

GRADUATE SCHOOL

Essential Information for New Graduate Coordinators

Graduate Coordinators' role:

- *Points of Contact for:*
 - Prospective students, newly admitted and enrolled students
 - Graduate faculty
 - Graduate School staff

- *Liaisons and Ambassadors*
 - Communicate Graduate School policies to department
 - Communicate departmental issues/concerns to Graduate School
 - Serve as liaison for any necessary policy exceptions
 - Facilitate various funding award competitions

- *Champions*
 - Advocate for graduate education
 - Be attentive to student progress and well being

THANK YOU FOR YOUR WILLINGNESS TO SERVE!

WE ARE HERE TO HELP YOU AND YOUR STUDENTS SUCCEED!

WHO WE ARE, WHAT WE DO:

Graduate School Roles and Responsibilities

Person, Role	Areas of Responsibility	Contact Information
Dr. Suzanne Barbour Dean	<i>Leadership:</i> -Provides vision for graduate education at UGA -Advocates for issues relevant to graduate education at local, state and national levels -Enacts and upholds policies set by the Graduate Program Faculty	706-542-6392 graddean@uga.edu
		Robin Bingham (Dean's Office) 706-542-6392 rbingham@uga.edu
Dr. Ron Walcott Associate Dean	<i>Chief of Operations:</i> - Graduate Student Services <ul style="list-style-type: none"> • Graduate Admissions • Enrolled Student Services - GS IT support	706-542-6394 rwalcott@uga.edu
	<i>Faculty Relations/Student Affairs:</i> - Handles issues related to graduate students/programs in consultation with graduate coordinators/program administrators - Handles requests for extension of time and exemptions to GS policies -Liaison with Legal Affairs/EEO	Kristin Lawrence (Dean's Office) 706-542-6394 krabney@uga.edu
	<i>Program Management:</i> - Graduate Council committees <ul style="list-style-type: none"> • Program (proposal review process) • Appeals • Curriculum <i>Student Funding:</i> - Regents out-of-state tuition waivers for domestic students (<u>OGE handles international</u>) <i>Compliance:</i> - SACSCOC, USG	
Judy Milton Assistant Dean	<i>Professional Development:</i> - Implements and coordinates graduate professional development opportunities, seminars and workshops with	706-542-6086 jmilton@uga.edu

	<p>other units on campus</p> <ul style="list-style-type: none"> - Graduate School Teaching Portfolio - Interdisciplinary Certificate in University Teaching - SoTL Graduate Learning Communities - Emerging Leaders Program - Center for the Integration of Research, Teaching & Learning (CIRTL) programs - Graduate Writing Support - Graduate School Orientation <p><i>Mentoring:</i></p> <ul style="list-style-type: none"> - Graduate Mentoring Academy - Coordination of mentor training opportunities <p><i>Communications:</i></p> <ul style="list-style-type: none"> - Graduate student communications - Graduate Student Spotlights - Website <p><i>Awards:</i></p> <ul style="list-style-type: none"> - Excellence in Research by Graduate Students - Excellence in Teaching Awards (with CTL) - Outstanding Graduate Mentoring Awards - Summer Doctoral Research Fellowships - Summer Research Travel Grants - Fulbright-Hays Fellowships 	
<p>Cheri Bliss Senior Director, Graduate Student Services</p>	<p><i>Supervises Graduate Student Services operations and staff</i></p> <p><i>Other Duties:</i></p> <ul style="list-style-type: none"> -Admissions <ul style="list-style-type: none"> • Maintains/updates online application • Manages department access to NOLIJ Web • Provides NOLIJ Web training to new departmental users -Enrolled Students: <ul style="list-style-type: none"> • Processes leave of absence requests 	<p>706-542-6049 cbliss@uga.edu</p>

	<ul style="list-style-type: none"> Processes deadline extension requests Graduate Commencement committee and ceremony 	
Tonia Austin Brown Senior Director, Business Services	<p><i>Supervises the operations of the Graduate School Business Office</i></p> <p><i>Duties:</i></p> <ul style="list-style-type: none"> -Processes personnels and oversees payroll for students on a Graduate School Assistantship. -Handles HR needs for the Graduate School -Accounts payables/receivables -Oversees NSF GRFP grants -Monitors waiver codes for students on assistantship -Works with departments regarding policies related to graduate assistantships -Serves as liaison for departments regarding financial, HR and audit matters <p><i>Workshops On-Campus</i></p> <ul style="list-style-type: none"> -<i>Things to Know</i> workshop for new financial staff on campus, -Voluntary Incentive Program (VIP) <p><i>Student Funding:</i></p> <ul style="list-style-type: none"> -Graduate School Domestic Travel Funding Awards 	706-542-6269 teabrown@uga.edu
Dr. Lisa Sperling Senior Director, Recruitment & Diversity Initiatives	<p><i>Recruitment:</i></p> <ul style="list-style-type: none"> - On-campus programs <ul style="list-style-type: none"> • Preparing for Graduate School (UGA undergrads) (<i>Fall</i>) • Fall Campus Visit (<i>Fall</i>) • Accepted Students Day (<i>Spring</i>) • Information sessions and presentations - Off-campus recruitment fairs 	706-542-6413 sperling@uga.edu
	<p><i>Diversity Initiatives:</i></p> <ul style="list-style-type: none"> - Application fee waivers - On-campus recruitment events <ul style="list-style-type: none"> • Grad School 101 	

	<ul style="list-style-type: none"> • Funding Grad School 101 • Preparing Diverse Populations for Graduate Admissions • Future Scholars Visitation Program <p>-Off-campus recruitment events</p> <ul style="list-style-type: none"> • ABRCMS, SACNAS, GEM, and HBCU graduate recruitment fairs <p>- Retention programs</p> <ul style="list-style-type: none"> • Gateway to Graduate School Bridge Program • Feeder Program and Assistantship • Graduate Financial Education workshops <p>- Merit-based assistantships (SREB)</p>	
	<p><i>Support for Departments:</i></p> <p>- Recruitment Enhancement Grants</p> <p>- Strategic recruitment planning & goal setting</p> <ul style="list-style-type: none"> • Strategic recruitment emails (CRM) • Present workshops for departmental recruitment events • Recruitment packets and marketing tokens 	
	<p><i>Data Reports:</i></p> <p>- Provide data for Council of Graduate Schools</p>	
<p>Dr. Meredith Welch-Devine Director, Interdisciplinary Graduate Studies</p>	<p><i>Faculty initiatives:</i></p> <p>- Interdisciplinary degree/certificate programs</p> <ul style="list-style-type: none"> • Helps with team formation • Assists in navigating proposal process <p>- Training grant proposals (e.g., NSF NRT, NIH T32)</p> <ul style="list-style-type: none"> • Reviews proposals in development • Assists with development of novel training approaches, broader impacts and 	<p>706-542-6002 mwdevine@uga.edu</p>

	dissemination methods	
	<i>Enhancement of interdisciplinary communication skills:</i> - Three Minute Thesis competition - GRSC 8200: Communicating Research and Scholarship - Development and delivery of research communication modules as components for training grant applications	
	<i>Student Funding:</i> - IIRG awards - Communicating Research and Scholarship	
Andrew Crain, Director, Experiential Professional Development	- Supporting graduate student career development in industry, government, and non-profit fields - Programs include traditional workshops as well as company site visits, internships, job simulations, and alumni/employer panels.	706-542-6298 Acrain@uga.edu
Andrey Dub IT Director	- Office computers, printers, scanner, A/V equipment, etc. - User support and training Solutions design and implementation - Integrations with other enterprise systems and data providers (Content 7, Data Transfer, CollegeNET, Argos, Banner, EngineeringCAS, etc.) <i>Products/Services</i> - Grad Status web portal - UGADAWGS web portal - Argos - Content 7	706-542-6418 adub@uga.edu

THINGS YOU'LL NEED TO KNOW ABOUT...

ADMISSIONS

Graduate Admissions information and deadlines are posted on our website:

<http://grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/>

<http://grad.uga.edu/index.php/prospective-students/student-information/admissions-bulletin/deadlines/admissions-deadlines/>

Your program web page should state your application deadlines BEFORE you provide a link to the Graduate School admissions site.

Graduate Admissions Electronic Systems

A. Online application system (CollegeNET):

Used by applicants and Graduate Admissions.

B. NOLIJ Web (document imaging system):

1. Used by Graduate Admissions as follows:

- a. Scan and store all documents related to an applicant file (application, Letters of Reference (LOR), statement of purpose, resume, transcripts).
- b. Workflow management: Process recommendations for acceptance and denial.

2. Used by Departments as follows:

- a. Scan and store departmental supplemental requirements.
- b. View application materials received by the Graduate Admissions office.
- c. Submit departmental recommendation for acceptance, denial or cancel.

C. Grad Status: Graduate School system used by applicants to check current status.

D. Banner student information system: Used by Graduate Admissions for official record of admissions, applications and decisions. Departments **WILL NOT** use Banner for graduate admissions processing.

Life Cycle of a Graduate Application

- A. Day 1: Applicant submits application online to CollegeNET.
- B. Day 2 AM: Online applications downloaded and transferred into Banner and NOLIJ Web. Email sent to the applicant from EITS with information on setting up MyID. MyID is required to login to Grad Status to check the processing of the application.
- C. Day 2 PM: Graduate School admissions counselor reviews electronic files for transcripts that may have arrived before the application.
- D. Graduate Admissions continues to update the applicant file as documents arrive.
- E. When all Graduate School requirements are complete, the applicant's status will appear as 'complete' in NOLIJ Web.
- F. Department users can update departmental supplemental requirements and add comments to the file.
- G. Department user submits recommendation for 'acceptance' or 'denial' or 'cancel' in NOLIJ Web.
- H. List of admissions recommendations is generated daily from previous day's activities. For 'acceptances,' Graduate Admissions staff will review the electronic file for

completeness and minimum standards. Final acceptance decision will be made by Graduate Admissions. Official decision letters will be sent to applicant and a copy will be scanned into NOLIJ Web.

Additional Steps for International Applications

- A. Accepted international applicants must submit proof of funding to the Office of International Education.
- B. Once a department makes a recommendation for admission and the Graduate Admissions verifies previous academic credentials, the accepted international applicant will be sent an email with information on how to submit proof of funding and request an I-20 or DS-2019 from the Office of International Education.
- C. If an international applicant has been offered an assistantship, the department must submit a copy of the offer letter to the Office of International Education.
- D. Once the applicant submits sufficient proof of funding, an acceptance packet including the acceptance letter and visa documents will be sent to the applicant.

THINGS YOU'LL NEED KNOW ABOUT...

ENROLLED STUDENTS

Graduate Coordinators are expected to:

- A. Inform:
 1. Students about degree requirements, deadlines, departmental and Graduate School policies.
 2. Departmental faculty about Graduate School requirements.
- B. Report:
 1. Student degree progress by signing forms and announcing comprehensive and final defense exam dates/times (see below).
 2. Student completion of degree requirements.
 3. Student dismissals
- C. Encourage:
 1. Students to be proactive and independent. They should not depend on you or your assistant to fill out and submit forms that are their responsibility. This invariably leads students into trouble when someone in the department is sick, on vacation, too busy, etc.

Registration:

- A. **Enrollment Policy.** All enrolled students must register for a minimum of 3 credits in at least two semesters per academic year (fall, spring, summer) until the degree is attained or status as a degree-seeking student is terminated.
 1. Doctoral students who have advanced to candidacy and thesis-writing master's students who have satisfactorily completed all required courses (exclusive of 7000 and 7300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate.
 2. Doctoral students must maintain enrollment during Fall and Spring semesters (breaking only for summer) until the residency requirement has been met.

3. UGA employees pursuing graduate degrees under TAP and students in non-degree status are exempt from this continuous enrollment policy.
- B. **Students must be registered** when using University resources. If a preliminary exam, a thesis or dissertation defense, or a final comprehensive exam is held when the student is not enrolled for credit, it will not be accepted by the Graduate School.
- C. **Communications: MY ID and Student Listserv:**
 1. Students must check their **MyID@uga.edu** email account – this is the University’s official means of contacting them. The Bursar’s Office and the Registrar’s Office send emails regarding registration changes and student accounts by this means. If your students use an email address that is specific to your department (example: studentname@coe.uga.edu, studentname@physast.uga.edu) or their favorite email provider (Gmail, Hotmail, etc.), please make sure they know to forward their uga.edu mail to their preferred email address.
 2. The Graduate School contacts students via a listserv using the uga.edu address to remind them of deadlines, provide information about seminars, and share other pertinent news. You can see what’s been sent to students by checking the Graduate Student Listserv Archives: <https://listserv.uga.edu/cgi-bin/wa?A0=GRAD-SCHOOL>
 3. Students are not excused from meeting deadlines because they “didn’t get the email.” Reminders about deadlines are sent as a courtesy only – students are expected to comply with deadlines on our Web site without reminders. If the application for graduation, advisory committee form (thesis-writing only) or program of study are late, the student has an additional grace period during which they can submit these with a \$50 late fee and the Late Filing Form in order to graduate in the current semester.

Degree Progress, Comprehensive Exam, Final Defense Forms

- A. Most forms are available on <http://grad.uga.edu/index.php/current-students/forms/>
- B. **Deadlines are firm** – they are posted on our website for one year in advance and students receive reminders at the beginning of each term via the Graduate Student Listserv (see archive at <https://listserv.uga.edu/cgi-bin/wa?A0=GRAD-SCHOOL>)
- D. **Correct order of submission of forms:**
 1. **Advisory Committee form:** must be submitted to and approved by the Graduate School prior to submission of the program of study form for the thesis MA, thesis MS, PhD, EdD, DMA and DrPH degrees.
 2. **Final Doctoral Program of Study form:** must be submitted to the Graduate School before announcement of the oral comprehensive exam.
- E. **Announcement of doctoral oral comprehensive exams and final defense of dissertations:** <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/scheduling-oral-comps-dissertation-defenses/>
 1. Notification must come from the graduate coordinator’s office two weeks prior to the exam or defense (use the link on the Graduate School website under faculty).
 2. The exams are announced by the Graduate School on the Web so that other members of the academic community may attend.
 3. The Report Form for written and oral comprehensive exams will be mailed to you after we have processed your announcement. We will check the following before mailing it:
 - i. Student is registered
 - ii. Advisory Committee has been approved by the Graduate School

- iii. Final Doctoral Program of Study has been approved by the Graduate School
- iv. Residence requirement has been met
- 4. The Approval Form for Final Defense of the Dissertation can be printed from the Graduate School website. It must be accompanied by the Electronic Thesis and Dissertation Submission Approval Form. We will check the following:
 - i. Student is registered
 - ii. Committee corresponds with approved advisory committee on file.
 - iii. Student has completed 10 hours of credit after admission to candidacy
- E. When we receive **incorrect or incomplete forms**, they will usually be returned to you.

Degree Completion, Graduation and Commencement

- A. **Students must be registered** for a minimum of 3 hours during the semester they complete degree requirements. If a student pursuing a non-thesis degree has completed all required courses and needs to take an exam or to finish work for an incomplete grade in the final semester, they must register for credit. **GRSC 9270** is a 'completer' course created specifically for this purpose. Students should **NOT** register for the same course again to resolve an incomplete grade. Please contact gradinfo@uga.edu to request that a student be placed on the access list for GRSC 9270. A reason must accompany this request.
- B. **Students must apply for graduation. If a student applies for graduation and a review of their record indicates that they are short of degree requirements** for graduation, your office will be contacted. If we find it necessary to actually move a student's file to a later graduation date, an email stating the reason for the move will be sent to the student and to your office.
- C. Graduate students **CANNOT** participate in commencement ceremonies if they have not completed degree requirements. This includes students who plan to finish during summer semester when no ceremony will be held.
- D. **Doctoral commencement program information**
 - 1. There is a form on our website that must be completed and submitted electronically by the student. The deadline for submitting this form is included in the list of semester deadlines. If we do not receive it by the deadline, the student's name will not appear in the program.
 - 2. If the student is unavailable, this can be submitted using the same method by the major professor, graduate coordinator or graduate coordinator's assistant.
 - 3. If the student's name is not listed in the program, they can still participate in the hooding ceremony and their name will still be called.
 - 4. Master's and Education Specialist names are pulled by the registrar from the graduation rosters in Banner.

THINGS YOU'LL NEED TO KNOW ABOUT...

Assistantships and Tuition Waivers

- A. The **Graduate School Business Office** monitors student tuition exemption waiver codes for students who are on an assistantship. With an exemption code, a student

- pays a reduced matriculation fee of \$25 and required administrative fees. **Contact: Graduate School Business Office Staff, gsfinanc@uga.edu**
- B. Emails requesting names of students who will be on a departmental assistantship will be sent to graduate coordinators and business administrators three times a year (fall, spring, & summer). The students' information should be uploaded into Grad Status (<https://gradstatus.uga.edu/>) by the departmental representative. Instructions to access Grad Status is located at <http://research.uga.edu/docs/spguide/vip-program/Waiver-Request-System.pdf>
- C. Requests to change or add exemption codes should also be done in Grad Status.
- D. Registration requirement:** Students must be enrolled for at least **12 graduate** credit hours for fall and spring and **9 graduate** credit hours for summer. Professional programs, audited courses and undergraduate credit hours do not qualify for a tuition waiver. During the registration period, reminder emails are sent to students and departments notifying them of this requirement.
- E. Students must work at least 13 (33%) hours, but no more than 20 (50%) hours per week. In addition, students must be on payroll for at least 60% of the semester. **At no time can a student be on UGA payroll for more than 50% time while on a graduate assistantship.** At the beginning of each Fall and Spring semester an email will be sent out from the Graduate School Business Office detailing the exact number of days and time periods that correspond to 60% time.
- F. Effective July 1, 2019 graduate students can only be paid on monthly payroll. Academic payroll is no longer available for graduate students.
- G. If a student is out of compliance, the GS Business Office will notify the graduate coordinator, the department business manager, and the student that the tuition exemption code is being removed due to non-compliance.
- H. All departments must use the graduate assistantship offer letter templates when making an assistantship offer to new and returning students. Templates are located on the Graduate School website at <https://gradweb01.cc.uga.edu/index.php/faculty-and-staff/assistantship-templates/>
- I. All questions regarding students receiving Graduate School-funded assistantship awards (Presidential Fellows, Graduate School Research Assistantship, Doctoral Completion Awards) should contact the Graduate School Business Office Staff (gsfinanc@uga.edu)
- J. Beginning in fall 2016, all new students supported by a Graduate School-funded assistantship or fellowship will be required to complete training in responsible conduct in research (RCR) before the end of their first year. The Graduate School offers GRSC 8550 for this purpose. Departments may use courses within their department to meet this requirement. Completion of this training should be documented on the Satisfactory Progress verification form and **is required** for continuation of funding.
- K. **For assistantships awarded by departments but funded by the Graduate School (e.g, GSRA):**
1. Beginning fall 2019, funding will be transferred to the awarded department.
 2. Departments are responsible for creating a seat in OneUSG Connect for the awarded student and verifying their payroll.

Graduate Student Travel Awards

Awards for domestic travel are made by the Graduate School Business Office. Find additional information at: <http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>. For more information contact: Sabrina Hardison, 706-542-6244, sabrinah@uga.edu.

THINGS YOU'LL NEED TO KNOW ABOUT...

Experiential Professional Development

- A. xPD events are advertised on the Graduate School calendar as well as through the Career Center
- B. Students and graduate coordinators will also receive regular newsletters and promotions for upcoming events
- C. There is a dedicated Twitter feed for this area [@UGAGradCareers](#)
- D. Most of our events are open to postdocs as well; We are also open to doing trainings or events for faculty or combined groups of faculty/staff/students
- E. We offer a variety of events throughout the year – but some of our most successful programs are developed by request from an interested group of students or faculty
- F. For more information:
 - i. Contact Andrew or visit <https://gradweb01.cc.uga.edu/index.php/current-students/professional-development/experiential-professional-development/>

TOOLS FOR SUCCESS...

Please familiarize yourself with the following items:

- A. *Graduate School Website:* <http://grad.uga.edu>
 - 1. Under “Future Students” you will find a list to current academic programs. This list includes a brief description of your program and your email contact. If changes need to be made, contact Cheri Bliss at gradoff@uga.edu
 - 2. Everything related to student degree progress after they have enrolled can be accessed from the “Current Students” menu.
 - 3. The “Faculty & Staff” menu links to the Graduate Coordinator’s Handbook, Graduate Council agenda, minutes, member info and meeting dates, and listserv archives.
- B. *Grad Coordinators link:* <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/>
- C. *Coordinator’s Handbook* (Policies, procedures from admission through graduation): <https://grad.uga.edu/wp-content/uploads/2016/11/handbook.pdf>
- D. *Graduate Bulletin* (Continuous Enrollment Policy, Leave of Absence, Extensions): <http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>
- E. *Departmental Graduate Handbook (if you don’t have one, you should create one immediately):*
 - 1. Updated and customized for your program

2. Post on your website for students and faculty
3. Should include detailed expectations on
 - i. scholarship, research, professional standards
 - ii. awarding/continuation of assistantships (RA, TA)
 - iii. satisfactory progress, annual reviews
 - iv. detailed policy for comprehensive exam procedures/retakes (if applicable)
 - v. detailed policy for dismissal and appeals processes

For Questions about....

- Specific students, deadlines, forms, enrollment contact us at gradinfo@uga.edu or call 706-542-6300.
- Policies and exceptions to policies contact Cheri Bliss, Director gradoff@uga.edu or call 706-542-6300.

Assistantship Competitions....

To nominate and review Presidential Fellows and Graduate School scholarships, please use the following link: <https://gradstatus.uga.edu/>

FINAL THOUGHTS

The most effective graduate coordinators are those who make an effort to be involved with their students and stay up-to-date on policies and procedures.

It is extremely important that your prospective and current students can identify a faculty member as the official point of contact for your program. Your coordinator assistants are invaluable resources, but they should not be expected to take your place.

We want you to be successful. So, don't hesitate to ask for clarifications or recommend suggestions, as we are continually seeking to improve our services.