

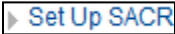


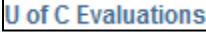


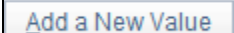
There are two parts to this process explained in this job aid. The first part explains **change of program course requirements** and the second part explains **attaching them to a program plan combination**. Setting of course requirements is optional and is not required if the program only requires the student to present a GPA/HS average for admission. Using course requirements you can specify that a student requires:

- 1) A specific number of course units completed by using the "cumulative units attempted" or
- 2) Specific courses with minimum grades using the "course/grade requirements" or
- 3) Combination of cumulative units and specific courses.

You can also specify a course requirement rule for a given admit type (i.e. CF1, CF2, CF3). Once created, you can associate the rule you created to a particular program (the same rules can apply to more than one program to create a "quota group" if desired).

---

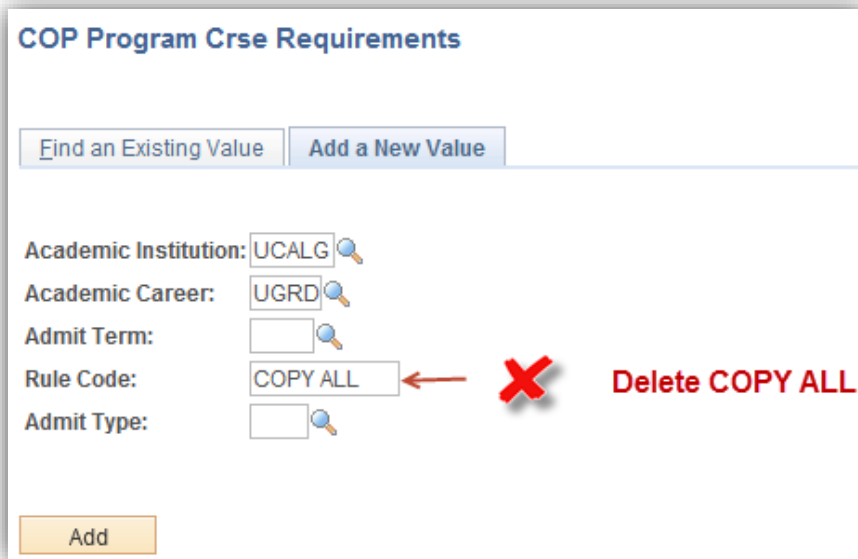
### Part 1: Change of Program Course Requirements:



1. Click the **Set Up SACR** link.  

2. Click the **Product Related** link.  

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

4. Click the **U of C Evaluations** link.  

5. Click the **COP Admission Rules** link.  

6. Click the **COP Program Crse Requirements** link.  

7. To add a requirement select Add a New Value. Click the **Add a New Value** tab.  


# COP Course Requirements & Attaching to a Program Plan Combination

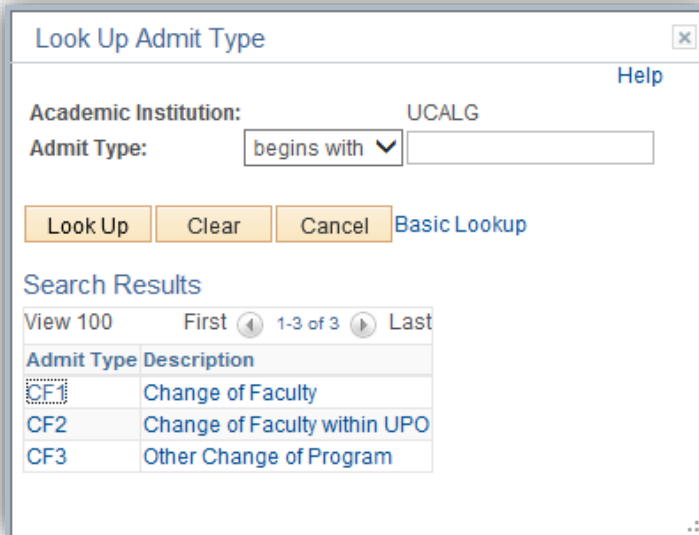
SA - Admissions

8. Remove the existing Rule Code (Copy All).



9. Enter the desired Admit Term directly or use the Look up tool. Click the [Look up Admit Term](#) button.  

10. Select the desired term (e.g. 2157 for Fall 2015). Click the [2157](#) link.
11. Enter the desired information into the **Rule Code** field. Enter a valid value e.g. "**bisc**".
12. Enter the Rule Code (e.g. BISC). The information entered here will be the name of the rule code. Click the [Look up Admit Type](#) button.  


13. Select the applicable Admit Type if desired (CF1, CF2 or CF3).



**Look Up Admit Type** Help

Academic Institution: UCALG

Admit Type: begins with

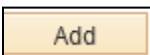
Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

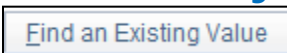
View 100 First 1-3 of 3 Last

Admit Type	Description
CF1	Change of Faculty
CF2	Change of Faculty within UPO
CF3	Other Change of Program

14. When the COP Program Crse Requirements menu is complete, click the **Add** button.



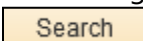
15. To view existing COP Program Crse Requirements for editing click on Find an Existing Value. Click the **Find an Existing Value** tab.



16. Enter the desired Admit Term directly or use the Look up tool. Click the **Look up Admit Term** button (e.g. 2157 for Fall 2015).



17. To view a grid of existing requirements press Enter or Search. Click the **Search** button.



# COP Course Requirements & Attaching to a Program Plan Combination

SA - Admissions


18. A grid of existing program course requirements displays. For this example, click on 2157 BISC Biological Sciences.


**COP Program Crse Requirements**


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


[Find an Existing Value](#) [Add a New Value](#)


**Search Criteria**


Academic Institution: begins with  

Academic Career: begins with  



Admit Term: begins with  

Rule Code: begins with  

Admit Type: begins with  

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

**Search**

View All First  1-47 of 47  Last

Academic Institution	Academic Career	Admit Term	Rule Code	Admit Type	Description
<a href="#">UCALG</a>	UGRD	2157	36UNITSED2	(blank)	36 units EDUC
<a href="#">UCALG</a>	UGRD	2157	ANTH	(blank)	ANTH
<a href="#">UCALG</a>	UGRD	2157	APEE	(blank)	APEE Minor and Conc
<a href="#">UCALG</a>	UGRD	2157	ARTS	(blank)	Arts Generic
<a href="#">UCALG</a>	UGRD	2157	ATTH	(blank)	Athletic Therapy Major
<a href="#">UCALG</a>	UGRD	2157	BCEM	(blank)	Biochemistry
<a href="#">UCALG</a>	UGRD	2157	BCOMM	(blank)	Bachelor of Commerce
<a href="#">UCALG</a>	UGRD	2157	BISC	(blank)	Biological Sciences
<a href="#">UCALG</a>	UGRD	2157	BISC	CF2	Biological Sciences
<a href="#">UCALG</a>	UGRD	2157	BISCCN1	(blank)	BISC CN 1 (NTSC)
<a href="#">UCALG</a>	UGRD	2157	BISCCN2	(blank)	BISC CN2 (NTSC)
<a href="#">UCALG</a>	UGRD	2157	BNDE	(blank)	BN Direct Entry Route

19. The COP Program Course Requirements display for the BISC (Biological Science) rule for Fall 2015. If a program requires specific courses to be completed for admission, enter the course requirements here. If the requirement is one of a number of options, add each option as an alternative. If within each alternative, there is more than one course required, indicate an additional sequence.

### COP Program Course Requirements

**Institution:** UCALG University of Calgary

**Academic Career:** UGRD Undergraduate Programs

**Admit Term:** 2157 Fall 2015

**Rule Code:** BISC Copy Current Requirements

**Admit Type:**  To Admit Type:

**Description:**   Rule Inactive

**\*Cumulative Units Attempted:**   (AND)

**Course/Grade Requirements** Find First 1-28 of 28 Last

*Requirement Number: <input type="text" value="01"/>	*Alternative Number: <input type="text" value="01"/>	*Seq. No: <input type="text" value="1"/>	+ -
(AND)	(OR)	(AND)	

**Course**

Wildcard

Course ID:    Minimum Grade Points:

*Requirement Number: <input type="text" value="01"/>	*Alternative Number: <input type="text" value="01"/>	*Seq. No: <input type="text" value="2"/>	+ -
(AND)	(OR)	(AND)	

**Course**

Wildcard

Course ID:    Minimum Grade Points:

20. If a program requires that a minimum or maximum number of units are completed for admission to the program, indicate the number of units required. Click the **Cumulative Units Attempted** list.

The values are:

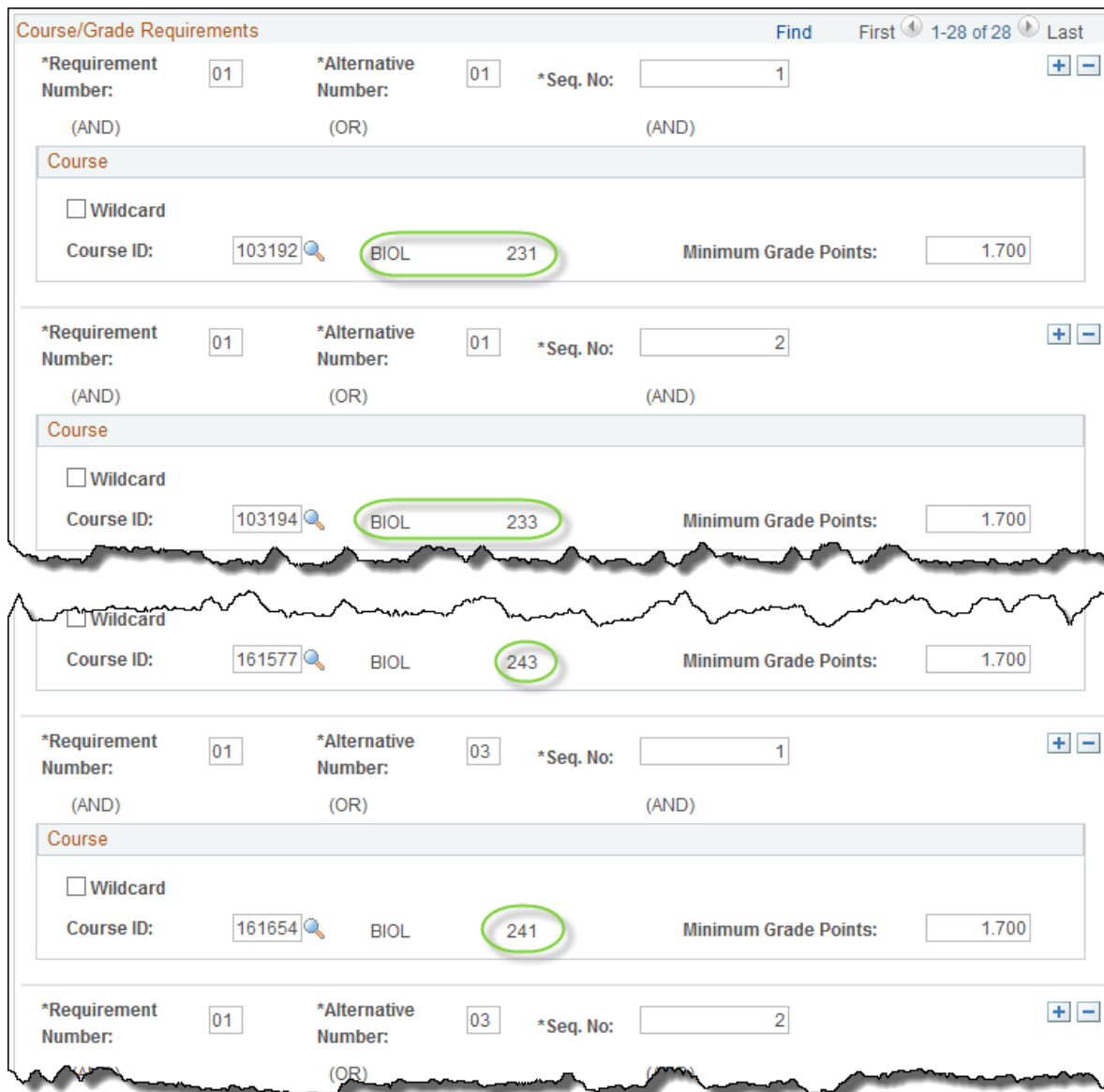
- GE - greater than and equal to
- GT - greater than
- LE - less than and equal to
- LT - less than

For example click the **GE** list item.

# COP Course Requirements & Attaching to a Program Plan Combination

SA - Admissions

21. This example shows how course requirements can be setup to require specific courses for admission to a program. The rule displayed indicates the student must have BIOL 231 and BIOL 243 or BIOL 241.



**Course/Grade Requirements** Find First 1-28 of 28 Last

\*Requirement Number: 01 \*Alternative Number: 01 \*Seq. No: 1  
(AND) (OR) (AND)

**Course**

Wildcard

Course ID: 103192 BIOL 231 Minimum Grade Points: 1.700

---

\*Requirement Number: 01 \*Alternative Number: 01 \*Seq. No: 2  
(AND) (OR) (AND)

**Course**

Wildcard

Course ID: 103194 BIOL 233 Minimum Grade Points: 1.700

---

Wildcard

Course ID: 161577 BIOL 243 Minimum Grade Points: 1.700

---

\*Requirement Number: 01 \*Alternative Number: 03 \*Seq. No: 1  
(AND) (OR) (AND)

**Course**

Wildcard

Course ID: 161654 BIOL 241 Minimum Grade Points: 1.700

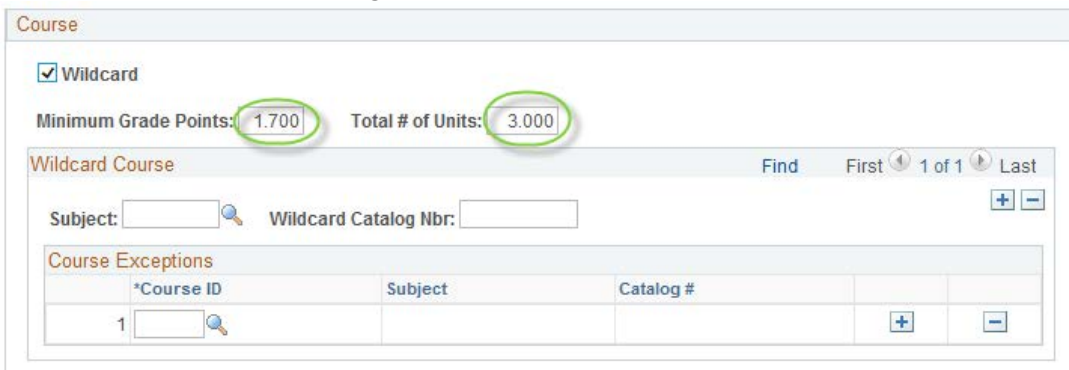
---

\*Requirement Number: 01 \*Alternative Number: 03 \*Seq. No: 2  
(OR)

22. If a specific course is not needed but a course subject and level are, select the wildcard and click the **Add a New row** button.



23. Add the Minimum Grade Points and Total # of units. This example indicates that a student can use one course with a minimum grade of C-.



**Course**

Wildcard

Minimum Grade Points: 1.700    Total # of Units: 3.000

**Wildcard Course** Find First 1 of 1 Last

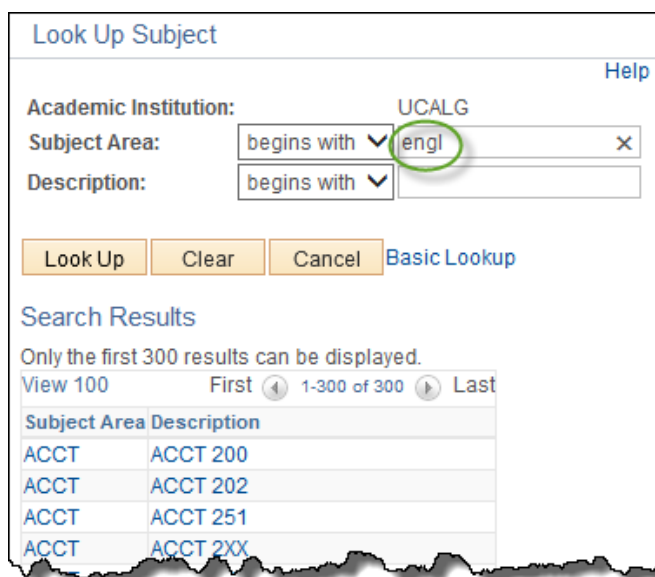
Subject:   Wildcard Catalog Nbr:

Course Exceptions			
*Course ID	Subject	Catalog #	
1	<input type="text"/> <input type="button" value="Look Up"/>		<input type="button" value="+"/> <input type="button" value="-"/>

The Total # of units allows you to specify the number of units/courses in a specific subject area that is required. If you indicate 6 units, this informs the system the student has to present two courses in that subject.

**Note:** if you add a row for each of the courses with the same subject and wildcard number the same course will be used twice to satisfy course requirements.

24. Click the **Look up Subject** button. To search for a specific subject enter a few letters and press Enter or Look Up (e.g. engl for English).



**Look Up Subject** Help

Academic Institution: UCALG

Subject Area: begins with

Description: begins with

**Search Results**

Only the first 300 results can be displayed.

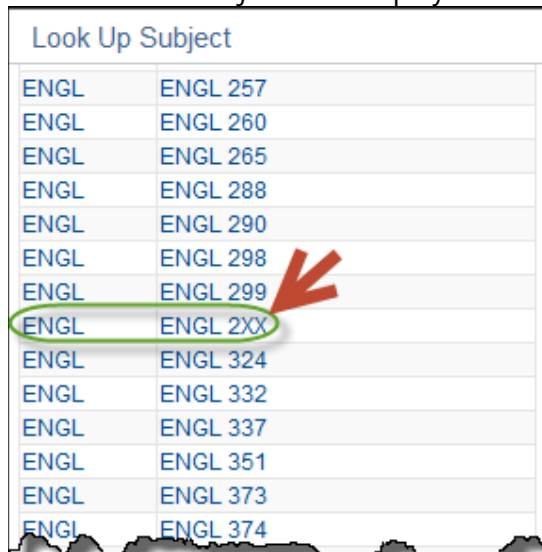
View 100 First 1-300 of 300 Last

Subject Area	Description
ACCT	ACCT 200
ACCT	ACCT 202
ACCT	ACCT 251
ACCT	ACCT 2XX

# COP Course Requirements & Attaching to a Program Plan Combination

SA - Admissions

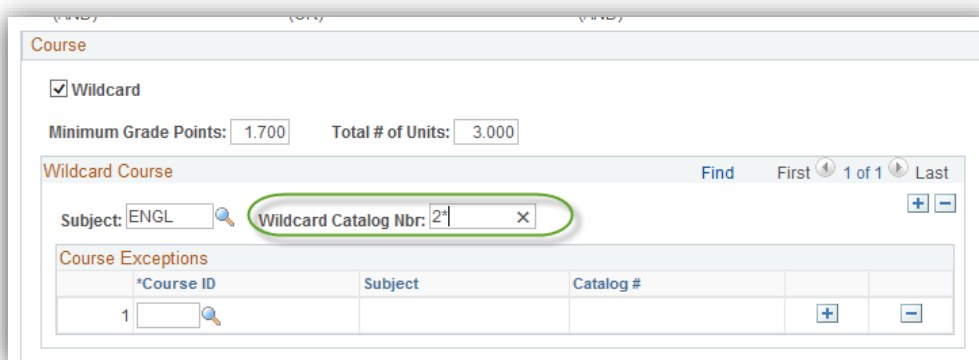
25. A list of ENGL subjects will display. For example select **ENGL 2XX**.



Look Up Subject	
ENGL	ENGL 257
ENGL	ENGL 260
ENGL	ENGL 265
ENGL	ENGL 288
ENGL	ENGL 290
ENGL	ENGL 298
ENGL	ENGL 299
ENGL	ENGL 2XX
ENGL	ENGL 324
ENGL	ENGL 332
ENGL	ENGL 337
ENGL	ENGL 351
ENGL	ENGL 373
ENGL	ENGL 374

26. The wildcard option allows you to indicate a total number of units and indicate the level with a wildcard (\*). This can be used to show a requirement for a junior English course. For example 2\* will use any 200-level English course (e.g. English 213 or English 2xx, etc.) or \* will use any level English course. When completed press the Save button. You can use any level offered by the University of Calgary (i.e. 1\*,2\*,3\*,4\*,5\*,9\* etc.)

Enter the desired information into the **Wildcard Catalog Nbr** field. Enter a valid value e.g. "2\*".



Course

Wildcard

Minimum Grade Points: 1.700 Total # of Units: 3.000

Wildcard Course Find First 1 of 1 Last

Subject: ENGL Wildcard Catalog Nbr: 2\*

Course Exceptions

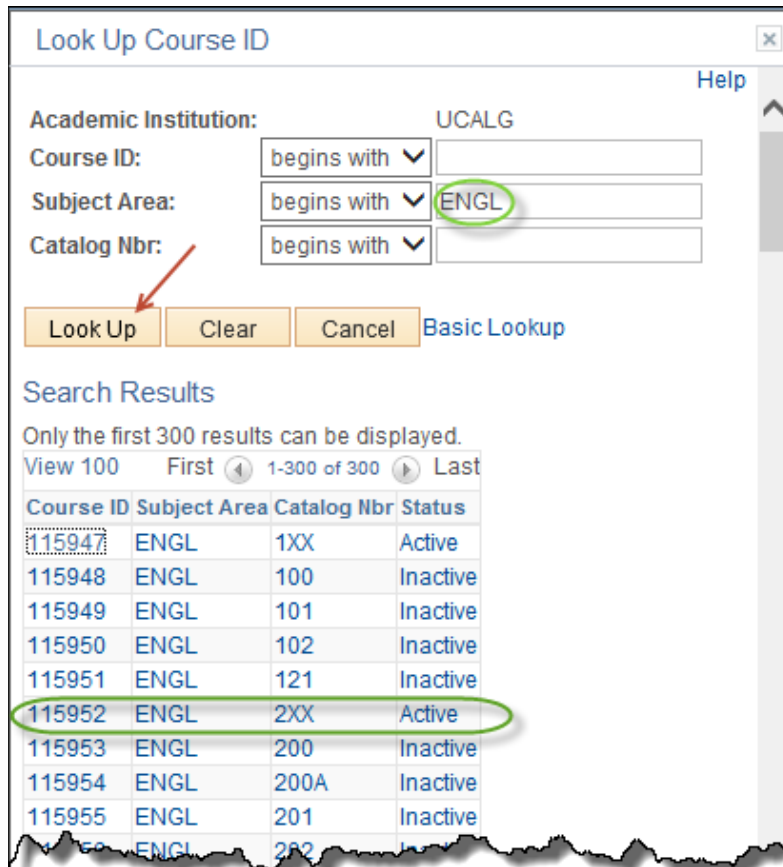
*Course ID	Subject	Catalog #		
1			+	-

27. You can use the Course Exception field if desired to exclude a specific course from being used to satisfy a course requirement. Click the **Look up Course ID** button.





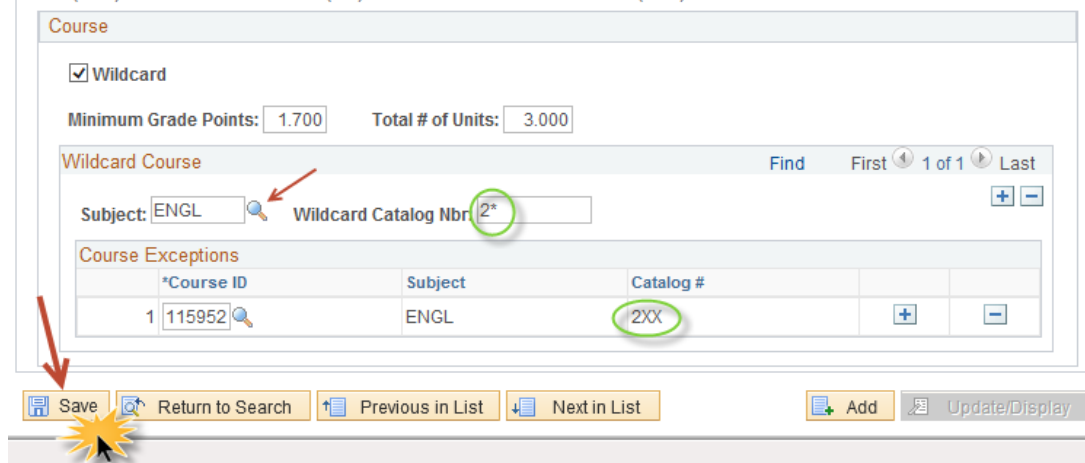
28. Enter the subject area (e.g. ENGL) and press enter or Look Up to display a list of English Course ID's. For example click the **115952** link.



The screenshot shows a 'Look Up Course ID' window. The 'Academic Institution' is set to 'UCALG'. The 'Subject Area' dropdown is set to 'ENGL', which is circled in green. Below the search fields are buttons for 'Look Up', 'Clear', and 'Cancel'. A red arrow points to the 'Look Up' button. Below the buttons is a 'Basic Lookup' link. The 'Search Results' section shows a table of results with columns for Course ID, Subject Area, Catalog Nbr, and Status. The row for '115952 ENGL 2XX Active' is circled in green. A red arrow points to the 'Look Up' button.

Course ID	Subject Area	Catalog Nbr	Status
115947	ENGL	1XX	Active
115948	ENGL	100	Inactive
115949	ENGL	101	Inactive
115950	ENGL	102	Inactive
115951	ENGL	121	Inactive
115952	ENGL	2XX	Active
115953	ENGL	200	Inactive
115954	ENGL	200A	Inactive
115955	ENGL	201	Inactive
115956	ENGL	282	Inactive

29. This tells the system that any 200-level English course can be used except for ENGL 2XX.



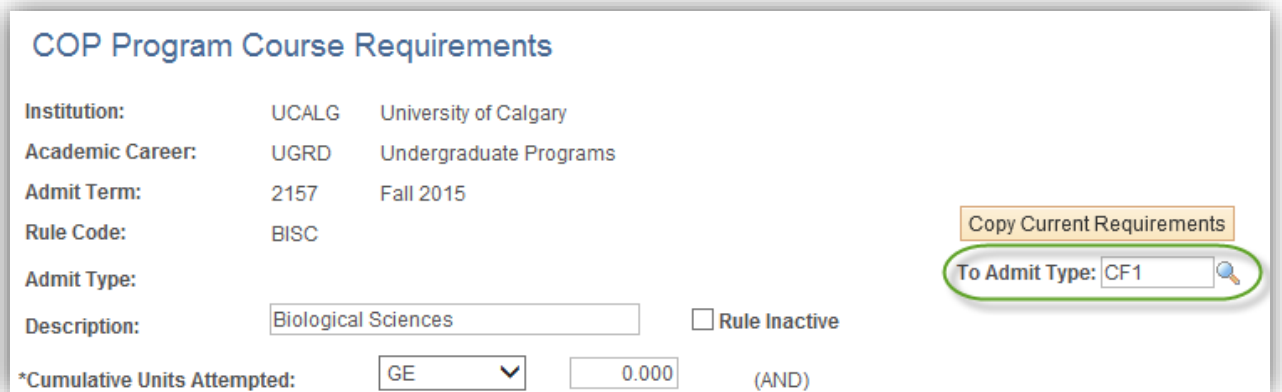
The screenshot shows a 'Course' configuration window. The 'Wildcard' checkbox is checked. 'Minimum Grade Points' is 1.700 and 'Total # of Units' is 3.000. The 'Wildcard Course' section has 'Subject' set to 'ENGL' and 'Wildcard Catalog Nbr' set to '2\*', both circled in green. Below is a 'Course Exceptions' table with one row: '1 115952 ENGL 2XX', where '2XX' is circled in green. A red arrow points to the 'Save' button at the bottom left.

*Course ID	Subject	Catalog #
1 115952	ENGL	2XX

# COP Course Requirements & Attaching to a Program Plan Combination

SA - Admissions

30. You can leave the Admit Type blank and that rule will be used for all admit types for that program. If the requirements are to be used for a specific Admit Type use the Look Up tool to select an Admit Type (CF1, CF2, CF3).



**COP Program Course Requirements**

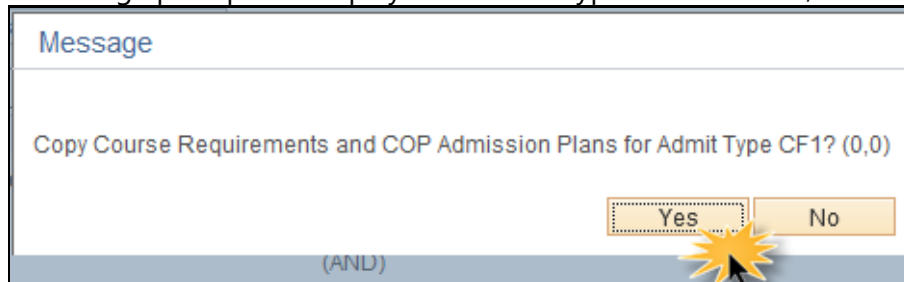
Institution: UCALG University of Calgary  
Academic Career: UGRD Undergraduate Programs  
Admit Term: 2157 Fall 2015  
Rule Code: BISC  
Admit Type:   
Description: Biological Sciences  Rule Inactive  
\*Cumulative Units Attempted: GE 0.000 (AND)

Copy Current Requirements  
To Admit Type: CF1

31. Click the **Copy Current Requirements** button.

**Copy Current Requirements**

32. A message prompt will display if an Admit Type was indicated, click the **Yes** button.



Message

Copy Course Requirements and COP Admission Plans for Admit Type CF1? (0,0)

Yes No

(AND)

33. Click the **Save** button.

**Save**

## Part 2: Attaching a Course to a Program Plan Combination:

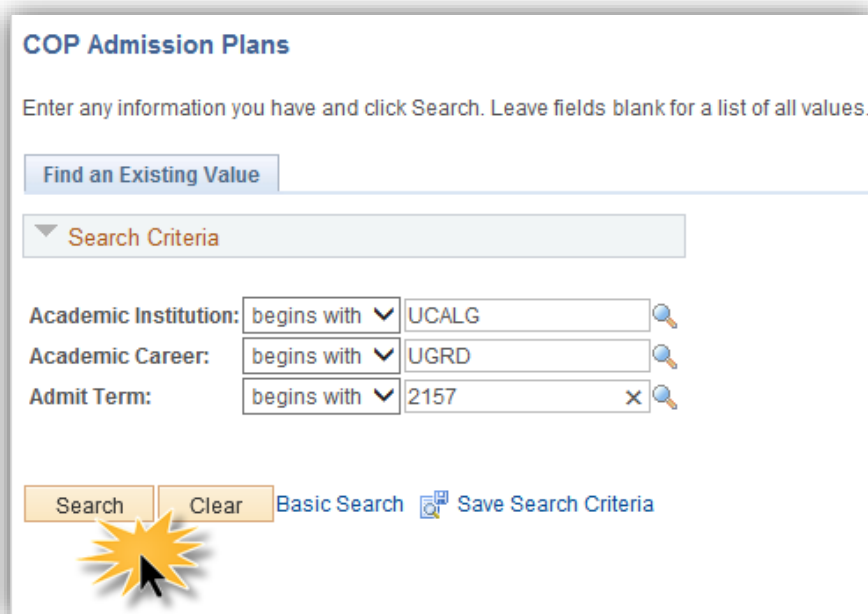
1. The next part of this lesson displays how to attach a Course to a Program Plan. Click the **Set Up SACR** link.

**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 Evaluations** link.  
[U of C Evaluations](#)
5. Click the **COP Admission Rules** link.  
[COP Admission Rules](#)
6. Click the **COP Admission Plans** link.  
[COP Admission Plans](#)
7. On COP Admissions Plans, enter the specific search criteria and press **Enter** or **Search**.



**COP Admission Plans**

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

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution: begins with ▼ UCALG 🔍

Academic Career: begins with ▼ UGRD 🔍

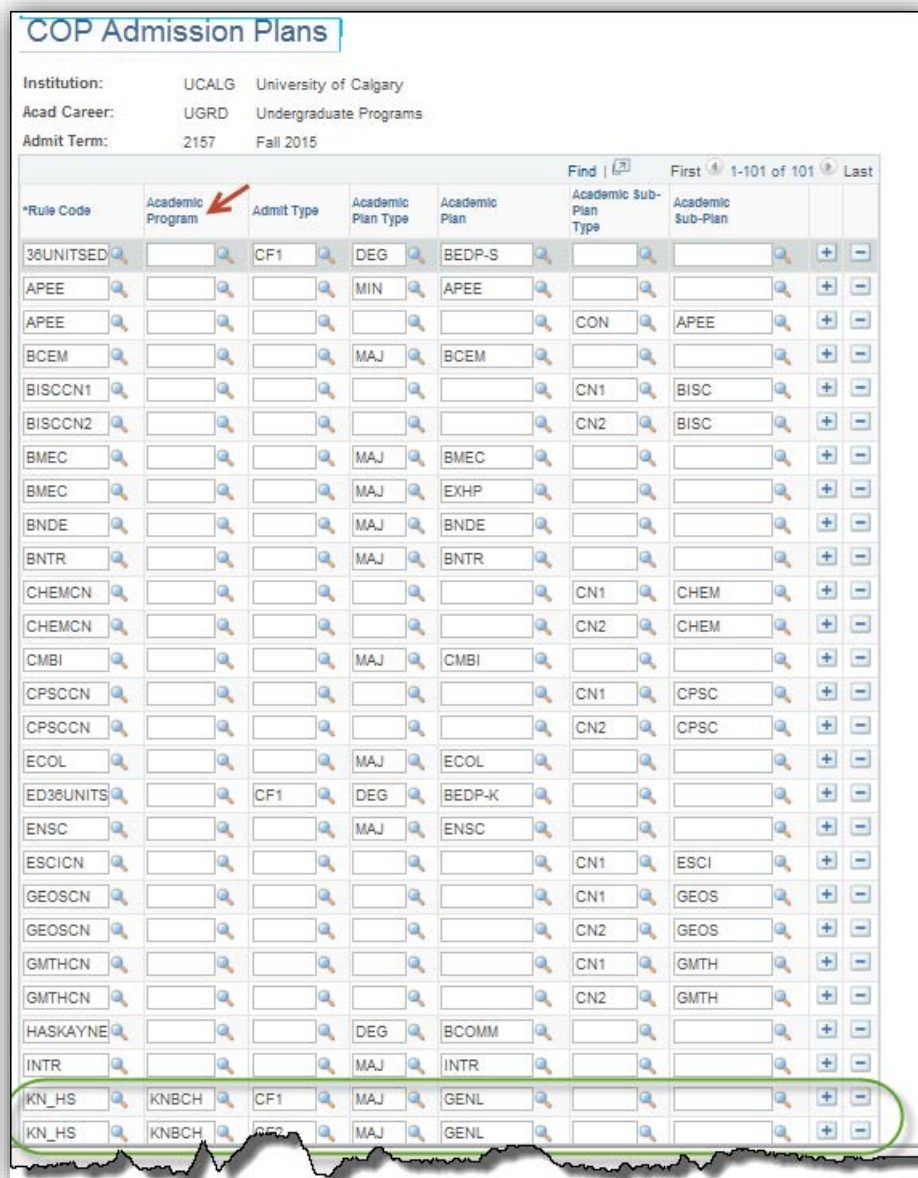
Admit Term: begins with ▼ 2157 ✕ 🔍

[Search](#) [Clear](#) [Basic Search](#) 🔍 [Save Search Criteria](#) 📄

# COP Course Requirements & Attaching to a Program Plan Combination

## SA - Admissions

8. The COP Admission Plans table displays Rule Codes for the specified term (e.g. Fall 2015). If the rule code has already been added you can change the academic plan(s) it is associated with. If the rule code has been inactivated on the course requirement table even though it is on the Admission Plan Code table the rule will not be used by the process. It is recommended that when you inactivate a rule you remove it as well from the COP Admission Plans table. The Academic Program column is used in the rare instance when two faculties have the same major code (HA-GENL/KN-GENL). Use this column to specify which faculty the GENL rule should be applied to.



*Rule Code	Academic Program	Admit Type	Academic Plan Type	Academic Plan	Academic Sub-Plan Type	Academic Sub-Plan		
36UNITS		CF1	DEG	BEDP-S			+	-
APEE			MIN	APEE			+	-
APEE					CON	APEE	+	-
BCEM			MAJ	BCEM			+	-
BISCCN1					CN1	BISC	+	-
BISCCN2					CN2	BISC	+	-
BMEC			MAJ	BMEC			+	-
BMEC			MAJ	EXHP			+	-
BNDE			MAJ	BNDE			+	-
BNTR			MAJ	BNTR			+	-
CHEMCN					CN1	CHEM	+	-
CHEMCN					CN2	CHEM	+	-
CMBI			MAJ	CMBI			+	-
CPSCCN					CN1	CPSC	+	-
CPSCCN					CN2	CPSC	+	-
ECOL			MAJ	ECOL			+	-
ED38UNITS		CF1	DEG	BEDP-K			+	-
ENSC			MAJ	ENSC			+	-
ESCICN					CN1	ESCI	+	-
GEOSCN					CN1	GEOS	+	-
GEOSCN					CN2	GEOS	+	-
GMTHCN					CN1	GMTH	+	-
GMTHCN					CN2	GMTH	+	-
HASKAYNE			DEG	BCOMM			+	-
INTR			MAJ	INTR			+	-
KN_HS	KNBCH	CF1	MAJ	GENL			+	-
KN_HS	KNBCH	CF1	MAJ	GENL			+	-

9. If the rule code has not yet been added, create a new row and indicate the appropriate plans. Click the **Add a new row** button.



10. Click the **Look up Rule Code** button and select the applicable Rule Code (e.g. BISCCN1).

Look Up Rule Code
✕

[Help](#)

Rule Code:

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100      First ◀ 1-47 of 47 ▶ Last

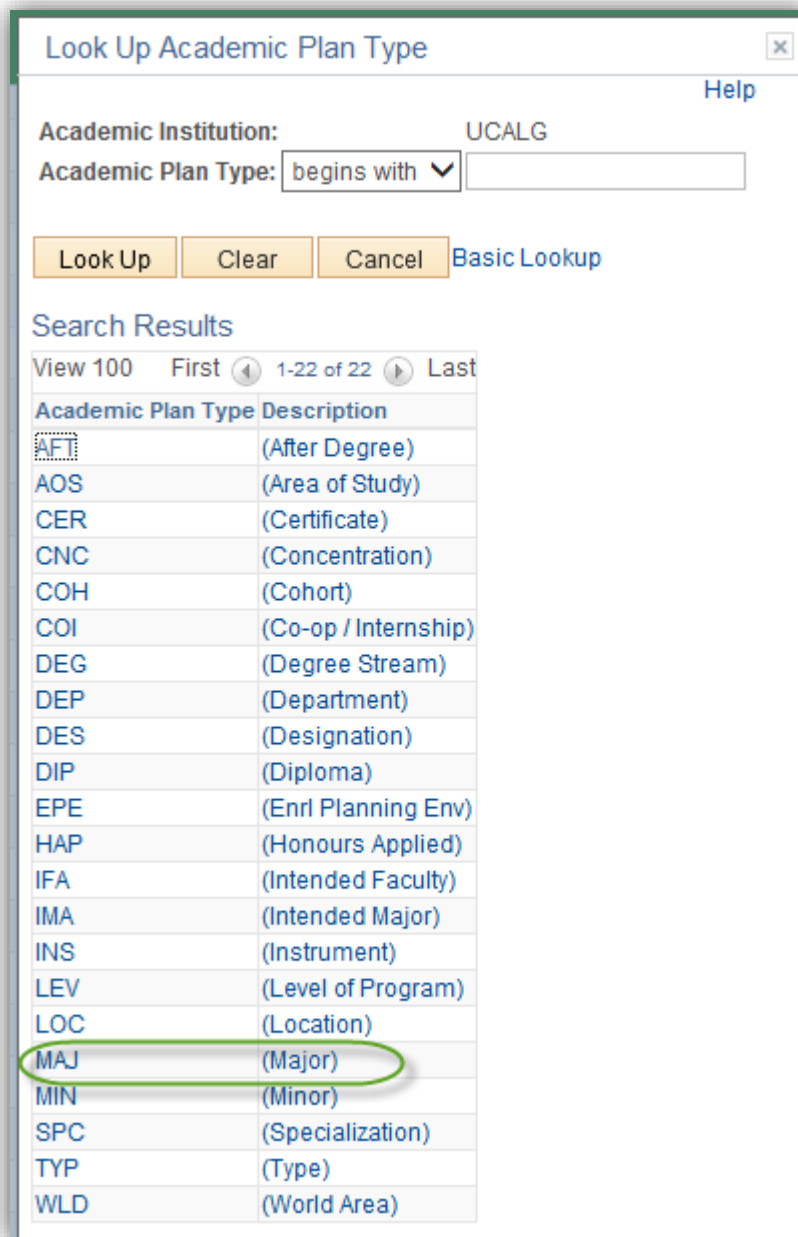
Rule Code	Description
36UNITSED2	36 units EDUC
ANTH	ANTH
APEE	APEE Minor and Conc
ARTS	Arts Generic
ATTH	Athletic Therapy Major
BCEM	Biochemistry
BCOMM	Bachelor of Commerce
BISC	Biological Sciences
BISC	Biological Sciences
<b>BISCCN1</b>	<b>BISC CN 1 (NTSC)</b>
BISCCN2	BISC CN2 (NTSC)
BNDE	BN Direct Entry Route
BNTR	BN Transfer Route
BOTA	Botany
CHEM	Chemistry
CHEMCN	CHEM CN (NTSC)
CMBI	Cell, Molec, Microb Biol
COMS	COMS Major and BCS
CPSC	Computer Science
CPSCCN	CPSC CN (NTSC)
EASC	Earth Sciences
ECOL	Ecology
ECON	ECON and ECSO Majors
ED36UNITS	CF1 Education maximum 36 units
ENSC	Environmental Science
ESCICN	ESCI CN (NTSC)
GEOS	Geological Sciences

11. Click the **Look up Admit Type** button and if required, select the applicable Admit Type (CF1, CF2, CF3).

# COP Course Requirements & Attaching to a Program Plan Combination

SA - Admissions

- Click the **Look up Academic Plan Type** button and select the applicable Academic Plan type (e.g. Major).



Look Up Academic Plan Type

Academic Institution: UCALG

Academic Plan Type: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-22 of 22 Last

Academic Plan Type	Description
AFT	(After Degree)
AOS	(Area of Study)
CER	(Certificate)
CNC	(Concentration)
COH	(Cohort)
COI	(Co-op / Internship)
DEG	(Degree Stream)
DEP	(Department)
DES	(Designation)
DIP	(Diploma)
EPE	(Enrl Planning Env)
HAP	(Honours Applied)
IFA	(Intended Faculty)
IMA	(Intended Major)
INS	(Instrument)
LEV	(Level of Program)
LOC	(Location)
MAJ	(Major)
MIN	(Minor)
SPC	(Specialization)
TYP	(Type)
WLD	(World Area)

13. Click the **Look up Academic Plan** button and select the applicable Academic Plan (e.g. BISC).

Look Up Academic Plan
✕

[Help](#)

Academic Institution: UCALG

Academic Plan Type: MAJ

Academic Plan: begins with

Description: begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100      First ◀ 1-162 of 162 ▶ Last

Academic Plan	Description
	Arts
ACCT	Accounting
ACEM	Applied Chemistry
ACSC	Actuarial Science
AMAT	Applied Mathematics
ANME	Ancient and Medieval History
ANPR	Primatology
ANSC	Social & Cultural Anthropology
ANTH	Anthropology
APEG	Applied&Environmental Geology
APPH	Applied Physics
APSY	Division of Applied Psychology
ARHI	Art History
ARKY	Archaeology
ART	Art
ASPH	Astrophysics
ATTH	Athletic Therapy
BCEM	Biochemistry
BINF	Bioinformatics
BISC	Biological Sciences
BLUE	Blue Quills Native Ed Council
BMEC	Biomechanics
BMSC	Biomedical Sciences

