

SA - Admissions

The following explains how to manually evaluate a Change of Program application by overriding the automatic evaluation.

- Click the Student Admissions link.
 Student Admissions
- 2. Click the Application Evaluation link. Application Evaluation
- 3. Click the Application Evaluation link. Application Evaluation
- Enter the student ID number and/or any other search criteria. Press Search or Enter. Click the Search button.
 Search
- 5. Any previous applications will display in the grid. Note the application centre description for COP (Change of Program). Click on the application for the COP (e.g. KNBCH).

Click the **KNBCH** link.

Search Resu	lts								
View All									
Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name (Gender Date of B
42275128	10129293	UCALG	UGRD	0	KNBCH	2157 (COP		01/21/19
42206515	10129293	UCALG	UGRD	0	KNBCH	2137	UGRD		01/21/19

- The application evaluation page displays the evaluation code and the details of the application status. Additional tabs are available for Early and Final COP Admission. Click the Show following tabs button at the end of the row.
- 7. For this example we will complete a Final COP Admission but for Early COP Admission you would click the Early COP Admission tab. The following steps are the same for both Final and Early COP Admission.

Click the Final COP Admission tab.





On Final COP Admissions, use the reload button to get the most recent grade information displayed. 8.

Click the **Reload** button.

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	KNES	371	A+	3.00	2151	2015-01					4.000								
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To view the existing GPA calculation based on the submitted grades and GPA click evaluate to view 9. the results.

Click the **Evaluate** button.

Evaluate



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10. The following message may display indicating one of the student programs will not be included in the COP evaluation.

Click the OK button.	
Message	
Student program is excluded from COP automation (25050,217)	ıli ct
OK	

11. Based on the automatic evaluation, the assessment indicates Hold/Wait for this applicant. To override the existing evaluation and change the values manually, select the manual override checkbox.

Click the Manual Override option.

Manual Override: 🔽

- 12. After selecting Manual Override the Assessment Indicator and subsequent values can be changed accordingly. Click the **Assessment Indicator** list.
- 13. Displayed are the options for Assessment Indicator. For this example select **Guaranteed**.



14. Click the **Final Admission Status** list.

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15. The options for Final Admission Status display. For this example select Admitted.



- 16. When admitting for Final COP an Early Admission Status is not required you can leave this field blank.
- 17. Click the **Evaluation Status** list. A list of Evaluation Status display. For this example select Fac Admit (Faculty Admission). Click the **Fac ADMIT** list item.

Dept ADMIT
Dept COND
Dept INADM
Dept RECOM
Eval INADM
Eval RECOM
Eval REVW
Eval WTLST,
Eac ADMIT
Fac CANCEL
Fac COND
Fac CRSREQ
Fac CRSREQ Fac EXCEPT
Fac CRSREQ Fac EXCEPT Fac HOLD
Fac CRSREQ Fac EXCEPT Fac HOLD Fac INADM
Fac CRSREQ Fac EXCEPT Fac HOLD Fac INADM Fac NO DEC
Fac CRSREQ Fac EXCEPT Fac HOLD Fac INADM Fac NO DEC Fac PRGEX
Fac CRSREQ Fac EXCEPT Fac HOLD Fac INADM Fac NO DEC Fac PRGEX Fac QUOTA

18. Once the values have been entered to manually override the application save the changes.

Click the **Save** button.



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19. After successfully manually overriding the applicant the Program Action (Admit), Program Status (Admitted) and Final Admissions (Admitted) displays. The Create Program button will display. The final step will be to create the program for the applicant.

Click the **Create Program** link.

Create Program

		ID		*	d 📋	New Window Help 📰
Academic Career: Prog Nbr: Admit Tormu	Undergraduate Progra	ams Applicatio	n Nbr: 42275 Program: Kinesi	128 📓 🕅 💬		
Residence:	2157 F15	Program	Statue: AD	Admitted		
Admit Tupo	CAN Canadian of	Program		Automated Eval Da	aiaian	
Application Center: Academic Level:	COP COP 3 Application Complete:	Y Final Adm Status:	ission A	Admitted Eval De	Joint Ind: N Academic Information	
Academic Plans for	this Admission Progr	am		Find View All	First 🕢 1-2 of 3	2 🕑 Last
Academic Plan	Description	Acader	nic Sub-Plan De	escription		
1 ATTH-MAJ	Athletic Therapy					
2 BKIN-DEG	Bachelor of Kinesiol	ogy				
Calculated Values						
Final Average (Rati	ing Value):	Manual Overrid	e: 🗹 Calce	ulation Type: Auto	omatic 🗸 Evalu	ate
Transfer GPA:	3.56	Assessment In	dicator: Guaran	nteed 🗸	Relo	ad
Total Units in GPA:	30.00	Final Admission	Status: Admitte	ed 🗸	Create Pr	rogram
Course Requireme	ents: 50.0	Early admission	1 status:	\checkmark		
User ID:	04092141	Evaluation Stat	us: Fac AD	MIT V Last Upd D	ate/Time: 2015/06/03 9	:24: (6AM
Classes					Personalize Find	🗷 🔜 🛛 First 🕙 1-29 of 29 🕑 Last
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20. At this point the student will be admitted and matriculated and an update of the student's program and plan displays. If any of the status display as unsuccessful they will have to be manually created.

c	Application Nhr: 42275420 E E V
Ĩ	Message
4	Please Note: (25050,129)
1	Update of Student Program / Plan and Term Activation information SUCCESSFUL.
	Below is the status of each required steps:
	Create new Program / PlanSUCCESSFUL
	Update Term ActivationSUCCESSFUL
	Update Tuition VariableSUCCESSFUL
	Cancel Previous Programs SUCCESSEUL
	Copy Student Attributes SUCCESSEU
	Undate Requirement Term SUCCESSEU
L	Undate COOP/INTE Plan SUCCESSEUI
L	
l	OK
	Early admission status:
	Evaluation Status: Fac ADM Anat Upd Date/Time: 2015/06/03
C	Click the OK button.
:	
1.	OK

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21. To confirm the change, you can use the breadcrumbs to navigate to Application Summaries > Program Plan Summary.

Click the **Student Admissions** link. Student Admissions 👻

- 22. Click the Applicant Summaries menu.
- 23. Click the **Program and Plan Summary** menu.
- 24. The application information will carry over and auto populate the search criteria. Press Enter or Search. Click the **Search** button.
- 25. The following grid indicates the change in the program (CF3) and the Plan Change (ATTH-MAJ).

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2141-U				U-0	Ν	Ρ	KNBCH	BSC-DEG	KNES-MAJ	1	F						
2143-U				U-0	N	P	KNBCH	BSC-DEG	KNES-MAJ	2	N						
2145-U				U-0	N	P	KNBCH	BSC-DEG	KNES-MAJ	2	N						
2147-U				U-0	N	P	KNBCH	BSC-DEG	KNES-MAJ	2	F						
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For the corresponding online learning, consult <u>www.ucalgary.ca/ittraining/Student Administration</u> **End of Procedure.**