

Orientation for New Graduate Contacts

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Graduate College

Icebreaker

By the Numbers

20k+

Graduate Students Enrolled

67%

Enrolled in Master's Programs

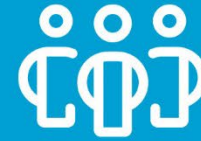
43%

Enrolled in Online Programs

How does the Graduate College support your students?



ADMISSIONS, ENROLLMENT
& REGISTRATION



DIVERSITY PROGRAMS



GRADUATE POLICIES
& HANDBOOK



CAREER & PROFESSIONAL
DEVELOPMENT



FELLOWSHIP RESOURCES
& SUPPORT



THESIS DEPOSIT
& DEGREE CERTIFICATION



WELLBEING
& COMMUNITY



COMMUNICATIONS



Graduate College

Don't Worry!

- Student Service Team
 - A group of Graduate College staff who are cross-trained in all aspects of graduate education at Illinois
 - grad@illinois.edu | 217-333-2364

Graduate College 101

What is a Graduate Contact?

Many variations

- Faculty/staff with graduate program responsibilities related to admission, student records, student advising, and other related program administration
- Department Liaison to the Graduate College

Graduate College 101

Home of all students admitted to graduate studies at Illinois

- Jurisdiction over approved programs leading to graduate degrees
- Responsible for developing and safeguarding standards of graduate work
- Promoting and assisting in the advancement of scholarly activities in all fields

Graduate College 101

- All graduate students belong to the Graduate College
- Department rules cannot contradict Graduate College rules, but can be more strict or limiting.
- For example, minimum cumulative GPA
 - Graduate College = 2.75
 - Some departments require 3.0 or 3.25

Resources to Help You

- Campus/department policies:
 - The Graduate College Handbook
 - The Student Code
 - Your college/department handbook
- Campus academic deadlines (set by the Graduate College)
- Registrar's Office website:
 - Tuition and fees
 - Refund deadlines
- Toolkits
 - <https://grad.illinois.edu/faculty-staff>

FACULTY/STAFF RESOURCES

Info for Fac/Staff

Handbook & Policies

Petitions/Record Requests

Forms

TOOLKITS & GUIDES

Admissions Services

Admissions Review

Annual Student Review

Block Grants

Career Outcomes

Course & Program Proposals

Data and Dashboards

Fellowships & Assistantships

Fellowship Competition Schedule

Exams & Committees

Mentoring

Orientation for New Students

Thesis Review

CALENDARS

Fall Calendar

Spring Calendar

Summer Calendar

Graduate College Committees

Contact Us

Staff Directory

Units

RESOURCES FOR FACULTY AND STAFF



The Graduate College supports faculty and staff across our campus to deliver world-class graduate education. Whether you are the director of a graduate program, a departmental administrative contact, an advisor or mentor, we have resources to assist you.

Understanding Roles and Authorization

The **Executive Officer** for a unit, typically the head of the department, designates Authorized Signatories using the Graduate College Roles & Access Manager.

An **Authorized Signatory** for a unit can sign one or more of the types of forms listed below, depending on which roles they have been assigned. Roles include Director of Graduate Study (DGS), Graduate Program Contact, Graduate Admissions Contacts, and Departmental Degree Certifiers. Please note that role assignments are for the entire academic year, August to July and may require training. Graduate Programs are contacted in August to update roles for their unit. To see who in your unit serves in these roles, login to the Graduate College Roles and Access Manager at the link below.

Forms requiring an Authorized Signatory:

- Re-Entry and Petitions for Exceptions to Graduate College Policy

ADDITIONAL INFORMATION FOR:

- [Directors of Graduate Studies](#)
- [Departmental Contacts for graduate student records](#)
- [Graduate Faculty](#)
- [Graduate Admissions Contacts](#)
- [Departmental Degree Certifiers](#)

TRAINING OPPORTUNITIES

[See a list of upcoming training sessions](#)

[Video resources](#)

Graduate College 101

- Get the access that you need
 - Graduate College Roles & Access Manager
 - Banner –submit request through your unit IT
 - Slate – email grad@illinois.edu
- Get connected!
 - Graduate College listservs
 - Graduate College publications
 - GradMENTOR (monthly publication for graduate faculty)
 - GradLINKS –sent to Grad Students weekly and available on our website

News just for you!

Stay connected



GradLIFE
email & blog



GradLINKS
email



@GradCollegellinois
social media



Graduate College

Graduate College 101

Available Trainings

These training opportunities are the sessions that will cover Graduate College functions that departmental staff need to know in order to assist with their daily responsibilities for graduate students in the following areas:

- Graduate Admissions
- Academic Affairs
- Thesis Office
- Fellowship Office
- Graduate College Annual Workshop

Graduate Contact Canvas Site (forthcoming)

Best Practices: Working with Graduate Students

Grad school is complicated...

Getting Started

- Connect with other campus colleagues in your role
- Work closely with the Director of Graduate Studies
- Consider joining Illinois Graduate Professionals Association (iGPA)
 - Monthly meetings and listserv
 - The list homepage: <https://lists.illinois.edu/lists/info/igpa>

Fostering Community

- Grad students typically feel more attached to their departments than campus at large
- Are there opportunities to bring students together and foster networking?
 - Orientation
 - Graduate Student Appreciation Week
 - Department seminars/colloquia
- Departmental student groups

Setting Expectations

- Explicit expectations
 - Clearly stated verbally and in writing (including handbooks)
 - Opportunity to ask questions and check for understanding
- Implicit expectations
 - Unstated assumptions that are not understood widely or consistently
 - Potential barrier to student success
 - Consider ways to make implicit expectations explicit

Conveying Expectations

- Use departmental and Graduate College policy to assist students
 - Mention these resources at orientation?
 - Use them in communicating with students (via email, meetings)?
 - Make these resources easy to find on web pages
 - Does the department send emails with reminders during key points of the semester?
- Keep in mind: departmental policies differ across campus

Working With Students

- It's the student's degree and their responsibility
- Explain expectations, policies, processes
- Consult with the DGS
- Reach out to the Graduate College Student Services Team
- Take care of yourself
 - Consider setting walk-in hours
 - Create boundaries

Navigating Challenges

- Disagreements and confusion can occur
 - Is there an internal process for managing?
 - Work closely with the DGS
- If challenges arise, the Graduate College can work with departments, the DGS, and students to navigate next steps
 - Reach out to gradsuccess@illinois.edu
- Make referrals to other campus units if necessary

Resources for Referral and Consultation

- Graduate College
- Counseling Center
- Dean of Students Office
 - Student Assistance Center
 - Office for Student Conflict Resolution
- DRES
- Legal Counsel
- Human Resources

Graduate College Policies

Graduate College Policies

Formbuilder forms

- Add/Remove from Degree List
- Degree Certification Letter Request
- Leave of Absence
- GC499-498 (Study Abroad/Away)

PDF forms (submitted via Secure Form Drop)

- Auditor's Permit
- Withdrawal Cancellation

Graduate College Policies

Slate Enrolled Student forms

- Thesis Forms
 - FER/PER
 - Signed FER/PER/TDA forms submitted via Secure Form Drop
- Late Registration
- Credit/No Credit
- In Absentia
- GC 599

Graduate College Policies

Petitions in Slate

- Registration changes after deadline
- Exceptions to policy (academic standing, thesis, time extension, transfer of credit)
- Curriculum Changes (majors, minors, concentrations, secondary curricula)

Additional Resources

Graduate College Website

- <http://www.grad.illinois.edu/>

Graduate Handbook

- <https://grad.illinois.edu/files/pdfs/handbook.pdf>

New Contact Orientation

- <http://www.grad.illinois.edu/faculty-staff/newgraduatecontacts>

Training/Workshop Schedule

- <http://www.grad.illinois.edu/faculty-staff/training>

Where to Find Us

- 507 E Green Street
- grad@illinois.edu
- 217-333-0035
- Social Media platforms (Facebook, Twitter, Instagram)

Questions regarding GC policies?

Contact the Student Service Team!

grad@illinois.edu | 217-333-2364

Questions?