

# User Guide: Entry Point Tool for Citizenship Groups

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## Background

The OUAC developed a tool that allows authorized users to open and close academic programs and/or entry points based on citizenship group.

**Note:** Brock University does not have citizenship groups for GRAD Contract.

## Using Search Criteria

1. Log in to the [OUAC Portal](#).
2. Select “More Tools” from the list and then “Access More Tools”.
3. Once you are redirected to the PHP Toolset, select “Entry Points” from the Tool Set Main menu (Figure 1).

Figure 1: Entry Points

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: 'You are logged in as: geoffreya/Log Out', 'Tool Set Main', 'Applicant View', 'Manage Users', 'Program Categories', 'OUAC Multilingual Support Tool', 'Post Applications', 'Referee Reset', 'Cache Management', 'Summary Report: 24 Hour Emails', 'Professional Division Tools', 'Admission Information Service', 'Configuration Maintenance', 'Lookup Maintenance', 'Applicants vs. Academic Data Received', 'Secure Applicant Messaging', 'Deferred Applicants', 'Third Party File Upload', 'Process Files', 'EDI Workflow Audit', 'Prerequisite Maintenance Tool', 'Late Exceptions', 'Entry Points' (highlighted with a red box), 'Historical Stats', 'Historical Stat Reports', and '105 Application Sync Tool'. The main content area is titled '> Entry Points' and includes a '\* Required field' label. Below this is a 'Search Criteria' section with three expandable sections: '\* Admit Type' with a 'Choose' dropdown, '\* Institution' with a 'Choose' dropdown, and '\* Cycle' with a '2020' dropdown. Underneath is a 'Program' section with a 'Choose' dropdown. A 'Search' button is located at the bottom left of the search criteria area.

4. On the Search Criteria page, select the applicable admit type from the Admit Type drop-down menu.
5. Then, choose the appropriate institution from the Institution drop-down menu.
6. Select the cycle year from the Cycle drop-down menu.
  - **Note:** The current cycle year is populated by default.
7. Optional: Choose the appropriate program from the Program drop-down menu.
  - **Note:** If you do not choose a program, all programs for the institution you selected will be displayed in the search results.
8. Under Citizenship Group, both the Domestic and International check boxes are checked by default. You must keep at least 1 of the boxes (Domestic or International) checked for search results to display (Figure 2).

Figure 2: Citizenship Group displayed for 105 Domestic and 105 International

The screenshot shows a web form titled "Entry Points" with a "Required field" indicator. The form is divided into several sections: "Search Criteria", "Admit Type", "Institution", "Cycle", "Program", and "Citizenship Group". The "Admit Type" dropdown is set to "105 - Domestic" and is highlighted with a red arrow. The "Institution" dropdown is set to "Choose". The "Cycle" dropdown is set to "2020". The "Program" dropdown is set to "Choose". The "Citizenship Group" section has two checkboxes: "Domestic" and "International", both of which are checked. A red box highlights the "Citizenship Group" section. A "Search" button is located at the bottom left of the form.

By default, only the first 10 search results will be displayed, depending on the results (Figure 3).

Figure 3: Search Results

[New Search](#)

Change search

Show  entries Search:

Program	Description	Status	Actions
<input type="checkbox"/> GAD	Adult Development	Domestic: Closed International: Closed	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GAS	Arts and Sciences	Domestic: Open International: Closed	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBB	Food and Agricultural Business	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBC	Environmental Management	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBD	Management Economics and Finance	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBE	Marketing Management	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBF	Management	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBH	Food Industry Management	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBI	Biomedical Engineering	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> GBJ	Public Management	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>

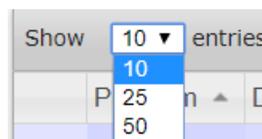
Showing 1 to 10 of 67 entries First Previous 1 2 3 4 5 Next Last

Toggle All Bulk Edit Entry Points Bulk Open/Close

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To change the number of results displayed, select a different number from the Show # entries drop-down menu (Figure 4).

Figure 4: Show Entries (Default is 10)



The search results will display the following columns:

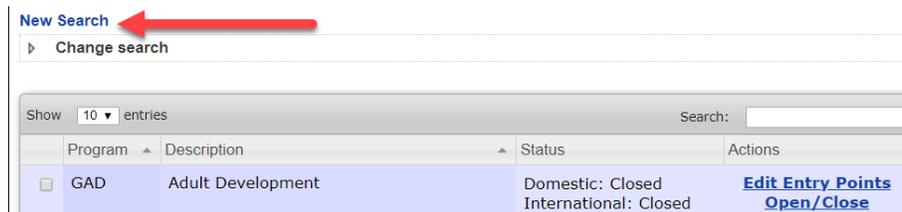
- **Show:** Use to select multiple programs.
- **Program:** OUAC Program Code
- **Description:** Program Title

- **Status:** Displays the program’s current status in the application based on Citizenship Group (Open or Closed).
- **Action:**
  - Edit Entry Points: Use when indicating Admission Term(s), Citizenship Group(s), Full and/or Part Time, Effective Date and Effective Status (Active or Inactive).
  - Open/Close: Use when indicating which Citizenship Group(s) to open/close and specify Start Date and Expiration Date.

### Perform a New Search

To perform a new search, click “New Search” (Figure 5).

Figure 5: Perform a New Search



### Update Programs Individually or in Bulk

You can update programs individually or in bulk.

#### To update programs individually:

1. Select the program you wish to update from the Program drop-down menu in the Search Criteria (Figure 6).
2. Click “Search”.

Figure 6: Individual Program Search

> **Entry Points**

\* Required field

**Search Criteria**

\* **Admit Type**  
105 - Domestic

\* **Institution**  
University of Toronto

\* **Cycle**  
2020

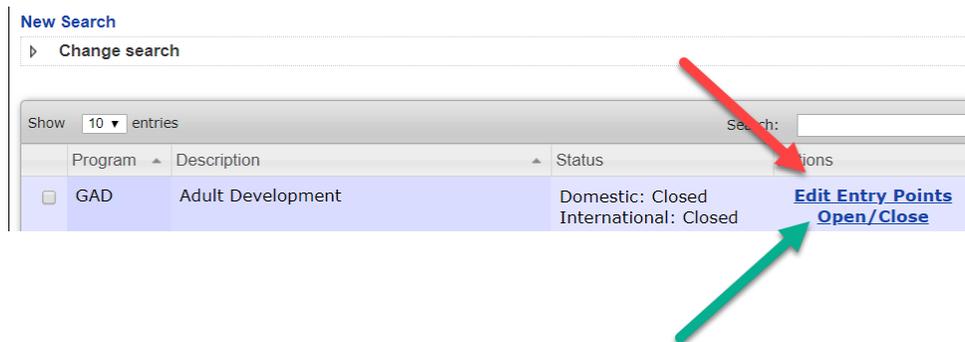
**Program**  
TG - Mineral Engineering (including PEY Co-op option) - St. George Campus

**Citizenship Group**  
 Domestic  
 International

Search

3. Click “Edit Entry Points” or “Open/Close”, depending on what information you wish to update (Figure 7). Read [Edit Entry Points Functionality](#) and [Open/Close Functionality](#) for more information.

Figure 7: Individual Program Search Result



**To make changes in bulk:**

1. Do not select a program in the Search Criteria.
2. Click "Search". The search results will list all programs associated with the selected institution.
3. Use the following buttons that appear below the search results (Figure 8):
  - **Toggle All:** Use to select/deselect all programs currently displayed on the screen.
    - You can select/deselect individual programs by checking/unchecking the boxes that appear next to them.
    - Using Toggle All is applicable only for the current page. Clicking "Toggle All" will not select programs on the next page.
  - **Bulk Edit Entry Points:** Use to edit program entry points for all your selected programs at the same time.
  - **Bulk Open/Close:** Use to open or close multiple programs at the same time.

Read [Edit Entry Points Functionality](#) and [Open/Close Functionality](#) for more information.

Figure 8: Select Multiple Programs

The screenshot shows a web application interface for selecting programs. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below is a table with columns for Program, Description, Status, and Actions. The table lists ten programs, each with a checked checkbox in the first column. Two checkboxes, for programs WBM and WCS, are highlighted with red boxes. Red arrows point from the text 'Able to deselect specific programs after using Toggle All' to these two checkboxes. At the bottom of the table, there are three buttons: 'Toggle All', 'Bulk Edit Entry Points', and 'Bulk Open/Close'. The 'Toggle All' button is also highlighted with a red box. The status bar at the bottom shows the user's path and the time: '/en\_CA/user/logout | 19/09/11 02:52 PM'.

Program	Description	Status	Actions
<input checked="" type="checkbox"/> WA	Honours Arts (Regular only) University Main Campus	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WAB	Honours Arts and Business (Co-op and Regular)	Domestic: Open International: Closed	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WBA	Business Administration (Laurier) and Mathematics (Waterloo)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WBC	Business Administration (Laurier) and Computer Science (Wate)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WBE	Biotechnology/Economics (Co-op only)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> WBM	Biomedical Engineering (Co-op only)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WC	Chemical Engineering (Co-op only)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WCF	Computing and Financial Management (Co-op only)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input type="checkbox"/> WCS	Computer Science (Co-op and Regular)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>
<input checked="" type="checkbox"/> WD	Systems Design Engineering (Co-op only)	Domestic: Open International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>

Showing 1 to 10 of 50 entries      First Previous 1 2 3 4 5 Next Last

[Toggle All](#)   [Bulk Edit Entry Points](#)   [Bulk Open/Close](#)

/en\_CA/user/logout | 19/09/11 02:52 PM

# Edit Entry Points Functionality

From the search results displayed, click “Edit Entry Points” (Figure 8) for the program you wish to update.

Figure 9: Program Entry Point - Single Program

**> Entry Points**

**Program Details**

**Program**

**Admit Type**  
15D

**Institution**  
NIPSU

**Program**  
PA - Bachelor of Arts

Displays most current and future effective dates for a given term.  
Note: All terms configured within this tool will reside in a table. Hence, history will be available to view a query.

Citizenship Group	Admission Term	Description	Display Full/Part Time	Effective Date	Effective Status	Actions
DMST	2209	2022 Fall (September)		2021-05-02	A	Delete Change
DMST	2109	2021 Fall (September)		2021-05-02	I	Delete Change
DMST	2109	2021 Fall (September)		2017-05-01	A	
INTL	2209	2022 Fall (September)		2021-05-02	A	Delete Change
INTL	2109	2021 Fall (September)		2021-05-02	I	Delete Change

**Add Admission Term**

\* Required field

\* **Admission Term**

2020 Fall (September) ▲  
2020 Summer (July) ■  
2020 Spring (May)  
2020 Winter (January) ▼

\* **Citizenship Group**

Domestic  
 International

**Display Full/Part Time**

Choose ▼

\* **Effective Date**

2019-09-06

\* **Effective Status**

Choose ▼

Save

Associate admission term to citizenship group

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The Program Details and any previously defined admission terms are displayed for the program you selected (Figure 9).

## To add additional terms:

1. Select 1 or more terms from the Admission Term scroll box (required). You can configure future-dated terms from within this field.

2. Check the box for Domestic and/or International for the Citizenship Group desired (required). You must select at least 1.
3. Display Full/Part Time is applicable only for Nipissing Undergrad Contract (optional). This may be available to other admit types in the future.
4. Select or enter an Effective Date (required).
5. Choose the Effective Status (Active or Inactive) from the drop-down menu (required).
  - **Active:** The Admission Term, associated Citizenship Group(s) and Effective Date are enforced. An applicant will be able to apply to this program's term at the Effective Date specified.
  - **Inactive:** The Admission Term, associated Citizenship Groups(s) and Effective Date are rendered inactive. The inactive term will no longer be available within the term listing on the application.
6. Click "Save".
7. The screen will display your update(s) and indicate that the record has been updated.
  - **Note:** Updates made to a program's Admission Term are sorted and displayed in the following descending order:
    - a) Citizenship Group
    - b) Admission Group
    - c) Effective Date (newest to oldest)

"Delete" and "Change" are only available if an applicant has **not** already selected the entry point.



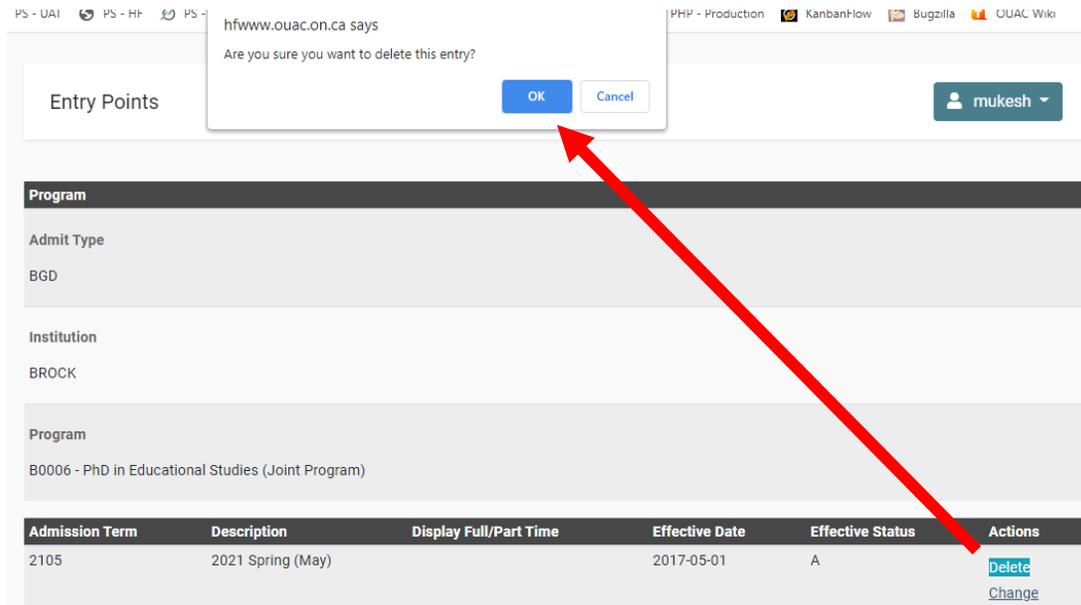
Figure 10: Entry Points Defined for a Program

Admission Term	Description	Display Full/Part Time	Effective Date	Effective Status	Actions
2105	2021 Spring (May)		2017-05-01	A	<a href="#">Delete</a> <a href="#">Change</a>

### Delete a Term

1. To delete a term, click "Delete" under the Actions column (Figure 10).
  - Entries with future Effective Date values will display the "Delete" action.
  - If they **have not been used on an application**, entries with Effective Date values of today's date or past dates will also display the "Delete" action.
  - If they **have been used on an application**, entries with Effective Date values of today's date or past dates will not have the "Delete" action.
  - If the "Delete" action is not available, the term must be inactivated.
2. A pop-up window will appear to confirm your action. Click "OK" (Figure 11).

Figure 11: Delete Entry Point

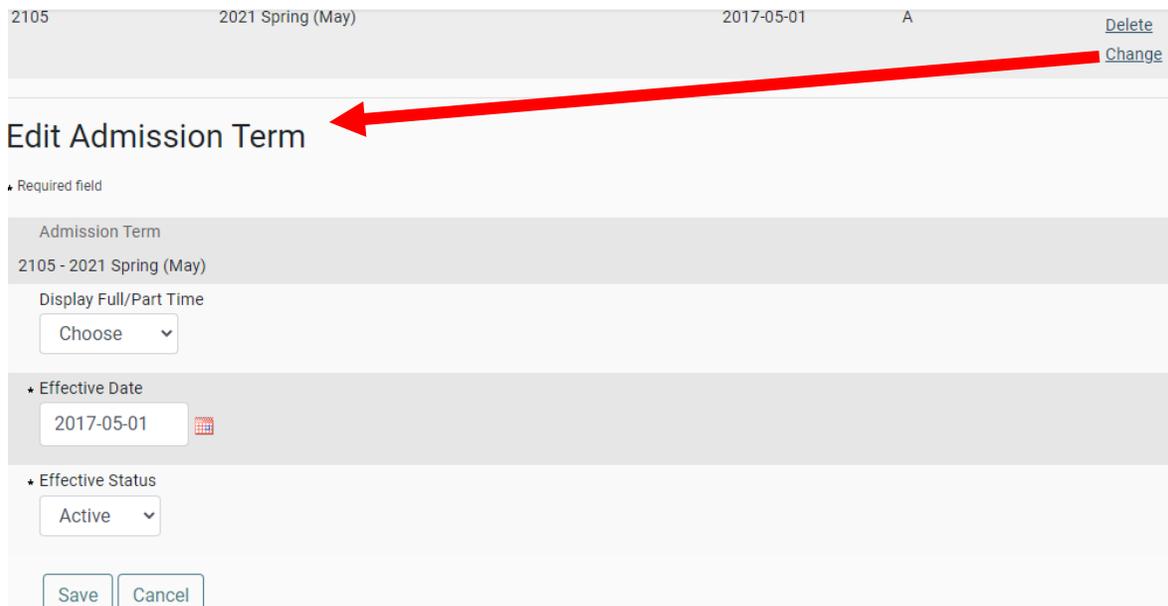


## Edit a Term

You can also edit a term by clicking “Change” under Actions (Figure 12).

- You can edit only future effective dates (or the current one if it is not on an applicant's choice).
- You can change the Effective Date to any date if the entry point is not on an applicant's choice.
- If you set the Effective Date to one that already exists for this entry point, it will result in an error.
- You can make changes to Effective Date, Effective Status and Full/Part Time.

Figure 12: Change Entry Point



- Editing is allowed only for an individual entry point. The "Bulk Program Edit" page is not designed for deleting or modifying entry points.
- When "Save" or "Delete" is invoked from within 15D of the Entry Point Tool, the updates you made will automatically sync with 15F.

### Scenario 1 – Inactivate an Existing Citizenship Group and All Its Associated Terms

Inactivating an existing Citizenship Group and all its associated terms will result in the program showing as closed in the application for the applicable Citizenship Group.

#### Example:

- The screenshot in Figure 13 displays information for the 15D admit type and TAC program. Searching for this program indicates a status of "Domestic: Open/International: Closed" (Point 1).
- The existing Citizenship Group row for INTL (International) with an admission term of 2009 is set to "Inactive" ("I") (Point 2).
- If an applicant has indicated that their current status in Canada is "International", that program will be displayed as closed on the applicant interface.
- If an applicant searches for the OUAC Program Code, an error message will be displayed, indicating: "Program Code: Program code not found." (Figure 14)

Figure 13: Program Closed

The screenshot shows the OUAC application interface. On the left, a sidebar displays program details for '15D' admit type and 'TRNTO' institution. The main content area shows a table of citizenship groups for the 'TAC - Rotman Commerce - St. George Campus' program. The table has columns for Citizenship Group, Admission Term, Description, Display Full/Part Time, Effective Date, Effective Status, and Actions. The row for 'INTL' with admission term '2009' and description '2020 Fall (September)' has an effective status of 'I' (Inactive), which is highlighted with a red box and labeled '2'. Below the table, a red text box states: "Citizenship group made inactive for International. For an international applicant, it will show as program closed under the university program listings." On the right, a search results table shows the program 'TAC - Rotman Commerce - St. George Campus' with a status of 'Domestic: Open/International: Closed', highlighted with a red box and labeled '1'. Below this, a list of programs is shown, with 'Rotman Commerce - St. George Campus' listed as 'TAC [CLOSED]', highlighted with a red box and labeled '3'.

Citizenship Group	Admission Term	Description	Display Full/Part Time	Effective Date	Effective Status	Actions
DMST	2009	2020 Fall (September)		2017-05-07	A	
INTL	2009	2020 Fall (September)		2019-09-10	I	
INTL	2009	2020 Fall (September)		2019-09-09	I	

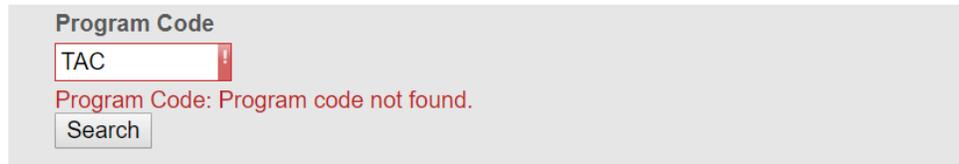
Program	Description	Status	Actions
TAC	Rotman Commerce - St. George Campus	Domestic: Open International: Closed	Edit Entry Points Open/Close

Program Title	Program Code
Computer Science - St. George Campus	TAD
Humanities (Arts) - St. George Campus	TAH
Life Sciences (including Psychology) - St. George Campus	TLG
Physical & Mathematical Sciences - St. George Campus	TPG
Rotman Commerce - St. George Campus	TAC [CLOSED]
Social Sciences - St. George Campus	TAX

Figure 14: Program Code Not Found Error

### Search by Program Code

If you have done your research and know exactly which program codes you would like to add, enter the codes here:



The screenshot shows a search interface with a grey background. At the top, the text "Program Code" is displayed. Below it is a text input field containing the value "TAC". Underneath the input field, a red error message reads "Program Code: Program code not found." At the bottom of the form is a button labeled "Search".

### Scenario 2 – A Citizenship Group Does Not Exist for a Program

If a specific Citizenship Group does not exist for a program, the program will not be displayed in the university's program listing for the non-defined Citizenship Group.

#### Example:

- The screenshot in Figure 15 displays information for the 15D admit type and RBB program. Searching for this program indicates a status of "Domestic: Closed/International: Open" (Point 1).
- A Citizenship Group row for Domestic does not exist (Point 2).
- If an applicant has indicated that their current status in Canada is "Domestic", that program will not be displayed in the Browse Programs step (Point 3).
- If an applicant searches for the OUAC Program Code, an error message will be displayed, indicating: "Program Code: Program code not found."

Figure 15: Program Not Displayed

**Program**

**Admit Type**  
15D

**Institution**  
TRENT

**Program**  
RBB - Anthropology & Forensics (Honours Science)

Show 10 entries Search:

Program	Description	Status	Actions
<input type="checkbox"/> RBB	Anthropology & Forensics (Honours Science)	Domestic: Closed International: Open	<a href="#">Edit Entry Points</a> <a href="#">Open/Close</a>

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Citizenship Group	Admission Term	Description	Display Full/Part Time	Effective Date	Effective Status	Actions
INTL	2009	2020 Fall (September)		2018-11-22	A	<a href="#">Delete</a>
INTL	2005	2020 Spring (May)		2020-07-01	I	<a href="#">Delete</a>
INTL	2005	2020 Spring (May)		2018-11-22	A	<a href="#">Delete</a>
INTL	2001	2020 Winter (January)		2020-02-01	I	<a href="#">Delete</a>
INTL	2001	2020 Winter (January)		2018-11-22	A	<a href="#">Delete</a>

**Add Admission Term**

• Required field

Program will not be listed since no citizenship group was defined.

Trent University Peterborough Campus

Program Title	Program Code
<a href="#">African Studies (International Development Studies B.A.) Specialization</a>	RIA
<a href="#">Ancient Greek &amp; Roman Studies (Honours Arts)</a>	RAN
<a href="#">Ancient Greek &amp; Roman Studies and Business (Honours Arts)</a>	RJ
<a href="#">Anthropology (Honours Arts)</a>	RAA
<a href="#">Anthropology (Honours Science)</a>	RSA
<a href="#">Anthropology &amp; Forensics (Honours Arts)</a>	RBA
<a href="#">Archaeology (Honours Arts)</a>	RAB
<a href="#">Archaeology - Environmental Archaeology (Honours Arts)</a>	RAQ
<a href="#">Archaeology (Honours Science)</a>	RAF
<a href="#">Archaeology - Environmental Archaeology (Honours Science)</a>	RAR
<a href="#">Archaeology - Mediterranean Archaeology</a>	RAL
<a href="#">Arts (Honours Arts)</a>	RCX
<a href="#">Bachelor of Arts &amp; Science</a>	RAC
<a href="#">Biochemistry &amp; Molecular Biology (Honours Science)</a>	RBM
<a href="#">Biology (Honours Science)</a>	RBI

3

RBB - Anthropology & Forensics (Honours Science) is not displayed in the program listing when browsing programs.

## Open/Close Functionality

1. Under Actions, click “Open/Close” for the program you wish to update. Any Citizenship Groups, Start Dates and Expiration Dates are displayed (if any).
2. Check the box for Domestic and/or International for the Citizenship Group (required).
3. Select or enter a Start Date (optional). The Start Date can be a future date.
4. Select or enter an Expiration Date (optional).
5. Click “Save”.

The screenshots in Figure 16 and Figure 17 display examples of open and close program statuses. If there is no information in the Citizenship Group section, it is implied that the program is currently open.

Figure 16: Open Status – Program is open to Domestic and International Citizenship Groups

> **Entry Points**

<b>Program</b>		
<b>Admit Type</b>		
15D		
<b>Institution</b>		
BROCK		
<b>program is open</b>		
<b>Program</b>		
BEG - BSc Honours: Environmental Geosciences		
<b>Citizenship Group</b>	<b>Start Date</b>	<b>Expiration Date</b>
No information available.		

---

**Open/Close Program**

\* Required field

**\* Citizenship Group**

Domestic

International

**Start Date (Format: yyyy-mm-dd hh:mm)**

**Expiration Date (Format: yyyy-mm-dd hh:mm)**

Figure 17: Close Status – Program is closed to Domestic and International Citizenship Groups

<b>Program</b>		
<b>Admit Type</b>		
15D		
<b>Institution</b>		
RYERU		
<b>Program</b>		
SFL - Fashion - Design		
program closed		
<b>Citizenship Group</b>	<b>Start Date</b>	<b>Expiration Date</b>
DMST		2019-09-09 14:24
INTL		2019-09-09 14:24

**Open/Close Program**

• Required field

• Citizenship Group

Domestic

International

Start Date (Format: yyyy-mm-dd hh:mm)

Expiration Date (Format: yyyy-mm-dd hh:mm)

Save

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- If the Citizenship Group exists, the applicant interface will respect the Start Date and/or Expiration Date as populated.
- When defining when to open or close a program, populate both the Start Date and Expiration Date.
- To remove an Expiration Date that exists, click “Save” (Figure 18).

Figure 18: Future Expiry (Future Dated)

<b>Program</b>		
<b>Admit Type</b>		
15D		
<b>Institution</b>		
RYERU		
<b>Program</b>		
SFL - Fashion - Design		
future expiry		
<b>Citizenship Group</b>	<b>Start Date</b>	<b>Expiration Date</b>
DMST		2019-09-11 14:23
INTL		2019-09-11 14:23

**Open/Close Program**

• Required field

• Citizenship Group

Domestic

International

Start Date (Format: yyyy-mm-dd hh:mm)

Expiration Date (Format: yyyy-mm-dd hh:mm)

Save