# UNIVERSITY STUDENT INFORMATION SYSTEM 

 USIS Graduating Input ManualMay, 1995

## EDUCATION, CULTURE AND TOURISM DIVISION STATISTICS CANADA

(Disponible en français)

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ELEMENT NO. MNEMONIC DESCRIPTION

| 900 | CONDAT | Convocation date | 9 |
| :---: | :---: | :---: | :---: |
| 905 | AWADIN | Institution awarding degree, diploma or certificate | 10 |
| 030 | INSTIT | Institution of registration | 11 |
| 060 | STUDID | Institution's own identification of graduating student | 21 |
| 070 | SIN | Social insurance number | 22 |
| 080 | GENDER | Gender | 23 |
| 210 | QUALIF | Qualification (degree, diploma, certificate, etc.) received | 24 |
| 240 | QUACOD | Coded title of the degree, diploma or certificate awarded | 28 |
| 260 | SPEMAJ | Specialization or major field of study | 35 |
| 270 | SPEJOI | Joint specialization | 56 |

## THE UNIVERSITY STUDENT INFORMATION SYSTEM

The University Student Information System (USIS) is a database that provides a Canada-wide system of university enrolment statistics. Files are available back to the 1972-73 academic year. The information for this system is collected on an individual student basis. This approach has allowed for great flexibility of the data thus enabling us to undertake analysis which could not be done prior to the development of the system. To introduce the same degree of flexibility into the area of graduation statistics we have, in 1974, extended the USIS - Enrolment to cover the collection of graduation statistics on an individual student basis.

Since the information in the University Student Information System-Graduating (USIS-Graduating) will be integrated with that in USIS-Enrolment, the data required for the graduating students can be kept to a minimum. To successfully achieve this integration, however, it is essential that consistency be maintained between information gathered through the enrolment survey and the data supplied to USISGraduating.

## COVERAGE

All students who have received a degree, diploma or certificate should be reported, even though they may not have been reported previously in USIS-Enrolment. Coverage should extend to all degree-granting universities and colleges as well as their university level affiliates.

Students receiving diplomas or certificates awarded by a professional body and/or a provincial department of education should also be reported if the programs they took leading to the qualification were regular credit offerings of the degree-granting institution or its affiliates.

A student receiving more than one qualification (e.g. two degrees, a degree and diploma etc.) during the same year should be reported separately for each qualification. In those cases, the same identification number should be used each time the student is reported. This approach will allow us, as in the past, to compile statistics on the total number of degrees, diplomas and certificates awarded during the year.

## REPORTING OPTIONS AND REPORTING DATES

The reporting options are as follows:

1. Individual student records on tape or cartridge;
2. Individual student records on floppy disk (IBM compatible);
3. Individual student records on a standardized graduation document to be supplied by Statistics Canada.

Those institutions using either of the first two options will be provided with an edit program to assist them in the verification of their data.

Reports may be submitted as often as the institution wishes, as long as all data for the calendar year are submitted by December 15. An institution will likely choose to report either once a year or after each convocation. In order to spread our workload throughout the year, it is hoped that most, if not all, institutions choosing reporting option 3 will report after each convocation. For those choosing either of the first two reporting options, our preference would be for a once-a-year submission.

Further information on any of the reporting options, definitions, etc., and what they imply for the reporting institution may be obtained from Postsecondary Education Section, Education, Culture and Tourism Division, Statistics Canada, Ottawa, Ontario, (613) 951-8285.

## TECHNICAL INFORMATION ON FILE FORMAT

Submitted files, must correspond to the record layouts on the following pages.
Tape files for submission must use 112 inch wide magnetic tape on standard open reels. Tape recording formats to be used are as follows, in order of preference:

9 track, 6250BPI, ODD PARITY EBCDIC
9 track, 1600BPI, ODD PARITY EBCDIC
9 track, 800BPI, ODD PARITY EBCDIC
If tape files are labelled, the header label(s) should be followed by a single tape mark and the trailer label(s) should be proceeded by a single tape mark and followed by two tape marks. Interblock gaps should be approximately .6 inches for 9 track tapes. Record marks, banner characters, and count fields should not be used.

Data submitted on floppy disks, must be IBM compatible and submitted in ASCII format.
NOTE: Please include with the file submission sufficient information about the format adopted to allow us to read it.

Further technical information relating to submission file formats can be obtained from Jim Donnelly or Ginette Labrecque, Postsecondary Education Section, Education, Culture and Tourism Division, (613) 951-8285.

## ELEMENTS

The following pages describe the elements proposed for USIS-Graduating, because this data will be integrated with USIS-Enrolment data, the elements cover only the basic information needed for statistical purposes.

Ten elements are proposed, of which two (institution awarding degree, diploma or certificate and convocation date) are not in USIS-Enrolment. The remaining eight elements are essentially the same as reported in the enrolment system.

The remaining eight duplicated elements are the minimum required to allow us to produce tables and articles on degrees, diplomas and certificates awarded. For the case where a student reported in USISGraduating has not been previously reported in USIS-Enrolment, this minimum data can only be obtained through the information provided on graduating students. Also, when any data in these elements have changed since the last reporting for USIS-Enrolment, the updated information will be given by USISGraduating.

It is realized that for certain data elements for any student (e.g., marital status, country of citizenship, all residence fields), a change may occur between the last reporting for USIS-Enrolment and the reporting for USIS-Graduating. Since it was felt these changes would only affect an insignificantly small segment of the population and also that the updated information may not be readily available at an institution, these data elements are not repeated in USIS-Graduating.

## USIS GRADUATING FILE

RECORD LAYOUT


USIS

ELEMENT NO. 900

## ELEMENT: Convocation date

MNEMONIC \&
CONDAT
ALIASES:

DESCRIPTION:The actual date (month and year) of the convocation at which the student received a degree, diploma or certificate.

CODES:
MMYY. For example, a convocation date of May, 1991 would be coded 0591.

USIS

## ELEMENT NO. 905

ELEMENT: Institution awarding degree, diploma or certificate.

## MNEMONIC \& <br> AWADIN

ALIASES:

DESCRIPTION: A 6 digit code identifying the institution awarding the degree, diploma or certificate.
Do not leave this field blank. If the institution awarding the degree, diploma or certificate is the same as the institution of registration, repeat the code used in element 030 .

CODES: The institution codes are identical to those shown for element 030 in the USISEnrolment manual.

000000: If the diploma or certificate is awarded by a professional body and/or a provincial department of education, use code 000000 . This is for the special case where the student has taken a credit program at the institution leading to a diploma or certificate which is awarded by a professional body and/or department of education rather than the institution itself.

If the diploma or certificate is jointly awarded by both the institution and a professional body or department of education, use the code for the degree-granting institution.

## ELEMENT NO. 030

ELEMENT: Institution of registration

MNEMONIC \& INSTIT
ALIASES:

DESCRIPTION: A 6 digit code identifying university complexes and their affiliates, associated institutions, etc.

Digits 1-2: province in which institution is located
Digits 3-4: identifies institution complex
Digits 5-6: identifies registration centres and the affiliates or associated institutions.

If the student has been reported in the past for the USIS-Enrolment, the code shown for this element must be identical to that last reported for the student in element 030 of USIS-Enrolment.

CODES:
These are identical to those shown for element 030 in the USIS-Enrolment manual. See next pages.

USIS

## ELEMENT NO. 030

## UNIVERSITIES AND COLLEGES

| USE THESE CODES | ATLANTIC PROVINCES |  |
| :---: | :---: | :---: |
|  | Memorial University of Newfoundland | 1001 |
| 100111 | Memorial Univ. of Newfoundland |  |
| 100112 | Sir Wilfred Grenfell College |  |
| 100114 | Memorial Off-Campus Centres |  |
| 110111 | University of Prince Edward Island | 1101 |
|  | Acadia University | 1201 |
| 120111 | Acadia University |  |
| 120112 | Acadia Divinity College |  |
| 120211 | Atlantic School of Theology | 1202 |
| 120311 | Université Ste-Anne | 1203 |
| 120411 | Dalhousie University | 1204 |
| 120511 | Mount St. Vincent University | 1205 |
| 120611 | Nova Scotia College of Art and Design | 1206 |
| 120711 | Technical University of Nova Scotia | 1207 |
|  | St. Francis Xavier University | 1208 |
| 120811 | St. Francis Xavier University |  |
| 120812 | Coady International Institute |  |
| 120911 | Saint Mary's University | 1209 |
| 121011 | University of King's College | 1210 |
| 121211 | University College of Cape Breton | 1212 |
| 124111 | Nova Scotia Agricultural College | 1241 |
| 124511 | Nova Scotia Teacher's College | 1245 |

USIS
ELEMENT NO. 030

| USE THESE CODES | ATLANTIC PROVINCES - Concluded |  |
| :---: | :---: | :---: |
| 130111 | Mount Allison University | 1301 |
|  | University of New Brunswick | 1302 |
| 130211 | University of New Brunswick |  |
| 130212 | Fredericton Branch |  |
| 130213 | St. John Branch |  |
|  | Université de Moncton | 1303 |
| 130311 | Université de Moncton |  |
| 130312 | Centre universitaire de Moncton |  |
| 130313 | Centre universitaire de Shippigan |  |
| 130314 | Centre universitaire St. Louis/Maillet |  |
| 130411 | St. Thomas University | 1304 |
| 130511 | Bethany Bible College | 1305 |

USIS

## ELEMENT NO. 030

| USE THESE CODES | QUÉBEC |  |
| :---: | :---: | :---: |
|  | Bishop's University | 2401 |
| 240111 | Bishop's University |  |
| 240112 | Thomas More Institute for Adult Education |  |
| 240211 | McGill University | 2402 |
|  | Université de Montréal | 2404 |
| 240412 | Université de Montréal |  |
| $240414$ | École polytechnique |  |
|  | École des hautes études commerciales |  |
|  | Université du Québec | 2406 |
| 240611 | Université du Québec (All branches) |  |
| 240612 | Université du Québec à Chicoutimi |  |
| 240613 | Université du Québec à Montréal |  |
| 240614 | Université du Québec en Abitibi-Témiscamingue |  |
| 240615 | Université du Québec à Trois-Rivières |  |
| 240616 | Université du Québec à Hull |  |
| 240617 | École Nationale d'Administration Publique |  |
| 240618 | Institut National de la Recherche Scientifique |  |
| 240619 | Université du Québec à Rimouski |  |
| 240620 | École de Technologie Supérieure |  |
| 240621 | Télé-Université |  |
| 240622 | Institut Armand Frappier |  |
| 240711 | Université Laval | 2407 |
| 240811 | Université de Sherbrooke | 2408 |
| 240911 | Concordia University | 2409 |
| 241011 | Collège Militaire Royal de St-Jean | 2410 |

USIS

## ELEMENT NO. 030

| USE THESE CODES | ONTARIO |  |
| :---: | :---: | :---: |
|  | Brock University | 3501 |
| 350111 | Brock University |  |
| 350112 | Brock College of Education |  |
| 350113 | Concordia Lutheran |  |
| 350211 | Carleton University | 3502 |
| 350311 | University of Guelph | 3503 |
| 350411 | Lakehead University | 3504 |
|  | Laurentian University | 3505 |
| 350511 | Laurentian University |  |
| 350512350514 | Algoma University College |  |
|  | Le collège universitaire de Hearst |  |
|  | McMaster University | 3506 |
| 350611 | McMaster University |  |
| 350612 | McMaster Divinity College |  |
|  | Université d'Ottawa | 3507 |
| 350711 | Université d'Ottawa |  |
| 350712 | Université Saint-Paul |  |
|  | Queen's University | 3508 |
| 350811 | Queen's University |  |
| 350812 | Queen's Theological College |  |
|  | University of Toronto | 3509 |
| 350911 | University of Toronto (includes federated Arts Colleges) |  |
| 350915 | St. Augustine's College |  |
| 350920 | St. Michael's College (Theology only) |  |
| 350930 | Trinity College (Theology only) |  |
| 350940 | Victoria University |  |
| 350950 | Knox College |  |
| 350960 | Wycliffe College |  |
| 350970 | Emmanuel College |  |
| 350980 | Regis College |  |
| 350990 | Ontario Institute for Studies in Education |  |

USIS
ELEMENT NO. 030

| USE THESE CODES | ONTARIO (Concluded) |  |
| :---: | :---: | :---: |
| 351011 | Trent University | 3510 |
|  | University of Waterloo | 3511 |
| 351111 | University of Waterloo |  |
| 351112 | University of St. Jerome's College |  |
| 351115 | Renison College |  |
|  | University of Western Ontario | 3512 |
| 351211 | University of Western Ontario |  |
| 351212 | Brescia College |  |
| 351213 | Huron College |  |
| 351214 | King's College |  |
| 351311 | University of Windsor | 3513 |
|  | York University | 3514 |
| 351411 | York University |  |
| 351412 | Atkinson College |  |
| 351413 | Glendon College |  |
|  | Wilfrid Laurier University | 3516 |
| 351611 | Wilfrid Laurier University |  |
| 351613 | Waterloo Lutheran Seminary |  |
| 351711 | Royal Military College | 3517 |
| 351811 | Coll. Dominicain de philosophie et de théologie | 3518 |
| 351812 | Coll. Dominicain-Montréal-Institut pastoral |  |
| 351911 | Ontario Bible College | 3519 |
| 351912 | Ontario Theological Seminary |  |
| 352011 | Ryerson Polytech University | 3520 |
| 352611 | Redeemer College | 3526 |
| 352711 | Nipissing University | 3527 |

USIS

## ELEMENT NO. 030

| USE THESE CODES | MANITOBA <br> Brandon University | 4601 |
| :---: | :--- | :---: |
| 460111 | Canadian Nazarene College | 4602 |
| 460211 | University of Manitoba | 4603 |
| 460311 | University of Manitoba <br> College de Saint-Boniface <br> St. Andrew's College | 4604 |
| 460313 | Concord College | 4605 |
| 460411 | $\underline{\text { University of Winnipeg }}$ | 4606 |
| 460511 | $\underline{\text { Canadian Mennonite Bible College }}$ | 4607 |

USIS
ELEMENT NO. 030

USE THESE CODES

470111
470112
470113
470114
470115
470116
470117
470118

470211
470212
470213
470214
470511
470611

## SASKATCHEWAN

University of Saskatchewan 4701
University of Saskatchewan
College of Emmanuel and St. Chad
Lutheran Theological Seminary
St. Andrew's College
St. Thomas More College
St. Joseph's College
St. Peter's College
Central Pentecostal College
University of Regina
University of Regina
Campion College
Luther College
Saskatchewan Indian College
Canadian Bible College 4705
Canadian Theological Seminary
4706

USIS

## ELEMENT NO. 030

| USE THESE CODES |
| :---: |
| 480111 |
| 480116 |
| 480211 |
| 480311 |
| 480411 |
| 480511 |
| 480711 |
| 480911 |
| 481011 |
| 481111 |

## ALBERTA

University of Alberta 4801
University of Alberta
North American Baptist College
The University of Calgary 4802
Canadian Union College 4803
University of Lethbridge 4804

481111
Newman Theological College
4805
Athabasca University 4807
Augustana University College 4809
The King's University College 4810
Concordia College 4811

USIS
ELEMENT NO. 030

| USE THESE CODES | BRITISH COLUMBIA |  |
| :---: | :---: | :---: |
|  | University of British Columbia | 5901 |
| 590111 | University of British Columbia |  |
| 590112 | Vancouver School of Theology |  |
| 590113 | Regent College |  |
| 590311 | Royal Roads Military College | 5903 |
| 590411 | Northwest Baptist Theological College | 5904 |
| 590511 | Seminary of Christ the King | 5905 |
| 590611 | Simon Fraser University | 5906 |
| 590711 | University of Victoria | 5907 |
|  | Trinity Western University | 5909 |
| 590911 | Trinity Western University |  |
| 590912 | Canadian Baptist Seminary |  |
| 591011 | University of Northern British Columbia | 5910 |
| 591111 | Open Learning Institute | 5911 |

USIS

## ELEMENT NO. 060

ELEMENT: Institution's own identification number of graduating student.

MNEMONIC \& STUDID
ALIASES:

DESCRIPTION:This element is very important as it will be used to search out any data reported for the student in the USIS-Enrolment report.

Since this element is identical to element 060 in the USIS-Enrolment, the number reported should be the same as that reported previously for the student.

All graduating students must be reported, even though they may not have been included in previous submissions of enrolment data.

CODES: $\quad 9$ positions: alpha and/or numeric. Left justified.
NOTE: For those students reported in the enrolment data submission, all characters within the 9 positions must be in the same place as previously reported.

USIS

## ELEMENT NO. 070

ELEMENT: Social Insurance Number

MNEMONIC \& SIN
ALIASES:

DESCRIPTION:Student social insurance number.
Do not report dummy S.I.N.
Social insurance numbers should be checked for validity. The pre-edit programme supplied by Statistics Canada includes a S.I.N. number check.

Code 999999998 may be used by universities who have students who do not possess a social insurance number.

CODES:
999999998 - student does not possess a S.I.N. (Use of this code is optional). 999999999 - not reported

USIS

## ELEMENT NO. 080

ELEMENT: Gender

MNEMONIC \&
GENDER
ALIASES:

DESCRIPTION:Please note, a "not reported" code is not acceptable in this field. The only valid codes are `1` or `2".

CODES: 1 - Male
2 - Female

USIS

## ELEMENT NO. 210

ELEMENT: Qualifications (Degree, Diploma, Certificate, etc.) received.

MNEMONIC \&
QUALIF
ALIASES:

DESCRIPTION:This element with some non-applicable codes deleted (specifically 03, 23, 55, 91, 93 and 95) corresponds to element 210 USIS-Enrolment.

A qualification is to be understood here as any formal attestation of successful completion of a programme of study except a mere certificate of attendance.

The qualification may be awarded by the institution or by a professional body including provincial departments of education.

The following set out the classification guidelines to be used for this element:
First professional degrees: the following are considered to be first professional degrees:

## law L.L.B.

medicine M.D.
optometry O.D.
veterinary medicine D.V.M.
dentistry D.D.S., D.M.D.
theology M. Div. or any other degree leading to the ministry
education Note: Include only those students in a 1 year B.Ed. program with a Bachelor degree as an admission requirement).

The Master of Divinity, in those cases where it is a requirement for another Master's degree should be coded with first professional degree.

Note: A `not reported` code is not valid in this field. Do not code ` 99 '.

USIS
ELEMENT NO. 210

Classification of Degrees, Diplomas, Certificates by Level

| QUALIFICATION | CLASSIFICATION | CRITERIA |
| :---: | :---: | :---: |
| Bachelor degrees | Undergraduate | All Bachelor degrees whether specialized, professional or general. Thus a B.Ed. not requiring a prior Bachelor degree is included with this group. |
| First Professional e.g.M.D., D.M.D., D.D.S., D.V.M., M.Div., L.L.B., O.D., as well as B.Ed. requiring a prior Bachelor degree | Undergraduate | All professional degrees which are listed In the first column are counted in this category. |
| Licences in | Some undergraduate some graduate | Those `Licences` which follow a degree <br> the same field of study are considered equivalent to a Master's degree. All others are included at the undergraduate level. |
| Master's | Graduate | All Master's, excluding M.Div., are included in this group. |
| Doctorates this (Ph.D., D.Ed., etc.) | Graduate | Only earned Doctorates are included in group. |
| Diploma or first Certificate | Graduate | All diplomas or certificates following a <br> degree in the same field of study are classified at the graduate level. Thus a Diploma in Education following a B.Ed., is classified at the graduate level, whereas one following a general B.A. or B.Sc. is classified as undergraduate. <br> All diplomas following a Master's are classified as graduate. All diplomas following a first professional degree are also classified as graduate, such as diplomas in medical specializations following an M.D. or an engineering specialization following a B.Eng. or of Applied Science. |

USIS

## ELEMENT NO. 210

Classification of Degrees, Diplomas, Certificates by Level - Concluded

| QUALIFICATION | CLASSIFICATION | CRITERIA |
| :--- | :--- | :--- |
| $\begin{array}{l}\text { Diploma or } \\ \text { Certificate }\end{array}$ | Undergraduate | $\begin{array}{l}\text { All diplomas and certificates awarded by } \\ \text { degree-granting institutions for courses }\end{array}$ |
| of study sanctioned by diloma or certificate |  |  |
| and not a degree, if the entry conditions to the |  |  |
| course of study are similar to those for degree |  |  |
| candidates. Examples: Diploma in Dental |  |  |
| Hygiene, Diploma in Physiotherapy, etc. |  |  |$\}$

USIS

## ELEMENT NO. 210

CODES:

## Non-University

Non-university type certificate
Non-university type diploma

## Undergraduate

Bachelor degree
First Professional degree
License undergraduate
Licentiate
Testamur
Undergraduate level certificate
Undergraduate level diploma

## Graduate

License graduate
Master's degree
Ph.D.
Equivalent earned Doctorate
Graduate level certificate
Graduate level diploma

USIS

## ELEMENT NO. 240

ELEMENT: Coded title of the degree, diploma or certificate awarded.

MNEMONIC \& QUACOD
ALIASES:

DESCRIPTION:This element corresponds, with a minor revision, to element 240 in USIS-Enrolment.
A code must be given for all graduating students. Please do not leave this field blank or code it 999 (not reported) as these will be rejected by the edit.

Please ensure that the correct codes are used for the degrees, diplomas or certificates awarded by your institution.

A number of institutions offer combined programs (e.g., B.A./B.Ed., B.A./LL.B, B.A./B.S.W.). If a student successfully completing such a program receives two degrees, he or she should be reported for each degree for USIS-Graduating. If, however, only one degree is offered (e.g., the B.A./B.Ed. is one degree and not two), the student should only be reported once.

CODES:
The codes for this element are given on the following pages.
Notes: 1. Codes 111, 163 and 900, which are acceptable for USIS-Enrolment, are invalid for USIS-Graduating.
2. In those cases where the student receiving a qualification has no field of specialization, the codes 121, 131 or 601 are to be used (code 601 being used for the specific degrees Bachelor of Integrated Studies and Bachelor of General Studies).

## DIPLOMAS AND CERTIFICATES

800 All diplomas and certificates

## AGRICULTURE - 08

081 B.Sc. Agriculture, B.S.A., B.Sc. Food Science
087 M.S.A. (Master's of Science Agriculture), M.Sc. Agriculture, M.Sc. Food Science
ARCHITECTURE - 09
091 B. Arch., B.Sc. Arch., B.E.S. (Arch.), B.I.D. (Bachelor of Industrial Design), B.D.I. (Baccalauréat en Dessin Industriel), B. Tech. (Architecture Science), B. Tech. (Construction Management Science)
097 M. Arch., M. Amenagement (Architecture)
098 M.C.P. (Master of City Planning)

## ARTS: HUMANITIES AND SOCIAL SCIENCES - 12

121 B.A., B. es Arts, Licence es lettres, B. of Arts and Science
122 B. Soc. Sc., B.A. (Soc.Sc.), Bachelor of Child Studies
123 B. Translation, B. Traduction, Bachelor of Science in Language, Baccalauréat en science du langage
124 B. Psychologie
125 B. Philosophie
126 M.Sc.Soc.
127 M.A., Maîtrise es Arts
128 M.A.Psy., M.Ps.
129 Maîtrise en philosophie (NOT the M.Phil. following a Master's Degree)

## SCIENCE - 13

131 B.Sc., B. es Sciences, B.A. (Science), Licence es Sciences
132 B. Mathematics, Baccalauréat es sciences de l'actuariat
133 B. Computer Science, B.Sc.C.S.
137 M.Sc., Maîtrise es sciences
138 M.Mathematics
139 M.Sc.C.S.

## ELEMENT NO. 240

## COMMERCE, MANAGEMENT AND BUSINESS ADMINISTRATION - 14

(Health Administration and Other Administration, see 40 and 41)
141 B.Comm., B.B.A., B.A.A., B.A. (Bus.Ec.), B.A. (Bus. Admin.), B.Sc.Comm., L.Sc.Comm., L.Sc.Comp., L.Sc.Admin., B.Admin., B.Tech. (Management), B.Sc. Gestion, B.Man.Sc. (Bachelor of Management Sciences)
142 B.Secretarial Arts, B.Sec.Studies, B.Sec.Admin., B.Sc.Sec. Studies, B.A.A. (Secretarial Science)
143 B. Comm. (Hotel and Food Administration), B.A.A. (Hotel and Tourism Management)
144 Bachelor of Public Relations
147 M.B.A., M.Admin., M.Comm., M.M.S. (Master's of Management Sciences), M.Sc. Commerce
DENTISTRY - 15
151 D.D.S., D.M.D.
152 B.Sc. Dentistry
153 B.H.D. Baccalauréat en hygiène dentaire, B.D.H.
157 M.Sc. Dentistry, M.Sc. Orthodontics, M. Clinical Dentistry
EDUCATION - 16
161 B.Ed., B.A.Ed., B.Sc.Elem.Ed., B.Teaching, B.Sc. (orthopédagogie), B.Sc. (Ed.), Lic.Ens.Elem., Lic.Ens.Sec., B.Ped., B.Ens.El., Lic.Ped., Lic.Enfance Inadaptée, B.Ped. (inad.), B.Ped.Préscolaire, B.Ed. (Home Economics), B. Pédagogie Familiale, B.Ed.Comm., B.Ed. (Commerce), B.Ed.(Industrial Arts) B.Ens. Métiers,B.Ed.Music,B.F.A./Ed., B.A. (Art Ed.), Des. (Env. Design and Ed.), B.A.A. (Early Children Education), B.A.A. (Home Economics)
162 Licence Orientation Scolaire
167 M.Ed., M.A.(Ed.), M.Teaching Mathematics, M.A.Teaching, M.Ed. Sanitaire, M.Enseignement, M.Psycho-education, M.Sc.Home Economics Ed., Master's of Continuing Education, M.Sc.(Education)

168 M.A.Guidance, M.Orientation, M.Counselling

## PHYSICAL AND HEALTH EDUCATION AND RECREATION - 17

171 B.P.E., B.E.P., B.Sc.Phys.Ed. and Rec., B.Sc.Phys.Ed., B.Ed. (P.E.), B.A./B.P.E., B.P.H.E., B.E.P.H., B.A.(P.H.E.), B.Sc.Kinesiology, B.Sc. (Kinanthropology), L.Ens. Éd.Phys.), B.Ped. (Éd.Phys.), Licence Éducation Physique, B.Sc.Edu.A.D., B.Phy.Ed., B.Sc. (Human Kinetics)
172 B.A. (Recreation Admin.), B.Recreation Ed., B.Ed. (Loisirs), B.Sc. (Rec.)
177 M.P.E., M.E.P., M.P.H.E., M.Sc.Kinesiology, M.Sc. Kinanthropology, M.Sc. (Physical Education, Éducation physique)

RELIGIOUS EDUCATION - 18
181 B.R.E., B.Christian Education, Licence Catéchèse, B.Cat., Lic.Cat.Scolaire, B.A./B.R.E.
187 M.R.E.

## ENGINEERING AND APPLIED SCIENCE - 19

191 B.Eng., B.Sc.Eng., B.A.Sc., B.Eng.Sc., B.Sc.Eng.Physics, B. es Sc.App., B.Sc. Forest Engineering, B.Technology (Engineering), B.Sc. Agricultural Engineering
192 B.Sc. in Engineering Management
197 M.Eng., M.A.Sc., M.Eng.Sc., M.Sc.Eng., M.Ing. (Maîtrise en ingénierie), M.Sc.A., M.Sc. Agricultural

Engineering - Eng Management

## ENVIRONMENTAL STUDIES - 20

201 B.E.S. (Bachelor of Environmental Studies), Bachelor of Environmental Design, B.A.A.(Urban Planning), B.A.A.(Geography)
207 M.Arch. (Community Planning), M.Planning, M.Sc.Planning, Mairise Urbanisme, M.Nat. Resource Management, M.A. Regional Planning, M. Environment Study, M.E.Design, M.U.P. Master's of Urban Planning)

FINE AND APPLIED ARTS - 21
211 B.F.A., B.A. (Fine Arts), B.A. (History of Arts, Histoire de l'art)
212 B.I.D. (Bachelor of Interior Design), B.A.A. (Interior Design)
213 B.Design
214 B.Arts visuels, B.Tech., Graphic Arts Management
215 B.Tech. Photographic Arts, B.A.A. Photographic Arts
217 M.F.A., M.V.A. (Master's of Visual Arts)
FORESTRY - 22
221 B. Forestry, B.Sc.For., B. es Sc.App. (foresterie)
227 M. Forestry, M.Sc.For.

## HOUSEHOLD SCIENCE AND RELATED - 23

231 B.Sc.Home Economics, Bacc. en économie familiale, B.H.Sc., B.H.Ec., Bacc.Sc.Dom., B.A.A. (Home Economics), B.A. (Home Economics)
232 B.Sc. (Dietetics), B.Sc. (Food Science), B.Nutrition and Dietetics, B.Sc. de la Santé(diététique), B.Sc. (nutrition), B.Sc. (Home Economics), B.A.A. (Home Economics)

237 M.Household Science
238 M.Sc.Dietetics, M.Sc. (Nutrition)
JOURNALISM AND MASS MEDIA - 24
241 B.J., B.es Arts (journalisme et information), B.A.A. (Journalism)
242 B.A.A. (Radio and Television Arts)
247 M.A. Journalism
LABORATORY SCIENCE, TECHNOLOGY AND RELATED - 25
251 B.Laboratory Science, B.Medical Lab.Sc.
252 B.Lab.Technology, B.Medical Lab.Technology, B.Sc. Radiologic Technology
256 Master's of Laboratory Science

## ELEMENT NO. 240

## LANDSCAPE ARCHITECTURE - 26

261 B.L.A. (Bachelor Landscape Architecture), B.A.P. (Bacc. Arch. paysagiste) M.L.A.

LAW - 27
271 LI.B., B.Civil Law, I.L.L. Licence en Droit, B.A./LI.B.
277 LI.M., M.Civil Law
LIBRARY AND RECORDS SCIENCE AND SIMILAR - 28
281 B.L.S., B. Medical Record science, B. Bibliothéconomie
287 M.L.S., M.Bibliothéconomie
288 M. Museology
MEDICINE - 29
291 M.D., M.D., C.M.
292 B.Sc.Medicine, B.Sc. de la Santé (médecine), B.Med.Sc.
296 Master's of Health Sciences
297 M.Sc.Med., M.Clinical Sciences
298 M.Surgery

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\text { MUSIC - } 30
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301 B.Music, B.Applied Music, B.Sacred Music, B.A. (Music), B.Church Music, B.Musical Arts

307 M.Music, Licence en Musique (après B.Mus. seulement), M.A. (Master's of Arts in Musicology), M.M.A. (Master's of Musical Arts)

## NURSING - 31

311 B.N., B.Sc. (Nursing), B.Sc.Inf., B.Sc. de la Santé (Basic course)
312 B.N., B.Sc. (Nursing), B.Sc.Inf., B.Sc. de la Santé (post basic for R.N.)
317 M.Sc. Nursing, M.Nursing, M.Sc.Inf., M.Nursing (Teaching)
OPTOMETRY - 32
321 O.D., (Doctor of Optometry) Licence en Optométrie, L.Sc.O.
327 M.Sc.Opt., M.Sc. Physiological Optics

## PHARMACY - 33

331 B.Sc. (Pharm.), B.Pharmacy
337 M.Sc.Pharm., M.Pharm., M.H.P. (Master's of Hospital Pharmacy)
PUBLIC HEALTH - 34
341 B.Sc.Public Health
347 M.Sc.Hygiène
348 Master's of Health Sciences in Health Care Design

## REHABILITATION MEDICINE - 35

351 B.Sc. Rehabilitation, B.Sc.Med.Rehab., (include combined courses in occupational and physical therapy)
352 B.O.T., B.Sc. (Occ.Ther.), B.Sc.M.R.(O.T.), B.Sc. ergothérapie
353 B.P.T., B.Sc. (Phys.Ther.), B.Sc.M.R. (P.T.), B.Sc. physiothérapie
354 B.Sc. (Audiology and Speech Pathology), B.Sc.M.R.(Communications Disorders), B.Sc.
(orthophonie audiologie)
357 M.Sc.audiology and speech pathology, Maîtrise en orthophonie audiologie, M.Sc.(applied)
Human Communication Disorders, Masters of Physical Therapy

## RELIGION AND THEOLOGY - 36

361 B.Th., B.Div., B.Th.Past., B.S.T., B.Ministry, B.A./B.Th., S.T.B., M.Div. (if prerequisite for another
362 B.Sacred Literature, B.Sacred Letters, B.Th. (Culture Religieuse)
363 B.Sc.Rel., B.Th.(Sc.Rel.)
364 B.C.L. (Bachelor of Canon Law), B.D.C. (Bacc.Droit canonique) J.C.B. (Bachelor of Canon Law, Baccalaureat en Droit canonique)
367 M.Th., M.Div., M.S.T., M.A.Th., M.Th.Past, L.Th.
368 M.Sc.Rel.
369 M.C.L. (Master's of Canon Law), M.D.C. (Maîtrise en Droit canonique)

## SOCIAL WORK - 37

371 B.S.W., B.A./B.S.W., Bacc. Service Social, B.A.A. (Social Services)
377 M.S.W., M.A.Service Social, Maîtrise Service Social
VETERINARY MEDICINE - 38
381 D.V.M., D.M.V.
387 M.Sc.Vet.
HEALTH ADMINISTRATION - 40
407 M.H.A. Master's of Hospital Administration
408 M.A.S. Maîtrise en administration de la santé,
M.H.S.A. Master's of Health Services Administration,
M.G.S.S. (Maîtrise en gestion des services de santé)

409 M.N.S.A. Master's of Nursing Services Administration
OTHER ADMINISTRATION, n.e.s. -41
411 B.A. (Public Administration, Administration publique)
417 M.C.A. Master's of Correctional Administration, M.A.C.
418 M.P.A. Master's of Public Administration, M.A.P. (Maîtrise en administration publique), M.A. (Public Administration)

## ELEMENT NO. 240

OTHER DEGREES (Bachelor and Masters) - 60
601 Bachelor Integrated Studies, Bachelor General Studies
602 Other undergraduate degrees
Note: Not to be used instead of code 111 or as a "not classified" code. Only for degrees other than those specifically listed.
607 Other Master's degrees (except M.Phil. see below)
650 All M.Phil. (following another Master's degree)
700 All Ph.D's and other EARNED doctorated e.g. D.S.W., D.Ed.

## ELEMENT NO. 260

## ELEMENT: <br> Specialization or major field of study

MNEMONIC \& SPEMAJ
ALIASES:

DESCRIPTION:This element corresponds to element 260 in USIS-Enrolment. The specialization or major field of study should be reported for all graduating students, using as fine a breakdown as is appropriate.

If a student has graduated in two fields of study (i.e. he or she received one degree, diploma or certificate but has two areas of specialization), the major specialization should be reported in element 260 and the minor specialization in element 270.

Report the field of study in which the student is majoring or specializing. It may be necessary to code either Arts and Science degree in either General Arts (0.00.02) or General Science (0.00.08). If a distinction between General Art and General Science cannot be made, students should be coded in Arts and Science (0.00.00).

For fields of study in which a very precise description of the program is required, use the `other` code (i.e. the one ending in ` 99 ') if the exact type of program is not known. For example, there is no code for biology alone but rather three separate categories of biology, each with its own code: genetics (5.09.10), microbiology (5.09.12) and other biology (5.09.99). The latter should be used for coding if the exact area of biology a student is studying is unknown.

This field should be reported for all students.
The edit will make some consistency checks between degree granted (element 240) and specialization (element 260). For example, a person receiving a degree in engineering should have a specialization listed as engineering (be it chemical, civil, etc.) or engineering science. Persons receiving a degree in education should have a specialization in that field.

CODES: - Codes 99998 and 99999 are invalid for USIS-Graduating.

- See next pages.


## FIELD OF STUDY CLASSIFICATIONS

| 0.00 .00 | General Arts and Science |
| :--- | :--- |
| 0.00 .01 | Interdisciplinary Studies |
| 0.00 .02 | General Arts |
| 0.00 .08 | General Science |
| 1.XX.XX | Education, Physical Education, Recreation and Leisure |
| 2.XX.XX | Fine and Applied Arts |
| 3.XX.XX | Humanities and Related |
| 4.XX.XX | Social Sciences and Related |
| 5.XX.XX | Agriculture and Biological Sciences (excluding Health Professions) |
| 6.XX.XX | Engineering and Applied Sciences |
| 7.XX.XX | Health Professions and Occupations |
| 8.XX.XX | Mathematics and Physical Sciences |


| CODE | DISCIPLINE DESCRIPTION | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: |
| - |  |  |
| 1.18 .00 | ELEMENTARY/SECONDARY TEACHER TRAINING |  |
| 1.23 .00 | HIGHER EDUCATION, POSTSECONDARY TEACHER TRAINING |  |
| 1.36 .00 | KINDERGARTEN, PRE-SCHOOL TEACHER TRAINING |  |
|  | NON-TEACHING FIELDS |  |
| 1.38 .01 | school librarianship |  |
| 1.38 .02 | education administration |  |
| 1.38 .03 | education psychology |  |
| 1.38 .05 | guidance and counselling |  |
| 1.38 .06 | curriculum specialization |  |
| 1.38 .07 | measurements and evaluation |  |
| 1.38 .08 | education foundations |  |
| 1.38 .99 | other non-teaching fields | $\begin{array}{rll}\text { Include: } & \text { - } & \text { comparative education } \\ & - & \text { educational sociology } \\ & - & \text { other }\end{array}$ |

CODE DISCIPLINE DESCRIPTION INCLUSIONS AND EXCLUSIONS



| - |  |  |  |
| :--- | :--- | :--- | :--- |
| CODE | DISCIPLINE DESCRIPTION |  | INCLUSIONS AND EXCLUSIONS |


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| :--- | :--- | :--- | :--- |
| CODE | INCLUSIONS AND EXCLUSIONS |  |  |


| CODE | DISCIPLINE DESCRIPTION | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: |
| - |  |  |
| 4.03 .00 | ANTHROPOLOGY | Include: - anthropological linguistics <br> - anthropometry <br> - cultural, social anthropology <br> - ethnography <br> - ethnology <br> - other |
| 4.06 .00 | ARCHAEOLOGY | Include: - archaeological field techniques <br> - archaeological prehistory <br> - laboratory techniques in archaeology <br> - stratigraphy of archaeological sites <br> - other |
| 4.08 .00 | CANADIAN STUDIES | Include: - native Canadian studies <br> - Innuit and Eskimo studies <br> - American Indian studies |
| $4.09 .10$ <br> area. | AREA STUDIES, OTHER Medieval studies | Multidisciplinary approach to the study of a particular region or period. Do not include programmes primarily concerned with the languages and/or literatures of an |
| 4.09.20 | Asian studies |  |
| 4.09 .40 | Slavic studies |  |
| 4.09 .99 | other area studies |  |
| 4.12.00 | COMMERCE, MANAGEMENT, BUSINESS ADMINISTRATION, ADMINISTRATIVE STUDIES/ SCIENCES | Include: - accounting <br> - finance <br> - industrial relations <br> - labour relations <br> - marketing <br> - retailing <br> - personnel management <br> - other |


| CODE | DISCIPLINE DESCRIPTION | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: |
| - |  |  |
| 4.13 .00 | CRIMINOLOGY | Include:- $\quad \begin{aligned} & \text { penology and related } \\ & \text { correctional administration }\end{aligned}$ |
|  | SPECIALIZED ADMINISTRATION STUDIES |  |
| 4.14 .01 | public administration |  |
| 4.14.02 | health administration |  |
| 4.14 .03 | hotel and food administration |  |
| 4.14 .99 | other specialized administration studies |  |
| 4.15 .00 | DEMOGRAPHY |  |
| 4.27 .00 | ECONOMICS | Include: - agricultural economics |
| 4.30 .00 | GEOGRAPHY | Do not include: <br> - earth sciences elsewhere specified |
| 4.33 .00 | LAW AND JURISPRUDENCE |  |
|  | MAN/ENVIRONMENT STUDIES architecture | Do not include: |
| 4.40 .08 | regional, rural, urban, city planning and community development | - landscape architecture <br> - pre-professional programmes in architecture |
| 4.40 .10 | resource management, environmental studies |  |
| 4.43 .00 | POLITICAL SCIENCE | Include: - comparative politics <br> - government <br> - international relations <br> - political history <br> - political thought <br> - urban politics, etc. |
|  |  | Do not include: <br> - public administration |


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CODE DISCIPLINE DESCRIPTION INCLUSIONS AND EXCLUSIONS

AGRICULTURE

|  | AGRICULTURE |
| :--- | :--- |
| 5.03 .10 | animal science |
| 5.03 .22 | plant science |
| 5.03 .26 | soil science |
| 5.03 .99 | other agriculture |


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| :--- | :--- | :--- | :--- |
| CODE | DISCIPLINE DESCRIPTION |  | INCLUSIONS AND EXCLUSIONS |


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| :--- | :---: | :--- |
| CODE |  | INCLUSIONS AND EXCLUSIONS |


| CODE | DISCIPLINE DESCRIPTION | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: |
| - |  |  |
| 6.03 .00 | ARCHITECTURE | Do not include: <br> - regional planning <br> - urban and city planning |
| 6.05 .00 | AERONAUTICAL AND AEROSPACE ENGINEERING |  |
| 6.06 .00 | CHEMICAL ENGINEERING |  |
| 6.07 .00 | CIVIL ENGINEERING |  |
| 6.08 .00 | DESIGN, SYSTEMS ENGINEERING |  |
| 6.09.00 | ELECTRICAL ENGINEERING | Include: - electronics |
| 6.10 .00 | INDUSTRIAL ENGINEERING |  |
| 6.11 .00 | MINING ENGINEERING |  |
| 6.12 .00 | MECHANICAL ENGINEERING |  |
| 6.13 .00 | METALLURGICAL ENGINEERING | Include: - ceramics engineering |
| 6.14 .00 | OTHER ENGINEERING | Include: - biomedical engineering <br> - computer engineering <br> - environmental engineering <br> - geological engineering <br> - geophysical engineering <br> - ocean engineering <br> - petroleum engineering <br> - agricultural engineering <br> - surveying engineering <br> - other |
| 6.15 .00 | ENGINEERING SCIENCE | Include: - engineering physics <br> - engineering chemistry |
| 6.16 .00 | ENGINEERING GENERAL | To be used only for undergraduate students who have not yet opted for specialization |



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| :--- | :--- | :--- |
| CODE | DISCIPLINE DESCRIPTION | INCLUSIONS AND EXCLUSIONS |


| CODE | DISCIPLINE DESCRIPTION |  | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: | :---: |
| 7.08 .00 | MEDICAL SPECIALTIES | Include: | - allergology <br> - anaesthesiology <br> - cancer <br> - cardiology <br> - dermatology <br> - family, general practice <br> - gastroenterology <br> - haematology <br> - infectious diseases <br> - internal diseases <br> - internal medicine <br> - investigative and experimental medicine <br> - nephrology <br> - neurology <br> - paediatrics <br> - psychiatry <br> - radiology <br> - respirology <br> - rheumatology <br> - tropical medicine <br> - other |
|  | PARACLINICAL SCIENCES |  |  |
| 7.10 .06 | immunology |  |  |
| 7.10 .10 | microbiology | Include: | - bacteriology <br> - parasitology |
| 7.10 .14 | pathology |  |  |
| 7.10 .99 | other paraclinical sciences |  |  |
| 7.12 .00 | SURGICAL SPECIALTIES | Include: | - brain surgery <br> - heart surgery <br> - cardiovascular and cardiothoracic <br> - neurosurgery <br> - obstetrics and gynaecology <br> - ophthalmology <br> - orthopaedic surgery <br> - otorhinolaryngology <br> - plastic surgery <br> - restorative surgery <br> - urology <br> - other |


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| :--- | :--- | :--- | :--- |
| CODE |  | INCLUSIONS AND EXCLUSIONS |


| CODE | DISCIPLINE DESCRIPTION |  | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: | :---: |
| - |  |  |  |
|  | REHABILITATION MEDICINE |  |  |
| 7.27 .02 | aural and oral rehabilitation | Include: | - audiology and speech pathology <br> - human communication disorders <br> - rehabilitation of children with hearing and speech impediment |
| 7.27.04 | occupational therapy |  |  |
| 7.27 .06 | physical therapy |  |  |
| 7.27 .99 | other rehabilitation |  |  |
| 7.36 .00 | MEDICAL TECHNOLOGY | Include: | - medical laboratory and science <br> - radiologic technology <br> - other |
| 7.99.00 | OTHER HEALTH PROFESSIONS AND OCCUPATIONS | Include: | - art as applied to medicine <br> - dental hygiene <br> - other |



| CODE | DISCIPLINE DESCRIPTION | INCLUSIONS AND EXCLUSIONS |
| :---: | :---: | :---: |
|  | PHYSICS |  |
| 8.30 .01 | astronomy |  |
| 8.30 .02 | aerospace sciences |  |
| 8.30 .99 | other physics | Include: - atomic physics <br> - chemical physics <br> - electricity, magnetism <br> - mathematical physics <br> - mechanics <br> - molecular physics <br> - nuclear physics <br> - optics <br> - physical acoustics <br> - physics of fluids <br> - quantitative physics <br> - quantum mechanics <br> - solid state physics <br> - theoretical physics <br> - thermal physics <br> - thermodynamics and statistical mechanics <br> - wave theory <br> - other |
|  |  | Do not include: <br> - geophysics <br> - biophysics |

USIS

## ELEMENT NO. 270

## ELEMENT: Joint specialization

MNEMONIC \& SPEJOI
ALIASES:

DESCRIPTION:The majority of students will likely have only one specialization or major field of study associated with the degree, diploma or certificate. This should be reported in element 260 and the code 99998 (not applicable) used for element 270. Please do not repeat the specialization reported in element 260.

For those students with two fields of study or specialization, please report the major specialization in element 260 and the minor specialization in element 270. If both specialization are equal in importance (i.e., a major-minor distinction cannot be made), then it does not matter which one is reported in 260 as long as the other one is reported in 270.

CODES: The specializtion codes are the same as those given on the preceeding pages for element 260

99998 - if student receives one degree, diploma or certificate.

