Graduate Studies Office (GSO)
Registrar’s Office (RO)

Sarah Hildebrandt, Director, Graduate Academic Services
Ray Darling, University Registrar
Graduate Student Lifecycle

- Recruitment
- Admissions
- Financial Aid & Awards
- Student Records
- Academic regulations (Academic Calendar)
- Graduate Professional Skills
- Thesis (including Three-Minute Thesis competition)
- Graduation and Convocation
- Postdocs (Postdoctoral Office)
### Key statistics

<table>
<thead>
<tr>
<th>Category</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications/Offers/New Students (annual, headcount)</td>
<td>9,400/3,300/2,300</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>190+</td>
</tr>
<tr>
<td>Enrolment (headcount, graduate)</td>
<td>5,200</td>
</tr>
<tr>
<td>Percentage of international students (graduate)</td>
<td>34%</td>
</tr>
<tr>
<td>Graduate Tuition and Grant Income</td>
<td>$98 million</td>
</tr>
<tr>
<td>Graduate Awards</td>
<td>$99.6 million</td>
</tr>
<tr>
<td>Degrees Awarded (annual)</td>
<td>1700</td>
</tr>
<tr>
<td>Thesis (annual collection)</td>
<td>990</td>
</tr>
<tr>
<td>Graduate Studies Office administrative staff</td>
<td>25+</td>
</tr>
</tbody>
</table>
Admissions

• High percentage of international students – complex transcript and credential assessment, sponsorships agreements

• Admissions systems

• Early offers important
Records

- Student academic records in Quest
- Document management (OnBase)
- Thesis submissions and graduation/convocation
Scholarships & Awards

- Internal and external awards (e.g. NSERC, SSHRC, CIHR, OGS)
- Eligibility, adjudication processes
- Awards payments
- Development of new awards (e.g. donor-funded)
- Bursaries (financial need)
- Awards database and other resources
Communications & Postdoctoral Affairs

- Marketing (Discover Graduate Studies)
- GSO website, Twitter, Facebook, enews
- Graduate Professional Skills (GRADventure, Three Minute Thesis)
- Postdoctoral Fellows
- Graduate Studies Academic Calendar and program change processes
Registrar’s Office
Overarching Goal

• “We make academic dreams come true”

• Three principles:
  • Academic & Financial Integrity
  • Client-Centred Approach
  • Employee Satisfaction
Scope of Operations

- Marketing & Undergraduate Recruitment
- Undergraduate Admissions
- Undergraduate Records
- Student Awards & Financial Aid
- Convocation
- 130+ Staff members
- 12-14 Co-op Students
- 50-60 Student Ambassadors
Any questions?