Admission Information Service (AIS) User Guide

The Admission Information Service tool allows you to manage program information for 101 applicants from early June to late August.

Instructions

"Search" Option

You can search the following 3 ways:

- 1. by Category (Statistical Grouping Code)
- 2. by Program
- 3. by open search (simply click "Search")

Search by a specific category: Only the programs associated with that category will display in your results summary. The categories are the stat grouping codes.

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Input Form Fields

Statistical Grouping: Used for statistical reporting. Please report any discrepancies to the Undergraduate Department: Lois Ferguson (<u>ferguson@ouac.on.ca</u>) or Kim Logan (<u>logan@ouac.on.ca</u>).

Co-op: Indicates if co-op is available for the program.

Important: The co-op value in AIS must match the co-op value for the program in the 101 application. If you set the co-op value to "No" in AIS but it is set to "Yes" in the 101 application, the co-op option will be available for the applicant to select. Contact Lois Ferguson (<u>ferguson@ouac.on.ca</u>) or Kim Logan (<u>logan@ouac.on.ca</u>) to change the co- op value in the 101 application.

"Contact Information" – Optional Fields: First Name, Last Name/Family Name, Position, Telephone Number and Extension, Fax, Email Address, and the Comments text box.

Minimum Required Program Average: Required field.

Program Status: To accept applications for a program, select "Open" from the "Program Status" dropdown. **Note:** If the program is closed in the 101 application, selecting "Open" will immediately open the program in the 101 application.

To close a program, select "Closed" from the "Program Status" drop-down. This will immediately close the program in the 101 application.

"Contact Information" – Optional Fields: First Name, Last Name/Family Name, Position, Telephone Number and Extension, Fax, Email Address, and the Comments text box.

Copy Information from One Program to Another/Others

To copy the attributes of a program you configured, check the "Copy From" box for the program you want to copy the information from. Then check the "Copy To" box for the program(s) you want to copy this information to.

All programs you select to copy to are now configured with the same information as the program you selected to copy from. To modify program information, click the "Program Name" link to access the input form.

Click "Save" when you finish configuring your program to avoid losing your updates.

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† Code	Program Name	Со-ор	Min Avg	Last Updated Date	Copy From	Сору То	Current Program Status	Action
WA	Honours Arts University Main Campus (Co-op and Regular)	Entered	85	2022-05-24			Open	Close Now
WAB	Honours Arts and Business (Co-op and Regular)						Open	Close Now
WBA	Business Administration (Laurier) and Mathematics (Waterloo) Double Degree (Co-op only)						Open	Close Now
WBC	Business Administration (Laurier) and Computer Science (Waterloo) Double Degree (Co-op						Open	Close Now

Note: You can only select 1 program to copy from; however, you can copy to many programs at once by checking the "Copy All" box. Note that you can only copy from and copy to programs within your results summary.

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†⊥ Code	Program Name	Co-op	Min Avg	Last Updated Date	Copy From	Сору То	Current Program Status	Action
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WBC	Business Administration (Laurier) and Computer Science (Waterloo) Double Degree (Co-op						Open	Close Now

Open and Close Programs

In the Current Program Status column:

The "Current Program Status" column displays the current status of a program in the Admission Information Service **and** the 101 Application. Changing the program status here will immediately change the status in the Admission Information Service **and** the 101 Application.

In the Action column:

- Clicking "Open Now" will immediately open the program in the AIS and in the 101 application.
- Clicking "Close Now" will immediately close the program in the AIS and in the 101 application.

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†⊔ Code	Program Name	Co-op	Min Avg	Last Updated Date	Copy From	Сору То	Current Program Status	Action
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WBA	Business Administration (Laurier) and Mathematics (Waterloo) Double Degree (Co-op only)						Open	Close Now
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If you searched by category, you are able to close or open **all** programs in your results summary at the same time.

To open or close **all programs** for your institution, return to the "Search" function to run an open search (i.e., simply click "Search" without selecting criteria).

All programs will display in the results summary and you can close or open all programs at the same time.

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