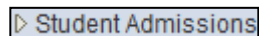


The following is how the Faculty of Veterinary Medicine view an application that has been submitted from the Online Web Application.

Also included in this job aid:

- Generate Referee Email
- External Education and Transcripts
- Update Checklists

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



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



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



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



5. Click the **Undergraduate Programs** link.



6. **Note:** If you know the student ID you may enter it directly and press **Enter** or **Search**. Click the **Look up Admit Term** and select the desired term, or enter it directly (e.g. Fall 2014 or 2147).

7. Click the **Look up Academic Program** button.



SA – Veterinary Medicine

- Doctor of Veterinary Medicine

Look Up Academic Program

Academic Institution

UCALG

Academic Career

Undergraduate Programs

Academic Program

begins with ▼

V

Description

begins with ▼

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1-50 of 50

Last

Academic Program	Description
2PRG	[...]
AR2PG	Arts Bachelor
ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
ED2PG	Education Bachelor
EDBCH	Education Bachelor
EDDIP	Education Diploma
EN2PG	Schulich Sch of EN Bachelor
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich Sch of EN Diploma
OSEXG	Open Studies
OSQTR	Open Studies: Transition Qatar
OSVIS	Open Studies: Visiting Student
QA2PG	Nursing Bachelor - Qatar
QABCH	Nursing Bachelor - Qatar
QADIP	Diploma of Nursing - Qatar
SC2PG	Science Bachelor
SCBCH	Science Bachelor
SCVIS	Faculty of Science: Visiting
SSBCH	Social Sciences Bachelor
SW2PG	Social Work Bachelor
SWBCH	Social Work Bachelor
VMDVM	Doctor of Veterinary Medicine
^P	AA - Graduation

- Click the **Degree Stream Plan**. A list of Degree Stream Plans will display. Scroll down to **DVM-DEG Doctor of Veterinary Medicine** and click on the link.

[Doctor of Veterinary Medicine](#)

Look Up Degree Stream Plan

Academic Institution
UCALG

Academic Career
Undergraduate Programs

Academic Plan
begins with

Description
begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100
First
1-82 of 82
Last

Academic Plan	Description
BA-DEG	Bachelor of Arts
BA-DEG2	Bachelor of Arts
BA-H-DEG	Bachelor of Arts - Honours
BA-H-DEG2	Bachelor of Arts - Honours
BA15-DEG	Bachelor of Arts (15)
BA15-H-DEG	Bachelor of Arts - Honours(15)
BACCS-DEG	Bach of Accounting Science
BCC-DEG	Bach of Communication and Cult
BCMS-DEG	Bachelor of Comm and Media Std
BCOMM-DEG	Bachelor of Commerce
DIPFA-DEG	Diploma of Fine Arts
DIPSC-DEG	Dipl of Schulich School of EN
DIPSH-DEG	Diploma of Schulich EN and HA
DPLMD-DEG	Diploma of Medicine
DVM-DEG	Doctor of Veterinary Medicine
EXST-DEG	Undergrad Exchange Student
JD-DEG	Juris Doctor
LLB-DEG	Bachelor of Laws
OSDPR-DEG	Degree Holder
OSDUL-DEG	Dual Credit Program
OSNDG-DEG	Non-Degree Holder
SPC-DEG	Undergrad Special Student
SPECI-DEG	Education Special Student
UNCL-DEG	Undergrad Unclassified Student
VIS-DEG	Undergrad Visiting Student

Viewing an Application

SA – Veterinary Medicine

10. If desired, enter additional information into the Search Fields to refine the search for applications.

Dept Admission Evaluation

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

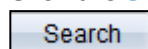
[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with ▼	<input type="text"/>	<input type="button" value="Search"/>
Application Nbr begins with ▼	<input type="text"/>	<input type="button" value="Search"/>
Academic Institution = ▼	UCALG	<input type="button" value="Search"/>
Academic Career = ▼	UGRD	<input type="button" value="Search"/>
Application Program Nbr = ▼	<input type="text"/>	<input type="button" value="Search"/>
Admit Term begins with ▼	2147	<input type="button" value="Search"/>
Academic Program begins with ▼	VMDVM	<input type="button" value="Search"/>
Degree Stream Plan begins with ▼	DVM-DEG	<input type="button" value="Search"/>
Academic Plan begins with ▼	<input type="text"/>	<input type="button" value="Search"/>
Acad Plan(LOC) begins with ▼	<input type="text"/>	<input type="button" value="Search"/>
Acad Plan(SPC) begins with ▼	<input type="text"/>	<input type="button" value="Search"/>
Application Complete begins with ▼	<input type="text"/>	
Evaluation Complete = ▼	<input type="text"/>	<input type="button" value="Search"/>

[Basic Search](#)

Click the **Search** button.



11. Based on the Search criteria, a grid of applications will be displayed. **Note:** For FOIP reasons some information has been removed. To view the application(s) in the grid click on one of the applications. Click the **Desired Application** link.

Search Results

Only the first 300 results of a possible 1200 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

[View All](#) First 1-100 of 300 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
	UCALG	UGRD	0	2097	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Cancelled
	UCALG	UGRD	0	2087	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Cancelled
	UCALG	UGRD	0	2087	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Active
	UCALG	UGRD	0	2097	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Active
	UCALG	UGRD	0	2097	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Cancelled
	UCALG	UGRD	0	2107	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Active
	UCALG	UGRD	0	2117	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Applicant
	UCALG	UGRD	0	2107	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Applicant
	UCALG	UGRD	0	2107	VMDVM	DVM-DEG	(blank)	(blank)	(blank)	Y	Not Assion				Cancelled

12. The Application Evaluation window will display. The top portion of the window displays contact information, institutions attended, etc. Scroll further down the page to view additional information. *Please note this application is just a sample and not an actual submission (ie. Fall 2013).*

Application Evaluation

Applicant Name: **ID:**

Program Applied To For Fall 2013

Application Fee: Paid

Faculty of Veterinary Medicine:

Doctor of Veterinary Medicine
Doctor of Veterinary Medicine (Degree Stream)

Citizenship Information:

Country of Citizenship: Iran (Islamic Republic Of)
Visa Type: Permanent Resident
Date Landed: 2002-02-28
Aboriginal Person: N

Applicant Contact Information:

Email:

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

Previously Apply for admission to the University of Calgary: Yes Term: S12 Date: 2012/06/05

University of Calgary Attendance: Currently attending University of Calgary U of C Record of Course Work

Post Secondary						
Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
University of Calgary	2003/09/01	2009/04/30		(Not Available)	2009	
Athabasca University	2007/09/01	2012/04/30	2011/04/07	(Not Available)		

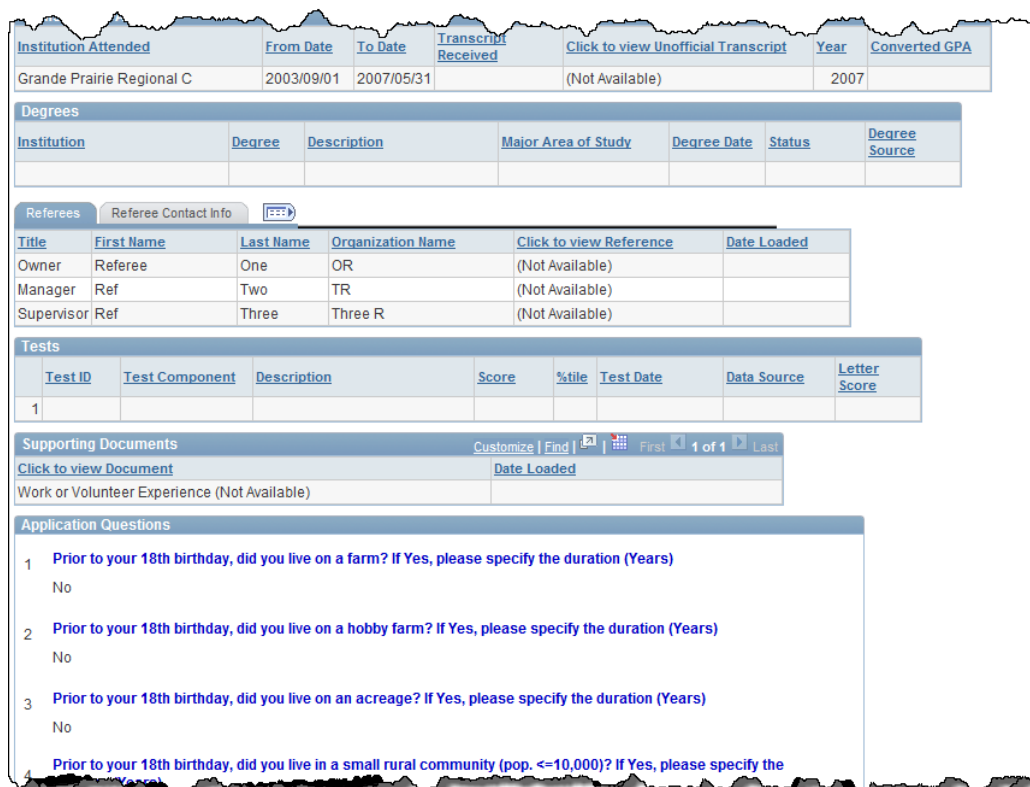
High School						
High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
PRE-UNIVERSITY YEAR	1999/09/01	2000/05/31		(Not Available)		

Degrees						
Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
University of Calgary	BSC	Bachelor of Science		2009/06/01	Complete	Self-Rpted
Athabasca University	BSc	Bachelor's Biological				

Viewing an Application

SA – Veterinary Medicine

13. The middle portion of the application displays (when available) degrees, referees, and references letters. The Applications Questions displayed are directly from the application. Continue to scroll down the window to display additional information.



Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
Grande Prairie Regional C	2003/09/01	2007/05/31		(Not Available)	2007	

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

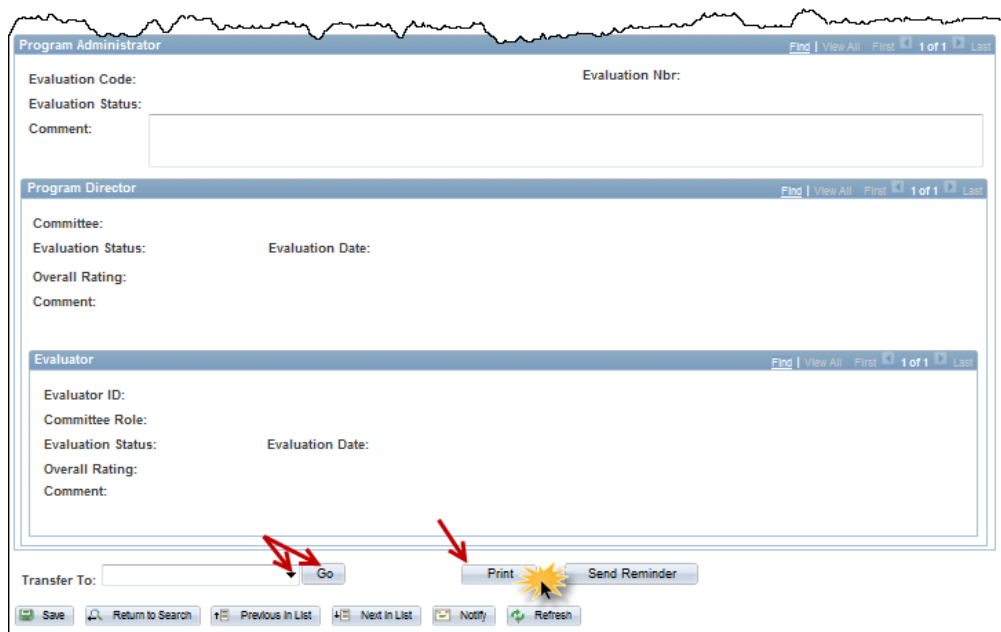
Referees					
Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded
Owner	Referee	One	OR	(Not Available)	
Manager	Ref	Two	TR	(Not Available)	
Supervisor	Ref	Three	Three R	(Not Available)	

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

Supporting Documents	
Click to view Document	Date Loaded
Work or Volunteer Experience (Not Available)	

Application Questions	
1	Prior to your 18th birthday, did you live on a farm? If Yes, please specify the duration (Years) No
2	Prior to your 18th birthday, did you live on a hobby farm? If Yes, please specify the duration (Years) No
3	Prior to your 18th birthday, did you live on an acreage? If Yes, please specify the duration (Years) No
	Prior to your 18th birthday, did you live in a small rural community (pop. <=10,000)? If Yes, please specify the

14. The lower portion of the application allows you to transfer to another component and you may also print the application if desired.



Program Administrator

Evaluation Code: Evaluation Nbr:

Evaluation Status:

Comment:

Program Director

Committee:

Evaluation Status: Evaluation Date:

Overall Rating:

Comment:

Evaluator

Evaluator ID:

Committee Role:

Evaluation Status: Evaluation Date:

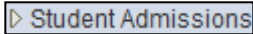



Overall Rating:

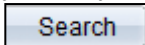
Comment:

Transfer To:

Generate Referee Email:

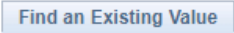
Next is how to generate an email, if for some particular reason, the referee did not receive the email with the link to the url to submit their reference form in support of the applicant. Referees are requested to submit their supporting form, however if anything is missing another email can be sent from within the system.

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

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

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

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

5. Enter any search criteria on the Web Electronic Documents page. **Note:** If you know the student ID you may enter it directly and press **Enter** or **Search**. Click the **Search** button.











Web Electronic Documents

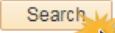


Enter any information you have and click Search. Leave fields blank for a list of all values.



▼ Search Criteria

Application Nbr	begins with ▼	<input type="text"/>	
ID	begins with ▼	<input type="text"/>	
Academic Institution	= ▼	UCALG	
Academic Career	begins with ▼	UGRD	
Application Program Nbr	= ▼	<input type="text"/>	
Academic Program	begins with ▼	VMDVM	
Admit Term	begins with ▼	2137	
Application Center	begins with ▼	VETM	
Campus ID	begins with ▼	<input type="text"/>	
National ID	begins with ▼	<input type="text"/>	
Last Name	begins with ▼	<input type="text"/>	
First Name	begins with ▼	<input type="text"/>	

☐ Include History ☐ Case Sensitive



[Basic Search](#)

[Save Search Criteria](#)

Viewing an Application

SA – Veterinary Medicine

6. The Program Referees tab contains information submitted from the web application. The top portion displays the first referee submitted. When an applicant indicates a referee the referee is automatically sent an email that indicates 1) Link to where they can upload their supporting documents and 2) Instructions on how to complete the process, including the referee's unique ID and the student's last name. Further down the page a second and third referee will be displayed (not shown).

Program Referees Supporting Documents Unofficial Transcripts

Program Referees

Academic Institution: UCALG University of Calgary Admit Term: 2137 Fall 2013
Academic Career: UGRD Undergraduate Programs Student Career Number: 0
Application Number: 42187843 Program Number: 0 Program Status: Primary Applicant
Academic Program: VMDVM Academic Plan: DVM-DEG

Program Referees Find First 1-3 of 3 Last

*Referee Number: 1 *Seq #: 1 Date Created: 2012/10/09 ☒ Data from Web App? [PSAPPS](#)

Title: Owner

*First Name: Referee

*Last Name: One

Phone Number: 403/220-6662 Extension:

Mobile Phone#:

*Email Address:

Org Name: OR

Checklist Code: DVM Veterinary medicine Checklist Item: REFER1 REFER1

Checklist Seq#: 300 Checklist Status: Initiated

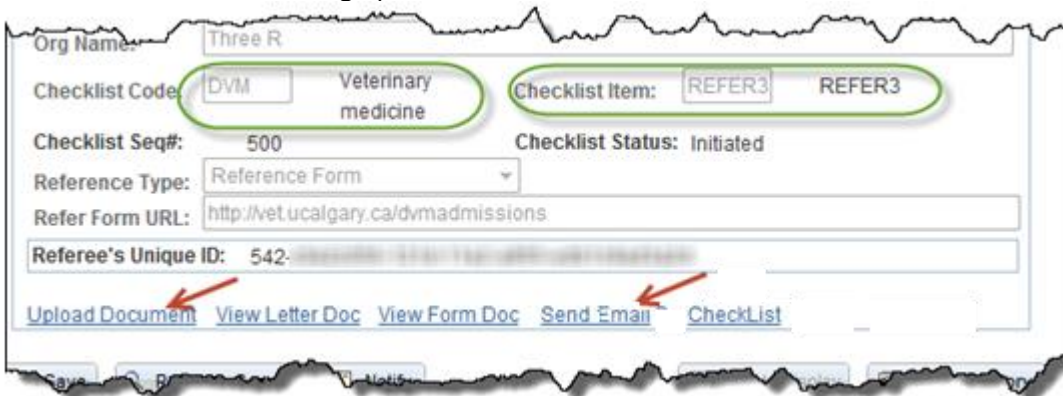
Reference Type: Reference Form

Refer Form URL: <http://vet.ucalgary.ca/dvmadmissions>

Referee's Unique ID: 1483-c882-1011-1111-1111-1111-1111-1111

[Upload Document](#) [View Letter Doc](#) [View Form Doc](#) [Send Email](#) [CheckList](#)

7. Included in the referee information is the checklist information: Checklist Code: DVM (Veterinary Medicine) and Checklist Item: REFER3 (e.g. Reference 3). The links allow users to upload Documents and resend referee email if necessary. Note: If uploading documents, file names **must not be** longer than **30** characters including spaces.



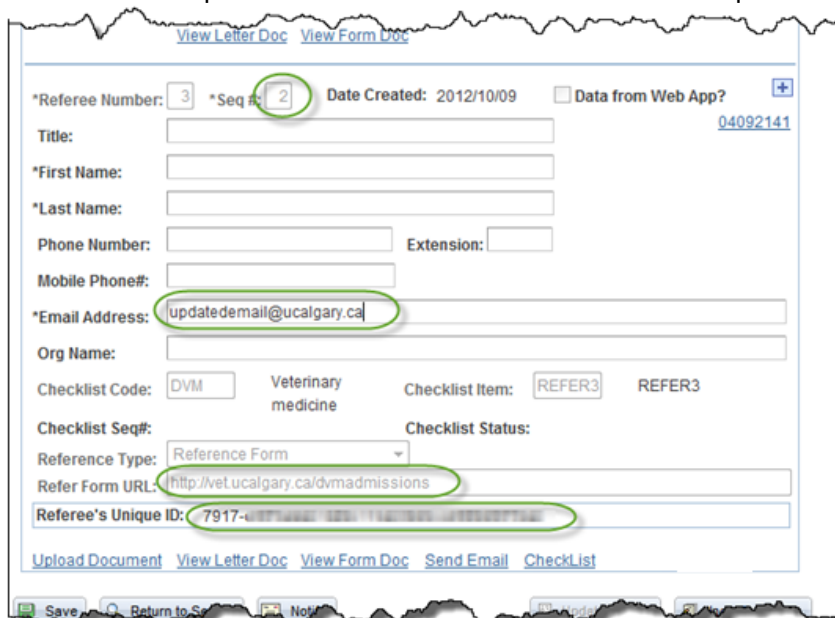
8. View Letter Documents allows Administrative Assistants to view uploaded documents. **Note:** View Form Document is not applicable for Faculty of Vet Medicine.

Send Email allows Administrative Assistants to resend an email to a referee with the URL to the referee form(s); the unique ID and student's last name and the link to upload documents. Reminder emails are not automatically sent to referees.

If email information is incorrect it will be necessary to re-enter the referee information. Click the **Add a new row** button.



9. When updating the referee information, the sequence number will increase. All information has to be re-entered except the Refer Form URL and Referee's Unique ID.



Viewing an Application

SA – Veterinary Medicine



10. If you are requested to upload any reference documents on behalf of the referee, it can be completed here. **Note: File names must not exceed 30 characters including spaces or the upload will not succeed and the system will timeout.**

Click the **Upload Document** button.

Upload Document

External Education and Transcripts:

The next steps explain External Education and Transcripts. Once you have received a transcript you can indicate this in the External Education component/page.

1. Click the **Student Admissions** link.
Student Admissions
2. Click the **Application/Transcript Loads** link.
Application/Transcript Loads
3. Click the **Education** link.
Education
4. The student emplid may carry over otherwise enter any search criteria you have and press Enter or Search.

Click the **Search** button.

Search

5. External Education will display the student's career data and the External Organization(s).

6. Click the **Action** list. The default is Desired.

Desired ▼

7. If the transcript has been received, select the Received drop list item.

Click the **Received** list item.

Received

8. Enter the Transcript date of the transcript and the date you received the transcript by using the calendar or enter it directly.

Click the **Transcript Type** list.

9. Transcript types are:

Not Req (Not Required) indicates the applicant doesn't need to submit this document.

Official indicates the official "sealed" transcript from the institution has been received.

Unofficial indicates the document has been received and was either a copy of the transcript or was not "sealed".

Select the applicable transcript type.

10. Click the **Transcript Status** list. The Transcript Status are:

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

In Progress: The student is attending the institution and has not yet completed their program of study because they are in the course.

Mid-Year: Not applicable to Vet Medicine

Incomplete: The student attending this institution has not completed a program of study.

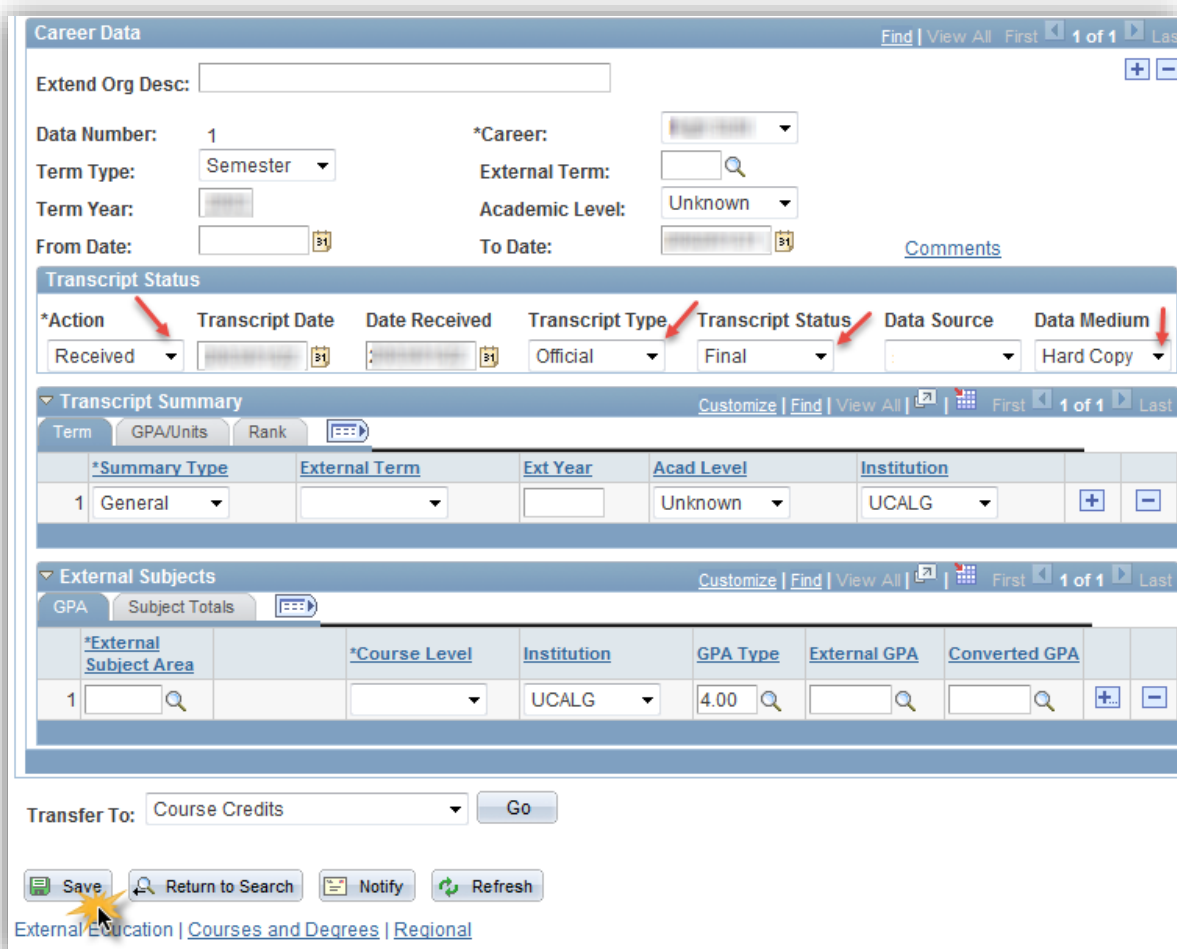
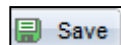
Select the applicable Transcript Status.

11. Click the **Data Medium** list. EDI refers to Electronic Digital Interface is it not acceptable, therefore select Hard Copy.

Click the **Hard Copy** list item.

Hard Copy

- Click the **Save** button.



Career Data Find | View All First 1 of 1 Last

Extend Org Desc:

Data Number: 1 *Career:

Term Type: Semester External Term:

Term Year: Academic Level: Unknown

From Date: To Date: [Comments](#)

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received			Official	Final		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 Go

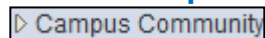
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[External Education](#) | [Courses and Degrees](#) | [Regional](#)

Update Checklists:

The following steps are 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. Contact Information Technologies to submit an IAM Request for authorization if additional access is required.

- Click the **Campus Community** link.



- Click the **Checklists** link.



- Click the **Person Checklists** link.

[Person Checklists](#)

- Click the **Checklist Management - Person** link.

[Checklist Management - Person](#)

- Enter Search Criteria and press Enter or Search.
Click the **Search** button.

[Search](#)

- Any checklists will be displayed in the grid. Click on the applicable checklist.
Click the **DVM** link.

[DVM](#)

Search Results

View All

ID	Sequence Number	Admin Function	Admit Term	Checklist Code	National ID Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
	1	ADMA	2137	APFEE	CAN	SIN	*****	02/02/1982	Male				
	2	PROS	(blank)	ELP	CAN	SIN	*****	02/02/1982	Male				
	3	ADMP	2137	DVM	CAN	SIN	*****	02/02/1982	Male				

- Checklist Management 1 displays the Administrative Function, Checklist Date, Checklist Code (DVM) and Status (Initiated). If you have been provisioned you may select Completed, Waived or Initiated.

Checklist Management 1 Checklist Management 2

ID

Academic Career UGRD

Admit Term 2137

Student Career Nbr 0

Application Nbr

Application Program Nbr 0

Checklist Date Time 2012/10/09 08:29:25

*Administrative Function Admissions Program

*Academic Institution

*Checklist Code Veterinary Medicine

*Status Status Date 2012/10/0

Due Date

Due Amount

Currency Code

Comments

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Viewing an Application

SA – Veterinary Medicine

- Click the **Checklist Management 2** tab. If there are more than one Checklist Items they will display on Checklist Management 2. Also available will be the link to Checklist Comments to view the existing Checklist Comment.

Click the **Checklist Comments** link.

[Checklist Comments](#)

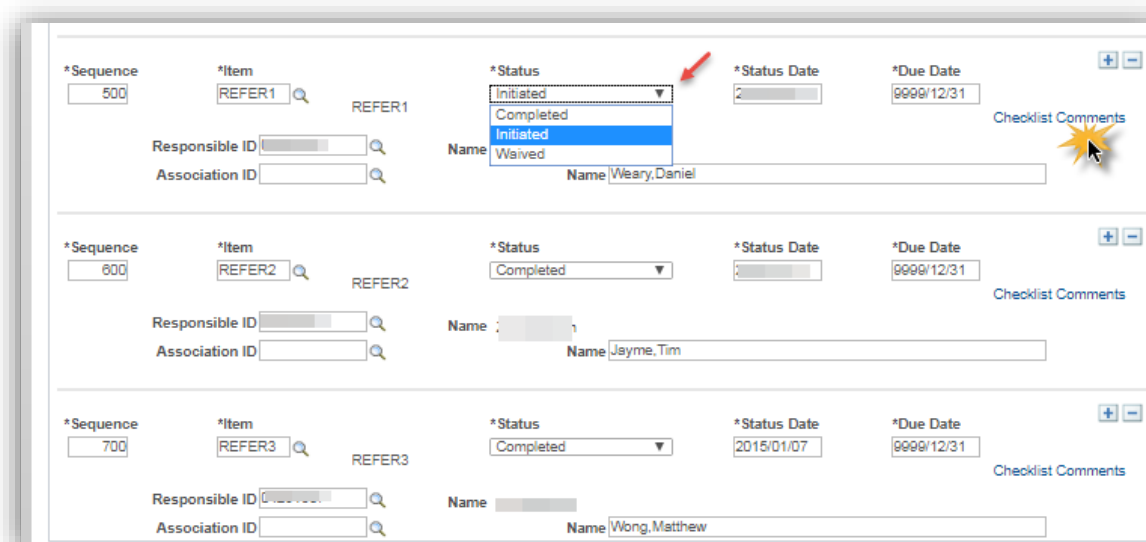
- Click the **OK** button.

OK

- Note the Checklist Items for the Referee(s).

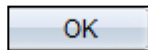
Click the **Checklist Comments** link.

[Checklist Comments](#)



The screenshot displays the 'Checklist Management 2' interface. It features three rows of checklist items, each for a different referee. The first row is for 'REFER1' (Sequence 500), the second for 'REFER2' (Sequence 600), and the third for 'REFER3' (Sequence 700). Each row includes fields for 'Responsible ID', 'Association ID', 'Name', '*Status', '*Status Date', and '*Due Date'. A red arrow points to the '*Status' dropdown menu for 'REFER1', which is currently set to 'Initiated'. The 'Name' field for 'REFER1' contains 'Weary, Daniel'. The 'Name' field for 'REFER2' contains 'Jayme, Tim', and for 'REFER3' it contains 'Wong, Matthew'. Each row also has a 'Checklist Comments' link. The interface includes search icons for the 'Item' and 'Responsible ID' fields.

11. The Checklist Item Comment will appear.
Click the **OK** button.



Checklist Item Comments

Checklist Item: **REFER1** Reference 1

Responsible ID:

Association ID: Weary, Daniel

Checklist Item Comment:

Checklist comments may display here.

Student Specific Comment:

End of Procedure

For the corresponding online learning, consult: www.ucalgary.ca/ittraining