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

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 5th, 4-5pm, Susan Campbell Hall, Rm. 111a RSVP Here
- Fall 2019: November 21st, 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.

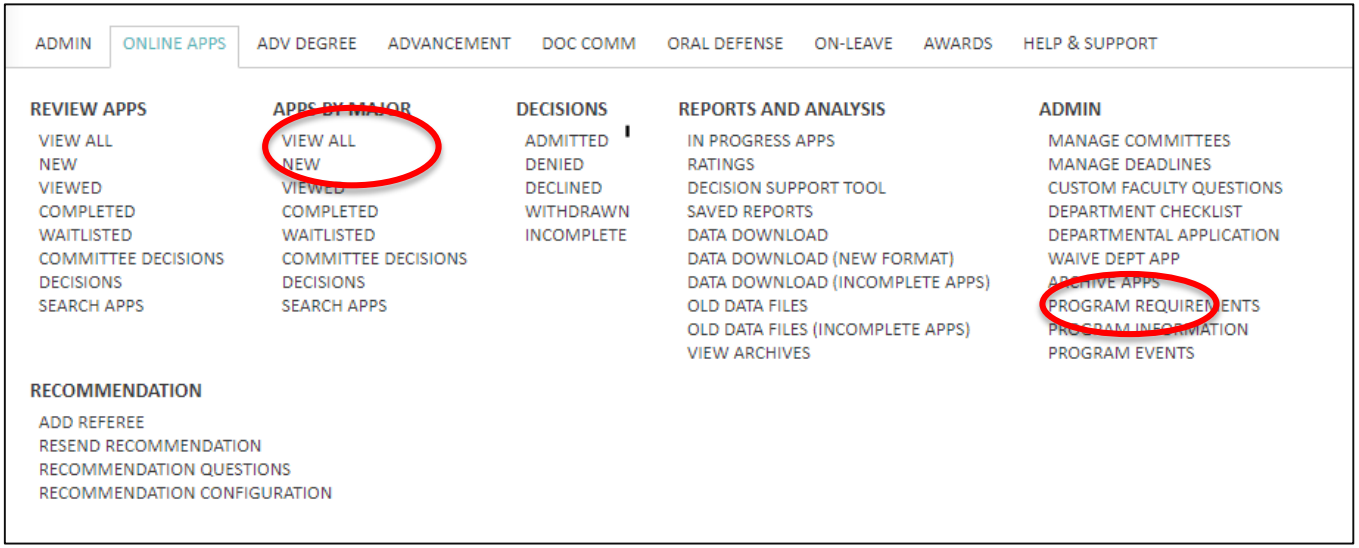
DuckDocs Transition: DuckDocs (OnBase) will be replacing Singularity as the imaging system for the UO. This includes official transcripts. More information about requesting access will be communicated when we have heard from those involved in the implementation process.

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.

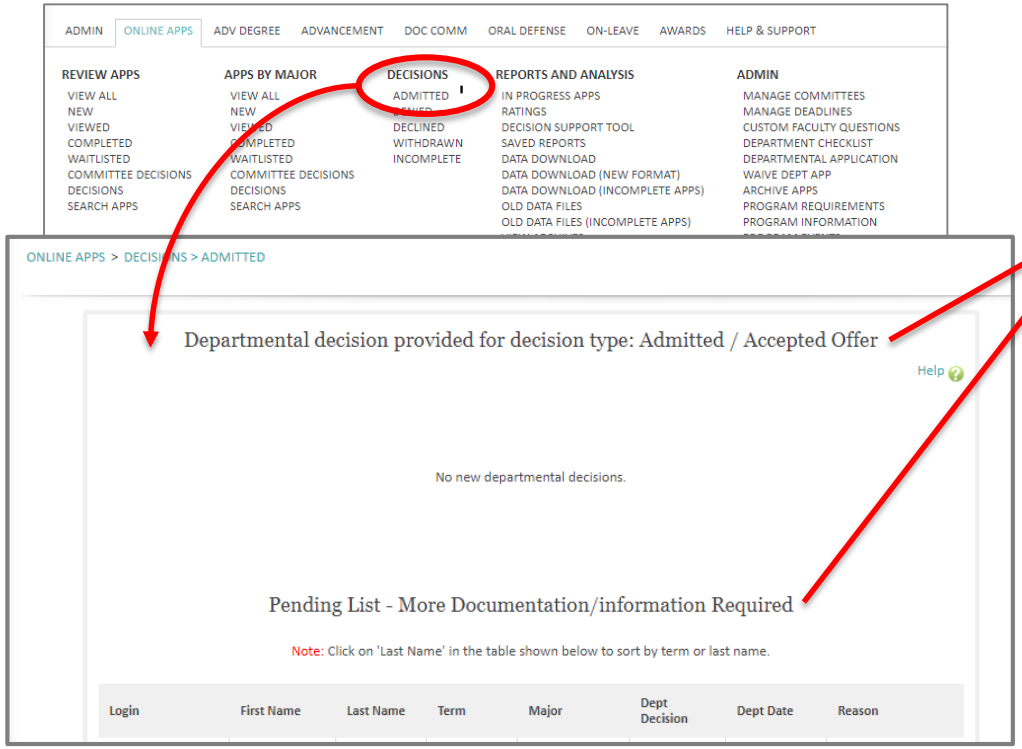
2019-20 Admissions Cycle Wrap-Up

- 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



2019-20 Admissions Cycle Wrap-Up

- Verify that Grad School has approved all departmental admits.



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.

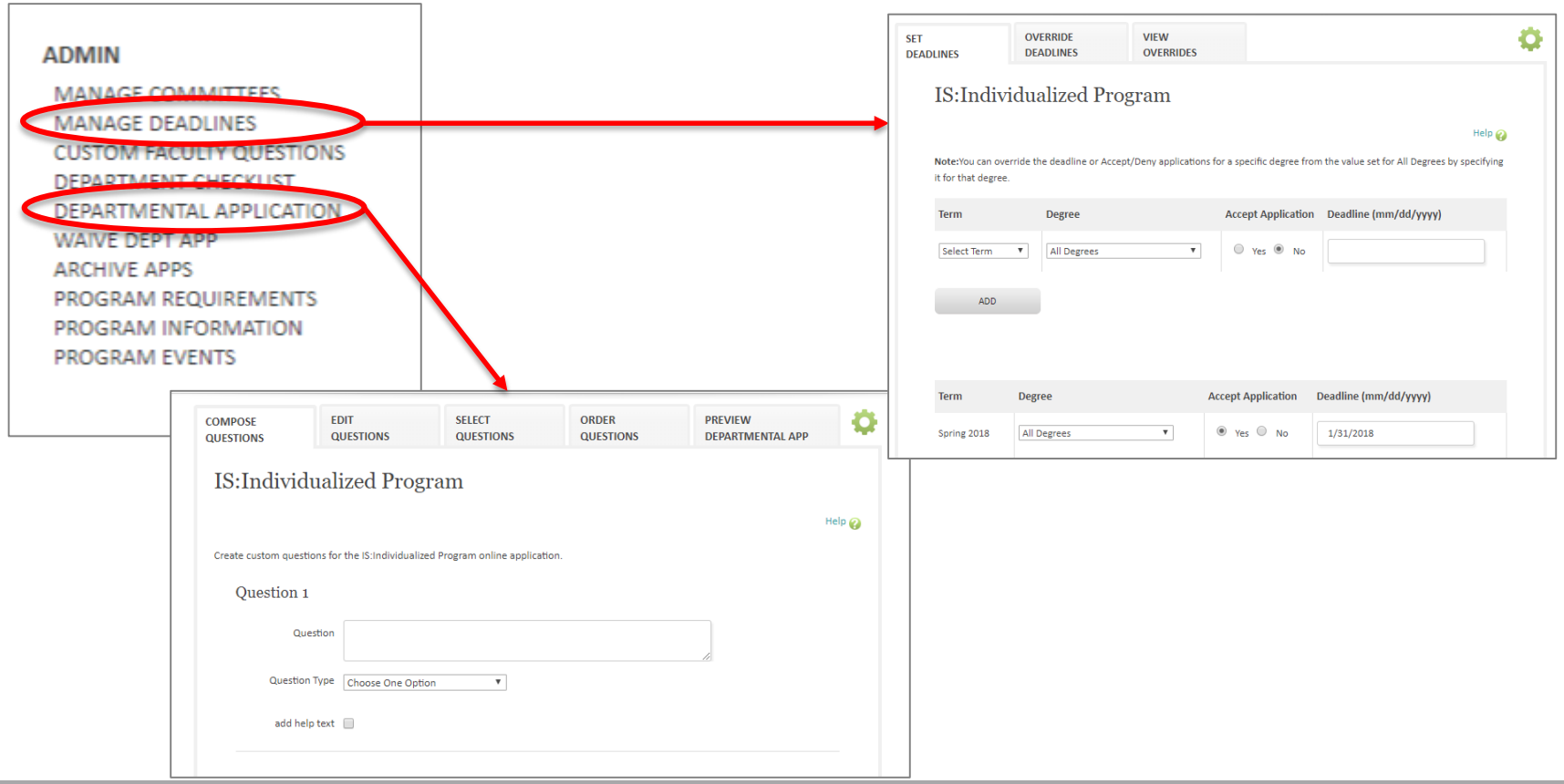
2019-20 Admissions Cycle Wrap-Up

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



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
- Eugene family resources: gradschool.uoregon.edu/campus-life/eugene/families
- Portland family resources: gradschool.uoregon.edu/campus-life/portland/families
- Contact: Kris Wright FamilyGE@uoregon.edu
- Join our Facebook Page: facebook.com/UOGraduateStudentswithFamilies/

Professional Development

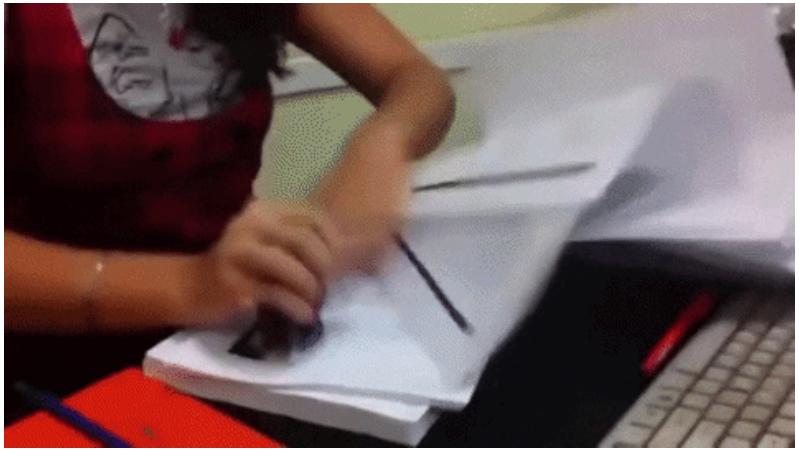
- Write Time
  - Tuesdays 8:30-11
  - Wednesday 8:30-12

- 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 for more information

Graduation Reminders



Master's Graduation Process

- Summer Statement of Completion deadline: September 24th
- 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 band

  are 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)
- 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

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: Petition for Reinstatement form
Petitioning for extension of 7-year deadline for doctoral students	**First Request:** Petition for Extension of 7 Year Deadline form **Each term until completion:** 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)	**First Request:** Petition for Extension of 7 Year Deadline form with *"Initial request"* box checked **Each term until completion:** Petition for Extension of 7 Year Deadline form with *"Quarterly renewal"* box checked (form has instructions for what information the student must provide each term)

Procedural Updates, continued

Process	Old Procedure	New Procedure
Petitioning for extension of 7-year deadline for master's students	General Petition form	Now mirrors doctoral process – see above. Same form is used for both master's and doctoral.
Thesis/Dissertation forms	Thesis/Dissertation Submission form + Thesis/Dissertation Document Approval form	Both forms combined into one: Thesis/Dissertation Approval Form
Change of Graduate Classification	Change of Graduate Classification form (form was not clear about when it should/shouldn't be used, and when a student signature is required).	Change of Graduate Classification form. The form is now updated to be clear about the two situations in which it should be used: 1. Changing from conditional status to regular status 2. Changing from doctoral classification to master's classification within the same major

Policy Updates

Category	New Policy	Effective term	Notes
Thesis/dissertation grades	Students making satisfactory progress should be given a grade of P	Fall 2020	• May do soft launch/pilot during AY 19-20
Satisfactory academic progress	Highlights: • Accumulation of more than 7 credits of Incomplete is unsatisfactory • Official warning/probation structure • Final disqualification decisions made by the dean of the Grad School	Partial implementation immediately; Full implementation Fall 2020	Effective immediately: • Dismissal recommendations must come from departmentt head, dean, etc. and final dismissal comes from GS dean Fall 2020: • Implement full policy
Doctoral residency	• Change name to "Doctoral Residency Requirement" • At least 27 credits must be completed at UO	Soft launch Fall 2019; officially effective Fall 2020	• Old residency year policy will not be strictly enforced during AY 19-20
Repeating graduate courses	• May enroll in "non-repeatable" courses no more than 3 times • Only the most recent attempt counts toward cumulative GPA and total credits	Fall 2020	• Still considering other language besides "non-repeatable"

Questions?

Graduate School
gradsch@uoregon.edu