

Leaders in Medicine Admissions Procedures

SA – Academic Advisement

The following outlines the steps for processing an application for the Leaders in Medicine degree program.

Prior to this process it is **IMPERATIVE** the Search/Match process be completed prior to adding a new student.

Search/Match:

Student Admin Basic Search is the most restrictive search and is based on a defined set of rules. To use this search you need to know specific information about the student (full name and/or birthdate).Student Admin Ad Hoc Search is less restrictive and can be used with limited information (first letter of a last

name).

For the corresponding job aid consult Search Match, Create, Save and Delete lesson or the online learning on the Student and Enrolment Services website.

- Click the Student Admissions link.
 Student Admissions
- 2. Click the Application Entry link. Application Entry
- 3. Click the Add Application link. Add Application
- 4. Click the **Look up Academic Career** magnifier.
- 5. Click the MED link.
- 6. Click the **Add** button.





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7. When creating a new student ID you will need to input biographical details, citizenship and visa permit data for the student, which is not included in this lesson. Please consult the Student and Enrolment Services website for details. Click the **Application Program Data** tab.

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 On Application Program Data, enter the desired Admit Term (e.g. Fall 2019 – 2197). Click the Look up Admit Term button. Click the 2197 link.

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Joint Program	2203 Opring 2020	W20	2020/01/07				
*Academic Load Full-Time	2197 Fall 2019	F19	2019/07/01				
	2195 Summ 2019	S19	2019/07/02				
Program Status	2193 Spring	P19	2019/04/08				
Status Applicant	2191 Winter 2019	W19	2019/01/07				
*Decement Action Application	2187 Fall 2018	F18	2018/07/01				
Program Action APPE Q Application	2185 Summer 2018	S18	2018/07/03				
Last Updated On B	2183 Spring 2018	P18	2018/04/09				
Carran Number 0	2181 Winter 2018	W18	2018/01/02				
Career Number 0	2177 Fall 2017	F17	2017/07/05				
	2175 Summer 2017	S17	2017/07/05				
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Academic Fian	2167 Fall 2016	F16	2016/07/06				
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9. Click the Look up Academic Program button and click the MDMD Medicine Medical Doctor link.

Discussion Database Designation Des	Look Up Academic Program	>
Biographical Details <u>Regional</u> Application Pro		Help
	Academic Institution UCALG	
Academic Institution University	Academic Career MED	
Academic Career Medicine I	Admit Term 2197	
Application Number 0000000	Academic Program begins with 🗸	
Program Data	Description begins with V	
*Admit Term 2197 Q F19 *Academic Program Q Joint Program *Academic Load Full-Time V	Look Up Clear Cancel Basic Lookup Search Results View 100 First 1-5 of 5 Last Academic Program Description MDEXC Medicine Exchange	
Program Status	MDMD Medicine Medical Doctor	
Status Applicant *Program Action APPL Q Application	MDSPC Medicine Special Student MDVIS Medicine Visiting	
Last Updated On By:		

10. Click the **Joint Program** option.

Program Data	
Program Number 0	
*Admit Term 2197 Q F19	
*Academic Load Full-Time V	

11. In Program Status section, ensure the Program Action is **APPL Application**. Click the **Look up Academic Plan** button.

Status Applicant	pplication
Last Updated On	By:
Career Number 0	
Plan Data	
*Academic Plan	Ň
Sub-Plan Data	2

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- To narrow search results, enter part of the Academic Plan (e.g. md for Medicine Academic Plans). Enter the desired information into the Academic Plan field. Enter a valid value e.g. "md" and click the Look Up button or press Enter.
- 13. A list of Medicine Academic Plans display. For the Leaders in Medicine degree program select MD-L-DEG (Leaders in Medicine). Click the **MD-L-DEG** link.

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Academic Insti	tution	UCALG		
Admit	Term	2197		
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View 100 Academic Plan	Description			
View 100 Academic Plan MD-DEG	Doctor of Medicine	DEG	MD	
View 100 Academic Plan MD-DEG MD-L-DEG	Doctor of Medicine Leaders in Medicine	DEG DEG	MD MD	

14. Once all the fields have been populated, click the **Application Data** tab.

Biographical Details Regional Application Program Data Academic Institution University of Calgary Academic Career Medicine Programs Application Number 00000000	Application Data
Program Data	Find View All First 🕚 1 of 1 🕑 Las
Program Number 0 *Admit Term 2197 Q F19	*Effective Date 2019/06/13 🛐 🕢 🛨 🖻
*Academic Program MDMD Q MDMD	*Campus MAIN Q UCALG
*Academic Load Full-Time Program Status	Program Choice
Status Applicant *Program Action APPL Q Application	Action Date 2019/06/13 Action Reason
Last Updated On By: Career Number 0	Evaluation
Plan Data	Find View All First 🕚 1 of 1 🛞 Last
*Academic Plan MD-L-DEG Q Leaders in Medicine	DEG MD *Plan 1 + - Seq
Sub-Plan Data	Find View All First 🕚 1 of 1 🕑 Last
*Sub-Plan	•



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15. Click the Look up Application Center button and Click the Click the MED – Medicine (except BHSC) link.

Biographical Details Regional Application Prog	Look Up Application Center	×
		Help
Academic Institution University	Academic Institution UCALG	
Academic Career Medicine I	Academic Career MED	_
Application Number 0000000	Application Center begins with V	
Application Data	Description begins with 🗸	
*Application Center	Look Up Clear Cancel Basic Lookup	
Application Date 2015/00/15	Search Results	
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Prior Application	Application Center Description	
Previous Attend	MED Medicine (except BHSC)	
Graduated early	PGME Postgraduate Medical Education	
Not Currently Af	PGNF PGME - Sponsored Programs	
Electronic Signa		
Criminal Convic		
Additional Information		
Housing Interest		.=

16. Click the **Look up Admit Type** button and click the **MED Medicine** link.

Look Up	Admit Ty	ре				×
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Academic	Institution			UCA	LG	
Academ	iic Career			MED)	
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Admit Type	Description	Short	Descript	ion		
MED	Medicine	MED				
\Im						

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Save

17. Save the information once all information has been entered including biographical details, etc. Click the **Save** button.

Biographical Details Regional Application Program Data Appl	lication Data	
NEW	· · · · · · · · · · · · · · · · · · ·	
Academic Institution University of Calgary	NG 🕅 🕀	
Academic Career Medicine Programs Application Number 00000000		
Application Data		
*Application Center MED Q MED	*Admit Type MED Q MED	
*Application Date 2019/06/13	Academic Level	~
*Created On 2019/06/13	*Notification Plan Regular Admission Decision	\checkmark
Prior Application	Application Method	\checkmark
Previous Attendance	From Date	
Graduated early?	To Date	
Not Currently Attending School		
Electronic Signature		
Criminal Conviction		
Additional Information		
Housing Interest	✓ Financial Aid Interest	
File Information	Application Fee Information	
Complete Date	Status	Calculate Application Fees
External Application Nbr	Fee Type Standard V	Item Summary Display Errors / Warnings
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15		
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For the corresponding online learning, consult the Student and Enrolment Services website. **End of Procedure.**