Introductions

Introductions
- Your Name
- Department you are with
- How long have you been at UNI

Introduction of Guests
- Financial Aid
- OBO/Billing
- Admissions
- Registrar

Graduate College Staff
- Michael Licari
- Shoshanna Coon
- Susie Schwieger
- Janet Witt
- Cheryl Nedrow
- Lisa Steimel
Process of student from Applicant to declared major

Student applies to Program through Admissions
  – Online Application
  – Application Fee
  – Transcripts/degree
  – Provide departmental required information

Admissions processes applications
  – Admissions enters applicant’s information into SIS
  – Admissions puts together applicant paper packet and sends to department

Department makes decision
  – Department reviews student’s application
  – Department decides to admit or not admit student to program
  – Department sends letter to student letting them know if they have been admitted or not to the program
  – Department completes Admission Recommendation Form (see next slide)
Process of student from Applicant to declared major (continued)

Admission Recommendation Form Process
- Department completes form indicating student is accepted into program and signs
- Department sends form to Admissions
- Form is reviewed by Admissions for accuracy
- Form is sent to Graduate College for signature
- Graduate College reviews and signs
- Form is sent to Admissions for entry into SIS recording student as Admitted Status (this status qualifies student to receive offer letter)
- Admissions records any provisions and “to-dos” in SIS

Student decides to attend UNI
- Student informs UNI they are attending (reply form is received in Admissions or student contacts department).
- Department notifies Admissions
- Admissions matriculates/term activates student. (International Students are done once VISA is received)
- Student can enroll in classes once matriculated/term activated

Official final undergraduate transcripts/degree paperwork
- Student provides their official final undergraduate transcripts/degree paperwork
- Admissions Office will record in SIS and send Registrar’s Office copy of Admissions form
- Registrar’s Office updates students records from GPRE to the declared major (at this point the student qualifies for financial aid)

It is the department’s responsibility to be in contact with students to see if they plan to attend UNI and if so, to remind student of any missing information/documentation they need to provide, if applicable. (See student’s “to-do” list in SIS)
International Students

Paperwork for International students need to be done very quickly to allow enough time for student to obtain proper documents and VISA. Things to consider:

- **International students cannot enter the US unless they have an active passport, a student VISA stamped in the passport, I-20 form and admission documents with them to present at the port of entry.**
- **It takes time to get the passport.**
- **It takes time to get the VISA.** Student must pay Student and Exchange Visitor Information System (SEVIS) fee and present receipt for payment along with a hard copy of their I-20, letters of admission and university funding documentation when they set up an appointment for a visa.
- **Some countries can take several months to get a visa appointment.**

Students can apply for their VISA 90 days prior to the program start date. This can be done once a student receives their I-20 and other documents from UNI. (90 days prior to the start of fall semester is May 26, 2014)

- **Departments should send international students notification of admission into their program via email and send the hard copy of their admission letter to Linda Jernigan to include in the student’s Admission Packet.**
- **UNI Admissions will send out Admission Packet to student via DHL, which is 3-5 day delivery time, which includes:**
  - Admission letter from department (if received from the department)
  - Letter with arrival details, housing information health information
  - University funding documentation (assistantships, scholarships and financial aid). Very important to departments to offer assistantships and/or scholarships quickly so this can be included in Admission packet.
  - Student immigration document (I-20)
  - Booklet with vital information about visa application procedures, housing arrangements, travel plans, orientation.

**UNI contacts regarding International Students**

- **Linda Jernigan, Record Analyst in Admissions**
- **Ross Schupbach – Immigration & Visa Coordinator, International Programs**
Allocations for Graduate Assistantships and Graduate College Scholarships are sent in an email letter to department heads (cc to department secretary) mid to late February. These allocations are determined by Dr. Licari, the Dean of the Graduate College.

**Minority Allocation Support Request** (new process)
Departments must complete and submit a Minority Support Request form for each student they want to request funding for. An email to department heads (cc: grad coordinators & dept’l secretaries) explaining the process and the application form was sent out January 30th. The form is also be available on the Graduate College website. The completed form should be sent to lisa.steimel@uni.edu by March 3, 2014.

After review of all minority support request applications Dr. Licari will make determinations and departments will receive an email with the name of the student receiving the allocation and the details of student’s award.

- Student must meet graduate assistantship requirements.
- Student must be a US Citizen (International’s are not considered Minority)
- Ethnicity must be: African American, Native American or Hispanic/Latin American
GA Position Descriptions on website

- GA Position Descriptions must be posted to departmental website
- GA Position descriptions approved by Dr. Coon last year will need to be reviewed by your department to make any adjustments (Dr. Coon does not need to review these again)
  - Application submission deadline should be changed
  - Enrollment requirement has changed to enrolled in 9 graduate-level credit hours (no longer required to be 9 program hours of study)
  - Updated GA salary rates for 2014-15
- New GA positions will need position description review and approval by Dr. Shoshanna Coon. Send to her ASAP in email.
- Offer form will have new field that you will need to provide website location (URL) of where your department’s GA position descriptions are located
- GC will verify GA position descriptions are posted to department’s website before offers are sent out
Submission of Offer forms to the Graduate College need to be done as soon as possible.

Why the hurry?

Financial Aid packages vary for Resident vs. Non-resident students. Non-resident students receiving a Graduate Assistantship receive tuition billed at the in-state rate so Financial Aid needs to know who these students are at least 2 weeks prior to semester billing dates. Financial Aid is asking the Graduate College to provide the Graduate Assistantship listing to them by:

- July 15th for Fall (Fall billing processes August 1st)
- December 15th for Spring (Spring billing processes January 1st)

Due Dates for Offer forms to the Graduate College - July 1st for Fall and December 1st for Spring.

In order to provide the Graduate Assistantship list to Financial Aid by July 15th and December 15th the Graduate College needs departments to have GA offers forms submitted no later than July 1st for Fall and December 1st for Spring. This allows time for the Graduate College to process offers and allows time for students to respond to their offer.
Things to keep in mind for offer process to go smoothly:

• Student must be in “Active” or “Admitted” status in graduate program to receive an offer. Do not send offer form to GC until student shows this status.

• The signature on the offer form must be an original signature of Department Head. Secretaries cannot sign for department head and initial behind.

• Double check Student Information for accuracy before submitting the Offer form.

• The Graduate College does not need to know if you are providing a departmental scholarship so do not complete GC Tuition Scholarship section for any scholarships your department is funding. Note: If your department is funding a scholarship for an International student then Linda Jernigan will need to be made aware of it.
“Offer Type” field on Offer form

Remember to complete field in top left hand corner “Select Offer Type”. (select from drop down)

- Original Offer – First offer form for the Academic Year for this student
- Additional Offer - Offer(s) to student in addition to prior offer(s) for AY
- Revised Offer - Revising prior offer(s) made to student for AY

Examples:
- Change the funding source of GA award after offer has been made - send “Revised Offer”, fill in lines of changes only and use the Notes section(s) to explain.
- Change assistantship offer from half to full – Send “Revised Offer”, fill in lines with full assistantship amount and use notes section to indicate “revise offer from half to full”.
- Graduate College Scholarship offer after Assistantship offer was sent – Send “Additional Offer” form and fill in Scholarship line(s) you want to send offer on.
Graduate Assistant Supervisors

Change in Supervisor
Important to indicate actual student supervisor on offer form. If the student’s supervisor changes after offer form is submitted send me an email with student name, UID and the name of the new supervisor and effective date. Note: Make sure you are completing the PAF with the correct supervisor’s name.

Email to GA Supervisor
An email from Graduate College will be sent to GA supervisors 1-2 weeks before the start of the semester that provides the name of their Grad Assistant and the number of hours the student will be working for the semester. This email will also provide a list of the supervisor’s responsibilities, which include review of job description/duties with student on their first day, tracking/be aware of student’s hours and required performance appraisals.
Enrollment Eligibility Requirements

Enrollment Requirements must be met before PAF is submitted for student. (not required for submission of offer form)

Enrollment Eligibility Requirement for Grad Assistantship and/or Graduate College Scholarship has changed slightly.

• Prior requirement was that the student to be enrolled in 9 hours applying to the degree.
• Current requirement is that the student be enrolled in 9 graduate-level credit hours.
• With this revised requirement the following still needs to occur:
  • PAF Preparer and/or secretary needs to review each Grad Assistant’s Academic Advisement Report BEFORE submitting PAF to verify enrollment (can start looking at these as soon as enrollment is open for the semester).
  • Department needs to contact student immediately if enrollment requirement is not being met.
  • DO NOT submit PAF until YOU have reviewed the student’s current Academic Advisement Report and YOU see enrollment in 9 graduate-level credit hours.
Graduate Assistants must possess a bachelor’s degree from an accredited institution prior to the start of the assistantship appointment. (not needed to send out offer but this is needed before PAF will be approved)

― Verify that a student’s final transcript has been received by Admissions. (If not received this would be listed in the student’s “To Do List” In Student Services Center).

The GPA Eligibility Requirement for Grad Assistantship and/or Graduate College Scholarship is for the student to have 3.0 or higher GPA. (make sure prior semester grades have posted, if applicable, before submitting PAF)

― Verify student’s “Plan GPA, Total” located on Student’s Academic Advisement Report
― If 1st semester as graduate student use final undergrad cumulative GPA
― If 1st semester as a doctoral student use Master’s Plan GPA
― If student does not have a Plan GPA and is not a 1st semester graduate student then use the cumulative GPA of at least 8 credit hours of graduate-level courses taken.

(this usually happens when student takes graduate-level courses but was not enrolled in a program of study)
Timing of PAF submissions

Fall PAF’s can be submitted:

- 1st semester grad student – as soon as SIS shows final official transcript/degree is received and undergrad cumulative GPA is 3.0 or higher and enrolled in at least 9 graduate-level credit hours
- Previous graduate student - as soon as prior semester grades are posted and enrolled in at least 9 graduate-level credit hours

The majority of the PAF’s should be able to be submitted by early to mid July unless student is not enrolled in 9 graduate-level credit hours. (Summer graduates and those taking July courses will most likely have to wait until sometime in August to have their PAF submitted.)
Flowchart of Student Process (page 1 of 2)

1. **Student applies to Program through Admissions**
   - Online Application
   - Application fee
   - Transcripts/degree
   - Provide departmental required information
   - Application deadline is February 1st (for most dept’s)

2. Admissions processes applications and enters information into SIS

3. Admissions puts together applicant paper packet and sends to department

4. **Department makes decision for student admittance into program**
   - Denied
     - Department sends letter to student notifying them they have been denied
   - Accepted
     - Department sends letter to student notifying them they have been accepted
     - The Graduate College recommends also sending “reply” form for student to complete and return
     - Department completes Admission Recommendation form with “Admitted” status
     - “Admitted” Admission Recommendation form is sent to Admissions and Graduate College for signatures and SIS entry
     - Admissions entry in SIS:
       - Change student’s status to “Admitted”
       - Enters Provisions
       - Enters “To-do’s”

5. Continued next slide
Flowchart of Student Process (Page 2 of 2)

1. **Student** informs department they are attending UNI
2. **Admissions** matriculates and term activates student in SIS.
   - Note: International student’s are matriculated at later date once VISA is granted
3. **Student** can enroll in classes
4. **Registrar’s Office** updates student records from GPRE to the declared major (at this point the student qualifies for financial aid)
5. **Financial Aid** creates financial aid package for student. This is based on residency status.
6. **Admissions** records official final undergraduate transcripts/degree information in SIS
7. **Admissions** sends Registrar’s Office copy of student’s admission form
8. **Registrar’s Office** updates student records from GPRE to the declared major
9. **Student** sends Reply form to Admissions informing them they are attending UNI
10. **Department** notifies Admissions that student will attend UNI

**Flowchart Details:**
- **Or**
  - **Student needs to take action to have hold(s) released**
  - **Hold(s) released**
  - **No holds**
  - **Admissions matriculates and term activates student in SIS. Note: International student’s are matriculated at later date once VISA is granted**

**Notes:**
- **Has hold(s) that prevents registration**
- **Note: Department needs to contact student to remind them of needed information or documentation (see student’s “to-do” list)**

**Flowchart Notes:**
- **Student sends Reply form to Admissions informing them they are attending UNI**
- **Student needs to take action to have hold(s) released that are preventing registration**
- **Hold(s) released**
- **No holds**
- **Admissions matriculates and term activates student in SIS. Note: International student’s are matriculated at later date once VISA is granted**
- **Note: Department needs to contact student to remind them of needed information or documentation (see student’s “to-do” list)**
- **Student sends Reply form to Admissions informing them they are attending UNI**
- **Student needs to take action to have hold(s) released that are preventing registration**
- **Hold(s) released**
- **No holds**
- **Admissions matriculates and term activates student in SIS. Note: International student’s are matriculated at later date once VISA is granted**
- **Note: Department needs to contact student to remind them of needed information or documentation (see student’s “to-do” list)**
Flowchart of GA and/or GC Scholarship Process

(Flowchart)

Student sends Application(s) to department for Assistantship and/or GC Scholarship. (Intn'l students send to Linda Jernigan)

Department receives and reviews applications.
Note: Notify Linda Jernigan if your department receives application(s) from International student

Student’s record in SIS now shows “Admitted” or “Active” status

Department notifies student they have not been selected for award

Department looks into status of student’s Admission Recommendation Form

Graduate College sends out Graduate Assistantship and Grad College Scholarship Allocation letters to departments mid-February

GA Position descriptions are posted to departmental website for student review.
(GA position descriptions need GC approval)

Department makes decisions on who to make offers to

No Offer

Offer

Department verifies student meets qualifications of Assistantship and/or GC scholarship

Does not Qualify

Qualifies

“Admitted” or “Active” Status

Department completes Offer form for each student and verifies student’s status in SIS

“Applicant” Status

Department Head signs Offer form and Offer Form is sent to Graduate College

Graduate College

Student’s record in SIS now shows “Admitted” or “Active” status

Continued next slide

Note:
International Students should send application(s) to Linda Jernigan. She will then forward application(s) to department.
Flowchart of GA and/or GC Scholarship Process

(Page 2 of 3)

Graduate College receives Offer Form

Graduate College reviews Offer form to verify student meets requirements

Graduate College enters student information into Database and spreadsheet

Graduate College sends out offer letter(s) to student and CC department

Graduate College sends Offer form back to department notifying them student does not meet requirements

Department notifies student they do not meet qualifications and needs to make Offer decisions

Student Meets qualifications

Graduate College records acceptance into database and spreadsheet and files paperwork.

Graduate College verifies student GPA, enrollment, and final undergrad transcripts/degree rcv’d

Offer for GC Scholarship only

Continued from prior slide

Note: The Graduate College needs offer forms by July 1st for Fall and December 1st for Spring.

Student Accepts Offer(s)

Offer is for assistantship (could also include GC Scholarship offer)

Financial Aid adjusts non-resident GA financial aid package to in-state package rates (done before Aug 1st for Fall and Jan 1st for Spg)

Ubill for non-resident GA is billed at in-state tuition rate (ubill processes Aug 1st for Fall and Jan 1st for Spg)

Continued next slide

Registrar’s Office changes non-resident GA to In-State tuition rate (done ASAP)

Department submits PAF after verification of student GPA, enrollment, and final undergrad transcripts/degree rcv’d

Graduate College releases GC Hold from Scholarship (approximately 1 week before semester starts)

Continue to Offer Decision

Back to Offer Decision

Does not Qualify

Student will not meet qualifications

Department notifies student they do not meet qualifications and needs to make Offer decisions

Student Declines Offer(s)

Graduate College records student declined offer. Department needs to make Offer decisions

Student Meets Requirements

Graduate College records student declined offer into database and spreadsheet and files paperwork
Flowchart of GA and/or GC Scholarship Process

1. PAF routes through approval workflow
2. Graduate College receives and reviews PAF
   - PAF is correct
   - Graduate College verifies student GPA, enrollment, and final undergrad transcripts/degree rcv’d
   - Student meets requirements
     - Graduate College approves PAF. If student has GC scholarship then the Grad College will release student’s GC hold
     - PAF approved before start of semester
     - Graduate Assistant can begin 1st day of semester
   - PAF approved after start of semester
     - Graduate Assistant can begin with late start date. (PAF adjusted with start date and prorated salary)
   - PAF is incorrect
     - Graduate College rejects PAF and indicates issue(s) in comments section
     - Department makes corrections to PAF
     - Department resubmits PAF
     - Student meets requirements
   - Student does not meet requirements
     - Graduate College rejects PAF and indicates issue(s) in comments section
     - Department works with student to meet requirements
   - Student does not meet requirements
     - Graduate College records PAF approval date and student’s start date in database
     - Graduate Assistant can begin 1st day of semester
     - Department deletes PAF. Department needs to make Offer decisions
3. Department resubmits PAF
• **Change in number of hours a GA can work.** Full-time (20 hrs week) GA are not eligible for additional UNI employment. Half-time (10 hrs week) GA can work up to an additional 10 hours per week in another department as a student employee.

• Reminder... there is a Graduate Assistantship handbook for student and departmental use. Refer to it often. [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)

• What should be told to student if they are inquiring on a GA award prior to an offer being sent to them? *A department may inform an applicant that they have been recommended for a Graduate Assistantship, but under no circumstances should it be conveyed to the applicant that he/she has received the award.*

• Graduate Scholarship Hold is a hold on the student’s scholarship until GPA and enrollment can be verified for the semester. This hold does NOT affect the student in registering for classes.

• Students receiving a scholarship, no matter what the funding, should NOT be working for the University for the scholarship funding. Any work being provided should be processed through payroll, not as a scholarship.

• If a student decides against their Grad Assistantship and/or Graduate College Scholarship the Graduate College will need something in writing from student declining their offer(s) as soon as possible. Let the Graduate College know immediately when you become aware of this.
Questions or Concerns