

GRADUATE ADVISOR MEETING

*We will begin the meeting shortly
February 9, 2024*



UNIVERSITY of HOUSTON | GRADUATE SCHOOL



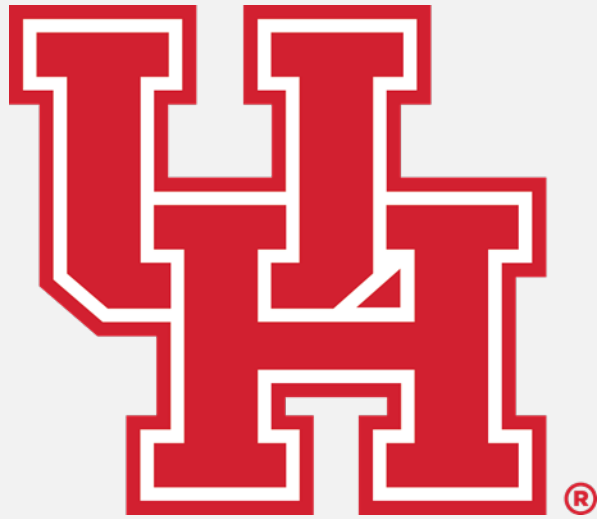
DR. SARAH LARSEN

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

WELCOME NEW ADVISORS

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

WELCOME



SHARI CORPREW

*Director, Graduate School
Office of the Provost*

GTF

- **Mandatory Annual Training**

- Starting this Spring 2024 term, all GTF recipients are required to attend an annual virtual training for GTF
- All GTF recipients are expected to attend/complete this training once a year
- The training they've attended this term will be for the 23-24 year, then they will need to attend/complete it again in the Fall 2024 term for the 24-25 year
- Going forward, every GTF recipient will be expected to attend/complete the training in the fall term, and it will only be the spring admits that will be expected to attend it in a spring term of their admit term. After that, they will attend the trainings in the fall terms too.
- Since this is the rollout semester/year of this mandatory training, off the record, we are not instituting a penalty, but telling all the GTF students that this training is mandatory
- For students that couldn't make any of our 7 training sessions, they've emailed us to let us know and we have been working with them to complete the training
- In the future, we are looking to switch this training from virtual training sessions to an asynchronous training

MICROSOFT BOOKINGS

- **Finance and Operations Department**
 - In October 2023, the Graduate School Finance and Operations department implemented an appointment-only immediate assistance inquiries.
- **Customer Service Department**
 - In December 2023, our Customer Service department implemented a new appointment-based system through Bookings, replacing the previous use of Teams chat hours. Alongside this enhancement, our traditional communication channels including phones, HelpDesk, and walk-ins remain fully operational.




DR. TASHEMIA JONES

*Assistant Director 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

Scott Mason

Program Director II
Hobby School of Public Affairs

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!

December 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

Stephen Gentzel

Academic Advisor II
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!

January 2024

ADDING COMMITTEE MEMBERS

- Effective May 2024 graduations committee members should be added into PeopleSoft at the time the committee is formed
- Graduate School will check to ensure compliance with policy
- No external committee members should be added only UH employees

INSTRUCTIONS TO ADD

Student Advisor PeopleSoft Tool

PS Path:

NavBar: Navigator > Records and Enrollment > Student Background Information > Student Advisor

Student Advisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

Search Clear Basic Search  Save Search Criteria

1. Enter student ID. Click Search.

Student Advisor

Mateen Ahmad 1850355 ★

Student Details Find | View All First 1 of 1 Last

*Academic Institution 00730 University of Houston

*Effective Date 10/20/2021

Student Academic Details Find | View All First 1 of 1 Last

*Advisor Role Advisor *Advisor Number 1

*Academic Career

*Academic Program

Academic Plan

Academic Sub-Plan

Academic Advisor

Advisor Percentage

Committee

NON-SUBSTANTIVE EDITS OPEN

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 Admissions, Graduate School
Office of the Provost*

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 previous degrees earned.

PRIOR DEGREE VERIFICATION HOLD CONT'D

- If a student is requesting additional time be allowed to submit transcript/academic documents required for degree verification then a petition from the department should be submitted.
- All petitions should be submitted via IRIS
- If approved, hold will be lifted

ARCHIVAL OF SPRING 2024 APPLICATIONS

- We will be archiving Spring 2024 applications starting February 16, 2024.
- Please ensure that all Spring 2024 applications have a decision letter released by this date.
- Spring 2024 applications will no longer be available in your regular pools/folders in Admit and will be moved to the archive folders.
- Applications without a decision letter released will be withdrawn (before archiving) and a decision letter stating such will be released to the applicants.

DEFERMENT REQUESTS

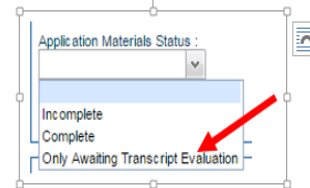
- Applications not yet matriculated do not require a petition in IRIS.
 - Send an email to change admit term.
- Please send all remaining deferment requests before archival date of **February 16th**

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 |

UPCOMING COMMUNICATION

- Application deadline changes
- Annual changes
- ApplyWeb Training (Monthly)

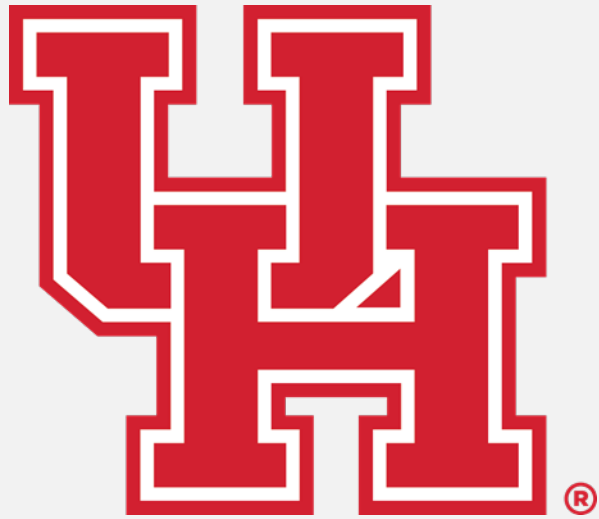


JAMES MARTINEZ

*Program Manager Admissions, Graduate School
Office of the Provost*

OFFICIAL TRANSCRIPTS

- Domestic Transcripts
 - How to Send:
 - Regular or express mail. Address can be found on the Graduate School Website <https://www.uh.edu/graduate-school/admissions/how-to-apply/>
 - Electronically via Parchment, Student Clearing House, EDIs (preferred). Institutions should send transcripts to **University of Houston - Main Campus - Graduate & Professional Admission.**
- International Transcripts/Academic Documents
 - How to Send:
 - Regular or Express Mail. Address can be found on the Graduate School Website <https://www.uh.edu/graduate-school/admissions/how-to-apply/>
 - Welcome Center drop off: Transcript **Analysts on site M-F from 9am-3pm. No appointment required.**



VANESSA CASTILLO

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

SPRING 2024 PROCESSING

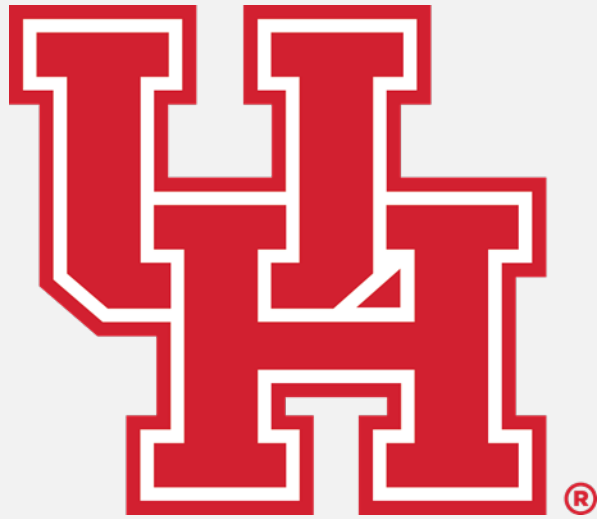
- Over 1,000+ I-20s have been processed and sent out to incoming students.
- Average processing time for the Fall intake is 10 days (if the student has submitted all necessary documents).
- Currently working on Fall 2024 deferments
- No show (I-20s) will be cancelled on 02/26
- I-20s are only generated for students with Unconditional admit status.



NO UPDATES

BRIDGETTE JONES

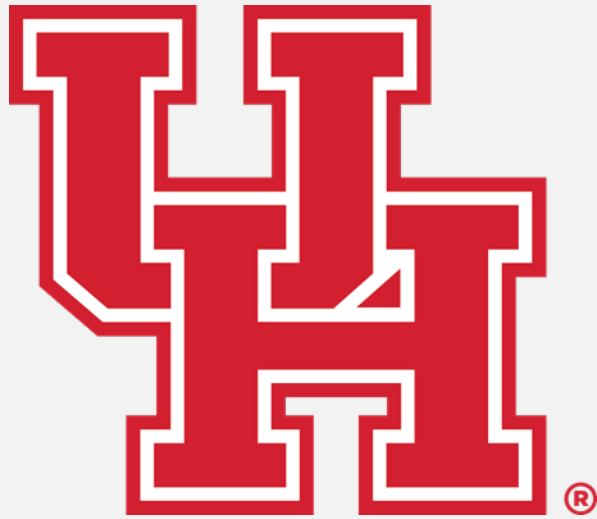
*Executive Administrative Assistant/Events Coordinator,
Graduate School
Office of the Provost*



NO UPDATES

STEFAN JOHNSSON

*Associate Director
International Student & Scholarship Services Office*



NO UPDATES

RACHEL HONORA

Associate Registrar

Office of the University Registrar