

## Post-degree Application Procedure – HRM Program

The priority list for enrollment in HRM courses<sup>1</sup> and corresponding timelines when students are eligible for enrollment is:

1. HRM students
2. Non-HRM students - McMaster graduate student<sup>2</sup>
3. Non-HRM students – Post Degree Studies applicant

Therefore, HRM students can enroll in a course at anytime, assuming they meet the prerequisites and there is space, but students from other graduate programs at McMaster University will have an opportunity to enroll in HRM courses **3 weeks before the class begins** (if there are spots available and they meet the prerequisites). Complete post-degree applications that have been received and approved before the deadline, will be processed **2 weeks before the class begins** (if there are spaces available and they meet the prerequisites).

<sup>1</sup> This priority list does not apply for the courses: HRM \*771, HRM \*772, HRM \*773 and HRM \*774. There are no guaranteed spaces in these courses for HRM in-course students. Registration in HRM \*771, HRM \*772, HRM \*773 and HRM \*774 is by permission of the Distance Education Coordinator.

<sup>2</sup>Please note that students from Departments that provide faculty tutors for HRM courses are not required to wait until three weeks before the class begins to enroll in HRM courses (unless all spots designated for the Department are filled). For example, Nursing Faculty contribute to the teaching of HRM \*721; therefore, there are spaces designated for Nursing graduate students and the 3 week timeline does not apply unless all Nursing spaces are already filled.

\*Denotes a one-term (half) course

### Post-degree Application Overview – HRM Program

OADGS-HS = Office of the Associate Dean of Graduate Studies – Health Sciences (MDCL-2235)  
 SGS = School of Graduate Studies

<b>HRM Courses (Excluding HRM *771, *772, *773, *774)</b>	<b>HRM Distance Education Courses (HRM *771, *772, *773, *774)</b>
<ul style="list-style-type: none"> <li>• Post-degree applicant completes online application, pays fee, obtains permissions and submits appending materials</li> <li>• HRM Students enroll in courses</li>   <li>• OADGS-HS adds applicant’s name to HRM waiting list</li> <li>• Non-HRM McMaster graduate students enroll in courses as spaces become available</li> <li>• Post-degree applicants are processed (if application is complete &amp; admission requirements and prerequisites met) as spaces become available</li> <li>• Post-degree applicant is informed that there is space available and that the application is being processed</li> <li>• Applicant receives notification from the SGS regarding the status of the application</li> </ul>	<ul style="list-style-type: none"> <li>• Post-degree applicant completes online application, pays fee, obtains permissions and submits appending materials</li> <li>• Post-degree applicants are processed (if application is complete &amp; admission requirements and prerequisites met) as spaces become available</li> <li>• Post-degree applicant is informed that there is space available and that the application is being processed</li> <li>• Applicant receives notification from the SGS regarding the status of the application</li> </ul>

## **Application Package**

A complete post-degree application package includes the following:

1. A complete online application submission (available at the School of Graduate Studies website: <https://gradapplication.mcmaster.ca/account/instructions.asp> - please create an account to login and complete the online application)
2. Appending materials:
  - \*Original transcripts or certified copies of original transcripts (International Students) sent directly to the Office of the Associate Dean of Graduate Studies – Health Sciences  
-Certificate of Degree (if degree is not indicated on transcript)
  - \* Curriculum Vitae
  - \* Proof of English language proficiency for non-native English speakers (i.e., TOEFL, MELAB, IELTS, etc)
  - \* Copy of Study Permit, Work Permit or confirmation of Permanent Residency Status (if not a Canadian Citizen) as noted on the application
3. Application Fee (\$100 payable to McMaster University by credit card or interac; if you pay by cheque, the fee is \$115 – please note that the fee is subject to change, non-refundable and covers post-degree applications submitted during one Academic year (beginning September 1)
4. Permissions (including permission from course coordinator, Assistant Dean-HRM, Associate Dean of Graduate Studies – Health Sciences)

## **Deadlines & Tips**

Please mail supporting material to the Office of the Associate Dean of Graduate Studies – Health Sciences (MDCL-2235) by:

<b>Deadlines for post-degree applications to HRM courses</b>		
<b>Term Course is Offered</b>	<b>Earliest Application Submission</b>	<b>Latest Application submission</b>
September (Term 1)	March 1 <sup>st</sup>	July 15 <sup>th</sup>
January (Term 2)	September 1 <sup>st</sup>	November 15 <sup>th</sup>
May (Term S)	January 1 <sup>st</sup>	March 15 <sup>th</sup>
July – HRM 721	January 1 <sup>st</sup>	May 15 <sup>th</sup>

\* To view course listings, check the course schedule on the HRM homepage:

<http://www.fhs.mcmaster.ca/grad/hrm/index.htm>

\* For further information re: HRM courses, please contact the HRM Administrative Assistant:

Kristine Bonnell, HRM Administrative Assistant

Tel: 905.525-9140 Ext. 26236

Fax: 905.577.0017

E-mail: [bonnek@mcmaster.ca](mailto:bonnek@mcmaster.ca)

\* For further information regarding the post-degree application, please contact:

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McMaster University – MDCL 2235

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