

The following lesson will outline the necessary steps required to configure or setup the Faculty of Law Online application for prospective students. Configuration is completed prior to opening the application for admission to include deadline dates, indicate when application is closed and any information for prospective applicants.

These steps must be completed for the following programs:

- Juris Doctor – Ordinary
- Juris Doctor – Re-Applicant
- Juris Doctor – Transfer
- Juris Doctor – Letter of Permission

The web application configuration requires four steps:

- Setup Application Terms
- Setup Program Start and Deadline dates for each program
- Ensure the Program Data is correct in Navigation Administration*
- Sync the Program with the Web App Table*

*These last two steps are only necessary if there are changes made to the online application form.

Step One: Setup Up Application Terms:

1. Terms define the beginning and deadline dates that applicants can apply for admission. The term setup must be completed in Set Up SACR (Student Administration Curriculum Records).

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 Web Application Set Up** link.

[U of C Web Application Set Up](#)

5. Click the **Web App Term Control** link.

[Web App Term Control](#)

6. To view any previously configured application forms, click on **Find an Existing Value**.

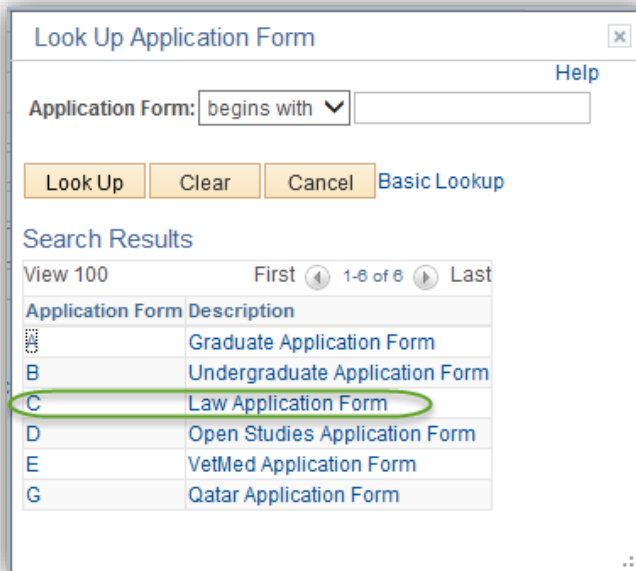
[Find an Existing Value](#)

7. The online web application is shared by other faculties and departments (stakeholders):
 - Faculty of Graduate Studies

- Undergraduate
- Faculty of Law
- Open Studies
- Veterinary Medicine
- Faculty of Nursing Qatar

To refine the list application forms, select C Law Application form.

Click C – Law Application Form



Look Up Application Form

Application Form: begins with

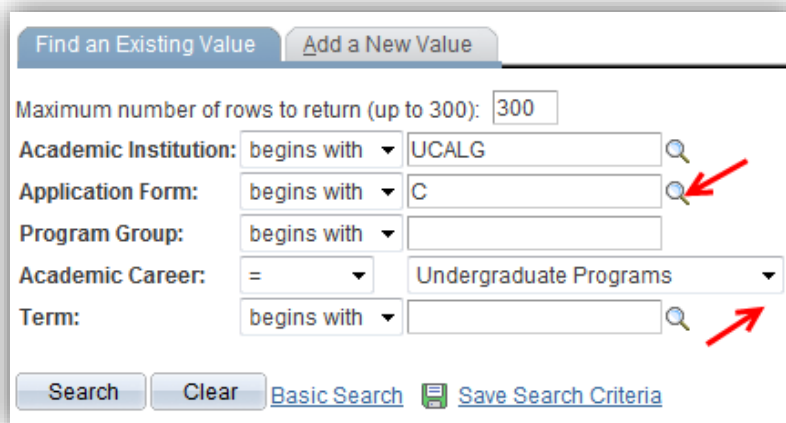
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Application Form	Description
	Graduate Application Form
B	Undergraduate Application Form
C	Law Application Form
D	Open Studies Application Form
E	VetMed Application Form
G	Qatar Application Form

8. Complete the Search Menu with the following information and press **Enter** or **Search**.



Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with UCALG

Application Form: begins with C

Program Group: begins with

Academic Career: = Undergraduate Programs

Term: begins with

Search Clear Basic Search Save Search Criteria

9. The Search Results will display the following grid of information. The application form C indicates Law Application Form, Program Group A is linked

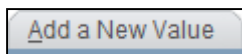
to the LAW Application Center and the fees of \$100 and \$130. The current application term is set to either Yes or No indicating it is an active or current term. This doesn't indicate the application period is open and accepting applications this only indicates the term is recognized in the PeopleSoft system.

Search Results

View All First 1-9 of 9 Last

Academic Institution	Application Form	Program Group	Academic Career	Term	Description	Current Application Term
UCALG	C	A	Undergrad	2131	Winter 2013	N
UCALG	C	A	Undergrad	2137	Fall 2013	N
UCALG	C	A	Undergrad	2141	Winter 2014	N
UCALG	C	A	Undergrad	2147	Fall 2014	N
UCALG	C	A	Undergrad	2151	Winter 2015	N
UCALG	C	A	Undergrad	2157	Fall 2015	N
UCALG	C	A	Undergrad	2161	Winter 2016	Y
UCALG	C	B	Undergrad	2141	Winter 2014	N
UCALG	C	B	Undergrad	2151	Winter 2015	N

10. When setting up a new term (e.g. Winter 2014 and Fall 2014), click the **Add a New Value** tab.



11. On Add a New Value, the Academic Institution (UCALG) will auto populate. Click the **Look up Application Form** button.

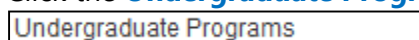


12. Six Application Forms will appear for all stakeholders using the application:
- Graduate
 - Undergraduate
 - Law
 - Open Studies
 - VetMed
 - Qatar

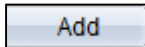
Click the **Law Application Form** link C – Law Application Form.



13. The Program Group is A to maintain the previous characteristics. Enter **A** into the **Program Group** field.
14. Click the **Academic Career** list. There are 3 Academic Careers listed for the University of Calgary, Graduate Programs, Medicine Programs and Undergraduate Programs. Click the **Undergraduate Programs** list item.



15. You can use the lookup tool to locate the term or enter it directly (e.g. 2137 Fall 2013). Click the Add button.

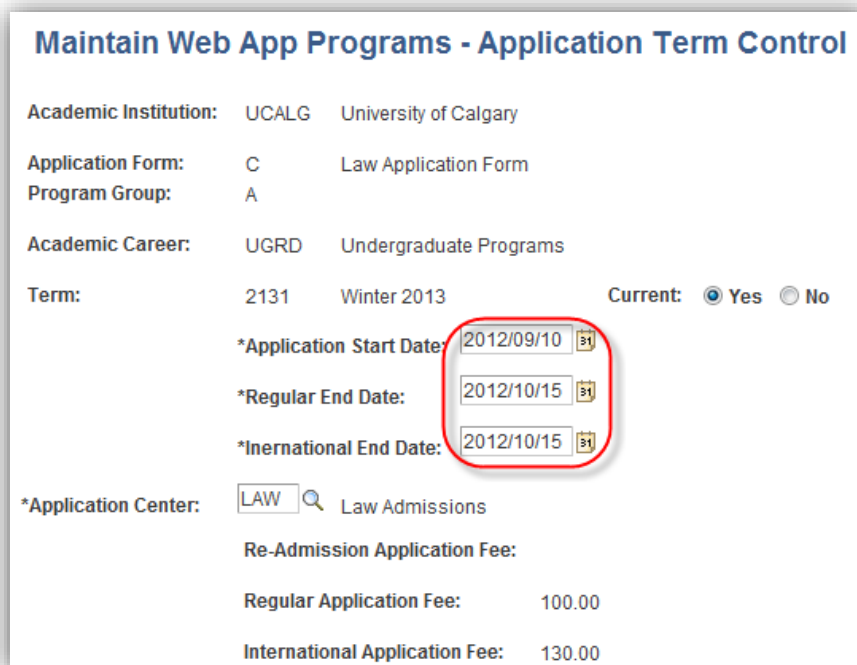


16. The Maintain Web App Programs - Application Term Control page displays. This is where the Application Start and End Dates are determined. These dates must be changed to accommodate the Web Application Terms in future program setup.

The Fall Term includes all programs accepting applications for a Fall start date and, therefore, the application term control start and end dates are from October 1 to June 1. The Winter term includes only one program (Letter of Permission) and should have term control start and end dates of October 1 to October 15; as it pertains to that program.

The Application Form should be C and the Program Group A will carry over. The term will also be displayed (e.g. 2131 Winter 2013). Current = Y (Yes) indicates this term is active, Current = N (No) indicates the Term is not active.

The Application Start Date indicates which date applicants can begin applying for admission and Regular End Date indicates when the application is closed and no longer accepting applications for admission. The International Deadline is for International Applicants (anyone applying outside of Canada). The Application Centre (Law = Law Admissions) generates the Application Fee.



Maintain Web App Programs - Application Term Control

Academic Institution: UCALG University of Calgary

Application Form: C Law Application Form

Program Group: A

Academic Career: UGRD Undergraduate Programs

Term: 2131 Winter 2013 Current: Yes No

*Application Start Date: 2012/09/10

*Regular End Date: 2012/10/15

*International End Date: 2012/10/15

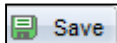
*Application Center: LAW Law Admissions

Re-Admission Application Fee:

Regular Application Fee: 100.00

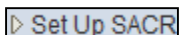
International Application Fee: 130.00

When the Application Start and End Dates have been entered, click the **Save** button.



Step Two: Configuration for Each Program:

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



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



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



4. Click the **U of C Web Application Set Up** link.



5. The Faculty of Law has five Programs that require setup:

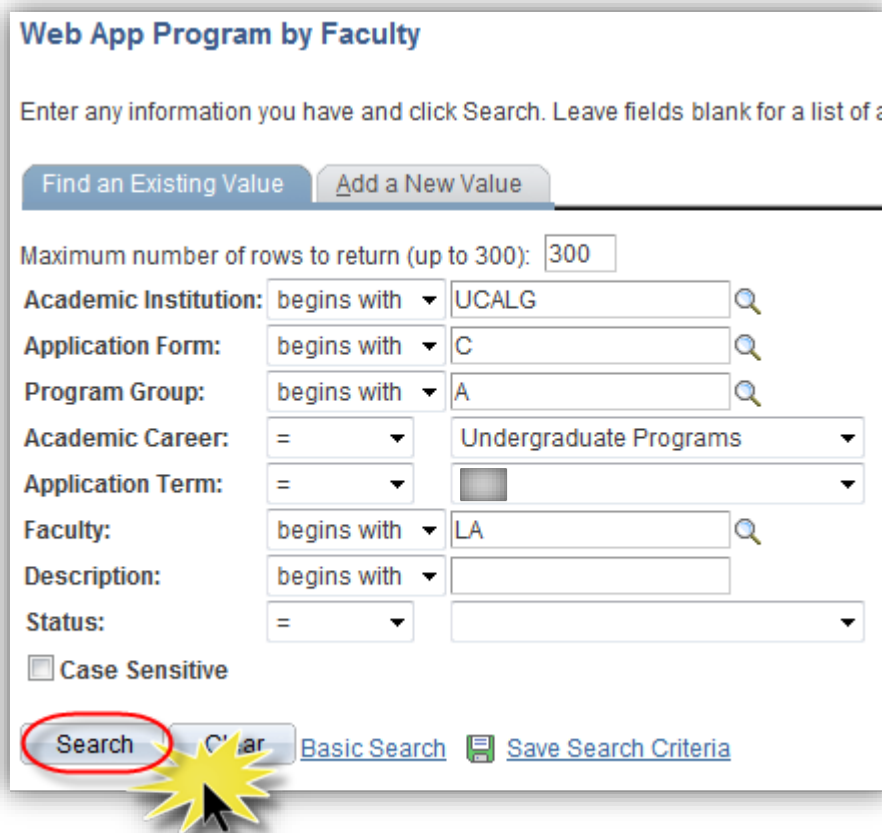
- Juris Doctor – Ordinary (Fall Applications; Sept – Nov)
- Juris Doctor – Re-Applicant (Fall Applications; as above)
- Juris Doctor – Transfer (Fall Application; Feb – June)
- Juris Doctor – Letter of Permission (Winter – Sept – Oct)*
- Juris Doctor – Letter of Permission (Fall Feb – June)*

*It is not possible to set new program term controls until previous dates are closed; therefore Letter of Permission cannot be open concurrently.

Click the **Web App Program by Faculty** link.



6. To view programs that have already been setup for previous years, enter the following information on the Find an Existing Value menu and press **Search or Enter**.





Web App Program by Faculty


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

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):


Academic Institution: begins with 

Application Form: begins with 

Program Group: begins with 

Academic Career: =


Application Term: =

Faculty: begins with 

Description: begins with

Status: =

Case Sensitive

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

- Without entering any search criteria a list of available online application forms will appear for all stakeholders (Graduate Studies, Undergraduate, Law, Open Studies, VetMed, Qatar).

Click the **Law Application Form** link.


[Law Application Form](#)

- Click the **Look up Program Group** button or enter "A".



Search Results

View 100 First 1 of 1 Last

Program Group


- Click the **Academic Career** list. Click the **Undergraduate Programs** list item.

[Undergraduate Programs](#)

- Click the **Application Term** list.

11. Since online applicants can only apply in the Fall for the Faculty of Law this option should always be set to Fall.

Click the **Fall** list item.

12. Click the **Look up Faculty** button.



13. A list of Faculties will appear. Scroll down to Faculty of Law. Click the **Fac of Law** link.

14. Once the menu is complete click **Search** to view the existing programs.

Click the **Search** button.

15. The search results will display a grid. Click on the desired Application Term.

Search Results								
View All						First	1-2 of 2	Last
Academic Institution	Application Form	Program Group	Academic Career	Application Term	Faculty	Description	Status	
UCALG	C	A	Undergrad	Fall	LA	Faculty of Law	Active	
UCALG	C	A	Undergrad	Winter	LA	Faculty of Law	Active	

16. The Maintain Web App Program component/page will appear. You will see a list of existing programs.

Maintain Web App Programs - Program by Faculty							
Institution:		UCALG University of Calgary					
Application Form:		C Law Application Form					
Program Group:		A					
Academic Career:		UGRD Undergraduate Programs					
Application Term:		F Fall				Current: Fall 2013	
Faculty:		LA Faculty of Law				*Status: <input type="checkbox"/> Active	
Program for Selection							
*Program Sequence Number	*Program Reference Code	*Description	*Primary Faculty	Status	Date	Link to Program Details	
1 1000	JDORD	Juris Doctor - Ordinary	LA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Link to Program Details
2 1100	JDRAP	Juris Doctor - Reapplicant	LA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Link to Program Details
3 1200	JDLOP	Juris Doctor - Letter of Permission	LA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Link to Program Details
4 1300	JDTRF	Juris Doctor - Transfer	LA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Link to Program Details

If you need to make changes to the Program Status, click the [Look up Status](#) button.



17. For information only: the status options are:

- **Program Disabled**

Select this option when you want to remove the program as a visible option that will not be seen on the application

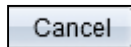
- **Admission to Program Closed**

Select this option when the date has passed and is no longer available for registration

- **Admission to Program Suspended**

Use this option when, for example, the funding was suspended and the program is no longer offered. If no selections are made click the Cancel button.

Click the [Cancel](#) button.



18. To enter additional program information click add a new row and enter a date. This date goes with the 'status' field and is normally the date entry was added (e.g. current date). The dates the application is open is driven by the Web Appl Control table and also the 'Program Deadline' tab under program details. Dates that have passed should not be removed and new dates can just continue to be added as necessary.

Note: Once the application is available for students to use for a term you **CANNOT** remove programs. You will have to use the values: Program Disabled, Admission to Program Closed or Admission to Program Suspended. You can delete programs prior to the date on the control table. In normal circumstances, programs would only be deleted when the application is setup for the next admission cycle.

To add/remove programs they can be added or removed by clicking on the plus + or minus - buttons.

Click the [Add a new row](#) button.



19. Note the Program Sequence Number will increase in increments when an additional program is selected. The Program Sequence Number allows the user to specify the order in which the program is displayed on the web application. Note: Avoid duplicating Sequence Numbers.

If desired, click the **Delete row** button.



20. Alternately, you will be prompted for confirmation when deleting a program.

Click the **OK** button.



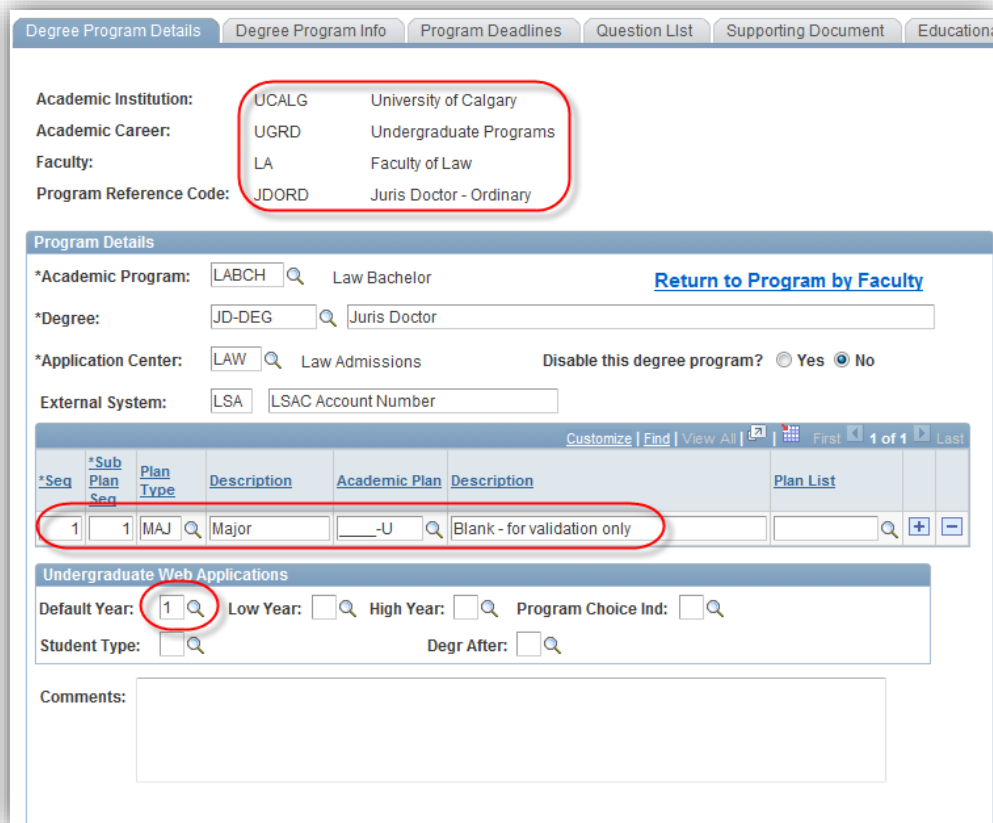
21. When all the program lines have been setup, you can directly link to the Program Details component/page by using the link displayed.

Click the **Link to Program Details** link.



22. Degree Program Details displays:
- Identifies the Program details including the Program Reference Code (eg. JDORD Juris-Doctor Ordinary);
 - the ability to Disable the degree program by radio buttons Yes or No
- Ensure the following fields are populated:
- The number 1 must be entered in both fields (Seq/Sub Plan Seq)
 - Description = Major – remove brackets around Major
 - Academic Plan = ___U for Blank – for Validation only
 - Default Year should be set to 1 for Undergraduate Web Applications
 - LSA Number = LSAC Account Number

The Comments text box allows for any free-text to populate on the application. If text is added, it generates a "pop-up" window when the applicant selects the program on the web application.



Academic Institution: UCALG University of Calgary
Academic Career: UGRD Undergraduate Programs
Faculty: LA Faculty of Law
Program Reference Code: JDORD Juris Doctor - Ordinary

Program Details

*Academic Program: LABCH Law Bachelor [Return to Program by Faculty](#)
*Degree: JD-DEG Juris Doctor
*Application Center: LAW Law Admissions Disable this degree program? Yes No
External System: LSA LSAC Account Number

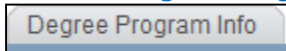
*Seq	*Sub Plan Seq	Plan Type	Description	Academic Plan	Description	Plan List
1	1	MAJ	Major	-U	Blank - for validation only	

Undergraduate Web Applications

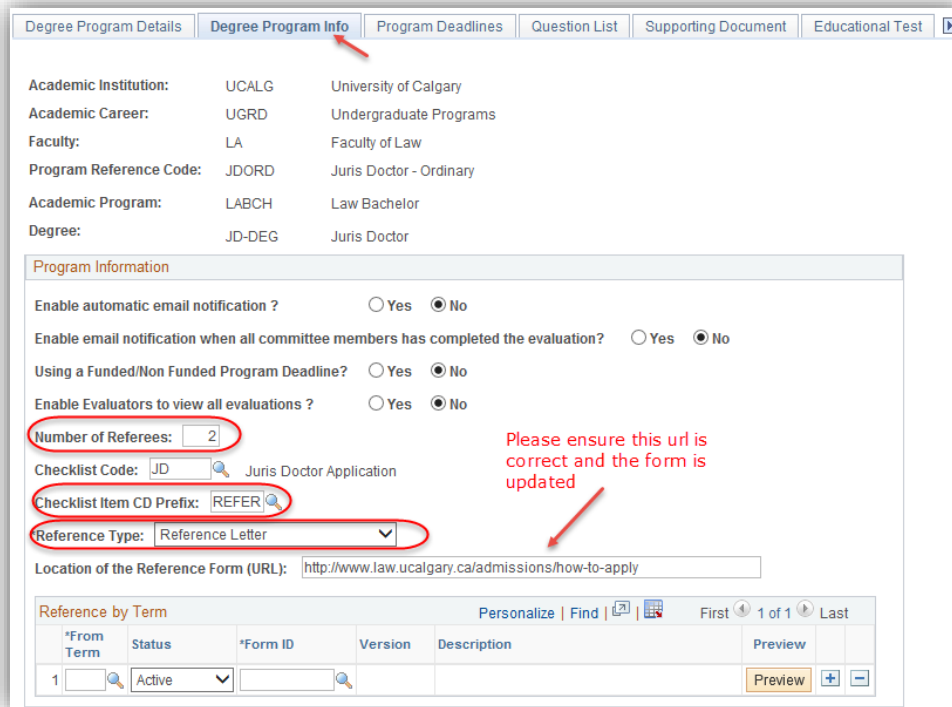
Default Year: 1 Low Year: High Year: Program Choice Ind:
Student Type: Degr After:

Comments:

Click the **Degree Program Info** tab.



23. Degree Program Info displays various information including the Number of Referees required and the Checklist Item CD Prefix (e.g. REFER = Reference). The Location/URL of the reference Form should be included. Please ensure that this URL is correct and updated. The Reference Type should be Reference Letter. **For Faculty of Law select Reference Letter only.**

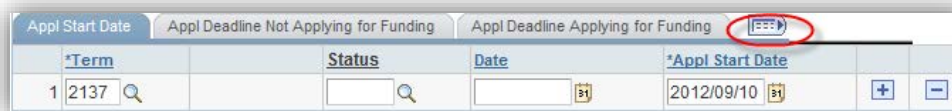


24. Once the Degree Program Info is complete, click the **Program Deadlines** tab.

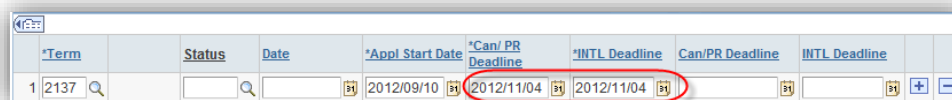
Program Deadlines

25. The Application Start Date Term should be entered (e.g. 2137 for Fall 2013). The Appl Start Date field would be set to the desired start date that applicants can begin to submit (e.g. July 1, 2012). The Appl Deadline Not Applying/Applying for Funding tabs are not required.

Click the **Show all columns** button in the middle table.



26. If required the Can/PR Deadline and INTL Deadline can be entered. A default Appl Start Date date will appear that can be manipulated.

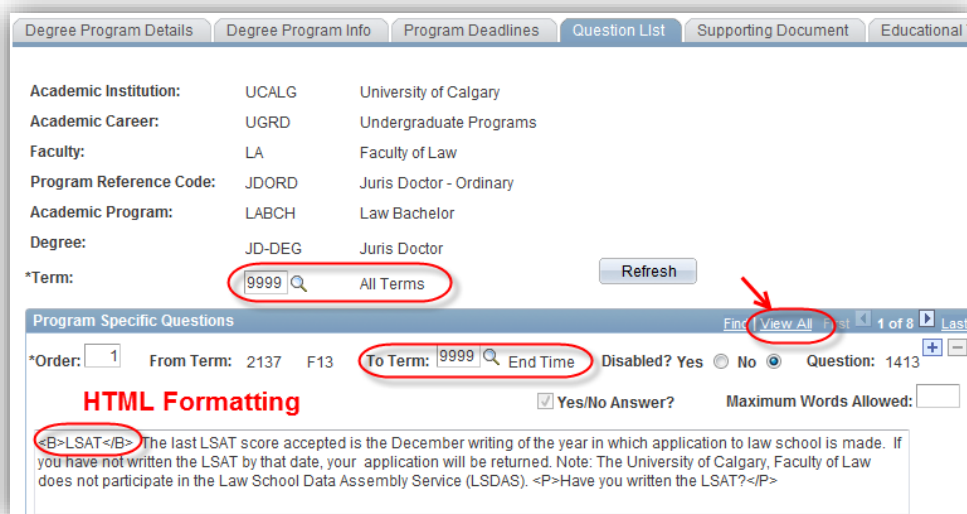


Click the **Question List** tab.

Question List

27. The **Question List** component/page contains the questions on the web application form that applicants must answer. The Term of 9999 allows the questions to be available for several admission cycles. If you specify a “to term” e.g. 2137 it will have to be rekeyed every year. Click **View All** to see the entire list of questions.

When entering text for questions, HTML formatting can be used. Reference the job aid: <https://www.ucalgary.ca/it/services/training-peoplesoft-student-administration> > Processing Online Web Applications



Click the **View All** link.

[View All](#)

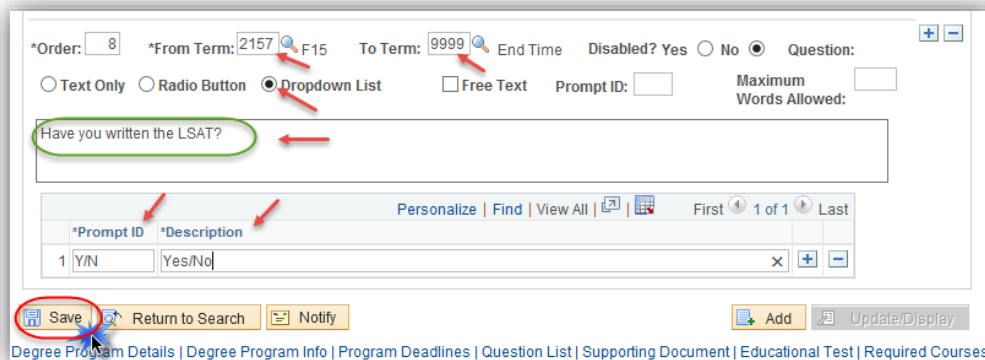
28. Tip: Consult the Set Up SACR > *Product Related* > *Recruiting and Admissions* > UofC Web Application Setup > Web App General Questions to see which questions are already setup on the .NET application.

A list of questions will appear. Some of these questions are standard/required questions. Note the Order Number. This is related to the order of the questions on the Web Application.

29. Lower portion of the Questions List component/page offers additional navigation. To add more questions, click on the plus + and enter additional questions. The Order number will be sequential and is not system generated; you can change the order by changing the sequence number. If the question is not a yes/no response then HTML coding may be used to configure the text and the maximum Words Allowed is recommended to not be more than 500.

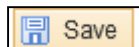
Disabled = Yes removes the question from the web application, however if an applicant has already responded the question will appear on their web application. Press **SAVE** often to **SAVE** the questions.

30. Effective Fall 2015 the question format includes the following radio buttons for Text Only, Radio Button, and Dropdown List. Complete the order number and terms as previously indicated. Enter the text for the dropdown list (e.g. Have you written the LSAT?) and enter the Prompt ID Y/N and Description Yes/No.



The screenshot shows a web application configuration interface. At the top, there are input fields for *Order: 8, *From Term: 2157, To Term: 9999, and Disabled? Yes (radio button), No (radio button). Below these are radio buttons for question format: Text Only, Radio Button, Dropdown List (selected), and Free Text. A text input field contains the question: "Have you written the LSAT?". Below the question field is a table with columns *Prompt ID and *Description. The table contains one row: 1 | Y/N | Yes/No. At the bottom left, a "Save" button is circled in red. Other buttons include "Return to Search", "Notify", "Add", and "Update/Display".

When completed adding questions, press the Save button. Click the **Save** button.

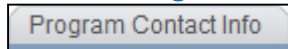


31. Supporting Documents are not required for the Law Application and because LSAT's have been completed the Educational Tab information is not required.

Click the **Show following tabs** button.

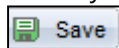
32. As mentioned, no information needs to be entered on the Educational Test tab.

Click the **Program Contact Info** tab.



33. Add/update any department contact information including a department/faculty generic email address. Note: This is a required field.

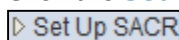
34. When you have entered the Program Contact Information press **Save**.



Step Three: Navigation Administration:

This step will only be necessary if there are changes made to the online application form.

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

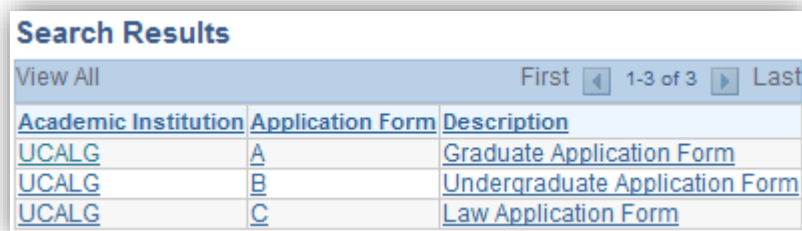


2. Click the **Product Related** link.
[Product Related](#)
3. Click the **Recruiting and Admissions** link.
[Recruiting and Admissions](#)
4. Click the **U of C Web Application Set Up** link.
[U of C Web Application Set Up](#)
5. The next crucial step in configuration would be to check the Navigation Administration bubble text information. These are the instructions that the applicants will view on the web application.

Click the **Navigation Administration** link.

[Navigation Administration](#)

6. Click the **Search** button.
7. The Search Results will display Graduate Application Form, Undergraduate Application Form, Law Application Form and Veterinary Medicine Application Form.



The screenshot shows a search results interface. At the top, it says "Search Results". Below that, there are navigation options: "View All", "First", "1-3 of 3", and "Last". The main content is a table with three columns: "Academic Institution", "Application Form", and "Description".

Academic Institution	Application Form	Description
UCALG	A	Graduate Application Form
UCALG	B	Undergraduate Application Form
UCALG	C	Law Application Form

Click the **Law Application Form** link.

[Law Application Form](#)

8. The Summary component/page will display several bubble text icons. Click on each of the icons to confirm the information and its accuracy.

Administration

Summary

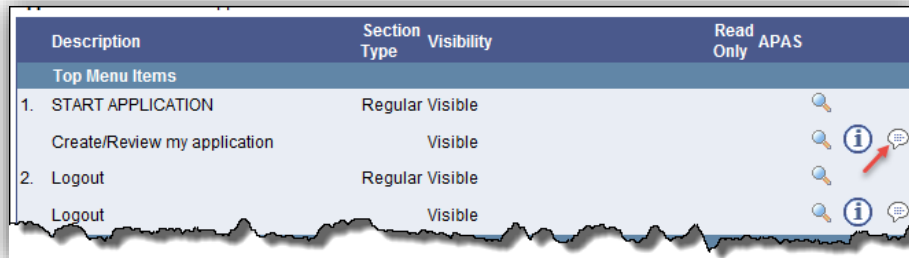
App Form: C Law Application Form



Description	Section Type	Visibility	Read Only	APAS	
Top Menu Items					
1. START APPLICATION	Regular	Visible			🔍
Create/Review my application		Visible			🔍 ⓘ
2. Logout	Regular	Visible			🔍
Logout		Visible			🔍 ⓘ
Side Menu Items					
1. Read This First	Regular	Visible to incomplete appl			🔍
Read This First		Visible to incomplete appl			🔍 ⓘ
2. Personal Information	Regular	Visible to incomplete appl			🔍
Personal Information		Visible to incomplete appl			🔍 ⓘ
3. Addresses	Regular	Visible to incomplete appl			🔍
Addresses		Visible to incomplete appl			🔍 ⓘ
4. Contact Information	Regular	Visible to incomplete appl			🔍
Contact Information		Visible to incomplete appl			🔍 ⓘ
5. Citizenship	Regular	Visible to incomplete appl			🔍
Citizenship		Visible to incomplete appl			🔍 ⓘ
6. Post Secondary	Regular	Visible to incomplete appl			🔍
Post Secondary		Visible to incomplete appl			🔍 ⓘ
7. Program Information	Regular	Visible to incomplete appl			🔍
Program Information		Visible to incomplete appl			🔍 ⓘ
Choose a Program		Visible to incomplete appl			🔍 ⓘ
Choose a Degree Program		Visible to incomplete appl			🔍 ⓘ

9. The lower portion contains additional bubble text icons.

Document	Regular	Invisible			
Program Specific Supporting Document		Visible to complete appl			🔍 ⓘ
10. Referees	Regular	Visible to incomplete appl			🔍
Referees		Visible to incomplete appl			🔍 ⓘ
11. Additional Information	Regular	Visible to incomplete appl			🔍
Additional Information		Visible to incomplete appl			🔍 ⓘ
12. Submit	Regular	Visible			🔍
Submit Application		Visible			🔍 ⓘ
Review Application		Visible			🔍 ⓘ
Application Declaration and Payment		Visible			🔍 ⓘ
Finalize Application		Visible			🔍 ⓘ

10. It is important to include message text information when the application is closed. This can be completed on the Create/Review my application message text area. Click the **message test icon**.

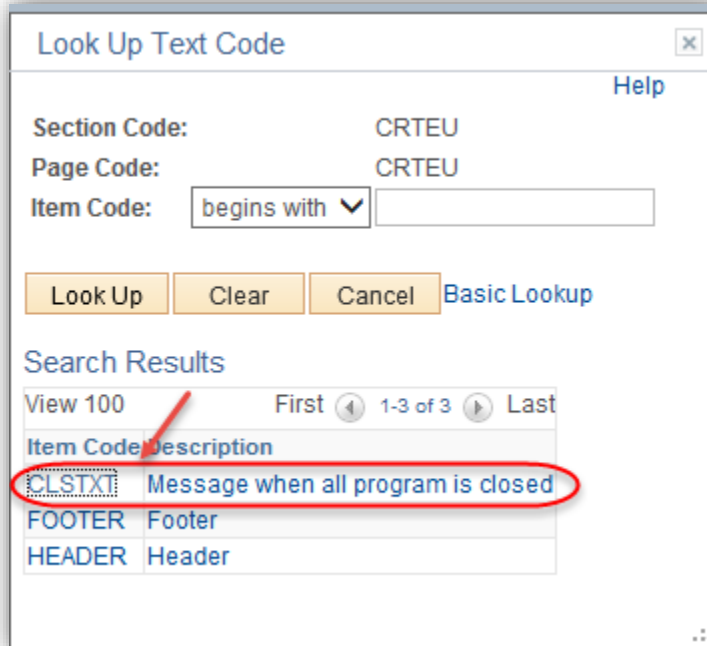


Description	Section Type	Visibility	Read Only	APAS
Top Menu Items				
1. START APPLICATION	Regular	Visible		
Create/Review my application		Visible		
2. Logout	Regular	Visible		
Logout		Visible		

11. Click **Add a new Row** button.



12. Click the **Look up Text Code** button and Click the **CLSTXT** link (Close Text).



Look Up Text Code Help

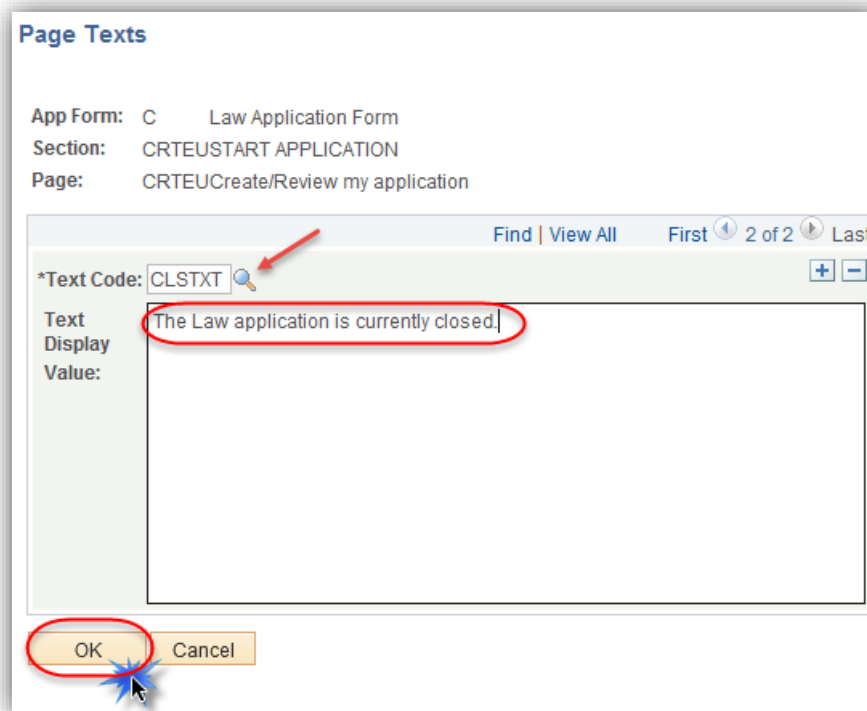
Section Code: CRTEU
Page Code: CRTEU
Item Code: begins with

Search Results

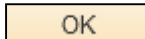
View 100 First 1-3 of 3 Last

Item Code	Description
CLSTXT	Message when all program is closed
FOOTER	Footer
HEADER	Header

13. Enter the desired text indicating the application is closed. This message text will display when the deadline for applications has passed and applications cannot be submitted.

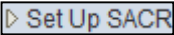

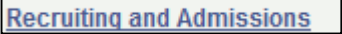




Click the **OK** button.



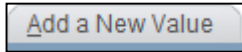
Step Four: Sync Web App Tables:

The following steps are final steps required to Sync the configured web application to the Web App Tables. This must be completed after every program has been or updated/changed. In order for the changes to be reflected in the web application, the Sync WebApp Tables process must be run.

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

15. Click the **Product Related** link.

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

17. Click the **U of C Web Application Set Up** link.

18. Click the **Sync WebApp Tables** link.


19. The first time you run a Sync WebApp Table, a new value must be added.

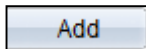
Click the **Add a New Value** tab.



20. For this example we will call the Run Control ID syncapp. All run controls must be one word. The run control ID name doesn't affect the outcome of the process.

Enter the desired information into the **Run Control ID** field. For example: "**syncapp**".

21. Click the **Add** button.



22. Click the **Look up App Form** button.



23. Click the **Law Application Form** link.



24. Select all the items in the App-Form related tables, except Sync Combined Degree table. In Other Web Application tables only select Sync previous institution table.

Click the **Sync previous institution table** option.



25. For Program-configured tables, select Sync program configuration tables.

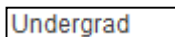
Click the **Sync program configuration tables** option.



26. Click the **Acad Career** list.



27. Click the **Undergrad** list item.



28. Once the Sync WebApp Table is complete you can now run the process.

Sync WebApp Tables

Run Control ID: lawsyncapp [Report Manager](#) [Process Monitor](#) **Run**

App-Form related tables

App Form: (leave blank for all app forms)

- Sync navigation setup tables
- Sync HTML static text
- Sync application-level questions
- Sync term control table
- Sync Combined Degrees table

Program-configuration tables

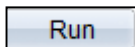
- Sync program configuration tables

Acad Career: Leave blank for all acad careers

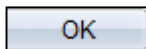
Other web application tables

- Sync previous institution table
- Sync matriculation calculation table
- Sync course subject groupings table

Click the **Run** button.

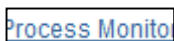


29. Click the **OK** button.



30. To determine the success of the process you can check the Process Monitor.

Click the **Process Monitor** link.



31. The process monitor will indicate Queued, Processing and Success. This indicates the sync was successful.

End of Procedure.

For the corresponding online learning, consult: www.ucalgary.ca/ittraining