

Graduate Coordinator Meeting Winter 2018

Jered Nagel – Assistant Dean of Academic Affairs

Lisa Howard – Director of Finance and Administration

Hannah Schneider-Lynch – Admissions and Recruitment Manager

Grad School Staff Updates

- Jered Nagel, Assistant Dean of Academic Affairs
 - Academic and GE policies, petitions for exception, curricular changes, awards administration, GradWeb oversight, dad jokes
- Tori Byington, Assistant Dean of Professional Development and Student Opportunities
 - Professional development for graduate students, funding, Promising Scholar Awards, Raymund Fellowships, communications, orientation, Grad Research Forum
- Lisa Howard, Director of Finance and Administration
 - GE employment & insurance issues, financial administration of awards, budget matters
- Hannah Schneider-Lynch, Admissions & Recruitment Manager
 - Admissions policy, online application management, recruitment support
- Katie Holder, Academic Affairs & Admissions Specialist
 - International admissions, doctoral processes
- Event Coordinator position is open

Graduation Reminders

- Thesis/Dissertation
 - Monday, March 19 – Winter deadline for uploading
 - Monday, June 11 – Spring deadline for uploading
 - Let us know if you want to be cc'd on the thesis/dissertation approval email from the Graduate School
 - Reminder: No longer drop in hours for formatting review, students should review the style manual and templates on the Graduate School website
- Graduation Processing
 - If viewing transcripts in DuckWeb be careful to notice the matriculation term for the major and classification (not counting CEP or post-bacc work)



Graduation Reminders

- For Spring term graduates
 - [Content and Style Request Form](#) -- Spring term graduating students should get this in by the end of Winter term
 - Complete if using previously published or co-authored material or journal style format
 - Specialization Declaration forms
 - Concurrent Degree Program Plan forms
- Master's students do not have GradWeb accounts
 - They must apply to graduate using the master's link listed on the Getting Ready to Graduate page on the GS website:
 - <https://gradschool.uoregon.edu/node/152>

Getting Ready to Graduate

- Students can access a pdf PowerPoint here:
 - <https://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/Getting%20Ready%20to%20Graduate.pdf>
- Let Jered know if your department would like to coordinate a presentation for your students

GE Things to Consider

- Salary Rates for 2018/19
- Reminder: labor distribution changes are not processed through DuckDocs. Paper forms can go directly to payroll.
- Budgeting for GE costs
- Research GEs
 - Dissertation fellows, PSA option #2's, OHC dissertation fellows
- First Year Fellows and Raymund Fellows are not GEs

First Year Fellows Reminders

- Salary equivalent to a first year GE in the department at the appropriate level – disbursed quarterly through student billing
- Tuition and fees are covered
- UO student insurance – not GTFF insurance
- No GE appointments allowed
- Raymunds: same as above, except salary

Additional Awards and Funding

- Grad School Awards Deadlines:
 - Friday, April 27, 2018
 - Julie & Rocky Dixon Graduate Student Innovation Award
 - Oregon Sylff Graduate Fellowships for International Research (nomination required)
 - Margaret Wiese Graduate Research Award
 - Late June (exact date TBD)
 - Kimble First-Year Teaching Award

Admissions Reminders

- Admission turnaround time
 - Ten business days from date department recommends for admission in GradWeb
- Admission Status:
 - Online Apps > Decisions > Admitted
 - Not Yet Processed
 - Pending List – More Documentation/information Required
 - Shows the Reason
 - Graduate School Approval Provided for Decision Type: Admitted

Admissions Reminders

- Singularity/Imaging Access
 - [Singularity Request Form \(PDF\)](#)
 - [Office of the Registrar, Singularity Permissions Form \(PDF\)](#)
- Fee Waivers
- 2019-2020 Departmental deadline considerations (no weekends/holidays)

Admission Offer Letters

1. CGS Resolution required for funding offers (Monday, April 16)
2. All letters require statement about final UO admission
3. Include the following elements related to your funding offer, especially for international graduate offers of admission. By including this information, the offer letter can be used by the Office of Admission as proof of financial resources. Include:
 - A paragraph indicating the timeframe of the year – a reference to the academic year is sufficient.
 - Indication of the monthly stipend and base rate.

Admissions Announcement

Beginning February 6th, 2018, the Graduate School will consider three-year Bachelor's degrees from India to be equivalent to a regionally accredited four year U.S. Bachelor's degree, *without requiring an external credential evaluation*, if the degree is:

- **Awarded in the First Division**

AND

- **Awarded by an NAAC Grade “A” accredited university.**

Discussion Items

- Which BANNER screens are helpful to Grad Coordinators?
- Questions for us?

Thanks for coming!

- Make sure you signed the sign-in sheet