




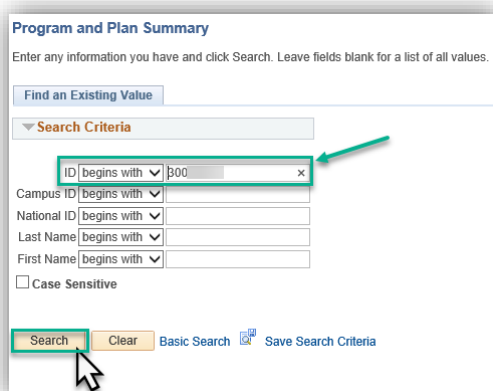
The following outlines the process to review the program and plan summary for a Co-op/Internship student that has applied and been accepted into a Co-operative Education (COOP) or Internship program. Staff should review the Program and Plan Summary to record the student's Academic Career, Academic Program, Academic Plan and Active Term. This information will be required when entering the student's Co-op Internship Program information.

Students are required to complete a Co-operative Education/Internship student application form by the appropriate deadline. For more information on the application process, students should consult the Career Services website: <https://www.ucalgary.ca/student-services/careers/students/coop-internships> and directly contact the faculty:

- Faculty of Arts
- Faculty of Science
- Engineering Internship
- Haskayne School of Business
- Graduate Student Transformative Talent

Admitted students pay an admission fee of \$50 to the Registrar's Office and are then given access to the Co-op/Internship job postings.

1. Click the **Records and Enrollment** link.

2. Click the **Career and Program Information** link.

3. Click the **Program and Plan Summary** link.

4. On **Program and Plan Summary** enter the Student ID number and press **Search** or **Enter**.
Note: For FOIP reasons some information has been removed. Click the **Search** button.



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

Find an Existing Value

Search Criteria

ID begins with 300

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

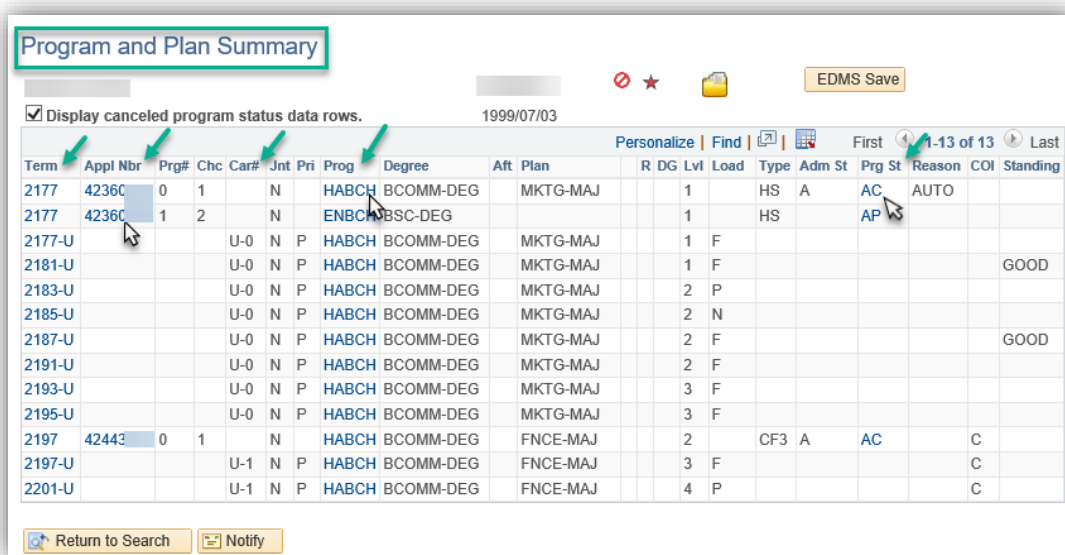
Case Sensitive

Search Clear Basic Search Save Search Criteria

Reviewing Program and Plan Summary

SA – Co-op/Internship Management

5. **Program and Plan Summary** lists the students' Academic Program(s), Academic Career, Academic Plan, Program Status and Active Term(s) and other important information. Direct navigation to several pages within PeopleSoft are available by clicking on the links. Application Number (Appl Nbr) navigates to Application Summary; Program navigates to Maintain Applications; and Program Status (Prg St) to Application Evaluation. The program rows display in ascending order (last row most recent active term). The career is indicated as follows:
- U = Undergraduate
 - G = Graduate
 - M = Medicine



Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm St	Prg St	Reason	COI	Standing
2177	42360	0	1		N		HABCH	BCOMM-DEG		MKTG-MAJ			1		HS	A	AC	AUTO		
2177	42360	1	2		N		ENBCH	BSC-DEG					1		HS		AP			
2177-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			1	F						
2181-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			1	F						GOOD
2183-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			2	P						
2185-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			2	N						
2187-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			2	F						GOOD
2191-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			2	F						
2193-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			3	F						
2195-U				U-0	N	P	HABCH	BCOMM-DEG		MKTG-MAJ			3	F						
2197	42443	0	1		N		HABCH	BCOMM-DEG		FNCE-MAJ			2		CF3	A	AC		C	
2197-U				U-1	N	P	HABCH	BCOMM-DEG		FNCE-MAJ			3	F						C
2201-U				U-1	N	P	HABCH	BCOMM-DEG		FNCE-MAJ			4	P						C

6. For the purpose of entering a student into a Co-op/Internship program, locate the most recent active term (bottom of page). Obtain the Academic Career (Car#), Academic Program (Prog) and Academic Plan (Degree and Plan). A student's current Academic Standing needs to be carefully considered when approving their application for a Co-op/Internship program. Ensure the program Status (Prg St) indicates AC (Active) and Academic Standing indicates GOOD or is blank.

Note: The COI column is the Co-op/Internship indicator. This indicates whether a student is registered in a Co-op/Internship program. This column will be populated once you add the student using the Maintain Co-op Student Program pages.

Program and Plan Summary

1999/07/03 EDMS Save

Display canceled program status data rows.

Personalize | Find | 1-13 of 13 | Last

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm St	Prg St	Reason	COI	Standing
2177	42360	0	1		N		HABCH	BCOMM-DEG		MKTG-MAJ			1		HS	A	AC	AUTO		
2177	42360	1	2		N		ENBCH	BSC-DEG					1		HS		AP			
2177-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			1	F						
2181-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			1	F						GOOD
2183-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			2	P						
2185-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			2	N						
2187-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			2	F						GOOD
2191-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			2	F						
2193-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			3	F						
2195-U					U-0	N	P	HABCH	BCOMM-DEG	MKTG-MAJ			3	F						
2197	42443	0	1		N		HABCH	BCOMM-DEG		FNCE-MAJ			2		CF3	A	AC		C	
2197-U					U-1	N	P	HABCH	BCOMM-DEG	FNCE-MAJ			3	F						C
2201-U					U-1	N	P	HABCH	BCOMM-DEG	FNCE-MAJ			4	P						C

Return to Search | Notify

For the corresponding online learning, consult the Student Administration (PeopleSoft) training on the Student and Enrolment Services website.

End of Procedure.