The Graduate School's Timely Topics Series

All About Grad Enrollment

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UCONN

Agenda

- Reporting: Where to Get Information
- Matriculation and Program/Plan
- Grad School holds and test scores
- Cancellation vs. Withdrawal
- Continuous registration and voluntary separation
- Reinstatement
- Grad Research Courses
- Milestones
- Time Limits

Reporting: Where to Get Information

- **Historical Info**
  - Office of Institutional Research and Effectiveness
  - Enrollment, diversity, retention data: https://oire.uconn.edu/data/

- **Current Students**
  - Office of the Registrar
    - Registrar's Reports site
      - Request access here
      - Census, Current Students, Graduation (including Archived Reports, goes back to 2000)
    - Custom reporting

Reporting: Where to Get Information

- **Student Admin Reports**
  - **Path**: Main Menu > UC Student Records > UC Manage Academic Records > UC Manage Academic Reports > Advisees by Advisor
  - Canned reports
    - Examples: Advisees by Advisor, Term GPA, Service Indicators
- **WebFocus**
  - UC-SADM
  - Request access
- **The Graduate School Reports**
  - Standard: Enrollment by Student, VDIS, Milestones, GA Hire Level and Eligibility, Level 3 Eligibility
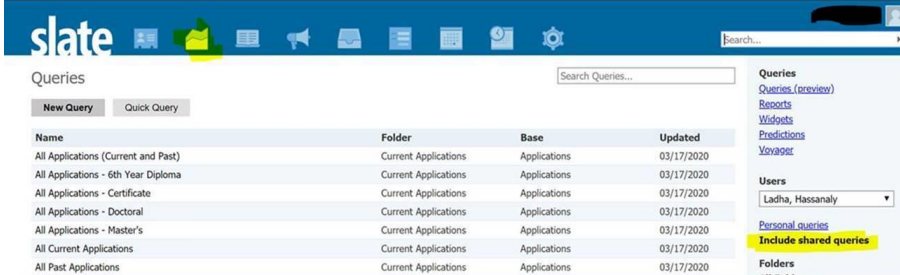 - Ad hoc: Grads on LOA

Checking Matriculation Status in Slate

Users can find specific information about applicants in the back end of Slate by using queries we have set up (make sure to select "include shared queries).

- https://connect.grad.uconn.edu/manage/
- Queries for Past and Current Applications – describes all queries

Most popular queries:

- **Offer of Admission Released and Received -** Current applications with an admissions decision which has been received by the applicant. *These are the applicants to whom you may communicate confidently about their admission to your program.*
- **Offer of Admission Replied -** The applicant has replied to their offer of admission on a current application, either Yes or No.
- **Official Matriculation in Process of Complete -** Applications for which the Graduate School is reviewing to matriculate or for which they have released an official matriculation decision. (If applications are in the Matriculation Audit bin, we are waiting for transcripts. If applications are in the Matriculation bin, we will be sending them a matriculation letter in Slate and matriculating them in PS shortly If applications are in the Closed bin, The Graduate School has already sent the applicant the matriculation letter in Slate and matriculated them in PS.)

Student Program/Plan

- **Path**: Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
- **Matriculation process creates this**
  - Status in program and why
  - Admit term
  - Requirement term
  - Expected grad term
    - 8 years for doctoral, 6 for master's and Sixth Year diplomas, 3 for certificates
  - Attributes, like Provisional Status
- **Not matriculated**
  - Can't hire as a GA yet
  - Can't register

Student Program/Plan

Student Program/Plan

Student Program/Plan

Dates, Deadlines, Status, and Bills

- **Academic Calendar**
  - Housed on Registrar's website
  - Official source for dates and deadlines every semester
  - Includes degree auditing deadlines
- **Day 10**
  - Voluntary Discontinuation (VDIS)
    - Happens automatically to students who do not register by the tenth day of classes (Action Reason: failure to register)
- **What is "full-time" for grads?**
  - Full-time = 9 credits without a GA
  - Full-time = 6 credits with a GA
- **Fee bills**
  - Generate based on enrollment
  - Per credit rate for tuition-based programs up to 9 credits
  - Bursar's [grad webpage](#)

Student Program/Plan

Left Panel

| Student Program | Student Plan | Student Sub-Plan | Student Attributes |

Academic Career: Graduate   Career Requirement Te

Status: Discontinued

*Effective Date: 09/11/2020

*Program Action: VDIS Voluntarily Discontinued

Action Reason: WTHD Withdrawal

*Academic Institution: UCONN University of Connecticut

*Academic Program: GRAD Graduate School

*Admit Term: 1208 Fall 2020

Requirement Term: 1208 Fall 2020

Expected Grad Term: 1265 Summer2026

Last Updated On: 09/14/2020 2:45:41PM

Right Panel

| Student Program | Student Plan | Student Sub-Plan | Student Attributes | St |

Academic Career: Graduate   Career Requirement Term

Status: Discontinued

*Effective Date: 08/30/2020

*Program Action: VDIS Voluntarily Discontinued

Action Reason: NREG Failure to Register

*Academic Institution: UCONN University of Connecticut

*Academic Program: GRAD Graduate School

*Admit Term: 1198 Fall 2019

Requirement Term: 1198 Fall 2019

Expected Grad Term: 1225 Summer2022

Last Updated On: 09/15/2020 1:15:09AM

Grad School Holds

- **"Not Anymore" Sexual Violence Prevention Training**
  - Info included in matriculation letter
  - Takes ~40 minutes to complete
  - Specific for grads
- **Student Financial Responsibility Statement**
  - Takes ~2 minutes to complete
- **Grad Final Transcript**
  - Admissions hold
  - Info included in matriculation letter
  - Reminder email sent ~10/1
- **Grad Final Term**
  - On-time reminders/warnings sent when students are ~3 semesters ahead of EGT
  - Uses Grad Catalog deadlines; programs may have shorter deadlines

Academic Test Summary

- **Path**: Main Menu > Records and Enrollment > Transfer Credit Evaluation > Academic Test Summary
- **GRE, TOEFL, IELTS scores captured here**
- **Speech test block for GAs**
  - "C" status on GA Hire Level Eligibility Report
  - Will require additional action or override
  - English proficiency policy for TAs
    - 27+ = automatically cleared; TOEFL >22*<27 = microteaching
    - 8+ = automatically cleared; IELTS 7.0 or 7.5 speaking band = microteaching
- **Student Groups**
  - ENGL group

Test Summary by ID/Component

Test ID: _____ Test Component: _____

Sort By ● Date ○ Score ○ Test [Search]

Personalize | Find | View 6 | | First 1-8 of 8 Last

	Test ID	Description	Score	%tile	Test Dt	Stnd Admin	Acad Level	Data Srce	Dt Loaded
1	GRE	GRE General Quant Reason New	164.00	86	09/01/2018	☑	Unknown	ETS	01/12/2019
2	GRE	GRE General Verb Reason New	144.00	23	09/01/2018	☑	Unknown	ETS	01/12/2019
3	GRE	GRE Analytical Writing New	3.00	17	09/01/2018	☑	Unknown	ETS	01/12/2019
4	TOEFL	TOEFL IBT Composite	99.00		01/13/2018	☑	Unknown	ETS	02/08/2019
5	TOEFL	TOEFL IBT Listening	26.00		01/13/2018	☑	Unknown	ETS	02/08/2019
6	TOEFL	TOEFL IBT Reading	27.00		01/13/2018	☑	Unknown	ETS	02/08/2019
7	TOEFL	TOEFL IBT Speaking	23.00		01/13/2018	☑	Unknown	ETS	02/08/2019
8	TOEFL	TOEFL IBT Writing	23.00		01/13/2018	☑	Unknown	ETS	02/08/2019

Voluntary Separations - Definitions

- **Cancellation** - student has already completed or will complete the current semester and will not be returning for a future semester

- **Withdrawal** - student will not complete the current semester in progress

- **Date of Notification** – the date on which the student indicates to The Graduate School intent to cancel or withdraw. This becomes the effective date of withdrawal.

- **Voluntary Separation Notification Form** – official notification method

- **University Refund Schedule** – the date ranges and percentages of adjustment to refundable fees

- **Return to Title IV Policy** – per federal policy, students who cancel or withdraw from the semester will have unearned aid returned by the university to the Federal Government

University Refund Schedule

1st day of classes	100%
Remainder of 1st calendar week	90%
2nd week of classes	60%
3rd and 4th week of classes	50%
5th through 8th week of classes	25%

Cancellation vs. Withdrawal

- TGS Page: https://grad.uconn.edu/graduate-students/voluntary-separation/
- The add/drop period is only available to students who will remain enrolled for the semester
- Students who withdraw from a semester in progress are subject to the university refund schedule
- To be a cancellation for a given semester (or to defer), the student cannot have attended or participated in classes
- Link to cancellation/withdrawal infographic

CANCELLATION/WITHDRAWAL DETERMINATION
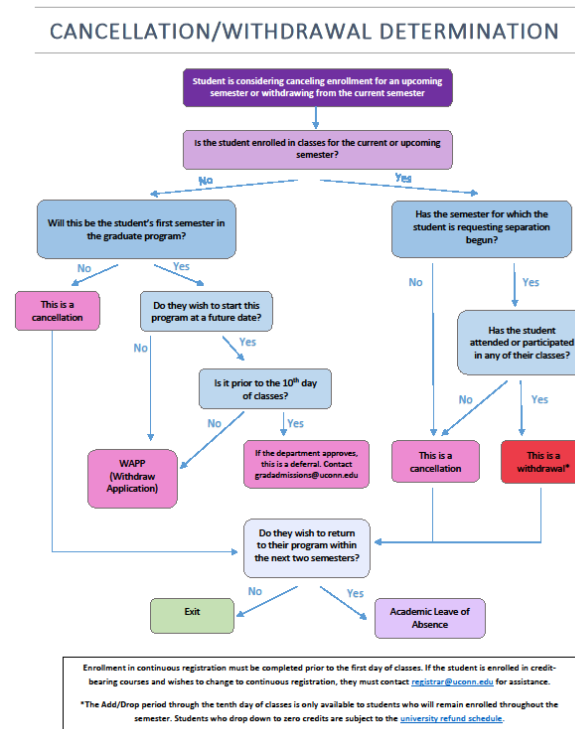
Discontinuing a Program

Exit

- Student is leaving the university completely with no intent to return
- If they wish to return to the program in the future, they must submit a new application for admission
- Non-degree students who wish to withdraw from all of their classes go through the Exit process

Program Separation

- Student is separating from one UConn grad program while remaining active in another
- Student must be matriculated into the new program before they can separate from the original one
- If a student doesn't request a program separation, they will reported as active in both grad programs

Leaves of Absence

Academic Leave of Absence

- Temporary separation from the university that holds the student's place in the program
- No academic engagement
- No access to university resources
- Student cannot be a GA
- International students must depart U.S. within 15 days
- Administered by The Graduate School

GA Leave of Absence

- A leave of absence from the GA employment role only
- Student must continue on in their capacity as a graduate student
- Article 15 of the GEU contract provides examples of eligible leave reasons
- Administered by HR's Leave and Accommodations Team

Reinstatement

- **Reinstatement from Academic Leave**
  - No advisor approval required
  - [New online form](#)

- **Reinstatement from VDIS for Failure to Register**
  - Requires advisor approval
  - Continuous enrollment requirement requires reinstatement effective the semester the student was VDIS'd.
    - Will incur fees
  - [New online form](#)

Continuous Registration

- GRAD 5997, 5998, 5999, 6998, 6999
- Maintains active student status and access to university resources
- Satisfies continuous enrollment requirement for grad programs
- Counts toward time to degree
- Flat fee (does not incur tuition)
- Must be done before the first day of the semester; students cannot change from credit-bearing courses to continuous registration after the semester has begun
- International students require approval from ISSS

GRAD Research Courses

- **GRAD 6950/5950**
  - All sections are listed with "Staff"
  - Resectioning process
  - No permission numbers required
  - Plan A indicator for master's students
- **GRAD 6960/5960**
  - Denotes full-time study
    - Reports student as full-time but only earns three credits (and only bills for three credits)
  - Helpful for students who must maintain full-time status
  - GAs cannot enroll in this

Milestones

- **Student Milestones**
  - **Path**: Main Menu > Records and Enrollment > Enroll Students > Student Milestones
  - Plan of Study, General Exam, Comp Exam, Dissertation Proposal, Related Areas, etc.
  - "No matching values were found" message = no milestones on record
  - General Exam milestone triggers Level 3 eligibility for GAs in doctoral program

- **Unofficial Transcript**
  - **Path**: Main Menu > Records and Enrollment > Transcripts > Request Transcript Report
  - Includes milestones

Time Limits

- **Time limits set by Graduate Catalog**
  - 8 years for doctoral, 6 years for master's, 6 years for Sixth Years, and 3 years for certificates
  - On time warnings sent by TGS
  - Grad Final Term hold
- **Time to Degree Extensions**
  - Request for Extension of Terminal Date of Degree Requirements
  - Submit form to graduatedean@uconn.edu
  - Evidence of degree progress, advisor approval
  - Typically one-time, up to two years

Graduation

- **Apply to Graduate**
  - Through Student Admin by fourth week of final semester
  - [Steps to a Successful Graduation](#)
- **Conferral Date**
  - Degrees are conferred three times per year
- **Completion Date**
  - Defaults to conferral date
- **Alternate Completion Date**
  - [Request for Alternate Completion Date Form](#)
  - Submit form to megan.petsa@uconn.edu
  - For GAs, will align degree completion and GA termination processes

Questions?