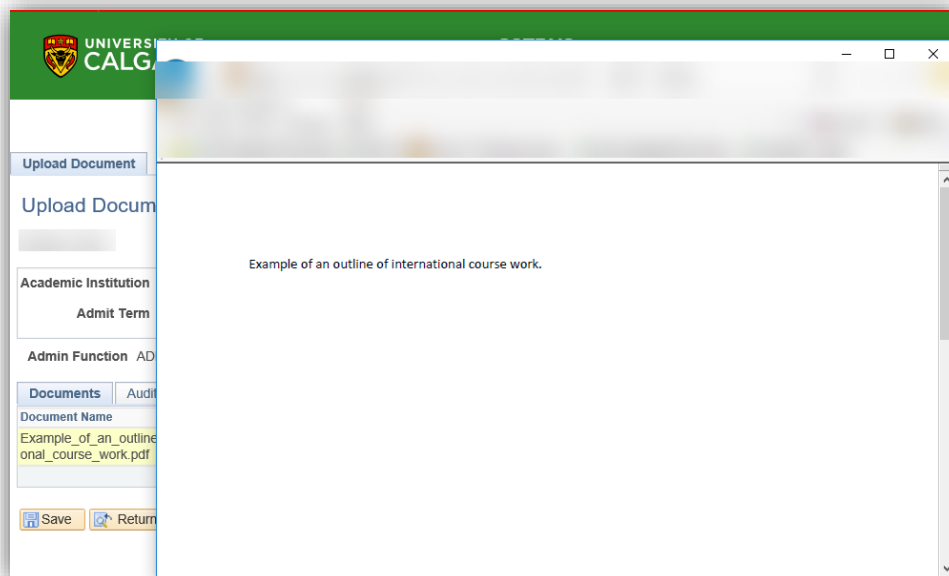
Supporting Document | Transcript Document

8. Note the Document Name will display as well as the uploaded date. To view the uploaded document you can click on the "View" link. Click the **View** link. **Important:** Do not check the Verified box as this removes the student ID in the query and has other implications in the system.



The screenshot shows the 'Upload Document' interface. At the top, there are fields for 'Academic Institution' (UCALG - University of Calgary), 'Academic Career' (UGRD - Undergraduate Programs), 'Admit Term' (2197 - Fall 2019), 'Student Career Nbr' (0), and 'Application Nbr'. Below this, there are fields for 'Admin Function' (ADMA), 'SEQ 3C' (4), 'Checklist Code' (ADDL), 'Checklist Item Code' (OUTLIN), and 'Checklist Sequence' (100). A table lists documents with columns for 'Document Name', 'Uploaded Date', 'Description', 'Status', 'View', and 'Verified'. The first row shows 'Example_of_an_outline_of_international_course_work.pdf', '2018/11/09', 'Example_of_an_outline_of_international_course_work.pdf', 'Uploaded', and a 'View' link. A green box highlights the 'View' link, and a mouse cursor is pointing at it. A red 'X' is over the 'Verified' checkbox. There are also 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' buttons at the bottom.

9. The document will display as a separate webpage. **Tip: Ensure your popups are allowed.** Close the window after viewing. Click the **Close Window "X"**.

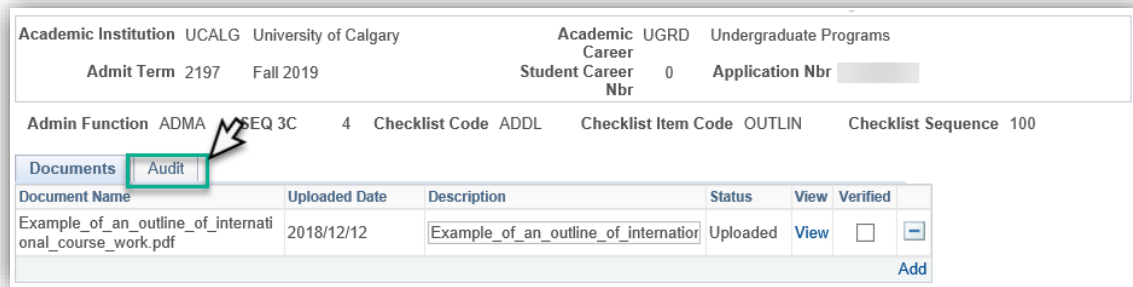


The screenshot shows a separate webpage displaying the document content. The page has a green header with the University of Calgary logo. The main content area displays 'Example of an outline of international course work.' The interface includes a sidebar with 'Upload Document' and 'Audit' tabs, and a 'Documents' section showing the document name 'Example_of_an_outline_of_international_course_work.pdf'. There are 'Save' and 'Return' buttons at the bottom left.

Viewing Uploaded Documents for Undergraduate Admissions

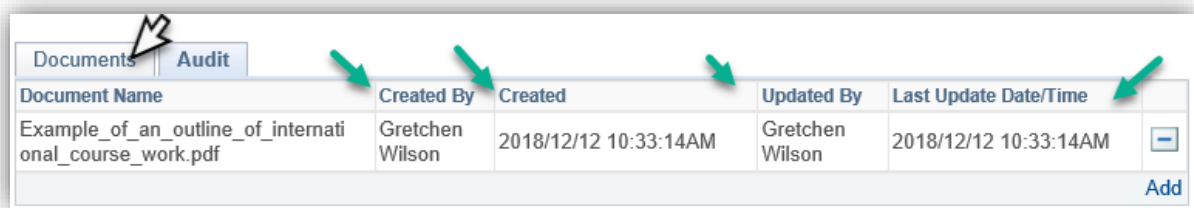
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10. To investigate or audit what may have previously been uploaded, [click the Audit tab](#).



| Academic Institution | UCALG | University of Calgary | Academic Career Student Career Nbr | UGRD | 0 | Undergraduate Programs | Application Nbr | | |
|--|---------------|--|------------------------------------|----------------------|--------------------------|----------------------------------|-----------------|--------------------|-----|
| Admin Function | ADMA | SEQ 3C | 4 | Checklist Code | ADDL | Checklist Item Code | OUTLIN | Checklist Sequence | 100 |
| Documents | Audit | | | | | | | | |
| Document Name | Uploaded Date | Description | Status | View | Verified | | | | |
| Example_of_an_outline_of_international_course_work.pdf | 2018/12/12 | Example_of_an_outline_of_international_course_work.pdf | Uploaded | View | <input type="checkbox"/> | <input type="button" value="-"/> | | | |
| Add | | | | | | | | | |

11. If there were any other previously uploaded documents they will be listed here including the document name, who uploaded it and when it was uploaded. [Click on the Documents tab](#) to return to the Upload Documents page.



| Documents | Audit | | | | | | | | |
|--|-----------------|-----------------------|-----------------|-----------------------|----------------------------------|--|--|--|--|
| Document Name | Created By | Created | Updated By | Last Update Date/Time | | | | | |
| Example_of_an_outline_of_international_course_work.pdf | Gretchen Wilson | 2018/12/12 10:33:14AM | Gretchen Wilson | 2018/12/12 10:33:14AM | <input type="button" value="-"/> | | | | |
| Add | | | | | | | | | |

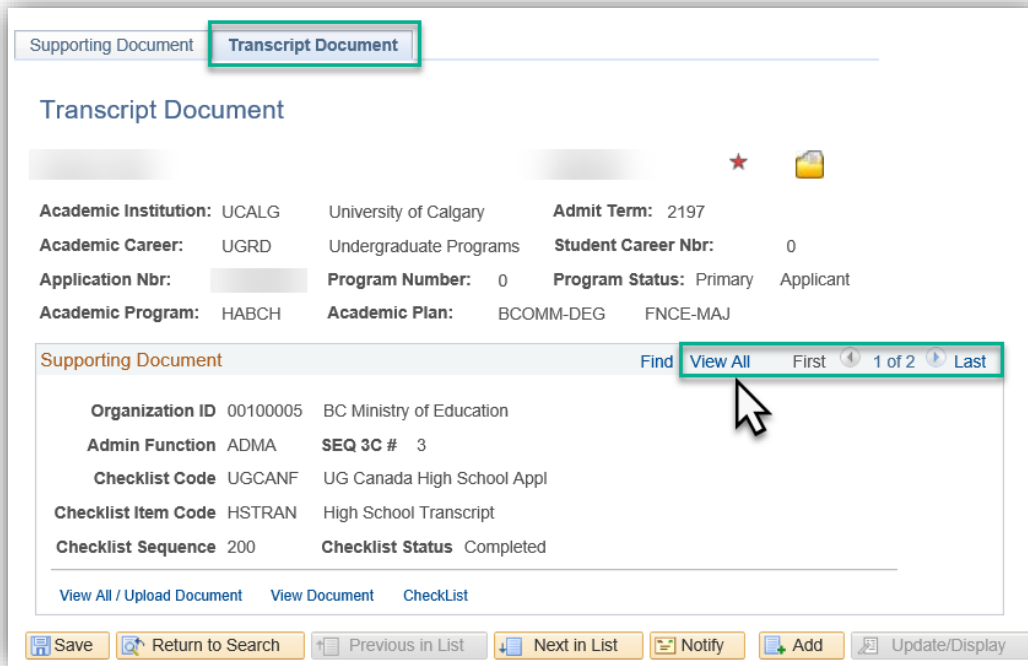
12. To return to Maintain Adm Upload Document > Supporting Documents page close the window. Click the [Close Window "X"](#).



13. To view information on the Transcript Document page click on the tab. Click the [Transcript](#) tab.

[Transcript Document](#)

14. Any Transcript Document(s) will be listed. Click "View All" if more than one is listed. Click the **View All** link.



Supporting Document **Transcript Document**

Transcript Document

Academic Institution: UCALG University of Calgary Admit Term: 2197
 Academic Career: UGRD Undergraduate Programs Student Career Nbr: 0
 Application Nbr: Program Number: 0 Program Status: Primary Applicant
 Academic Program: HABCH Academic Plan: BCOMM-DEG FNCE-MAJ

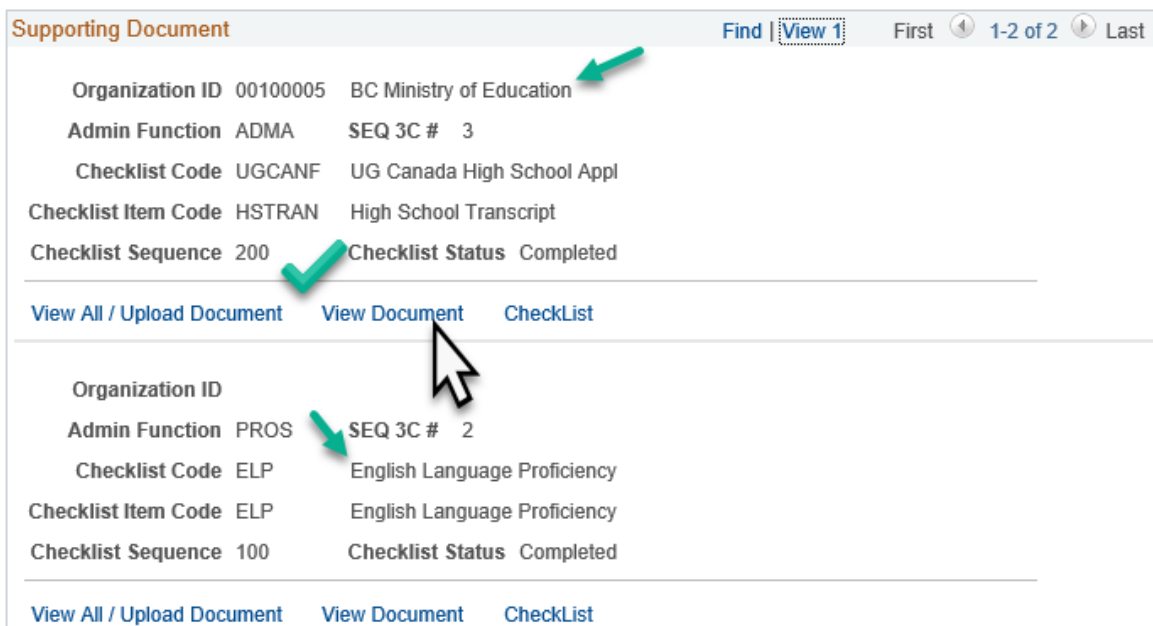
Supporting Document Find **View All** First 1 of 2 Last

Organization ID 00100005 BC Ministry of Education
 Admin Function ADMA SEQ 3C # 3
 Checklist Code UGCANF UG Canada High School Appl
 Checklist Item Code HSTRAN High School Transcript
 Checklist Sequence 200 Checklist Status Completed

[View All / Upload Document](#) [View Document](#) [CheckList](#)

Save Return to Search Previous in List Next in List Notify Add Update/Display

15. For this example, there are two supporting documents that have been uploaded; BC Ministry of Education and English Language Proficiency. To immediately view the uploaded corresponding document, use the View Document link. Click the **View Document** link.



Supporting Document Find **View 1** First 1-2 of 2 Last

Organization ID 00100005 BC Ministry of Education
 Admin Function ADMA SEQ 3C # 3
 Checklist Code UGCANF UG Canada High School Appl
 Checklist Item Code HSTRAN High School Transcript
 Checklist Sequence 200 Checklist Status Completed

[View All / Upload Document](#) [View Document](#) [CheckList](#)

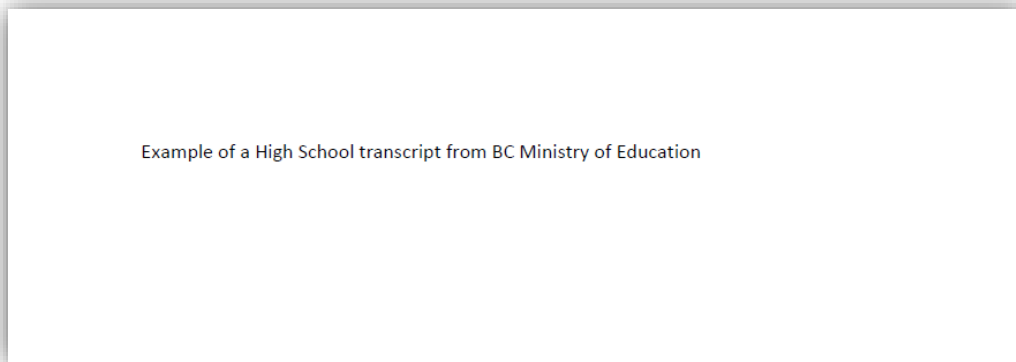
Organization ID
 Admin Function PROS SEQ 3C # 2
 Checklist Code ELP English Language Proficiency
 Checklist Item Code ELP English Language Proficiency
 Checklist Sequence 100 Checklist Status Completed

[View All / Upload Document](#) [View Document](#) [CheckList](#)

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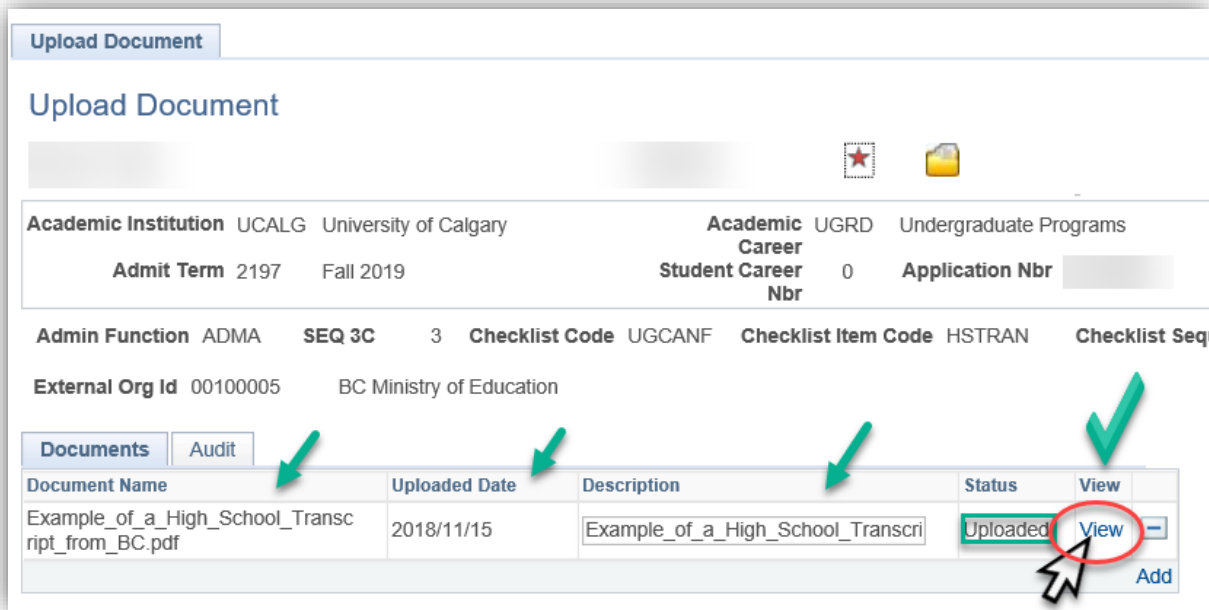
16. The most recently uploaded document will immediately display as a separate window. **Tip:** Ensure your popups are allowed. Close the window after viewing.



17. The document that displays from View Document is the most recently updated version. Use the View All/Upload Document link to view a history of what has been uploaded if the current document is not what is needed. Click the **View All/Upload Document** link.

| Supporting Document | | Find View 1 | First | 1-2 of 2 | Last |
|--|----------|------------------------------|-----------|----------|------|
| Organization ID | 00100005 | BC Ministry of Education | | | |
| Admin Function | ADMA | SEQ 3C # | 3 | | |
| Checklist Code | UGCANF | UG Canada High School Appl | | | |
| Checklist Item Code | HSTRAN | High School Transcript | | | |
| Checklist Sequence | 200 | Checklist Status | Completed | | |
| View All / Upload Document View Document CheckList | | | | | |
| Organization ID | | | | | |
| Admin Function | PROS | SEQ 3C # | 2 | | |
| Checklist Code | ELP | English Language Proficiency | | | |
| Checklist Item Code | ELP | English Language Proficiency | | | |
| Checklist Sequence | 100 | Checklist Status | Completed | | |
| View All / Upload Document View Document CheckList | | | | | |

18. The Upload Document window opens to display the details of the uploaded document, document name, uploaded date and name of document. Click the **View** link. *Note: It may be necessary to check Synergize if the document is not included here.*



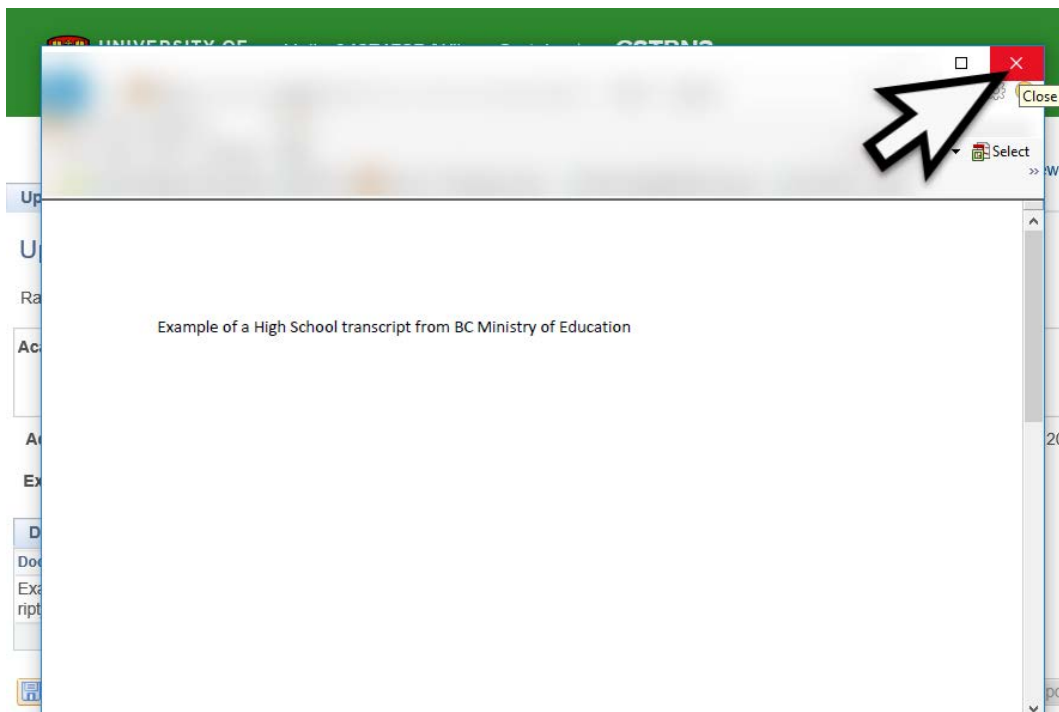
Upload Document

Academic Institution UCALG University of Calgary Academic Career UGRD Undergraduate Programs
 Admit Term 2197 Fall 2019 Student Career Nbr 0 Application Nbr

Admin Function ADMA SEQ 3C 3 Checklist Code UGCANF Checklist Item Code HSTRAN Checklist Seq
 External Org Id 00100005 BC Ministry of Education

| Document Name | Uploaded Date | Description | Status | View |
|---|---------------|-----------------------------------|----------|-------------|
| Example_of_a_High_School_Transcript_from_BC.pdf | 2018/11/15 | Example_of_a_High_School_Transcri | Uploaded | View |

19. The document will display as a separate webpage. Close the window after viewing. Click the **Close Window button**.



Viewing Uploaded Documents for Undergraduate Admissions

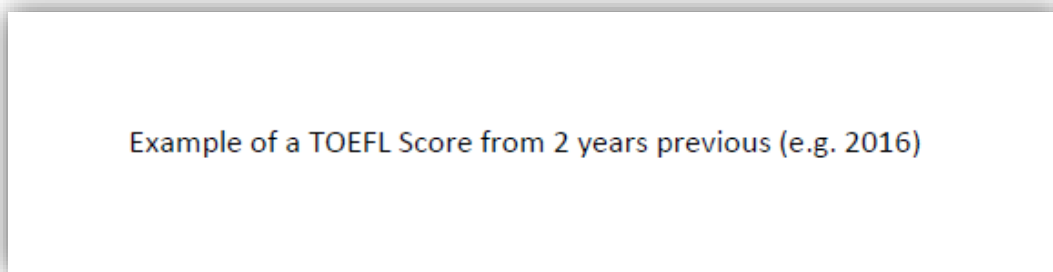
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- 20. Close the Upload Document window after viewing. Click the **Close Window** button.
- 21. Similarly, to view the details of the uploaded supporting document for English Language Proficiency use the View Document link. Click the **View Document** link.

| | |
|--|---|
| Organization ID | |
| Admin Function PROS | SEQ 3C # 2 |
| Checklist Code ELP | English Language Proficiency |
| Checklist Item Code ELP | English Language Proficiency |
| Checklist Sequence 100 | Checklist Status Incomplete |
| <hr/> | |
| View All / Upload Document | View Document CheckList |

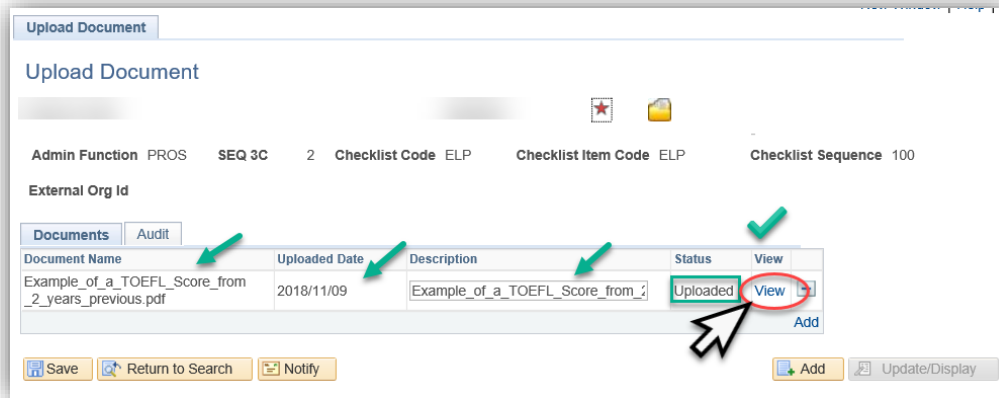
- 22. A new window opens to display the uploaded document. **Close** the window after viewing.



- 23. The document that displays from View Document is the most recently updated version. Use the View All/Upload Document link to view a history of what has been uploaded if the current document is not what is needed. Click the **View All/Upload Document** link.

| | |
|--|---|
| Organization ID | |
| Admin Function PROS | SEQ 3C # 2 |
| Checklist Code ELP | English Language Proficiency |
| Checklist Item Code ELP | English Language Proficiency |
| Checklist Sequence 100 | Checklist Status Completed |
| <hr/> | |
| View All / Upload Document | View Document CheckList |

24. The Upload Document will list any previously uploaded document. You can view the supporting document. *Note: It may be necessary to check Synergize if the document is not included here.*



25. A new window opens to display the uploaded document. Close the window after viewing. Click the **Close Window X**.
26. Close the window to return to Maintain Adm Upload Doc page.

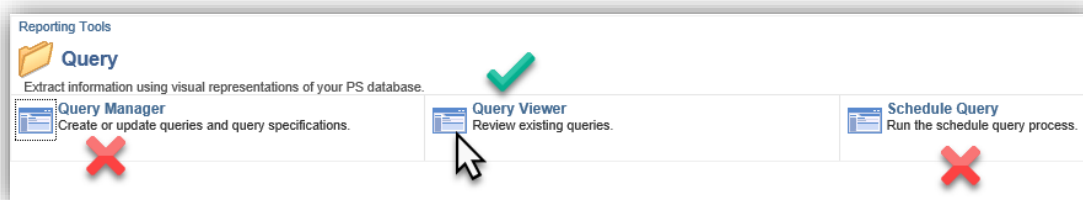
Report Viewer – Query UCAD_WC_ALL_DOCS_SRCH_EMPLID

This query will produce a report displaying results for supporting documents that have been uploaded a student. Direct links to View Uploaded Document and View Checklist are included in the query.

1. From the Main PeopleSoft menu, click the **Reporting Tools** link.

Reporting Tools

2. Click the Query link.
- Query**
3. It is recommended to use Query Viewer, avoid using Query Manager or Schedule Query. Click the **Query Viewer** link.



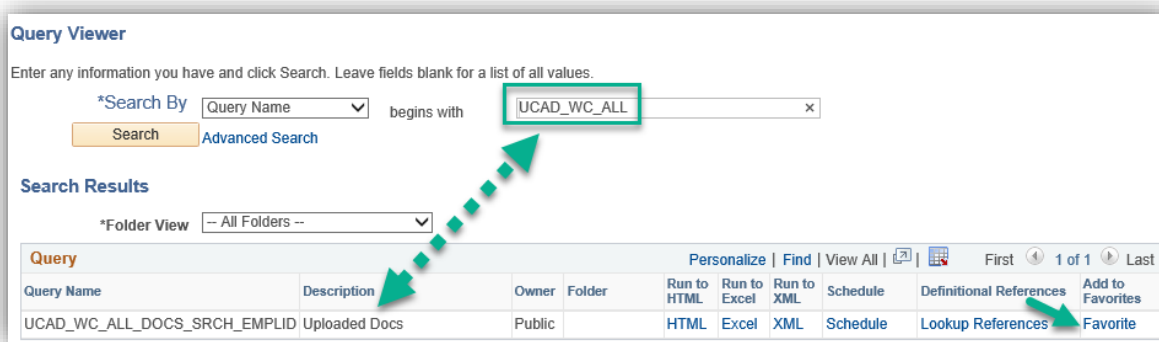
4. To narrow the search results, type part of the query name in the begins with field. The query name for Uploaded Documents is **UCAD_WC_ALL_DOCS_SRCH_EMPLID**. Enter the query name into the begins with field. Enter **ucad_wc_all_docs_srch_emplid** and press the **Search** button.

Search

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5. The query **UCAD_WC_ALL_DOCS_SRCH_EMPLID** (Uploaded Docs) displays. It is recommended to add this to your favorites. Click **Favorite**.

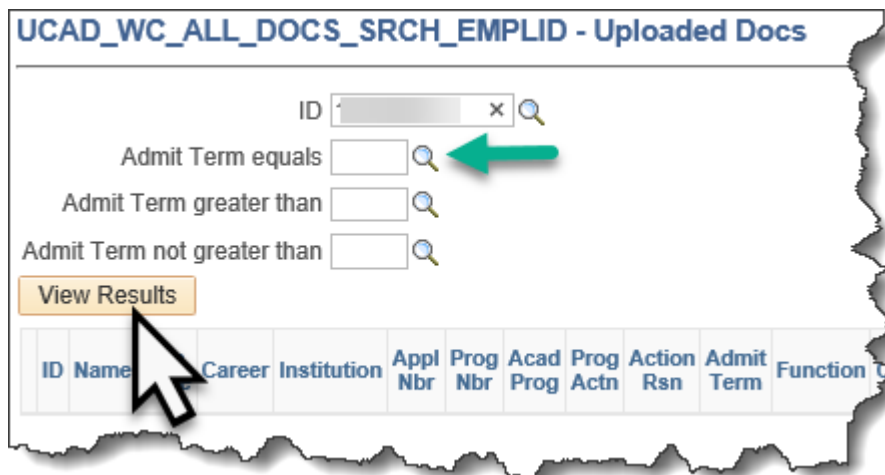


6. My Favorite Queries displays including the recently added query. You may remove if necessary by clicking on the "minus" - sign for one at a time or click Clear Favorites List to remove all queries listed. To run the query you can click on **HTML**.



7. On the query menu, UCAD_WC_ALL_DOCS_SRCH_EMPLID, enter the desired student ID number (removed for FOIP reasons). To narrow search results, enter the applicable admit Term (e.g. 2197). Click the **View Results** button.

View Results



8. Search results display every document uploaded into PeopleSoft. For this example, the student has several documents uploaded. Note the details for Admit Term, Checklist and Checklist Item. Scroll to the right side of the query results to view additional information.

UCAD_WC_ALL_DOCS_SRCH_EMPLID - Uploaded Docs

ID: X Q

Admit Term equals: Q

Admit Term greater than: Q

Admit Term not greater than: Q

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(20 kb\)](#)

View All

| ID | Name | Fee Type | Career | Institution | Appl Nbr | Prog Nbr | Acad Prog | Prog Actn | Action Rsn | Admit Term | Function | Checklist | Sequence | Status | Chklist Seq | Chklist Itm | Status | Stat Dt | Verified ADMA | Association ID | School Name | Attach Number | |
|----|------|----------|--------|-------------|----------|----------|-----------|-----------|------------|------------|----------|-----------|----------|--------|-------------|-------------|--------|---------|---------------|----------------|-------------|---------------|---|
| 1 | | | STN | UGRD | UCALG | | 0 | SCBCH | ADRV | AUTO | 2137 | PROS | ELP | 2 | C | 100 | ELP | C | 2018/11/09 | Not Applicable | | | 1 |
| 2 | | | STN | UGRD | UCALG | | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 500 | HSTRAN | C | 2018/09/26 | Not Applicable | 00100016 | Nova Scotia | 1 |
| 3 | | | STN | UGRD | UCALG | | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 600 | HSTRAN | C | 2018/09/26 | Not Applicable | 00100123 | | 1 |
| 4 | | | STN | UGRD | UCALG | | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 700 | HSTRAN | C | 2018/09/26 | Not Applicable | 00102175 | MEI | 1 |
| 5 | | | STN | UGRD | UCALG | | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 700 | HSTRAN | C | 2018/09/26 | Not Applicable | 00102175 | MEI | 2 |
| 6 | | | STN | UGRD | UCALG | | 0 | HABCH | APPL | | 2187 | ADMA | UGIB | 8 | C | 100 | INTBAC | C | 2018/09/26 | N | | | 1 |
| 7 | | | STN | UGRD | UCALG | | 0 | HABCH | APPL | | 2187 | PROS | ELP | 2 | C | 100 | ELP | C | 2018/11/09 | Not Applicable | | | 1 |
| 8 | | | STN | UGRD | UCALG | | 0 | NUBCH | APPL | | 2197 | ADMA | UGCANT | 10 | C | 100 | HSTRAN | C | 2018/11/08 | Not Applicable | | | 1 |
| 9 | | | STN | UGRD | UCALG | | 0 | NUBCH | APPL | | 2197 | ADMA | UGCANT | 10 | C | 100 | HSTRAN | C | 2018/11/08 | Not Applicable | | | 2 |
| 10 | | | STN | UGRD | UCALG | | 0 | NUBCH | APPL | | 2197 | ADMA | UGCANT | 10 | C | 200 | TRANS | C | 2018/11/14 | Not Applicable | | | 1 |
| 11 | | | STN | UGRD | UCALG | | 0 | NUBCH | APPL | | 2197 | ADMA | UGCANT | 10 | C | 200 | TRANS | C | 2018/11/14 | Not Applicable | | | 2 |
| 12 | | | STN | UGRD | UCALG | | 0 | NUBCH | APPL | | 2197 | ADMA | UGCANT | 10 | C | 200 | TRANS | C | 2018/11/14 | Not Applicable | | | 3 |

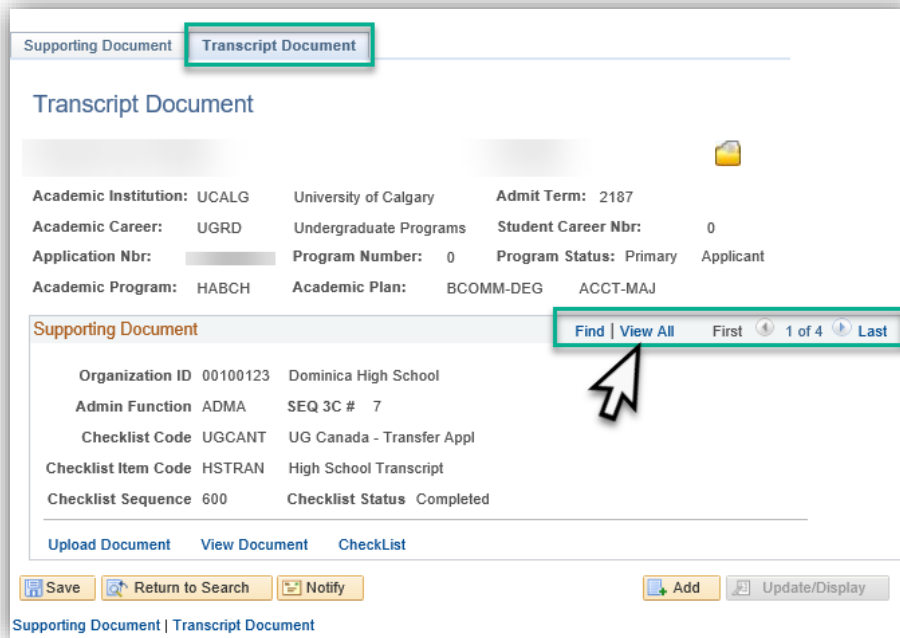
9. The right side of the query includes a description or name of the document uploaded. There are two links available; **Link to Document** and **Link to Checklist** that directly navigate to the uploaded document or checklist management component. Click the **Link to Document** link.

| Action | Checklist | Sequence | Status | Chklist Seq | Chklist Itm | Status | Stat Dt | Verified ADMA | Association ID | School Name | Attach Number | Long Descr | Doc Date | Link to Document | Link to Checklist | User | Last DfM | |
|--------|-----------|----------|--------|-------------|-------------|--------|---------|---------------|----------------|-------------|---------------|--------------------------------------|------------|----------------------------------|-----------------------------------|-----------------------------------|---------------------|---------------------|
| | ROS | ELP | 2 | C | 100 | ELP | C | 2018/11/09 | Not Applicable | | | 1 tester.png | 2018/11/09 | Link to Document | Link to Checklist | | 2018/11/09 8:55:02 | |
| | ADMA | UGCANT | 7 | C | 500 | HSTRAN | C | 2018/09/26 | Not Applicable | 00100016 | Nova Scotia | 1 Joint_Programs_2157.PDF | 2018/09/26 | Link to Document | Link to Checklist | | 2018/09/26 12:05:19 | |
| 87 | ADMA | UGCANT | 7 | C | 600 | HSTRAN | C | 2018/09/26 | Not Applicable | 00100123 | | 1 30045980.pdf | 2018/09/26 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |
| 187 | ADMA | UGCANT | 7 | C | 700 | HSTRAN | C | 2018/09/26 | Not Applicable | 00102175 | MEI | 1 30045980.pdf | 2018/09/26 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |
| 17 | ADMA | UGCANT | 7 | C | 700 | HSTRAN | C | 2018/09/26 | Not Applicable | 00102175 | MEI | 2 | | 2018/11/09 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 |
| | ADMA | UGIB | 8 | C | 100 | INTBAC | C | 2018/09/26 | N | | | 1 App_from_Duplicate_ID_30049826.pdf | 2018/09/26 | Link to Document | Link to Checklist | | 2018/10/07 3:37:19 | |
| | ROS | ELP | 2 | C | 100 | ELP | C | 2018/11/09 | Not Applicable | | | 1 tester.png | 2018/11/09 | Link to Document | Link to Checklist | | 2018/11/09 8:55:02 | |
| | ADMA | UGCANT | 10 | C | 100 | HSTRAN | C | 2018/11/08 | Not Applicable | | | 1 Desert.jpg | 2018/11/08 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |
| | ADMA | UGCANT | 10 | C | 100 | HSTRAN | C | 2018/11/08 | Not Applicable | | | 2 DSC_0052.jpg | 2018/11/14 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |
| 7 | ADMA | UGCANT | 10 | C | 200 | TRANS | C | 2018/11/14 | Not Applicable | | | 1 | 2018/11/14 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |
| 197 | ADMA | UGCANT | 10 | C | 200 | TRANS | C | 2018/11/14 | Not Applicable | | | 2 DSC_0554.jpg | 2018/11/14 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |
| 197 | ADMA | UGCANT | 10 | C | 200 | TRANS | C | 2018/11/14 | Not Applicable | | | 3 DSC_0488.jpg | 2018/11/14 | Link to Document | Link to Checklist | | 2018/09/26 12:05:11 | |

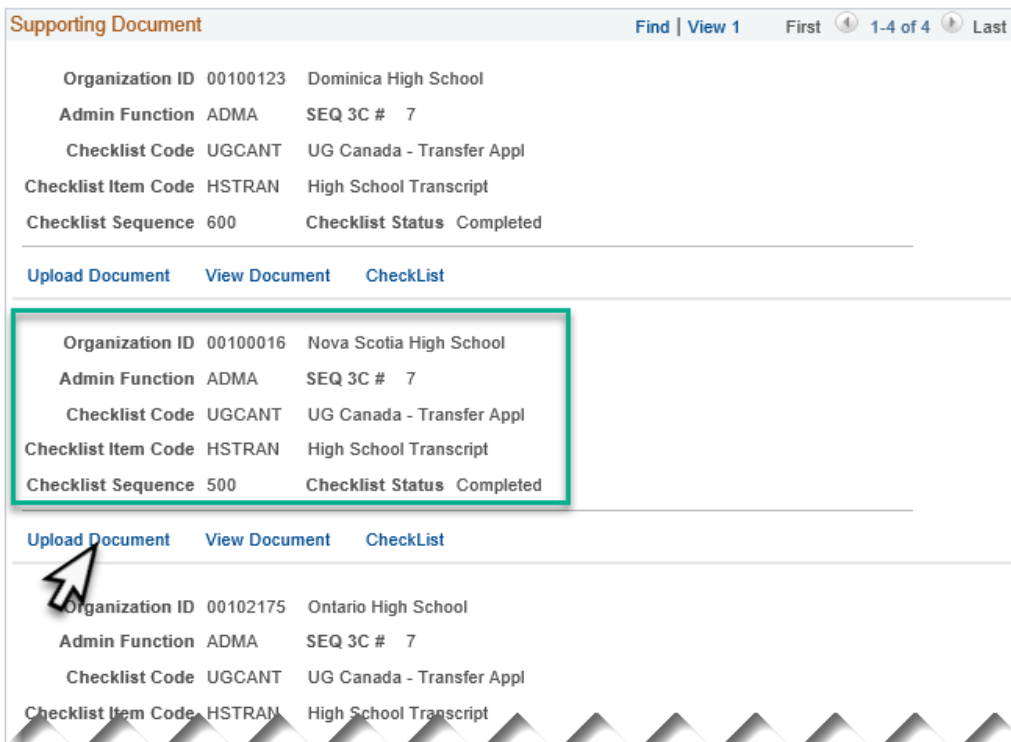
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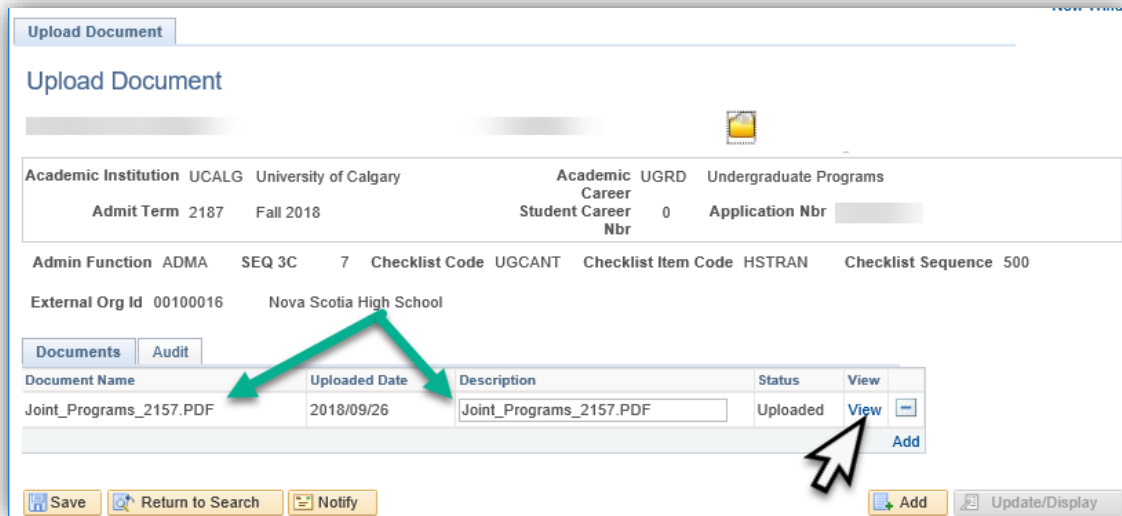
10. A new window opens and navigates directly to **Transcript Document**. Remember to click **View All** if more than one supporting document has been uploaded. Click **View All**.



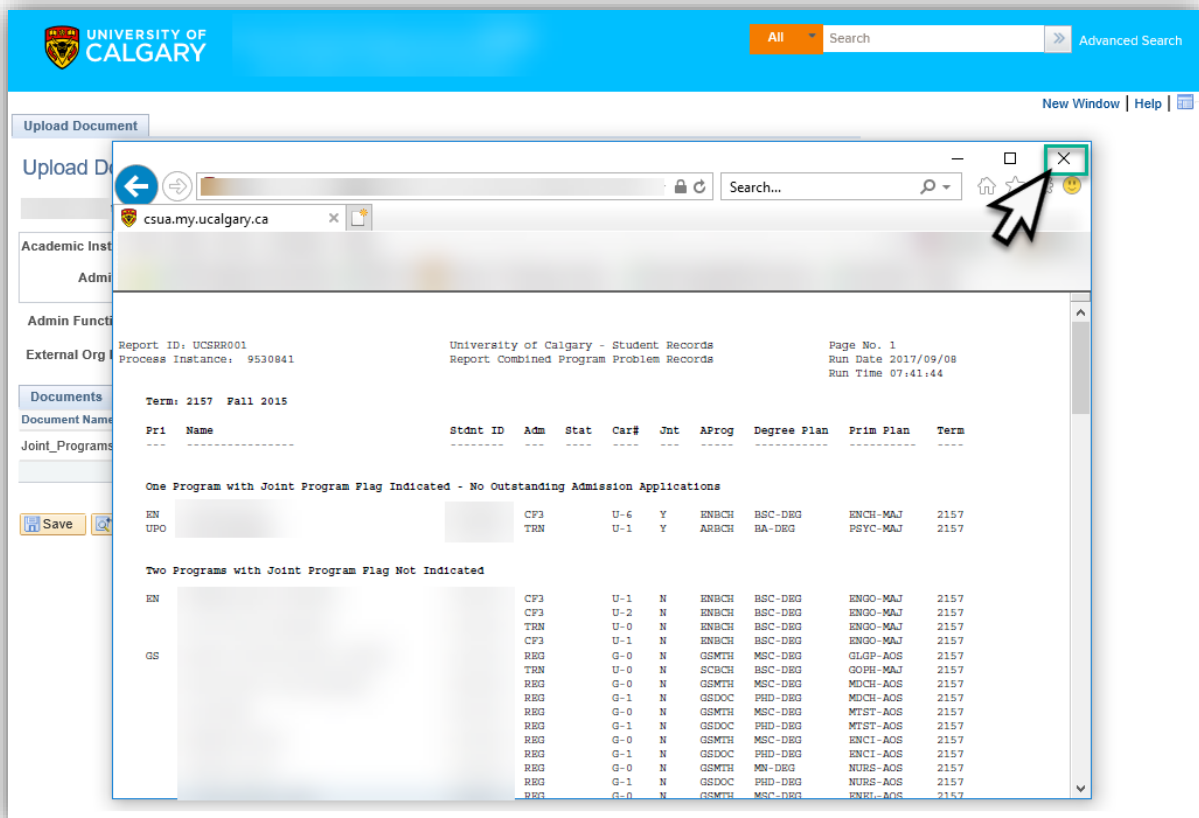
11. For this example click on Upload Document to view the uploaded document for example Nova Scotia High School. Click the **Upload Document** link.



- Details of the uploaded document and the corresponding checklist codes, etc. display. To view the document, click the **View** link.



- The document displays in a new window. Note for FOIP reasons some information has been removed. Close the **Window**.



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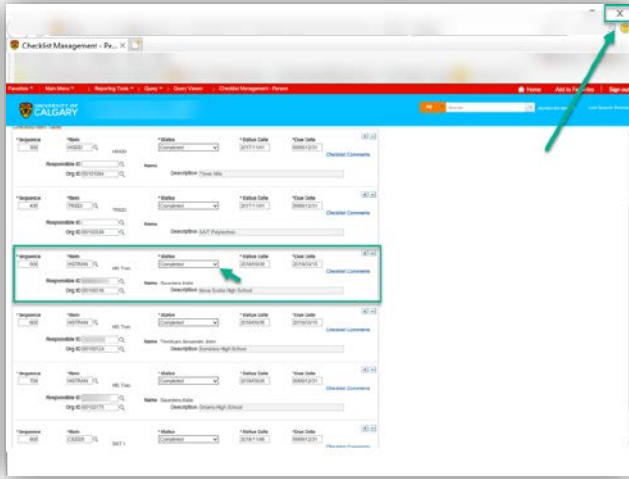
14. To view the corresponding checklist item, click the [Link to the Checklist](#).

Text File XML File (20 kb)

| Appl Nbr | Prog Nbr | Acad Prog | Prog Actn | Action Plan | Admit Term | Function | Checklist | sequence | Status | Chklist Seq | Chklist Item | Status | stat Dt | Verified ADMA | Association ID | School Name | Attach Number | Long Descr | Doc Date | Link to Document | Link to Checklist | User | Last Upd DTTM |
|----------|----------|-----------|-----------|-------------|------------|----------|-----------|----------|--------|-------------|--------------|--------|------------|----------------|----------------|-------------|---------------|-------------------------|------------|----------------------------------|-----------------------------------|------|-----------------------|
| | 0 | SCBCH | ADRV | AUTO | 2137 | PROS | ELP | 2 | C | 100 | ELP | C | 2018/11/09 | Not Applicable | | | 1 | tester.png | 2018/11/09 | Link to Document | Link to Checklist | | 2018/11/09 8:55:02AM |
| | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 500 | HSTRAN | C | 2018/09/26 | Not Applicable | | Nova Scotia | 1 | Joint_Programs_2157.PDF | 2018/09/26 | Link to Document | Link to Checklist | | 2018/09/25 12:05:11PM |
| | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 600 | HSTRAN | C | 2018/09/26 | Not Applicable | | | 1 | 30045660.pdf | 2018/09/26 | Link to Document | Link to Checklist | | 2018/09/25 12:05:11PM |
| | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 700 | HSTRAN | C | 2018/09/26 | Not Applicable | | MEI | 1 | 30045660.pdf | 2018/09/26 | Link to Document | Link to Checklist | | 2018/09/25 12:05:11PM |
| | 0 | HABCH | APPL | | 2187 | ADMA | UGCANT | 7 | C | 700 | HSTRAN | C | 2018/09/26 | Not Applicable | | MEI | 2 | fire_shark.jpg | 2018/11/09 | Link to Document | Link to Checklist | | 2018/09/25 12:05:11PM |

15. The checklist will open in a new window.

16. To view the details of the corresponding checklist is completed indicating the transcript has been completed (e.g. Nova Scotia). **Close the window** to return to the Query Report.



End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.