

Document Types As Listed In UR Docs for Admission Review Only

Admissions Recommendation Form – form used to evaluate each application and indicate the unit’s recommendation to accept or reject them as a student.

Application Form –this is the application that is submitted manually or produced from the online data submitted by applicants. This is the document in UR Docs that drives security and location of the student information and is sorted based on the status of the application. It also indicates where the application is at in the process using the status and can help the unit understand if a file is ready to be reviewed for admission. I.e. Apps for Review, Incomplete Apps, or Hold File for Next Intake.

Application Supporting Docs –includes any document that would support the student’s application such as additional admission requirements like essays and portfolio’s etc.

Correspondence -any email that is relevant communication that FGSR has had with the student pertaining to their application and program etc. They will be labeled in the notes column as to what the email was regarding. For example the note might say spring 2021 registration or Letter – VW etc.

CTR 1 to 8 (College Final Transcript) – each transcript is labeled starting with a 1 depending on how many institutes they have attended. In the notes column it will usually indicate whether it is an unofficial or official transcript. For example CTR1 (note: Unofficial Windsor) CTR1 (note: Official Windsor) and CTR2 (note: Unofficial Waterloo) CTR2 (note: Official Waterloo). The student might have two CTR1’s if they sent us an unofficial transcript and an Official transcript from the same University. The general policy is to delete the unofficial CTR1 once we receive the official CTR1 to eliminate duplicate CTR’s.

Degree Certificate (DIP 1 to 8) – works similar to CTR but it is for diplomas only.

Funding Admissions Form – this form is filled out by the Unit if they wish to give funding to an incoming student with their acceptance letter.

Letter of Intent – or sometimes called a Statement of Purpose. This is a document that the student writes up to describe why they would like to study a certain subject with us here at the U of R.

Letter of Recommendation – there are two letter of recommendations that will be attached to one application. The difference between the two will also be listed in the Notes column with the label GLR1 or GLR2 or by the referee’s initials to distinguish a difference between the two letters. Please note that Non-Degree applications only require one letter of recommendation.

Passport – helpful information for any student, generally requested if a clarification was required for the application.

Practicum/Internship Agreement – authorization form used by units such as JSGS or Nursing that require a Practicum or Internship agreement.

Pre-Migration File – when implementing UR Docs FGSR had to transition thousands of files, as such the information from the T drive was amalgamated into one “pre-migration” file to allow for the transition. These pre-migration files would contain everything in the student file with the exception for the application form and program sheet if there was one.

Psyc Clinical Review – special review documents that are used by the Psychology department.

Resume – or sometimes called a CV. This document is an overview of the students past and present work, education, and other special activities listed according to a time line of events.

Special Case Proposal – this is used when a student applies to a special case program and outlines various bits of information for assessment of the program proposal.

Study Permit – not an index type used any more.

TESO to 8 (Test Score) – test scores are required in some area's or for international students needing English Proficiency. FGSR uses TESO for (ELP), TES1 , TES2, TES3, TES4 for(GRE), and TES5 for (GMAT).

Third Party Authorization – this authorization form is used when a student wants to assign a friend or family member to act on their behalf.

WES Evaluation – will have a Transcript Type listed beside it whether it is official or unofficial. This is an outside company that evaluates transcripts to verify their authenticity and convert their GPA's. International students are advised to use this source for submission of transcripts but some units have made this a requirement for their International applicants (Computer Science, Engineering, and Applied Science, and Education).

***How to add the notes column in the Desktop Version Only:**

- The desktop version has the Notes column in most views but not all views such as Applications.
- Right click anywhere on the blue bar with the headings Student ID or Last Name or First Name. A menu will pop up and list items such as Columns, Sort Ascending, and Expand All Groups etc.
- Choose Columns. This will pop up another menu with a list of Column options such as Student ID, Pages, and Department etc.
- Check the Notes options. This will now display the notes column in your blue headings bar.
- To move the notes column over to your preferred spot just left click and hold to drag the notes column to where you would like it displayed.
- The Experience version already has a Notes column displayed in all views.
- Please note the desktop version will not hold this function for you. If you close or go out of that view you will have to do this process over. In order to save it permanently all you have to do is click on the Save Filter icon at the top middle area of content. It looks like a light bulb with a tiny save disk beside it. Then name your filter (I saved mine as Applications with Notes) and then click ok. This will then save this filter permanently in the list of Views on the far left of your content screen. The next time you enter Content the Applications with Notes view will be displayed in your Units applications including the note column.

Desktop UR Docs

The screenshot shows the Perceptive Content Explorer desktop application. The left sidebar displays a tree view of folders including 'FGSR All Documents', 'Accepted Not Registered', 'Applications', 'Awarded', 'Current', 'Inactive', 'FGSR Applications', 'GS ANTH Admissions Docs', 'GS ANTH View Only', 'GS Arts Admissions Docs', 'Student ID', 'GS Arts View Only', 'Accepted Not Registered', 'Applications', 'Awarded', 'Current', 'Inactive', and 'Notes'. The main window displays a table of documents with the following columns: Student ID, Last Name, First Name, Status, Document Type, Notes, and Program. The first row is highlighted in yellow.

Student ID	Last Name	First Name	Status	Document Type	Notes	Program
200448778		Saba		CTR1 - College Final Tra...	Harriet Watt U - ...	MA PSY
200437073		Manpreet Kaur		Degree Certificate- DIP...	Unofficial	MA Soci
200437073		Manpreet Kaur		CTR1 - College Final Tra...	Unofficial	MA Soci
200437073		Manpreet Kaur		TES0 - Test Score GS	Unofficial	MA Soci
200452038	Abid	Danish		CTR1 - College Final Tra...	UCC1 UMD in pr...	MA PSY
200452038	Abid	Danish		Admissions Recommen...	02	MA PSY
200452038	Abid	Danish		Letter of Recommendati...	SF	MA PSY
200452038	Abid	Danish		Letter of Recommendati...	LKD	MA PSY
200463143	ABIODUN-O...	ABIMBOLA		Letter of Recommendati...	GLR1	MA Soci
200463143	ABIODUN-O...	ABIMBOLA		Admissions Recommen...	02	MA Soci
200463143	ABIODUN-O...	ABIMBOLA		CTR1 - College Final Tra...	U of Ibadan, De	MA Soci

Experience UR Docs

The screenshot shows a web browser displaying the 'Experience UR Docs' interface. The address bar shows the URL: https://contentweb.cc.uregina.ca/experience/#documents/view/3. The breadcrumb navigation shows 'Documents > GS CHEM/BIOC Admissions Docs'. The left sidebar lists various document views, with 'GS CHEM/BIOC Admiss' selected. The main content area displays a table of documents with the following columns: Student ID, Last Name, First Name, Status, Document Type, Notes, and Program. The table contains 10 rows of data.

Student ID	Last Name	First Name	Status	Document Type	Notes	Program
200439424		Jaskiran Kaur		Resume GS		
200476179		Amrit Preet Si...		CTR1 - College Final Trans...	Punjab Ag U - uo	
200476179		Amrit Preet Si...		Letter of Recommendatio...	GLR1	
200476179		Amrit Preet Si...		Letter of Intent GS		
200476179		Amrit Preet Si...		TES0 - Test Score GS	IELTS Overall 7.0 -...	
200476179		Amrit Preet Si...	Hold ...	Application Form GS		
200476179		Amrit Preet Si...		Resume GS		
200476179		Amrit Preet Si...		CTR2 - College Final Trans...	Guru Angad U - uo	