UNIVERSITY OF CALGARY

By using the Change of Program Admission Assessment Rules table faculties are able to setup the transfer/university GPA and high school averages for any academic program or plan by admit type. When the change of program process is run it processes students according to the values set on the COP Admission Assessment Rules table.

1. Click the **Set Up SACR** link.

   ▸ Set Up SACR

2. Click the **Product Related** link.

   Product Related

3. Click the **Recruiting and Admissions** link.

   Recruiting and Admissions

4. Click the **U of C Evaluations** link.

   U of C Evaluations

5. Click the **COP Admission Rules** link.

   COP Admission Rules

6. Click the **COP Admission Assessment Rules** link.

   COP Admission Assessment Rules

7. Enter the Academic Institution and applicable Term press Enter or Search. Click the **Search** button.
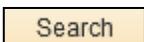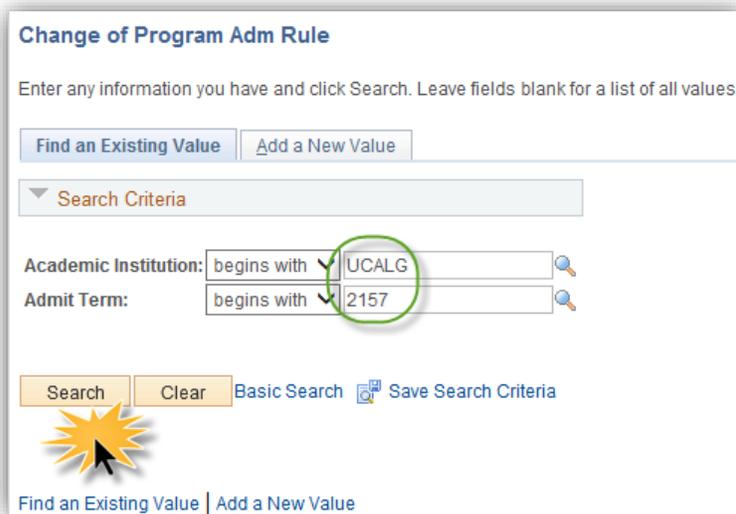
   Search

   Change of Program Adm Rule

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

   Find an Existing Value | Add a New Value

   ▼ Search Criteria

   Academic Institution: begins with ∨ UCALG
   Admit Term: begins with ∨ 2157

   Search   Clear   Basic Search Save Search Criteria

   Find an Existing Value | Add a New Value

8. The Admission Assessment Rules table will list the programs alphabetically by 1) Academic Program, 2) Major, 3) other plans. To view the entire list, click View All. Click the **View All** link.

   View All
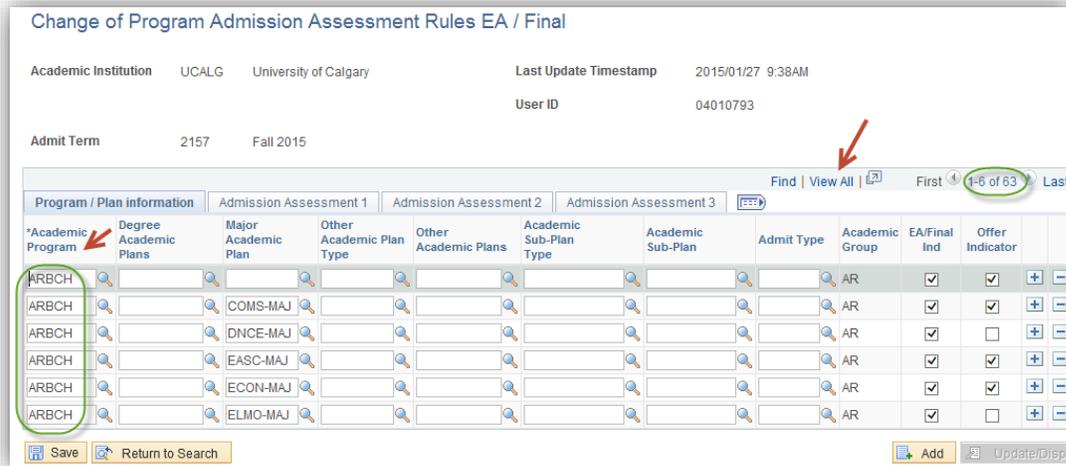
9. After pressing **View All** scroll down to view the desired Academic Program. **Tip:** Using the Find link can assist in finding the Academic Program rather than scrolling down. Click the **Find** link.

   Find
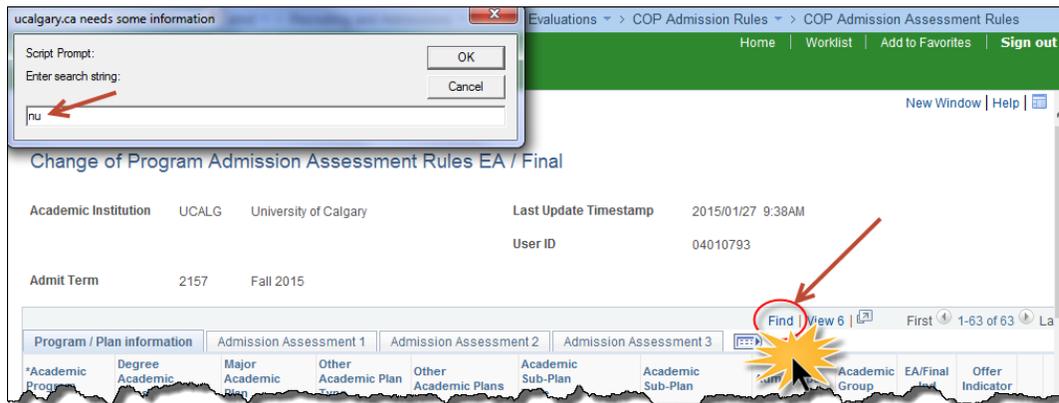
10. The Find dialog box displays. For example to find Nursing enter part of the name (e.g. nu for Nursing). Click the **OK** button. The Search results display at the bottom.

    OK

11. When the change of program process is run, it determines the students' admissibility according to the values set on this table. If you don't enter an admit type, it will be used for all admit types (CF1, CF2 and CF3). Similarly, if the process doesn't find a match on the assessment table to the student's program and plans (i.e. ARBCH/COMS) it will use the row on the table that only specifies the academic program (ARBCH) to determine admission.

12. Click the **Admission Assessment 1** tab. Averages entered here are used to **admit** a student. If a student has a calculated GPA and/or high school average (if applicable) that is equal to or exceeds the values entered, the student will be admitted if they meet all course requirements and have no other exceptions.
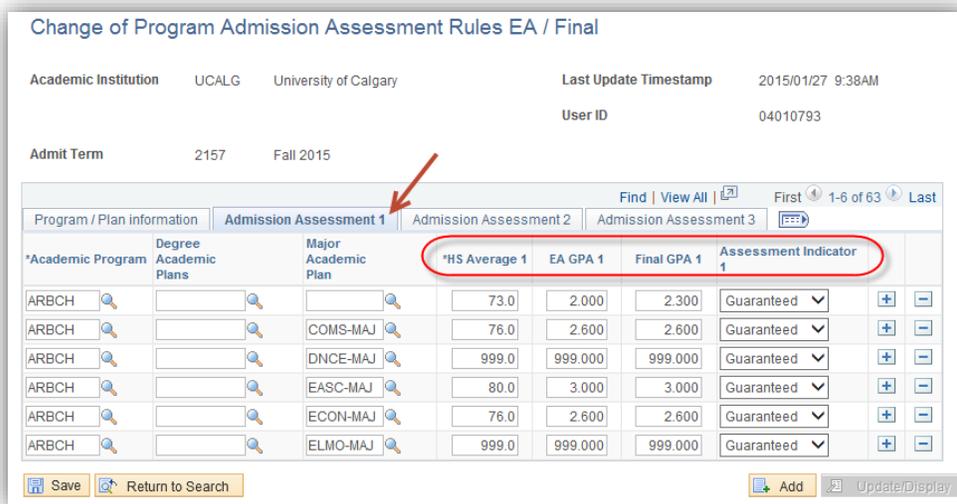
Change of Program Admission Assessment Rules EA / Final

| Academic Institution | UCALG | University of Calgary | Last Update Timestamp | 2015/01/27 9:38AM |
| | | | User ID | 04010793 |

Admit Term   2157   Fall 2015

Find | View All | First 1-6 of 63 Last

Program / Plan information | **Admission Assessment 1** | Admission Assessment 2 | Admission Assessment 3

*Academic Program	Degree Academic Plans	Major Academic Plan	*HS Average 1	EA GPA 1	Final GPA 1	Assessment Indicator 1		
ARBCH			73.0	2.000	2.300	Guaranteed ▼	+	−
ARBCH		COMS-MAJ	76.0	2.600	2.600	Guaranteed ▼	+	−
ARBCH		DNCE-MAJ	999.0	999.000	999.000	Guaranteed ▼	+	−
ARBCH		EASC-MAJ	80.0	3.000	3.000	Guaranteed ▼	+	−
ARBCH		ECON-MAJ	76.0	2.600	2.600	Guaranteed ▼	+	−
ARBCH		ELMO-MAJ	999.0	999.000	999.000	Guaranteed ▼	+	−

Save | Return to Search | Add | Update/Display

13. Click the **Admission Assessment 2** tab. Averages entered here are used to **waitlist** students. If a student has a calculated GPA and/or high school average (if applicable) that is equal to or exceeds the values entered here, but less than the GPA/High School averages specified under the Assessment 1 tab the student will be waitlisted.
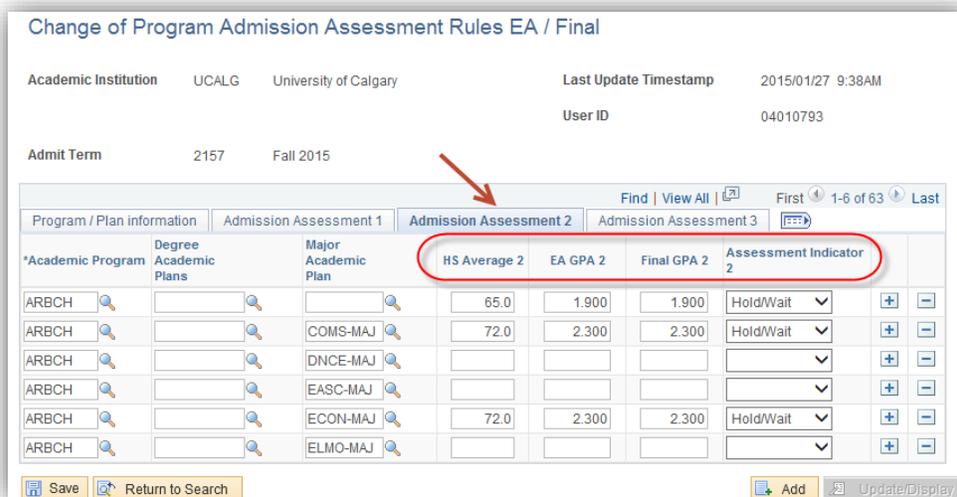
Change of Program Admission Assessment Rules EA / Final

| Academic Institution | UCALG | University of Calgary | Last Update Timestamp | 2015/01/27 9:38AM |
| | | | User ID | 04010793 |

Admit Term   2157   Fall 2015

Find | View All | First 1-6 of 63 Last

Program / Plan information | Admission Assessment 1 | **Admission Assessment 2** | Admission Assessment 3

*Academic Program	Degree Academic Plans	Major Academic Plan	HS Average 2	EA GPA 2	Final GPA 2	Assessment Indicator 2		
ARBCH			65.0	1.900	1.900	Hold/Wait ▼	+	−
ARBCH		COMS-MAJ	72.0	2.300	2.300	Hold/Wait ▼	+	−
ARBCH		DNCE-MAJ				▼	+	−
ARBCH		EASC-MAJ				▼	+	−
ARBCH		ECON-MAJ	72.0	2.300	2.300	Hold/Wait ▼	+	−
ARBCH		ELMO-MAJ				▼	+	−

Save | Return to Search | Add | Update/Display

14. Click the **Admission Assessment 3** tab. Grades entered here are used to **deny** students. If a student has a calculated GPA and/or high school average (if applicable) that is higher than the value entered here, but lower than the Admission Assessment 2 and they have no exceptions, the student will be denied admission.

15. Click the **Show all columns** button to view additional options.

16. EA/Final Ind: By checking this box when the COP process is run for early admission (tentative admission), based on the previous terms grades, it will give the student final admission (formal admission) rather than early admission.

17.   **Offer Indicator** has to be selected for the process to grant students admission. To stop the process from granting admission to a program, remove the offer flag (deselect). **Note:** You can also run in report mode and the process will not grant admission. If this flag is not selected, even when the process is in report mode, you will not see the admission values that the process would use in live mode.

18.   Assessment Indicators are the same values used for new admits to the University of Calgary (Guaranteed, Hold/Wait, Minimum). Grade point averages can be entered at a faculty level or down to other academic plans or sub plans. To add a new rule, use the (+) indicator and enter the appropriate values. Once the value is added the process can use the value immediately. It's not dependent on the values being loaded overnight.

19.   After entering desired admission assessment rules save them. If desired, you do not have to use the Admission Assessment 2 or 3 and can leave them blank. Click the **Save** button.

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

End of Procedure.