

Viewing an Application

SA – Open Studies



The following is how Open Studies view an application that has been submitted from the online web application (.NET). Also included are the following instructions:

- Upload Supporting Documents (unofficial transcript)
- View External Education
- Checklist Management

Note: These steps can be completed after completing the Web Application Summary process. Please consult www.ucalgary.ca/ittraining for additional job aids and online learning.

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

[Student Admissions](#)

2. Click the **Application Evaluation** link.

[Application Evaluation](#)

3. Click the **Dept Admission Evaluation** link.

[Dept Admission Evaluation](#)

4. To view a particular application you may enter the ID number directly and press **Enter** or **Search**. You may also search using the search fields as desired entering specific criteria to view a grid of applications.

Dept Admission Evaluation

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

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

ID:

Application Nbr:

Academic Institution:

Academic Career:

Application Program Nbr:

Admit Term:

Academic Program:

Degree Stream Plan:

Academic Plan:

Acad Plan(LOC):

Acad Plan(SPC):

Application Complete:

Evaluation Complete:

[Basic Search](#)

5. Click the **Look up Academic Career** button.



There are 3 academic careers at the University of Calgary. Open Studies is considered part of the Undergraduate Program Career.

Click the **Undergraduate Programs** link.

[Undergraduate Programs](#)

6. Click the **Look up Admit Term** button. You may use the scroll bar to search for the applicable term or enter the term directly and press Enter or Look Up. For example enter 2147 for Fall 2014.



7. Click the **Look up Academic Program** button. A list of academic programs will display. Scroll down to Open Studies. Tip: Enter part of the academic program name and press enter (e.g. O for Open Studies).



8. There will be 3 academic programs listed:
- OSCDH - Open Studies Casual Student (DH) – Degree Holder
 - OSCND - Open Studies Casual Student (ND) – Non-Degree Holder
 - OSVIS - Open Studies Visiting Student

For example select OSCDH.

Click the **Open Studies: Casual Stdnt(DH)** link.

[Open Studies: Casual Stdnt\(DH\)](#)

9. Click the **Look up Degree Stream Plan** button.



10. A list of Degree Stream Plans will display. You may scroll down the list or enter the desired information into the **Academic Plan:** field. Tip: Enter "os". Press **Enter** or **Look Up**.

Click the **Look Up** link.



11. Two degree stream plans will display:
- OSDPR-DEG - Degree Preparation
 - OSNDG-DEG - Non-Degree Seeking

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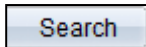


For example select OSDPR-DEG

Click the **OSDPR-DEG** link.

- Once you have entered applicable search criteria, press **Enter** or **Search**. If desired you can enter additional search criteria in the other fields to narrow search results even more.

Click the **Search** button.



- Based on the search criteria the results will be displayed in the grid below. The Application Complete field (Y/N) indicates the status of an application. A status of Y (Yes) indicates all supporting documents and checklist items are complete and the application can be sent for evaluation. A status of N (No) indicates not all supporting documents (unofficial transcripts, supporting documents, and application fee) have been received.

Program Status indicates what stage in the admission process the application is at:

Applicant - student has applied but has not yet been admitted

Cancelled - student applied but their application has been cancelled (administrative withdrawal or deny)

Admitted - student has been admitted but has not yet accepted through student centre

Active - student has been admitted and has accepted the offer of admission through the student centre. To view an application listed in the grid, click anywhere on the application listed.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

ID: begins with []

Application Nbr: begins with []

Academic Institution: = [UCALG]

Academic Career: = [UGRD]

Application Program Nbr: = []

Admit Term: begins with [2147]

Academic Program: begins with [OSCDH]

Degree Stream Plan: begins with [OSDPR-DEG]

Academic Plan: begins with []

Acad Plan(LOC): begins with []

Acad Plan(SPC): begins with []

Application Complete: begins with []

Evaluation Complete: = []

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

ID	Application Nbr	Academic Institution	Academic Career	Application Program Nbr	Admit Term	Academic Program	Degree Stream Plan	Academic Plan	Acad Plan (LOC)	Acad Plan (SPC)	Application Complete	Evaluation Complete	Last Name	First Name	Program Status
	56	UCALG	UGRD	0	2147	OSCDH	OSDPR-DEG	(blank)	(blank)	(blank)	N	Not Assign			Applicant
	55	UCALG	UGRD	0	2147	OSCDH	OSDPR-DEG	(blank)	(blank)	(blank)	N	Not Assign			Applicant
	48	UCALG	UGRD	0	2147	OSCDH	OSDPR-DEG	(blank)	(blank)	(blank)	N	Not Assign			Applicant

Note: The most recent application will appear at the top but the search results columns can be sorted by clicking on the column title.

Click the **Desired Applicant** link.

- The top portion of the application will display the applicant name, ID number, application fee (paid/unpaid), contact information (email and phone number), Institutions attended including any submitted unofficial transcripts.

Application Evaluation

Applicant Name: **Students Name** **ID:** **Students ID Number**

Program Applied To For Fall 2014

Application Fee: Unpaid

Enrolment Services:

Open Studies: Casual Stdnt(DH)
Degree Preparation (Degree Stream)

Citizenship Information:

Country of Citizenship: Canada
Visa Type:
Date Landed:
Aboriginal Person: N

Applicant Contact Information:

Email: **Students email address**

Phone Type	Phone Number	Extension	Preferred
Current Home	Students Phone #		<input checked="" type="checkbox"/>

Previously Apply for admission to the University of Calgary: No
University of Calgary Attendance: Never attended University of Calgary

Post Secondary						
Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
Institutions Attended and Details						

- Scrolling down the page will display any institutions attended and if any transcripts have been received. If available you can click on the link to view the unofficial transcript. Also displayed will be an area for degrees if indicated by the applicant. Program questions will also display with the applicant's responses.

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Navigation: Favorites | Main Menu > Student Admissions > Application Evaluation > Dept Admission Evaluation

Post-Secondary

Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
University Of Saskatchewan	2004/09/01	2008/06/30	(Not Available)		2008	

High School

High School Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
St Pascal School	1998/09/01	2001/06/30	(Not Available)		2001	

Degrees

Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
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Referees

Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded	Email Address	Telephone
				(Not Available)			

Tests

Test ID	Test Component	Description	Score	%tile	Test Date	Data Source	Letter Score
1							

Supporting Documents

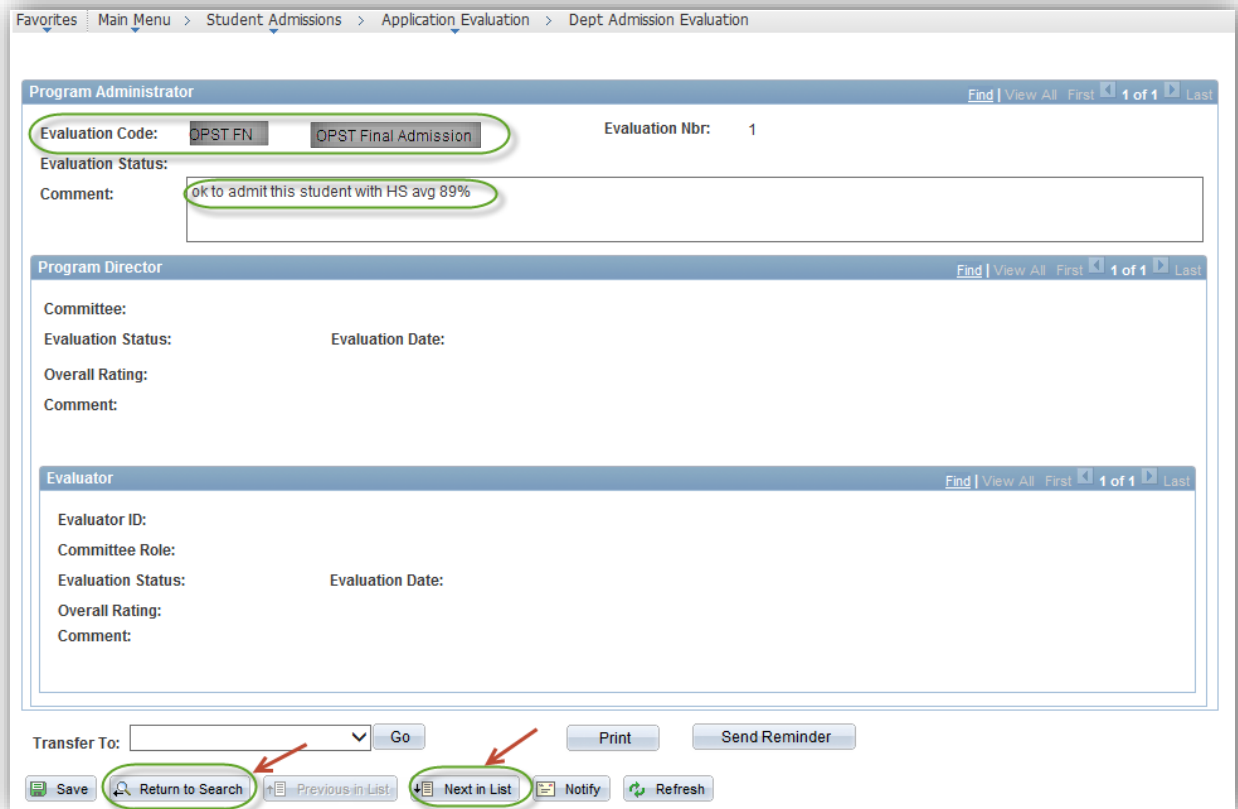
Click to view Document	Date Loaded
(Not Available)	

Application Questions

Program Questions

1 Please list the name of the school where you completed your Degree(s).
UofS

16. Scrolling to the bottom of the application you can view the Evaluation Code and comments from Open Studies. Use the navigation button for **Next in List** or **Return to Search**.



Favorites | Main Menu > Student Admissions > Application Evaluation > Dept Admission Evaluation

Program Administrator Find | View All First 1 of 1 Last

Evaluation Code: QPST.FN QPST Final Admission Evaluation Nbr: 1

Evaluation Status:

Comment: ok to admit this student with HS avg 89%

Program Director Find | View All First 1 of 1 Last

Committee:

Evaluation Status: Evaluation Date:

Overall Rating:

Comment:

Evaluator Find | View All First 1 of 1 Last

Evaluator ID:

Committee Role:

Evaluation Status: Evaluation Date:

Overall Rating:

Comment:

Transfer To: [dropdown] Go Print Send Reminder

Save Return to Search Previous in List Next in List Notify Refresh

Upload Supporting Documents:

The next steps will explain how to upload supporting documents. Note: there are two steps to this process.

IMPORTANT: The name of the file(s) CANNOT be longer than 30 characters, including spaces or symbols.

1. Click the [Student Admissions](#) link.

[Student Admissions](#)

2. Click the [Application Evaluation](#) link.

[Application Evaluation](#)

3. Click the [UofC Web Electronic Documents](#) link.

[UofC Web Electronic Documents](#)

4. Click the [Web Electronic Documents](#) link (another link).

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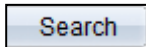
SA – Open Studies



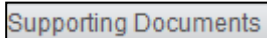
Web Electronic Documents

- When working with the same prospective applicant the ID number will carry over to each page or component.

Click the **Search** button.



- Click the **Supporting Documents** link.



- Step One:** Add a new row to upload a supporting document.

Click the **Add a new row** button.



- Note that the Supporting Doc ID defaults to **U1**. Make sure the description gives enough information about uploaded document (e.g. GPA Calc). Enter the desired information into the ***Description:** field (e.g. GPA Calc).

Supporting Document

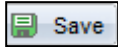
Academic Institution: UCALG University of Calgary Admit Term: 2147 Fall 2014
Academic Career: UGRD Undergraduate Programs Student Career Number: 0
Application Number: Program Number: 0 Program Status: Primary Applicant
Academic Program: OSCDH Academic Plan: OSDPR-DEG

Supporting Doc ID:	*Description:	Date Created:
U1		2013/10/31

Buttons: Save, Return to Search, Notify, Update/Display, Include History

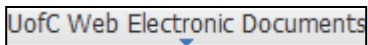
Program Referees | Supporting Documents | Unofficial Transcripts | Data Recovery

9. Click the **Save** button.

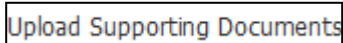


10. **Step Two:** Upload the electronic document. Tip: Use the breadcrumbs at the top to navigate to Upload Supporting Documents.

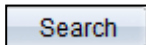
Click the **UofC Web Electronic Documents** link.



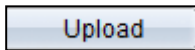
11. Click the **Upload Supporting Documents** link.



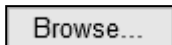
12. Click the **Search** button.



13. Click the **Add Attachment** button.



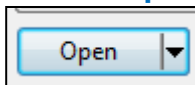
14. Click the **Browse...** button.



15. Locate the file you wish to upload.

IMPORTANT: The name of the file(s) CANNOT be longer than **30 characters**, including spaces or symbols.

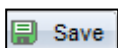
Click the **Open**.



16. Click the **Upload** button.



17. Click the **Save** button.



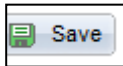
IMPORTANT: Uploading a document when there is already a document uploaded will cause the previous upload to be overwritten.

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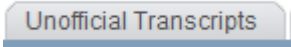


18. Click the **Save** button.



Unofficial Transcripts:

Prospective students can upload unofficial transcripts and supporting documents in their student centre. However, if necessary, unofficial transcripts can be uploaded here. When a checklist status is in **Initiated** status the transcript has not been uploaded. Use the Upload Document link to upload the unofficial transcript.

1. Click the **Unofficial Transcripts** Tab: 
2. Note the Checklist Code (OSAPPL) and Checklist Item Code (UTRAN).

Program Referees Supporting Documents **Unofficial Transcripts** Data Recovery

Unofficial Transcripts

Academic Institution: UCALG University of Calgary Admit Term: 2147 Fall 2014
Academic Career: UGRD Undergraduate Programs Student Career Number: 0
Application Number: Program Number: 0 Program Status: Primary Applicant
Academic Program: OSCDH Academic Plan: OSDPR-DEG

Unofficial Transcripts Find First 1-2 of 2 Last

*Organization ID: 00103276 St Pascal School +
Extended Org Name: PSAPPS
*Checklist Code: OSAPPL OPST Application Date Created: 2013/10/31
*Checklist Item Code: UTRAN Unofficial Transcript
Checklist Sequence: 200 Checklist Status: Initiated

[Upload Document](#) [View Document](#) [CheckList](#)

*Organization ID: 00103649 University Of Saskatchewan +
Extended Org Name: PSAPPS
*Checklist Code: OSAPPL OPST Application Date Created: 2013/10/31
*Checklist Item Code: UTRAN Unofficial Transcript
Checklist Sequence: 100 Checklist Status: Initiated

[Upload Document](#) [View Document](#) [CheckList](#)

Save Return to Search Notify Update/Display Include History

Click the **Upload Document** link.

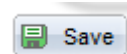


3. Browse for the file and then Upload the document.

Click the **Upload** button.



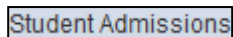
4. When completed press the **Save** button.



External Education:

The next steps will explain how to update External Education official transcript status.

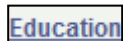
1. Click the **Student Admissions** link.



2. Click the **Application/Transcript Loads** link.

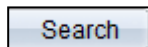


3. Click the **Education** link.



4. Enter any search criteria and press Enter or Search.

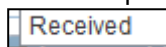
Click the **Search** button.



5. Click the ***Action** list. Two options display:

Desired (default) refers to the UofC's desire to obtain the document and **Received** indicates the document has been received.

For example select **Received**.



6. The transcript date is the date of the transcript. Enter it directly or use the Look Up tool to enter the date. (E.g. June 30, 2001).
7. Indicate the date you received the transcript by using the calendar or entering it directly.
8. Click the **Transcript Type** list. Three Transcript Types will be listed:

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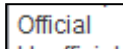
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Not Required indicates the applicant doesn't need to submit this document. To remove this item in the applicant's Student Centre it can be set manually to "waived" in the Checklist Management component or deleted completely otherwise it will be marked as "Completed" and remain in the Student Centre. (**Tip:** Use the breadcrumbs to navigate to the Checklist Management component.)

Official indicates the official "sealed" transcript from the institution has been received. It has not passed through the hands of the student.

Unofficial indicates the transcript or document has not been received from the issuing source. Usually this means the student has supplied a copy of the transcript.

For this example select official. Click **Official**.



9. Click the **Transcript Status** list. Four Transcript Status will display:

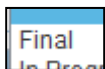
Final: The student's time at the institution is complete whether or not they were awarded a credential.

In Progress: Not applicable to Open Studies applicants.

Mid-Year: Not applicable to Open Studies applicants

Incomplete: The student is still attending this institution has not completed a program of study. Open Studies should use this option under these circumstances.

For this example we will select Final. Click **Final**.



10. When you have indicated the transcript status and completed the Transcript Status details, click **Save**.

School Details
 Career Data Find | View All | First 1 of 1 Last

Extend Org Desc:

Data Number: 1 *Career: High Schl
 Term Type: Semester External Term:
 Term Year: 2001 Academic Level: 12th Grade
 From Date: 1998/09/01 To Date: 2001/06/30 [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	2001/06/30	2013/10/31	Official	Final	Reg	Hard Copy

Transcript Summary Customize | Find | View All | First 1 of 1 Last

Term	GPA/Units	Rank
1	General	

External Subjects Customize | Find | View All | First 1 of 1 Last

*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1		UCALG	4.00		

Transfer To: Course Credits

Checklist Management:

The following steps will explain how to update a checklist by person (if authorized), upon receipt of final transcripts. Please note that access and provisioning determines which components you may update, change or view.

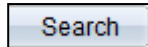
1. Click the **Campus Community** link.
[Campus Community](#)
2. Click the **Checklists** link.
[Checklists](#)
3. Click the **Person Checklists** link.
[Person Checklists](#)
4. Click the **Checklist Management - Person** link.
[Checklist Management - Person](#)

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5. Enter the ID and press Enter or Search.

Click the **Search** button.



6. Any checklists assigned to this student will display in the grid. (E.g. OSAPPL Open Studies Application)

Checklist Management - Person

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

ID: begins with

Sequence Number: =

Admin Function: begins with

Admit Term: begins with

Checklist Code: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

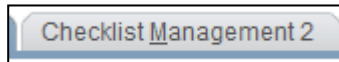
[Basic Search](#)

Search Results

View All First 1-4 of 4 Last

ID	Sequence Number	Admin Function	Admit Term	Checklist Code	National ID Country	MID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
	1	ADMA	2147	APFEE	CAN	SIN	*****	10/10/1984	Male		(blank)		
	2	PROS	(blank)	ELP	CAN	SIN	*****	10/10/1984	Male		(blank)		
	3	ADMP	2147	OPST	CAN	SIN	*****	10/10/1984	Male		(blank)		
	4	ADMP	2147	OSAPPL	CAN	SIN	*****	10/10/1984	Male		(blank)		

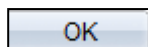
7. To view additional details of the checklist, click on the **Checklist Management 2** tab.



8. The Checklist Item Table displays two checklist items for Unofficial Transcripts (UTRAN) in an initiated status. If provisioned, the checklist can be changed to **Completed** or **Waived**. Click the **Checklist Comments** link.



9. Click the **Ok** button.



10. In order for uploaded documents to be visible on the application on the Dept Admission Evaluation page, as well as on the Adm Evaluation for Evaluators page the information must match in these three locations: External Education, Unofficial Transcripts and Checklist Management – Person.

Once the External Institution is populated on each of the three components, it will be visible on the application. You may navigate from the main menu or use the breadcrumbs to navigate to the Application.

End of Procedure

Please consult the job aid: Updating/Changing Institution Names in External Education for specific details and any online learning www.ucalgary.ca/ittraining