

Graduate School Director of Graduate Study (DOGS) Training

AGENDA

Wednesday, June 14, 2023

Morris Library Computer Lab Room 139 and Online

9:00 – 9:10 Karen

- a) The big picture, what your year will look like, G.S. calendar
- b) Overview of Grad Council

9:10 – 9:55 Deon

- a) Double check the info on your G.S. program webpage
- b) Open and complete part of an application
- c) Slate – Deon and Doug

9:55 – 10:10 Tina

- a) International student financial clearance
- b) ITA Testing/Interview
- c) Reminder of International student enrollment requirements (post-COVID)

10:10 – 10:30 Rose

- a) Scavenger Hunt on the Grad School website, GAU contract, Grad Catalog, and G.S. Staff Manual
- b) How to determine the override needed and complete it in Admin Pages/Banner
- c) How to change variable credit hours (Student handles in Salukinet)

10:30 – 10:45 BREAK – Refreshments served in the Hall of Presidents

10:45 – 11:00 Rose

- a) How to open an unofficial transcript in Salukinet
- b) How to run a report in Argos

11:00 – 11:20 Crystal

- a) How to complete a GA Notice of Appointment
- b) PROMPT and Grad Dean fellowships

11:20 – 11:40 John

- a) Step-by-step how to complete a program clearance form

11:40 – 11:50 Karen and Cecilia

- a) Graduate faculty status, new GFS database, and committee forms

11:50 – 11:55 Rose

- a) Give answers to the Pre-Test and prizes

11:55 – 12:00 Karen

- a) Closing remarks