

This query is used to display any applications that have been processed and evaluated by Study Abroad Office (SAO) or faculty/department.

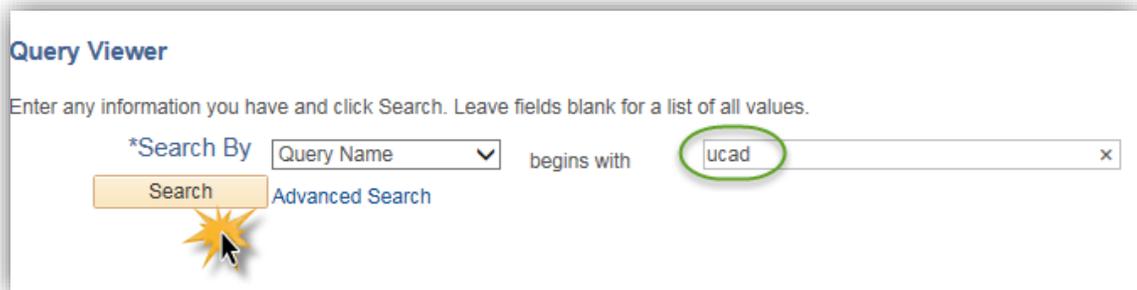
1. Click the **Reporting Tools** link.

[Reporting Tools](#)

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

[Query Viewer](#)

3. In order to view queries relative to admissions, enter "ucad" in the "Search By begins with" text box and press Enter or Search. Click the **Search** button.



**Query Viewer**

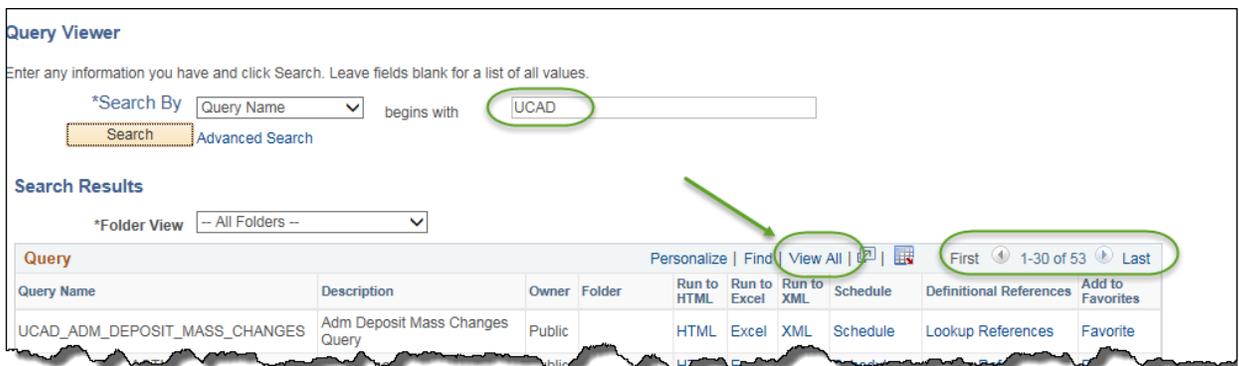
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

4. A reduced list of queries will display. To view the entire list of queries, click View All. 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		Personalize	Find	View All	First	1-30 of 53	Last		
Query Name	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

# Query: UCAD\_FILE\_BACK\_FROM\_FACULTY

SA – Processing Online Applications

5. Scroll down to view the query **UCAD\_FILE\_BACK\_FROM\_FACULTY**. Tip: Click Favorite to include this query as a favorite.  
Click the **HTML** link.

**HTML**

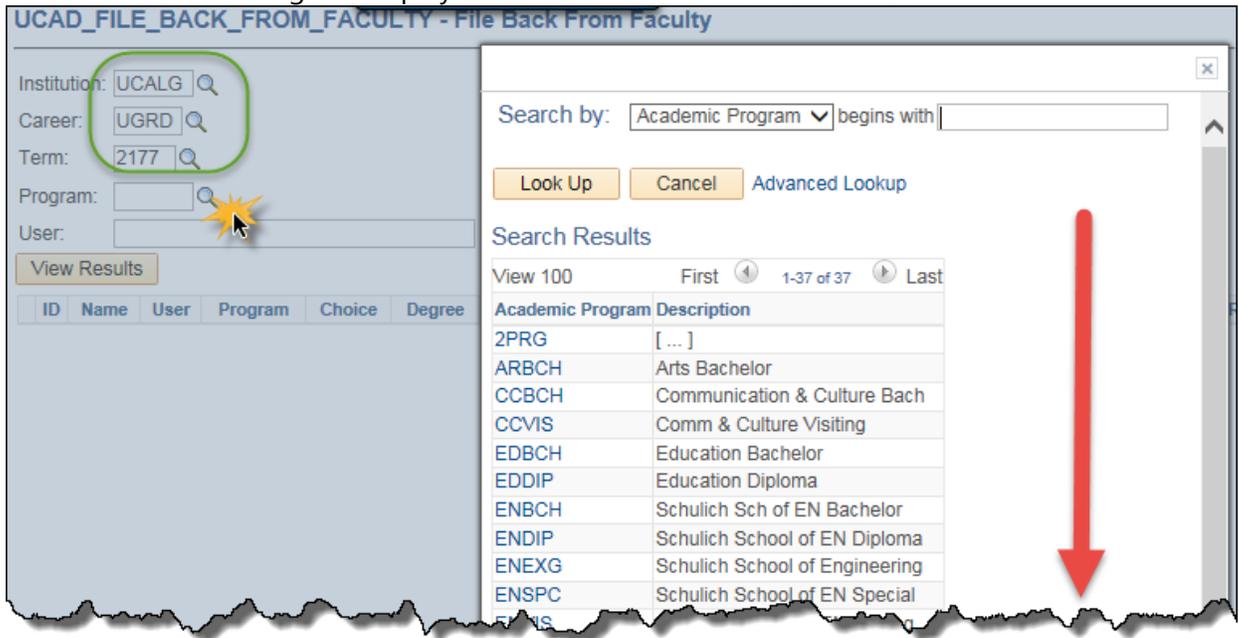


UCAD_FILE_AT_FACULTY	File at Faculty	Public	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
UCAD_FILE_BACK_FROM_FACULTY	File Back From Faculty	Public	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
UCAD_FINAL_RANKING_GPA	Student Ranking-Final	Public	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

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



7. A list of Academic Program displays. Scroll down to view the entire list.



UCAD\_FILE\_BACK\_FROM\_FACULTY - File Back From Faculty

Institution:

Career:

Term:

Program:

User:

Search by:  begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-37 of 37 Last

Academic Program	Description
2PRG	[ ... ]
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

8. Note the 3 current Academic Programs for Schulich School of Engineering ENEXG, Faculty of Law LAEXG and Open Studies OSEXG. Note: OSEXC should no longer be used. Select the applicable Academic Program (e.g. ENEXG).

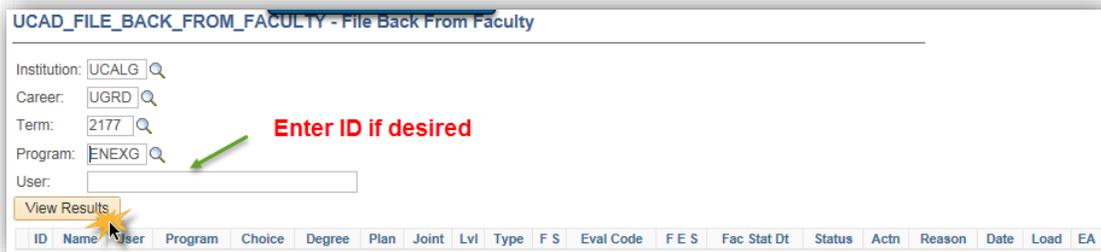
ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special
ENVIS	Schulich School of 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)
OSCDN	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

# Query: UCAD\_FILE\_BACK\_FROM\_FACULTY

SA – Processing Online Applications

9. Enter the Institution (UCALG), Career (UGRD) and applicable Term (e.g. 2177). You can enter your EMPLID in the User field and press Enter or Search. This will generate a list of applicants that you originally sent to the Faculty. Otherwise click View Results to view a list of all applications that have been reviewed and sent back from the Faculty. Click the **View Results** button.

**View Results**



UCAD\_FILE\_BACK\_FROM\_FACULTY - File Back From Faculty

Institution: UCALG  
Career: UGRD  
Term: 2177  
Program: ENEXG  
User:

**Enter ID if desired**

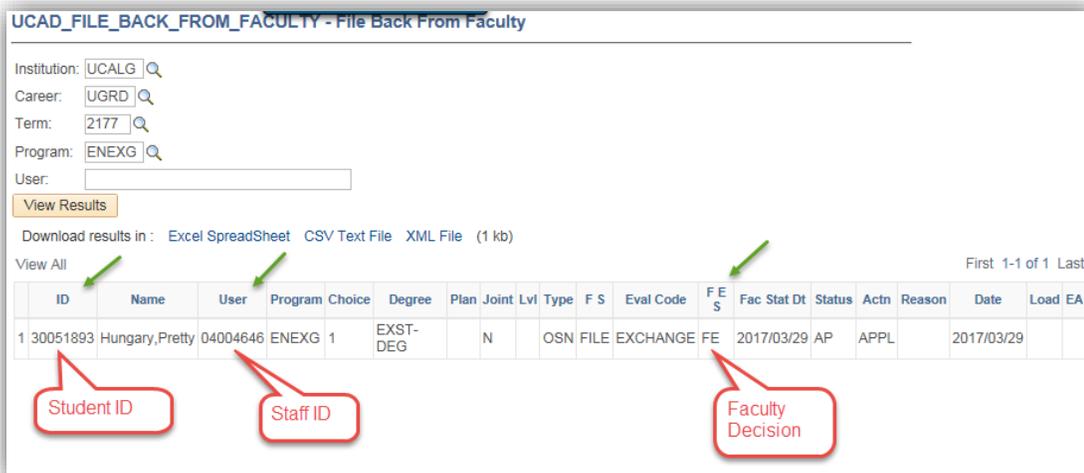
**View Results**

ID	Name	User	Program	Choice	Degree	Plan	Joint	Lvl	Type	F S	Eval Code	F E S	Fac Stat Dt	Status	Actn	Reason	Date	Load	EA
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10. The results will display the student ID, name, the emplid of the individual in Enrolment Services who sent the file to the faculty, program information, evaluation code, faculty decision (FES)\*, faculty decision date, program status and program status date.

**\*Note:** Valid FES values for Exchange student are:

- FA - Faculty Admissible
- FC - Faculty Conditional Admit
- FI - Faculty Inadmissible



UCAD\_FILE\_BACK\_FROM\_FACULTY - File Back From Faculty

Institution: UCALG  
Career: UGRD  
Term: 2177  
Program: ENEXG  
User:

**View Results**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

ID	Name	User	Program	Choice	Degree	Plan	Joint	Lvl	Type	F S	Eval Code	F E S	Fac Stat Dt	Status	Actn	Reason	Date	Load	EA
1 30051893	Hungary, Pretty	04004646	ENEXG	1	EXST-DEG		N		OSN FILE EXCHANGE	FE		2017/03/29	AP	APPL		2017/03/29			

**Student ID** (points to ID column)  
**Staff ID** (points to User column)  
**Faculty Decision** (points to F E S column)

**End of Procedure.**

Consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining) for the corresponding online learning.