

## 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.

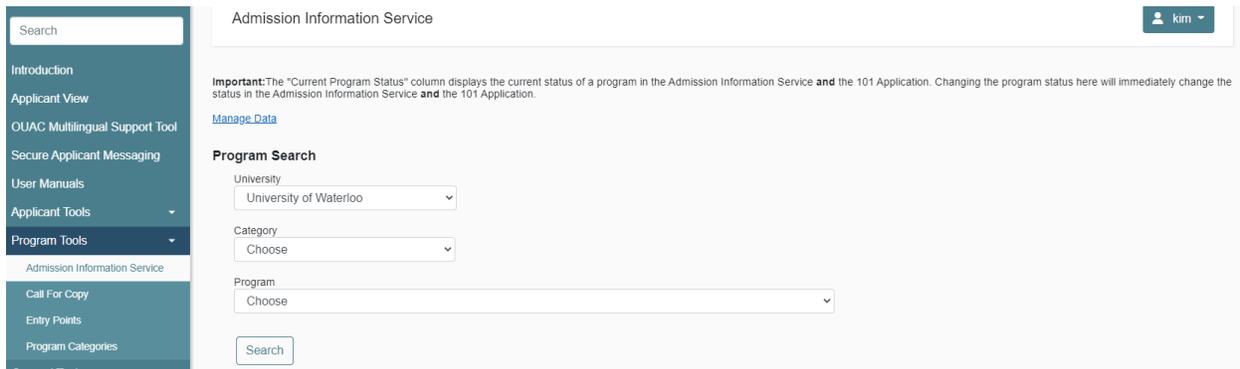
### Instructions

#### “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.



The screenshot displays the Admission Information Service (AIS) interface. On the left is a navigation menu with a search bar at the top. The menu items include: Introduction, Applicant View, OUAC Multilingual Support Tool, Secure Applicant Messaging, User Manuals, Applicant Tools, Program Tools (highlighted), Admission Information Service, Call For Copy, Entry Points, Program Categories, and General Tools. The main content area is titled "Admission Information Service" and features a user profile icon labeled "kim". Below the title, there is an important notice: "Important: 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." A link for "Manage Data" is provided. The "Program Search" section contains three dropdown menus: "University" (set to "University of Waterloo"), "Category" (set to "Choose"), and "Program" (set to "Choose"). A "Search" button is located at the bottom of this section.

## Input form

Admission Information Service

▲ Required field

### Program Details

Program  
WA - Honours Arts University Main Campus (Co-op and Regular)

Statistical Grouping  
Lib Arts & Sci, Gnrf Stds, Hum

Co-op  
Yes ▼

▲ Minimum Required Program Average  
0 ▼

Program Status  
Open ▼

### Contact Information

First/Given Name

Last/Family Name

Position

Telephone Number  
 Extension

Fax

Email Address

Comments (Maximum 1000 characters)  
Character Count: 0

Edit View Insert Format Tools Table Help

↶ ↷ Paragraph ▼ **B** *I*                                   

## **Input Form Fields**

**Statistical Grouping:** Used for statistical reporting. Please report any discrepancies to the Undergraduate Department: Lois Ferguson ([ferguson@ouac.on.ca](mailto:ferguson@ouac.on.ca)) or Kim Logan ([logan@ouac.on.ca](mailto:logan@ouac.on.ca)).

**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 ([ferguson@ouac.on.ca](mailto:ferguson@ouac.on.ca)) or Kim Logan ([logan@ouac.on.ca](mailto:logan@ouac.on.ca)) 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” drop-down. **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.

		Copy All <input type="checkbox"/>	<a href="#">Close All Now</a> <a href="#">Open All Now</a>					
↑ Code	Program Name	Co-op	Min Avg	Last Updated Date	Copy From	Copy To	Current Program Status	Action
WA	<a href="#">Honours Arts University Main Campus (Co-op and Regular)</a>	Entered	85	2022-05-24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WAB	<a href="#">Honours Arts and Business (Co-op and Regular)</a>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Open	<a href="#">Close Now</a>
WBA	<a href="#">Business Administration (Laurier) and Mathematics (Waterloo) Double Degree (Co-op only)</a>				<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBC	<a href="#">Business Administration (Laurier) and Computer Science (Waterloo) Double Degree (Co-op)</a>				<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>

**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.

		Copy All <input checked="" type="checkbox"/>	<a href="#">Close All Now</a> <a href="#">Open All Now</a>					
↑ Code	Program Name	Co-op	Min Avg	Last Updated Date	Copy From	Copy To	Current Program Status	Action
WA	<a href="#">Honours Arts University Main Campus (Co-op and Regular)</a>	Entered	85	2022-05-24	<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WAB	<a href="#">Honours Arts and Business (Co-op and Regular)</a>				<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBA	<a href="#">Business Administration (Laurier) and Mathematics (Waterloo) Double Degree (Co-op only)</a>				<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBC	<a href="#">Business Administration (Laurier) and Computer Science (Waterloo) Double Degree (Co-op)</a>				<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Close Now</a>

## 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.

Code	Program Name	Co-op	Min Avg	Last Updated Date	Copy From	Copy To	Current Program Status	Action
WA	<a href="#">Honours Arts University Main Campus (Co-op and Regular)</a>	Entered	85	2022-05-24	<input type="checkbox"/>	<input type="checkbox"/>	Closed	<a href="#">Open Now</a>
WAB	<a href="#">Honours Arts and Business (Co-op and Regular)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBA	<a href="#">Business Administration (Laurier) and Mathematics (Waterloo) Double Degree (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBC	<a href="#">Business Administration (Laurier) and Computer Science (Waterloo) Double Degree (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>

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.

Admission Information Service kim

Important: 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.

[New Search](#)

Change search

[Manage Data](#)

**Program Search**

University:

Category:

Program:

Copy All  [Close All Now](#)  
[Open All Now](#)

Code	Program Name	Co-op	Min Avg	Last Updated Date	Copy From	Copy To	Current Program Status	Action
WA	<a href="#">Honours Arts University Main Campus (Co-op and Regular)</a>	Entered	85	2022-05-24	<input type="checkbox"/>	<input type="checkbox"/>	Closed	<a href="#">Open Now</a>
WAB	<a href="#">Honours Arts and Business (Co-op and Regular)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBA	<a href="#">Business Administration (Laurier) and Mathematics (Waterloo) Double Degree (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBC	<a href="#">Business Administration (Laurier) and Computer Science (Waterloo) Double Degree (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WBM	<a href="#">Biomedical Engineering (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WC	<a href="#">Chemical Engineering (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WCE	<a href="#">Climate and Environmental Change (Co-op and Regular)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>
WCF	<a href="#">Computer and Financial Management (Co-op only)</a>					<input type="checkbox"/>	Open	<a href="#">Close Now</a>