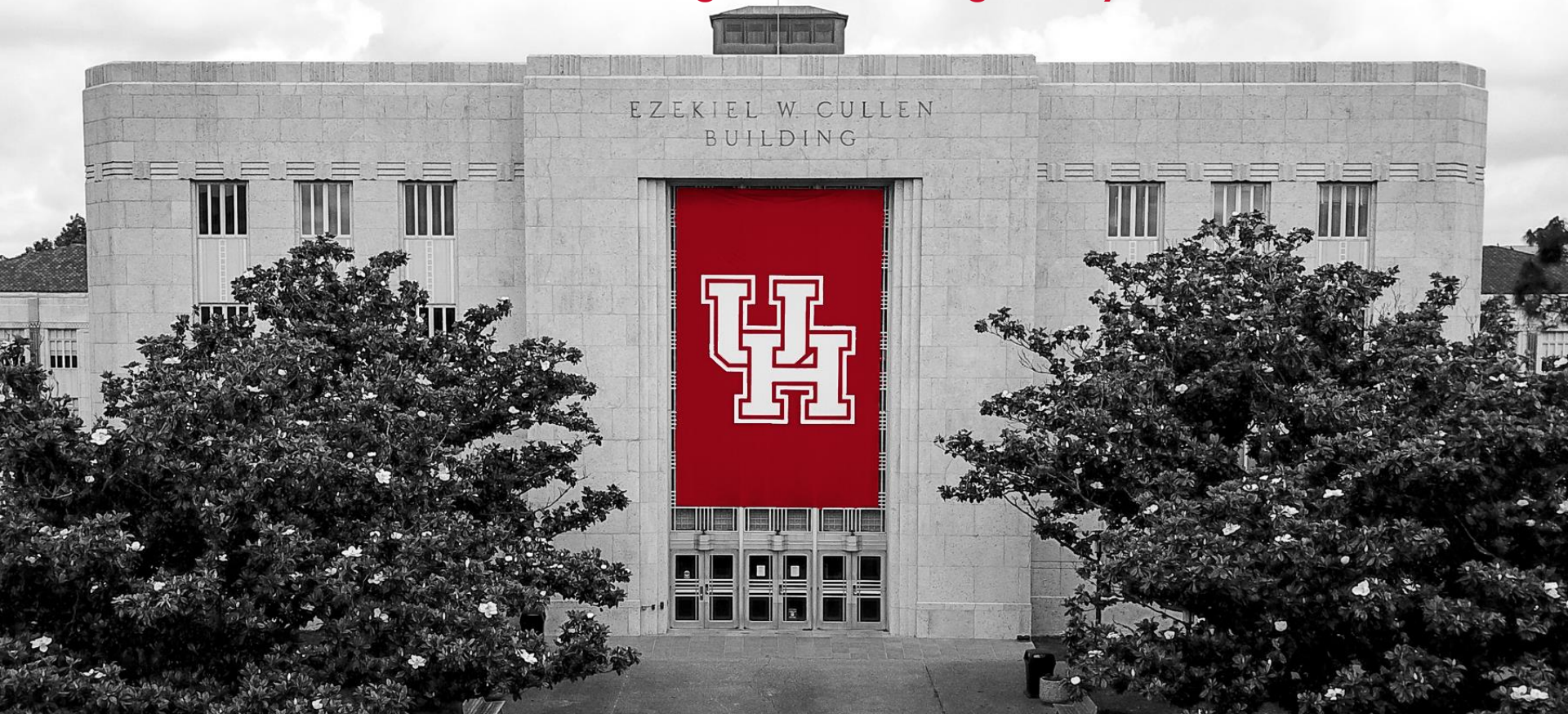


GRADUATE ADVISOR MEETING

September 26, 2023

We will begin the meeting shortly



UNIVERSITY of HOUSTON | GRADUATE SCHOOL

WELCOME NEW ADVISORS

- Please take a moment to introduce yourself!
 - Name, department

WELCOME



DR. SARAH LARSEN

*Vice Provost/Dean of Graduate School
Office of the Provost*

GRADUATE AND PROFESSIONAL STUDENT OMBUDSPERSON

- Provide a confidential forum for raising issues and expressing concerns.
- Listen without judgement and offer impartial feedback.
- Assist the graduate/ professional student in exploring options to address concerns.
- **Identify and refer the graduate/ professional student to resources for addressing problems and concerns.**
- **Clarify policies and procedures that apply to the graduate/ professional student's problem or issue.**
- **Provide coaching on effective communication for difficult conversations.**
- Analyze and report trends in complaints and concerns, and provide recommendations for institutional improvements.
- Promote highest standards of university governance and a supportive, ethical and healthy organizational culture.

Meet the Ombudsman for Graduate and Professional Students



Funda Sahin, Ph.D.

Dr. Funda Sahin is an Associate Professor of Supply Chain Management at the University of Houston. Prior to joining the University of Houston, she worked at the University of Tennessee. She earned her Ph.D. in operations and supply chain management from the Mays Business School, Texas A&M University. She also holds an MBA degree from Texas A&M University and BA in accounting and finance from Marmara University in Turkey.

Email: gradombuds@uh.edu

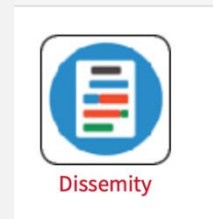
Webpage: https://www.uh.edu/graduate-school/ombuds_services/ombuds.php

GRADUATE STUDENT PROFESSIONAL DEVELOPMENT – FALL 2023

Manuscript Writing Kickstarter...Join us on **September 27** at **11:00AM** or **3:00PM** for a manuscript writing kickstarter! By attending this one-hour session, you will gain knowledge of a novel process for composing a manuscript. Please register [here](#).

3MT Info Session: Getting Started with your 3MT Presentation (Virtual): The UH Graduate School will hold an info session for the 2023 3-Minute Thesis or 3MT competition. In a 3MT competition, graduate students explain their research to a non-specialist audience in just three minutes. Besides the time limitation, students are also limited to a single static PowerPoint slide with no additional electronic media or props. Register [here](#) to learn more. The session will be recorded and all registrants will receive a link to access the presentation.

Date/time: Thursday, October 5, 12-1:15 pm



INFO ON GRADUATE STUDENT PROFESSIONAL DEVELOPMENT

Weekly newsletter archive on the Graduate School webpage under weekly updates:

<https://www.uh.edu/graduate-school/weekly-updates/>

NEWSLETTER ARCHIVE

📅 September 18, 2023

📅 September 11, 2023

📅 September 6, 2023



SHARI CORPREW

*Director of Graduate School
Office of the Provost*

GRADUATE ASSISTANTSHIPS

Graduate Catalog

- Conditions of Service
 - 2. Graduate student assistants must maintain full-time enrollment throughout the Fall/Spring terms. The minimum full-time course load for graduate students during Fall/Spring terms is nine credit hours/term.
 - a. Enrollment during the summer term is not required for graduate student assistants.
 - b. A reduced course load (less than full-time enrollment) due to an expected graduation in the last term of a program is allowed. While no petition is required for this exception, the student must submit an application to graduate through the student information system. Students who fail to complete their degree requirements in the graduating term will be required to enroll full-time in subsequent Fall/Spring terms unless an exception is requested (see 2.c.)
 - c. Requests for an exception to the graduate student assistant minimum enrollment requirements will be evaluated on a case-by-case basis. These exceptions must be requested through a Graduate & Professional Student Petition and must be approved by the Dean of the Graduate School.

GTF QUESTIONS

- Do loans affect GTF?
- Places to check why a student doesn't have GTF/why it hasn't disbursed?
- GSF and GTF students
 - GSF/GTF communication




DR. TASHEMIA JONES

*Assistant Director of Academic Affairs, Graduate School
Office of the Provost*

ADVISOR OF THE MONTH FORM

- Forms are due by the 15th of each month
- <https://www.uh.edu/u/graduate-school/forms/graduate-advisor-of-the-month-nomination-form-2022-23.pdf>

 Graduate School
Office of the Provost

**Graduate Advisor of the Month
Nomination Form**

Nominator's Information:

College: _____ Department: _____
First Name: _____ Last Name: _____
Email: _____ Phone: _____

Nominee's Information:

First Name: _____ Last Name: _____
College: _____ Department: _____
Title: _____ Email: _____

Previous advisor of the month recognition? Yes No

Please list all reasons why you think this person should be
Advisor of the Month:

*Please submit this form directly to Dr. Tashemia Jones via
tvjones@uh.edu by the 15th of each month*

092022 tvj

ADVISOR OF THE MONTH



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Rebecca Chaibon

Academic Advisor II
C.T. Bauer College of Business

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

July 15, 2023

ADVISOR OF THE MONTH



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Matthew Pariyothorn

Program Director I
College of Natural Sciences & Mathematics

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

August 15, 2023

ADVISOR OF THE MONTH



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Maggie Padilla

Program Director I
College of Global Hospitality Leadership

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

September 15, 2023

CATALOG UPDATES 24-25

- **24-25 CURRICULOG TIMELINE**
- **9/1/23 - 1/31/24**
- Substantive edits: GPSC approval required. Please note that if proposals are submitted to GPSC after 1/31/24 they may not be included in the 24-25 catalog.
- **9/1/23 – 3/31/24**
- New course creations and revisions, special topics title (does not require GPSC approval, College and Graduate School approval only)
- **2/1/24 – 3/31/24**
- Non-substantive edits including departmental catalog language, name changes, misspelled or punctuation (does not require GPSC approval, College and Graduate School approval only)



FITZGERALD SMITH

*Associate Director of Admissions, Graduate School
Office of the Provost*

PRIOR DEGREE VERIFICATION

- PDV holds have returned for international students who have not submitted required proof of prior degree earned.
- Communication has been sent to all students with a prior degree verification hold with instructions on how to provide required official transcripts/academic documents.
- Students can visit transcript analysts at the Welcome Center from 9am-3pm Monday to Friday. No appointment necessary. Students are asked to check in at front desk.
- The Graduate School mailing address to send official transcripts/academic documents has been changed. Please visit <https://www.uh.edu/graduate-school/international-students/transcripts/>

ANNUAL CHANGES

- Annual changes for 2023 have been completed and these changes are already live.
- Regular changes can be sent at any time and these include changes to application deadlines, program descriptions and turning off/on test score (upon dean's approval) and supplemental questions.

SUMMER AND FALL 2023 APPLICATIONS

- Archival process is still on the way.
- Applications with no decision entered will be changed automatically to "Withdrawn" in ApplyWeb and a notification email will be released to applicants informing them about their withdrawn status.
- An automatic "withdrawn" decision is not ideal as some applicants are confused by this decision if not requested by them.
- From a processing standpoint, if applications are not being deferred then either an 'admit' or 'denied' decision is preferred.

DEFERMENTS

- Deferments from Fall 2023 to Spring 2024 and Fall 2024 are still being processed due to a high amount of these requests.
- A student cannot be deferred if a “denied” or “withdrawn” decision has been entered in ApplyWeb.

AUTOMATIC HOLD REMOVAL

- For Spring 2024 applications and beyond we will begin removing GRE/GMAT and English language proficiency test score holds automatically in PeopleSoft upon receipt of the official test score.
- These holds will appear as **RG1** "GRE/GMAT Test Score Needed" and **RG2** "TOEFL/IELTS Test Score Needed". (The most recent holds have been **R52** "Grad Admit Test Score").
- This will allow the Grad School to release holds quicker.

APPLYWEB TRAINING

- Training will be held every month virtually.
- Next training session will be held on October 3rd .
- Communication has be sent out.



KRYSTAL SUGULLEH STEWART

*Program Manager II/Recruiter
Graduate School
Office of the Provost*



Graduate School
Office of the Provost

GRADUATE SCHOOL FAIR 2023

09/28/23 | 11AM – 2 PM | BUTLER PLAZA

- PRIZES/GIVEAWAYS
- LEARN HOW TO APPLY FOR UH GRADUATE PROGRAMS
- ONE APPLICATION FEE WAIVER PER UNDERGRAD APPLICANT

APPLY NOW

[RB.GY/P331R](#)

UNIVERSITY of HOUSTON | GRADUATE SCHOOL



VANESSA CASTILLO

*SEVIS Compliance Coordinator, Graduate School
Office of the Provost*

I-20 PROCESSING

Nearly 2000 I-20s processed for Fall 2023

Currently working on I-20 cancellations for students who did not show up for the Fall 2023 intake and did not request a deferment.

Processing Spring and Fall 2024 I-20 deferments as well as new I-20s for the 2024 terms (Expected processing time is 10 days).



NO UPDATES

BRIDGETTE JONES

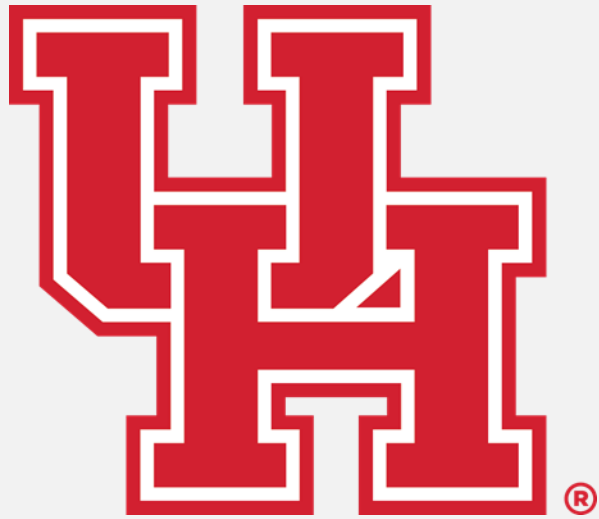
*Executive Administrative Assistant/Events Coordinator,
Graduate School
Office of the Provost*



NO UPDATES

STEFAN JOHNSSON

*Associate Director
International Student & Scholarship Services Office*



NO UPDATES

CASSANDRA HEAVRIN
Senior Associate Registrar

RACHEL HONORA
Senior Associate Registrar

Office of the University Registrar