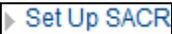


In order to edit the information sent to the prospective students in the email communication the message catalog for each of the seven communications need to be updated. Each faculty will have seven messages:

- Excluded
- Early Admission (denied, admitted, waitlisted)
- Final Admission (denied, admitted, waitlisted).

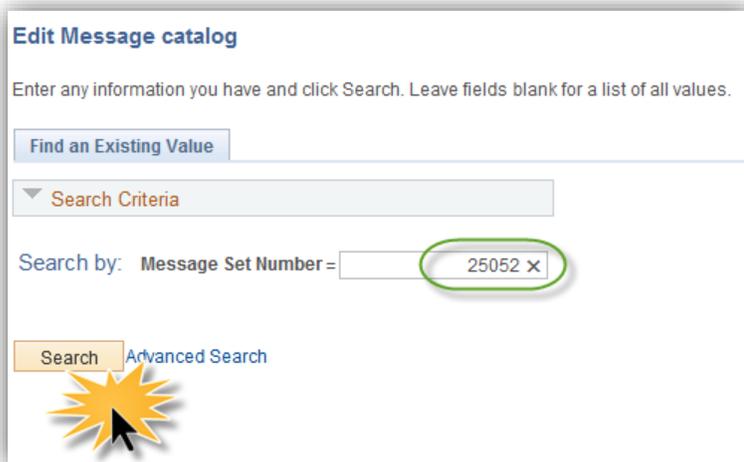
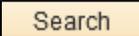
Note: Prior to editing the message catalog, communication speed keys **MUST** be setup prior to this. Please consult the job aid: Communication Speed Keys for Change of Program on the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

1. Click the **Set Up SACR** link.

2. Click the **System Administration** link.

3. Click the **Message Catalog** link.

4. This message catalog number **25052** relates to all the communication speed keys setup in the system.

Enter **25052** in the **Message Set Number** field. Click the **Search** button.



Editing Message Catalog for Change of Program Emails

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5. The message catalog contains the email text for approximately 72 faculties that utilize this catalog. **IMPORTANT:** Please do not edit or change any email text other than your own faculties. Please note that only one faculty can edit the message catalog at one time or you will receive an error message.

Click the **View All** link.

[View All](#)

6. To find the message numbers that correlate to your faculty you may scroll down or use the find feature to search for the message number* or faculty name.

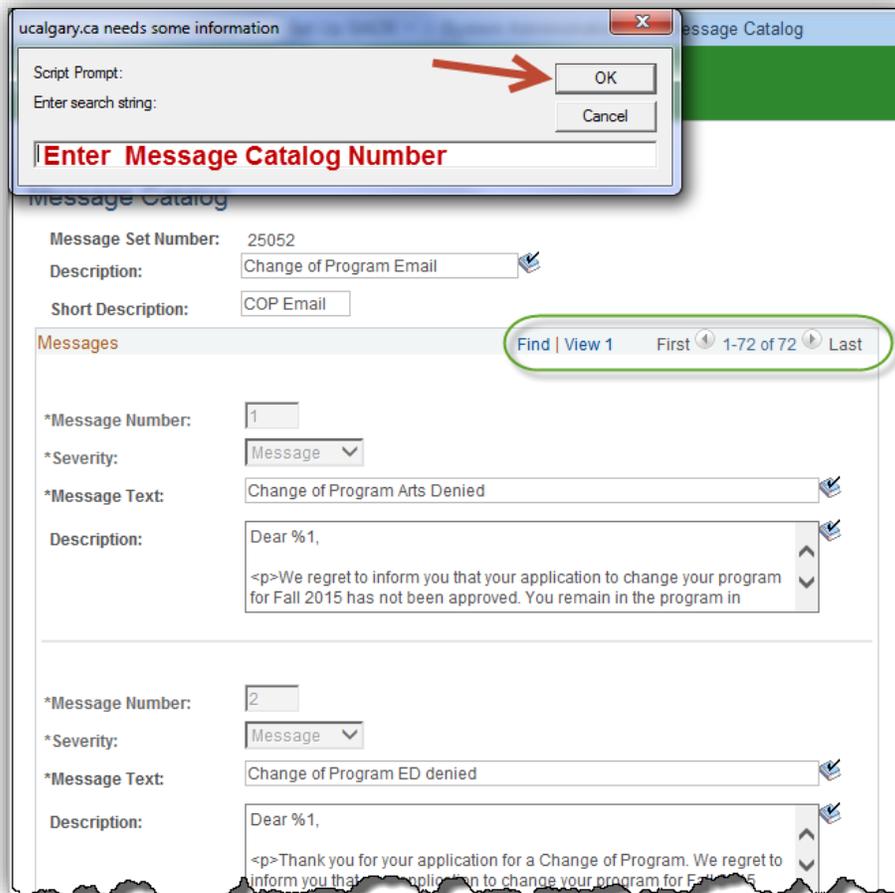
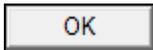
**Refer to the message catalog in the appendix of this job aid.*

Click the **Find** link.

[Find](#)

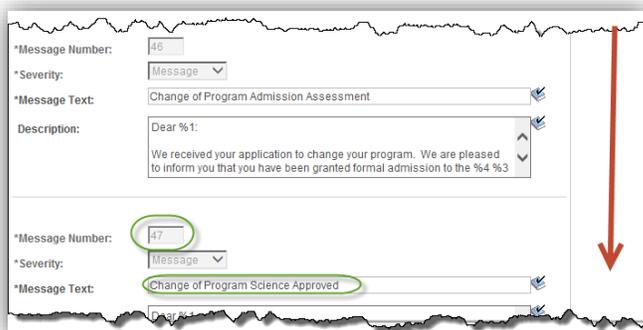
7. Use the Find link to find the corresponding message number (e.g. 47) or enter part of the faculty name (e.g. sci = science). Enter the desired information into the field. Enter a valid value e.g. "**47**".

8. **Note:** For this example, we are using 47 as it relates to a Faculty of Science email. You would enter a number related to your own message number. Click the **OK** button.



The screenshot shows a web application window titled "Message Catalog". A modal dialog box titled "ucalgary.ca needs some information" is open, with a red arrow pointing to the "OK" button. The dialog contains a "Script Prompt:" field, an "Enter search string:" field, and a text input field containing "Enter Message Catalog Number". Below the dialog, the "Message Catalog" interface is visible. It shows a "Message Set Number: 25052" and a "Description: Change of Program Email". A "Messages" section is highlighted with a green circle, containing a "Find | View 1" button and a "First 1-72 of 72 Last" navigation bar. Two message entries are displayed. The first entry has a message number of 1, a severity of "Message", and a message text of "Change of Program Arts Denied". The description for this message is "Dear %1, <p>We regret to inform you that your application to change your program for Fall 2015 has not been approved. You remain in the program in". The second entry has a message number of 2, a severity of "Message", and a message text of "Change of Program ED denied". The description for this message is "Dear %1, <p>Thank you for your application for a Change of Program. We regret to inform you that your application to change your program for Fall 2015".

9. The search results will be displayed below. (You may have to scroll down to display)



The screenshot shows the "Message Catalog" interface with search results. The "Message Number" field is set to 46, and the "Severity" is "Message". The "Message Text" is "Change of Program Admission Assessment". The "Description" is "Dear %1, We received your application to change your program. We are pleased to inform you that you have been granted formal admission to the %4 %3". Below this, the message number 47 is circled in green, and the "Message Text" field is also circled in green, containing "Change of Program Science Approved". A red arrow on the right side of the interface points downwards, indicating that the user may need to scroll to see more results.

Editing Message Catalog for Change of Program Emails

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- The message number will indicate which email you are editing and the message text contains the information that will appear in the subject of the email to the prospective student. The description contains the actual text of the email.

Note that there are several PeopleSoft values that can be entered into the email:

%1 - First Name

%2 - Admit Term; to enter a colon : after admit term, enter it after %2 in the email text

%3 - Academic Group Description - to enter a comma , after academic group, enter it after %3 in the email text

%4 - Degree in Primary Plan Description

%5 - Other Plan Description - Other plans begin with comma , and they will be separated by comma ,

%6 - Sub-plan Description - sub-plans begin with a comma , and they will be separated by comma ,

- To edit/view the message text, scroll in the description field. Some minor HTML coding will be necessary to format the text that will appear in the email. For HTML instructions please consult the *job aid*: www.ucalgary.ca/ittraining
- This is an example of PeopleSoft values for Admit Term %2, Academic Group Description %3, etc.

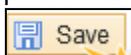
*Message Number: 47

*Severity: Message

*Message Text: Change of Program Science Approved

Description: <p>Your new registered program is:</p>
<p>%2: %3, %4, %5, %6</p>

- Additional information is discretionary and the text field is unlimited.
- Contact information may be entered. Remember you will have to edit text for all 7 faculty emails. Repeat this process for all 7 emails and press save. When completed editing the message catalog press **Save**.



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

The next step in configuration would be to complete GPA Settings. Follow the online learning lesson: Grade Point Average Settings for Change of Programs instructions or consult the job aid on the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website

End of Procedure.

Editing Message Catalog for Change of Program Emails

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Appendix:

For convenience the COP Speed Keys and Email Message Number tables have been included. To navigate in PeopleSoft to the COP Speed Keys and Email Message Number component/page: **Set Up SACR > Product Related > Recruiting and Admissions > U of C Evaluations > COP Admission Rules > COP Speed Keys and Email.**

Early Admission – Denied:

COP Speed Keys and Email Message Number

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs
Admission: Early Admission
Assessment: Denied

	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARDENY1	FACUGR	COPEAI	25052	1	+	-
2	ED	ADMP	EDDENY1	FACUGR	COPEAI	25052	2	+	-
3	EN	ADMP	ENDENY1	FACUGR	COPEAI	25052	3	+	-
4	HA	ADMP	HADENY1	FACUGR	COPEAI	25052	4	+	-
5	KN	ADMP	KNDENY1	FACUGR	COPEAI	25052	5	+	-
6	MD	ADMP	MDDENY1	FACUGR	COPEAI	25052	6	+	-
7	NU	ADMP	NUDENY1	FACUGR	COPEAI	25052	7	+	-
8	SC	ADMP	SCDENY1	FACUGR	COPEAI	25052	8	+	-
9	SW	ADMP	SWDENY1	FACUGR	COPEAI	25052	9	+	-

Early Admission – Exclusion:

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs
Admission: Early Admission
Assessment: Exclusion

Personalize Find [Print] [Calendar]										First	1-9 of 9	Last	
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number						
1	AR	ADMP	ARNOTICE	FACUGR	COPNTF	25052	60	+	-				
2	ED	ADMP	EDNOTICE	FACUGR	COPNTF	25052	61	+	-				
3	EN	ADMP	ENNOTICE	FACUGR	COPNTF	25052	62	+	-				
4	HA	ADMP	HANOTICE	FACUGR	COPNTF	25052	63	+	-				
5	KN	ADMP	KNNOTICE	FACUGR	COPNTF	25052	64	+	-				
6	MD	ADMP	MDNOTICE	FACUGR	COPNTF	25052	65	+	-				
7	NU	ADMP	NUNOTICE	FACUGR	COPNTF	25052	66	+	-				
8	SC	ADMP	SCNOTICE	FACUGR	COPNTF	25052	67	+	-				
9	SW	ADMP	SWNOTICE	FACUGR	COPNTF	25052	68	+	-				

Early Admission – Guaranteed:

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs
Admission: Early Admission
Assessment: Guaranteed

Personalize Find [Print] [Calendar]										First	1-9 of 9	Last	
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number						
1	AR	ADMP	AREARLY	FACUGR	COPEAO	25052	40	+	-				
2	ED	ADMP	EDEARLY	FACUGR	COPEAO	25052	41	+	-				
3	EN	ADMP	ENEARLY	FACUGR	COPEAO	25052	42	+	-				
4	HA	ADMP	HAEARLY	FACUGR	COPEAO	25052	43	+	-				
5	KN	ADMP	KNEARLY	FACUGR	COPEAO	25052	44	+	-				
6	MD	ADMP	MDEARLY	FACUGR	COPEAO	25052	45	+	-				
7	NU	ADMP	NUEARLY	FACUGR	COPEAO	25052	46	+	-				
8	SC	ADMP	SCEARLY	FACUGR	COPEAO	25052	47	+	-				
9	SW	ADMP	SWEARLY	FACUGR	COPEAO	25052	48	+	-				

Editing Message Catalog for Change of Program Emails

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Early Admission – Hold/Wait List

Institution: UCALG University of Calgary
 Career: UGRD Undergraduate Programs
 Admission: **Early Admission**
 Assessment: Hold/Wait List

Personalize Find [?] []									
First 1-9 of 9 Last									
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARWAIT1	FACUGR	COPEAW	25052	20	+	-
2	ED	ADMP	EDWAIT1	FACUGR	COPEAW	25052	21	+	-
3	EN	ADMP	ENWAIT1	FACUGR	COPEAW	25052	22	+	-
4	HA	ADMP	HAWAIT1	FACUGR	COPEAW	25052	23	+	-
5	KN	ADMP	KNWAIT1	FACUGR	COPEAW	25052	24	+	-
6	MD	ADMP	MDWAIT1	FACUGR	COPEAW	25052	25	+	-
7	NU	ADMP	NUWAIT1	FACUGR	COPEAW	25052	26	+	-
8	SC	ADMP	SCWAIT1	FACUGR	COPEAW	25052	27	+	-
9	SW	ADMP	SWWAIT1	FACUGR	COPEAW	25052	28	+	-

Final Admission – Denied:

Institution: UCALG University of Calgary
 Career: UGRD Undergraduate Programs
 Admission: **Final Admission**
 Assessment: Denied

Personalize Find [?] []									
First 1-9 of 9 Last									
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARDENY2	FACUGR	COPFNI	25052	80	+	-
2	ED	ADMP	EDDENY2	FACUGR	COPFNI	25052	81	+	-
3	EN	ADMP	ENDENY2	FACUGR	COPFNI	25052	82	+	-
4	HA	ADMP	HADENY2	FACUGR	COPFNI	25052	83	+	-
5	KN	ADMP	KNDENY2	FACUGR	COPFNI	25052	84	+	-
6	MD	ADMP	MDDENY2	FACUGR	COPFNI	25052	85	+	-
7	NU	ADMP	NUDENY2	FACUGR	COPFNI	25052	86	+	-
8	SC	ADMP	SCDENY2	FACUGR	COPFNI	25052	87	+	-
9	SW	ADMP	SWDENY2	FACUGR	COPFNI	25052	88	+	-

Final Admission – Exclusion:

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs
Admission: Final Admission
Assessment: Exclusion

Personalize Find [Grid Icon] [Print Icon]								First	1-9 of 9	Last
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number			
1	AR	ADMP	ARNOTICE	FACUGR	FACULT	25052	140	+	-	
2	ED	ADMP	EDNOTICE	FACUGR	FACULT	25052	141	+	-	
3	EN	ADMP	ENNOTICE	FACUGR	FACULT	25052	142	+	-	
4	HA	ADMP	HANOTICE	FACUGR	FACULT	25052	143	+	-	
5	KN	ADMP	KNNOTICE	FACUGR	FACULT	25052	144	+	-	
6	MD	ADMP	MDNOTICE	FACUGR	FACULT	25052	145	+	-	
7	NU	ADMP	NUNOTICE	FACUGR	FACULT	25052	146	+	-	
8	SC	ADMP	SCNOTICE	FACUGR	FACULT	25052	147	+	-	
9	SW	ADMP	SWNOTICE	FACUGR	FACULT	25052	148	+	-	

Final Admission – Guaranteed:

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs
Admission: Final Admission
Assessment: Guaranteed

Personalize Find [Grid Icon] [Print Icon]								First	1-9 of 9	Last
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number			
1	AR	ADMP	ARADMIT	FACUGR	COPFNA	25052	120	+	-	
2	ED	ADMP	EDADMIT	FACUGR	COPFNA	25052	121	+	-	
3	EN	ADMP	ENADMIT	FACUGR	COPFNA	25052	122	+	-	
4	HA	ADMP	HAADMIT	FACUGR	COPFNA	25052	123	+	-	
5	KN	ADMP	KNADMIT	FACUGR	COPFNA	25052	124	+	-	
6	MD	ADMP	MDADMIT	FACUGR	COPFNA	25052	125	+	-	
7	NU	ADMP	NUADMIT	FACUGR	COPFNA	25052	126	+	-	
8	SC	ADMP	SCADMIT	FACUGR	COPFNA	25052	127	+	-	
9	SW	ADMP	SWADMIT	FACUGR	COPFNA	25052	128	+	-	

Editing Message Catalog for Change of Program Emails

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Final Admission – Hold/Wait List:

Institution: UCALG University of Calgary
Career: UGRD Undergraduate Programs
Admission: Final Admission
Assessment: Hold/Wait List

Personalize Find [Grid Icon] [Calendar Icon]									
First 1-9 of 9 Last									
	*Academic Group	*Administrative Function	*Communication Speed Key	*Communication Category	*Communication Context	*Message Set Number	*Message Number		
1	AR	ADMP	ARWAIT2	FACUGR	COPFNW	25052	100	+	-
2	ED	ADMP	EDWAIT2	FACUGR	COPFNW	25052	101	+	-
3	EN	ADMP	ENWAIT2	FACUGR	COPFNW	25052	102	+	-
4	HA	ADMP	HAWAIT2	FACUGR	COPFNW	25052	103	+	-
5	KN	ADMP	KNWAIT2	FACUGR	COPFNW	25052	104	+	-
6	MD	ADMP	MDWAIT2	FACUGR	COPFNW	25052	105	+	-
7	NU	ADMP	NUWAIT2	FACUGR	COPFNW	25052	106	+	-
8	SC	ADMP	SCWAIT2	FACUGR	COPFNW	25052	107	+	-
9	SW	ADMP	SWWAIT2	FACUGR	COPFNW	25052	108	+	-