

Use the following query for viewing applications that have been sent to Study Abroad Office (SAO) and/or departments for faculty processing for Incoming Exchange applicants.

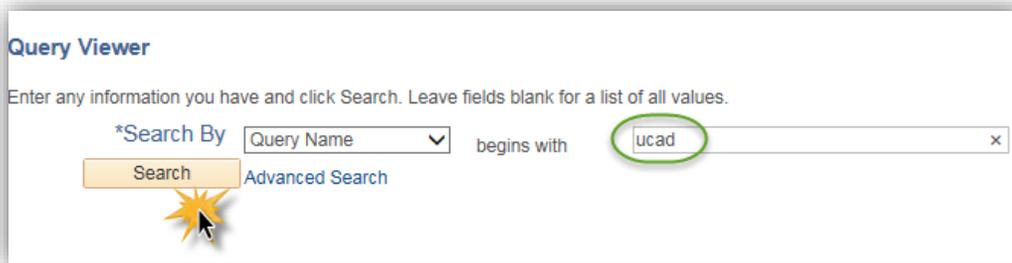
1. Click the **Reporting Tools** link.

[Reporting Tools](#)

2. Click the **Query Viewer** link.

[Query Viewer](#)

3. To search for queries specific to admissions, enter "ucad" in the "Search by begins with" text box and press Enter or Search. Click the **Search** button.



**Query Viewer**

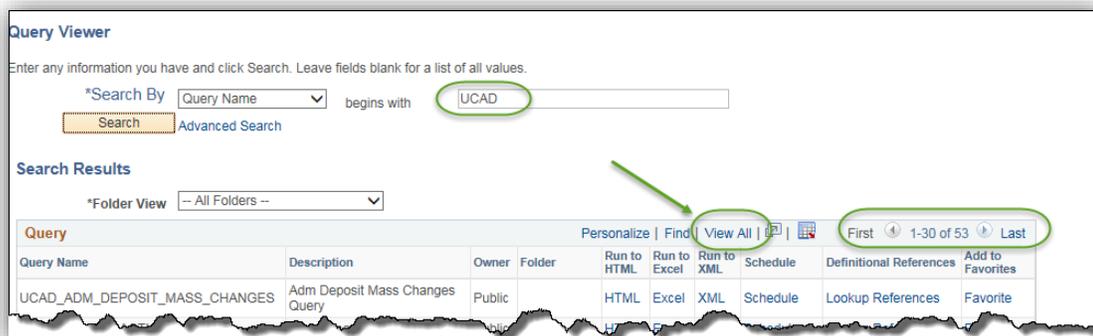
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

4. A reduced list of queries displays, click View All to view the entire list of queries for admissions. Click the **View All** link.

[View All](#)



**Query Viewer**

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

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCAD_ADM_DEPOSIT_MASS_CHANGES	Adm Deposit Mass Changes Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Personalize | Find | [View All](#) | First | 1-30 of 53 | Last

## Query:

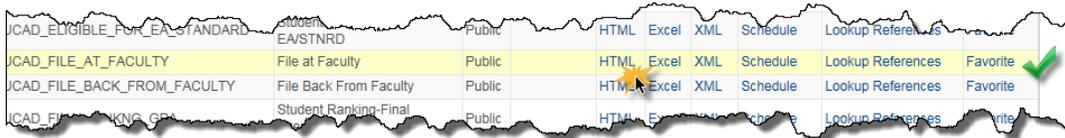
# UCAD\_FILE\_AT\_FACULTY

SA – Processing Online Applications

5. Scroll down to the query **UCAD\_FILE\_AT\_FACULTY**. Tip: Click Favorite to add this to your favorites.

Click the **HTML** link.

**HTML**

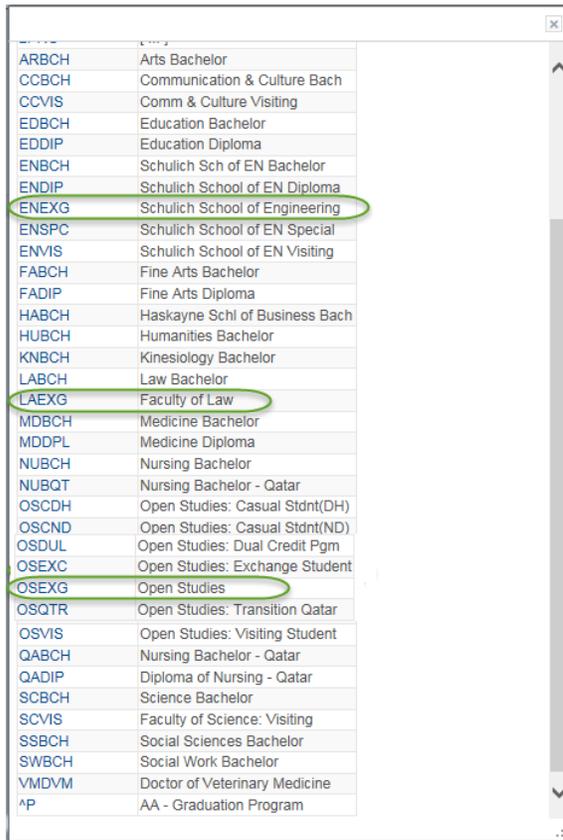


UCAD_ELIGIBLE_FOR_EA_STANDARD	EA/STNRD	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_FILE_AT_FACULTY	File at Faculty	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_FILE_BACK_FROM_FACULTY	File Back From Faculty	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_FILE_RANKING_FINAL	Student Ranking-Final	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite

6. Enter the Institution (UCALG), Career (UGRD) and the applicable Term (e.g. 2177 Fall 2017). Click the **Look up Program** button.



7. A list of Academic Programs display including 3 for Incoming Exchange; ENEXG Schulich School of Engineering; LAEXG Faculty of Law and OSEXG Open Studies. For this example select ENEXG. Click the **ENEXG** link.



ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special
ENVIS	Schulich School of EN Visiting
FABCH	Fine Arts Bachelor
FADIP	Fine Arts Diploma
HABCH	Haskayne Schl of Business Bach
HUBCH	Humanities Bachelor
KNBCH	Kinesiology Bachelor
LABCH	Law Bachelor
LAEXG	Faculty of Law
MDBCH	Medicine Bachelor
MDDPL	Medicine Diploma
NUBCH	Nursing Bachelor
NUBQT	Nursing Bachelor - Qatar
OSCDH	Open Studies: Casual Stdnt(DH)
OSCND	Open Studies: Casual Stdnt(ND)
OSDUL	Open Studies: Dual Credit Pgm
OSEXC	Open Studies: Exchange Student
OSEXG	Open Studies
OSQTR	Open Studies: Transition Qatar
OSVIS	Open Studies: Visiting Student
QABCH	Nursing Bachelor - Qatar
QADIP	Diploma of Nursing - Qatar
SCBCH	Science Bachelor
SCVIS	Faculty of Science: Visiting
SSBCH	Social Sciences Bachelor
SWBCH	Social Work Bachelor
VMDVM	Doctor of Veterinary Medicine
*P	AA - Graduation Program

8. Click the **View Results** button.

**View Results**

9. The results display the student ID number, name, Academic Program, File Status (File), Date that the file was sent to the Faculty.

**UCAD\_FILE\_AT\_FACULTY - File at Faculty**

Institution:

Career:

Term:

Program:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1160 kb\)](#)

View All First 1-100

ID	Name	Program Choice	Acad Prog	Degree Plan	Plan	Joint Program	Acad Level	Admit Type	File Status	Date	Eval Stat	Status	Action Rsn	Prog Actn	Action Date	Acad Load	EA Adm Stat	Eval Code	HS Average	GPA
1	30009901								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
2	10174687								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
3	30029104								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
4	30027859								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
5	10136090								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	

10. Scrolling to the right displays additional information such as the Updated By column which lists the individual in Enrolment Services who forwarded the application to Study Abroad Office for review.

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File Status	Date	Eval Stat	Status	Action Rsn	Prog Actn	Action Date	Acad Load	EA Adm Stat	Eval Code	HS Average	GPA	Units	Updated By
FILE	2016/10/03		AP		APPL	2016/10/03	N			0.0000			30009901
FILE	2016/10/03		AP		APPL	2016/10/03	N			0.0000			00315675
FILE	2016/10/03		AP		APPL	2016/10/03	N			0.0000			30029104

**End of Procedure.**

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