

The following steps are required to run a query to view applications that have been evaluated by Study Abroad Office and relative Departments. Once these applications have been processed accordingly by the relative department this query will display any students that require next steps for processing.

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

[▶ Reporting Tools](#)

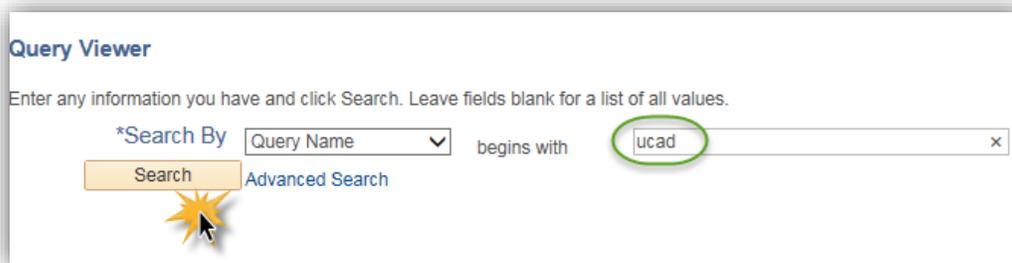
2. Click the **Query** link.

[Query](#)

3. Click the **Query Viewer** link.

[Query Viewer](#)

4. 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**

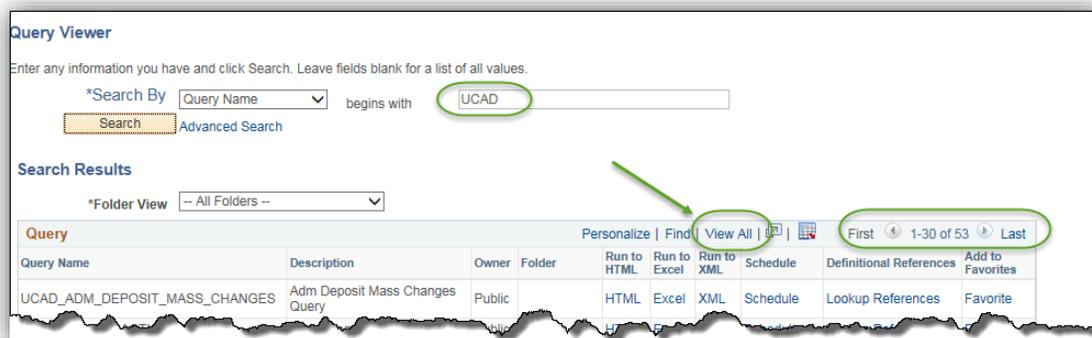
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

5. 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

6. Scroll down to view the query **UCAD\_READY\_FOR\_EVAL\_EXCHANGE**

**Tip:** Click Favorite to include this query as a favorite.

Click the **HTML** link.

# Query: UCAD\_READY\_FOR\_EVAL\_EXCHANGE SA – Processing Online Web Applications

HTML

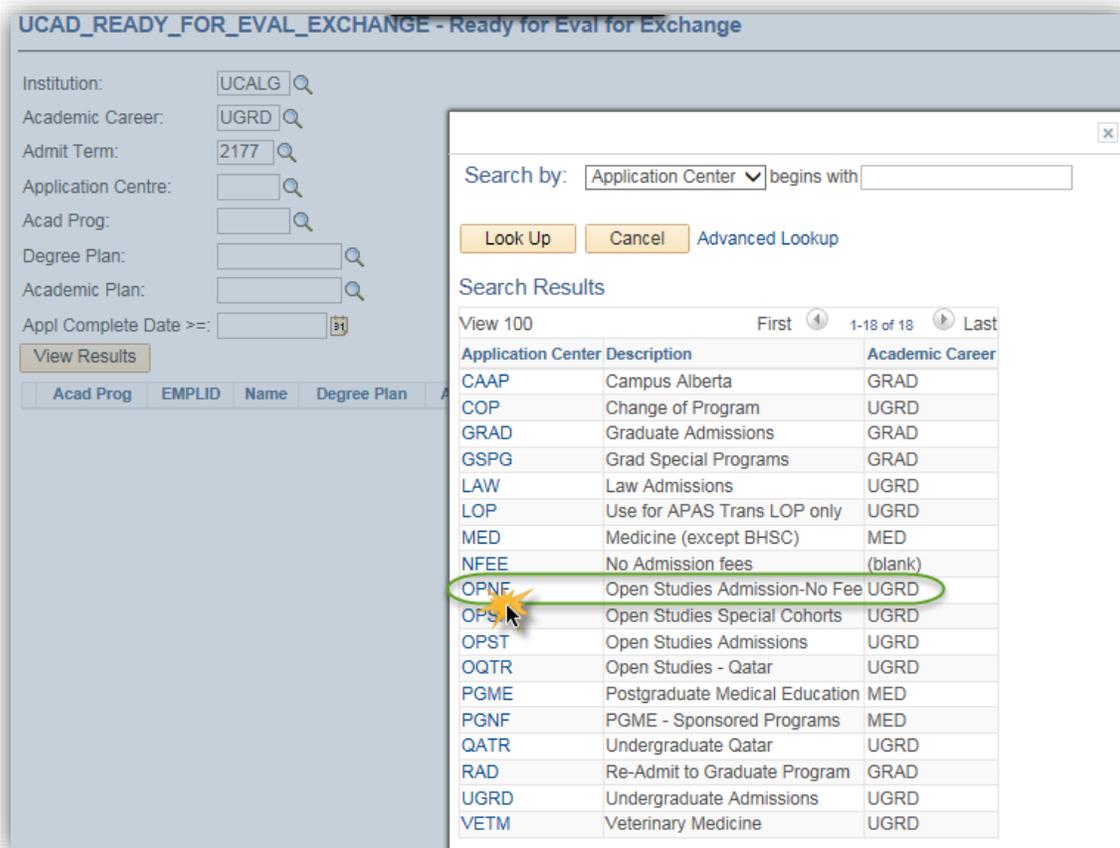


UCAD_READY_FOR_EVAL_COP	Applicants for Change of Prog	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_READY_FOR_EVAL_EXCHANGE	Ready for Eval for Exchange	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_READY_TO_EVAL	UGRD students ready to eval	Public	HTML	Excel	XML	Schedule	Lookup References	Favorite

7. Enter the Institution (UCALG), the Career (UGRD) and the Term (e.g. 2177).  
Click the **Look up Application Centre** button.



8. A list of Application Centres display. Select OPNF Open Studies Admission-No Fee which is the application centre for Exchange applications. Click the **OPNF** link.



UCAD\_READY\_FOR\_EVAL\_EXCHANGE - Ready for Eval for Exchange

Institution: UCALG  
Academic Career: UGRD  
Admit Term: 2177  
Application Centre:  
Acad Prog:  
Degree Plan:  
Academic Plan:  
Appl Complete Date >=:

View Results

Search by: Application Center begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-18 of 18 Last

Application Center	Description	Academic Career
CAAP	Campus Alberta	GRAD
COP	Change of Program	UGRD
GRAD	Graduate Admissions	GRAD
GSPG	Grad Special Programs	GRAD
LAW	Law Admissions	UGRD
LOP	Use for APAS Trans LOP only	UGRD
MED	Medicine (except BHSC)	MED
NFEE	No Admission fees	(blank)
OPNF	Open Studies Admission-No Fee	UGRD
OPS	Open Studies Special Cohorts	UGRD
OPST	Open Studies Admissions	UGRD
OQTR	Open Studies - Qatar	UGRD
PGME	Postgraduate Medical Education	MED
PGNF	PGME - Sponsored Programs	MED
QATR	Undergraduate Qatar	UGRD
RAD	Re-Admit to Graduate Program	GRAD
UGRD	Undergraduate Admissions	UGRD
VETM	Veterinary Medicine	UGRD

9. Click the **Look up Acad Prog** button. A list of Academic Program displays. For this example select ENEXG for Schulich School of Engineering. Other acceptable programs are: LAEXG Faculty of Law and OSEXG Open Studies. Click the **ENEXG** link.

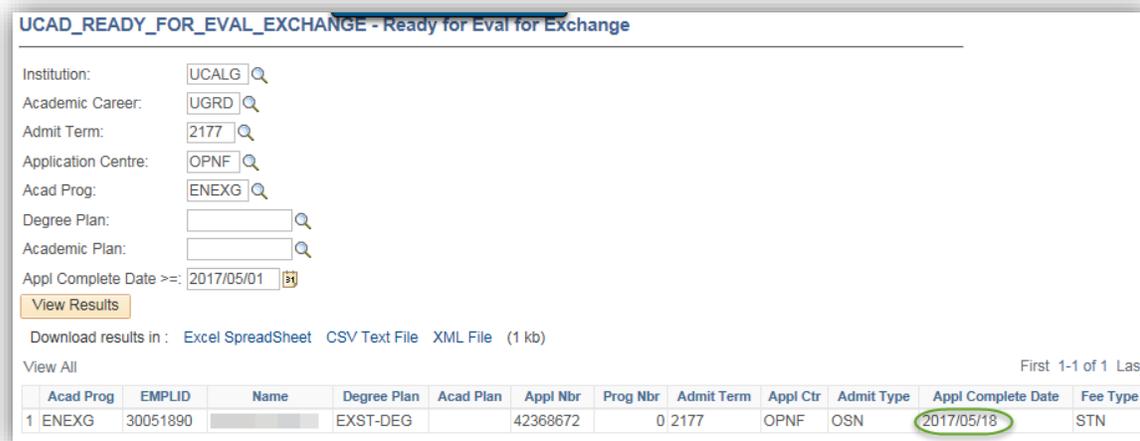
ENDIP	Schulich School of EN Diploma	ENDIP	EN
ENEXG	Schulich School of Engineering	ENEXG	EN
ENSP	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMTH	Environmental Design Mstr Thes	EVMTH	EV
EVSPT	Environmental Design Spec Thes	EVSPT	EV
EVVST	Environmental Design Vist Thes	EVVST	EV
FABCH	Fine Arts Bachelor	FABCH	FA
FADIP	Fine Arts Diploma	FADIP	FA
GSDOC	Graduate Studies Doctoral	GSDOC	GS
GSEXC	Graduate Studies ExchangeCrse	GSEXC	GS
GSEXT	Graduate Studies Exch Thesis	GSEXT	GS
GSMCB	Graduate Studies Master's Crse	GSMCB	GS
GSMTH	Graduate Studies Master's Thes	GSMTH	GS
GSNPC	Graduate Studies Non-Prog Crse	GSNPC	GS
GSVSC	Graduate Studies Visit Crse	GSVSC	GS
GSVST	Graduate Studies Visit Thesis	GSVST	GS
HABCH	Haskayne Schl of Business Bach	HABCH	HA
HUBCH	Humanities Bachelor	HUBCH	HU
KNBCH	Kinesiology Bachelor	KNBCH	KN
LABCH	Law Bachelor	LABCH	LA
LAEXG	Faculty of Law	LAEXG	LA
MDBCH	Medicine Bachelor	MDBCH	MD
MDDPL	Medicine Diploma	MDDPL	MD
MDEXC	Medicine Exchange	MDEXC	MD
MDMD	Medicine Medical Doctor	MDMD	MD
MDPST	Post-Graduate Medical Educat'n	MDPST	MD
MDSPC	Medicine Special Student	MDSPC	MD
MDVIS	Medicine Visiting	MDVIS	MD
NUBCH	Nursing Bachelor	NUBCH	NU
NUBQT	Nursing Bachelor - Qatar	NUBQT	NU
OSCDH	Open Studies: Casual Stdnt(DH)	OSCDH	RO
OSCND	Open Studies: Casual Stdnt(ND)	OSCND	RO
OSDUL	Open Studies: Dual Credit Pgm	OSDUL	RO
OSEXC	Open Studies: Exchange Student	OSEXC	RO
OSEXG	Open Studies	OSEXG	RO

10. Click the **Choose a date** button and enter the Application Complete Date by selecting it from the Calendar or enter it directly. This date is the date that the file is complete. You can specify which completion date you want to start to review files from (e.g. May 1, 2017).
11. Click the **View Results** button.

[View Results](#)

# Query: UCAD\_READY\_FOR\_EVAL\_EXCHANGE SA – Processing Online Web Applications

12. The results will display:
- Academic Program
  - Student ID (EMPLID)
  - Name
  - Degree (Degree Plan)
  - Academic Plan
  - Application Number
  - Program Number
  - Admit Term
  - Application Center (OPNF)
  - Admit Type
  - Appl Complete Date (date file was complete)



UCAD\_READY\_FOR\_EVAL\_EXCHANGE - Ready for Eval for Exchange

Institution:

Academic Career:

Admit Term:

Application Centre:

Acad Prog:

Degree Plan:

Academic Plan:

Appl Complete Date >=:

[View Results](#)

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

View All First 1-1 of 1 Last

	Acad Prog	EMPLID	Name	Degree Plan	Acad Plan	Appl Nbr	Prog Nbr	Admit Term	Appl Ctr	Admit Type	Appl Complete Date	Fee Type
1	ENEXG	30051890		EXST-DEG		42368672	0	2177	OPNF	OSN	2017/05/18	STN

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

**End of Procedure**