

Evaluating Applications – Graduate Program Director Instructions

Student Administration

The following steps outline how Graduate Program Directors are able to view all applications in their program that have been assigned to evaluators as well as enter evaluation status for prospective applicants.

1. To view the applications, sign into the MyUofC portal my.ucalgary.ca

Click the **Sign In** button.

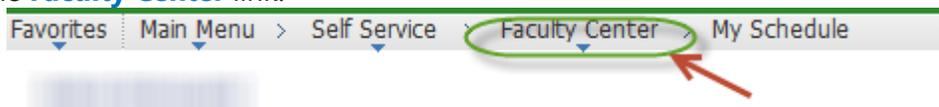


2. Under Quick Links click the **Faculty Centre** link.

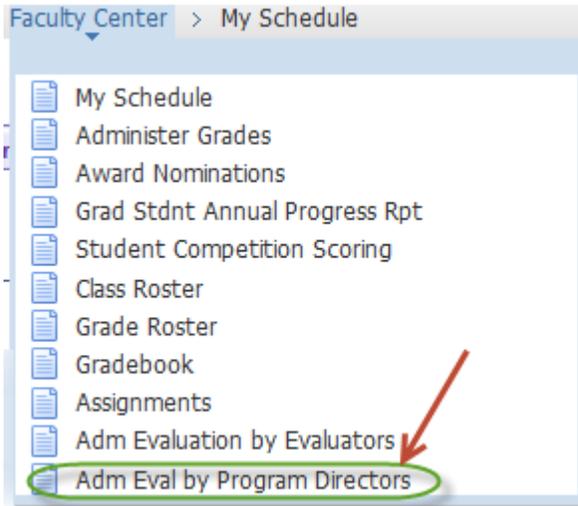


3. The Faculty Centre will open to My Schedule page. In order to view the applications assigned to you you must navigate to Adm Eval by Program Directors.

Click the **Faculty Center** link.



- Click the **Adm Eval by Program Directors** link on the menu.



- All applications that have been assigned evaluators will be visible on the **Program Director Evaluation** page. Click on any desired application you wish to view and evaluate. For this example we will select the first one listed.

Click the **name of the applicant** link.

Program Director Evaluation

Applications assigned to you

Applications assigned to you										Customize	Find View
Student	Click to view application	Term	Application Nbr	Academic Program	Degree Plan	Academic Plan	Acad Plan (LOC)	Acad Plan (SPC)	Committee		
1	42229346	Fall 2013	42229346	GSDOC	PHD-DEG	ENCI-AOS		TRAN-G-SPC	PHIL		
2	42188288	Fall 2013	42188288	GSDOC	PHD-DEG	ENCI-AOS		GTEN-G-SPC	ENCIGE		
3	42188406	Fall 2013	42188406	GSDOC	PHD-DEG	ENCI-AOS		SSM-G-SPC	ENCISS		
4	42188768	Fall 2013	42188768	GSDOC	PHD-DEG	ENCI-AOS		TRAN-G-SPC	ENICTR		
5	42192755	Fall 2013	42192755	GSDOC	PHD-DEG	ENCI-AOS		ENEN-G-SPC	ENCIEE		
6	42219043	Winter 2014	42219043	GSDOC	PHD-DEG	ENCI-AOS		ENEE-G-SPC	ENCIEE		
7	42227344	Winter 2014	42227344	GSDOC	PHD-DEG	ENCI-AOS		ENEN-G-SPC	ENCIEE		
8	42230152	Winter 2014	42230152	GSDOC	PHD-DEG	ENCI-AOS		ENEN-G-SPC	ENCIEE		
9	42230260	Winter 2014	42230260	GSDOC	PHD-DEG	ENCI-AOS		SSM-G-SPC	ENCISS		

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6. The application will display including the student's name, id number, application fee status and additional details.

Application Evaluation

Applicant Name: Mahdiya Marziyeh Nazam  **ID:** 10000100 

Program Applied To For Fall 2013

Application Fee: Paid 

Faculty of Graduate Studies:

- Graduate Studies Doctoral
- Doctor of Philosophy (Degree Stream)
- Civil Engineering (Area of Study)
- Transportation Engineering (Specialization)

Citizenship Information:

Country of Citizenship: Iran (Islamic Republic Of)
 Visa Type: Student Visa
 Date Landed:
 Aboriginal Person: N

Applicant Contact Information:

Email:

Phone Type	Phone Number	Extension	Preferred
Current Home	403/ (905) 462-3111		<input checked="" type="checkbox"/>
Other	403/ (905) 462-3111		<input type="checkbox"/>

Previously apply to the Graduate Studies at the U of C: Yes **Term:** F11 **Date:** 2011/07/19

University of Calgary Attendance: Currently attending University of Calgary [U of C Record of Course Work](#)

7. If desired Graduate Program Directors can view the unofficial transcripts, references and supporting documents by clicking on the link(s).

University of Calgary Attendance: Currently attending University of Calgary [U of C Record of Course Work](#)

Post Secondary						
Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
Sharif University of Technolog	2006/09/01	2011/07/31		Unofficial Transcript	2011	
University of Calgary	2011/09/01	2013/08/31		Unofficial Transcript	2013	

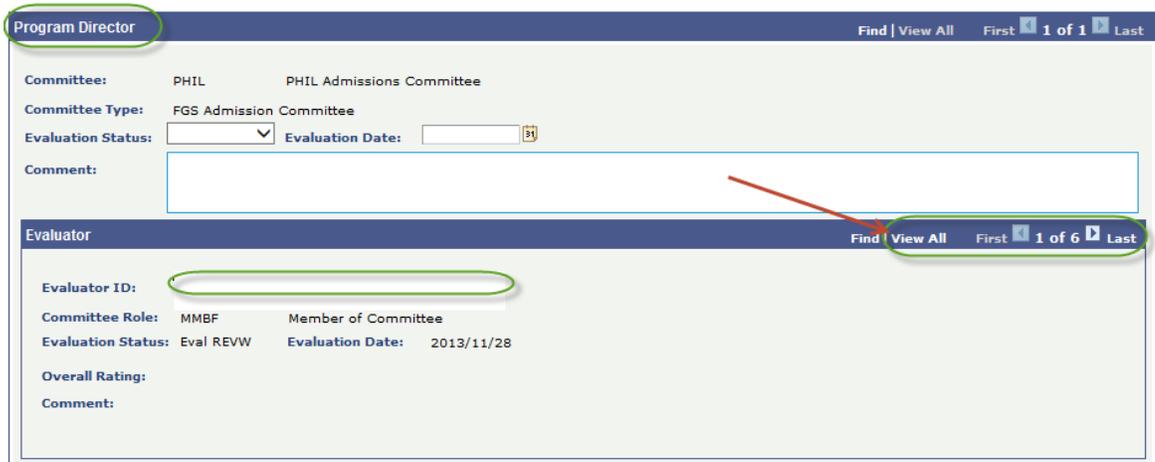
High School						
High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
(Not Available)						

Degrees						
Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
Sharif University of Technolog	BSC	Bachelor of Science		2011/06/01	Incomplete	Self-Rpted
Sharif University of Technolog	BSC	Bachelor of Science		2011/07/01	Complete	Self-Rpted
University of Calgary	MSC	Master of Science		2013/08/01	In Progress	Self-Rpted

Referees							
Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded	Email Address	Telephone
Associate Professor	JSS	XUV	University of Calgary	(Not Available)			
Professor FBH	KYT		University of Calgary	Reference Form	2013/07/16		
Professor FBH	KYT		University of Calgary	Reference Letter	2013/07/16		

Tests								
Test ID	Test Component	Description	Score	% tile	Test Date	Data Source	Letter Score	
1								

8. Additional information can be viewed on the application by scrolling down the page including where the Graduate Program Directors can view all faculty members evaluations by clicking on **View All**.



Program Director Find | View All First 1 of 1 Last

Committee: PHIL PHIL Admissions Committee
 Committee Type: FGS Admission Committee
 Evaluation Status: [Dropdown] Evaluation Date: [Date Field]

Comment: [Text Area]

Evaluator Find | View All First 1 of 6 Last

Evaluator ID: [ID Field]
 Committee Role: MMBF Member of Committee
 Evaluation Status: Eval REVW Evaluation Date: 2013/11/28
 Overall Rating:
 Comment:

Evaluator status and comments will be visible.



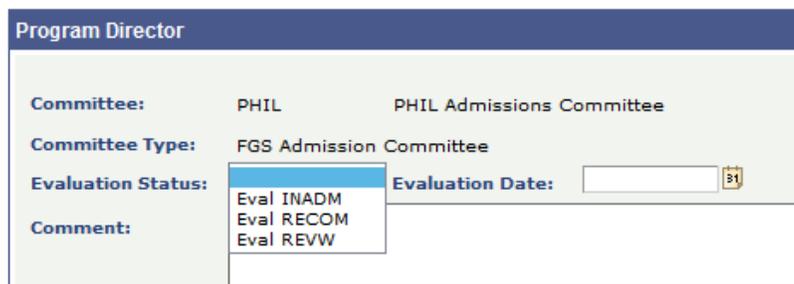
Evaluator Find | View 1 First 1-6 of 6 Last

Evaluator ID: [ID Field] [Name Field]
 Committee Role: MMBF Member of Committee
 Evaluation Status: Eval REVW Evaluation Date: 2013/11/28
 Overall Rating:
 Comment:

Program Director can view Evaluators Comments

Evaluator ID: [ID Field] [Name Field]
 Committee Role: MMBF Member of Committee
 Evaluation Status: Eval REVW Evaluation Date: 2013/11/28
 Overall Rating:
 Comment:

9. The Graduate Program Director can select the evaluation status and enter comments. Click the **Evaluation Status** list.



Program Director

Committee: PHIL PHIL Admissions Committee
 Committee Type: FGS Admission Committee
 Evaluation Status: [Dropdown Menu]
 Evaluation Date: [Date Field]

Comment: [Text Area]

Eval INADM
 Eval RECOM
 Eval REVW

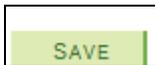
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10. Three evaluation status' will display:
Eval INADM: for applicants that the GPD is not recommending for admission
Eval RECOM; for applicants that the GPD is recommending for admission
Eval REVW: for applicants pending evaluation
11. You can enter an evaluation date and comments and press **Save** when completed. You may also use the navigation buttons to evaluate the next application or return to the search page.



Press the **Save** button.



End of Procedure.

To view the online learning consult
www.ucalgary.ca/ittraining