

# Summer 2019 Grad Coordinator Meeting



**Jered Nagel**, Assistant  
Dean of Academic Affairs

**Lisa Howard**, Director of  
Finance and Administration

**Hannah Schneider-Lynch**,  
Admissions and  
Recruitment Manager



UNIVERSITY OF  
OREGON

Graduate School

# Staffing Updates

**Director of Diversity and  
Inclusion:**

Dr. Padma Akkaraju

Start date: September 3, 2019

**Assistant Dean of  
Professional Development  
and Student Opportunities:**

Dr. Tori Byington

Currently on leave



# GE Updates



# DuckDocs and Payroll Updates

- DuckDocs service issue on Tuesday Aug 6.  
Check submissions:
  - BA-Payroll View Only
    - check by individual student
    - can filter by department and contract date and see all submissions
- \*\* Follow-up email with filtering instructions
- Migration to OnBase – October
  - Reviewing pain points
  - New level 2 support documentation requirements under consideration
  - Improved user documentation and training videos

# DuckDocs and Payroll Updates

- Accepting Notice of Appointments
  - NOA is accessed in DuckWeb
  - Accepting it serves as an electronic signature for the info releases and terms of the appointment; formal issuance of offer, 10 day rescission period
    - Reviewing possible improvements in this process
  - It is not tied to payroll
    - Any pay changes need to go to go through DuckDocs
- Terminations
  - Notify Keri asap to prevent overpayment and submit job record ends through DuckDocs

# DuckDocs and Payroll Updates

- Changes in salary for 19-20
  - Will send follow up email on procedure
- Keri – payroll updates

# GE Health Insurance Overview

\* GEs and eligible Training Grant students

Glenn Morris  
Benefits Administrator, GTFF

[benefits@gtff.net](mailto:benefits@gtff.net)

[www.gtff3544.net](http://www.gtff3544.net)

609 E. 13th St.  
Eugene, OR 97405

541-344-0832



# Returning GEs

## Things to let **\*RETURNING\*** GE's know:

- 1) Everybody on the insurance needs to fill out a new AY 2019/20 payroll deduction form for their 5% of the premiums.
- 2) If they did not have summer insurance, contact Glenn and let him know they need the payroll form **\*AND\*** they need to be reinstated.
- 3) Fall is open enrollment, now is time to add/drop folks on plan or change dental plan



# New GEs

## Things to let **\*NEW\*** GE's know:

- 1) Enrollment in the GTFF insurance is **\*NOT\*** automatic! They need to actually come in and sign up (or at GE orientation).
- 2) GE's pay 5% of premiums, UO pays 95% (summer: if you do **\*NOT\*** have summer GE, you pay 20%, UO pays 80%)
- 3) Coverage begins 09/16/19 regardless of when you actually sign up.

# International GEs

## Things to let **\*INTERNATIONAL\*** GE's know:

- 1) Have to waive out of the UO's international student insurance!
- 2) Waiver administered by the GTFF and will be completed when you fill out your payroll deduction form.

# All GEs

NEVER HESITATE TO TELL THEM,

*"CONTACT GLENN"*

FOR *\*ANY\** INSURANCE REASON.

# UO Student Health Insurance

Graduate Students who are not:

- GEs
- Training Grant

<https://health.uoregon.edu/insurance>



# Graduate Student Assistance Fund

## Qualifying Events

For purposes of accessing this fund, a qualifying event is one of three things:

- **New Child:** The addition of a child to the student's household whether through birth, adoption, or foster care placement. Maximum award \$1,500.
- **Medical Issue:** The student experiences a recent and serious setback to their own health condition, or the sudden need to provide care for a spouse (or equivalent under Oregon law), child, or parent who is experiencing a serious medical condition. Maximum award \$1,000.
- **Childcare Expenses:** A student with a GE appointment incurs expenses for care of a child aged 18 months or younger. (Note: only Graduate Employees may qualify for childcare assistance). Maximum award \$575.
- Applications must be made no later than ninety (90) days after the qualifying event.

# Recruitment and Admissions



# Recruitment Initiatives AY19-20

[Sign up for the Recruitment Listserv](#) to learn about upcoming recruitment initiatives

Recruitment Roundtables: quarterly opportunities for cross-campus discussion about recruitment strategies and challenges.

- Summer 2019: September 5<sup>th</sup>, 4-5pm, Susan Campbell Hall, Rm. 111a [RSVP Here](#)
- Fall 2019: November 21<sup>st</sup>, 11am-12pm
- Winter, Spring 2020: TBD

# Announcements

**Fee Waivers and Discounts:** New options to go live September 1, 2019.

**Admissions Process:** Grad School is working with the Office of Admissions, International Student and Scholar Services and the Registrar's Office to streamline the admissions process for students who have been recommended admission by their program. Updates to roll out in early fall.

**DuckDocs Transition:** DuckDocs (OnBase) will be replacing Singularity as the imaging system for the UO. This includes official transcripts. More information about requesting access will be communicated when we have heard from those involved in the implementation process.

**Admissions Trainings:** Monthly trainings on admissions policy, process and GradWeb. Current staff are encouraged to attend if they would like a refresher. Dates here:

<https://gradschool.uoregon.edu/academics/policies/faculty-staff/faculty-staff-access-training>

**Admissions Pages on Grad School Website:** Update your websites to link back to Grad School policies.





# 2019-20 Admissions Cycle Wrap-Up

- Update all Summer and Fall decisions
  - Any application that shows up in Apps By Major>View All must have a final admission decision by the beginning of the term.
- After the term of admission has started:  
Archive Apps for term

The screenshot shows a navigation menu for an admissions system. The 'ONLINE APPS' tab is selected. The menu is organized into several columns:

- ADMIN** (selected): ONLINE APPS, ADV DEGREE, ADVANCEMENT, DOC COMM, ORAL DEFENSE, ON-LEAVE, AWARDS, HELP & SUPPORT
- REVIEW APPS**: VIEW ALL, NEW, VIEWED, COMPLETED, WAITLISTED, COMMITTEE DECISIONS, DECISIONS, SEARCH APPS
- APPS BY MAJOR** (circled in red): VIEW ALL, NEW, VIEWED, COMPLETED, WAITLISTED, COMMITTEE DECISIONS, DECISIONS, SEARCH APPS
- DECISIONS**: ADMITTED, DENIED, DECLINED, WITHDRAWN, INCOMPLETE
- REPORTS AND ANALYSIS**: IN PROGRESS APPS, RATINGS, DECISION SUPPORT TOOL, SAVED REPORTS, DATA DOWNLOAD, DATA DOWNLOAD (NEW FORMAT), DATA DOWNLOAD (INCOMPLETE APPS), OLD DATA FILES, OLD DATA FILES (INCOMPLETE APPS), VIEW ARCHIVES
- ADMIN**: MANAGE COMMITTEES, MANAGE DEADLINES, CUSTOM FACULTY QUESTIONS, DEPARTMENT CHECKLIST, DEPARTMENTAL APPLICATION, WAIVE DEPT APP, ARCHIVE APPS (circled in red), PROGRAM REQUIREMENTS, PROGRAM INFORMATION, PROGRAM EVENTS
- RECOMMENDATION**: ADD REFEREE, RESEND RECOMMENDATION, RECOMMENDATION QUESTIONS, RECOMMENDATION CONFIGURATION



# 2019-20 Admissions Cycle Wrap-Up

- Verify that Grad School has approved all departmental admits.

The screenshot shows a web application interface for admissions. At the top, there is a navigation bar with tabs: ADMIN, ONLINE APPS, ADV DEGREE, ADVANCEMENT, DOC COMM, ORAL DEFENSE, ON-LEAVE, AWARDS, and HELP & SUPPORT. Below this, there are several menu sections: REVIEW APPS, APPS BY MAJOR, DECISIONS (with 'ADMITTED' circled in red), REPORTS AND ANALYSIS, and ADMIN. A red arrow points from the 'ADMITTED' link to the 'Departmental decision provided for decision type: Admitted / Accepted Offer' section. Below this, it says 'No new departmental decisions.' and 'Pending List - More Documentation/information Required'. A note below the pending list says: 'Note: Click on 'Last Name' in the table shown below to sort by term or last name.' At the bottom, there is a table header with columns: Login, First Name, Last Name, Term, Major, Dept Decision, Dept Date, and Reason.

If applicants appear in either of these lists they have not been fully admitted by the Grad School. Pending list describes the reason an application has not been approved by the Grad School.

# 2019-20 Admissions Cycle Wrap-Up

## Incoming students with outstanding requirements:

- **Final transcripts:** students admitted pending conferral of degree must submit final transcripts. Reminders will be sent to students and programs.
- **Credential Exceptions:** students admitted pending the review of their original documents must make an appointment to have their documents reviewed. Reminders will be sent to students and programs.
- **English Language Proficiency Waiver:** students admitted with a waiver of the ELP requirement must take AEI placement testing and will be notified of any required coursework as determined by their placement test score. Reminders will be sent to students and programs.

# 2020-21 Admissions Cycle

GradWeb Navigation Reminder: to edit departmental questions and open next year's application, navigate to Admin>Manage Deadlines and Admin>Departmental Application

The image shows a navigation menu on the left with the following items: ADMIN, MANAGE COMMITTEES, MANAGE DEADLINES, CUSTOM FACULTY QUESTIONS, DEPARTMENT CHECKLIST, DEPARTMENTAL APPLICATION, WAIVE DEPT APP, ARCHIVE APPS, PROGRAM REQUIREMENTS, PROGRAM INFORMATION, and PROGRAM EVENTS. Two red ovals highlight 'MANAGE DEADLINES' and 'DEPARTMENTAL APPLICATION'. Red arrows point from these ovals to two screenshots on the right.

The top screenshot is the 'Manage Deadlines' page for 'IS:Individualized Program'. It features tabs for 'SET DEADLINES', 'OVERRIDE DEADLINES', and 'VIEW OVERRIDES'. A table below allows setting deadlines for different terms and degrees. The table has columns for Term, Degree, Accept Application, and Deadline (mm/dd/yyyy). The 'Accept Application' column has radio buttons for 'Yes' and 'No'. An 'ADD' button is located below the table.

Term	Degree	Accept Application	Deadline (mm/dd/yyyy)
Select Term	All Degrees	<input type="radio"/> Yes <input checked="" type="radio"/> No	

The bottom screenshot is the 'Departmental Application' page for 'IS:Individualized Program'. It has tabs for 'COMPOSE QUESTIONS', 'EDIT QUESTIONS', 'SELECT QUESTIONS', 'ORDER QUESTIONS', and 'PREVIEW DEPARTMENTAL APP'. The main content area is titled 'Question 1' and includes a text input field for the question, a dropdown menu for 'Question Type' (set to 'Choose One Option'), and a checkbox for 'add help text'.



# Information for New Students

## [International Graduate Student Orientation](#)

September 19, 9:30am-1:45pm

## [New Graduate Student Orientation](#)

September 24 - Morning

## [Mandatory GE Training](#)

September 24 – Afternoon

## [Grad School Resource Page for Admitted Students](#)

# Grad Family Support

- Join our listserv: [gradstudentfamilies-join@lists.uoregon.edu](mailto:gradstudentfamilies-join@lists.uoregon.edu)
- Eugene family resources:  
[gradschool.uoregon.edu/campus-life/eugene/families](https://gradschool.uoregon.edu/campus-life/eugene/families)
- Portland family resources:  
[gradschool.uoregon.edu/campus-life/portland/families](https://gradschool.uoregon.edu/campus-life/portland/families)
- Contact: Kris Wright [FamilyGE@uoregon.edu](mailto:FamilyGE@uoregon.edu)
- Join our Facebook Page:  
[facebook.com/UOGraduateStudentswithFamilies/](https://facebook.com/UOGraduateStudentswithFamilies/)

# Professional Development

- Write Time
  - Tuesdays 8:30-11
  - Wednesday 8:30-12
- Writing Support Groups
  - Dissertation/thesis Writing Group (Tuesday PM)
  - Journal Article/General Writing (Friday AM)
- Relax and Rejuvenate
  - Thursdays 4-5 pm
- See [gradschool.uoregon.edu/professional-development](https://gradschool.uoregon.edu/professional-development) for more information

# Graduation Reminders



## Master's Graduation Process

- Summer Statement of Completion deadline: September 24<sup>th</sup>
- Do not submit Statements of Completion until all department requirements have been met (grades are in, terminal projects approved, etc.)
- Thesis grades: after the Graduate School approves the thesis the “I” grades for 503 will be changed automatically as part of the graduation process.
  - Note: This will be changing soon!



# Summer Reminders

- Summer registration is required if students complete advancement requirements, major exams, graduate, or use faculty/staff resources in the summer.
- Departments shall not discourage GEs from summer enrollment.



# GE SPEAK TEST

- Friday, Sept. 14, 9:00 or 10:00, Yamada Language Center
- Students with teaching-related GE positions who received scores lower than:
  - 26 on the TOEFL speaking section
  - 7 on the IELTS speaking bandare required to take the SPEAK test. The test takes 30 minutes.
- \$35 fee is waived for GEs
- To Register: Email Robert Elliott ([robert@uoregon.edu](mailto:robert@uoregon.edu))
- More info, including a practice test:  
<https://sites.google.com/site/speaktestinformation/home>



# AEIS COURSES FOR GRAD STUDENTS

## Course Requirements Based on SPEAK Score

- 40: GRST 621 and GRST 624.
- 45: GRST 624.

## 2019-20 Course Offerings

- GRST 621 Academic Discourse (Fall term)
- GRST 624 Teaching in US Universities (Fall and Winter terms)
- GRST 631 Graduate & Scholarly Writing I (Fall and Winter terms)
- GRST 632 Graduate & Scholarly Writing II (Spring term)

[gradschool.uoregon.edu/funding/ge/international](https://gradschool.uoregon.edu/funding/ge/international)



# Policies and Procedures



# Procedural Updates

Process	Old Procedure	New Procedure
Petitioning for reinstatement after not registering for one or more terms (and not applying for on-leave status)	2 forms: Permission to Register form + General Petition form	1 form: <a href="#">Petition for Reinstatement form</a>
Petitioning for extension of 7-year deadline for doctoral students	<p><b>First Request:</b> Petition for Extension of 7 Year Deadline form</p> <p><b>Each term until completion:</b> Petition for Extension of 7 Year Deadline form with updates on progress (form was not clear about what was needed for these term-by-term updates)</p>	<p><b>First Request:</b> <a href="#">Petition for Extension of 7 Year Deadline form</a> with “<i>Initial request</i>” box checked</p> <p><b>Each term until completion:</b> Petition for Extension of 7 Year Deadline form with “<i>Quarterly renewal</i>” box checked (form has instructions for what information the student must provide each term)</p>

# Procedural Updates, continued

Process	Old Procedure	New Procedure
<b>Petitioning for extension of 7-year deadline for master's students</b>	General Petition form	Now mirrors doctoral process – see above. Same form is used for both master's and doctoral.
<b>Thesis/Dissertation forms</b>	Thesis/Dissertation Submission form + Thesis/Dissertation Document Approval form	Both forms combined into one: <a href="#">Thesis/Dissertation Approval Form</a>
<b>Change of Graduate Classification</b>	Change of Graduate Classification form (form was not clear about when it should/shouldn't be used, and when a student signature is required).	<a href="#">Change of Graduate Classification form</a> . The form is now updated to be clear about the two situations in which it should be used: <ol style="list-style-type: none"> <li>1. Changing from conditional status to regular status</li> <li>2. Changing from doctoral classification to master's classification within the same major</li> </ol>

# Policy Updates

Category	New Policy	Effective term	Notes
<b>Thesis/dissertation grades</b>	Students making satisfactory progress should be given a grade of P	Fall 2020	<ul style="list-style-type: none"> <li>May do soft launch/pilot during AY 19-20</li> </ul>
<b>Satisfactory academic progress</b>	<p>Highlights:</p> <ul style="list-style-type: none"> <li>Accumulation of more than 7 credits of Incomplete is unsatisfactory</li> <li>Official warning/probation structure</li> <li>Final disqualification decisions made by the dean of the Grad School</li> </ul>	<p>Partial implementation immediately;</p> <p>Full implementation Fall 2020</p>	<p>Effective immediately:</p> <ul style="list-style-type: none"> <li>Dismissal recommendations must come from department head, dean, etc. and final dismissal comes from GS dean</li> </ul> <p>Fall 2020:</p> <ul style="list-style-type: none"> <li>Implement full policy</li> </ul>
<b>Doctoral residency</b>	<ul style="list-style-type: none"> <li>Change name to “Doctoral Residency Requirement”</li> <li>At least 27 credits must be completed at UO</li> </ul>	Soft launch Fall 2019; officially effective Fall 2020	<ul style="list-style-type: none"> <li>Old residency year policy will not be strictly enforced during AY 19-20</li> </ul>
<b>Repeating graduate courses</b>	<ul style="list-style-type: none"> <li>May enroll in “non-repeatable” courses no more than 3 times</li> <li>Only the most recent attempt counts toward cumulative GPA and total credits</li> </ul>	Fall 2020	<ul style="list-style-type: none"> <li>Still considering other language besides “non-repeatable”</li> </ul>

# Questions?

Graduate School  
[gradsch@uoregon.edu](mailto:gradsch@uoregon.edu)