

The following steps will aid in manipulating the GPA for a manual assessment.

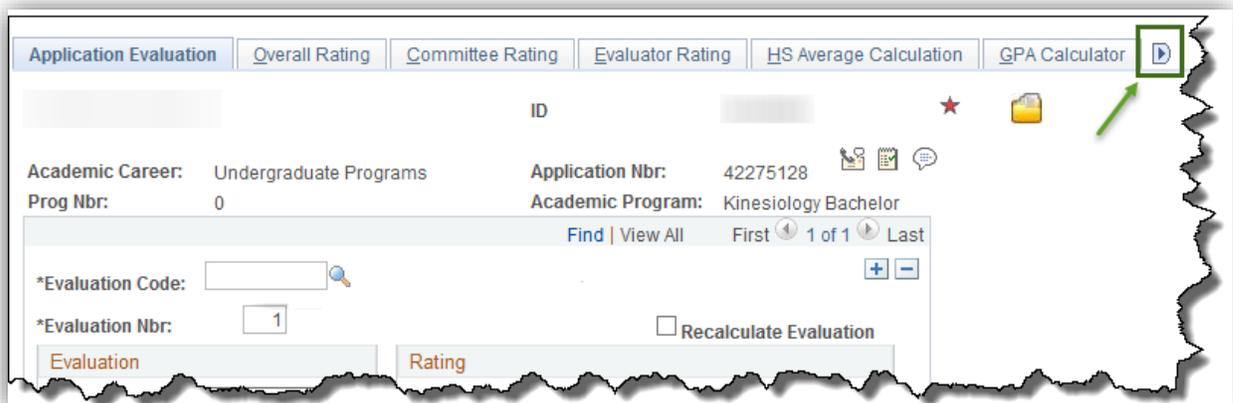
1. Click the **Student Admissions** link.  
▶ [Student Admissions](#)
2. Click the **Application Evaluation** link.  
[Application Evaluation](#)
3. Click the **Application Evaluation** link (again); there is a second link named the same.  
[Application Evaluation](#)
4. Enter desired search criteria and press Enter or Search. Click the **Search** button.  
[Search](#)
5. Any previous application history will display in the grid including the Change of Program application. Ensure you select the applicable COP program as there may be more than one listed. Click the **COP** link.

Search Results

View All

Application Nbr ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center Name	Gender	Date of B
42275128	UCALG	UGRD	0	KNBCH	2157	COP	Female	02/21/19
42206515	UCALG	UGRD	0	KNBCH	2137	UGRD	Female	02/21/19

6. On Application Evaluation, click the **Show Following Tabs** button.

The screenshot shows the 'Application Evaluation' interface. At the top, there are several tabs: 'Application Evaluation', 'Overall Rating', 'Committee Rating', 'Evaluator Rating', 'HS Average Calculation', and 'GPA Calculator'. The 'GPA Calculator' tab is highlighted with a green box and a green arrow. Below the tabs, there is a search bar and a 'Find' button. The main content area displays application details for 'Application Nbr: 42275128' and 'Academic Program: Kinesiology Bachelor'. There are also input fields for '\*Evaluation Code:' and '\*Evaluation Nbr:' (with '1' entered), and a 'Recalculate Evaluation' checkbox.

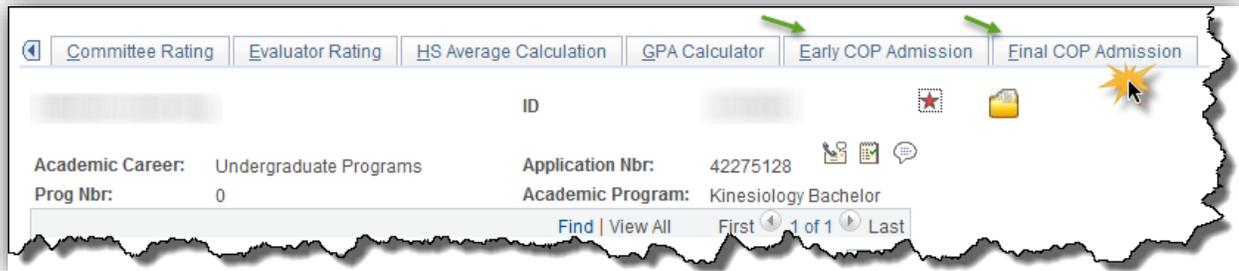
# COP Altering Courses from a Manual Assessment

SA - Admissions



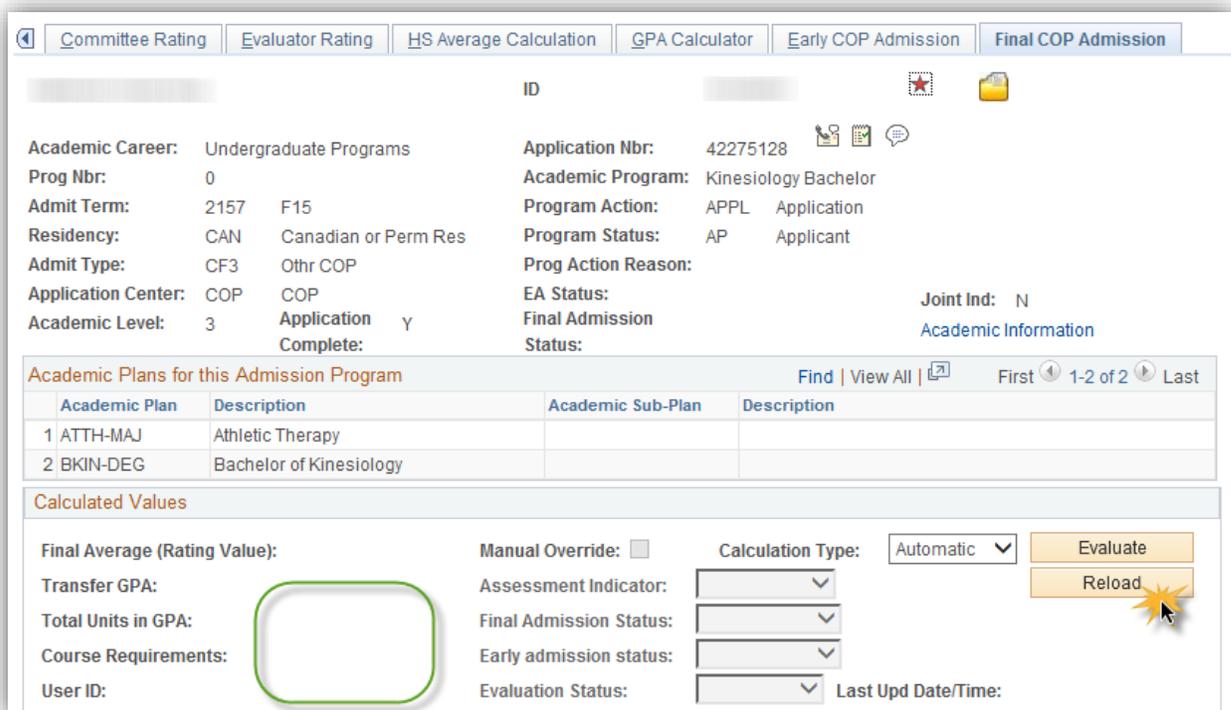
- Click the **Early COP Admission** or **Final COP Admission** tab. For this example select the Final COP Admission tab. Click the **Final COP Admission** tab.

[Final COP Admission](#)



- On the **Early COP Admission** or **Final COP Admission** pages any previous calculations may display in Calculated Values if a previous calculation has been completed. Click Reload to clear any previously calculated values. Click the **Reload** button.

[Reload](#)



9. The Calculation Type becomes Semi-Auto and the Calculated Values clear (if there were any). Select the courses to manually alter the assessment (e.g. at least 10).

**Calculated Values**

Final Average (Rating Value):  Manual Override:  Calculation Type: Semi-Auto Evaluate

Transfer GPA:  Assessment Indicator:  Reload

Total Units in GPA:  Final Admission Status:

Course Requirements:  Early admission status:

User ID:  Evaluation Status:  Last Upd Date/Time:

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**Classes** Personalize | Find | 

Incl	Subj	Cat #	Grade	Unit Taken	Term	Taken Order	Rpt	Rqmnt D / Reject Rsn	TC Grp	Grd Pt/ Unit	Derived Incl GPA	Mdl Stat	Dtl Stat	Ext Course	Ext Grade
<input checked="" type="checkbox"/>	KNES	330	A	3.00	2151	2015-01				4.000	<input type="checkbox"/>				
<input type="checkbox"/>	KNES	371	A+	3.00	2151	2015-01				4.000	<input type="checkbox"/>				
<input type="checkbox"/>	SOCI	201	A-	3.00	2151	2015-01				3.700	<input type="checkbox"/>				

10. Here is an example of courses that have been selected to alter the manual assessment.

**Classes** Personalize | Find | 

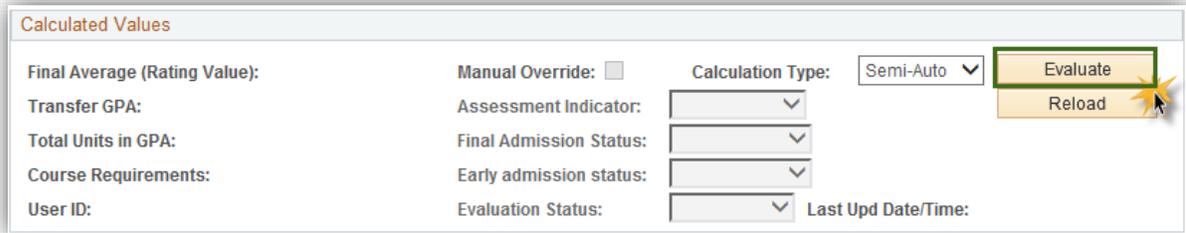
Incl	Subj	Cat #	Grade	Unit Taken	Term	Taken Order	Rpt	Rqmnt D / Reject Rsn	TC Grp	Grd Pt/ Unit	Derived Incl GPA	Mdl Stat	Dtl Stat
<input checked="" type="checkbox"/>	KNES	330	A	3.00	2151	2015-01				4.000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	371	A+	3.00	2151	2015-01				4.000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	SOCI	201	A-	3.00	2151	2015-01				3.700	<input type="checkbox"/>		
<input type="checkbox"/>	KNES	373	B+	3.00	2151	2015-01				3.300	<input type="checkbox"/>		
<input type="checkbox"/>	KNES	399	B+	3.00	2151	2015-01				3.300	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	237	A	3.00	2147	2014-09				4.000	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	323	B+	3.00	2147	2014-09				3.300	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	PSYC	203	B+	3.00	2147	2014-09				3.300	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	BIOL	241	B	3.00	2147	2014-09				3.000	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	PHIL	275	W	3.00	2147	2014-09					<input type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	203	A	3.00	2141	2014-01				4.000	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	260	A-	3.00	2141	2014-01				3.700	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	263	A-	3.00	2141	2014-01				3.700	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KNES	245	B+	3.00	2141	2014-01				3.300	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KNES	253	B+	3.00	2141	2014-01				3.300	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	KNES	251	A	3.00	2137	2013-09				4.000	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KNES	201	A-	3.00	2137	2013-09				3.700	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KNES	213	A-	3.00	2137	2013-09				3.700	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KNES	259	B+	3.00	2137	2013-09				3.300	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	ENGL	201	C+	3.00	2137	2013-09				2.300	<input checked="" type="checkbox"/>		

# COP Altering Courses from a Manual Assessment

SA - Admissions

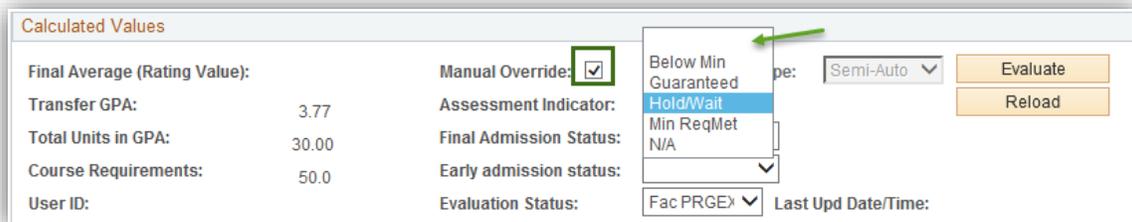
- Once you have selected the courses to alter click the Evaluate button to see the results in the Calculated Values. Click the **Evaluate** button.

Evaluate



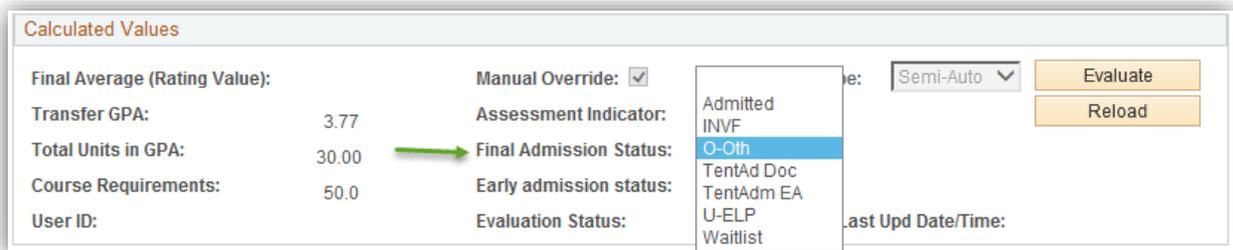
Calculated Values			
Final Average (Rating Value):	Manual Override: <input type="checkbox"/>	Calculation Type: Semi-Auto	Evaluate
Transfer GPA:	Assessment Indicator: [Dropdown]		Reload
Total Units in GPA:	Final Admission Status: [Dropdown]		
Course Requirements:	Early admission status: [Dropdown]		
User ID:	Evaluation Status: [Dropdown]	Last Upd Date/Time:	

- You can override the system's assessment by using the Manual Override option. Click the **Manual Override** option.
- When Manual Override is selected the Assessment Indicator fields can be manipulated. Click the **Assessment Indicator** list.
- Set the Assessment Indicator type to "blank" (no drop down options selected). Click the list item that indicates no option.



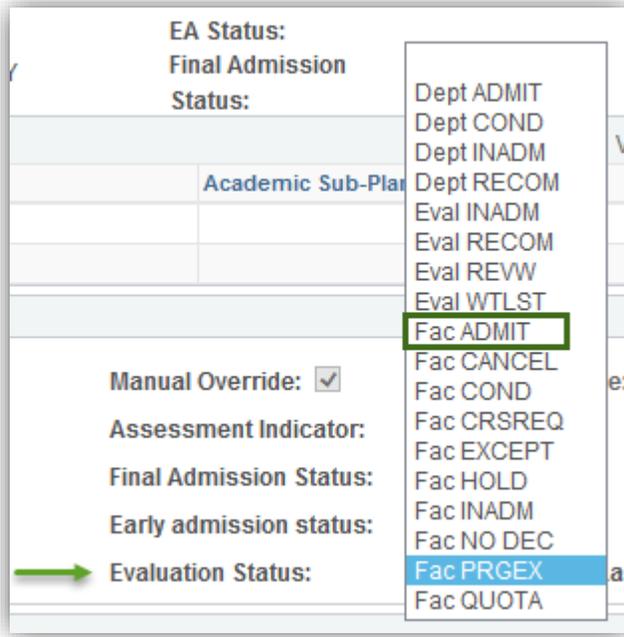
Calculated Values			
Final Average (Rating Value):	Manual Override: <input checked="" type="checkbox"/>	Calculation Type: Semi-Auto	Evaluate
Transfer GPA: 3.77	Assessment Indicator: [Dropdown]		Reload
Total Units in GPA: 30.00	Final Admission Status: [Dropdown]		
Course Requirements: 50.0	Early admission status: [Dropdown]		
User ID:	Evaluation Status: [Dropdown]	Last Upd Date/Time:	

- Click the **Final Admission Status** list. Select the applicable value from this list. For this example, select Admitted. Click the **Admitted** list item.



Calculated Values			
Final Average (Rating Value):	Manual Override: <input checked="" type="checkbox"/>	Calculation Type: Semi-Auto	Evaluate
Transfer GPA: 3.77	Assessment Indicator: [Dropdown]		Reload
Total Units in GPA: 30.00	Final Admission Status: [Dropdown]		
Course Requirements: 50.0	Early admission status: [Dropdown]		
User ID:	Evaluation Status: [Dropdown]	Last Upd Date/Time:	

16. Click the **Evaluation Status** list. Select the applicable value from this list. For example, select Fac Admit. Click the **Fac ADMIT** list item.



EA Status:  
Final Admission  
Status:

Academic Sub-Plan

Manual Override:

Assessment Indicator:

Final Admission Status:

Early admission status:

→ Evaluation Status:

- Dept ADMIT
- Dept COND
- Dept INADM
- Dept RECOM
- Eval INADM
- Eval RECOM
- Eval REWW
- Eval WTLST
- Fac ADMIT
- Fac CANCEL
- Fac COND
- Fac CRSREQ
- Fac EXCEPT
- Fac HOLD
- Fac INADM
- Fac NO DEC
- Fac PRGEX
- Fac QUOTA

17. Once you have selected the options in Assessment Indicator fields save the data.



18. Return to the Application Evaluation tab. Click the **Application Evaluation** tab.

Application Evaluation

# COP Altering Courses from a Manual Assessment

SA - Admissions



19. The Evaluation will display the Eval Stat (e.g. Fac ADMIT) as well as the Application Status (e.g. Admitted).

The screenshot shows the 'Application Evaluation' tab selected. The 'Eval Stat' dropdown is set to 'Fac ADMIT'. The 'Adm Status' dropdown is set to 'Admitted'. The 'Application Nbr' is 42275128 and the 'Academic Program' is Kinesiology Bachelor. The 'Evaluation Code' is COP EVAL and the 'Evaluation Nbr' is 1. The 'Effective Date' is 2015/07/30. The 'File Status' is 'At Fac'.

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

**End of Procedure.**