# GPA Online Application Configuration

SA – Graduate Programs

The following steps are required for Graduate Program Administrators to configure the online Graduate Studies Web application.

**Note:** Faculties and departments are responsible for adding their terms and deadlines.

1. Once signed on to the Student Administration System with securid, navigate to Set Up SACR (Student Administration Curriculum Records).
   Click the **Set Up SACR** link.

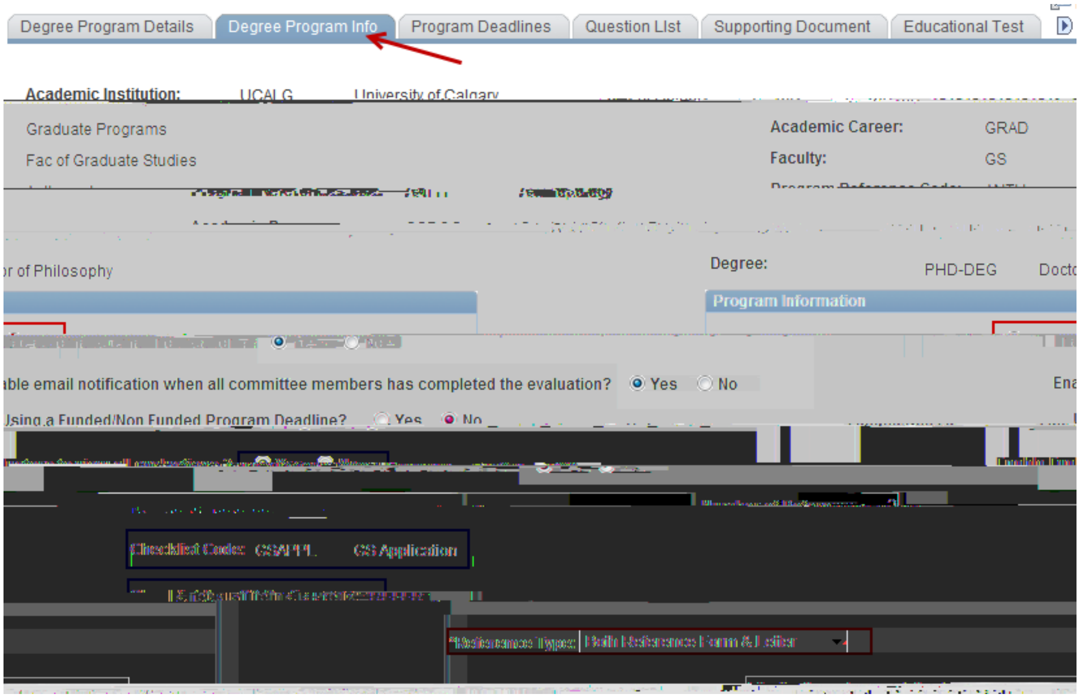
   ▷ Set Up SACR
2. Click the **Product Related** link.

   Product Related
3. Click the **Recruiting and Admissions** link.

   Recruiting and Admissions
4. Click the **U of C Web Application Set Up** link.
5. Click the **Web App Program Details** link.

   Web App Program Details
6. Click the **Academic Career** list. From the drop down menu select **Graduate Programs**.

   Graduate Programs
7. Click the **Search**


Degree Program Details
Degree Program Info
Program Deadlines
Question List
Supporting Document
Educational Test
Program Information

Academic Institution: UCALG University of Calgary

Graduate Programs

Fac of Graduate Studies

Academic Career: GRAD

Faculty: GS

r of Philosophy

Degree: PHD-DEG

able email notification when all committee members has completed the evaluation? ● Yes ○ No

Jsing a Funded/Non Funded Program Deadline? ○ Yes ● No

Checklist Code: GSAPPL GS Application

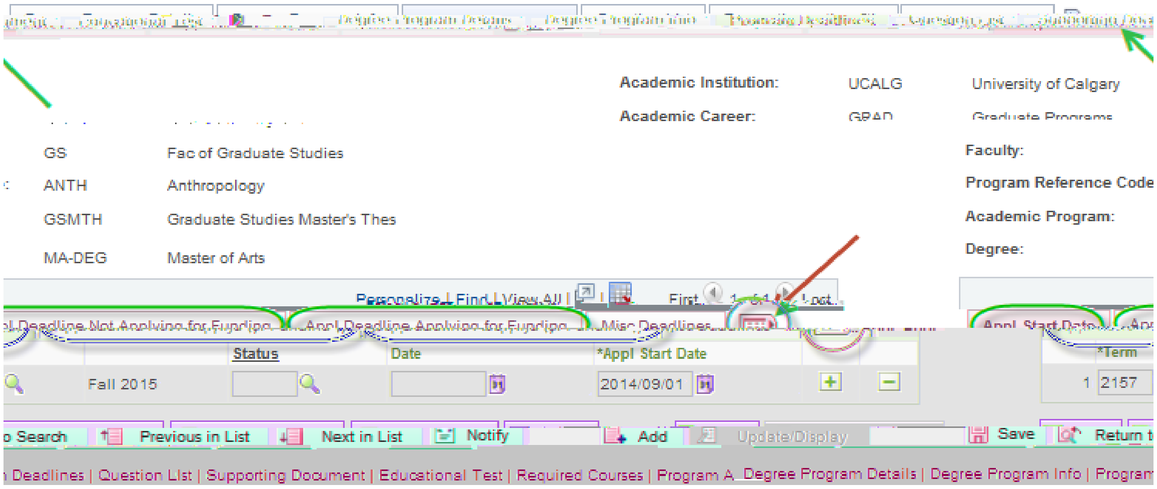
*Reference Type: Both Reference Form & Letter

**Note:** *If using the Online Reference Form, please consult the corresponding job aid and online learning* *Online Reference Form* *or* *Online Reference Form Training Guide for GPA's.*

11. Click the **Program Deadlines** tab.

Program Deadlines

12. To add Terms, click on the plus "+" sign to add more lines. Click the Add the Term (Spring,


Personalize | Find | View All
First 1 of 1 Last
Appl Deadline Not Applying for Funding
Appl Deadline Applying for Funding
Misc Deadlines
Appl Start Date
Search
Previous in List
Next in List
Notify
Add
Update/Display
Save
Return t
Deadlines | Question List | Supporting Document | Educational Test | Required Courses | Program A
Degree Program Details | Degree Program Info | Program

Academic Institution: UCALG University of Calgary
Academic Career: GRAD Graduate Programs
Faculty: GS Fac of Graduate Studies
Program Reference Code ANTH Anthropology
Academic Program: GSMTH Graduate Studies Master's Thes
Degree: MA-DEG Master of Arts

| | Status | Date | *Appl Start Date | | *Term |
|---|---|---|---|---|---|
| Fall 2015 | | | 2014/09/01 | 1 | 2157 |

13. Click the **Show all columns** button to view additional columns.

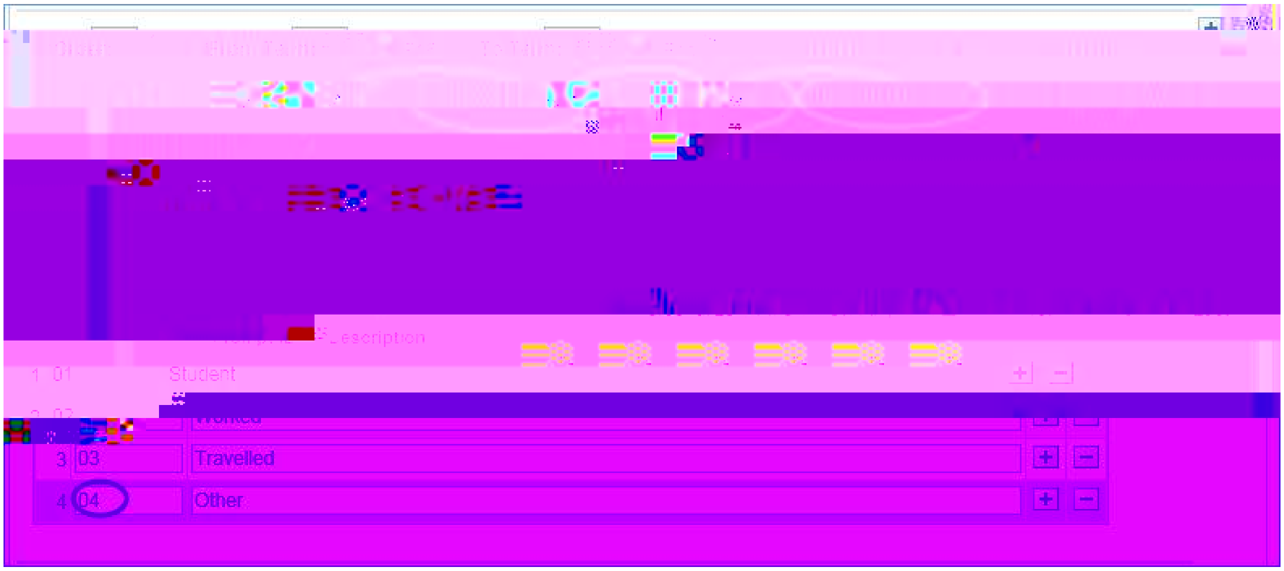
**Status** and **Date** fields are used for suspending or closing a term. ***Appl Start Date** allows you Date

14. Click the **Question List** tab.

Question List

The Question List contains the Program Specific Questions. Use the question list when applicant types in the answers (500 character max.). Please do not attempt to upload documents. **[illegible]**

15. - Dropdown List: Select this choice if there is a list of options to present to the applicant. Include prompt IDs and Descriptions for each option. Free Text and Prompt ID can be selected if needed (for example an option of "Other" requires more information).



| | | Description |
|---|---|---|
| 1 | 01 | Student |
| 2 | 02 | Worked |
| 3 | 03 | Travelled |
| 4 | 04 | Other |

16. Click the plus "+" sign to add another question in a new row. To include hyperlinks etc. HTML formatting must be used. Refer to the HTML job aid for assistance: [http://www.ucalgary.ca/ittraining/user-guides/student-administration/processing-online-web-applications](http://www.ucalgary.ca/ittraining/user-guides/student-administration/processing-online-web-applications)

17. Click the **View All** link to view the entire list of questions.

View All

**IMPORTANT**: If the online application is **closed**, you can make as many changes as desired (edit/disable/add questions). If the online application is **open**, you cannot disable/edit/add questions. Please contact FGS administrator for further instructions.

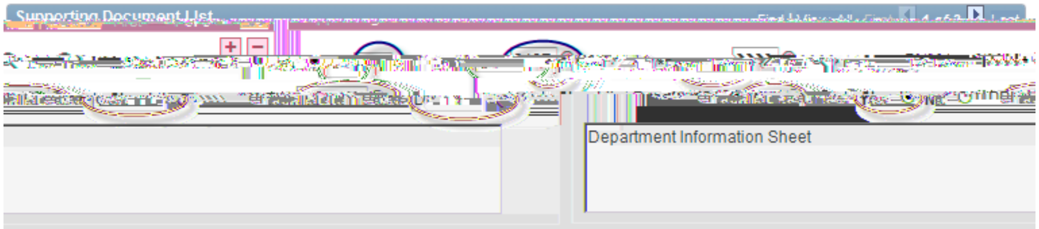
18. Click the **Supporting Document** tab.

Supporting Document

19. Supporting Document List is a checklist of required documents.

**IMPORTANT**: Only **ONE UPLOADED** file per checklist will be recognized. Do not request applicants to upload more than one file into the same checklist. If more than one document is required, please ensure more than one checklist is created or applicants are given instructions on how to combine documents into one upload.

Enter the Order Number as it should appear on the application.



Supporting Document List

Department Information Sheet

20. Click the **Look up From Term** button and select the appropriate Term. **Important: DO NOT USE 0000** as From Term.

21. If a place to upload a document is required, then select "Yes" for **Checklist Required**. A checklist Code and Checklist Item Code are then required. If the Checklist Required is "No", then do not choose Checklist Code or Checklist Item Code. It will appear on the application only as a comment, but won't create a place for the applicant to upload in the Student Centre. Note: Each Checklist Item Code must be different. You cannot select the same Checklist Item Code more than once.

22. Click the **Look up Checklist Code** button. A list of checklist codes will appear, **always** select the GSAPPL (GS Application) checklist code.

23. Type any information required in the text box. You may use HTML coding. See the HTML Job Aid for instructions (previously referenced).

    To add another supporting document requirement add another row.
    Click the **Add a new row** button.

24. Add additional supporting document lists if necessary. Click the **View All** link to display a list of the supporting documents you have created.

    View All

    **Note:** English Language Tests, References and Transcript Checklist items are automatically added by the system and do not need to be added manually into this section.

25. **Disable Row:**
    It is not possible to edit rows; therefore to make changes to current checklist items you must first

26. Locate the checklist item you wish to disable and add a new row to indicate the new term and text information. For this example we will select the supporting document list item 1 from term 2137 for checklist code GSAPPL (Graduate Studies Application) and item code DPTINF (Department Information Sheet).

**Academic Institution:** UCALG University of Calgary
**Academic Career:** GRAD Graduate Programs
**Program Reference Code:** ANTH Anthropology
**Academic Program:** GSDOC Graduate Studies Doctoral
**Degree:** PHD-DEG Doctor of Philosophy

27. When completed press **Save**. Changes will be reflected overnight.

Save

28. To view Educational Tests, click on the Educational Test tab. This section is updated by the Administrator in FGS when new programs are added.

Educational Test

29. Click the **Apply** button.

Apply

30. Approximately 20 types of Educational Tests will appear. Educational tests 1-6 are the 6 English Language Proficiency tests accepted by the Faculty of Graduate Studies. You are not able to remove these tests. Use the minus "-" to remove any tests (#7 – 20) that are not applicable to your program.
Click the **View All** link.

View All