

Graduate Coordinator Meeting Fall 2017

Updates and Reminders

- Fall term Grad School closures
 - Friday, December 23

- Staffing Changes

Graduate Student Family Support

- Graduate Family GE: Kris Wright
(familyge@uoregon.edu)
- Graduate families listserv: gradstudentfamilies-join@lists.uoregon.edu
- Graduate Assistance Fund: graduate students are eligible for an additional qualifying event: childcare expenses during the first eighteen months of a child's life or adoption. For childcare expenditures for each of their children 18 months and younger, students may request up to \$575 for childcare support

Graduation Reminders

- Master's Graduation Process
 - Fall Term Statement of Completion deadline is Dec. 20.
 - Do not send statements until all department requirements have been met (grades, copy of final paper received by office, etc.)
- Thesis and Dissertation turn in deadline for Fall
 - Monday, December 5th
 - <https://gradschool.uoregon.edu/etd>

Reminders and Updates

- Concurrent degree declaration forms
 - The DGS or Department Head should be signing, not individual student's advisors.
 - Signatures, including student's should be hardcopy ink (scanned form ok).
- Concurrent degree program plans
 - All courses taken/planned must be assigned under one of the degrees (a course cannot be listed for both degrees)
 - Students must meet minimum Graduate School requirements for each degree using separate coursework

Dissertation Committees

- Submitting dissertation committees in GradWeb
 - Departments need to approve the committee composition before the committee is entered in GradWeb
 - Approval via an internal, department-specific committee approval form or electronically.
 - The department approval must be given by the DGS and/or Department Head. This approval should be kept in the student's file within the department.
 - After securing department approval, indicate approver(s) in GradWeb and enter committee information

Getting Ready to Graduate Thesis and Dissertation Presentation

- Students can access a pdf of the PowerPoint here:
 - <https://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/Getting%20Ready%20to%20Graduate.pdf>
- Let Kellie know if your department would like to coordinate a presentation for your students
- The presentation will be offered in the Spring for graduating students generally

Mandatory Graduate Employee Training

Thursday, January 11th, 1:00 - 5:00 p.m.

Crater Lakes, EMU

Saturday, January 20th, 9:00 - 1:00 p.m.

Cedar-Spruce, EMU

THE ROUND HOUSE

Discussion and Exhibit Tour



NEW YORK TIMES BESTSELLER

LOUISE ERDRICH

THE ROUND HOUSE

a novel

NATIONAL BOOK AWARD WINNER

"The novel showcases her extraordinary ability to delineate the ties of love, resentment, need, duty and sympathy that bind families together... a powerful novel."
—New York Times

**WEDNESDAY
NOVEMBER 29TH**

5:30 - 7:30 PM

JORDAN SCHNITZER
MUSEUM OF ART

* RSVP NOW * * APPETIZERS PROVIDED *

JOIN *the*
**UO GRADUATE SCHOOL
& JORDAN SCHNITZER
MUSEUM OF ART**

FOR A DISCUSSION
on the
NATIONAL BOOK AWARD WINNER
2017 UO COMMON READING SELECTION
THE ROUND HOUSE
BY LOUISE ERDICH

**"OPTIMAL DISCOMFORT FOR MAXIMAL
LEARNING"**

FEATURING THESE FACILITATORS:

KIRBY BROWN BRIAN KLOPOTEK LANI TEVES
ASSISTANT PROFESSOR OF ENGLISH ASSISTANT PROFESSOR OF ETHNIC STUDIES ASSISTANT PROFESSOR OF ETHNIC STUDIES

**A PRIVATE JSMA
EXHIBIT TOUR OF**

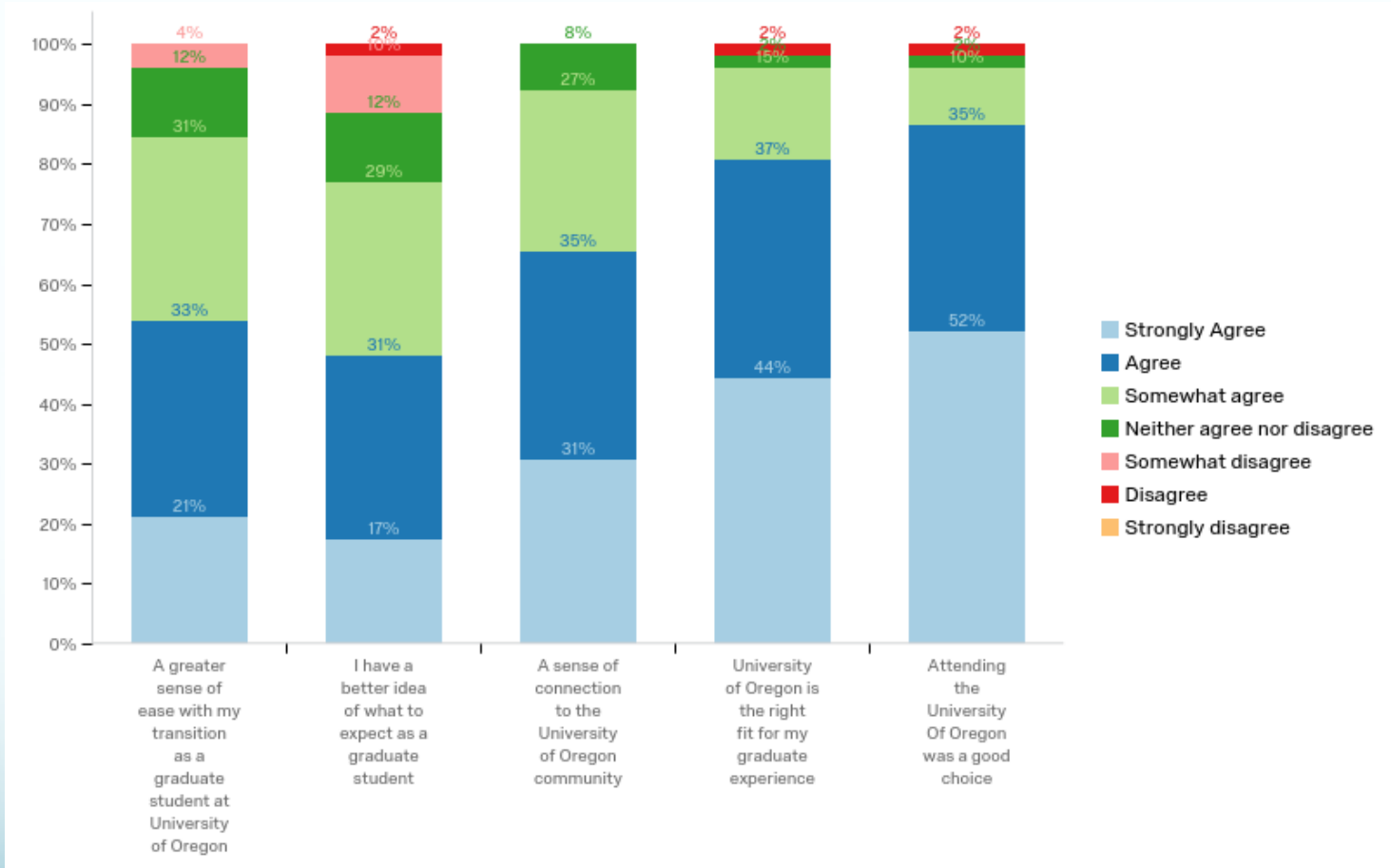
**"CONVERSATIONS IN THE ROUND HOUSE:
ROOTS, ROADS, & REMEMBRANCES"**

FEATURING THESE FACILITATORS:

CHERYL HARTUP DANIELLE KNAPP BETH ROBINSON
ASSOCIATE CURATOR OF ACADEMIC PROGRAMS JSMA ASSOCIATE CURATOR JSMA ART PREPARATOR-CONSERVATOR

Fall 2017 Orientation and Mandatory Training Assessment

“As a result of the New Graduate Student Orientation, I feel”....



Versatile PhD

The versatile **PhD**

PhDs go many places

Let us help you get there



Diversify your doctorate: Prepare for more than one future

LEARN

- Learn about careers for PhDs in your discipline
- Get help and support from a great community

CONNECT



- Connect with PhDs and ABDs thriving outside the academy
- See resumes & cover letters that got real PhDs real jobs

PLAN

YOU ARE VERSATILE!

Career Finder



 Non-Academic Careers for Humanities & Social Sciences	 Non-Academic Careers for STEM
Business	Biotechnology
Consulting	Conservation
E-Learning & Instructional Design	Consulting
Finance	Data Science & Software Development
Government	Entrepreneurship
Grant Writing	E-Learning & Instructional Design
Institutional Research	Finance
K-12 Education	Government
Law	Industry
Marketing	K-12 Education
Nonprofits	Marketing
Policy	Nonprofits
Program Evaluation	Patent Law
Publishing	Research Administration
Research Administration	Science & Medical Writing
Technology	Science Outreach
Translation	Science Policy
University Administration	Technology Commercialization
Writing & Editing	University Administration



Versatile PhD User Stats

Versatile PhD Usage Report

Cumulative: October 16, 2017 (Launch) through October 31, 2017

University of Oregon

Site Use

59 unique users, of whom

52 visited the VPhD site for a total of

66 logins.

40 were first-time users who registered in this reporting period.

30 of your users accessed PhD Career Finder content, and did so

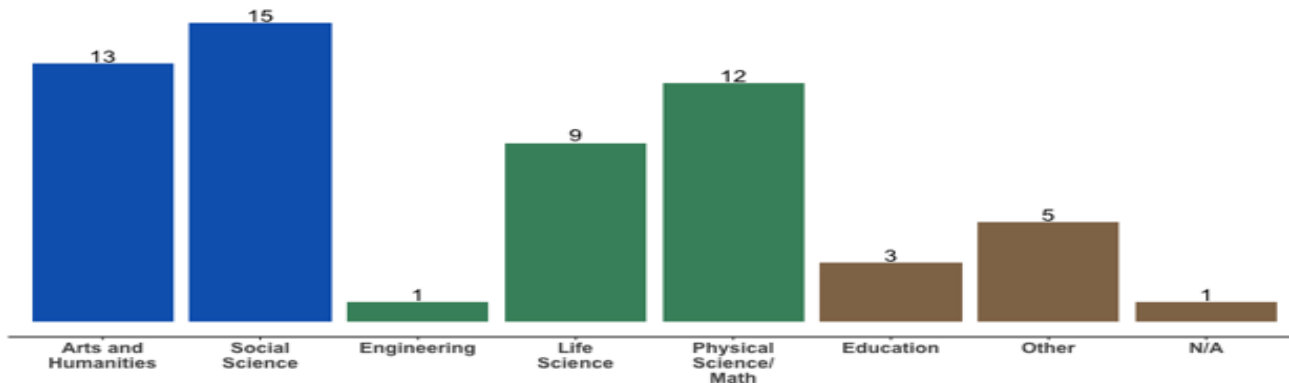
33 times.

General Disciplinary Distribution of Users

≈ 48% Humanities/Social Science

≈ 37% STEM

≈ 15% other categories



McNair and National Name Exchange List

- You should have received your lists...
- Questions?

Promising Scholar Awards

Graduate Employee (GE) Appointment: *REQUIRED Departmental Match* for 6 terms The department/program is responsible for providing the salary portion of the GE appointment for all corresponding terms.

Award of \$5,000

Option 1: Direct Student Award of \$5,000

OR

Option 2: Department Non-service Graduate Employee

The \$5,000 is given to the department/graduate program to offset payroll costs during the student's first year.

Two Grad Coordinators and Faculty Training Opportunities: Dec 5th, 1:30- and 3:00pm and Feb 2nd, 10:00 to 11:30am, location TBA

	<i>Nomination Deadline:</i>	<i>Notification by:</i>
Round 1	Friday, February 10, 2017	Wednesday, February 15, 2017
Round 2	Friday, March 10, 2017	Wednesday, March 15, 2017

Additional Awards and Funding

- Two Major Grad School Awards Deadlines:
 - Friday, February 17, 2017
 - Friday, April 28, 2017
- Applications open this week! Look for the email.

GradWeb

- GradWeb Development projects
 - Criminal & Disciplinary Questions for Admissions
 - <https://gradschool.uoregon.edu/conduct>
 - Preferred First Name
 - Student directory, emails regarding Doc Comms, Advancement, & Oral Defense
 - New Awards Module – ability to upload documents to students' award applications (LOR's, nominations, etc.)
- GradWeb department app – don't modify questions that already have data associated with them. Create new ones. New error message to help prevent this.
- GradWeb Checklist – a quick overview

Admissions Reminders

- Transcript Requirements
 - Transcripts required to Office of Admissions upon application (not after being admitted)
 - Electronic versions can be sent (from institution) to: registrar@uoregon.edu
- International Admissions Policies document
 - WES International Credential Advantage Package ([ICAP](#))
 - Credential evaluation that covers all transcript requirements: verified originals, translations, and degree equivalence
- Department offer letter
 - [CGS Resolution](#) required for funding offers (Monday, April 17)
 - All letters require statement about final UO admission

Admissions Reminders

- **Exchange Applicants Classification:** pre-masters or post-masters when not degree seeking
- Change of policy for the graduate admission “academic year” for purpose of application fee waiver: Summer 17 – Spring 18.
- Application fee waiver program:
<http://gradschool.uoregon.edu/applicationfeewaivers>
- Singularity/Imaging Access
 - [Singularity Request Form \(PDF\)](#)
 - [Office of the Registrar, Singularity Permissions Form \(PDF\)](#)

Graduate Employee Processing Updates

- GE Electronic Hiring System
 - Background and Overview
- December 19th- January 27th-Testing by identified partners
- January 30th-March 17th – User Testing (need volunteers)
- April 15th target go live date
- For Updates; <https://blogs.uoregon.edu/uoworkflowproject/project-updates/>

GE Hire Form Sample



UNIVERSITY OF OREGON

[Reset Student Info](#)

[Reset Form](#)

Payroll Request Form

Identification

UO ID Last Name First Name Middle Name Email Address

 Time Entry Org Department Major International New Graduate Employee Law Student

Job Detail

Job Change Reason: Summer Teaching
 Appt Dates: Other: Position: Fall FTE Monthly Salary
 Level: Tuition Code: Suffix: Winter
 Base Rate: \$ Job Location: (Outside Oregon) Spring
 Summer

Labor Distribution

	Index	Fund	Org	Pgm	Activity	%
1						
2						
3						
4						
5						
6						
7						
Total:						

Summer Teaching (if applicable)

Course Number: Assigned FTE:
 Class Start Date: Total Course Pay:
 Class End Date: Payable FTE:
 Credit Hours: Monthly Pay:

Actual Monthly Salary

	Reg Pay	Overload	Total
June			
July			
Aug			
Sept			
Total			

Submitter Info

Name Email Address

[Add / View Attachments](#)

[Submit](#)

Submitter Remarks

Submitter Signature

Date

Department Authorization

Name Email Address

[Approve](#)

[Revision Needed](#)

Department Remarks

Department Signature

Date

Grad School Authorization

Name Email Address

[Approve](#)

[Revision Needed](#)

Grad School Remarks

Grad School Signature

Date

International Graduate Student Insurance

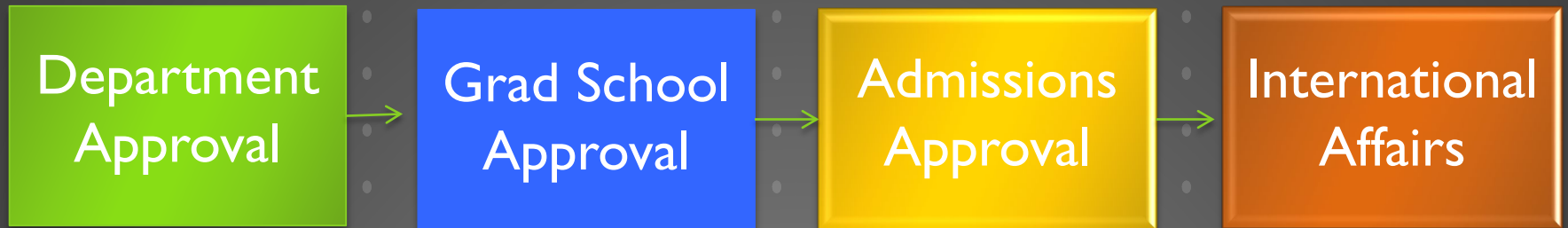
- Change for all International GE's who waive the Student Health Insurance to accept the GTFF Insurance plan.
 - All International GE's will have to waive the student insurance each term that they have a GE appointment.
 - The deadline for a winter waiver of the Student Health Insurance is January 18th.
 - Waiver request forms can be found at myUOhealth under the forms tab

International Admissions

- International Admissions Process
- Q&A with Graduate School, International Affairs and Office of Admissions

INTERNATIONAL GRADUATE ADMISSIONS

ADMISSIONS PROCESS FOR INTERNATIONAL STUDENTS



ADMISSIONS SUPPORT STAFF

▶ GRADUATE SCHOOL

- ▶ Courtney McIntyre - Admissions/Communications Manager

▶ ADMISSIONS

- ▶ Alayne Switzer - Sr. Assistant Director for Int'l Processing

- ▶ Chris Holman - International Evaluator (A thru L)

- ▶ Janny Lau - International Evaluator (M thru Z)

▶ INTERNATIONAL AFFAIRS

- ▶ Becky (Rebecca) Megerssa - SEVIS Coordinator

GRADUATE SCHOOL'S ROLE

- ▶ Evaluate final degree transcripts/certificates
- ▶ Verify English proficiency
 - ▶ TOEFL Paper 575
 - ▶ TOEFL Internet 88
 - ▶ IELTS 7.0
 - ▶ Exempt US, UK, Australia, Canada (except Quebec)

ADMISSIONS ROLE

- ▶ Post degrees in banner
 - ▶ Confirm equivalent to US bachelor's or master's degrees
- ▶ Verify evidence of financial resources
- ▶ Print UO letter of acceptance (3-pages with PAC)

INTERNATIONAL AFFAIRS' ROLE

- ▶ Notified of new admits by Admissions (only after financial resources have been verified)
- ▶ Determine if UO will sponsor for F1 visa, if student is transferring from another school, or if student has another immigration status (i.e. PR)
- ▶ Create I-20s for students outside the US
- ▶ Communicate transfer-in process for students in the US with valid I-20
- ▶ Assemble admit packets
- ▶ Email students about mailing options and pre-arrival checklist
 - ▶ Regular airmail – Admissions mails out (no cost to students, but takes longer)
 - ▶ Express mail – OIA mails out but student pre-pays
<https://study.eshipglobal.com>

EVIDENCE OF FINANCIAL RESOURCES

- ▶ US immigration requires evidence of financial support/funding equal to one year of estimated expenses
- ▶ Total estimated expenses 2016-17 is \$43,038
 - ▶ Higher estimated expense for Law, LLM, SPM
- ▶ Based on 9-16 credits in the College of Arts & Sciences
- ▶ Covers calendar year – Winter 2017 thru Fall 2017
- ▶ Required before I-20 can be issued and sent
- ▶ Evidence can include bank statements, scholarship letters, GTF contract, affidavit of support, loans/grants

DEPARTMENT FUNDING

- ▶ To speed things up...
- ▶ Email GTF contracts and scholarship letters directly to Admissions – uoglobal@uoregon.edu
- ▶ GTF contracts/letters – need to show monthly salary and period/terms of the contract
- ▶ Scholarship letters – need to show period of the award

PRE-ARRIVAL (FI STUDENTS ONLY)

- ▶ Pay \$200 SEVIS fee if issued new I-20
 - ▶ GEs can request reimbursement from Grad School
<http://gradschool.uoregon.edu/SEVIS-fee-reimbursement>
- ▶ Apply for F-1 visa or request transfer of I-20
- ▶ Arrive up to 30 days prior to I-20 program start date
 - ▶ Fall 2017 – September 13th
- ▶ Complete Pre-Arrival Checklist
<http://iss.uoregon.edu/incoming-students>

GRADUATE EMPLOYEES & SSN

- ▶ I-20 (SEVIS record) must be activated by SEVIS Coordinator before student can apply for SSN
- ▶ Student brings signed Social Security Verification Form to OIA
- ▶ SEVIS Coordinator verifies student's immigration status, signs SSVF and activates SEVIS record
- ▶ Student waits 5 days, then takes SSVF, passport, I-20 and I-94 (US arrival record) to the Social Security Administration office to apply for SSN

Thanks for coming!

- Make sure you signed the sign-in sheet