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The following explains how to manually evaluate a Change of Program application by overriding the automatic evaluation.

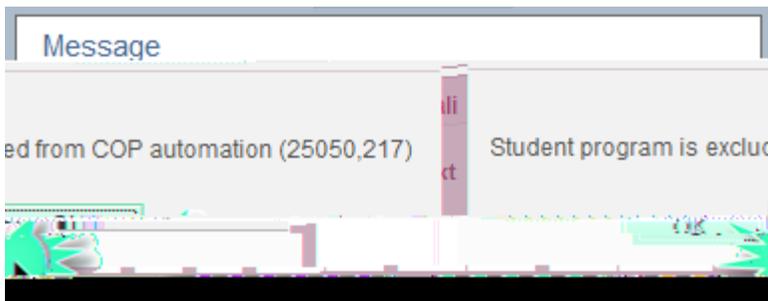
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1. Click the [Student Admissions](#) link.
2. Click the [Application Evaluation](#) link.
3. Click the [Application Evaluation](#) link.
4. Enter the student ID number and/or any other search criteria. Press Search or Enter.  
Click the [Search](#) button.
5. Any previous applications will display in the grid. Note the application centre description for COP (Change of Program). Click on the application for the COP (e.g. KNBCH).  
  
Click the [KNBCH](#) link.
6. The application evaluation page displays the evaluation code and the details of the application status. Additional tabs are available for Early and Final COP Admission. Click the [Show following tabs](#)



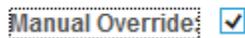
10. The following message may display indicating one of the student programs will not be included in the COP evaluation.

Click the **OK** button.



11. Based on the automatic evaluation, the assessment indicates Hold/Wait for this applicant. To override the existing evaluation and change the values manually, select the manual override checkbox.

Click the **Manual Override** option.



12. After selecting Manual Override the Assessment Indicator and subsequent values can be changed accordingly. Click the **Assessment Indicator** list.
13. Displayed are the options for Assessment Indicator. For this example select **Guaranteed**.



14. Click the **Final Admission Status** list.







