NEW GRADUATE ADVISOR CHECKLIST

Welcome as a new graduate advisor!

You will play a unique role in helping the graduate community in your department and your students' academic careers. You are present to guide graduate students administratively, intellectually, and professionally by ensuring adherence to policies set by the Department/College, The Graduate School, and the University of Utah. Some of the responsibilities of Graduate Advisors include, but are not limited to: recruiting; admissions; implementing tuition benefit and student health insurance; administering and/or coordinating PhD Qualifying Exams and MS Comprehensive/Final Exams Proposal Defenses, and Thesis/Dissertation Defense; student record keeping (electronic and paper); facilitating the OPT/CPT process; registering international students for the ITA Workshops; graduation; career advising; and much more. The following summarizes general guidelines as you begin your career.

All the best,

G.A.P.A. Leadership Committee

NEW EMPLOYEE ACTIONS

Administrative Items

☐   obtain University of Utah ID (uNID)

☐   Login to Campus Information Service (CIS)

☐   Activate email account (UMail)

☐   Request to be added to appropriate e-mail listservs

         ☐   gapa@lists.utah.edu
                (moderator: Sabrina Smith; sabrina.d.smith@utah.edu)

         ☐   gradadvisors@lists.utah.edu
                (moderator: Sabrina Smith; sabrina.d.smith@utah.edu)

☐   Call [Centrex/Avaya/Coral] to get voicemail password and to synchronize voicemail with UMail

☐   Request for Information Security Authorization
        http://registrar.utah.edu/faculty/security-forms.php

☐   Advising Technology Training

        Academic Advising Center (801.58**1.8146**)

☐   New Employee Security Guidance

☐   PeopleSoft for Advisors

        Clint Hayward, Computer Assistant, Registrar's office chayward@sa.utah.edu (801.58**1.8393**)

Get Acquainted
Familiarize Self with Department

         ☐   Review webpage to get acquainted with staff, faculty, and program

         ☐   Review department handbook (if applicable)

THE
UNIVERSITY
OF UTAH

Familiarize Self with Graduate School

☐ Review webpage to get acquainted with staff
http://gradschool.utah.edu/contact-us

☐ Review Graduate Catalog
http://gradschool.utah.edu/graduate-catalog

☐ Schedule meetings with or email important contacts at the Graduate School

  ☐ Darci Rollins, Senior Graduate Academic Coordinator, Graduate Records
  d.rollins@gradschool.utah.edu (801.58**5.9873**)

  ☐ Matthew Plooster, Coordinator of Fellowships and Benefits
  matthew.plooster@utah.edu (801.58**1.6020**)

  ☐ Diane Cotsonas, International Teaching Assistant Program (ITAP) Coordinator
  diane.cotsonas@utah.edu (801.58**5.6659**)

  ☐ Kelly Harward, Thesis Editor
  kelly.harward@gradschool.utah.edu (801.58**1.7642**)

Familiarize Self with Other Important Campus Offices

  ☐ Office of Admissions
  admissions@utah.edu; graduate@utah.edu;
  iao@utah.edu (801.58**1.8761**)

  ☐ Income Accounting & Student Loan
  Services income@utah.edu (801.58**1.7344**)

  ☐ International Student & Scholar Services
  international@utah.edu (801.58**1.6388**)

THE
UNIVERSITY
OF UTAH

RECRUITMENT

Graduate Career Fairs

☐ Research graduate fairs of interest
Utah Graduate School Fairs

TIP: Communicate with other graduate advisors in your college to potentially coordinate recruitment efforts
List of Graduate Contacts by Department

Graduate Visitation Weekend (if applicable)

☐ Work with Graduate Director/Graduate Committee/Faculty to review applications and select top-tier students to invite to visit your department

☐ Communicate with faculty regarding projected number of available assistantship offers

☐ Communicate with prospective students regarding visit

☐ Review past agendas to schedule tours, meetings with professors, events around SLC, etc.

☐ Work with office personnel for assistance with lodging, meals, travel/transportation, reimbursements, etc.

THE
UNIVERSITY
OF UTAH

ADMISSIONS

ApplyYourself Training

☐ Complete ApplyYourself online training

☐ Attend ApplyYourself (AY) New User Training
Office of Admissions
ayhelp@sa.utah.edu (801.58**1.6269**)

TIP: It is recommended that you generate a mock application (if one doesn't already exist) to better understand the application process from the applicant point of view.

☐ Acquaint yourself with important AY features

  ☐ Queries

  ☐ Email Templates

  ☐ Export Templates

  ☐ Generate PDF's

  ☐ Department Recommendations

☐ Coordinate with your Graduate Director regarding admissions decisions procedures.

TIP: You may be expected to provide applicant data to Graduate Committee and process department recommendations in AY following review.

Office of Admissions

☐ Review deadlines and requirements for your department for domestic and international applicants

☐ Review Graduate Admissions Training Seminar handbook (if accessible)

☐ Contact Office of Admissions for additional questions
admissions@utah.edu (801.58**1.8761**)

THE
UNIVERSITY
OF UTAH

Funding Offers

Domestic Funding Offers

☐ Acquaint yourself with college specific tuition, fees, and differential tuition

☐ Review previous offer letters to create templates with specific verbiage for different assistantships (teaching, research, graduate), stipend amounts, tuition benefit, etc.

International Funding Offers

☐ Contact International Admissions for overview on details in international offer letters

☐ Review International Teaching Assistantship (ITA) Clearance Procedures/Requirements

THE
UNIVERSITY
OF UTAH

STUDENT ADVISING

New Students

☐ Develop and Provide Orientation Materials. Possible subjects for orientation materials are listed below

   ☐ UCard, parking passes

   ☐ Advise students how to get added to department graduate mailing list

   ☐ Assistantships, tuition benefit, and health insurance

   ☐ Registering for courses

   ☐ Familiarization with buildings, staff, faculty, degree offerings, research areas

   ☐ Department graduate handbook (if applicable)

   ☐ Graduate Catalog

   ☐ Graduate School Resources

Financials

Tuition Benefit Program

☐ Follow all Tuition Benefit Program Guidelines

☐ Follow the TBP Minimum Support Amounts and Deadline Calendar

☐ Fill out the Tuition Benefit Enrollment Form

☐ Track TBP participants

   ☐ In Student Financials block under "Employee" tab in CIS

   ☐ Use "Graduate Tuition Benefit" to enter information

   ☐ Use "Graduate Tuition Benefit Report" to run report and get signature sheet

Teaching Assistantships

☐ Acquaint yourself with the procedures by which students apply for teaching assistantships

THE
UNIVERSITY
OF UTAH

Academics

Degree Offerings

☐ Know the current degree offerings in your program (M.S., Ph.D., etc.) and review the requirements for each

☐ Check to make sure your personal and departmental information is correct on the master list of degree programs and graduate contacts.
   http://gradschool.utah.edu/dogs-contact-by-department

☐ Get acquainted with student filing system in your office and necessary forms

Coursework

☐ Class Catalog & Schedules

Class Numbers and Permission Codes

☐ Coordinate the retrieval of permission codes for your faculty (if applicable)

TIP: You may either provide the numbers to professors or be asked to give codes to students who request them

☐ CISPeoplesoftRecords and EnrollmentTerm ProcessingClass Permissions

Graduate Student Degree Tracking

☐ Find the Degree Tracking in the Graduation Information block under the "Employee" tab in CIS

☐ Practice viewing students' progress in the program and submission of important forms, such as

Supervisory Committee

☐ Note the regular faculty in a committee as there are guidelines which must be met for those participating

Program of Study

☐ Familiarize yourself with the Program of Study requirements for each degree offered by your department

Exams

THE
UNIVERSITY
OF UTAH

☐ Check the correct degree type (Thesis, Project/Nonthesis/Coursework only) so that appropriate requirements are fulfilled by the student

Meetings

Graduate Committee Meetings (if applicable)

☐ You may be responsible for making the meeting agenda, taking notes during the meeting, and creating the minutes after the meeting

Director of Graduate Studies (DoGS) Meetings (if applicable)

☐ These are typically held on Thursdays at the end of each month (morning and afternoon sessions are provided)

☐ You may be asked to attend these meetings as much of the information applies directly to your job. Ask your department DoGS if he or she would like your participation in DoGS meetings.

Graduation

☐ Run a Graduate Departmental Audit Report (GDAR) for each degree offering

    ☐ Go to "Graduation Information" block under "Employee" tab in CIS.

    ☐ Check that specific units (A1 – A10) are marked 'Complete' at specific times in the semester

    TIP: (Darci will send regular update emails for you to check the progress of graduating students)

    Al- Graduate School Approval
    A2 - Graduation Application
    A3 - Thesis Hours
    A4 - Total Hours
    AS - Residency
    A6 - Program of Study Approvals
    A7 - Exams Approvals
    A8 - Language Verification
    A9 - Thesis Release
    A10- Class Grades

THE U
UNIVERSITY
OF UTAH

A11- Supervisory Committee Approval

☐   Communicate with college to update graduating student information

☐   Send out an e-mail asking for students that are graduating/walking in the convocation ceremony to give you their full name and any honors that they received at the University of Utah

Career Services

☐   Find a Career Coach for your student body
Career and Professional Development Center
careers@sa.utah.edu (801.58**1.6186**)

☐   OPT/CPT (Optional Practical Training- After Graduation/Curricular Practical Training- concurrent with course work)

☐   Work with the international center