Welcome to the Graduate School’s…

Staff Training

Currently serving 1100+ Graduate Students
Graduate School Staff

- Dr. John Eichelberger, Dean
- Laura Bender, Director x7319
- Shelly Baumann (A-K), Coordinator x7464
- Juan Goula (L-Z), Coordinator x5960
- Christy Hollibone, Coordinator x7464
Our office is located in 202 Eielson
Come and visit!

(Our mailbox is located in the 3rd floor Signers’ mailroom.)
Our New Email Address

uaf-grad-school@alaska.edu
Today’s Agenda

- Opening comments
- Kara Cleveland, Office of Admissions & Registrar’s
- Admissions process after it reaches the Graduate School
- Graduate students and their first year
- Contract letters, graduate health insurance, drop/swap,
- Leave of absence vs. reinstatement.
- Web site, forms, thesis submission & graduation
- Closing comments and questions
What is the Graduate School?

The Graduate School promotes the quality and productivity of graduate education, working with faculty and staff to serve the needs of our graduate students.
Who are our students as of fall 2012?

- 58 Graduate Licensure Students
  - 42 Women, 16 Men
- 691 Master Degree Students
  - 418 Women, 273 Men
- 356 Doctoral Students
  - 202 Women, 154 Men
- Interdisciplinary Students
  - 16 Master’s, 60 Ph.D.
What Do We Really Do?

- We handle a lot of paperwork!

- All application decisions are approved by the Graduate Dean after the departmental review process has occurred.

- Most graduate student forms are approved by the Dean and filed in the Graduate School.
We review all theses and dissertations for correct format.

We coordinate workshops
  – Thesis Formatting Workshop
  – New Student Orientation

We post all tuition and fee payment awards (RA, TA, Fellowships, etc) to student’s account during fee payment. (This fall we posted 535 tuition awards.)
There’s more:

- We provide statistics on graduate students for departments and UAF administration.
- We track all Research Assistantships, Teaching Assistantship, and Fellowships.
- We find outside examiners for Ph.D. students (required for all Ph.D. oral comprehensive exams and dissertation defenses).
Office of Admissions and the Registrar

Kara Cleveland
x5526
kgcleveland@alaska.edu
International Programs and Initiatives

Carol Holz

X7677

cmholz@alaska.edu
Now What Happens?

- GARF to the Graduate School
- Dean approves (or not…)
- Scanned into OnBase
- Admissions sends appropriate correspondence.
Student Status

- Temporary Leave of Absence
  - If a student needs to temporarily suspend studies, they must submit an approved “Leave of Absence” form to the Graduate School.

- Reinstatement into Graduate Program
  - If a student has not been registered they can apply for reinstatement into their program.

- Good standing
  - A graduate student must be registered in six 400 and/or 600 level credits per academic year (fall, spring, summer)
Graduate School Website

www.uaf.edu/gradsch/
The first year:

- During the first semester the student should file an Appointment of Committee form.

- By the end of the first year they should file a Graduate Study Plan.

- To remain in good standing an “Annual Report” is to be on file EVERY year by May 15th.
Forms: How to find them?

For student forms:
Gradschool > Forms > (pick one from the list)
The second year and beyond:

- Report on Comprehensive Exam
- Advancement to Candidacy
- Graduate Petition Form
- Format check of thesis
- Student cleared to graduate
Forms for the use of Faculty and Staff:

Gradschool > Faculty and Staff > Forms – Faculty and Staff
Check your forms!

All current/updated forms are on the Graduate School website.

If your department has older forms, please replace them.
Deadlines: How to find them?

Gradschool > Calendar and Deadlines > Dates & Deadlines

Note: Departments and Deans might have earlier deadlines than the Graduate School

Also note the different Application for Graduation Deadline. Late deadline is one month later + $30.00 more
Forms for students that are graduating:

Gradschool > Current Students > Ready to Graduate?

Differences between Thesis and Project students.
The Outside Examiner - Who needs one and when?

Gradsch > Forms >
Request for an Outside Examiner

Date/Time/Location Requirements
New This Year: The Exit Survey

All students must complete it.

Gradsch > Current Students > Ready to Graduate? > Graduating Student Exit Survey
List-servers

Graduate Coordinators

GradCoordinators-L@lists.uaf.edu

Graduate Students

GradSchool-L@lists.uaf.edu
RA and TA tuition awards will not cover audited courses…..ever!

They will not cover recreation courses, or other courses that do not pertain directly to the degree.

Deficiency courses may be covered if written approval from the major professor accompanies the RA/TA letter at the time the tuition award is posted to the student’s account.

The Graduate School (not the UAF Business Office) posts the tuition award to each student’s account.
Graduate Health Insurance

- Eligibility
- Fall and Spring/Summer only
- Graduate Insurance submittal date
- Claim Questions: Margaret Kellogg
  - mekellogg@alaska.edu  x7043
- Policy Renewal
- www.uhcsr.com
OnBase Help

Crystal Goula
x2732
cagoula@alaska.edu
Your Questions and Comments