

The following steps will assist in configuration of the online web application for Open Studies. These steps must be completed for:

- Open Studies Degree Preparation
- Open Studies Non-Degree Seeking
- Open Studies Visiting Student

The web application configuration requires four steps:

- Setup Application Terms
- Setup Program Start and Deadline dates for each program
- Ensure the text/instructions are correct in Navigation Administration\*
- - Sync the Program with the Web App Table\*

Note: This job aid is also available in online learning; consult www.ucalgary.ca/ittraining

Step One: Setup Application Terms

Terms define the beginning and deadline dates that applicants can apply for admission. The term setup must be completed in Set Up SACR.

1. Click the Set Up SACR link.

Set Up SACR

Click the Product Related link.

Product Related

Click the

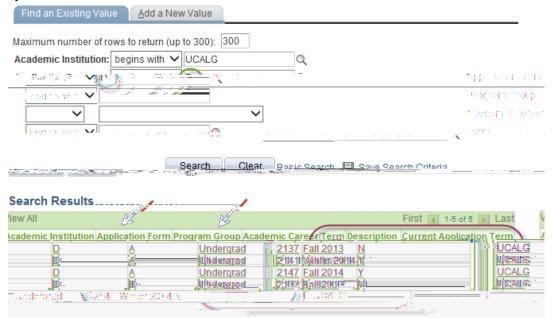
<sup>\*</sup>These last two steps are only necessary if there are changes made to the online application form.

**Open Studies Application Configuration** 



 The Search Results will display a grid of information based on your search criteria.
 The application form D indicates Open Studies application form and the fee of \$35.

The Current Application Term is set to either Yes (Y) or No (N) indicating it is an active or current term. This is not an indicator the application period is open and accepting applications this only indicates the term is recognized in the PeopleSoft system.



For example, click the Undergrad for Fall 2014 link.

Undergrad

11. New Term:

When setting up a new term click the Add a New Value tab.

Add a New Value

12. On Add a New Value, the Academic Institution (UCALG) will autopopulate.

Click the Look up Application Form button.



13. Five Application Forms will appear that have access to this component. Click the Open Studies Application Form link.

Open Studies Application Form



14. A Program Group is required to tie the application to the amount of the application fee to be charged. The program group is tied to the application center. Program Group A refers to the standard fee of \$35. You can define more then one Program Group if necessary to accommodate different application fee amounts.

Enter the desired information into the Program Group: field. Enter a valid value e.g. "A".

15. Click the Academic Career list.



- 16. There are 3 Academic Careers listed for the University of Calgary. Open Studies is in the Undergraduate Career. Select Undergraduate Programs

  Undergraduate Programs
- 17. Use the Look Up tool to select a Term or enter it directly. Click the Look up Term button. (For example 2147 for Fall 2014).
- 18. Once you have entered the desired information click the Add button.

  Add
- 19. The Maintain Web App Programs Application Term Control page displays. This is where the Application Start and End Dates are added. These dates must be specified each time a new term is added.

The Application Form should be D and each time you add a new term the Program Group is added. The convention adopted is Program Group A goes with the OPST Application Center and the standard fee. The term will also be displayed (e.g. 2147 Fall 2014). Current = Y (Yes) indicates this term is active, Current = N (No) indicates the Term is not active.

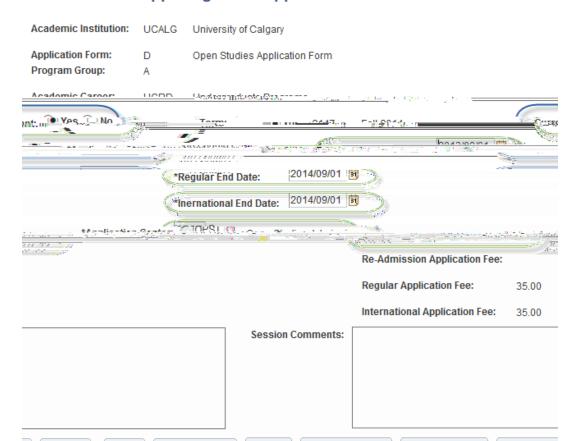
The Application Start Date indicates which date applicants can begin applying for admission and Regular End Date indicates when the application is closed and no longer accepting applications for admission. The International Deadline is for International Applicants

Canadian/Permanent Residence). The Application Centre (OPST -

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#### Maintain Web App Programs - Application Term Control



20. When the application start and end dates have been entered, click the Save button.



Step Two: Faculty Configuration

The next step will be to setup the configuration for each program.

1. Click the Set Up SACR link.

Set Up SACR



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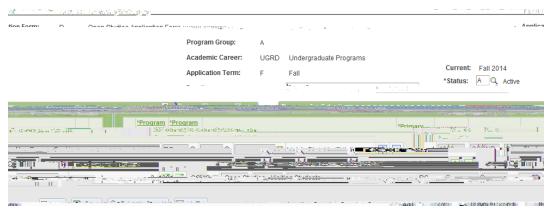
15. A list of 3 Programs will display in the grid and configuration must be confirmed for each program:

OSCND - Open studies Non Degree Seeking

OSCDH - Open Studies - Degree Seeking

OSVIH - Open Studies - Visiting Students

Maintain Web App Programs - Program by Faculty



16. If you need to make changes to the Program Status, click the Look up Status button.



- 17. The status options are:
  - Program Disabled select this option when you want to remove the program as a visible option that will not be seen on the application
  - Admission to Program Closed Select this option when the date has passed and is no longer available for registration. This value allows you to close a specific program prior to the Regular End Date defined on the Web App Control Table.
  - Admission to Program Suspended Use this option when, for example, the funding was suspended and the program is no longer offered.

When you select a status you must indicate the date you want the application to be inactivated.

If no selections are made, click the Cancel button.

- Camael



18. To add a new program click add a new row. Specify a Program Reference Code and a description. Adding a row will generate a new Program Sequence Number. The sequence number indicates which order the program as displayed to applicants in the application for admission. If you want to change the order the programs are displayed change the sequence number. Example, if you want Open Studies - Visiting Students to come first change the sequence number associated to that program to 900. That will move the program to the top of the list.

Click the plus button.



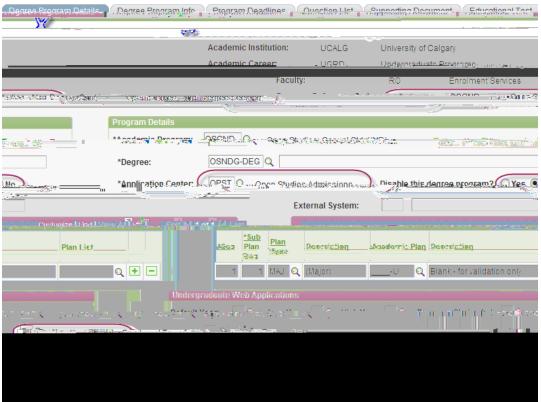
19. Note: Once the application is available for students to use for a term you CANNOT remove programs. You will have to use the values: Program Disabled, Admission to Program Closed or Admission to Program Suspended. You can delete programs prior to the date on the control table. In normal circumstances,

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- 22. Degree Program Details displays:
  - -Identifies the Program details including the Program Reference Code (eg. OSCDN
  - Open Studies Non Degree Seeking);
  - -the ability to Disable the degree program by radio buttons Yes or No Ensure the following fields are populated:
  - -The number 1 must be entered in both fields (Seq/Sub Plan Seq)
  - -Description = Major remove brackets around Major
  - Academic Plan = \_\_\_U for Blank for Validation only
  - -Default Year should be set to 1 for Undergraduate Web Applications

The Comments text box allows for any free-text to populate on the application. If text is added, it generates a "pop-up" window when the applicant selects the program on the web application. Note: Degree Program Info Tab is not used by Open Studies.



23. Click the Program Deadlines link.



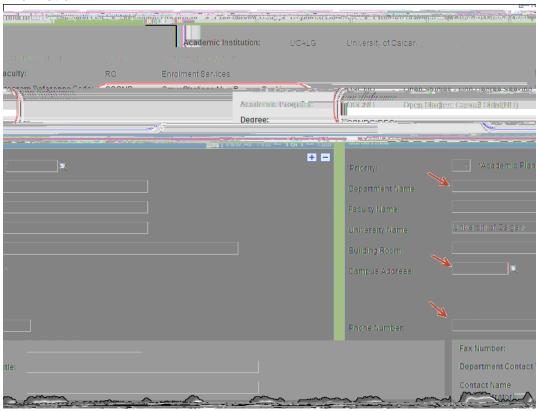
27. Additional information must be captured on other tabs, to view additional tabs, click the Show following tabs button.

D

28. Click the Program Contact Info link.

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Add/update any department contact information including a department/faculty information.





29. Include a generic email address (it is a required field).

timent Kisane:					D9
ty Name:					Rá
rsity Name:	University of Calgary				Lin Lin
	Building/Room:				
	Campus Address:	Q			
	Phone Number:				
			Fa	x Number:	
			De	epartment Contact Title:	
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When you have entered the Program Contact Information press Save. Click the Save button.



Step Three: Navigation Administration

This step will only be required if there are changes made to the text associated with the online application form.

1. Click the Set Up SACR link.

Set Up SACR

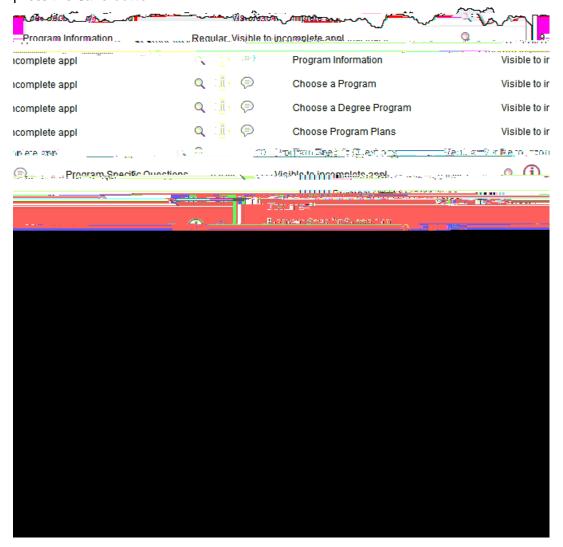
2. Click the Product Related link.

Product Related

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10. Scroll down the page to view additional comments. After making any changes press the Save button.



Step Four: Sync Web App Tables

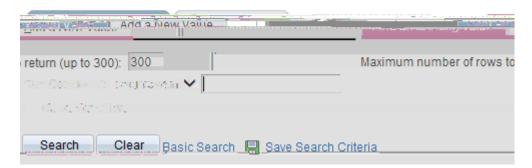
The following steps are final steps required to Synf896[he f896onf3.8 257.15 cm/lma



- Click the Recruiting and Admissions link.
   Recruiting and Admissions
- 4. Click on the UofC Web Application Setup
- 5. Click the Sync WebApp Tables link.
- 6. The first time you run a Sync WebApp, a new value must be added. Otherwise press Enter or Search to Find an Existing Value. Click the Add a New Value link.

#### Sync WebApp Tables

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



- 7. Enter a Run Control ID. Run Control ID's must be one word with no spaces. Enter the desired information into the Run Control ID: field. Enter a valid value e.g. "syncapp".
- 8. Click the Add button.

Add

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#### **Open Studies Application Configuration**