

The following lesson explains how to run a batch process to produce two reports: 1. **Admission Decision Update** and 2. **Review Required**. It is recommended that faculties always first run this process in report mode to ensure settings look correct before running in live mode. In report mode, all information for a student will be displayed as well as what the process will complete in live mode including the assessment indicators as long as the offer indicator is selected on the COP Admission Assessment Rules component.

Also included in this job aid are instructions about COP Processing Records which is also created when using report mode.

Note: The first time you run this process initial configuration of various emails generated from this process is required. Consult the corresponding online learning and job aid: Editing Message Catalog for Change of Program Emails. Once the email setup is completed, users should ensure that all communication speed keys for the faculty emails have been added to their user defaults. Please consult the corresponding online learning and job aid: Communication Speed Value Keys for Change of Program.

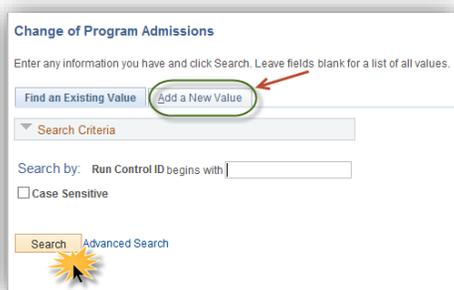
1. Click the **Student Admissions** link.

2. Click the **Processing Applications** link.

3. Click the **Evaluations** link.

4. Click the **COP Admissions Early/Final** link.

5. The first time you run a report click Add a New Value. Otherwise, press Search for previously setup Run Control ID's. Click the **Add a New Value** tab.

Change of Program Admissions

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

Search Criteria

Search by: Run Control ID begins with

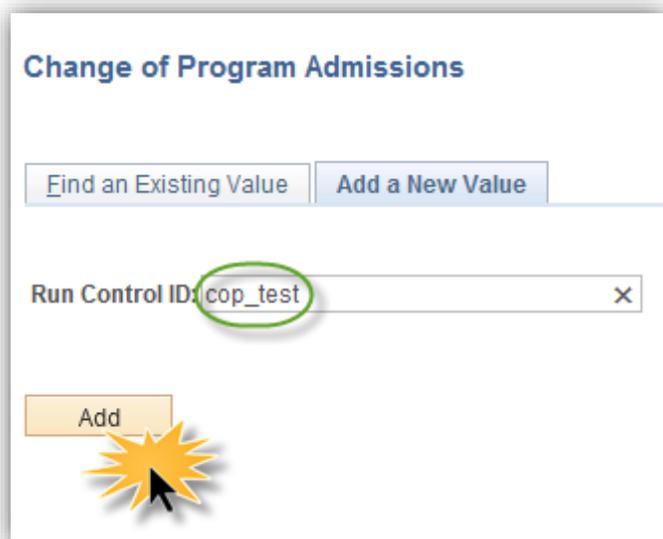
Case Sensitive

Batch Process for Change of Program Admissions

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6. Enter a Run Control ID name. The run control ID must be one word with no spaces. The name is not relative to the outcome of the process (e.g. cop_test). Click the **Add** button.

Add



7. Enter the applicable term or use the Look up tool. Click the **Look up Admit Term** button.

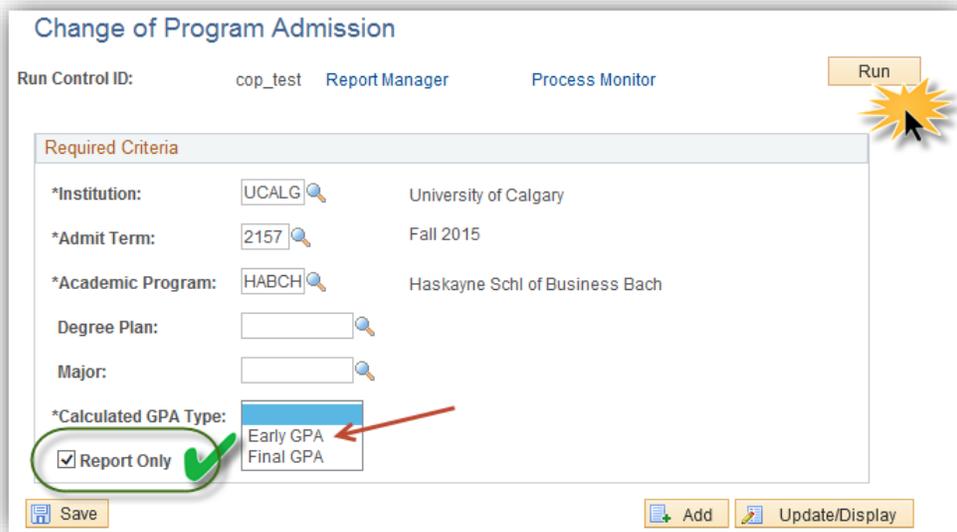
8. Select the applicable term (e.g. 2157 for Fall 2015). Click the **2157** link.
[2157](#)
9. You may enter the applicable Academic Program or use the Look up tool. Click the **Look up Academic Program** button.

10. Select the applicable Academic Program, for example HABCH (Haskayne Schl of Business Bach). Click the **HABCH** link.
[HABCH](#)
11. For larger faculties, it is recommended that you also enter a major rather than run the process for the entire Change of Program submitted pool for a term. Click the **Calculated GPA Type** list.

12. **Early GPA:** For a Fall Admit term, an early GPA will use courses from the Fall of the previous year to the admit term and prior.

Final GPA: For a Winter admit term, an early GPA will use courses from the Spring/Summer of the year prior to the admit term and the Final GPA will use courses from the Fall of the year prior to the admit term. Click the **Early GPA** list item.

[Early GPA](#)



13. **Very Important:** Ensure that **Report Only** is selected so only a report can be generated and students will not be admitted. The report will download into two reports and not actually admit students. An evaluation record (COP Eval) will also be created for the selected student. However, if you desire to admit students deselect this checkbox. **CAUTION:** This will immediately matriculate students and cannot be reversed. Click the **Run** button.

[Run](#)

14. Click the **OK** button.

[OK](#)

15. You can monitor the progress of the batch process in the Process Monitor. Click the **Process Monitor** link.

[Process Monitor](#)

16. The batch process may take as long as 40 minutes to complete. Pressing Refresh will display the progress of the batch run (e.g. Queued, Processing and Success). Click the **Refresh** button.

[Refresh](#)

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17. When the batch process is completed, Success and Posted will display and the Details link will be available. Click the [Details](#) link.

[Details](#)

Process List | Server List

View Process Request For

User ID: 04038124 | Type: [] | Last: [] | 99 Days | Refresh

Server: [] | Name: [] | Instance: [] to []

Run Status: [] | Distribution Status: [] | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6639281		Application Engine	UCADB040	04274535	2015/03/11 3:31:36PM MDT	Success	Posted	Details

Go back to Change of Program Admissions

Save | Notify

Process List | Server List

18. Click the [View Log/Trace](#) link.

[View Log/Trace](#)

Process Detail

Process

Instance: 6591165 | Type: Application Engine

Name: UCADB040 | Description: Change of Prog Adm Early/Final

Run Status: Success | Distribution Status: Posted

Run | Update Process

Run Control ID: HASK_COP | Hold Request

Location: Server | Queue Request

Server: PSUNX | Cancel Request

Recurrence: | Delete Request

Restart Request

Date/Time | Actions

Request Created On: 2015/03/13 3:10:27PM MDT | Parameters | Transfer

Run Anytime After: 2015/03/13 3:10:09PM MDT | Message Log | View Locks

Began Process At: 2015/03/13 3:10:42PM MDT | Batch Timings

Ended Process At: 2015/03/13 3:23:50PM MDT | View Log/Trace

OK | Cancel

19. The Process Detail File List will display two .xls report output files: 1. **Admission Decision Updated.xls** and 2. **Review Required.xls**.

Click the [Admission Decision Updated.xls](#) link.

[Admission Decision Updated.xls](#)

View Log/Trace

Report

Report ID: 3848798 Process Instance: 6591165 [Message Log](#)

Name: UCADB040 Process Type: Application Engine

Run Status: Success

Change of Prog Adm Early/Final

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 2015/03/20

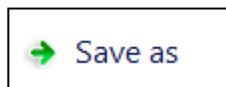
File List		
Name	File Size (bytes)	Datetime Created
AE_UCADB040_6591165.stdout	1,419	2015/03/13 3:23:50.602303PM MDT
Admission Decision Updated.xls	2,885	2015/03/13 3:23:50.602303PM MDT
Review Required.xls	45,206	2015/03/13 3:23:50.602303PM MDT

Distribute To

Distribution ID Type	*Distribution ID
User	

[Return](#)

20. Save the files. It is recommended to use the **Save As** feature. Click the [Save as](#) button.



Batch Process for Change of Program Admissions

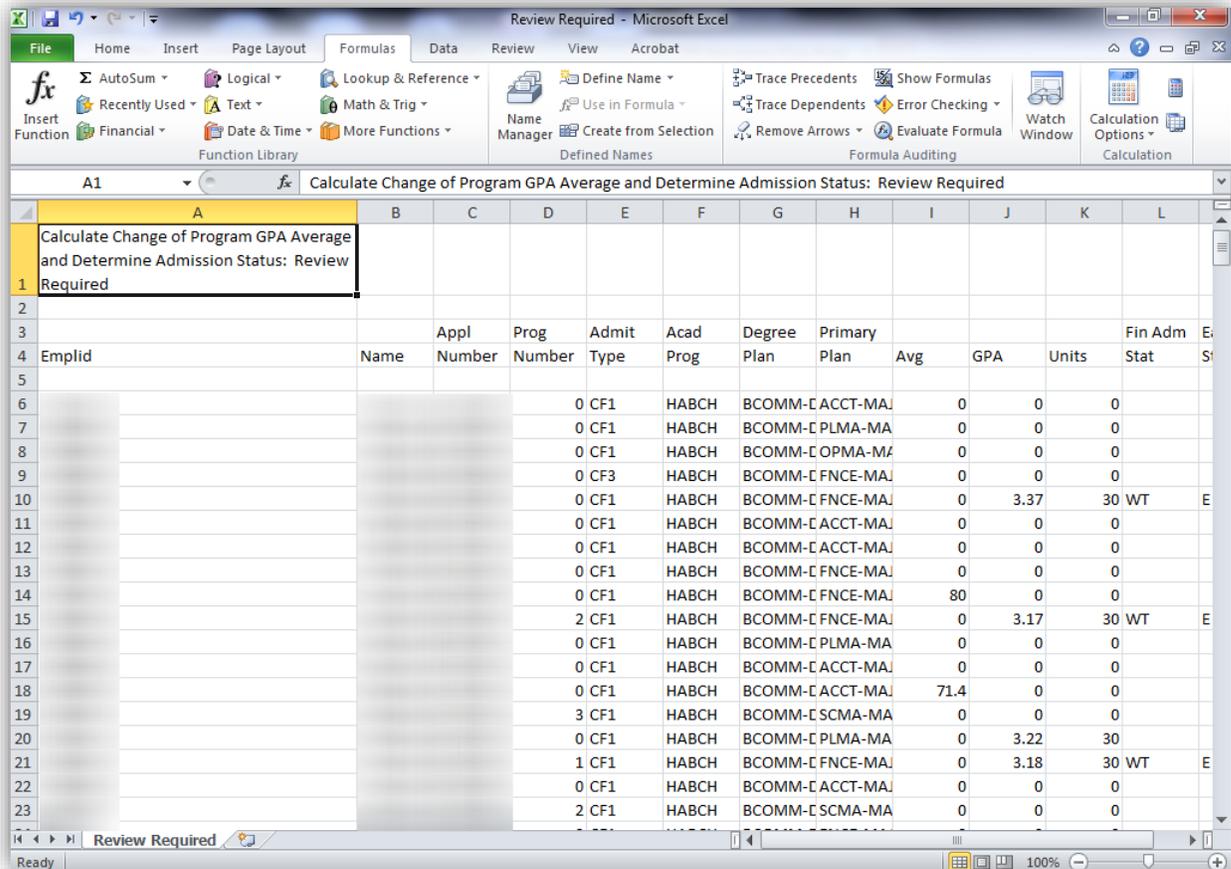
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21. Admission Decision Updated indicates Admit Type (CF1, CF2 or CF3), Primary Plan, GPA, Units completed, Fin Adm Status. Note for FOIP reasons some information has been removed. Scroll to the right to view additional information (Tip: Use the Maximize button to view the entire table).

	A	B	C	D	E	F	G	H	I	J	K	L
1	Calculate Change of Program GPA Average and Determine Admission Status: Admission Decision Updated											
2												
3			Appl	Prog	Admit	Acad	Degree	Primary				Fin Adm
4	Emplid	Name	Number	Number	Type	Prog	Plan	Plan	Avg	GPA	Units	Stat
5												
6				0	CF3	HABCH	BCOMM-E FNCE-MAJ		0	0	0	T1
7				0	CF3	HABCH	BCOMM-E RMIF-MAJ		0	3.54	30	T1
8				0	CF1	HABCH	BCOMM-E OPMA-MAJ		0	3.93	30	T1
9				0	CF3	HABCH	BCOMM-E OPMA-MAJ		0	3.64	30	T1
10				0	CF3	HABCH	BCOMM-E ACCT-MAJ		0	3.47	30	T1
11				0	CF1	HABCH	BCOMM-E FNCE-MAJ		0	3.51	30	T1
12				0	CF3	HABCH	BCOMM-E ACCT-MAJ		0	3.47	30	T1
13				0	CF3	HABCH	BCOMM-E ACCT-MAJ		0	3.88	30	T1
14				0	CF3	HABCH	BCOMM-E GENL-MAJ		0	3.47	30	T1
15				0	CF3	HABCH	BCOMM-E FNCE-MAJ		0	0	0	T1
16				0	CF1	HABCH	BCOMM-E GENL-MAJ		0	3.4	30	T1
17				0	CF3	HABCH	BCOMM-E ACCT-MAJ		0	3.47	21	T1
18				0	CF1	HABCH	BCOMM-E ACCT-MAJ		0	3.88	30	T1
19				1	CF3	HABCH	BCOMM-E MKTG-MAJ		0	0	0	T1
20				0	CF3	HABCH	BCOMM-E OPMA-MAJ		0	3.88	30	T1
21				0	CF3	HABCH	BCOMM-E ACCT-MAJ		0	3.5	30	T1
22				0	CF3	HABCH	BCOMM-E FNCE-MAJ		0	3.81	30	T1
23				2	CF3	HABCH	BCOMM-E IBUS-MAJ		0	3.81	30	T1

22. This is the Review Required file. Scroll to the right to view additional columns (Tip: Use the maximize button to view the entire table).



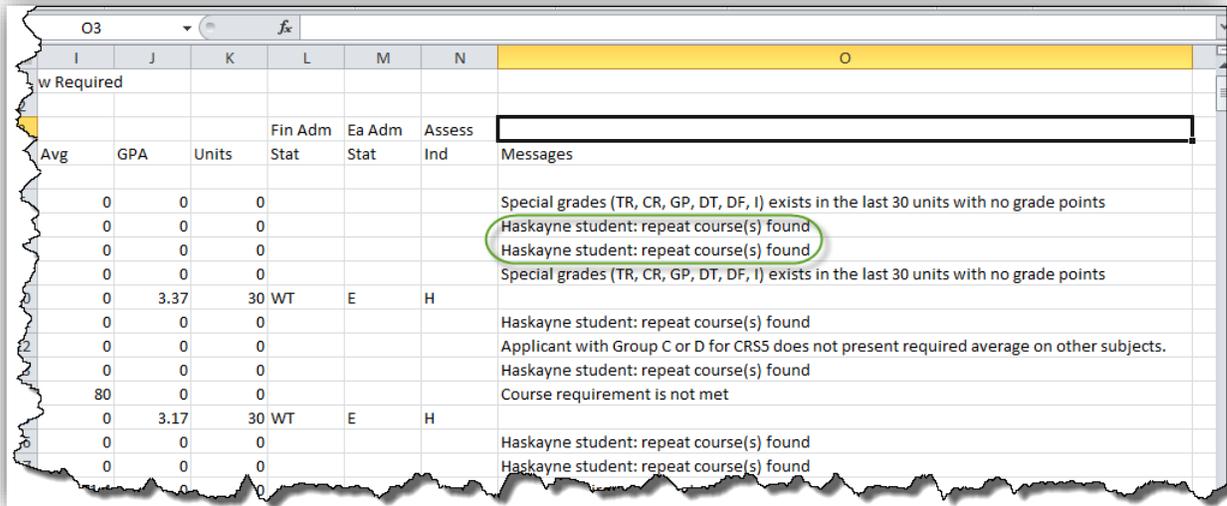
The screenshot shows a Microsoft Excel spreadsheet titled "Review Required - Microsoft Excel". The spreadsheet contains a table with the following columns: Emplid, Name, Appl Number, Prog Number, Admit Type, Acad Prog, Degree Plan, Primary Plan, Avg, GPA, Units, Fin Adm Stat, and Es. The data rows show student records with various program numbers and admission types.

Emplid	Name	Appl Number	Prog Number	Admit Type	Acad Prog	Degree Plan	Primary Plan	Avg	GPA	Units	Fin Adm Stat	Es
			0	CF1	HABCH	BCOMM-E ACCT-MAJ		0	0	0		
			0	CF1	HABCH	BCOMM-E PLMA-MA		0	0	0		
			0	CF1	HABCH	BCOMM-E OPMA-MA		0	0	0		
			0	CF3	HABCH	BCOMM-E FNCE-MAJ		0	0	0		
			0	CF1	HABCH	BCOMM-E FNCE-MAJ		0	3.37	30	WT	E
			0	CF1	HABCH	BCOMM-E ACCT-MAJ		0	0	0		
			0	CF1	HABCH	BCOMM-E ACCT-MAJ		0	0	0		
			0	CF1	HABCH	BCOMM-E FNCE-MAJ		0	0	0		
			0	CF1	HABCH	BCOMM-E FNCE-MAJ		80	0	0		
			2	CF1	HABCH	BCOMM-E FNCE-MAJ		0	3.17	30	WT	E
			0	CF1	HABCH	BCOMM-E PLMA-MA		0	0	0		
			0	CF1	HABCH	BCOMM-E ACCT-MAJ		0	0	0		
			0	CF1	HABCH	BCOMM-E ACCT-MAJ		71.4	0	0		
			3	CF1	HABCH	BCOMM-E SCMA-MA		0	0	0		
			0	CF1	HABCH	BCOMM-E PLMA-MA		0	3.22	30		
			1	CF1	HABCH	BCOMM-E FNCE-MAJ		0	3.18	30	WT	E
			0	CF1	HABCH	BCOMM-E ACCT-MAJ		0	0	0		
			2	CF1	HABCH	BCOMM-E SCMA-MA		0	0	0		

Batch Process for Change of Program Admissions

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23. The messages column indicates exception reasons (e.g. Haskayne student; repeat course found) This indicates the student applying to a Haskayne program has repeated a course; including transfer courses. For a complete list of exceptions and reasons consult: For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

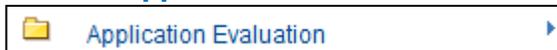


Avg	GPA	Units	Fin Adm Stat	Ea Adm Stat	Assess Ind	Messages
0	0	0				Special grades (TR, CR, GP, DT, DF, I) exists in the last 30 units with no grade points
0	0	0				Haskayne student: repeat course(s) found
0	0	0				Haskayne student: repeat course(s) found
0	0	0				Special grades (TR, CR, GP, DT, DF, I) exists in the last 30 units with no grade points
0	3.37	30	WT	E	H	Haskayne student: repeat course(s) found
0	0	0				Applicant with Group C or D for CRS5 does not present required average on other subjects.
0	0	0				Haskayne student: repeat course(s) found
80	0	0				Course requirement is not met
0	3.17	30	WT	E	H	Haskayne student: repeat course(s) found
0	0	0				Haskayne student: repeat course(s) found
0	0	0				Haskayne student: repeat course(s) found

After the batch process has been completed navigate to Change of Program Processing to view the results of the batch process can be viewed.

Note: When run in "report mode" the results will contain all students regardless of their admission status after the batch job is run. If you run the process in "update mode", students that have been admitted will not be listed. The list only displays those students that require manual intervention and review by the faculty.

1. Click the **Application Evaluation** menu.



2. Click the **COP Early/Final Evaluation** menu.



3. Enter the applicable Term and Academic Program. Click the **Look up Academic Program** button.



4. Select the applicable Academic Program (e.g. HABCH Haskayne Schl of Business Bach). Click the **HABCH** link.

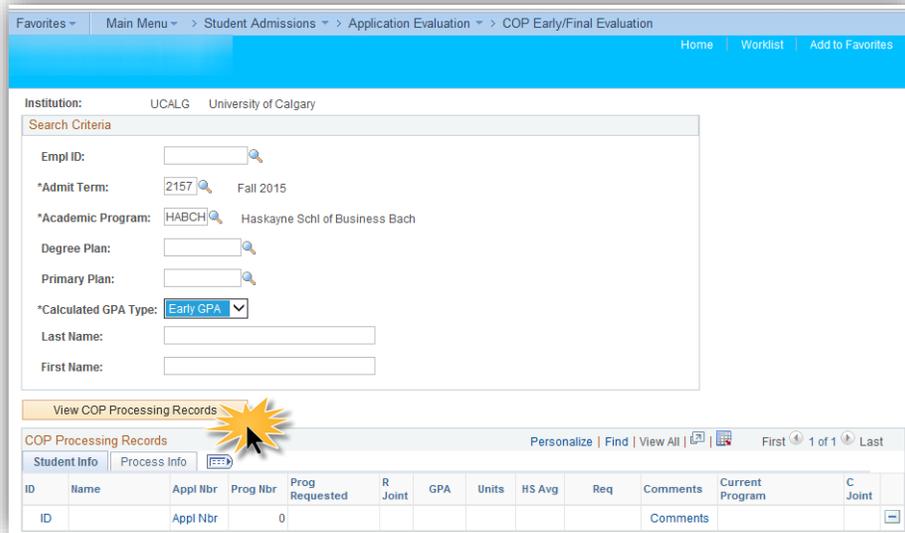


- Click the **Early GPA** list item.

Early GPA

- Click the **View COP Processing Records** button.

View COP Processing Records



Navigation: Favorites > Main Menu > Student Admissions > Application Evaluation > COP Early/Final Evaluation

Institution: UCALG University of Calgary

Search Criteria

Empl ID:

*Admit Term: 2157 Fall 2015

*Academic Program: HABCH Haskayne Schl of Business Bach

Degree Plan:

Primary Plan:

*Calculated GPA Type: **Early GPA**

Last Name:

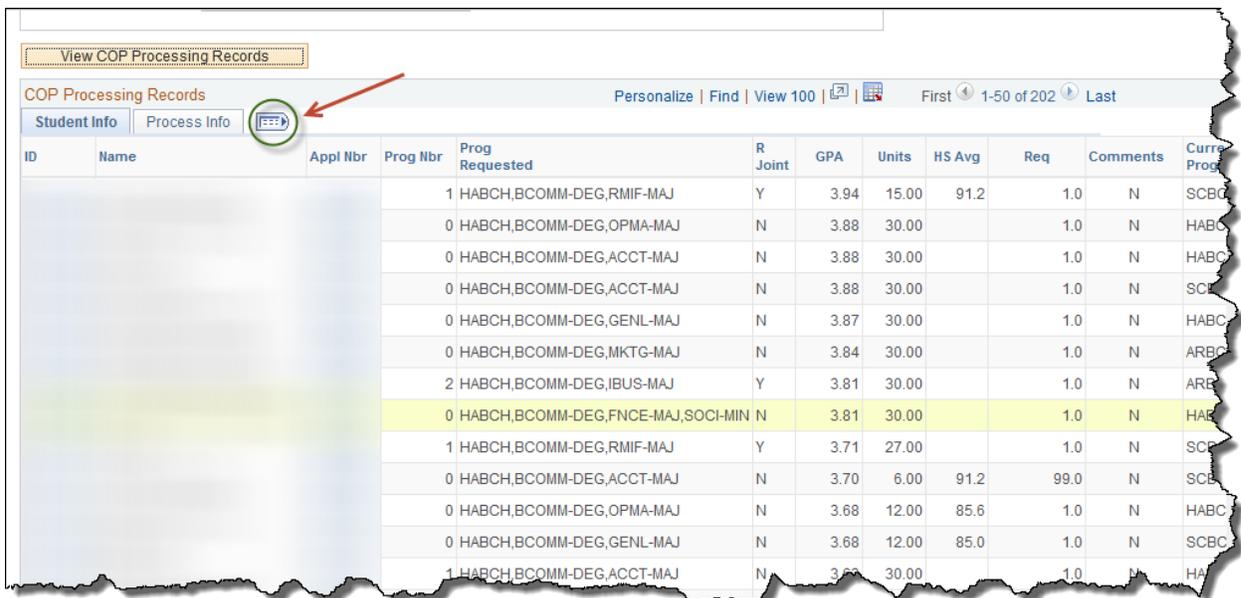
First Name:

View COP Processing Records

COP Processing Records Personalize | Find | View All | First 1 of 1 Last

ID	Name	Appl Nbr	Prog Nbr	Prog Requested	R Joint	GPA	Units	HS Avg	Req	Comments	Current Program	C Joint
ID		Appl Nbr	0							Comments		

- A grid of COP Processing Records displays. Click the **Show all columns** button.

View COP Processing Records

COP Processing Records Personalize | Find | View 100 | First 1-50 of 202 Last

Student Info Process Info **Show all columns**

ID	Name	Appl Nbr	Prog Nbr	Prog Requested	R Joint	GPA	Units	HS Avg	Req	Comments	Curra Prog
			1	HABCH,BCOMM-DEG,RMIF-MAJ	Y	3.94	15.00	91.2	1.0	N	SCBC
		0		HABCH,BCOMM-DEG,OPMA-MAJ	N	3.88	30.00		1.0	N	HABC
		0		HABCH,BCOMM-DEG,ACCT-MAJ	N	3.88	30.00		1.0	N	HABC
		0		HABCH,BCOMM-DEG,ACCT-MAJ	N	3.88	30.00		1.0	N	SC
		0		HABCH,BCOMM-DEG,GENL-MAJ	N	3.87	30.00		1.0	N	HABC
		0		HABCH,BCOMM-DEG,MKTG-MAJ	N	3.84	30.00		1.0	N	ARBC
		2		HABCH,BCOMM-DEG,IBUS-MAJ	Y	3.81	30.00		1.0	N	ARB
		0		HABCH,BCOMM-DEG,FNCE-MAJ,SOCI-MIN	N	3.81	30.00		1.0	N	HAB
		1		HABCH,BCOMM-DEG,RMIF-MAJ	Y	3.71	27.00		1.0	N	SC
		0		HABCH,BCOMM-DEG,ACCT-MAJ	N	3.70	6.00	91.2	99.0	N	SCB
		0		HABCH,BCOMM-DEG,OPMA-MAJ	N	3.68	12.00	85.6	1.0	N	HABC
		0		HABCH,BCOMM-DEG,GENL-MAJ	N	3.68	12.00	85.0	1.0	N	SCBC
		1		HABCH,BCOMM-DEG,ACCT-MAJ	N	3.68	30.00		1.0	N	HA

Batch Process for Change of Program Admissions

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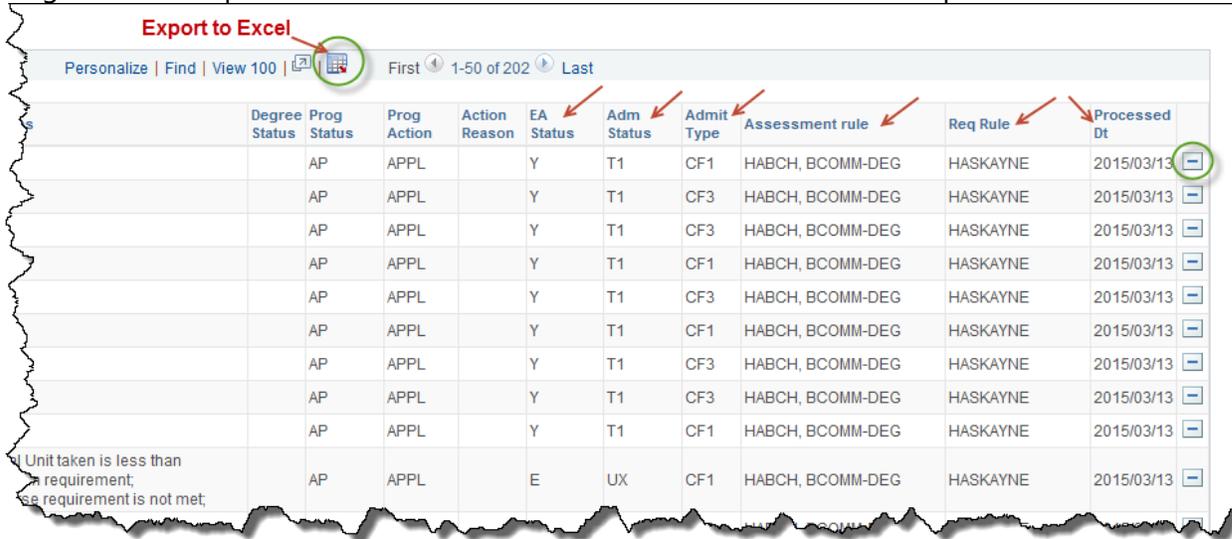
8. Additional columns include information about GPA, Units completed, High School Average, Current Program and Joint Degree.

	R Joint	GPA	Units	HS Avg	Req	Comments	Current Program	C Joint	Empl ID	Srvc Ind
EG,RMIF-MAJ	Y	3.94	15.00	91.2	1.0	N	SCBCH,BSC-DEG,ACSC-MAJ	N		
G,OPMA-MAJ	N	3.88	30.00		1.0	N	HABCH,BCOMM-DEG,FNCE-MAJ	N		
DEG,ACCT-MAJ	N	3.88	30.00		1.0	N	HABCH,BCOMM-DEG,HRD-MAJ	N		
EG,ACCT-MAJ	N	3.88	30.00		1.0	N	SCBCH,BSC-DEG,BISC-MAJ	N		
G,GENL-MAJ	N	3.87	30.00		1.0	N	HABCH,BCOMM-DEG,MKTG-MAJ	N		
EG,MKTG-MAJ	N	3.84	30.00		1.0	N	ARBCH,BSC-DEG,PSYC-MAJ	N		
G,IBUS-MAJ	Y	3.81	30.00		1.0	N	ARBCH,BA-DEG,ECON-MAJ,ARBCH,BA-DEG,ECON-MAJ	Y		
G,FNCE-MAJ,SOCH-MIN	N	3.81	30.00		1.0	N	HABCH,BCOMM-DEG,GENL-MAJ	N		
EG,RMIF-MAJ	Y	3.71	27.00		1.0	N	SCBCH,BSC-DEG,ACSC-MAJ	N		
ACCT-MAJ	N	3.70	6.00	91.2	99.0	N	SCBCH,BSC-DEG,BISC-MAJ	N		

9. **Srvc Ind** column will indicate if there is a service indicator on the student record. **Reasons** indicate exceptions or messages when run in report mode (please consult the list of explanations). **Degree Status** indicates if the student has applied for graduation. **Prog Status** depending on the mode that process was run in can be AP, WT, AD or AC and reflects the current status of the student's COP. **Prog Action** indicates if a student has or will be: ADMT (admitted), MATR (matriculated) or DENY (denied) depending on the mode. If the batch job was run in "report mode" the Prog Action reflects what value will be assigned when you run the job in "update mode". You may see a Prog Status of WT with a Prog Action of ADMT indicating the student is currently waitlisted but is now eligible for admission. Students will be removed from the list when the batch process is run again. **Action Reason** indicates the reason for the program action. Auto indicates that it was completed automatically by the batch process or on the Application Evaluation - COP Admission component.

	C Joint	Empl ID	Srvc Ind	Reasons	Degree Status	Prog Status	Prog Action	Action Reason	EA Status	App S
	N					AP	APPL		Y	T1
	N					AP	APPL		Y	T1
	N					AP	APPL		Y	T1
	N					AP	APPL		Y	T1
	N					AP	APPL		Y	T1
DEG,ECON-MAJ	Y					AP	APPL		Y	T1
	N					AP	APPL		Y	T1
	N					AP	APPL		Y	T1
	N			2-Total Unit taken is less than minimum requirement; 2-Course requirement is not met.		AP	APPL		E	UX

10. **EA Status** indicates if the "offer Indicator" on the COP Admission Assessment Rules table is selected these values will remain blank. If the "Offer Indicator" is not selected, these values will show what the process will complete when run in live mode. **Adm Status** is the same as EA Status. **Admit Type** is based on CF1, CF2 or CF3. **Assessment Rule** is populated from the COP Admission Assessment Rules table. **Req Rule** indicates the rule being used to assess the student from the COP Program Crse Requirements. **Processed Dt** is the last date that the batch process was run.



Export to Excel

Personalize | Find | View 100 | First 1-50 of 202 Last

Degree Status	Prog Status	Prog Action	Action Reason	EA Status	Adm Status	Admit Type	Assessment rule	Req Rule	Processed Dt
	AP	APPL		Y	T1	CF1	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF3	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF3	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF1	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF3	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF1	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF3	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF3	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
	AP	APPL		Y	T1	CF1	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13
Unit taken is less than a requirement, so requirement is not met,	AP	APPL		E	UX	CF1	HABCH, BCOMM-DEG	HASKAYNE	2015/03/13

Once evaluated the minus (-) sign can be used to remove the student from the processing list.

Note: The student will show again on the list, when refreshed, unless the batch process is run again and the student no longer meets the criteria displayed here. This grid can be exported to Excel.

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

End of Procedure.