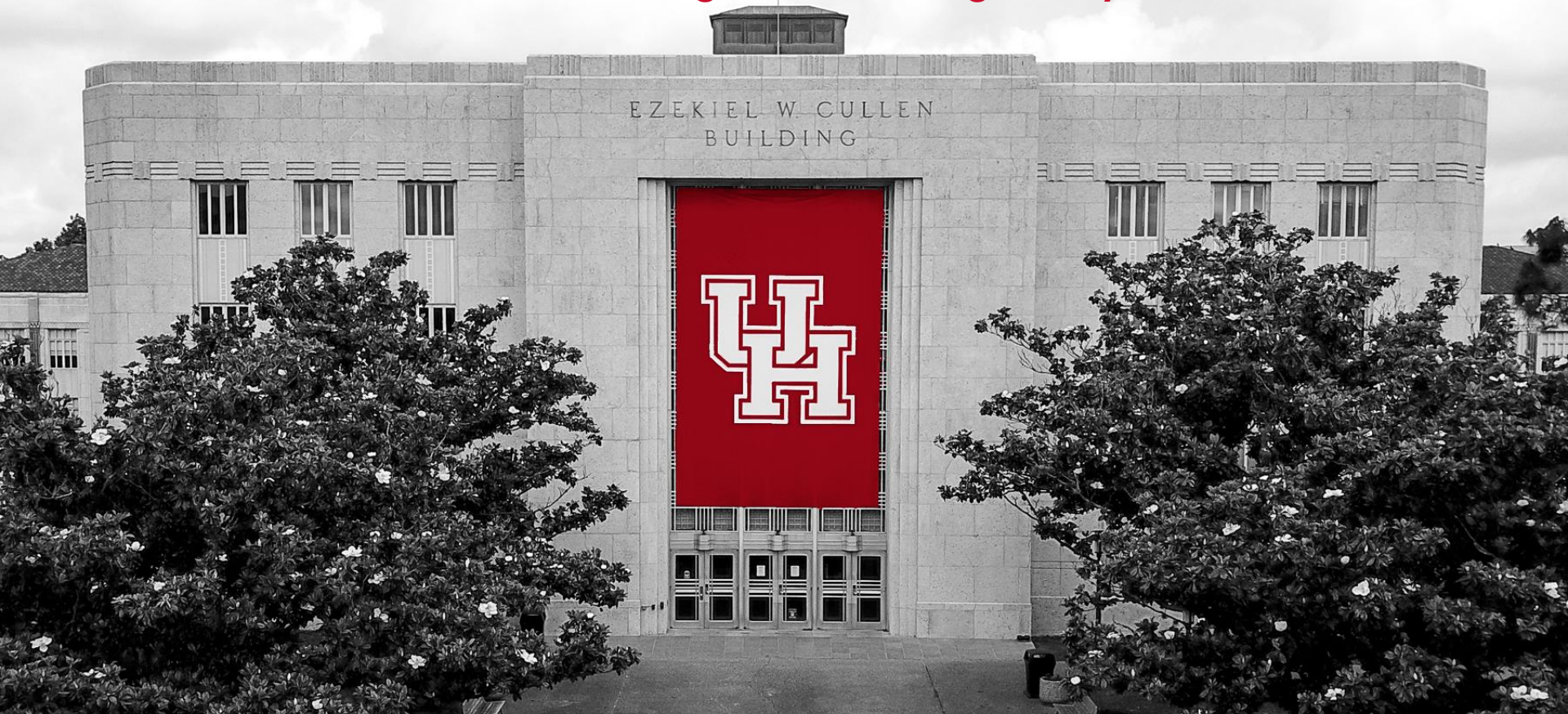


GRADUATE ADVISOR MEETING

September 6, 2022

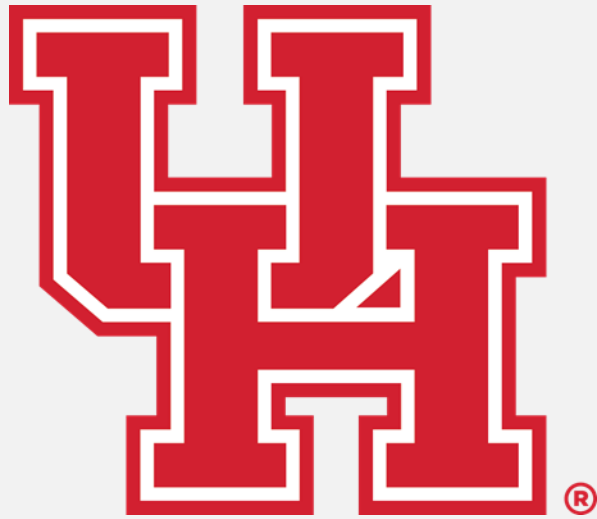
We will begin the meeting shortly



UNIVERSITY of HOUSTON | GRADUATE SCHOOL

NEW GRAD ADVISORS

- WELCOME new grad advisors!
 - Please take a moment to introduce yourself
- To update the listserv please contact Monica Bennett directly at mbennett@Central.UH.EDU



DR. SARAH LARSEN

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

WELCOME!

- Plans for the upcoming academic year
- Supporting graduate students
 - Funding opportunities
 - Events
 - CAPS
 - Graduate Student Ombuds (Dr. Funda Sahin)
 - Cougar Cupboard



DR. TASHEMIA JONES

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

GRADUATE PETITION

- Submit grad petitions via IRIS only
- Obtain necessary signatures
- Use updated petition (2020)
- Please make sure you are selecting the correct “type” of petition in IRIS.
Transfer credits do not go to GPSPET
this should be TCGRAD.
 - PDV holds directly to Fitzgerald Smith by selecting GRADADM.

IRIS CATEGORIES

<p>Graduate and Professional Student Petitions</p>	<p>Includes all university level petition requests for graduate and professional students including: Degree requirement exceptions, change of major or degree objective, waiver of requirements for university support such as graduate assignments, GTF, out-of-state employment waivers, leaves of absences, administrative withdrawals, and enrollment adjustments after the closure of the enrollment period.</p>
<p>GPS Image Only</p>	<p>Graduate & Professional Student Petitions intended for imaging only (no additional processing required by the Graduate School or OUR) should be submitted by this form type. Please indicate in the IRIS Notes section what the petition request is (i.e. petitions denied at program/college level, Low Grade Policy correspondence, department-level approved course/elective substitutions, etc.) in order to assist everyone when searching in IRIS as multiple petitions may exist for the same student. Otherwise it will require extra time to open each individual petition to locate the appropriate one. DO NOT submit any petitions with Social Security numbers OR that contains any information related to a student's medical information being used for withdraw purposes.</p>
<p>Graduation Application</p>	<p>This option is available for those of you who may require the paper graduation application from your students. We strongly encourage the students to apply online at my.uh.edu as this is the only way they can indicate how they want their name on their diploma (they have to create a diploma name). It is the student's responsibility to keep their address updated via my.uh.edu as well as verifying that their degree program is accurate. We will not make any changes to the name, address, or degree program based on the information they indicate on the application. If you are submitting a paper application on behalf of the student, it is expected that you communicate this information to the student and they go to my.uh.edu to make any necessary updates. Questions about this can be directed to jswanson@uh.edu This option is only available temporarily and may be disabled after graduation application deadlines.</p>

IRIS CATEGORIES

Graduate Admissions Petition

This request type is for graduate programs submitting petitions for actions covered by Graduate Admissions, including deferred admission requests, petitions regarding test score holds, and other issues involving admission decision changes after an offer is accepted/declined. Do not submit prior degree verification waiver requests using this ticket type.

Graduate School Financial Request

Graduate School petitions and other required paperwork concerning student assistantships, GTF, endowments, and other university-level financials. Includes Graduate Assistantship Overload requests, petitions to waive Conditions of Service, and other documents as directed by the Graduate School.

Student Initiated Drop

Student Initiated Drop Forms must be uploaded by 5pm on the last day to drop or withdraw with a grade for each respective term and/or session. If the student is withdrawing, an official withdrawal form will be required for processing. There is a 6W grade limit on all undergraduate students. Students who have exceeded the 6W limit will remain enrolled and will receive the grade assigned by the instructor.

Instructor Initiated Drop

Instructor Initiated Drop – An instructor may initiate a drop for a student in accordance with the university's registration policies and procedures outlined in the undergraduate and graduate catalogs. These drops must be submitted prior to the last day to drop a course with a W. One can view this deadline by viewing the Academic Calendar at www.uh.edu/rar. There is a possibility that an instructor drop may not be processed, if the 6W rule is applicable to the student and the student has already exceeded their drop limit. In these cases, the student will remain enrolled in the course and will need to have an appropriate grade assigned on the instructor's grade sheet.

IRIS CATEGORIES

Graduate/Professional Transfer Credit Petition	GRADUATE and PROFESSIONAL USE ONLY: All approved graduate and professional school transfer credit petitions need to be submitted for RAR transfer credit department processing. Please verify that the petition has been completed in full before uploading. DO NOT submit disapproved graduate transfer credit petitions. DO NOT submit supporting documents.
INQUIRY: Discontinue Rows	Use to request the review Discontinue status rows in a student's Program/Plan stack.
UH Internal Transfer Credit	To request UH internal credit transfer (UH classes ONLY) as approved by Dept./College from one career to another: for example: UGRD to GRAD or GRAD to UGRD, etc.
INQUIRY: Conversion On-Demand/De-archive Request	For inquiries requesting former student records to be converted into Peoplesoft. Request only if student's intention is to return to active student at UH.

CHECKLIST


- Collaborating with OUR (Jay Hill) to create a checklist to submit all medical documentation for students
 - Students will be able to submit a petition as well
 - Teams trainings will be available for new grad advisors.
 - Should be available as early as 9/15.

CURRICULOG CHANGES

- 2023-24 catalog changes are now open in Curriculog.
- Reminder: new courses do not require GPSC approvals
- Please submit by the deadline to get the 23-24 catalog out by June 1st

WELCOME BACK ADVISOR OF THE MONTH

- We are bringing back advisor of the month!
 - Please submit the form directly to tvjones@uh.edu by the 15th of each month.
 - Form can be found under Advisor Resources/Forms on the Graduate School website <https://www.uh.edu/graduate-school/forms/>

 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

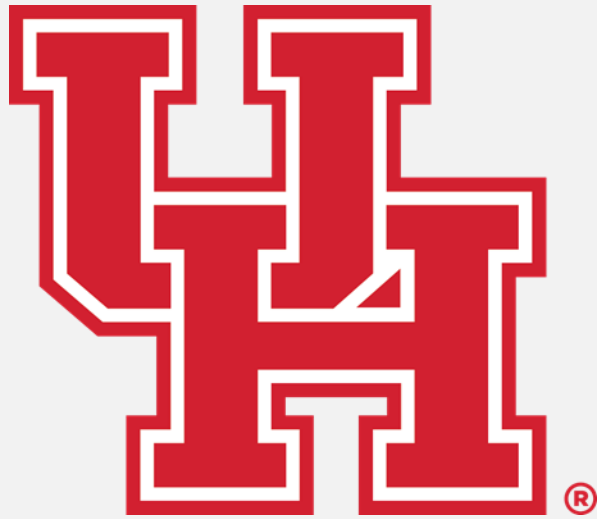
Please list all reasons why you think this person should be Advisor of the Month:

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

092022 tvj

UNIV 6000 TA TRAINING

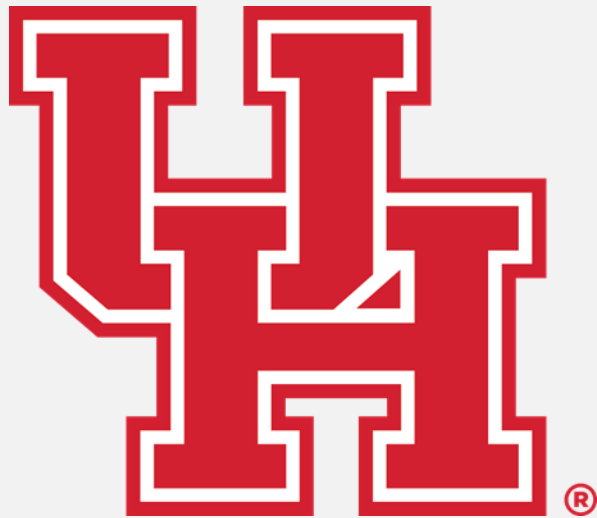
- Univ 6000 TA Training Course is in the early stages of being updated
 - Will be ready by summer 2023
 - If you have pertinent information you think **all graduate students TA's** could benefit from please contact Dr. Tashemia Jones directly at tvjones@uh.edu



NO UPDATES

SHARI CORPREW

*Director of Graduate School
Office of the Provost*



FITZGERALD SMITH

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

PRIOR DEGREE VERIFICATION

- Prior degree Verification (PDV)
 - PDV holds will return after ORD for all students who have not submitted required proof of prior degree earned. (Official transcripts showing degree conferral for domestic students due by ORD).
 - Students have until ORD (tomorrow) to lift hold and enroll if they have not done so already.
 - Petitions to submit PDV holds are to be submitted via IRIS. Petition form can be found on UHGS website under forms and procedures. Remember to get required signatures.
<https://www.uh.edu/graduate-school/forms/>

SPRING AND FALL 2023

- Currently processing applications for Spring 2023 and Fall 2023.
 - Please check to ensure that programs are open for applications and report issues regarding student submission of applications.

SUMMER AND FALL 2022 APPLICATIONS

- Archiving process for Summer/Fall 2022 apps will be on September 20th .
- Please ensure entering application decisions have been part of your review process (decisions should be entered by Sep 15th).
- Applications with no decision entered by Sept 20th will be changed automatically to "Withdrawn" in ApplyWeb and notification email will be released to applicants informing them about their withdrawn status.

DEFERMENTS

- Please submit deferment requests via IRIS (matriculated students).
- A student cannot be deferred if a “denied” or “withdrawn” decision has been entered in ApplyWeb.

APPLYWEB TRAINING

- Training will be held on the first Tuesday of every month virtually.
- Invites were sent out for today's training.
- If you did not receive an invite please email me.



KRYSTAL SUGULLEH STEWART, M.P.A.

*Program Manager(Recruiter), Graduate School
Office of the Provost*

PARTNERSHIPS & COLLABORATION

Informational Sessions

- Informational Sessions are conducted twice a week and are on Tuesdays and Thursdays.
- All upcoming Informational Sessions can be found on Graduate School's Website.

Contact Information:

If interested in partnering in the future feel free to contact me at

kysugull@central.uh.edu

Looking forward to connecting with you!!

RECRUITING EFFORTS

- In Person and Virtual Recruiting Sessions

In Person Recruiting:

- November 2021- August 2022 reached 782 students in person

Virtual Recruiting :

- November 2021- August 2022 reached 630 students.

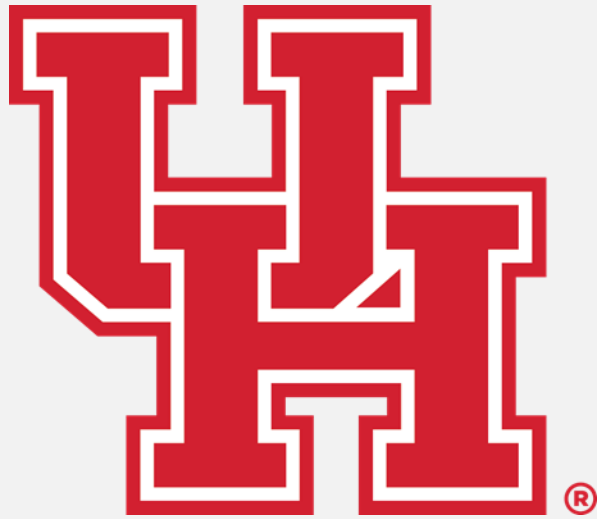


MARTIN O'DONNELL

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

I-20 PROCESSING

- Nearly 2000 I-20s processed for Fall
- Processing for Spring 2023 will be faster with turn around time being 2 weeks*
- All late arrivals should be processed (last date is ORD).
- Spring Deferments, please submit petitions through IRIS.



NO UPDATES

STEFAN JOHNSON

*Associate Director
International Student & Scholarship Services Office*



NO UPDATES

RACHEL HONORA

Associate Registrar

JAY HILL

Assistant Registrar

Office of the University Registrar