



Welcome to the University of Utah!

The Graduate Records Team (Darci Rollin & Lauren Down) in the Graduate School are excited that you are joining our wonderful group of graduate advisors (also known as graduate coordinators) at the University. We understand that this is a very overwhelming time as you are learning the different policies and procedures for your program(s) and the Graduate School.

This document is designed to be a resource guide as you learn the ropes of your complex position. We understand that every program/department is unique and can have a range of difficulties and we want you to know that the Grad Records Team is here for you. We want to help you succeed in your position because when you succeed, your students succeed.

We look forward to working with you!

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First Thing, First

This is a list of administration items that you should complete at a university level to ensure you have access to everything you need as a Grad Advisor. We highly recommend that you also review the [Digital Resource for New Staff](#). This will not contain any specifics for your program/department or College.

General Access & Emails

- Obtain [University of Utah ID](#) (uNID): u0000000 or 00000000
- Login to [Campus Information Service](#) (CIS)
- Activate [email account \(UMail\)](#)
 - Create an email alias similar to: *firstname.lastname@utah.edu*
- Set up [Duo Security \(Duo 2FA\)](#) to login to CIS
- Work with [Campus Help Desk](#) to set up voicemail
 - Synchronize voicemail to your Umail
 - Call forwarding
 - Voicemail password
- Set up [Zoom Pro account](#) (if applicable)
- Request to be added to the active email listservs
 - Grad Advisors Lists (gradadvisors@lists.utah.edu)
 - Moderator: Lauren Down: lauren.down@utah.edu
- Review [Parking permits](#) or [Campus Shuttle](#) schedules
- Set up Direct Deposits & [Review Payroll](#)
 - Direct Deposits set up through CIS, “Payroll, Taxes, and Salary” tile.
- Download the [Microsoft Office](#) and [Adobe Creative Cloud](#) for free

Coordinator Authorization

- Complete [FERPA training](#) through the Registrar’s Office
- Submit the appropriate forms for CIS access
 - [Student Records Authorization](#)
 - We recommend:
 - [Degree Audit Security Authorization](#)
- Complete the [Graduate Program Change Request form](#) online
- Schedule [Grad Records Team Training](#) with Darci/Lauren
 - Zoom or in-person available.
- Schedule [Tuition Benefit Program training](#) with Matthew/LoGan (if applicable)
- Review the [Grad Advisors-Coordinator Resources Ubox](#) folder

Resources Ready

This is a list of resources that we believe are most useful for Grad Advisors that will help you with all that you do for your program/department. This will not contain any specifics for your program/department or College.

General Campus

- [Career Services](#)
- [Counseling Center](#)
- [Safety U](#)
- [Campus Map](#)
- [Student Health Center](#)
- [Income Accounting \(Tuition Bills\)](#)
- [Financial Aid & Scholarship](#)
- [Union Center](#)
- [Academic Calendar](#)
- [Faculty Individual information via OBIA](#)

Registrar's Office

[Office of the Registrar](#)

[Student Handbook](#)

Records/Transcripts Information:

- [Auditing a Course](#)
- [Credit/No Credit Option](#)
- [Grading Policies](#)

[Graduation Division:](#)

- [Applying for Graduation](#)
- [Commencement Information](#)
- [Diploma Tracking](#)

[Forms:](#)

- [Change of Graduate Classification](#)
- [Exceptions to Policy](#)
- [Leave of Absence](#)
- [Undergraduate Petition for Graduate Credit](#)

International Students & Scholar Services (ISSS)

- [ISSS Home](#)
- [F-1 Visa Students](#)
 - [On-Campus Work Authorization](#)
 - [CPT Policy](#)
 - [OPT Policy](#)
- [J-1 Visa Students](#)
- [Orientation](#)

- [ISSS Contact Information](#)

Office of Admissions

- [Graduate Admissions](#)
- [International Graduate Admissions](#)
 - [English Proficiency Requirement](#)
- [Non-Matriculated/Non-Degree Seeking Application](#)
- [Admissions Contact Information](#)

Graduate School

[Graduate School Home](#)

[Degree Programs & Contact](#)

[Grad School Contact Information](#)

[International Teaching Assistant Program \(ITAP\)](#)

[Diversity Office](#)

Grad Records:

- [Degree Requirements](#)
- [Degree Policies](#)
- [Graduate Advisors Resources \(with GAPA\)](#)
- [Forms](#)
- [Grad Advisors-Coordination Resources UBox](#)

[Thesis Office:](#)

- [Target Deadline](#)

[Tuition Benefit:](#)

- [TBP Guidelines](#)
- [Important Dates](#)
- [Graduate Subsidized Health Insurance](#)

Human Resources

- [Benefits](#)
- [Well U Health Insurance](#)
- [RedMed Clinic](#)
- [Holiday Calendar](#)

Frequently Used Systems

- [Office 365 for the University of Utah](#)
- [GCloud for the University of Utah](#)
- [uBox for the University of Utah](#)
- [University of Utah stock images](#)

Our Favorites

This is a list of tiles in CIS and in Campus Solutions (HE) that we would recommend that you should “favorite” in the systems, so they are easier for you to find and use.

Grad Advisor-Coordinator Related (CIS)

- “Slate” – Admissions
- “Grad Student Degree Tracking” – Student tracking system or “Grad Tracking”
- “Academic Reports” – Enrollment, Graduation app, reports
- “Campus Solutions (HE)” – Additional reports and data
- “Faculty Committee Report” – Reports on faculty committee history
- “Canvas Login” – If applicable
- “Scholarship Administration” – Awards for students (if applicable)
- “Graduate Tuition Benefit” – Tuition Benefit Program system (if applicable)
- “Online Committee Petition” – Petitions for students’ committees

Staff Member Related (CIS)

- “Performance Management (UUPM)” – Yearly goals
- “Campus Directory”
- “Kronos Time and Attendance” – Pay periods
- “Payroll, Taxes, and Salary” – Direct Deposit and payroll information
- “Bridge LMS” – Additional trainings set by the University of Utah
- “uBox” – FERPA compliant sharing system

Campus Solutions Specifics

- Applied Not Approved – SA 1046ae: students who applied for graduation but have not been approved by the Graduate School
- Historical Faculty Committee – SA1046ci: list of faculties and their committees during a specific time frame.
- Departmental Audit – SA1046ai: requirement status for all students within the department.

Grad Advisor-Coordinator Resources UBox

This is a breakdown of what you will find in the Grad Records Team's "Grad Advisor-Coordinator Resources" UBox. We wanted to have a place where grad advisors and the Grad Records team could share resources and keep things transparent.

Grad Tracking Training Folder

- Online Committee Petition trainings for grad advisor and DGS
- General Grad Records presentation of 2023
- Future training of how to navigate the Grad Tracking, what we review in order to graduation clearance, etc.

Q&A Sessions

- Q&A Sessions notes from our monthly(ish) Question & Answer sessions with grad advisors
- Q&A Sessions video recordings
- Additional helpful video recordings

Reports Training

- Future trainings on how to run specific reports through CIS or Campus Solutions (HE)

SVC Status 2023

- Each month will contain the list of supervisory committees that we have approved or that we need more materials for the approval.
 - Currently listed: SVC Status May-September 2023

Miscellaneous Materials

- Rules of OM document that reviews the current (2023) policies and practices.
- Rules of SVC that reviews the current (2023) policies and practices.
- Helpful PeopleSoft presentation to aid coordinators.

Treat Yourself

This is a list of food or drink establishments around campus for your convenience. Our team is happy to meet up for coffee/tea breaks to get to know you better or to be a shoulder for you to lean on.

On Campus Establishments

- Two Creek Coffee – Browning/Sutton Building (open for Summer)
- Starley Commons – Warnock Engineering Building (open for Summer)
- Miller Café – Lassonde (open for Summer)
- Museum Café – Utah Museum of Fine Arts (open for Summer)
- Crimson Corner – Peterson Heritage Center (open for Summer)
- City Edge – Kahlert Village (closed for Summer)
- Starbucks & Campus Store (open for Summer)
- Union Food Court – Room 30 of Union Building
 - Einstein Bros Bagels
 - Jamba Juice
 - Hive Express
 - Panda Express
 - Shake Smart (closed for Summer)
 - Crimson View (closed for Summer)
- [Feed U Pantry](#) – basement level of Union Building
- Carolyn's Pantry – Gardner Commons (closed for Summer)
- England Hub – Health Science Education (closed for Summer)
- Honors Markets – Marriott Honors Community (closed for Summer)

Near Campus Establishments

- The Pie Pizzeria
- Rio Grande Café
- Indochine Vietnamese Bistro
- B&D Burger
- UGurt (frozen yogurt)
- Publik Eds
- Osteria Amore
- Corner Bakery Café
- 7-Eleven gas station