



ONTARIO UNIVERSITY REGISTRARS' ASSOCIATION

2008 Conference

GRADUATE AND UNDERGRADUATE STUDIES:
INTEGRATING THEIR GROWING NEEDS

OURA 2008 Conference

Charlotte Sheridan, Associate Director
Faculty of Graduate Studies
Brock University

Susan Salusbury, University Registrar
Trent University

Graduate versus Undergraduate

- Recruitment
- Application Process
- Admissions
- Scholarships
- Systems support
- Grade submission
- Academic regulations
- Scheduling/timetabling
- Enrolment reporting
- Deadlines and procedures
- Administrative support

Background

- Canada's future
- Ministry initiative to increase graduate enrolment
- Statistics
- Measuring the quality of post-secondary education

Recruitment

- Graduate
 - Students are very focused
 - Research interests are very important
 - Financial needs
 - Time to complete degree
- Undergraduate
 - First degree, undeclared majors or programs
 - Unfamiliar with university culture

Application Process

- Graduate
 - Applications decentralized or centralized
 - OUAC processing
 - Centralized data often unavailable
- Undergraduate
 - All applications through OUAC
 - OUAC provides application data

Admissions

- Graduate

- Applications centralized or decentralized
- Enrolment targets set by program
- Admission based not only on average, but also availability of supervisor
- Admit letters produced by Graduate Studies
- Extraordinary admissions may require Dean's signature

- Undergraduate

- Applications processed centrally by Admissions Office
- Enrolment targets set by program
- Admission based on academic averages, some profiles of experience
- Orientation arranged centrally

Scholarships

- Graduate

- Assessed on last 2 years of academic work
- External scholarships available through agencies
- Very competitive but very lucrative
- Subsidized by fellowship/bursary funds to ensure full funding
- Included in offer of admission

- Undergraduate

- Assessed on basis of admission (typically high school and occasionally transfers)
- Scholarship amounts set and publicized in advance
- Prestigious scholarships available by application
- Included in offer of admission

Systems Support

- Graduate
 - Many SIS not well equipped to handle graduate studies requirements
 - Resources may not be available for graduate studies
- Undergraduate
 - Commercial systems designed specifically for undergraduate and adjusted to support graduate

Grade Submission

- Graduate
 - Thesis defence at any time; grades can be submitted at any time
 - No mechanism for automatically assessing academic progress
- Undergraduate
 - Grades submitted at pre-established dates (minor exceptions)
 - Automatic calculation of grades and determination of academic progress

Academic Regulations

- Graduate
 - Degree regulations vary by program
 - Some regulations are similar to undergrad; academic dishonesty
 - Appeals usually through the Dean of Graduate Studies
- Undergraduate
 - Degree regulations consistent across programs (within Faculty)

Scheduling/Timetabling

- Graduate
 - Course offerings and size may not be determined until after UG timetable is established
 - Rooms may not be available when requested close to the start of the school year
 - Room may not be required (Thesis)
- Undergraduate
 - Times and rooms established well in advance of start of classes

Enrolment Reporting

- Graduate
 - BIU formulas for programs established
 - Min/Max requirements difficult to track
 - Special funding envelopes for growth
 - External reports for AUCC, OCGS
 - UG & Graduate enrolment models can be very different
- Undergraduate
 - BIU formulas for programs established
 - Funding by program (e.g., Nursing)
 - Funding for accessibility

Deadlines and Procedures

- Graduate
 - Register by term
 - Funding requirements
 - Completion dates for thesis not specified
 - Supervision of candidates
 - Time to completion issues
 - Progress reports required
 - Online registration not always available
- Undergraduate
 - Register by year or term
 - Term start/end dates common for all students
 - Less individual review with students within academic advising systems

Administrative Support

- Graduate
 - Expectation of individual and instant service
 - Tuition/funding issues
 - Visiting student tracking
 - Joint grad programs with other institutions
 - Statistical reporting
 - Scholarships, both internal and external
 - Workshops
 - Degree audit – manual process
- Undergraduate
 - Common forms and procedures easier to manage

What to do?

- Consult, collaborate, cooperate
- Include GS staff in UG training for recruitment
- Include GS staff in OUF
- Use the OUAC grad studies application service (automatic downloads)
- Streamline processing of admissions files

What to do...

- Work with your IS support to identify fields available for GS data and processes to be implemented to support GS students
- Review enrolment reporting and other reporting to identify common data elements, reporting times etc.
- Determine who issues transcripts
- Arrange for Convocation decisions to be determined at any Senate meeting

What to do...

- Review scholarship information, endowments and splits between GS and UG
- Involve IR in reporting, from application through to government reporting
- Promote a culture of mutual respect and interdependence between UG and Graduate
- Consult, collaborate, cooperate!

Thanks for joining us....

It has been our pleasure!

Susan & Charlotte