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