All Grad Meeting
Fall 2006
UDSIS/SIS+ Conversion

- New university student information system goes into effect 9/1/06.
- Located on the home page in the top right hand corner: www.udel.edu/.
- UDSIS online (live) registration will be used beginning Winter 2007 semester.
PNPI – Personal Non-Public Information

- Protect yourself now and in the future; do not store any PNPI information on your computer.

- This includes any social security numbers, credit card numbers, banking information, passwords to places like Amazon.com who might have your personal information, etc.

- At this time UD policy states that if a computer is compromised and we find evidence that PNPI was on it - the chair of the department has to write a letter to each individual who was affected.

- The university will be using Student ID numbers, sometimes referred to as emplids, instead of social security numbers.
  - Your Student ID number can be found in UDSIS or on pay stub
    - Note: Anyone hired after March 2006 will have a nine digit ID number and anyone hired before will have a five digit ID number.
Updating Personal Information

• Changing local address
  – Make this change in two places
    • UDSIS and Employee Demographic Data (EDD) webform
      – When filling out the EDD make sure to write what changes you made in the “comments” section prior to submitting.
      – Make sure to tell me
      – If you don’t change these two systems when you depart you will not receive future correspondence from the university and most importantly your w-2 won’t reach you.

• Changing name
  – Bring me a copy of new social security card
  – See me to fill out a new w-4
  – Let the Grad Office know

• Office changes
  – Get permission from your Advisor or the Chair
  – Let George know prior to change to ensure he doesn’t already have plans for that space
  – Let me know so I can update our database
Registration Definitions & Explanations

• What is CHEG868 Research and what is it used for?
  – CHEG868 Research is not a required course and there are no research credits needed to graduate.
  – CHEG868 is a ‘filler’ course that allows a grad student to continue to be paid as a full time student even if they are not taking any actual course/s. Also, because a grad student must maintain a nine credit load to be full time, CHEG868 is used to bring a students total credits to nine if they are only taking one or two courses.

• For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEG867-013</td>
<td>3</td>
</tr>
<tr>
<td>CHEG667-015</td>
<td>4</td>
</tr>
<tr>
<td>CHEG868-xxx</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
</tbody>
</table>

  – The XXX in CHEG868-XXX is your advisor’s research number. Please ask either your advisor or me for this number. You will use it as the section number every time your register for CHEG868, as well as CHEG969.
Registration Definitions & Explanations Cont.

• When do I register for CHEG969 Doctoral Dissertation?
  
  – You should register for the required nine credits of CHEG969-XXX after you have completed all your degree requirements and have taken all the courses you choose to take.
  
  – During the semester you register for CHEG969 you should also complete a ‘Recommendation for Candidacy’ form and turn it in to the Grad Office.
  
  – The semester after you take CHEG969 and turn in the form the Grad Office will register you in Doctoral Sustaining.
  
  – You should never be placed on Doctoral sustaining prior to taking CHEG969. Though if you turn in the Candidacy form early this sometimes happens. Please see me asap if you are in this situation.
  
  – Though the computer is supposed to roll you over automatically into Doctoral Sustaining each semester after the first, it is your responsibility to check your registration and make sure this has happened. Errors have been known to arise.
• What is Doctoral Sustaining and when do I begin it?
  – Doctoral sustaining is actually more like the continuation of CHEG969 Doctoral Dissertation.
  – What this means is that once you have registered for your required 9 credits of CHEG969 (and turned in your Recommendation for Candidacy form) you will be registered for Doctoral Sustaining every semester thereafter.
  – In effect you are simply given several semesters to complete CHEG969. Being on sustaining means that you are still full time and can be paid, but are done with everything but your dissertation.
• What is Doctoral Sustaining and when do I begin it?
  – Doctoral sustaining is actually more like the continuation of CHEG969 Doctoral Dissertation.
  – What this means is that once you have registered for your required 9 credits of CHEG969 (and turned in your Recommendation for Candidacy form) you will be registered for Doctoral Sustaining every semester thereafter.
  – In effect you are simply given several semesters to complete CHEG969. Being on sustaining means that you are still full time and can be paid, but are done with everything but your dissertation.
Registration – Credits per Term

• You MUST register for 9 credits during the fall and spring semesters to be considered full time unless you are on sustaining status.

• Winter session registration is not required, but if you choose to take a course you must register yourself and you must be registered for at least 3 credits. The department does not pay the tuition for any courses taken during this session.

• Summer session – during this session the Graduate Office will register all students for the course necessary to ensure full time status is maintained. It is still your responsibility to double check and make sure they do not inadvertently miss registering you. If you wish to take a course you must be registered for at least 3 credits.

• As always – See me with any questions or concerns. I am more than happy to go over this each registration period.
Registration - Repercussions

- If you do not register for full time status during the registration period the following will happen.
  - You will not be coded as a full time grad student and thus not fully funded, and will receive a bill for tuition in addition to your student fees.
  - The Cashier’s Office will not allow you to pay your student fees without also paying your tuition unless you can prove you are funded leading to a complicated array of instructions that differ each semester to try and untangle the problem.
  - You could accrue a late fee because your student fees are not paid on time.
  - Problems registering for your health insurance can arise because you are not coded correctly.
Registration Solution

• If you are unsure what you wish to register for during the next term or you are waiting to see if a class will be put together by a faculty member you can simply register for 9 credits of CHEG-868-XXX during the registration period.

• You can then rearrange your schedule during the free drop/add period.
  – This ensures that you are coded as a full time student.
  – This also takes care of any other negative repercussions possible from not registering at all.
TA Requirements

- 1 Junior/Senior Lab or 2 lectures
- If a course does not have 10-14 students registered it will typically be canceled.
- If you are a late addition TA please make sure I know so it is added to your file and you receive credit.
- WebCT Training
- TA conference
  - The Grad Office is still requiring all new grads to attend. Please keep this in mind when you sign up for the first time.
Paperwork

• **What is required and when is it due?**
  – **Change of classification**
    • This form is used if you make the decision to change to a master’s or if you are required to obtain a conditional master’s and wish to receive the degree.
  – **Recommendation for candidacy**
    • This form will change your status from G1 to G2. In other words from doctoral candidate to doctoral student.
    • You should fill this form out after all your course work is completed and you are registering for CHEG969.
  – **Committee confirmation form**
    • This confirms your dissertation committee. Fill it out when you have picked your members.
  – **Certification of doctoral dissertation defense**
    • You should bring this form with you to your defense and have your committee members sign and mark if you’ve passed at that time. Turn it in immediately afterward.
  – **Application for advanced degree**
    • You should fill out this form when you intend to graduate making sure to follow the deadlines listed on the Grad Office website under important dates: [www.udel.edu/gradoffice/current/importantdates.html](http://www.udel.edu/gradoffice/current/importantdates.html).
Graduation


• **Departmental Thesis procedure**
  – You will need to provide the department with a complete copy of your thesis on bond paper, including a signature page. Turn it in to me.
  – We will have it bound and placed in our library to astound and amaze future generations.