

## Managing Graduate Enrollment to Assure Appropriate Registration for Scholarships and Subsidy

### Schedule of Important Dates - See the Registrar's Semester-System Working Calendar [View](#)

Events & Scheduled Printouts	Procedures and Objectives
<p><b>Classes begin</b></p> <p><i>Graduate Student Registration Data (1<sup>ST</sup> RUN)</i> <i>Graduate Scholarship Awards List</i></p> <p style="color: red;">DATA WILL BE POSTED TO THE A&amp;S BUSINESS OFFICE DATA WAREHOUSE. LOGIN AND PASSWORDS ARE AVAILABLE FROM THE A&amp;S BUSINESS OFFICE</p>	<p>Compare the <i>Graduate Scholarship Awards List</i> with the <i>Graduate Student Registration Data</i> to: identify and correct registration; correct demographic information; look for students missing from the registration data either because their codes are wrong or they have not registered. Emphasis should be placed on correcting registration before the OBR Count is taken so that subsidy is earned on each graduate student as appropriate.</p> <ul style="list-style-type: none"> <li>• Contact any graduate scholarship recipients who are not yet registered or are registered for less than the required graduate credit hours (often 12 or 10 G, not audit or undergraduate credits). Graduate students who <i>might be</i> unregistered/under-registered are indicated with a '@' in the 'FLAG' column on the <i>Graduate Student Registration Data</i>. The @ flag turns on when the student has a graduate scholarship and is registered for less than 12G. 12G is required for students with graduate assistantships paid with UDean funding. Other types of funding may require only 10G for full-time study, or less if the department and student have arranged to register for part-time study. The sooner students are contacted the easier it is for them to add/fix their registrations. Try to have the student complete registration changes before Web registration ends and faculty signatures are required to add courses. Current registration can be seen on UNIVERSIS, STU-SCHEDULE.</li> <li>• Submit copies of the Supplementary Information Form (SIF) to the Graduate School and Registrar for students who are coded wrong or are missing because of code problems in the academic program. For new students, check if ADMISS-DECISION has CF code and the correct semester of entry. Students' academic programs can be seen on UNIVERSIS, STU-SCHEDULE or STU-ACAD-PROGRAM. Contact the Registrar and Graduate School for changes in the academic program and send the SIFs to the Graduate School and Registrar's office to ensure that other information will be entered in the students' records.</li> <li>• Check 'HIGHEST DEGREE' on the printout and correct/enter previous degree information directly into UNIVERSIS, COLL-TRANSCRIPT. Pay special attention to new students and students who have recently completed one degree and are beginning a new one. UC Registrar will post all UC degree completions.</li> <li>• Watch future printouts to verify that the changes are appearing correctly.</li> </ul> <p>Other issues to check:</p> <ul style="list-style-type: none"> <li>• Check that all graduate scholarship recipients are eligible for the award. On the <i>Graduate Student Registration Data</i>, 'grad crdt hrs total' added to currently registered credits must be no more than 174 graduate semester credits. Graduate students who received a graduate degree at another university are ineligible for a graduate scholarship when they have more than 140 graduate semester credits. Students will have a '*' in the 'FLAG' column on the printout if they have 125 or more graduate credits at UC (125+ 12 = 137, slightly below the 140G limit).</li> <li>• On-line, use UNIVERSIS, STUDENT-BILL, E160-, and STUDENT-CONTRACT screens to check on payment problems or if you are uncertain of residency or other aspects of graduate scholarship awards.</li> </ul>
<p><i>Graduate Student Registration Data (2<sup>ND</sup> RUN)</i> <i>Graduate Scholarship Awards List</i></p>	
<p><b>Late reg/adds, signatures required</b></p> <p><b>Refund Schedule - Last day to withdraw with 100% refund</b></p> <p><b>Deadline for Supplementary Information Forms to Registrar and Prior Degree Information in UniverSIS, COLL-TRANSCRIPT</b></p> <p><i>Graduate Student Registration Data (3<sup>RD</sup> RUN)</i> <i>Graduate Scholarship Awards List</i></p>	<p>Only those students who are registered on this day will be reported in the OBR Count and earn subsidy. Graduate scholarships should be cancelled if students are not registered for the required credits by this time.</p>
<p><i>Graduate Student Registration Data (4<sup>TH</sup> RUN)</i> <i>Graduate Scholarship Awards List</i></p>	
<p><b>OBR COUNT – at close of business day</b></p> <p><i>Graduate Student Registration Data (5<sup>TH</sup> RUN)</i></p>	<p>These data are the students who were registered at the time of the OBR Count for the semester. While registration data are final, continue to report other data corrections.</p>