Grad School Updates & Reminders

Please post in the chat any new team members: name, role, & time in position!

Welcome all new faces!

January 28, 2021
Dr. Sarah Larsen
Vice Provost and Dean of the Graduate School Dept.
UPDATES

• Spring 2021 Enrollment is strong
• Fall 2021 applications are up from last year at this time
• Spring 2021 professional development opportunities- please help us get the word out to your students
• Graduate student survey conducted- will share results/analysis next month
SPRING 2021 PROFESSIONAL DEVELOPMENT

• Communication
  – Student listserv (~weekly messages)

• How would you like to receive the information to share with students?
UH CIRTL

• Center for the Integration of Research, Teaching and Learning (CIRTL)
• National network of 35 institutions
• Evidence based teaching practices to improve UG education
• National network events and local UH events
<table>
<thead>
<tr>
<th>WHY SHOULD STUDENTS PARTICIPATE IN CIRTL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop your teaching skills.</td>
</tr>
<tr>
<td>Learn more about evidenced based approaches to teaching.</td>
</tr>
<tr>
<td>Build your teaching portfolio.</td>
</tr>
<tr>
<td>Join a nationally recognized organization.</td>
</tr>
<tr>
<td>Tangible evidence of participation with CIRTL certificates*</td>
</tr>
</tbody>
</table>

* non-credit bearing certificates
• UH has started a local CIRTL learning community for graduate students and postdocs to implement proven teaching practices that meet the needs of a diverse undergraduate student population.

• Encourage students to join the CIRTL@UH TEAM

• Scaffolded approach (3 Levels)
Stefan Johnsson
SEVIS Compliance Sr. Coordinator
International Student and Scholar Services Office
No longer accepting printed, scanned and email I-20’s. Has to either be original or electronically signed.

They are not accepting other electronically signed documents. All other proof of employment/immigration status has to be original documentation.
HYBRID/F2F COURSES

- 30 day reporting period to verify compliance for all F-1 students began Jan 19th.
- All new students entering U.S. after March 2020 has to have one F2F or Hybrid course.
  - Has to be a session 1 course!
  - Students transferring to UH from another institution or doing a change of degree level are not required to have a F2F course as long as they remained in the U.S. since March 2020.
  - If you have a worksheet from the list I sent out last week that verifies F2F enrollment, please send it my way. It will help me when I go through each list.
  - Send deferments of admissions or students studying abroad for spring 2021 to Christen Powers as soon as possible. This way we both can check them off our lists.
ANY QUESTIONS?
Shari Corprew
Director, Graduate School
GRADUATE SCHOOL FUND

• FAFSA
  – Available October 1st every year
Main Menu \ Records and Enrollment \ UHS SR Custom \ SR Reports \ UHS GATF Audit Report

- Academic Institution: 00730
- Term: XXXX (Spring 2021 = 2130, each term number increases in increments of 10)
- Students Selection Options:
  - Exclude UGRD students
GRADUATE SCHOOL VIRTUAL OFFICE HOURS

- https://uh.edu/gs/contact-us/
  
  Zoom Link: https://uofh.zoom.us/j/98863940772
Shawn Washington
Associate Director, Grad/Int’l Admissions
## New and Continuing Student Spring Enrollment (Headcount)

**As of Jan 17, 2021**

<table>
<thead>
<tr>
<th></th>
<th>New</th>
<th></th>
<th></th>
<th>Continuing</th>
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<th></th>
<th>Total</th>
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<tr>
<td></td>
<td>2020</td>
<td>2021</td>
<td>% Change</td>
<td>2020</td>
<td>2021</td>
<td>% Change</td>
<td>2020</td>
<td>2021</td>
<td>% Change</td>
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<tr>
<td><strong>Undergraduate</strong></td>
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<tr>
<td>FTIC</td>
<td>98</td>
<td>103</td>
<td>5.1%</td>
<td>16,381</td>
<td>16,751</td>
<td>2.3%</td>
<td>16,479</td>
<td>16,854</td>
<td>2.3%</td>
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<tr>
<td>Transfer</td>
<td>1,511</td>
<td>1,566</td>
<td>3.6%</td>
<td>15,743</td>
<td>15,533</td>
<td>-1.3%</td>
<td>17,254</td>
<td>17,099</td>
<td>-0.9%</td>
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<tr>
<td>Total</td>
<td>1,609</td>
<td>1,669</td>
<td>3.7%</td>
<td>32,124</td>
<td>32,284</td>
<td>0.5%</td>
<td>33,733</td>
<td>33,953</td>
<td>0.7%</td>
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<tr>
<td><strong>Post-Bacc</strong></td>
<td></td>
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<tr>
<td>Post-Bacc</td>
<td>183</td>
<td>184</td>
<td>0.5%</td>
<td>752</td>
<td>805</td>
<td>7.0%</td>
<td>935</td>
<td>989</td>
<td>5.8%</td>
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<tr>
<td>Total</td>
<td>183</td>
<td>184</td>
<td>0.5%</td>
<td>752</td>
<td>805</td>
<td>7.0%</td>
<td>935</td>
<td>989</td>
<td>5.8%</td>
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<tr>
<td><strong>Graduate</strong></td>
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<tr>
<td>Master’s</td>
<td>355</td>
<td>578</td>
<td>62.8%</td>
<td>2,820</td>
<td>3,208</td>
<td>13.8%</td>
<td>3,175</td>
<td>3,786</td>
<td>19.2%</td>
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<td>Doctoral</td>
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<td>63</td>
<td>90.9%</td>
<td>1,972</td>
<td>1,978</td>
<td>0.3%</td>
<td>2,005</td>
<td>2,041</td>
<td>1.8%</td>
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<tr>
<td>Total</td>
<td>388</td>
<td>641</td>
<td>65.2%</td>
<td>4,792</td>
<td>5,186</td>
<td>8.2%</td>
<td>5,180</td>
<td>5,827</td>
<td>12.5%</td>
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<tr>
<td><strong>Special Prof.</strong></td>
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<tr>
<td>Law</td>
<td>7</td>
<td>13</td>
<td>85.7%</td>
<td>699</td>
<td>684</td>
<td>-2.1%</td>
<td>706</td>
<td>697</td>
<td>-1.3%</td>
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<td>Optometry</td>
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<td>379</td>
<td>372</td>
<td>-1.8%</td>
<td>379</td>
<td>372</td>
<td>-1.8%</td>
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<tr>
<td>Pharmacy</td>
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<td></td>
<td>480</td>
<td>492</td>
<td>2.5%</td>
<td>480</td>
<td>492</td>
<td>2.5%</td>
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<tr>
<td>Medicine</td>
<td></td>
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<td></td>
<td>30</td>
<td>30</td>
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<td>30</td>
<td>30</td>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
<td>13</td>
<td>85.7%</td>
<td>1,558</td>
<td>1,578</td>
<td>1.3%</td>
<td>1,565</td>
<td>1,591</td>
<td>1.7%</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>2,187</td>
<td>2,507</td>
<td>14.6%</td>
<td>39,226</td>
<td>39,853</td>
<td>1.6%</td>
<td>41,413</td>
<td>42,360</td>
<td>2.3%</td>
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</tr>
</tbody>
</table>
ARCHIVING SP2021 APPS

• Feb 19th (Archiving Spring 2021) Admissions Applications

If no decisions updated CN Applications will change automatically to ”Withdrawal Status” and withdrawal letters released to applicants.
DEFERRAL REMINDERS

You cannot defer after ORD.

Once ORD has passed, they are now discontinued students and if you want to reactivate them for a future term (without submitting a new application), a petition will be needed with all required approvals to “Readmit” the student.

This is needed for accurate data processing reasons.
1. Late arrival is defined as arrival to campus any later than the first day of class in the semester/session (link to academic calendar).

2. Request for late arrival will be made via the graduate petition. Student initiates the petition which should be accompanied by the following information:
   a. The expected date of arrival (provided by student)
   b. The extenuating circumstances/reason for the late arrival request. Generally, only emergent situations such as an unexpected illness, will be approved. Circumstances based on convenience, such as family vacations will not be approved. (provided by student)
   c. **Late arrivals after ORD will not be approved.**
   d. Assurance that the student’s academic experience will be compliant with the visa status requirements and will not be negatively impacted must be provided by the department/program.

3. The petition needs program/department and college level approvals before submission to the Graduate School.
Hi -

You will need to submit a petition to your individual academic department requesting for a late arrival for the current spring semester. The academic department must approve your request and then forward the attached petition back to us for review and processing.

Please use the following link to access the graduate petition: https://uh.edu/graduate-school/forms/gp提质-updated-petition-102020.pdf.

Remember to select option #12 (Other) on the petition and write out the reasons as to why you're requesting a late arrival to the University for the current spring semester. Sign your name at the bottom of the petition and then forward the completed petition to your graduate advisor and/or academic department for their review and approval.

https://uh.edu/graduate-school/admissions/contacts-and-deadlines/
https://uh.edu/graduate-school/academics/advising/

Thanks
REMINDERS

• 2021 Recruiting Cycle:
  – Admission App Deadlines
  – Program Description

• CollegeNET Training (Refresher):
  – February
  – Email me
  – Zoom
I-20 processing

Christen Powers
SEVIS Compliance Coordinator
LATE ARRIVAL

International Students with an I-20, who wish to arrive after the first day of classes will need to request late arrival via Graduate Petition.
LATE ARRIVAL

• Late arrival must be certified by the DSO that signed the I-20

• In order to arrive late, the student must be able to:
  – Demonstrate a genuine need
  – Be able to register, and be successful in a full time course load
  – Arrive before ORD
LATE ARRIVAL

• Still not a guarantee
  – It is still at the discretion of the agents at the port of entry if the student is allowed entry into the United States.
  – Late arrival cannot be used casually
NEW FINANCIAL BACKING INFORMATION

- [https://www.uh.edu/graduate-school/i-20/](https://www.uh.edu/graduate-school/i-20/)
- There is a new digital letter of financial backing.
  - Amounts can be found in the excel spreadsheet, and are spelled out by College.
  - These amounts include tuition, mandatory fees, and health insurance charge.
  - New amounts for personal support and books
SUMMER 2021 I-20

• Summer 2021 I-20 documents are actively in process
  – In order for a student to arrive in Summer, I need a guarantee from the department that there will be face to face courses/hybrid courses for the student to register in
  – Students arriving in summer must enroll full time (6 hours)
FALL 2021 I-20

• Fall 2021 I-20 documents are actively in process.
  – The new financial backing information is applied
    • Students may need to submit additional sources of funding to meet the new required fees.
  – New offer letter required – Deferred students
    • Students previously awarded funding will need a new offer letter confirming their funding award for the new I-20
TO DEFER AN I-20

• If you have students that were not able to arrive for Spring 2021 due to visa difficulties, send me their Name, PSID and whether they are a Master student or a PHD student.
  – An emailed excel spreadsheet is fine.
  – I-20 deferments need to be done immediately before application information is archived.
  – This is a separate process than an admission deferment.
Fitzgerald Smith
Admissions Manager
Grad/Int’l Admissions.
- **Fall 2021 application deadlines**
  - International transcript evaluations are tagged and completed based on deadline.
  (If your program has a February deadline, we’ll work to complete all evaluations in February)

- **Priority folder is available for those applicants the department needs evaluated quickly.**
  - The transcript analyst team works to have priority evaluations done within 24 – 48 hours*

  (*24-48 hours after a PSID has populated in CN)

  - Use for applications that are truly priority, when a high volume are pushed – we cannot complete the evaluations in 24 – 48 hours.
Instructions for marking an evaluation as a priority

1. Verify all other application materials needed for making an admission decision are submitted and meet the minimum criteria for admission (e.g. TOEFL scores above the minimum).

2. Open the applicant’s record to the “Personal Information” tab.

3. Under the Application Materials Status menu, choose “Only Awaiting Transcript Evaluation”:

4. Save the record.

5. (Transcript Evaluators’ View). The application will now appear in the “Priority” pool for the evaluators:
BEST PRACTICES:

• Always use the evaluations as a reference during the admissions process to ensure that you are offering admission only to applicants who meet our admissibility standards. Also, use the other information provided so that you have knowledge of the applicant’s academic background.

• Reference the evaluator’s comments and the Graduate School’s website to answer newly admitted students’ questions about what materials are needed.

• Do not receive transcript materials in your office, also route walk in applicants or mailed transcript documents directly to the Graduate School Dept. Never open a transcript in your office.

• Use the “Priority” requests strategically in order to make admission offers to the best candidates early.

• Do not offer admission until a transcript evaluation has been completed; this will prevent offering admission to applicants who do not qualify for graduate study in the United States.
Bina Benavides, M.P.A.
Program Manager, Graduate International/Admissions
VIRTUAL INFORMATION SESSIONS

• UH Graduate School Dept. partnered with many different departments/colleges on campus and conducted 127 virtual sessions with over 1,700 prospective applicants in attendance from March 2020 - December 2020:

<table>
<thead>
<tr>
<th>Application Fee Waiver Usage from Attending Virtual Information Sessions</th>
<th>Admitted &amp; Accepted Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Admitted &amp; Accepted Offer</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>22</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>76</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>62</td>
</tr>
<tr>
<td>Total</td>
<td>160</td>
</tr>
</tbody>
</table>
# UH Graduate School Virtual Information Sessions Summary

## Fall 2020 Semester

<table>
<thead>
<tr>
<th>UH Graduate School Webinar Information Sessions</th>
<th># of Sessions</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information Sessions</td>
<td>30</td>
<td>414</td>
</tr>
<tr>
<td>CLASS, Education, and Social Work Session</td>
<td>6</td>
<td>73</td>
</tr>
<tr>
<td>STEM Sessions</td>
<td>11</td>
<td>115</td>
</tr>
<tr>
<td>CLASS Communication Sciences and Disorders</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>CLASS Master of Public Administration</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Hobby School of Public Affairs</td>
<td>1</td>
<td>19</td>
</tr>
<tr>
<td>School of Pharmacy, PHD Program</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>General Session with University Career Services</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>54</strong></td>
<td><strong>712</strong></td>
</tr>
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</table>
## UH Graduate School Spring Semester Virtual Information Sessions Summary

### Spring 2021 Semester as of January 25, 2021

<table>
<thead>
<tr>
<th>UH Graduate School Webinar Information Sessions</th>
<th># of Sessions</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information Sessions</td>
<td>6</td>
<td>118</td>
</tr>
<tr>
<td>CLASS, Education, and Social Work Session</td>
<td>2</td>
<td>23</td>
</tr>
<tr>
<td>STEM Sessions</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
<td><strong>156</strong></td>
</tr>
</tbody>
</table>

If interested in promoting your programs please connect with Bina Benavides at bbenavi2@central.uh.edu
CHASTYNE BLACKLOCK

[Executive Assistant to Dr. Larsen & Events Coordinator]
UPCOMING EVENT:

Graduate Research Showcase – 2021 Virtual Poster Session
March 1, 2021

- Open to all graduate and professional students
- The “Call for Applicants” is on the Graduate School website
- Registration is now open
- We will offer (1) training session on February 5th at 1pm
- Please encourage students to participate

Interested in judging? A sign up sheet will be sent following this meeting.
QUESTIONS?