

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.

1. Click the **Student Admissions** link.



2. Click the **Application Entry** link.



3. Click the **Add Application** link.



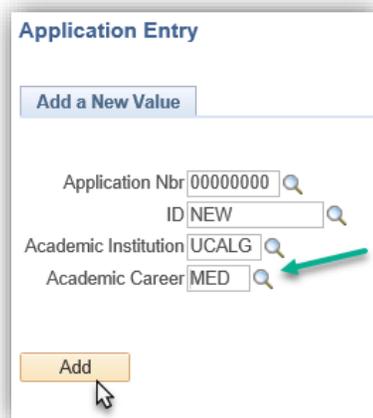
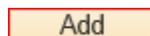
4. Click the **Look up Academic Career** magnifier.



5. Click the **MED** link.



6. Click the **Add** button.



The screenshot shows the 'Application Entry' form with the following fields and values:

Field	Value
Application Nbr	00000000
ID	NEW
Academic Institution	UCALG
Academic Career	MED

An 'Add' button is located at the bottom of the form. A green arrow points to the 'MED' value in the 'Academic Career' field, and a mouse cursor is positioned over the 'Add' button.

# Leaders in Medicine Admission Procedures

SA – Academic Advisement



- 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.

Person Information

Effective Date 2019/06/13

\*Format Using: English Change Format

Prefix

First Name

Last Name

Suffix

Date of Birth

Birth Information

Campus ID

Biographical History

\*Effective Date 2019/06/13

\*Marital Status Unknown

\*Gender Unknown

National ID

\*Country CAN

\*National ID Type Social Insurance Number

National ID

Contact Information

Addresses

Phone

- 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.

Look Up Admit Term

Academic Institution UCALG

Academic Career MED

Term begins with

Description begins with

Short Description begins with

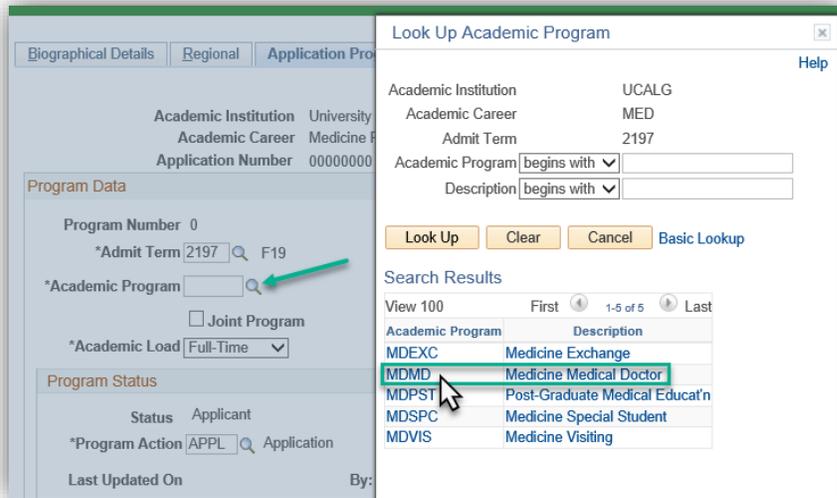
Term Begin Date

Look Up Clear Cancel Basic Lookup

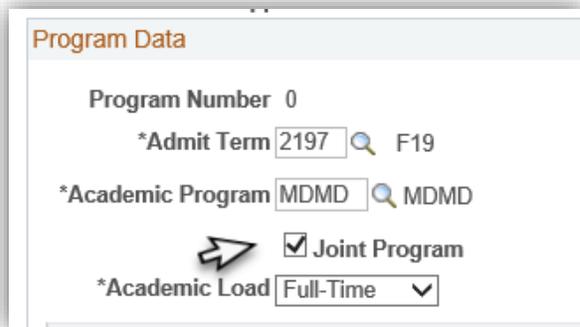
Search Results

Term	Description	Short Description	Term Begin Date
9999	End of Time	End Time	3000/01/01
2203	Spring 2020	P20	2020/04/06
2201	Winter 2020	W20	2020/01/07
2197	Fall 2019	F19	2019/07/01
2195	Summer 2019	S19	2019/07/02
2193	Spring 2019	P19	2019/04/08
2191	Winter 2019	W19	2019/01/07
2187	Fall 2018	F18	2018/07/01
2185	Summer 2018	S18	2018/07/03
2183	Spring 2018	P18	2018/04/09
2181	Winter 2018	W18	2018/01/02
2177	Fall 2017	F17	2017/07/05
2175	Summer 2017	S17	2017/07/05
2173	Spring 2017	P17	2017/04/01
2171	Winter 2017	W17	2017/01/02
2167	Fall 2016	F16	2016/07/06
2165	Summer 2016	S16	2016/07/05
2163	Spring 2016	P16	2016/04/01
2161	Winter 2016	W16	2016/01/04

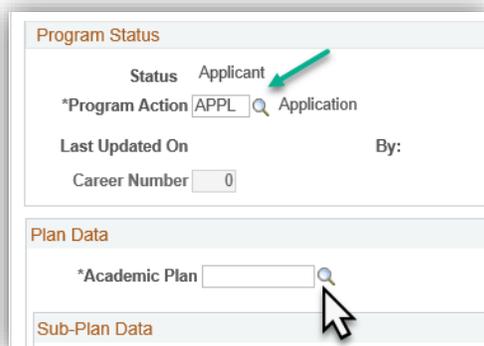
9. Click the **Look up Academic Program** button and click the **MDMD Medicine Medical Doctor** link.  
MDMD



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



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



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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**.
- 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.

Academic Plan	Description	Academic Plan Type	Degree
MD-DEG	Doctor of Medicine	DEG	MD
MD-L-DEG	Leaders in Medicine	DEG	MD
MDON-M-SPC	Medical Oncology	SPC	(blank)

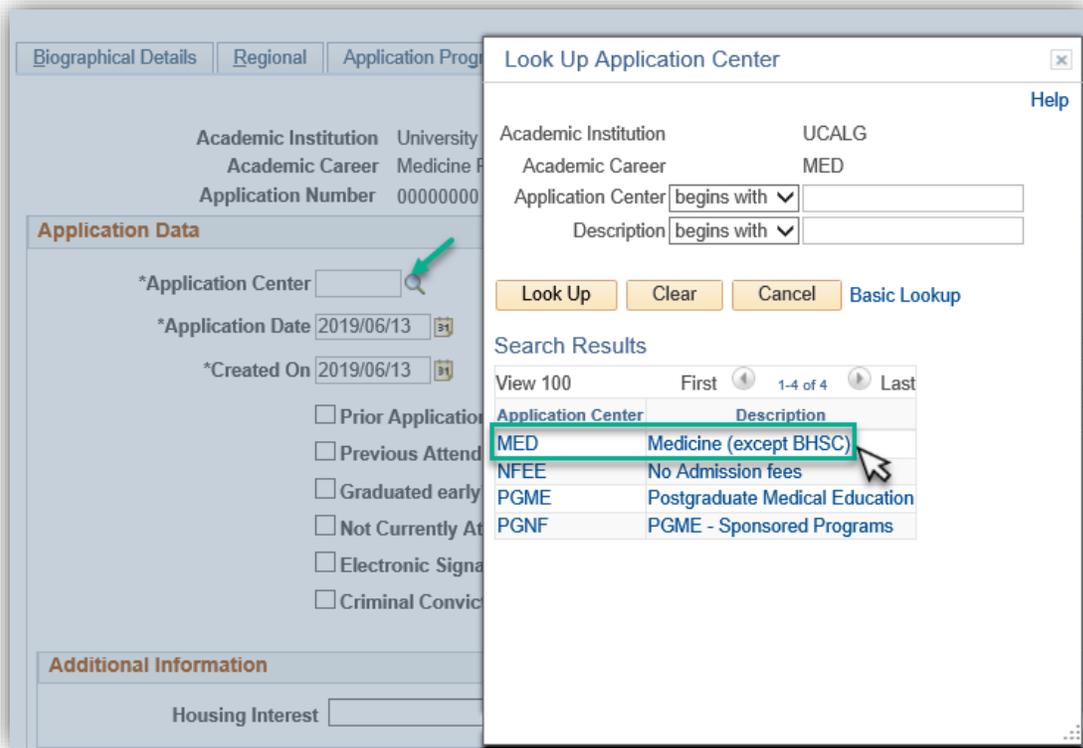
- Once all the fields have been populated, click the **Application Data** tab.

Academic Institution University of Calgary  
Academic Career Medicine Programs  
Application Number 00000000

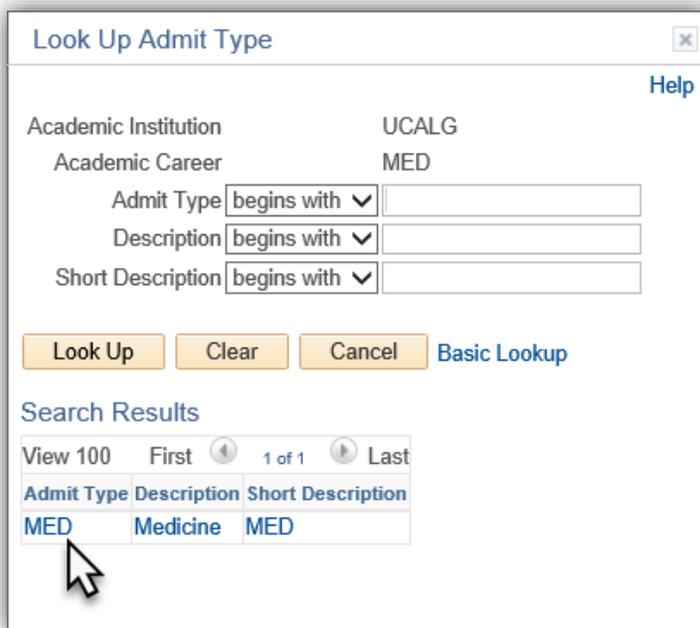
Program Data  
\*Effective Date 2019/06/13  
\*Admit Term 2197 F19  
\*Academic Program MDMD MDMD  
\*Academic Load Full-Time  
\*Campus MAIN UCALG  
\*Program Number 0  
\*Academic Plan MD-L-DEG Leaders in Medicine  
\*Plan Seq 1

Program Status  
Status Applicant  
\*Program Action APPL Application  
Last Updated On By:  
Career Number 0  
Action Date 2019/06/13  
Action Reason  
Evaluation

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



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

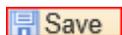


# Leaders in Medicine Admission Procedures

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



Biographical Details | Regional | Application Program Data | **Application Data**

NEW

Academic Institution University of Calgary  
Academic Career Medicine Programs  
Application Number 00000000

**Application Data**

\*Application Center MED MED  
\*Admit Type MED MED  
\*Application Date 2019/06/13  
Academic Level  
\*Created On 2019/06/13  
\*Notification Plan Regular Admission Decision  
Application Method  
From Date  
To Date

Prior Application  
 Previous Attendance  
 Graduated early?  
 Not Currently Attending School  
 Electronic Signature  
 Criminal Conviction

**Additional Information**

Housing Interest  
 Financial Aid Interest

**File Information**

Complete Date  
External Application Nbr

**Application Fee Information**

Status Calculate Application Fees  
Fee Type Standard Item Summary  
Display Errors / Warnings

**File Attachments** Personalize | Find | View All | First Previous 1 of 1 Next Last

Attachments Audit

Attached File	View	Add Attachment
	View	Add Attachment

Transfer To Education Go

Save Notify Refresh Add

For the corresponding online learning, consult the Student and Enrolment Services website.

**End of Procedure.**