

COP Manually Evaluate an Application

SA - Admissions

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

- 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.

 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



COP Manually Evaluate an Application

SA - Admissions

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



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.

Manual Override: 🔽

- 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.



COP Manually Evaluate an Application

SA - Admissions

19.After successfully manually overriding the applicant the Program Action (Admit), Program Status
(Admitted) and Final Admissions (Admitted) displays. The Create Program button will display. The
final step will be to create the program for the applicant.
buto31Tf(A)2.7(t)1(t)1.1(o272)