

Program Updates User Guide

You will be making your program updates for the next cycle through **Program Updates** in the OUAC's UAT environment. This staging tool will be closed several days before the new cycle opens. At that point, you should email any further updates to the OUAC.

How to access Program Updates

You need a username and password for the UAT OUAC portal to access Program Updates. If you are unsure of your login credentials please contact ouacsecurity@ouac.on.ca.

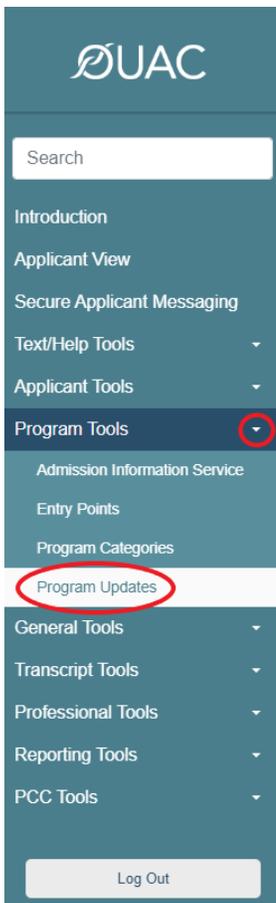
Your University Security Gatekeeper must contact ouacsecurity@ouac.on.ca to request access for new users.

Login to the OUAC Portal in the UAT environment

<https://uwww.ouac.on.ca/psp/ps/?cmd=login&languageCd=ENG&>

Go to 'More Tools' under the Main menu

Program Updates is located under Program Tools in the left sidebar.



Program Search

Search Criteria

Cycle
2022

Acad Career
Undergraduate

Admit Type
Choose ▾

Institution
Queen's University

Program Type
Choose ▾

Search

Cycle and Institution are read-only. Note: currently this tool is being used only to prepare for the upcoming application cycle.

Depending on your account access, Acad Career may be pre-populated and read-only, or may be selected from a drop-down menu. Acad Career is a required field.

Acad Career

Choose ▾

- Choose
- Graduate
- Undergraduate
- Law
- Medical School
- Rehabilitation Sciences
- Teacher Education
- Transcripts

You can search programs by Admit Type and/or Program Type. For any of the drop-down menus, if you leave the selection as “Choose” the search will default to “All” based on the selected Career. For Undergraduate Acad Career, the default applications are 101 and 105.

Search Results

Search results are displayed in a list.

Features of the search results page:

- ❖ Start a new search or change your current search criteria using the links at the top of the search results page
- ❖ Use the arrows next to the column heading to sort the results by Program, University Code, Description, or Admit Type
- ❖ You may search for a specific Program code in the Search box at the top right corner
- ❖ You may display 10, 25, or 50 entries per page

[New Search](#)

▸ Change search

Show entries Search:

Program ↑	University Code ↑	Description	Admit Type ↑	Program Type	Status	Last Updated	Last Updated By	Actions
OEP		USP: Éthique publique et enjeux sociaux contemporains (B.A.)	15D	Program	Published	2019-05-01 09:34:25.000000	SANDRA	History
OEP		USP: Éthique publique et enjeux sociaux contemporains (B.A.)	15F	Program	Published	2020-04-02 11:14:39.917925	UACDB	History
OEY		UO: Biomedical Mechanical Engineering & Computing Technology (5-year double degree)	101	Program	Published	2019-09-12 15:59:31.000000	LOIS	History
OEY		UO: Biomedical Mechanical Engineering & Computing Technology (5-year double degree)	15D	Program	Published	2019-07-15 10:55:30.000000	LOIS	History
OEY		UO: Biomedical Mechanical Engineering & Computing Technology (5-year double degree)	15F	Program	Published	2020-04-02 11:14:39.917925	UACDB	History
OEZ		UO: Génie mécanique biomédical et Technologie de l'informatique (double grade de 5 ans)	101	Program	Published	2019-09-15 13:40:45.000000	LOIS	History
OEZ		UO: Génie mécanique biomédical et Technologie de l'informatique (double grade de 5 ans)	15D	Program	Published	2019-07-15 10:56:49.000000	LOIS	History
OEZ		UO: Génie mécanique biomédical et Technologie de l'informatique (double grade de 5 ans)	15F	Program	Published	2020-04-02 11:14:39.917925	UACDB	History
OF		UO: Physique	101	Program	Published	2019-09-15 13:45:06.000000	LOIS	History
OF		UO: Physique	15D	Program	Published	2019-05-01 09:34:25.000000	SANDRA	History

Showing 101 to 110 of 819 entries

[First](#) [Previous](#) [1](#) ... [10](#) **[11](#)** [12](#) ... [82](#) [Next](#) [Last](#)

The status of the program shows as one of the following:

- Published – has been reviewed by the OUAC, information is displayed in the application
- Draft – work in progress, can be saved multiple times, not ready for publication yet
- Pending Approval – submitted to the OUAC for review, read-only for external users

Program Details

From the list of search results click on the **Description** of the program you want to edit.

The **program** page displays the current attributes for that program. New attributes may be requested in the Comments section.

- ❖ Edit the information directly in the boxes. Changes to the read-only fields should be noted in the **Comments** section.
- ❖ There are 3 fields used for links to the university's website:
 - The **Admission Requirements** link is read-only and applies across the entire application type. This is often used to link to application specific requirements such as for high school students or international applicants.
 - The **Visit** link is read-only and applies across the entire application type. This may be used to link to a general university information page.
 - The **Additional Program details** link is specific to that program.
- ❖ **Expected Date of Enrollment** is read-only. Expand to see all dates by clicking on the arrow to the right. Indicate changes to Expected Date of Enrollment in the Comments section.

Expected Date of Enrollment ▾

- 2021 Winter (January)
- 2021 Spring
- 2021 Fall (September)

- ❖ **Subjects of Major Interest** are read-only as an expandable list. Indicate changes to Subject of Major Interest in the Comments section. In the Program Updates tool, Subject of Major Interest are sorted by Plan code (not visible). In the applications, Subjects of Major Interest are displayed alphabetically.
- ❖ Use the **Comments** section to request edits to read-only fields or to add new attributes (eg. to add co-op as a new attribute).
- ❖ A Year Level value of "First Year and Upper" means that "First Year" and "Upper" will be displayed as separate options for the applicants. They will choose one or the other.

Program Updates - Edit - Mathematics (Thunder Bay Campus only) - 101

• Required field

Program Notes

Edit View Insert Format Tools Table Help

Paragraph **B** *I* [List icons] [Align icons] [More icon]

Mathematics is a science of pattern and order. It seeks order where there is chaos. It reveals hidden patterns that help us understand many complex problems surrounding us. The study of mathematics develops analytical and critical thinking skills which employers find extremely valuable. Consequently, a solid degree in mathematics can lead to a variety of careers. Mathematical Sciences is the abstract discipline of numbers, quantity, and space. Mathematics may be studied in its own right, or as applied to other disciplines; such as physics and engineering.

137 WORDS

101 Prerequisites

Edit View Insert Format Tools Table Help

Paragraph **B** *I* [List icons] [Align icons] [More icon]

Program Prerequisites

- Mathematics (Arts): [ENG4U](#), [MHF4U](#), one of [MCV4U](#), [MDM4U](#)
- Mathematics (Science): [ENG4U](#), [MHF4U](#), one of [MCV4U](#), [MDM4U](#), one of [MCV4U](#), [MDM4U](#), [SBI4U](#), [SCH4U](#), [SPH4U](#)
- Mathematics & Economics (Arts) (3-Year): [ENG4U](#), [MHF4U](#), one of [MCV4U](#), [MDM4U](#)
- Mathematics & Physics (Science) (3-Year): [ENG4U](#), [MHF4U](#), one of [MCV4U](#), [MDM4U](#), one

54 WORDS

Admission Requirements Link

<https://www.lakeheadu.ca/studentcentral/applying/general-admission-requirements/ontario-high-school-student>

Visit Link

<https://www.lakeheadu.ca/studentcentral/applying>

Additional Program Details Link

<https://www.lakeheadu.ca/programs/undergraduate-programs/mathematics/node/3597>

Institution

Lakehead University

Program Code

AAB

Program Title

Mathematics (Thunder Bay Campus only)

Expected Date of Enrollment ▾

- 2022 Winter (January)
- 2022 Spring (May)
- 2022 Summer (July)
- 2022 Fall (September)

Expected Course Enrollment
Full Time

Subject of Major Interest
Subj Major by Prog, Required

List of Subjects of Major Interest ▶

Year Level
First Year

* Statistical Grouping
Mathematics & Statistics ▼

Comments

Comments
Character Count: 0

Program Review Status
Draft

Copy changes to 105F

When editing a 105D program, you may choose to make changes to the program on the 105F at the same time. Note that this will erase any drafts already in progress for the 105F version of the program. You do not need to separately save a 105F draft if you've selected 'Yes' from this menu.

Copy changes to 105F

No ▼

Yes

No

Save Draft

Workflow

1. Programs begin with “Published” status.
2. When you open a program to edit it, the status becomes “Draft”. Drafts may be saved multiple times and may be opened and worked on over time. Once you save a draft, it will remain with “Draft” status until you either submit the program for review or discard the draft (reverts to previously published version).

QD	Computing (BCmpH)	101	Program	Published	2019-12-02 08:42:25.000000	LOIS
QE	Engineering (BASC)	101	Program	Draft	2020-07-15 14:02:10.540756	kimext
QEC	Engineering - Direct Entry Electrical and Computer (BASC)	101	Program	Published	2019-05-01 09:04:00.000000	SANDRA

3. Once you complete your edits, you can submit the program for review. At that point, the program is “Pending Approval” and all attributes are read-only.

QD	Computing (BCmpH)	101	Program	Published	2019-12-02 08:42:25.000000	LOIS
QE	Engineering (BASC)	101	Program	Pending Approval	2020-07-15 14:05:09.268254	kimext
QEC	Engineering - Direct Entry Electrical and Computer (BASC)	101	Program	Published	2019-05-01 09:04:00.000000	SANDRA

4. Programs that are “Pending Approval” are reviewed by OUAC staff. OUAC staff have the option to:
 - a. Revert to Draft – sets status back to “Draft” so you can re-edit the program
 - b. Publish the changes – finalizes the changes and publishes them to the application, the program status becomes “Published”.