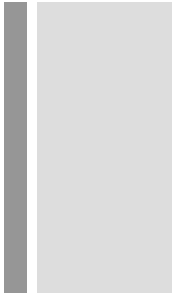


**Graduate Coordinator
& Staff Support Training**

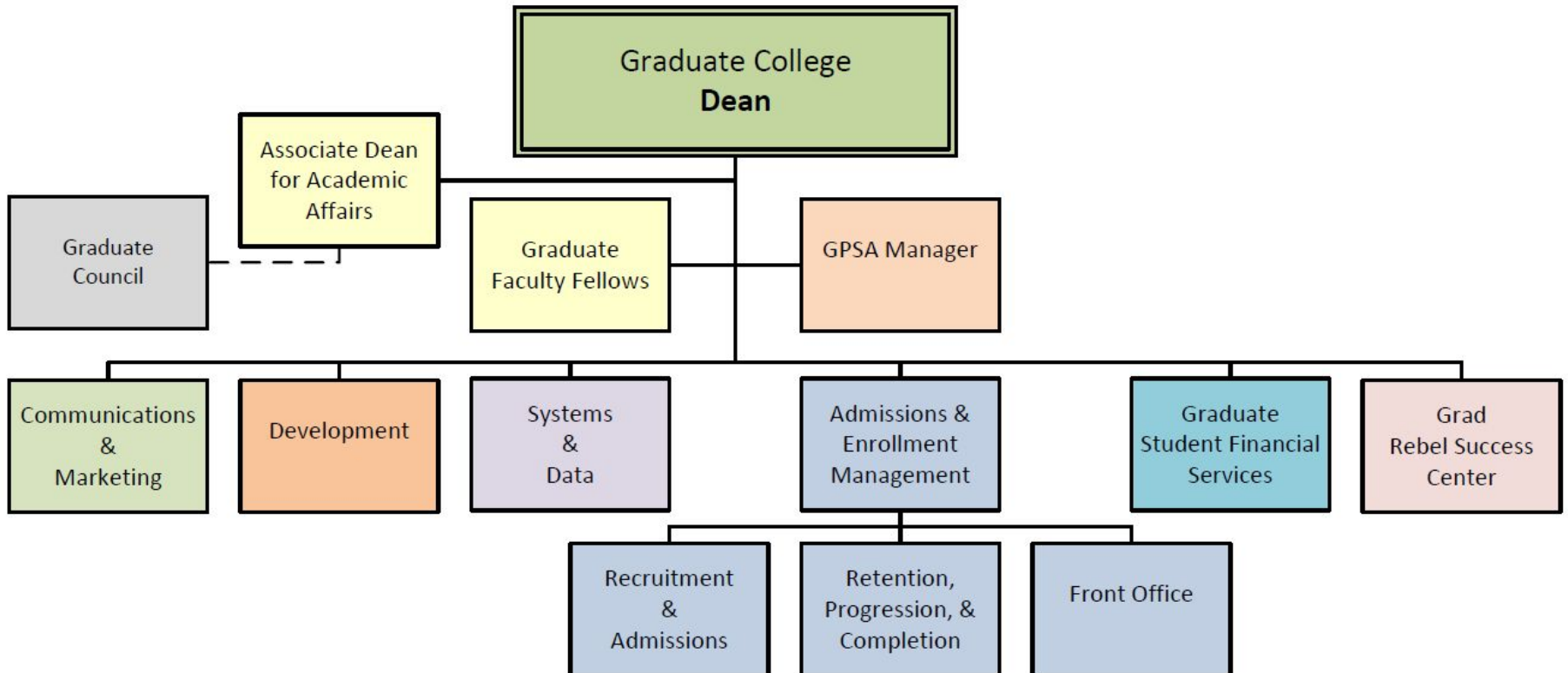
- Spring 2017 -

Training Overview

- About the Graduate College
- Graduate Council Overview
- Graduate Catalog & Program Handbooks
- Systems & Data
- Recruitment & Admissions
- Retention, Progression, & Completion
- Grad Rebel Success Center
- Postdoctoral Fellows
- Grad Student Financial Services



GC Organization

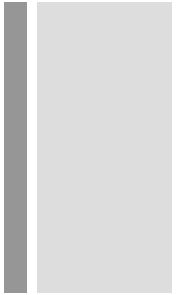


Mission, Goal & Planning



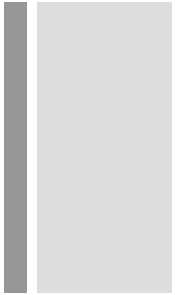
- The GC facilitates Top Tier graduate education
- Core values: excellence, equity, diversity, opportunity, and impact.
- Core Mission Driven Goals
 - Financial Support: GA Packages; Summer GAs; R&R Awards
 - Recruitment and Grad R2PC
 - Grad Rebel Academic Success Center
 - E-systems and Support Services
 - Top Tier Graduate Education & Resources

Top Tier MSI Graduate Education @ UNLV



- We have more than 145 graduate certificates and degrees
- Formula funding model
- Student admission, matriculation, separation or graduation are all *both* departmental and graduate college processes
- Department handbooks, policies, and websites must be consistent with NSHE, UNLV and GC policies
- The Graduate Council oversees graduate curriculum, new programs & program changes, program review, appeals, student funding & professional development

Grad REBEL Model of GEM



Recruit

Engage

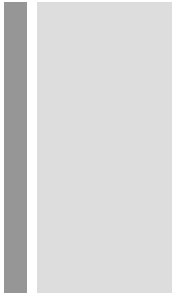
Build

Elevate

Link/Like/Follow

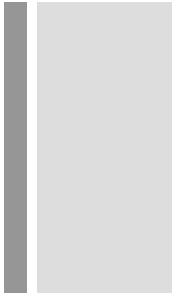
Graduate Council

- Faculty Leadership of Graduate College
- Meetings 4+ Times per Year
- Committees:
 - Executive
 - Two Curriculum Committees
 - Programs
 - Course Review
 - Student Appeals & Legal Issues
 - Awards
 - Professional Development
 - Program Review
 - Ad-Hoc Top Tier

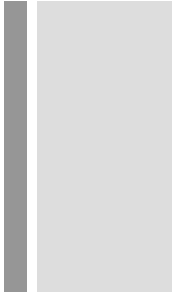


Thoughts on Mentorship

- Scholarly expertise & research
- Training future colleagues (not just customers)
 - Responsible Conduct of Research (RCR)
 - Professional Socialization
- Regular and substantive feedback/reviews
 - Student Annual Reviews
 - Student Life and Climate Survey
- Advocacy within the system
 - Policies & Procedures: IRB, Hazardous Materials, Computer Use, Tech Transfer, etc.
 - Department & GC Requirements and Forms
- Equity, Fairness, Professionalism, Career Prep/Guidance



Q & A



...on Graduate College Organization

...on Mission & Goals

...on Graduate Council

...on Mentorship & Advisor Responsibilities

Other?

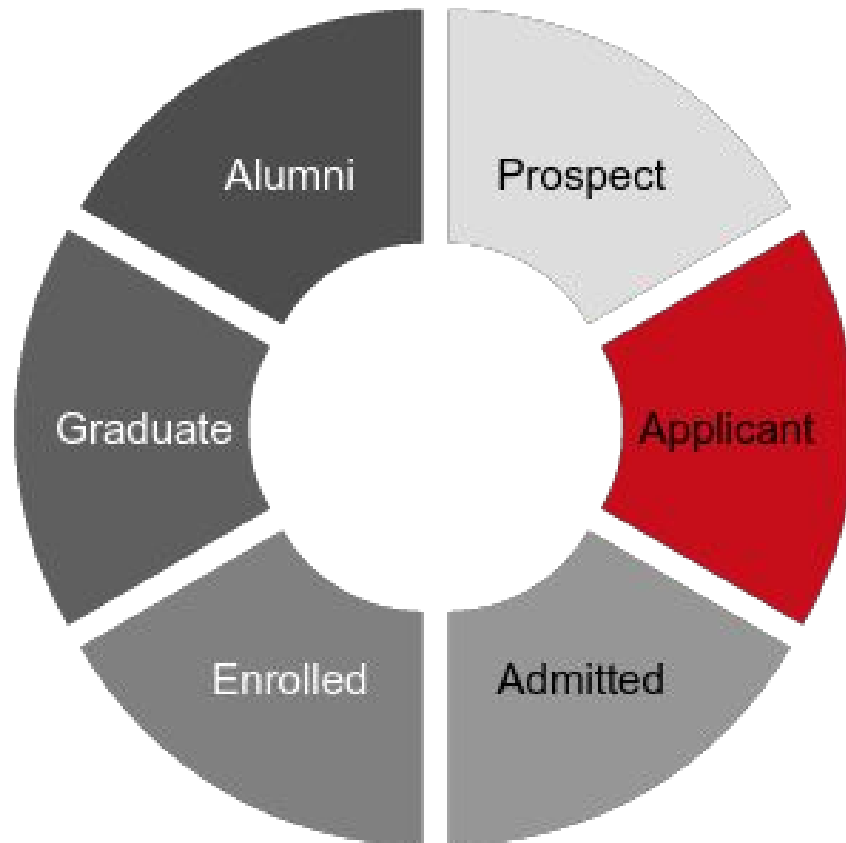
Graduate Systems & Data



- Graduate College Electronic Systems
 - Grad Rebel Gateway / Salesforce
 - Retrievox
 - iThenticate
- Upcoming Electronic Initiatives
 - Grad Rebel Gateway Phase II
 - DocuSign
 - Kira Academic
- National Surveys
 - CGS/GRE Survey of Graduate Enrollment and Degrees
 - NSF-NIH Survey of Graduate Students and Postdoctorates in Science and Engineering.
 - Peterson's Annual Survey of Graduate and Professional Institutions
 - Survey of Earned Doctorates
- Contact us at grad.systems@unlv.edu or 702-895-1100

Graduate R²PC Teams

R2PC = Recruitment, Retention, Progression, & Completion



Graduate Recruitment & Admissions



- Recruitment Services
 - Meet with prospective students
 - Graduate student panels
 - Campus tours
- CollegeWeek Live
 - Graduate fairs
 - Online chat hours
- Marketing Cloud Communications via the Grad Rebel Gateway
- Contact us at gradrecruitment@unlv.edu or 702-895-4543

The Grad Rebel Gateway

All applications for admissions, graduate assistantships, and Graduate College scholarships and fellowships go through the Grad Rebel Gateway.

The screenshot displays the UNLV Graduate College Grad Rebel Gateway website. The header features the UNLV Graduate College logo on the left, a circular graphic with the UNLV logo in the center, and the title "Grad Rebel Gateway" on the right, accompanied by a "Log Out" link. Below the header is a navigation bar with links for "Home", "My Profile", "My Application", and "My Funding". The main content area is divided into several sections: a photo of three women in lab coats, a photo of a person playing a cello, a section titled "Upcoming Graduate College Events", a tweet from @UNLV_GC about Pokémon, a photo of a building at night, a text box stating "We offer more than 130 outstanding graduate programs on one of the Top 5 Most Diverse Campuses in the U.S. Apply Now to join the UNLV Grad Rebel Community", a large red "APPLY NOW" button, and another photo of a building at night. The footer contains a navigation menu with links for "GC Home", "Future Students", "Tuition Calculator", "GAs & Financial Info", "Grad Rebel Success Center", "Current Students", and "Graduate Catalog". It also includes the slogan "Inspiration. Innovation. Impact.", the address "4505 S. Maryland Pkwy., Las Vegas, Nevada, USA 89154-1017", the email "gradcollege@unlv.edu / 702.895.3320", and social media icons for Facebook, Twitter, LinkedIn, and YouTube.

Admissions Policies & Processes

- Applications open on: Spring – 2/1, Summer – 7/1, Fall – 9/1
- Maximum Graduate College Application Deadlines:

Term	Domestic	International
Spring	December 1	October 1
Summer	May 15	Session I – March 1 Session II – March 15
Fall	August 1	May 1

- Non-Refundable Application Fees
 - Domestic - \$60
 - International - \$95
 - Non-Degree - \$30
- Contact us at gradadmissions@unlv.edu or 702-895-3367

Admissions Policies & Processes



- Minimum Graduate College Requirements
 - Application & fee
 - Transcripts from all post-secondary institutions attended (regardless of whether a degree was earned)
 - Bachelor's degree - four-year baccalaureate degree from a regionally accredited institution, or an approved international equivalent.
 - Grade Point Average –a minimum overall grade point average of 2.75 (4.00=A) for bachelor's degree, or a minimum 3.00 (4.00=A) for the last two years (60 semester hours)
 - International applicants must show proof of English proficiency
 - Foreign credentials evaluation for transcripts from educational institutions outside the United States
 - Credentials not in English must be accompanied by certified translation
- Departmental Admissions Requirements
 - Must be stipulated in the Graduate Catalog
 - Built into the Grad Rebel Gateway as checklist items for the student and/or program-specific pages

Admissions Policies & Processes

- Application → Graduate College Initial Evaluation → Department Recommendation → Final Decision Posted by GC
- Deadlines for Department Recommendations

Term	Domestic	International
Spring	December 15	November 1
Summer	June 15	Session I – April 1 Session II – April 15
Fall	August 15	June 1

- All official admissions and funding decisions must go through the Graduate College

- Admission Types:

- Full
- GC Conditional
- Department Conditional
- Provisional

GC Conditional Deadlines	
Spring	February 15
Summer	July 15
Fall	September 15

Enrollment Policies & Processes



- Nevada Administrative Code (NAC 441A.755) requires that all students provide documentation of having received the following immunizations, unless excused by religious belief or medical condition:
 - 2 doses of MMR if student was born in or after 1957
 - Tetanus-diphtheria (Td) within last 10 years
- Nevada Residency
- Rebelmail requirement
- Students enroll via MyUNLV
 - Must enroll in graduate-level credits in term of admission
 - Continuous enrollment is required - 6 graduate-level credits every year (rolling 3 Semesters)

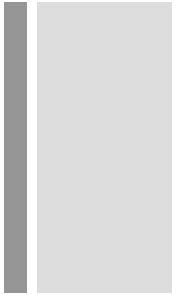
Graduate Study Timeline

- Meet Advisor
- Determine if an Graduate Advisory Committee is needed; if so, submit Appointment of Advisory Committee Form
- Submit Degree Audit Companion form @ 50% of course credits, or sooner; may resubmit as needed
 - Students run their Academic Advisement reports via their Student Center in MyUNLV
- Submit Prospectus Approval form and abstract (if applicable)
- Submit Advancement to Doctoral Candidacy form (if applicable)

Graduate Study Timeline

- Apply for graduation (up to 2 semesters in advance)
- Announce the time, date, and location of defense (if applicable)
- Defend final document (if applicable)
- Submit Culminating Experience Results Form (if applicable)
 - Student must run and attach the first page of the iThenticate text only summary report if completing a thesis or doctoral document
- Submit document electronically to the GC for format review
- Upload to ProQuest & Digital Scholarship @ UNLV
- Refer to www.unlv.edu/graduatecollege/study-timeline for more information.

Graduate Faculty Status and the Advisory Committee



- Graduate Faculty status is required to be eligible to teach graduate courses and participate on graduate student committees.
- There are two levels of Graduate Faculty status:
 - Associate Graduate Status
 - Full Graduate Status
- Application and policy available at:
<http://www.unlv.edu/graduatecollege/graduate-faculty-status>

Graduate Faculty Status



- Associate Graduate Faculty Status
 - Privileges
 - Teach specific graduate-level courses
 - Serve as members of graduate student committees
 - Restrictions
 - May not be the sole chair of a graduate student committee
 - May not serve as the Graduate College Representative on graduate student committees
- Full Graduate Faculty Status
 - Privileges
 - Teach graduate-level courses
 - Chair graduate student committees
 - Sit on graduate student committees
 - Serve as Graduate College Representative on graduate student committees

Graduate Advisory Committee



Minimum Committee Composition

- 3 graduate faculty from the student's department with expertise in the student's research area
 - The committee chair must have full graduate faculty status in the student's home department
 - The other two committee members may have either associate or full graduate faculty status in the student's home department

- 1 full graduate faculty member from another department to serve as the Graduate College Representative (GCR)
 - The GCR is a neutral, outside faculty member with full graduate faculty status who serves to:
 - Uphold UNLV and Graduate College policies and procedures;
 - Impartially observe both student and graduate faculty serving on the committee to help ensure fairness of process and appropriate interactions; and
 - Uphold a standard of quality minimally consistent with that of the associated department based on prior experience, review of other final documents, and/or input from department members.

Graduation Policies & Procedures

- Submit all forms as required along the way
- Transfer credit issues/guidelines: Avoid last minute pitfalls!
- Graduation Application Process
- Graduate Catalog program requirements & Degree Audit
- Preliminary Degree Check Process
- Culminating Experience or Thesis/Dissertation Requirements
 - Credits & Grades Posted & X grades changed
- Degree Conferral Process & Timeline

Graduation Policies & Procedures

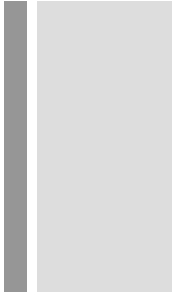
- Mandatory Culminating Experience
 - Final Exam
 - Thesis & Dissertation
 - Professional Papers
 - Capstone
- 6/8 year time limit extensions
- Minimum of 3 graduate credits in final semester
- Commencement Requirements
- [Go to www.unlv.edu/graduatecollege/faculty](http://www.unlv.edu/graduatecollege/faculty) and download the "Admissions & Enrollment Information for Departments" pdf for more information.

Grad College Appeal Process

- Graduate Students have the right to due process
- GA Appeal Form: Universal Use
- Academic appeals
- No conduct code issues
- Separate from fee committee
- Must go from department, to academic college, and then to the Grad College in a timely manner
- Possible GC Dean Recommendation to FSI Committee
- Final Decision belongs to the GC Dean

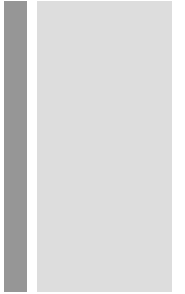
Grad Rebel Success Center

- Academic Support Certificates
- Workshops & Training Sessions
- Professional Development Events
- Skills Support & Non-Academic Advising



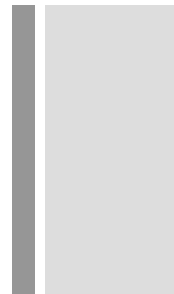
Grad Rebel Success Center

- Professional Development
- Academic Support Certifications
 - Teaching
 - Research
 - Mentorship
- Grad Rebel Programs
 - Ambassadors
 - RAMP
 - Writing Bootcamp
- Events
- Non-academic Advising, Appeals, Career Support
- Communication

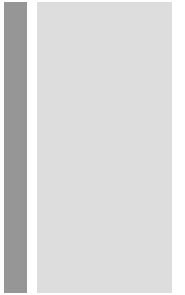


Postdoctoral Fellows

- Top Tier sub-committee
- GSS Survey
- UNLV Postdoc survey
- Postdoc website
- Events
- Professional development
- Create a community
- ...Increase Postdocs @ UNLV...



Q & A



...on Recruitment & Admissions

... on Student Timeline, Appeals, Graduation

... on Graduate Faculty Status

... on Grad Rebel Success Center

Other?

Graduate Student Financial Services



- Strategic Recruitment Awards
- Emergency Access Retention Awards
- GA Emergency loans
- Scholarships & Fellowships
 - FAFSA: Domestic Grad Students Must Submit!
 - Access awards without application
 - GC Scholarships – Dec. 1st deadline for following Grad Rebel Gateway
 - GC Fellowships – Doctoral only; Dec. 1st deadline for following Grad Rebel Gateway
- Graduate Assistantships: GTA – GRA – PDGRA – TTDGRA – CGRA

GA Program Policies

- GAs must receive a stipend to be considered a GA and derive benefits (residency, etc.); they must be an active, enrolled regular graduate student
 - Masters: \$10k minimum stipend payable over 9 months
 - Doctoral & MFA: Market based differential stipends (range \$15k - \$22k)
- GA full time status = 6 grad credits; GAs must be enrolled in a min. of 6 grad level credits each semester they are a GA.
- Summer GAs must enroll in at least 1 grad credit during any one of the summer sessions
- Fixed appointment periods with min. stipend amounts: fall & spring, fall, spring, or summer (summer = externally funded only)

GA Program Policies, cont.



- GAs may work up to 20 hours per week on teaching or research; no administrative or 'busy work'; PDGRAs must be related to scholarly area of study
- All new international GAs without sufficient PEP (see list) must take the SPEAK test and may be required to take an ELC class before being assigned autonomous teaching assignments.
- The Grad College allocates fixed GA funds to each college dean for a 3 year period; deans allocate funds to departments and can change the allocated amount each year if necessary
- 80% of state funded GAs (GTAs) must teach 6 credits, or equivalent, per semester
- Approved additional employment form required for up to 10 hours per week of paid work outside GA position; international GAs may not have any additional employment during obligation periods

GA Process Overview: Part 1



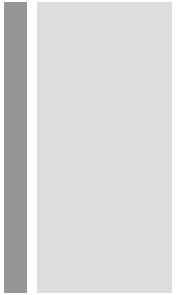
- Students apply to departments for a GA positions in the Gateway. There is no deadline to apply, but we recommend applications be submitted by March 1st for priority consideration.
- Departments appoint by set deadline in the Grad Rebel Gateway (Don't wait until the last minute. The earlier the better!)
 - Fall = May 15th - Spring = December 15th - Summer = May 1st
- Grad College reviews appointment details
 - Confirms funds are available
 - Clarifies/reviews student offer
- GC publishes letter to student w/email notification
- We abide by the CGS April 15th Resolution

GA Process Overview: Part 2



- Student accepts or declines offer within 2 weeks or offer is rescinded. If s/he accepts...
- GA receives email invitation to participate in a contract signing session, as well as a link to the website with appropriate forms/documents; International GAs must register w/ OISS and obtain a SSN BEFORE signing a contract
- GA registers for contract signing (separated by new domestic, new international, renewals)
- GA brings completed & signed docs to their scheduled session
- International GAs without a SSN may begin work if they have completed an I-9 with the Graduate College. A SSN must be submitted to the GC before a paycheck can be distributed
- GA will report to their hiring department for assignment

GA Process Overview: Part 3



- Between the process of accepting a GA offer and signing a employment contract the GA team will code the student in PeopleSoft as a GA. This coding allows us to pull important data about GAs at UNLV, and also adds mandatory GA health insurance to the student's account. It is the responsibility of the student to waive out of the health insurance before the deadline.
- The GA team will begin processing tuition & health ins waivers on July 1st. This process will continue through the start of the term
- Departmental accounts will be charged tuition/fees & health ins beginning the month after GA contracts start
- After the GA signs an employment contract, the GA team will process the paperwork within the HR Managment System & roll into payroll production.

Processing GA Departmental Review in the Grad Rebel Gateway

To obtain access to process GAs in the Gateway,
you must attend an online training session.

○

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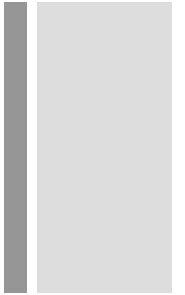
State vs. External GAs



- State funded GAs come out of your departmental allocation. These GAs have a set offer package including tuition waiver and health insurance benefit. 80% GTA, 20% flexible.
- Extramurally funded GAs are appointed using departmental or grant accounts. These external funds cover the stipend plus any tuition waiver or health insurance benefit you choose to offer.
 - When appointing GAs with extramural funds it is important to give account numbers that are active throughout the GA contract period. If an account is expiring before the end of GA contract, you must provide a placeholder account before we will process a GA offer letter.

Q & A

... about Awards, Graduate Assistantships,
Graduate Rebel Gateway-GA, GA budgets,
and/or
GA policies!



Connect with Us on Social Media

Twitter:  @UNLV_GC

Facebook:  UNLV Graduate College

YouTube:  UNLVGraduateCollege

LinkedIn:  UNLV Graduate College

UNLV Graduate College

100% Solutions

Contact Us

702-895-3320 • gradcollege@unlv.edu

Recruitment

702-895-4543 • gradrecruitment@unlv.edu

Admissions

702-895-3367 • gradadmissions@unlv.edu

Systems & Data

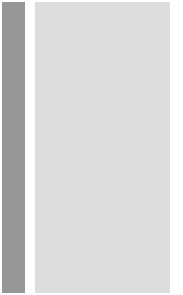
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Grad Rebel Success Center

702-895-5773 • gradrebel@unlv.edu

Grad Student Financial Services

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Thank You for Attending!