



## New Grad Advisor Checklist!

The Graduate Records Team in the Graduate School are excited that you are joining our wonderful group of graduate coordinators at the University.

We understand that this can be a very overwhelming time as you are learning the different policies and procedures for the University of Utah and your specific program(s).

This document is designed to be a resource guide as you learn the ropes of your complex position. The information in this document does not cover your program(s) specific requirements, milestones, or policies – please refer to your direct supervisor or the Director Graduate Studies for that information. Therefore, this document is a general resource guide for you to better understand the University departments and processes.

We want you to know that the Graduate 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!

The Graduate Records Team

[gradrecords@gradschool.utah.edu](mailto:gradrecords@gradschool.utah.edu)

## The Graduate School: Office of Graduate Education and Postdoctoral Affairs

We want to introduce you to The Graduate School: Office of Graduate Education and Postdoctoral Affairs and where you can find our specific areas of focus.

### **Park Building – Room 145**

Fellowship & Tuition Benefit

Graduate Records

Marketing & Communications

Information Technology

Strategic Partnership

### **Gardner Commons – Room 3105**

Graduate School Dean

Associate Dean – Academics

International Teaching Assistant Program

Postdoctoral Affairs

Thesis & Dissertation Team

Professional Development

Career Coaching

### **Graduate Advisors VS Graduate Coordinators**

In the Graduate School, there are two interchangeable titles for the staff members that advise the graduate students: Graduate Advisor and Graduate Coordinator.

From the Graduate School's perspective, there is no difference in title or responsibilities between these two titles and they are used interchangeably.

Visit our [website](#) to learn more about us!

## First Thing, First

The Graduate Records team compiled a list of administration to do's at a University level that you should complete to ensure you have access to everything you need as a graduate coordinator.

This will not contain any specifics for your program/department or College.

### New to the University To Dos:

- 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 (if applicable)
  - Voicemail password
- Set up [Zoom Pro account](#) (if applicable)
- 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
- Review the “[New Staff Guide to IT Resources](#)”

### Graduate Coordinator Authorization

- Submit a Change of Contact for Graduate School's [Degree Program & Contact website](#)
  - [Contact change form.](#)
- Complete [FERPA training](#) through the Registrar's Office
- Submit the appropriate forms for CIS access to [Student Systems](#) in the Registrar's Office
  - [Student Records Authorization](#)
  - [Degree Audit Security Authorization](#)
- Review the [Grad Advisors-Coordination Resources Ubox](#) folder
- Schedule [Graduate Records Training](#) with the Graduate Records Team
  - Zoom or in-person available.
  - You will need access to the Grad Tracking prior to attending this training
- Schedule [Tuition Benefit Program training](#) with the Tuition Benefit Program Administrator (if applicable)
  - Zoom only
- Subscribe to the active email listservs

- Grad Coordinators Lists ([gradadvisors@lists.utah.edu](mailto:gradadvisors@lists.utah.edu))
  - Moderator: Jason Stidd: [jason.stidd@gradschool.utah.edu](mailto:jason.stidd@gradschool.utah.edu)
- Graduate Advising Professional Association (GAPA) List
  - Subscribe to [GAPA List](#)

## Student System Authorization Codes

The Graduate Records team has generated a list of codes that are useful for majority of graduate coordinators/ graduate advisors.

Please work with your direct supervisor or Director of Graduate Studies to determine what specific things you need access to for your program/department.

### **Operator Classes Associated with Student Information:**

- BIODEMO
- UUGRADES

### **CIS Academic Reports:**

- #1 Enrollment Major List with Summary Info – will give you access to pull a report that shows which students have enrolled in a specific semester
- #8 Graduation Candidates – will give you access to pull a report that shows which students have applied for graduation for that specific semester
- #9 Graduation Clearance – will give you access to pull a report that shows the graduation status of any students that applied for graduation in a specific semester

You will need to list the specific programs & degrees that you need access to. For example, Chemistry MS, Chemistry PhD, etc.

### **Academic Career:**

- Select Undergraduate – select undergraduate if you will be working with undergraduate students
- Select Graduate – select graduate if you will be working with graduate students

### **Additional Operator Classes:**

- GRADTRKSTAFF – will give you access to the Grad Tracking system

### **Scholarship Administration System:**

If someone needs access to the Scholarship Administration system, they are required to complete the [FERPA training](#) and review the materials shared here: ([Scholarship Admin Materials](#)). This includes all documents and training materials that can best assist you.

Once that's been completed, please email Dan Gudmundson ([daniel.gudmundson@utah.edu](mailto:daniel.gudmundson@utah.edu)) with the UNID# and ORG ID(s) that you need access to. Please CC your direct supervisor who can approve the access to the ORG on that thread.

### **Office of Admissions System**

If someone needs access to the University of Utah's admissions system "Slate", they will need to work with the Office of Admissions directly to gain access. This form provides the most current information: [Slate Security Authorization/](#)



## Reports, Reports, Reports

The Graduate Records team has compiled a list of reports that are known to be helpful for graduate coordinators.

You will find a separate document in the Grad Advisor-Coordinator Resources UBox that will provide step-by-step instruction guide on how to run these specific reports.

### **Academic Reports -**

Enrolled Student List – students who are actively enrolled in that program/degree in a specific semester

Graduation Candidates by Major – students who have applied for graduation in a specific semester & their status (applied, awarded, denied)

### **Campus Solutions (HE) Reports -**

Departmental Audit Report – students\* in a specific program/degree and the completion status of the graduation requirements listed in the Grad Tracking. \*Students must have a committee entered into their file to show up on this report.

Faculty Committees – lists active faculty in a specific program/degree and the active committees that they are participate in.

Historical Faculty Committees – lists active faculty in a specific program/degree and the active committees that they are participate in within a specified time frame.

### **Custom Request for Information –**

The Registrar's Office, Enrollment Management division, can complete general and custom [requests for information](#) that departments may need.

## Campus Resources

The Graduate Records team compiled a list of departments & organizations across campus that graduate coordinators may need to use when advising their students.

This will not contain any specifics for your program/department or College.

### Registrar's Office

The [Registrar's Office](#) has multiple divisions that handle various aspects topics:

- [Graduation & Degree Audit](#)
- [Academic Calendars](#)
- [Curriculum Management](#)
- [Course Scheduling](#)
- [Transcripts & Verifications](#)
- [Registration & Records](#)
- [Grading & Grades Policy](#)
- [Resource or Service Requests](#)
- [Additional Faculty & Staff Resources](#)

The [following forms](#) are housed, processed, and approved by the Registrar's Office:

- Change of Graduate Classification
- Leave of Absence
- Petition for Consideration for Exception to Policy
- Application for Graduation for Graduate Degree
- Diploma Replacement
- Request for Graduate Credit in BS/MS Program
- Undergraduate Petition for Graduate Credit

### International Student & Scholar Services

The [International Student & Scholar Services](#) (ISSS) has multiple divisions that handle various aspects topics:

- [UATLAS Portal](#)
- [New Students Info](#)
- [International Student Advising](#)
- [F-1 Visa Policies](#)
- [J-1 Visa Policies](#)
- [Contact Us](#)

If you ever have questions about what an international can or cannot do, their visa process, curriculum practical training (CPT), please contact ISSS directly.

## Office of Admissions

The [Office of Admissions](#) has multiple divisions that handle various aspects topics:

- [Graduate Info](#)
- [Admitted Graduate Next Steps](#)
- [International Info](#)
- [Returning Info](#) – for students who previously enrolled but were discontinued
- [Admitted Returning Next Steps](#)
- [Non-Degree Seeking Info](#) – also known as non-matriculated students
- [Admitted Non Degree Seeking Next Steps](#)
- [Admissions Deferment](#)
- [International Application Documents](#)
- [Appeals](#)

If you need to be trained in Slate, the University of Utah’s admissions application system, please contact the [Office of Admissions](#) directly.

The [following forms](#) are housed, processed, and approved by the Office of Admissions:

- Graduate Transfer Credit Authorization

## Graduate School: Office of Graduate Education & Postdoctoral Affairs

The [Graduate School](#) has multiple divisions that handle various aspects topics:

- [Thesis & Dissertation](#)
- [International Teaching Assistant Program](#)
- [Tuition Benefit Program](#)
- [Fellowship, Scholarships, & Awards](#)
- [Grad Student Professional Development Supplement Award](#)
- [Professional Development](#)
- [Postdoctoral Affairs](#)
- [Degree Programs & Contacts](#)
- [Graduate School Additional Resources](#)

The [following pages](#) may be useful specifically for graduate coordinators:

- [Graduate Degree Requirements](#)
- [Graduate Policies](#)
- [Graduate Advising Professional Association \(GAPA\)](#)
- [Graduate School Forms](#)
- [Requesting a Presentation or Workshop](#)

The [following forms](#) are housed, processed, and approved by the Graduate School:

- Language Verification
- Non-matriculated Credit Hours
- Time Limit & Completion Plan

- Petition for Over 16 Credit Hours
- Ph.D. Residency Requirement for Nontraditional Student
- Request for Graduate Student Parental Leave

## **General Campus & Community**

- [Safety U](#)
- [Campus Map](#)
- [Federal Transition Guidance](#)
- [Center for Disability & Access](#)
- [Financial Resources](#)
- [Housing Resources](#)
- [FeedU Pantry](#)
- [Student Health Center](#)
- [Mental Health Resources](#)
- [Counseling Center](#)
- [Career Services](#)
- [Union Center](#)
- [Financial Aid & Scholarship](#)
- [Tuition Rates](#)
- [University of Utah Source of Information](#)
- [Faculty Information](#)

## **Human Resources**

- [RedMED Clinic](#)
- [Health & Wellness](#)
- [Retirement](#)
- [Insurance Plans](#)
- [Time Aware From Work](#)
- [Additional Benefits](#)
- [Benefit Eligibility](#)

## Department VS University Specifics

The Graduate Records team is there to help, educate, and clarify university-wide or Graduate School specific policies. There are multiple policies and procedures that are not owned by the Graduate School; however, we are happy to direct you to those appropriate departments.

We cannot provide insights on program/department specific requirements, policies, or practices.

### Department Specific -

You will need to review your program/department's handbook or work with the Director of Graduate Studies to learn their specific requirements, policies, and processes.

Below is a list of some (not all) things you should learn for your program/ department:

- Graduate Admissions requirements, deadline, & process
- Master's (MS) Graduation requirements (if applicable)
- Doctorate (PhD) Graduation requirements (if applicable)
- Grade Point Average (GPA) requirement
- Graduate Certificates (if applicable)
- Tuition Benefit Program participation (if applicable)
- Graduate student milestones

### University Specific -

You can find the University of Utah's graduation specific requirements on the [Graduate School's website](#). Students have to complete both the departmental and University requirements to be approved for graduation.

- Master's (MS) Degrees Requirements -- [Master's Degrees Requirements](#)
- Doctorate (PhD) Degree Requirements -- [Doctorate Degrees Requirements](#)
- M. PHIL Degree Requirements -- [MPHIL Degrees Requirements](#)

### Important Deadlines -

The [Academic Calendar](#) is a great resource for important deadlines that recur every semester.

- First Day of Classes
- Last Day to Add/Drop Classes
- Priority Graduation Application Deadline
- Tuition Due
- Final Exam Period
- Grades Due