

Electronic OVGS Feasibility Survey Results

Executive Summary

Survey results were received from 8 institutions (University of Guelph, OCAD University, Brock University, Ryerson University, McMaster University, University of Windsor, University of Western Ontario and UOIT).

All institutions were in favor of an electronic OVGS form and most indicated strong support for Phase Two considerations.

A number of changes were suggested to the current OVGS form including: improved collection of FIPPA compliant personal information as well as additional fields and changes to the approval process.

To improve OVGS workflow, the following was suggested: establishment of deadlines for application to OVGS, creation of end of term invoices and the dropping of charges for late registrants/withdrawals.

The majority of institutions who responded to the survey agreed to participate in user requirements gathering session and testing.

It is recommended by the Graduate Studies Standing Committee that the OURA Executive endorse the proposal for the creation of an electronic OVGS form and OVGS Withdrawal form.

- 1. It is proposed that a web-form replace the current hard-copy OVGS form. Are you in favour of an electronic OVGS form?**

All 8 institutions were in favour of an electronic OVGS form.

- 2. Phase One will be an OVGS application only. Phase Two considerations may include the following functionality (please indicate your interest in such functions):**

Connections to local University systems for course availability	Yes	7	No	1
An invoice system	Yes	6	No	2
Student results (i.e. grades)	Yes	6	No	2

Other functions: (please comments):

- "Truly" electronic and not just scans (which involves paper)
- Electronic OVGS withdrawal form

- 3. What changes, if any, would you make to the OVGS existing form (please comment)?**

- Improved collection of personal Information (e.g. Social Insurance #, previous name, gender, status- Canadian/PR/International)
- Consistent date format for DOB
- Previous surname if applicable
- A check box if the Host institution has previously been attended and student number

- Substitute email address at Home University for postal address.
- Allow designate of Graduate Dean to complete form (*e.g. On signing approval, Home University (delete Graduate Dean) sends copy to Home University (delete Dean) and Student. Each University (delete Dean) sends copies to department chair, Registrar's Office & Accounts Office.*)
- Relocate date of birth field
- Larger font for the name and address

4. **What changes, if any, would you make to the existing OVGS workflow (please comment)?**

- Establish deadlines for OVGS which applied to each participating institution.
- Invoicing at the end of a term so that if a student withdraws from a course, it is not charged
- Dropping of charges for late registrants/ late withdrawals
- Allow administrator(s) in the School of Graduate Studies to sign the form after approval from the department level, so as to alter the Dean to any anomalies (*e.g. too many OVGS courses are being taken by a student*)
- Submission of a course description from the host university, along with the OVGS form

5. **Would you be willing to participate in a user requirements gathering session?**

Yes-University of Guelph
 Yes-OCAD University
 Yes-Brock University
 Yes-Ryerson University
 Yes-McMaster University
 Yes-University of Windsor
 Yes-UOIT
 No-University of Western Ontario

6. **Would you be willing participate in testing?**

Yes-University of Guelph
 Yes-OCAD University
 Yes-Brock University
 Yes-Ryerson University
 Yes-McMaster University
 Yes-University of Windsor
 Yes-UOIT
 No-University of Western Ontario