

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

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



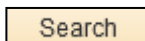
2. Click the **Application Evaluation** link.



3. Click the **Application Evaluation** link.



4. Enter the student ID number and/or any other search criteria. Press Search or Enter.  
Click the **Search** button.



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 Results

[View All](#)

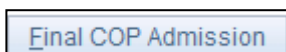
Application Nbr ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center Name	Gender	Date of B
<a href="#">42275128</a>	10129293 UCALG	UGRD	0	KNBCH	2157	<b>COP</b>		01/21/19
<a href="#">42206515</a>	10129293 UCALG	UGRD	0	KNBCH	2137	UGRD		01/21/19

6. 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.



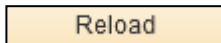
# COP Manually Evaluate an Application

## SA - Admissions



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

Click the **Reload** button.



Final COP Admission

Academic Career: Undergraduate Programs      Application Nbr: 42275128  
Prog Nbr: 0      Academic Program: Kinesiology Bachelor  
Admit Term: 2157 F15      Program Action: APPL Application  
Residency: CAN Canadian or Perm Res      Program Status: AP Applicant  
Admit Type: CF3 Othr COP      Program Action Reason:  
Application Center: COP COP      EA Status:      Joint Ind: N  
Academic Level: 3 Application Y      Final Admission      Academic Information  
Complete:      Status:

Academic Plans for this Admission Program

Academic Plan	Description	Academic Sub-Plan	Description
1 ATTH-MAJ	Athletic Therapy		
2 BKIN-DEG	Bachelor of Kinesiology		

Calculated Values

Final Average (Rating Value):      Manual Override:       Calculation Type: Automatic      Evaluate  
Transfer GPA:      Assessment Indicator:      Reload  
Total Units in GPA:      Final Admission Status:     

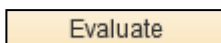
Course Requirements:      Early admission status:        
User ID:      Evaluation Status:      Last Upd Date/Time:

Classes

Incl	Subj	Cat #	Grade	Unit Taken	Term	Taken Order	Rpt	Rqmnt D / Reject Rsn	TC Grp	Grd P/ Unit	Derived Incl GPA	Mdl Stat	Dtl Stat	Ext Course	Ext Grade	Source
<input type="checkbox"/>	KNES	330	A	3.00	2151	2015-01				4.000	<input type="checkbox"/>					
<input type="checkbox"/>	KNES	371	A+	3.00	2151	2015-01				4.000	<input type="checkbox"/>					
<input type="checkbox"/>	SOCI	201	A-	3.00	2151	2015-01				3.700	<input type="checkbox"/>					

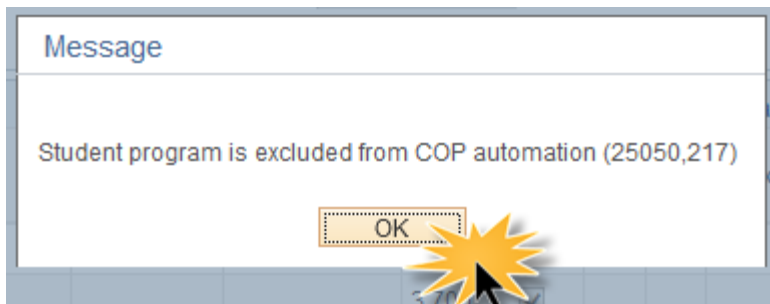
- To view the existing GPA calculation based on the submitted grades and GPA click evaluate to view the results.

Click the **Evaluate** button.



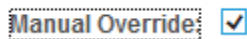
10. The following message may display indicating one of the student programs will not be included in the COP evaluation.

Click the **OK** button.

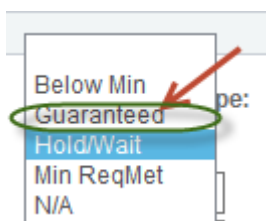


11. Based on the automatic evaluation, the assessment indicates Hold/Wait for this applicant. To override the existing evaluation and change the values manually, select the manual override checkbox.

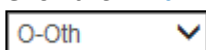
Click the **Manual Override** option.



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**.



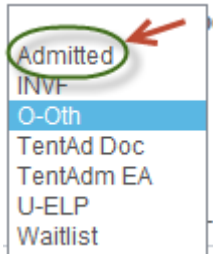
14. Click the **Final Admission Status** list.



# COP Manually Evaluate an Application

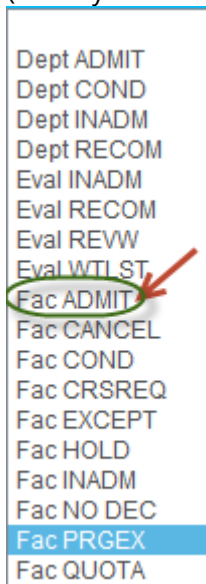
SA - Admissions

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



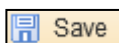
16. When admitting for Final COP an Early Admission Status is not required you can leave this field blank.

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.



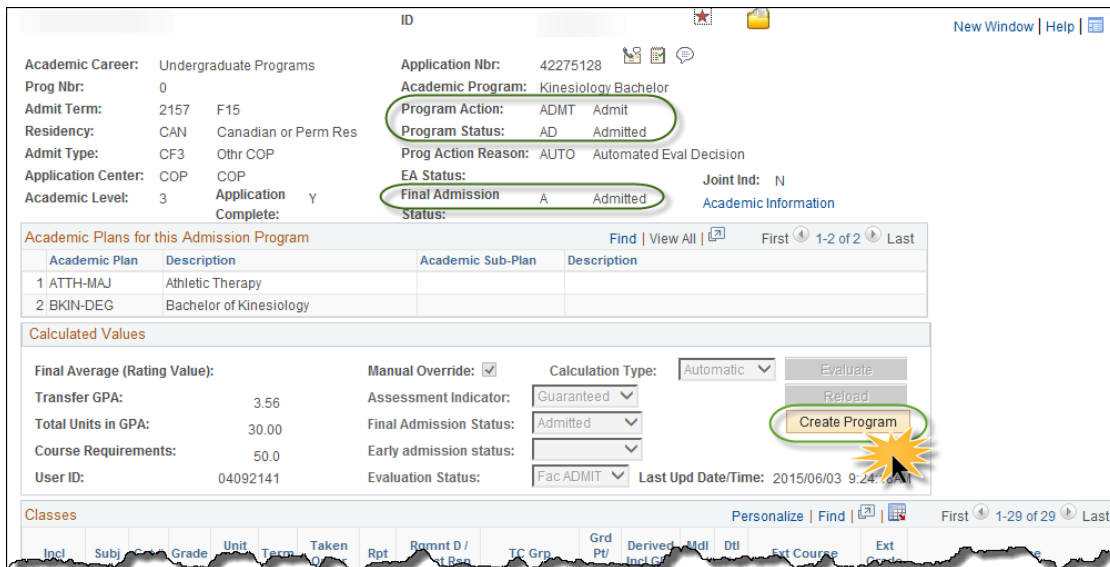
18. Once the values have been entered to manually override the application save the changes.

Click the **Save** button.



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.

The screenshot shows the application evaluation interface for application number 42275128. Key details include:

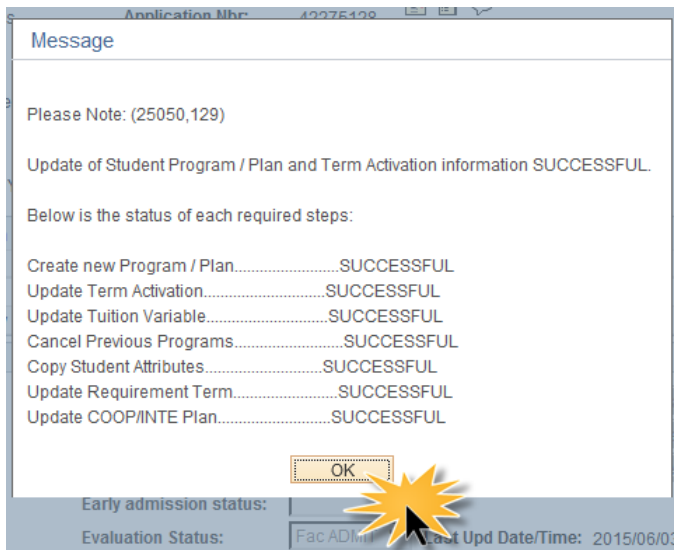
- Academic Career: Undergraduate Programs
- Academic Program: Kinesiology Bachelor
- Program Action: ADMT Admit
- Program Status: AD Admitted
- Final Admission Status: A Admitted

Under "Academic Plans for this Admission Program", two plans are listed:

Academic Plan	Description	Academic Sub-Plan	Description
1 ATTH-MAJ	Athletic Therapy		
2 BKIN-DEG	Bachelor of Kinesiology		

In the "Calculated Values" section, the "Create Program" button is highlighted with a starburst. Other visible fields include Final Average (Rating Value), Transfer GPA (3.56), Total Units in GPA (30.00), and Course Requirements (50.0).

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.



The message dialog box displays the following text:

Message

Please Note: (25050,129)

Update of Student Program / Plan and Term Activation information SUCCESSFUL.

Below is the status of each required steps:

- Create new Program / Plan.....SUCCESSFUL
- Update Term Activation.....SUCCESSFUL
- Update Tuition Variable.....SUCCESSFUL
- Cancel Previous Programs.....SUCCESSFUL
- Copy Student Attributes.....SUCCESSFUL
- Update Requirement Term.....SUCCESSFUL
- Update COOP/INTE Plan.....SUCCESSFUL

An "OK" button is highlighted with a starburst at the bottom of the dialog box.

Click the **OK** button.



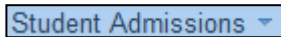
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SA - Admissions

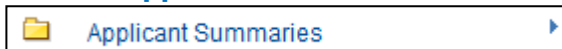


- To confirm the change, you can use the breadcrumbs to navigate to Application Summaries > Program Plan Summary.

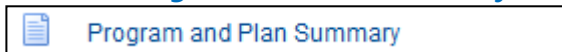
Click the **Student Admissions** link.



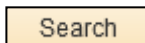
- Click the **Applicant Summaries** menu.



- Click the **Program and Plan Summary** menu.



- The application information will carry over and auto populate the search criteria. Press Enter or Search. Click the **Search** button.



- The following grid indicates the change in the program (CF3) and the Plan Change (ATTH-MAJ).

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Alt Plan	R	DG	Lvl	Load	Type	Adm St	Prg St	Reason	COI	Standing
2137	42206515	0	1		N		KNBCH BSC-DEG		KNES-MAJ	1		HS	A	AC	SELF				
2137-U				U-0	N	P	KNBCH BSC-DEG		KNES-MAJ	1		F							
2141-U				U-0	N	P	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							
2151-U				U-0	N	P	KNBCH BSC-DEG		KNES-MAJ	2		F							
2157	42275128	0	1		N		KNBCH BKIN-DEG		ATTH-MAJ	3		CF3		AC					

For the corresponding online learning, consult [www.ucalgary.ca/ittraining/Student Administration](http://www.ucalgary.ca/ittraining/Student_Administration)

**End of Procedure.**