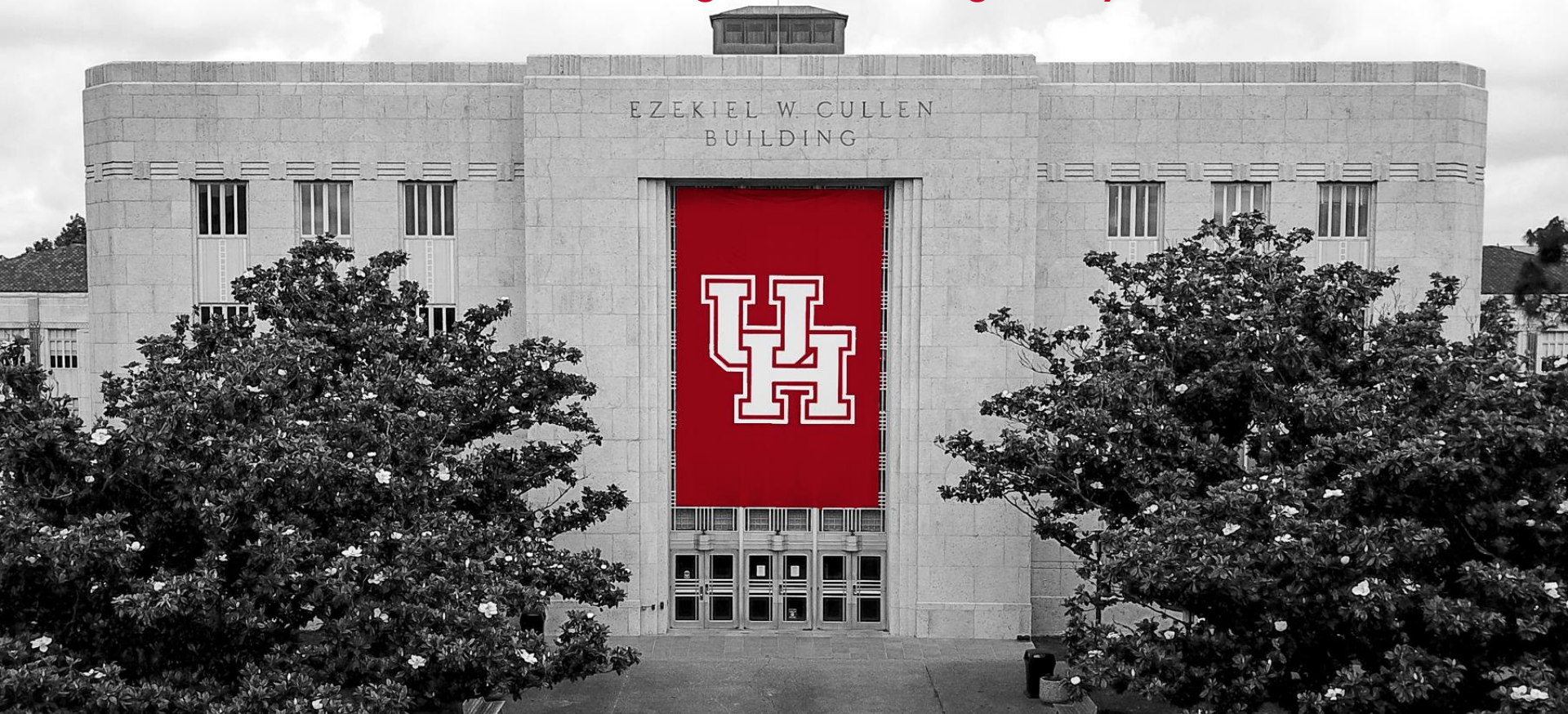


# GRADUATE ADVISOR MEETING

*February 22, 2022*

*We will begin the meeting shortly*



UNIVERSITY of HOUSTON | GRADUATE SCHOOL



## **DR. SARAH LARSEN**

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

# ANNOUNCEMENTS

## **Associate Director Graduate Admissions:**

Fitzgerald Smith,

[fasmith@Central.UH.EDU](mailto:fasmith@Central.UH.EDU)

## **New Graduate and Professional Student Ombusperson :**

Professor Funda Sahin, College of Business

### Meet the Ombudsperson 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. 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.



Her teaching and research interests are in operations and supply chain management. Dr. Sahin is passionate about the University of Houston community and student well-being. Over her career, she worked with graduate students in a wide variety of roles ranging from teaching graduate courses, directing graduate student research, coordinating the Bauer Supply Chain Management Doctoral Program, serving on numerous committees related to graduate student education, and graduate student policies to mentorship. The knowledge and experiences she accumulated over the years through these interactions helped her better understand the concerns and difficulties that graduate students may endure. These insights assist her in her Ombudsperson for Graduate and Professional Students role.

#### Why Contact the Ombudsperson

If you find yourself struggling with an issue and do not know where to turn, you just need to talk, need clarification on a university policy, procedure, decision, or need an objective perspective and need somebody to explore options with you, please feel free to reach out to the Ombudsperson.

The services of the Ombudsperson are free of charge, accessible and voluntary. Conversations with the Ombudsperson are off the record and do not begin a formal process. The Ombudsperson does not retain any information that would identify the graduate/ professional student or the graduate/ professional student's concerns.

If you would like to have more information about the ombuds services, please visit: [https://uh.edu/graduate-school/ombuds\\_services/ombuds.php](https://uh.edu/graduate-school/ombuds_services/ombuds.php)

To schedule an appointment, please contact the Ombudsperson, Dr. Funda Sahin at the following email: [gradombuds@uh.edu](mailto:gradombuds@uh.edu)

Email:

[gradombuds@uh.edu](mailto:gradombuds@uh.edu)

Webpage:

[https://www.uh.edu/graduate-school/ombuds\\_services/ombuds.php](https://www.uh.edu/graduate-school/ombuds_services/ombuds.php)

# WHAT AN OMBUDSPERSON DOES

- 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.

# REMINDERS

## **Cullen Graduate Student Success fellowship**

Open for two rounds to support student needs related to academic success (\$500 awards)

**March 11, 2022 next round of applications due**

# SPRING 2022 ENROLLMENT

## New and Continuing Student Spring Enrollment (Headcount)

As of Feb 13, 2022

First Enrollment Date **Census Date**

		<u>New</u>			<u>Continuing</u>			<u>Total</u>		
		2021	2022	% Change	2021	2022	% Change	2021	2022	% Change
Undergraduate	FTIC	114	136	19.3%	17,087	17,569	2.8%	17,201	17,705	2.9%
	Transfer	1,678	1,597	-4.8%	15,872	15,245	-4.0%	17,550	16,842	-4.0%
	<b>Total</b>	<b>1,792</b>	<b>1,733</b>	<b>-3.3%</b>	<b>32,959</b>	<b>32,814</b>	<b>-0.4%</b>	<b>34,751</b>	<b>34,547</b>	<b>-0.6%</b>
Post-Bacc	Post-Bacc	186	146	-21.5%	813	626	-23.0%	999	772	-22.7%
	<b>Total</b>	<b>186</b>	<b>146</b>	<b>-21.5%</b>	<b>813</b>	<b>626</b>	<b>-23.0%</b>	<b>999</b>	<b>772</b>	<b>-22.7%</b>
Graduate	Master's	630	609	-3.3%	3,270	3,752	14.7%	3,900	4,361	11.8%
	Doctoral	74	69	-6.8%	2,068	2,073	0.2%	2,142	2,142	0.0%
	<b>Total</b>	<b>704</b>	<b>678</b>	<b>-3.7%</b>	<b>5,338</b>	<b>5,825</b>	<b>9.1%</b>	<b>6,042</b>	<b>6,503</b>	<b>7.6%</b>
Special Prof.	Law	13	4	-69.2%	685	722	5.4%	698	726	4.0%
	Optometry				372	366	-1.6%	372	366	-1.6%
	Pharmacy				493	475	-3.7%	493	475	-3.7%
	Medicine				30	60	100.0%	30	60	100.0%
	<b>Total</b>	<b>13</b>	<b>4</b>	<b>-69.2%</b>	<b>1,580</b>	<b>1,623</b>	<b>2.7%</b>	<b>1,593</b>	<b>1,627</b>	<b>2.1%</b>
<b>Grand Total</b>		<b>2,695</b>	<b>2,561</b>	<b>-5.0%</b>	<b>40,690</b>	<b>40,888</b>	<b>0.5%</b>	<b>43,385</b>	<b>43,449</b>	<b>0.1%</b>

Select View

Headcount ▼

Select Semester

Spring ▼

Number of Years

Two Years ▼

Select a Week

Most Recent Week ▼

Select a Sunday

9/19/2021

Session

1 ▼

Spring 2022 master's/doctoral Enrollment up 7.6% and special professional up 2.1 % compared to Spring 2021.



## Aligned By Date

Admissions Summary: Applicants	Fall 2021	Fall 2022	%
Applications with Data Exceptions	16-FEB-21	16-FEB-22	Diff
<b>Total Applicants</b>			
FTIC	30,425	32,299	6.2
Transfer	2,593	2,014	-22.3
Re-Admitted	121	112	-7.4
Post-Bacc	148	127	-14.2
Masters	3,794	5,928	56.2
Doctoral	3,103	2,855	-8.0
Special Prof	4,695	3,593	-23.5
<b>Total</b>	<b>44,879</b>	<b>46,928</b>	<b>4.6</b>
<b>Applicants with Completed Applications</b>			
FTIC	19,924	20,205	1.4
Transfer	986	982	-0.4
Re-Admitted	50	68	36.0
Post-Bacc	59	60	1.7
Masters	689	612	-11.2
Doctoral	179	253	41.3
Special Prof	1,884	622	-67.0
<b>Total</b>	<b>23,771</b>	<b>22,802</b>	<b>-4.1</b>
<b>Admitted Applicants</b>			
FTIC	11,807	13,686	15.9
Transfer	800	675	-15.6
Re-Admitted	11	35	218.2
Post-Bacc	48	42	-12.5
Masters	288	497	72.6
Doctoral	82	103	25.6
Special Prof	791	622	-21.4
<b>Total</b>	<b>13,827</b>	<b>15,660</b>	<b>13.3</b>
<b>Enrolled Applicants</b>			



# UH MARKETING CAMPAIGN

## Social Media Campaign



Landing page: <https://uh.edu/dare/grad/>  
Krystal will followup with any leads that are generated and will direct them to the program contacts.



## **SHARI CORPREW**

*Director of Graduate School  
Office of the Provost*

# PHD ADMISSIONS OFFER LETTER REVIEW

- Financial support amounts incorrect
  - GTF
  - Health insurance stipend
  - PF
  - Waiver
- No financial support indication
- Decision letter needs correction
  - CGS deadline
- Needs release date
- No decision letter
- Residency

# GTF

- A new item to check for disbursement
  - Selective Service

# GS FAQ WEBPAGE

- The Graduate School created an FAQ page
  - [uh.edu/gs/faq](http://uh.edu/gs/faq)



## **DR. TASHEMIA JONES**

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

# DISSERTATION ACCELERATOR



SPRING 2022

**UH**  
**Dissertation  
Accelerator**

*February 28th - March 3rd  
9:00am - 3:00pm  
via Zoom*

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Register Today!  
Deadline: February 25th  
<https://forms.office.com/r/3BS87HnkIF>



UNIVERSITY of  
**HOUSTON**

OFFICE OF THE PROVOST  
Graduate School



# PLEASE USE THE UPDATED 2020 PETITION GRADUATE PETITION-UPDATED 2020 VERSION

UNIVERSITY of HOUSTON | GRADUATE SCHOOL

## 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 569.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.

Name: _____ Last First Middle		Current Student Information	Career Program <b>Select...</b>	Petition Effective Term <b>Select...</b> Year
myUH ID: _____ Contact Phone Number: _____		Plan Code <b>Select...</b>		
UH EMAIL ALIAS: _____ @UH.EDU <small>Students are required to maintain a valid destination email address in their myUH account</small>		<small>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.</small>		
<b>PURPOSE OF PETITION</b>				
<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 (See restriction per petition)	Institution Name _____ City/State/Zip _____	Hours Previously Transferred: _____ Transfer Credits on this request: _____	<input type="checkbox"/> 10. Change Admit Term	
Courses Approved for Transfer: _____ Catalog #: _____	Sem/Qtr Taken: _____ Sem/Qtr Taken: _____	Transfer Credit Awarded: _____ General Elective Credit _____ UH Graduate Course Equivalencies: _____	Catalog #: _____ Catalog #: _____ Catalog #: _____	<input type="checkbox"/> 11. Early Submission of Thesis/Dissertation
<input type="checkbox"/> 12. Other (explain below)				
<b>EXPLANATION OF REQUEST</b> <small>(attach additional documentation as needed)</small>				
STUDENT SIGNATURE _____ <small>Please type your name as your signature.</small>				DATE _____ Administrative Request <input type="checkbox"/>
<b>REQUIRED APPROVALS</b>			<b>ACADEMIC OFFICE USE ONLY</b>	
Graduate Advisor/Committee Chair <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE Print Name _____ Date _____ Signature _____			COMMENTS	
Graduate Studies/Program Director <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE Print Name _____ Date _____ Signature _____				
Department Chair <i>if required</i> <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE Print Name _____ Date _____ Signature _____				
Assoc/Asst Dean for Graduate Studies <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE Print Name _____ Date _____ Signature _____				
Vice Provost/Dean of the Graduate School <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE Print Name _____ Date _____ Signature _____				

Clear Form

UHGS 102020

# FRIENDLY REMINDERS

- Obtain all required signatures for grad petitions
- Medical leaves require a physician's note that should be hand-delivered to the grad school office, please do not attach them to the IRIS tickets
- Add/drop before ORD (students should not be requesting to enroll into a class 7 weeks after the start of the semester)



*Congrats!*

**FITZGERALD SMITH**

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

# DEFERMENT REQUESTS

- Change in process.
- Matriculated students:
  - Petition submitted in IRIS.
  - New application created in PeopleSoft.
  - Original application remains in PeopleSoft.
  - No change to program/plan stack.

Applications not yet matriculated do not require a petition.

# SPECIAL ADMITS

- Minor update to process:
  - Petition along with documentation submitted in IRIS.
  - Petition reviewed by Graduate School.
  - If approved, signed petition uploaded in IRIS.
  - Graduate School will notate approval in CollegeNet and make changes in PeopleSoft e.g. lift hold, add FORCERT.
  - Only attach program level supporting documents in CollegeNet after approval by Graduate School with signatures.

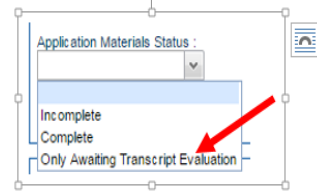
# PRIOR DEGREE VERIFICATION HOLD

- PDV holds have returned to student accounts.
- These are students who still need their degrees verified.
- Students who need to submit proof of prior degree earned will be sent reminders.
- Please relay to your students the need to verify their degrees.

# INTERNATIONAL TRANSCRIPT EVALUATIONS

- Transcript evaluations are completed based on application deadlines.
- Priority folder:
  - To be used only for strong applicants who you are ready to make a decision on.

## 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



# DOMESTIC TRANSCRIPT PROCESSING

- Transcripts sent electronically are preferred for processing.
- For inquiries regarding transcripts already sent please have students forward confirmation receipt from school to [gradschool@uh.edu](mailto:gradschool@uh.edu) so that we may look into it.
- Programs requesting that transcripts be located in order to make decisions can also contact us.



## **CHRISTEN POWERS**

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

# FALL 2022 PROCESSING

- I-20s for Fall 2022 are actively going out
  - I-20s are processed in the order they are received.
    - If a request is missing documents, it will be moved to the back of the processing line
    - Documents must be less than six months old

# FALL 2022 PROCESSING

- Deferred applications are being processed as quickly as possible
  - Deferred applicant I-20 documents are done after the admission semester is updated in Peoplesoft
  - Students who are deferred from a previous semester may need to submit new documents

# FALL 2022 PROCESSING

- Following SEVIS regulations
  - I-20 documents are being sent via email
  - Students enrolled in online programs are not eligible for I-20
  - Students must enroll in a face to face or hybrid course in order to be able to come to the US to study.

# PRIORITY FOLDER

- We have added a new priority folder for I-20 requests
  - Requirements for Priority
    - The student must meet a qualifying category
      - Top Recruit – Ranked top of selection list.
      - Research Project requirement – Student's presence is vital for a funded research project
      - Already Has Visa – the student already has an approved F-1, and the updated I-20 is all that is required for arrival.
    - A document upload is required

# PRIORITY FOLDER

- Required to submit to Priority Folder
  - A statement or email must be uploaded to the I-20 request in order for the request to populate to the priority folder
  - No exceptions



# PROFESSIONAL I-20 REQUEST

- Professional Programs (Law, Pharmacy, MED, Nursing, Optometry) will have a new method of submitting I-20 requests.
- New submission method is all digital, and does not require a PDF form. For more information or to set up a training, contact [cpowers6@uh.edu](mailto:cpowers6@uh.edu)



## **CHASTYNE BLACKLOCK**

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

# UPCOMING EVENT:

## Graduate Appreciation Week

April 4 – April 8, 2022

- Open to all graduate and professional students
- Events TBD

## Fall Graduate Orientation 2022 - 2023

August 16, 2022

- Open to all graduate and professional students
- Registration will open early July
- Students may attend either session – 9am or 1:30pm



*Congrats!*

**STEFAN JOHNSON**

*Associate Director  
International Student & Scholarship Services Office*

# ISSSO FORMS

- There will be minor updates to our forms throughout this spring. It is recommended that you keep the form link and print when needed rather than keeping copies on your desk. The best link to use: <https://uh.edu/oiss/resources/forms-and-publications/>
- **RCL Form:** Verify that the student has enrolled in required course(s) to graduate before signing.
- **Change of Degree Level Form:** Please add this to the workflow process following completion of degree level change for any discontinued PHD students who will graduate with MS. Students should be prepared to show updated financials.
- **Assistantship/Fellowship Verification Form:** Health stipend removed. Instead it has a section for what semester(s) the funding is for.
- Any unclear parts of our forms that you may have, please email me so I can see how this can be better clarified.
- **Academic Verification Form:** Please use the official closing date of the semester (E.g. May 12<sup>th</sup>, not May 16<sup>th</sup>).
  - If a student is asking for a different end date due to dissertation or thesis submission date, then make sure the student is informed that any on-campus work will be cut short based on the date requested.
  - It is crucial that you are aware that on-campus employment ends upon the shortened date of the program end-date of the i-20. A student cannot work to May 31<sup>st</sup> if the spring term ends on May 12<sup>th</sup> and they are graduating. May 12<sup>th</sup> would be the last day of employment. TA's should be aware of this when grading papers. Working even 1 day unauthorized is a violation of a student's status and this type of violation is hard to overcome.

# SEVP GUIDANCE FALL 2022

- The current SEVP Guidance for hybrid course enrollment runs through summer 2022.
- As of now, we should expect normal guidance starting in Fall 2022.
- Even without normal operations, we have an ever increasing number of students who are requiring a F2F or Hybrid course to meet the requirements for their F1 status. Are your faculty aware? Do you have enough courses coming up with required classroom attendance?
- Also, it is a no-no for professors to tell students their course is HyFlex when the instruction mode is F2F or Hybrid. I've heard things second hand and it's alarming.



**RACHEL HONORA**  
*Associate Registrar*

**CURTIS WALLACE**  
*Assistant Registrar*

**JAY HILL**  
*Assistant Registrar*  
*Office of the University Registrar*



NO UPDATES AT THIS TIME