

The following explains how to setup Communication Speed Keys required for the Change of Program batch process emails. Speed keys must be added before running the change of program batch process to ensure that emails are sent to students and a communication record is added.

**IMPORTANT:** Each individual that runs the process **MUST** set up these speed keys for communication to be sent.

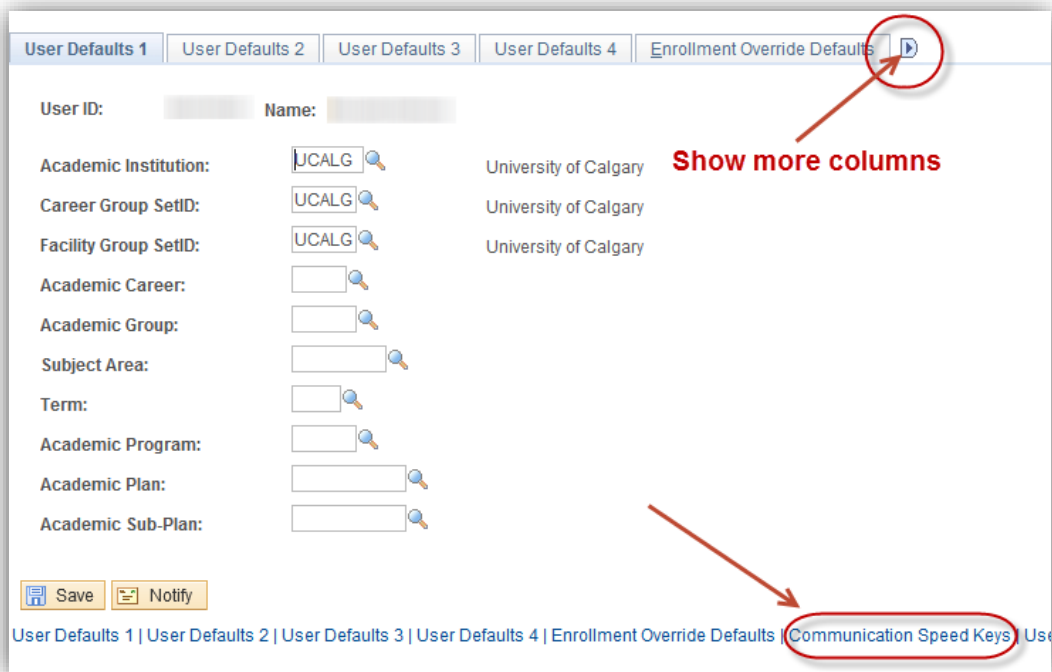
1. Click the **Set Up SACR** link.

[▶ Set Up SACR](#)

2. Click the **User Defaults** link.

[User Defaults](#)

3. There are two ways to access Communication Speed Keys. You can click on the "show more columns" or you can click on the link at the bottom. Click the **Show following tabs** button.



4. Click the **Communication Speed Keys** tab.

[Communication Speed Keys](#)

# Communication Speed Keys for Change of Program

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5. If speed keys have **not** been used before **EVNT** will appear as the Administrative Function default.

Click the **Add a new row** button on the top Administration Function area.



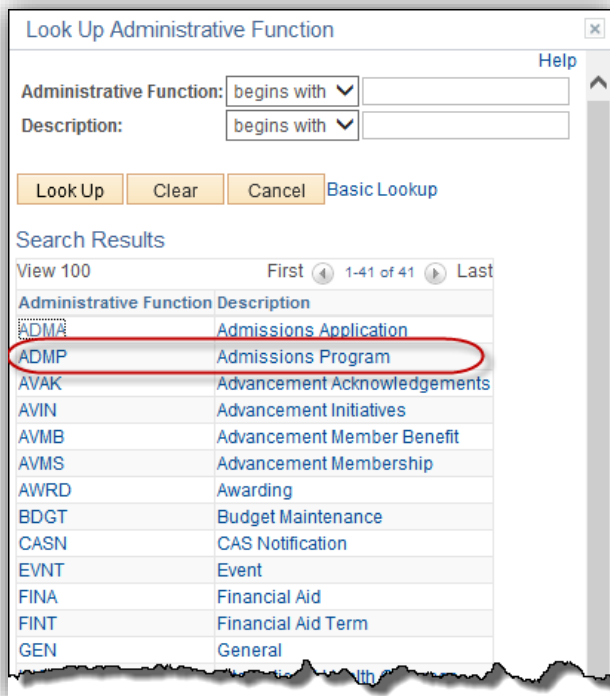
If you already have an administrative function of ADMP (Admissions Program), there is no need to add this row.)

6. Click the **Look up Administrative Function** button.



7. The Look Up Administrative Function menu displays many options. Clicking on ADMP Admissions Program will populate speed keys that correspond with this Administrative Function. Click the **ADMP** link.

**ADMP**



8. Click the **Look up Comm Key** button.



9. From the Look Up Comm Key menu scroll down to view the pre-set speed keys that corresponds to your Faculty. The first two letters in the speed key will be your faculty and will be followed by the 5 letter code as seen below. For the following example we will use Faculty of Arts. They have 7 pre-set speed keys setup and therefore 7 speed keys will have to be setup:

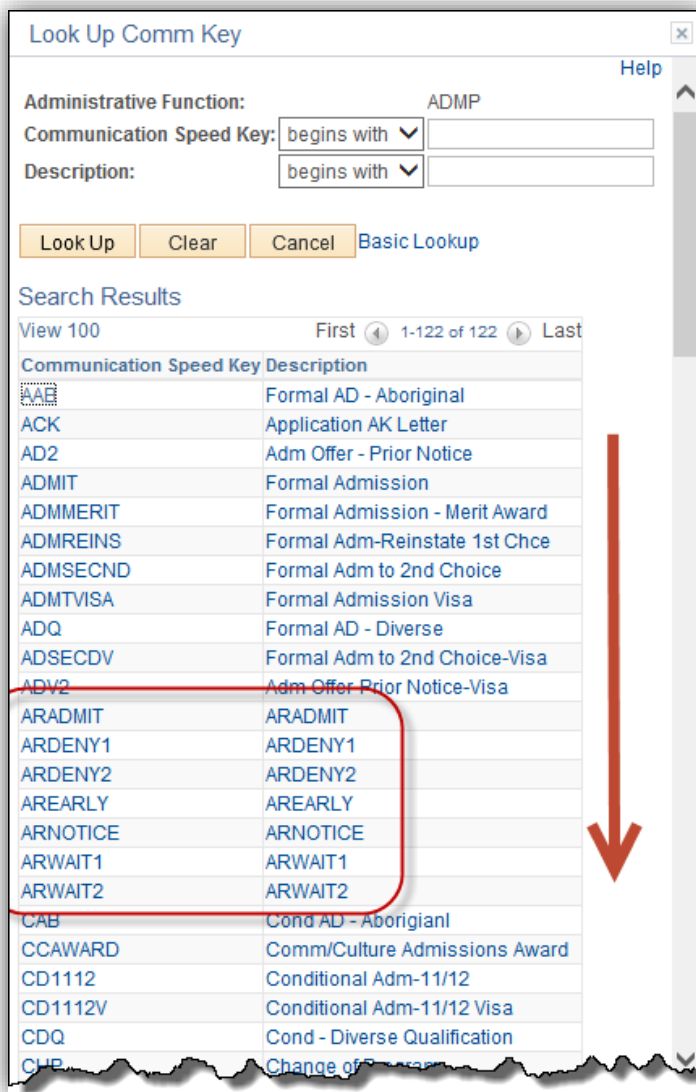
- ARADMIT
- ARDENY1
- ARDENY2
- AREARLY
- ARNOTICE
- ARWAIT1
- ARWAIT2

Click the **ARADMIT** link.

**ARADMIT**

# Communication Speed Keys for Change of Program

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Communication Speed Key	Description
AAB	Formal AD - Aboriginal
ACK	Application AK Letter
AD2	Adm Offer - Prior Notice
ADMIT	Formal Admission
ADMMERIT	Formal Admission - Merit Award
ADMREINS	Formal Adm-Reinstate 1st Chce
ADMSECND	Formal Adm to 2nd Choice
ADMTVISA	Formal Admission Visa
ADQ	Formal AD - Diverse
ADSECDV	Formal Adm to 2nd Choice-Visa
ADV2	Adm Offer Prior Notice-Visa
ARADMIT	ARADMIT
ARDENY1	ARDENY1
ARDENY2	ARDENY2
AREARLY	AREARLY
ARNOTICE	ARNOTICE
ARWAIT1	ARWAIT1
ARWAIT2	ARWAIT2
CAB	Cond AD - Aboriginal
CCAWARD	Comm/Culture Admissions Award
CD1112	Conditional Adm-11/12
CD1112V	Conditional Adm-11/12 Visa
CDQ	Cond - Diverse Qualification
CHP	Change of Program

10. Each of these speed keys will correspond to the email sent to students in the related admission and assessment heading (excluded, early admission - denied, admitted, waitlisted and final admission - denied, admitted, waitlisted). It is important to note the description, category and context as these may appear on other components. Click the **Add a new row** button.




11. Click the **Look up Comm Key** button.



- Click the next speed key in the list (e.g. **ARDENY1**). You will have to repeat this process for every speed key setup for your Faculty.



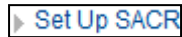
- Once all the speed keys have been setup, click the **Save** button.



## Change of Program Speed Keys and Email Message Number

The following is a reference for the communication speed keys for each Faculty and the corresponding message number related to the email sent to the student.

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



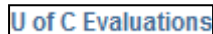
- Click the **Product Related** link.



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




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



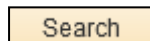
- Click the **COP Admission Rules** link.



- Click the **COP Speed Keys and Email** link.



- To view a grid of speed keys setup for each Admission Assessment press Enter or Search. Click the **Search** button.



- The grid displays Admissions Assessment emails that have been setup. Clicking on one in the list will take you to the specific email message number for that assessment. Click the **Denied** link.



# Communication Speed Keys for Change of Program

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**COP Speed Keys and Email**

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 🔍

Academic Career: begins with ▼ UGRD 🔍

Admission: = ▼

Assessment: = ▼

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-8 of 8 Last

Academic Institution	Academic Career	Admission	Assessment
UCALG	UGRD	Early	Denied
UCALG	UGRD	Early	Exclusion
UCALG	UGRD	Early	Guaranteed
UCALG	UGRD	Early	Hold/Wait
UCALG	UGRD	Final	Denied
UCALG	UGRD	Final	Exclusion
UCALG	UGRD	Final	Guaranteed
UCALG	UGRD	Final	Hold/Wait

9. The Early Admission Denied message number list will display. For example AR (ARTS) has the corresponding message number as 1. You will need to reference this message number when editing the text for each email. Note the Message Set Number is: **25052**. To navigate to the next email reference, click the **Next in List** button.

[Next in List](#)

**COP Speed Keys and Email Message Number**

Institution: UCALG University of Calgary

Career: UGRD Undergraduate Programs

Admission: Early Admission

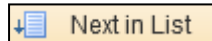
Assessment: Denied

Personalize | Find | First 1-9 of 9 Last

*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	Message Set Number	Message Number
1 AR	ADMP	ARDENY1	FACUGR	COPEAI	25052	1
2 ED	ADMP	EDDENY1	FACUGR	COPEAI	25052	2
3 EN	ADMP	ENDENY1	FACUGR	COPEAI	25052	3
4 HA	ADMP	HADENY1	FACUGR	COPEAI	25052	4
5 KN	ADMP	KHDENY1	FACUGR	COPEAI	25052	5
6 MD	ADMP	MDDENY1	FACUGR	COPEAI	25052	6
7 NU	ADMP	NUDENY1	FACUGR	COPEAI	25052	7
8 SC	ADMP	SDDENY1	FACUGR	COPEAI	25052	8
9 SW	ADMP	SWDENY1	FACUGR	COPEAI	25052	9

[Save](#) [Return to Search](#) [Next in List](#) [Notify](#) [Add](#)

10. For the Early Admission Exclusion message, the corresponding message number for ARTS is 60. Note the corresponding Administrative Function, Communication Speed Key, Communication Context are the same as the Communication Speed keys setup previously in this lesson. Click the **Next in List** button.



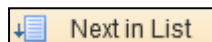
**COP Speed Keys and Email Message Number**

Institution: UCALG University of Calgary  
 Career: UGRD Undergraduate Programs  
 Admission: **Early Admission**  
 Assessment: **Exclusion**

	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number
1	AR	ADMP	ARNOTICE	FACUGR	COPNTF	25052	60
2	ED	ADMP	EDNOTICE	FACUGR	COPNTF	25052	61
3	EN	ADMP	ENNOTICE	FACUGR	COPNTF	25052	62
4	HA	ADMP	HANOTICE	FACUGR	COPNTF	25052	63
5	KN	ADMP	KNNOTICE	FACUGR	COPNTF	25052	64
6	MD	ADMP	MDNOTICE	FACUGR	COPNTF	25052	65
7	NU	ADMP	NUNOTICE	FACUGR	COPNTF	25052	66
8	SC	ADMP	SCNOTICE	FACUGR	COPNTF	25052	67
9	SW	ADMP	SWNOTICE	FACUGR	COPNTF	25052	68

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

11. Continue processing through this list of emails and reference the corresponding message number. The next screen shots correspond to the COP Speed Keys and Email Message Number.
12. Click the **Next in List** button.



# Communication Speed Keys for Change of Program

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## 13. Early Admission – Guaranteed:

Institution: UCALG University of Calgary  
 Career: UGRD Undergraduate Programs  
 Admission: **Early Admission**  
 Assessment: **Guaranteed**

Personalize   Find   [Print] [Calendar]								First	1-9 of 9	Last
*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number				
1	AR	ADMP	AREARLY	FACUGR	COPEAO	25052	40	+	-	
2	ED	ADMP	EDEARLY	FACUGR	COPEAO	25052	41	+	-	
3	EN	ADMP	ENEARLY	FACUGR	COPEAO	25052	42	+	-	
4	HA	ADMP	HAEARLY	FACUGR	COPEAO	25052	43	+	-	
5	KN	ADMP	KNEARLY	FACUGR	COPEAO	25052	44	+	-	
6	MD	ADMP	MDEARLY	FACUGR	COPEAO	25052	45	+	-	
7	NU	ADMP	NUEARLY	FACUGR	COPEAO	25052	46	+	-	
8	SC	ADMP	SCEARLY	FACUGR	COPEAO	25052	47	+	-	
9	SW	ADMP	SWEARLY	FACUGR	COPEAO	25052	48	+	-	

## 14. Early Admission – Hold/Wait List

Institution: UCALG University of Calgary  
 Career: UGRD Undergraduate Programs  
 Admission: **Early Admission**  
 Assessment: **Hold/Wait List**

Personalize   Find   [Print] [Calendar]								First	1-9 of 9	Last
*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number				
1	AR	ADMP	ARWAIT1	FACUGR	COPEAW	25052	20	+	-	
2	ED	ADMP	EDWAIT1	FACUGR	COPEAW	25052	21	+	-	
3	EN	ADMP	ENWAIT1	FACUGR	COPEAW	25052	22	+	-	
4	HA	ADMP	HAWAIT1	FACUGR	COPEAW	25052	23	+	-	
5	KN	ADMP	KNWAIT1	FACUGR	COPEAW	25052	24	+	-	
6	MD	ADMP	MDWAIT1	FACUGR	COPEAW	25052	25	+	-	
7	NU	ADMP	NUWAIT1	FACUGR	COPEAW	25052	26	+	-	
8	SC	ADMP	SCWAIT1	FACUGR	COPEAW	25052	27	+	-	
9	SW	ADMP	SWWAIT1	FACUGR	COPEAW	25052	28	+	-	



15. Final Admission – Denied

Institution: UCALG University of Calgary  
 Career: UGRD Undergraduate Programs  
 Admission: **Final Admission**  
 Assessment: Denied

Personalize | Find | | First 1-9 of 9 Last

	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARDENY2	FACUGR	COPFNI	25052	80		
2	ED	ADMP	EDDENY2	FACUGR	COPFNI	25052	81		
3	EN	ADMP	ENDENY2	FACUGR	COPFNI	25052	82		
4	HA	ADMP	HADENY2	FACUGR	COPFNI	25052	83		
5	KN	ADMP	KNDENY2	FACUGR	COPFNI	25052	84		
6	MD	ADMP	MDDENY2	FACUGR	COPFNI	25052	85		
7	NU	ADMP	NUDENY2	FACUGR	COPFNI	25052	86		
8	SC	ADMP	SCDENY2	FACUGR	COPFNI	25052	87		
9	SW	ADMP	SWDENY2	FACUGR	COPFNI	25052	88		

16. Final Admission – Exclusion

Institution: UCALG University of Calgary  
 Career: UGRD Undergraduate Programs  
 Admission: **Final Admission**  
 Assessment: Exclusion

Personalize | Find | | First 1-9 of 9 Last

	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARNOTICE	FACUGR	FACULT	25052	140		
2	ED	ADMP	EDNOTICE	FACUGR	FACULT	25052	141		
3	EN	ADMP	ENNOTICE	FACUGR	FACULT	25052	142		
4	HA	ADMP	HANOTICE	FACUGR	FACULT	25052	143		
5	KN	ADMP	KNNOTICE	FACUGR	FACULT	25052	144		
6	MD	ADMP	MDNOTICE	FACUGR	FACULT	25052	145		
7	NU	ADMP	NUNOTICE	FACUGR	FACULT	25052	146		
8	SC	ADMP	SCNOTICE	FACUGR	FACULT	25052	147		
9	SW	ADMP	SWNOTICE	FACUGR	FACULT	25052	148		

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## 17. Final Admission – Guaranteed

Institution: UCALG University of Calgary  
Career: UGRD Undergraduate Programs  
Admission: **Final Admission**  
Assessment: **Guaranteed**

	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARADMIT	FACUGR	COPFNA	25052	120	+	-
2	ED	ADMP	EDADMIT	FACUGR	COPFNA	25052	121	+	-
3	EN	ADMP	ENADMIT	FACUGR	COPFNA	25052	122	+	-
4	HA	ADMP	HAADMIT	FACUGR	COPFNA	25052	123	+	-
5	KN	ADMP	KNADMIT	FACUGR	COPFNA	25052	124	+	-
6	MD	ADMP	MDADMIT	FACUGR	COPFNA	25052	125	+	-
7	NU	ADMP	NUADMIT	FACUGR	COPFNA	25052	126	+	-
8	SC	ADMP	SCADMIT	FACUGR	COPFNA	25052	127	+	-
9	SW	ADMP	SWADMIT	FACUGR	COPFNA	25052	128	+	-

## 18. Final Admission – Hold/Wait List

Institution: UCALG University of Calgary  
Career: UGRD Undergraduate Programs  
Admission: **Final Admission**  
Assessment: **Hold/Wait List**

	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARWAIT2	FACUGR	COPFNW	25052	100	+	-
2	ED	ADMP	EDWAIT2	FACUGR	COPFNW	25052	101	+	-
3	EN	ADMP	ENWAIT2	FACUGR	COPFNW	25052	102	+	-
4	HA	ADMP	HAWAIT2	FACUGR	COPFNW	25052	103	+	-
5	KN	ADMP	KNWAIT2	FACUGR	COPFNW	25052	104	+	-
6	MD	ADMP	MDWAIT2	FACUGR	COPFNW	25052	105	+	-
7	NU	ADMP	NUWAIT2	FACUGR	COPFNW	25052	106	+	-
8	SC	ADMP	SCWAIT2	FACUGR	COPFNW	25052	107	+	-
9	SW	ADMP	SWWAIT2	FACUGR	COPFNW	25052	108	+	-

If you need to edit the text for the emails, see the support documentation for *Editing Message Catalog for Change of Program Emails*.

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

**End of Procedure.**