

WELCOME!



Grad School

Updates &

Reminders

Please post in the chat any new team members: name, role, & time in position!

Welcome all new faces!

January 28, 2021



Dr. Sarah Larsen

*Vice Provost and Dean of
the Graduate School
Dept.*

UPDATES

- Spring 2021 Enrollment is strong
- Fall 2021 applications are up from last year at this time
- Spring 2021 professional development opportunities- please help us get the word out to your students
- Graduate student survey conducted- will share results/analysis next month

SPRING 2021 PROFESSIONAL DEVELOPMENT

- Communication
 - Student listserv (~weekly messages)
- How would you like to receive the information to share with students?

UH CIRTL

- Center for the Integration of Research, Teaching and Learning (CIRTL)
- National network of 35 institutions
- Evidence based teaching practices to improve UG education
- National network events and local UH events

WHY SHOULD STUDENTS PARTICIPATE IN CIRTL



Develop your teaching skills.



Learn more about evidenced based approaches to teaching.



Build your teaching portfolio.



Join a nationally recognized organization.

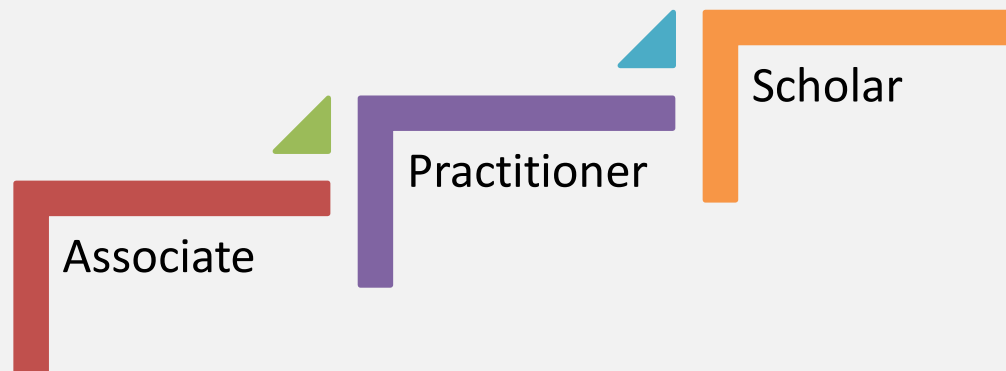


Tangible evidence of participation with CIRTL certificates*

* non-credit bearing certificates

CIRTL@UH

- UH has started a local CIRTL learning community for graduate students and postdocs to implement proven teaching practices that meet the needs of a diverse undergraduate student population.
- Encourage students to join the CIRTL@UH TEAM
- Scaffolded approach (3 Levels)





Stefan Johnsson

SEVIS Compliance Sr.

Coordinator

*International Student
and Scholar Services*

Office

SOCIAL SECURITY ADMINISTRATION

- **No longer accepting printed, scanned and email I-20's. Has to either be original or electronically signed.**
- **They are not accepting other electronically signed documents. All other proof of employment/immigration status has to be original documentation.**

HYBRID/F2F COURSES

- **30 day reporting period to verify compliance for all F-1 students began Jan 19th.**
- **All new students entering U.S. after March 2020 has to have one F2F or Hybrid course.**
 - **Has to be a session 1 course!**
 - **Students transferring to UH from another institution or doing a change of degree level are not required to have a F2F course as long as they remained in the U.S. since March 2020.**
 - **If you have a worksheet from the list I sent out last week that verifies F2F enrollment, please send it my way. It will help me when I go through each list.**
 - **Send deferments of admissions or students studying abroad for spring 2021 to Christen Powers as soon as possible. This way we both can check them off our lists.**

ANY QUESTIONS?



Shari Corprew

Director, Graduate School

GRADUATE SCHOOL FUND

- FAFSA
 - Available October 1st every year

GATF AUDIT REPORT

(CAMPUS SOLUTIONS/PEOPLESOFT)

- Main Menu \ Records and Enrollment \ UHS SR Custom \ SR Reports \ UHS GATF Audit Report
 - » Academic Institution: 00730
 - » Term: XXXX (Spring 2021=2130, each term number increases in increments of 10)
 - » Students Selection Options:
 - Exclude UGRD students

GRADUATE SCHOOL VIRTUAL OFFICE HOURS

- <https://uh.edu/gs/contact-us/>

» **Zoom Link:**

<https://uofh.zoom.us/j/98863940772>



Shawn Washington

*Associate Director,
Grad/Int'l Admissions*

New and Continuing Student Spring Enrollment (Headcount)

As of Jan 17, 2021

First Enrollment Date **Census Date**

		<u>New</u>			<u>Continuing</u>			<u>Total</u>			
		2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	
Undergraduate	FTIC	98	103	5.1%	16,381	16,751	2.3%	16,479	16,854	2.3%	Select View Headcount
	Transfer	1,511	1,566	3.6%	15,743	15,533	-1.3%	17,254	17,099	-0.9%	
	Total	1,609	1,669	3.7%	32,124	32,284	0.5%	33,733	33,953	0.7%	
Post-Bacc	Post-Bacc	183	184	0.5%	752	805	7.0%	935	989	5.8%	Select Semester Spring
	Total	183	184	0.5%	752	805	7.0%	935	989	5.8%	
Graduate	Master's	355	578	62.8%	2,820	3,208	13.8%	3,175	3,786	19.2%	Number of Years Two Years
	Doctoral	33	63	90.9%	1,972	1,978	0.3%	2,005	2,041	1.8%	
	Total	388	641	65.2%	4,792	5,186	8.2%	5,180	5,827	12.5%	
Special Prof.	Law	7	13	85.7%	699	684	-2.1%	706	697	-1.3%	Select a Week Most Recent Week
	Optometry				379	372	-1.8%	379	372	-1.8%	
	Pharmacy				480	492	2.5%	480	492	2.5%	
	Medicine					30			30		
	Total	7	13	85.7%	1,558	1,578	1.3%	1,565	1,591	1.7%	
Grand Total		2,187	2,507	14.6%	39,226	39,853	1.6%	41,413	42,360	2.3%	Select a Sunday 11/29/2020 Session 1




ARCHIVING SP2021 APPS

- **Feb 19th (Archiving Spring 2021)
Admissions Applications**

If no decisions updated CN

Applications will change automatically to "Withdrawal Status" and withdrawal letters released to applicants.

DEFERRAL REMINDERS

-  You cannot defer after ORD.
-  Once ORD has passed, they are now discontinued students and if you want to reactivate them for a future term (without submitting a new application), a petition will be needed with all required approvals to “Readmit” the student.
-  This is needed for accurate data processing reasons.

PROCESS TO REQUEST LATE ARRIVAL FOR AN INTERNATIONAL STUDENT ON AN F1 OR J1 VISA

1. Late arrival is defined as arrival to campus any later than the first day of class in the semester/session ([link](#) to academic calendar).
2. Request for late arrival will be made via the [graduate petition](#). Student initiates the petition which should be accompanied by the following information:
 - a. The expected date of arrival (provided by student)
 - b. The extenuating circumstances/reason for the late arrival request. Generally, only emergent situations such as an unexpected illness, will be approved. Circumstances based on convenience, such as family vacations will not be approved. (provided by student)
 - c. Late arrivals after ORD will not be approved.**
 - d. Assurance that the student's academic experience will be compliant with the visa status requirements and will not be negatively impacted must be provided by the department/program.
3. The petition needs program/department and college level approvals before submission to the Graduate School.

LATE ARRIVING STUDENTS

Hi -

You will need to submit a petition to your individual academic department requesting for a late arrival for the current spring semester. The academic department must approve your request and then forward the attached petition back to us for review and processing.

Please use the following link to access the graduate petition: <https://uh.edu/graduate-school/forms/gpsp-updated-petition-102020.pdf>.

Remember to select option #12 (Other) on the petition and write out the reasons as to why you're requesting a late arrival to the University for the current spring semester. Sign your name at the bottom of the petition and then forward the completed petition to your graduate advisor and/or academic department for their review and approval.

<https://uh.edu/graduate-school/admissions/contacts-and-deadlines/>

<https://uh.edu/graduate-school/academics/advising/>

Thanks

GRADUATE and PROFESSIONAL STUDENT PETITION

gradschool@uh.edu

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.

Name: <input type="text"/> <input type="text"/> <input type="text"/>		Current Student Information	Career <input type="text"/>	Petition Effective	
myUH ID: <input type="text"/>			Program <input type="text"/>	Term <input type="text"/>	Year <input type="text"/>
UH EMAIL ALIAS: <input type="text"/> @UH.EDU		Plan Code <input type="text"/>		NOTE: Unless otherwise stated and approved, all petitions are effective at the start of the next academic term. All administrative actions become effective the day they are processed, unless otherwise stipulated and approved via petition. All petitions should be submitted to the advising office in the department of their degree objective to begin the approval process.	

PURPOSE OF PETITION

<input type="checkbox"/> 1. Update program status/action (term activate, discontinue, etc)	<input type="checkbox"/> 2. Admissions status change (ex: conditional to unconditional)	<input type="checkbox"/> 3. Add new concurrent degree or certificate objective (career/program/plan)	<input type="checkbox"/> 4. Change current degree objective (program/plan)
<input type="checkbox"/> 5. Degree requirement exception or approved course substitution	<input type="checkbox"/> 6. Leave of Absence (include specific term) (Attach supporting documentation)	<input type="checkbox"/> 7. Reinstatement to discontinued career (provide explanation)	<input type="checkbox"/> 8. Request to apply to graduate after the late filing period deadline
<input type="checkbox"/> 9. Transfer Credit (One institution per petition)	Institution Name: <input type="text"/> City/State/Zip: <input type="text"/>	Hours Previously Transferred: <input type="text"/> Transfer Credits on this request: <input type="text"/>	<input type="checkbox"/> 10. Change Admit Term
Courses Approved for Transfer: <input type="text"/>	Catalog #: <input type="text"/> Sem/Qtr Taken: <input type="text"/>	Transfer Credit Awarded: <input type="checkbox"/> General Elective Credit <input type="checkbox"/> UH Graduate Course Equivalencies: <input type="text"/>	<input type="checkbox"/> 11. Early Submission of Thesis/Dissertation
			<input type="checkbox"/> 12. Other (explain below)

EXPLANATION OF REQUEST

(attach additional documentation as needed)

STUDENT SIGNATURE

DATE Administrative Request

REQUIRED APPROVALS

Graduate Advisor/Committee Chair	Shawn Washington
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<input type="text"/>
Graduate Studies/Program Director	<input type="text"/>
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<input type="text"/>
Department Chair if required	<input type="text"/>
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<input type="text"/>
Assoc/Asst Dean for Graduate Studies	<input type="text"/>
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<input type="text"/>
Vice Provost/Dean of the Graduate School	<input type="text"/>
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	<input type="text"/>

ACADEMIC OFFICE USE ONLY

COMMENTS

Clear Form

REMINDERS

- 2021 Recruiting Cycle:
 - Admission App Deadlines
 - Program Description
- CollegeNET Training (Refresher):
 - February
 - Email me
 - Zoom

I-20 processing



Christen Powers

SEVIS Compliance

Coordinator

LATE ARRIVAL

International Students with an I-20, who wish to arrive after the first day of classes will need to request late arrival via Graduate Petition.

LATE ARRIVAL

- Late arrival must be certified by the DSO that signed the I-20
- In order to arrive late, the student must be able to:
 - Demonstrate a genuine need
 - Be able to register, and be successful in a full time course load
 - Arrive before ORD

LATE ARRIVAL

- Still not a guarantee
 - It is still at the discretion of the agents at the port of entry if the student is allowed entry into the United States.
 - Late arrival cannot be used casually

NEW FINANCIAL BACKING INFORMATION

- <https://www.uh.edu/graduate-school/i-20/>
- There is a new digital letter of financial backing.
 - Amounts can be found in the excel spreadsheet, and are spelled out by College.
 - These amounts include tuition, mandatory fees, and health insurance charge.
 - New amounts for personal support and books

SUMMER 2021 I-20

- Summer 2021 I-20 documents are actively in process
 - In order for a student to arrive in Summer, I need a guarantee from the department that there will be face to face courses/hybrid courses for the student to register in
 - Students arriving in summer must enroll full time (6 hours)

FALL 2021 I-20

- Fall 2021 I-20 documents are actively in process.
 - The new financial backing information is applied
 - Students may need to submit additional sources of funding to meet the new required fees.
 - New offer letter required – Deferred students
 - Students previously awarded funding will need a new offer letter confirming their funding award for the new I-20

TO DEFER AN I-20

- If you have students that were not able to arrive for Spring 2021 due to visa difficulties, send me their Name, PSID and whether they are a Master student or a PHD student.
 - An emailed excel spreadsheet is fine.
 - I-20 deferments need to be done immediately before application information is archived.
 - This is a separate process than an admission deferment.



Fitzgerald Smith

Admissions Manager

Grad/Int'l Admissions.

PRIORITY FOLDER - CN

- **Fall 2021 application deadlines**

- International transcript evaluations are tagged and completed based on deadline.

(If your program has a February deadline, we'll work to complete all evaluations in February)

- **Priority folder is available for those applicants the department needs evaluated quickly.**

- The transcript analyst team works to have priority evaluations done within 24 – 48 hours*

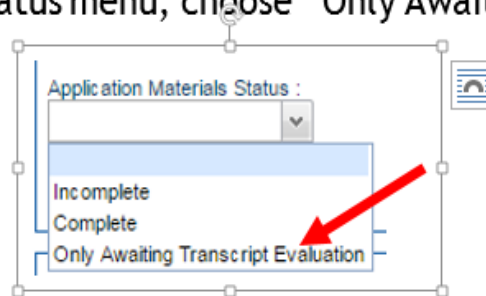
(*24-48 hours after a PSID has populated in CN)

- Use for applications that are truly priority, when a high volume are pushed – we cannot complete the evaluations in 24 – 48 hours.







PRIORITY FOLDER

Instructions for marking an evaluation as a priority

1. Verify all other application materials needed for making an admission decision are submitted and meet the minimum criteria for admission (e.g. TOEFL scores above the minimum).
2. Open the applicant's record to the "Personal Information" tab.
3. Under the Application Materials Status menu, choose "Only Awaiting Transcript Evaluation":



4. Save the record.
5. (Transcript Evaluators' View). The application will now appear in the "Priority" pool for the evaluators:

  International Evaluations	5716
  1) Ready for Evaluation	196
  Priority	1

BEST PRACTICES:

- Always use the evaluations as a reference during the admissions process to ensure that you are offering admission only to applicants who meet our admissibility standards. Also, use the other information provided so that you have knowledge of the applicant's academic background.
- Reference the evaluator's comments and the Graduate School's website to answer newly admitted students' questions about what materials are needed.
- Do not receive transcript materials in your office, also route walk in applicants or mailed transcript documents directly to the Graduate School Dept. Never open a transcript in your office.
- Use the "Priority" requests strategically in order to make admission offers to the best candidates early.
- Do not offer admission until a transcript evaluation has been completed; this will prevent offering admission to applicants who do not qualify for graduate study in the United States.



Bina Benavides, M.P.A.

Program Manager, Graduate
International/Admissions

VIRTUAL INFORMATION SESSIONS

- UH Graduate School Dept. partnered with many different departments/colleges on campus and conducted 127 virtual sessions with over 1,700 prospective applicants in attendance from March 2020 - December 2020:

Application Fee Waiver Usage from Attending Virtual Information Sessions	
Semester	Admitted & Accepted Offer
Summer 2020	22
Fall 2020	76
Spring 2021	62
Total	160

UH Graduate School Virtual Information Sessions Summary

Fall 2020 Semester

UH Graduate School Webinar Information Sessions	# of Sessions	Attendees
General Information Sessions	30	414
CLASS, Education, and Social Work Session	6	73
STEM Sessions	11	115
CLASS Communication Sciences and Disorders	1	30
CLASS Master of Public Administration	2	16
Hobby School of Public Affairs	1	19
School of Pharmacy, PHD Program	2	15
General Session with University Career Services	1	30
Total	54	712



UH Graduate School Spring Semester Virtual Information Sessions Summary

Spring 2021 Semester as of January 25, 2021

UH Graduate School Webinar Information Sessions	# of Sessions	Attendees
General Information Sessions	6	118
CLASS, Education, and Social Work Session	2	23
STEM Sessions	1	15
Total	9	156



of February Sessions
12

If interested in promoting your programs please connect with Bina Benavides at bbenavi2@central.uh.edu

CHASTYNE BLACKLOCK

[Executive Assistant to Dr. Larsen & Events
Coordinator]

UPCOMING EVENT:

Graduate Research Showcase – 2021 Virtual Poster Session **March 1, 2021**

- **Open to all graduate and professional students**
- **The “Call for Applicants” is on the Graduate School website**
- **Registration is now open**
- **We will offer (1) training session on February 5th at 1pm**
- **Please encourage students to participate**

Interested in judging? A sign up sheet will be sent following this meeting.

QUESTIONS?

