

## User Guide

### Late Exception Tool

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## Background – Purpose

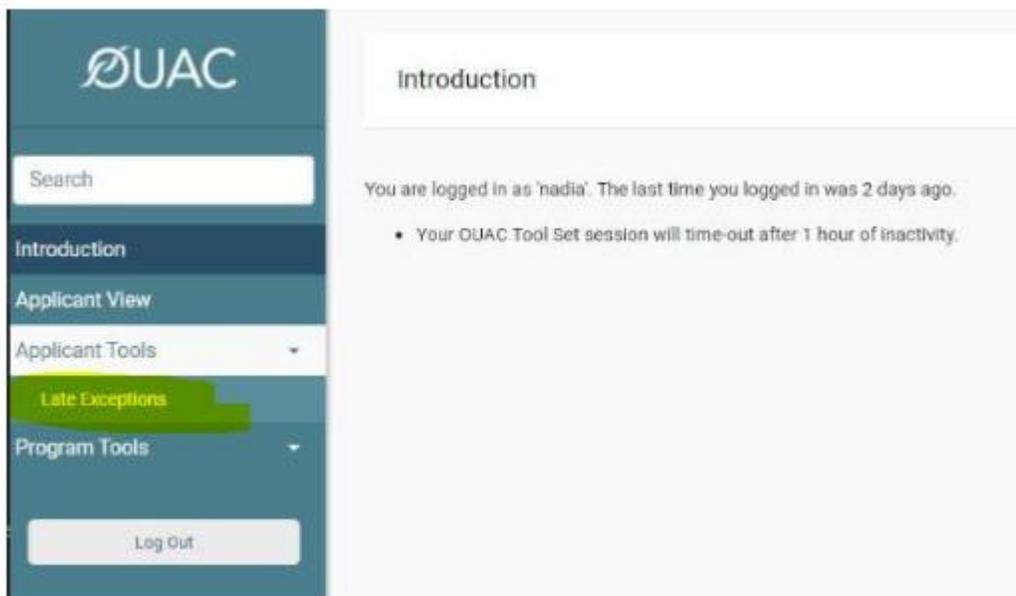
The Late Exception Tool provides the business/university user the ability to allow applicants to apply to a closed program by a specific deadline date and time. The university may either use the tool on their own or authorize OUAC, via email, to grant the applicant a late exception for a specific program(s) that is no longer available to apply to. Late exceptions are available for all Admit Types.

Stakeholders – OUAC Business Users and University Partners

- Admit Types – All

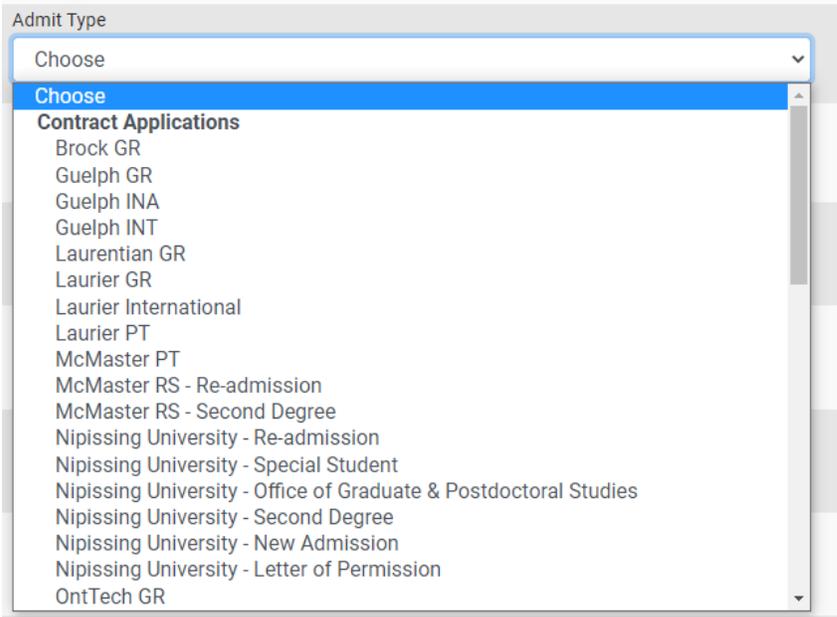
## Search and Display

1. The 'Late Exceptions' Tool resides under the 'Applicant Tools' option, found within the navigation menu. Once 'Late Exceptions' is selected, the Search Form is displayed.

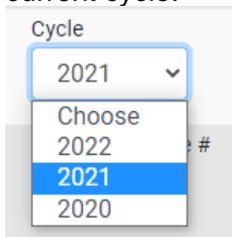


2. Within the 'Search Form' you must provide details for a minimum of three search fields. Use of applicant email is recommended. For First Name or Last Name, a minimum of one character of the first name or last name must be entered. Name based searches ignore accents and returns all matches with and without the accented characters (e.g. search for Renée give results for Renée and Renee and vice versa).

3. Select one value within each drop-down list:
  - 3.1 Admit Type
    - 3.1.1 Contract (Listing of Both Undergraduate and Professional Contracts)
    - 3.1.2 Professional
    - 3.1.3 Undergraduate



3.2 Cycle: By default, the current cycle year is selected. The tool will only work for current cycle.



4. Once the search parameters have been entered, click 'Search' to initiate results. Results page will be displayed based on the criteria previously defined in the 'Search Form'.

[New Search](#)

Change search

Show **10** entries

Admit Type	Cycle	OUAC Reference #	First/Given Name	Last/Family Name	Email Address	Username	Emplid	Actions
15D	2021		Manjot	Ball	ball.test@ouac.on.ca	bchs_cnfg_06		<a href="#">Edit</a>
15D	2021		Marc	Szewczyk	szewczyk.test@ouac.on.ca	bchs_cnfg_05		<a href="#">Edit</a>
15D	2021		Margarita	Popova	margarita.popova98@gmail.com	Maggie1998		<a href="#">Edit</a>
15D	2021		Michael	Brown	brown.test@ouac.on.ca	bchs_cmplx_01		<a href="#">Edit</a>
15D	2021		Michael	Cooke	cooke.test@ouac.on.ca	bchs_cmplx_22		<a href="#">Edit</a>
15D	2021		Michael	Kahalma	kahalma.test@ouac.on.ca	bchs_cyc_05		<a href="#">Edit</a>
15D	2021		Michelle	Sita	sita.test@ouac.on.ca	bchs_cmplx_44		<a href="#">Edit</a>
15D	2021		Mikayla	Stroeder	mstroed@ouac.on.ca	mstroeder		<a href="#">Edit</a>
15D	2021		Mona	Salesse	msalesse@ouac.on.ca	Wrox1069		<a href="#">Edit</a>
15D	2021	140002	Monica	Mangum	konicak@yorku.ca	test105d1	00000283734	<a href="#">Edit</a>

Showing 1 to 10 of 19 entries

[First](#) [Previous](#) **1** [2](#) [Next](#) [Last](#)

- 4.1 The search display fields can be sorted in ascending/descending order.
- 4.2 The search field on the top right corner can be used to filter on the search results.
- 4.3 The search results display only the first 10 results by default. To change the number of entries to display, select the show entries drop down listing.



5. The search results will display the following columns:
  - 5.1 Admit Type:
  - 5.2 Cycle: By default, the current cycle year is selected.
  - 5.3 OUAC Reference Number
  - 5.4 First/Given Name
  - 5.5 Last/Family Name
  - 5.6 Email Address
  - 5.7 Username
  - 5.8 Emplid
  - 5.9 Actions
6. To perform a new search, select 'New Search' found at the top of the page.

Late Exceptions

[New Search](#)

Change search

Show **10** entries

Admit Type	Cycle	OUAC Reference #	First/Given Name
15D	2021		Manjot
15D	2021		Marc
15D	2021		Margarita
15D	2021		Michael

- Select 'Change Search' found at the top of the page to modify previously used search parameters. This only works within the same session.

Late Exceptions

[New Search](#)

▸ Change search

Show  entries

Admit Type	Cycle	OUAC Reference #	First/Given Name
15D	2021		Manjot
15D	2021		Marc
15D	2021		Margarita
15D	2021		Michael

## Add Late Exception

- Click 'Edit', to be redirected to the Late Exception attributes for a specific applicant.

Search

[New Search](#)

▸ Change search

Show  entries

Search:

Admit Type	Cycle	OUAC Reference #	First/Given Name	Last/Family Name	Email Address	Username	Emplid	Actions
15D	2021		Manjot	Ball	ball.test@ouac.on.ca	bchs_cnfg_06		<a href="#">Edit</a>
15D	2021		Marc	Szewczyk	szewczyk.test@ouac.on.ca	bchs_cnfg_05		<a href="#">Edit</a>
15D	2021		Margarita	Popova	margarita.popova98@gmail.com	Maggie1998		<a href="#">Edit</a>

- The applicant's late exception details will be displayed in a table format found at the top of the page. The table contains Admit Type, Cycle, OUAC Reference #, First/Given Name, Last/Family Name, Email Address, Username and Emplid.

OUAC

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[New Search](#)

▸ Change search

Show  entries

Search:

[mukesh](#)

Cycle

Admit Type	Cycle	OUAC Reference #	First/Given Name	Last/Family Name	Email Address	Username	Emplid
15D	2021		Manjot	Ball	ball.test@ouac.on.ca	bchs_cnfg_06	

\* Required field

• Apply By Date

2020-11-11 15:19

• Institution

Choose

• Program

Choose

• Status

Active

Save

Late Exception Status						
Institution	Program	Apply By Date	Status	User	Last Updated Date/Time	Actions

10. When adding a Late Exception to an application enter the following details:
- 10.1 Apply by Date:
    - 10.1.1 The Late Exception will become invalid/expire in accordance with the Apply by Date.
    - 10.1.2 By default, the Apply by Date field is set to current date and time. The field cannot be changed to prior to the current system date.
  - 10.2 Academic Institution:
    - 10.2.1 Required for 101, 105s, REH, MED, LAW and TEAS. For GRAD and UGRD Contract admit types the field is defaulted to the applicable institution.
    - 10.2.2 Drop-down lists only display the institutions specific to the selected admit type.
    - 10.2.3 For external university users, security is applied to allow external institution users to be able to view/select only their respective institutions.
    - 10.2.4 For OUAC users, the drop-down will list all institutions (for the admit type).
  - 10.3 Academic Program:
    - 10.3.1 This is a required field for all admit types.
    - 10.3.2 Drop-down lists programs specific to the selected institution and admit type.
    - 10.3.3 Programs can only be selected once the institution has been selected.
11. When 'Save' is invoked, the Late Exception is applied to the application with the details being captured on the Late Exception Status Log.
- 11.1 Additionally, Program Attributes – Expected Course Enrollment, Year Level, and Expected Date of Enrollment – will also be displayed and available for the user to define (where applicable), when adding a late exception. Note: Only the applicable program attributes are displayed for the selected admit type/program.
  - 11.2 Selecting one of these attribute fields will allow an applicant with a Late Exception to also edit these attributes.

[Add New Exception](#)

Admit Type	Cycle	OUAC Reference #	First/Given Name	Last/Family Name	Email Address	Username	EmpId
15D	2021		Manjot	Ball	ball.test@ouac.on.ca	bcha_cnfg_06	

Required field

- Apply By Date
- Institution
  - Queen's University
- Program
  - QA - Arts (BAH)
- Status
  - Active

Late Exception Attributes

Expected Course Enrollment

Full-Time

Year Level

First Year

Expected Date of Enrollment

2021 Fall (September)

Late Exception Status						
Institution	Program	Apply By Date	Status	User	Last Updated Date/Time	Actions
QUEEN	QA	2020-11-16 11:04	A	mukeeh	2020-11-16 11:04	<a href="#">Edit</a> <a href="#">View</a>

12. Once the attribute fields have been populated/checked, click the 'Save' button again to apply the changes.

13. When 'Save' is invoked, the Late Exception offered, will reflect in the Late Exception Status table as below:

Late Exception Status						
Institution	Program	Apply By Date	Status	User	Last Updated Date/Time	Actions
QUEEN	QA	2020-11-16 11:04	A	mukesh	2020-11-16 11:04	<a href="#">Edit</a> <a href="#">View</a>

13.1 The Late Exception Status table has actions of 'View' and 'Edit' options:

13.1.1 View: When 'View' is selected, the page changes to a read-only version of the Late Exception form showing the program and attribute entries entered for that row.

13.1.2 Edit: When 'Edit' is selected, the Late Exception form will be filled with the program and attribute entries entered for that row and the user can modify/update and save the changes.

14. Within the Late Exception Status table, university users can view the Late Exceptions given to applicants for all program choices, irrespective of the institution.

14.1 However, they will only have the 'Action' links of 'View' and 'Edit' for their university program late exceptions.

14.2 For other university's late exceptions, only the high-level details are displayed with no actions to click.

15. If a late exception is added to a program for which a late exception already exists, or changes to any one/multiple fields from Apply by Date, Status or Program attributes, the change is updated and saved as the most active Late Exception for that program.

16. The Late Exception Tool allows for a Late Exception to be added for a different program or different institutions/programs for the same applicant however a university cannot add a late exception to different universities program other than their own.

17. When the "Apply By Date" has expired, the active link on the web application for the specific program for which the Late Exception was offered, is removed.

17.1 On the Late Exception Status table the row stays as is.

17.2 If the user clicks on Edit for this expired Late Exception, the date/time in the form is defaulted to the current date/time.

17.3 This is since the DateTime picker does not allow past dates selection which is the case for expired exceptions Apply by Date.

18. To cancel/withdraw a late exception set the status to 'Inactive' and 'Save'.

18.1 Changing the status to Inactive also deletes the row from the Late Exception Status table.