

SA – Graduate Studies

The following steps will explain how Graduate Program Administrators view an application grid and an individual application. From here you will be able to view all application and program questions, and whether or not all transcripts and reference documents have been uploaded.

- Click the Student Admissions link.
 ▷ Student Admissions
- 2. Click the Application Evaluation link.
- 3. Click the **Dept Admission Evaluation** link. Dept Admission Evaluation
- 4. Enter the student ID or some additional information in the Search Criteria. For example a Degree Plan or Academic Plan must be entered (e.g. ENCH-AOS). A grid of applicants will appear based on the search criteria.
 - The Acad Plan (SPC) indicates a specialization
 - The Acad Plan (LOC) indicates a location
 - The Application Complete field (Y/N) indicates the status of the application. A status of Y = Yes indicates all supporting documents have been received and an evaluator can be assigned. A status of N = No indicates not all supporting documents have been received (Unofficial transcripts, supporting documents, references and application fee).
 - **Evaluation Complete** indicates what stage the application is at:
 - Not Assign: Evaluators have not been assigned
 - **Eval Incplt:** Application has been assigned to evaluators, but one or more of the evaluators have not yet completed their evaluation,
 - **Eval Cmplt:** All evaluators assigned have completed their evaluation

Viewing an Application

SA – Graduate Programs



Dept Admission Evaluation

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

Find an Existing Value	9				
Search Criteria					
ID Application Nbr	begins with begins with	v]Q]Q	
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Acad Plan(SPC) Application Complete	begins with begins with	v			
Evaluation Complete	= •]			¥

Search Clear Basic Search 🖉 Save Search Criteria

5. Click the **Search** button.



6. If there is insufficient information in the Search Criteria the following message displays:



7. The grid gives an "at a glance" look at the applicants. **Program Status** indicates what stage in the admission process the application is at ('Applicant' – The student has applied, but has not yet been admitted, 'Cancelled' – the student applied, but their application has been cancelled (administrative withdrawal or deny), 'Admitted' – The student has been admitted, but has not yet accepted through the student centre, 'Active' the student has been admitted and has accepted the offer of admission through the student centre).



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Note: The most recent application will appear at the top but the Search results column are sortable by clicking on the column title.

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Click the **Desired Application** link.

8. The Application Evaluation window will appear. The top portion of the Application Evaluation window displays the applicant name, ID, program/term, application fee status (paid or unpaid), citizenship and contact information (**email** and phone numbers).

	Appl	ication	Evalua	tion		
Applicant Name:			ID:			
Program Applied To F	or Fall 2017					
Application Fee: Paid						
Faculty of Graduate Studies	c					
Master of Science (Degree Chemical Engineering (Are Petroleum Engineering (Sp	Stream) a of Study) ecialization)					
itizensnip information:						
Country of Citizenship: Ca Visa Type:	nada					
Date Landed:						
Aboriginal Person: N		—				
Applicant Contact Informatio	on:	A	pplicants er	nail displays		
Email:	@ucalgar	y.ca				
Phone Type Phone Nun	ber Extension	n Pre	ferred			
Current Home 403/		\checkmark				
Previously apply to the Gradua	to Studios at the	U of C:	Voc. Torm:	P17 Date: 2017/02/00	/	
University of Calgary Attendan	ce: Currently atte	ndina Universi	sity of Calgary	U of C Record of Course Work		
Deet Conservations	,,		,			
Post Secondary		T D (Transcript			
Institution Attended	From Date	To Date	Received	Click to view Unofficial Transcript	Year	Converted GPA

Viewing an Application



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9. Scroll down the page to view the lower portion of the page. The lower portion displays everything submitted by the student in the application, the referee information and any uploaded documents.

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ligh Schoo	ol Attended	Fron	n Date	To Date	Transcrip Received	t Date	Click to vie	ew Unoff	cial Transcri	pt	Year	Converted GPA	
HAHRAN	N HIGH SCHOOL	2010	0/09/01	2013/05/31	2013/06/)7	(Not Avail	able)			201	3	
Degrees													
nstitution		Degree	Descr	iption		Major An	ea of Study	D	egree Date	Status		Degree Source	
Jniversity	of Calgary	BSC	Bache	elor of Science	Э			20	017/06/01	In Pro	gress	Self-Rpted	
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Scroll down the page to view the application questions.

\sim	my An a share
	Are you applying to a Combined Program? If yes, specify which program
1	the four appring to a communical regions. In jest specify minor programs
	No
2	Have you completed any courses towards this program? If yes, please list them.
	No
2	Is this application for re-admission to complete a program you withdrew, or were withdrawn from previously?
° .	
	No
4	How did you hear about this program?
	Internet research/University of Calgary websites
Pro	agram Questions
1	Have you been in contact with any professor in this department? If yes, who?
-	
2	Please indicate your area(s) of Specialization: Chemical Engineering, Petroleum Engineering, Biomedical Engineering, Environmental Engineering, Energy
-	and Environment, Energy & Environmental Systems.
	Chemical Engineering
	Environmental Engineering
3	Do wish to attend full-time or part-time?
	Funding from this Department is limited and you will require a minimum of \$21,000 per year, for tuition and living expenses. Please state whether or not
4	you will receive, or have applied for, financial support for your program in the form of an award, sponsorship, or other. Please indicate the dollar amount
	and duration of the support, and when it is to start.
5	If relevent to your proposed field of study, list any publications and/or scholarly or professional organizations in which you hold membership.
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At the bottom of the application there is a comment box where GPA's may enter comments, if desired, and evaluators can see these comments when they review the application. Also, comments



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can be added by navigating to Application Evaluations. Tip: use the "Transfer To" button at the bottom of the page.

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Evaluation Code:	GS DEPT GS Department Evaluation	Evaluation Nbr: 1
Evaluation Status:	Dept ADMIT	
Comment:	BSc 2017, University of Calgary, GPA 3.09/4.0; P15-W17	GPA can enter comments directly on this page.

When completed, Program Director and Evaluator comments can be viewed.

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Program Director					Find View All	First 🕚 1 of 1 🕑 Last
Committee: Evaluation Status:	CPE	Chemical & Petroleum Eng Evaluation Date:				
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Overall Rating:						
Comment:						
Evaluator					Find View 1	First 1-2 of 2 🕑 Last
Evaluator ID:	04274535					
Committee Role:	MMBF	Member of Committee				
Evaluation Status:	Eval RECOM	Evaluation Date: 2018/02/20				
Overall Rating:						
Comment:	Good candidate	e for our program.				
Evaluator ID:	10120006					
Committee Delev	10120090	And the Marshard Committee				
Committee Role:	ACAD	Academic Member of Committee				
Evaluation Status:	Eval RECOM	Evaluation Date: 2017/02/27				
Overall Rating:						
Comment:						
Transfer To:		✓ Go	Print	Send Reminder		

The **Send Reminder** button is available if a reminder email is required. The Send Reminder immediately sends an email reminder to the evaluator if they haven't completed the evaluation.

End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services training website > Student Administration (PeopleSoft Campus Solutions).