WELCOME NEW ADVISORS

- Please take a moment to introduce yourself!
  - Name, department

WELCOME

DR. SARAH LARSEN

Vice Provost/Dean, Graduate School

Office of the Provost

UNIVERSITY of HOUSTON | GRADUATE SCHOOL

**GUEST SPEAKERS
SCOTT SAWYER & MIRANDA LINDSEY**

Office of the University Registrar

ACADEMIC (DEGREE) MAPS

What is an Academic (Degree) Map?

The academic map serve as a resources for students and advisors for planning courses toward degree completion.

At the UG level, the academic maps have been used to facilitate strategic course scheduling.

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES
Bachelor of Science, Psychology
Four-Year Academic Map 2024-2025

Semester 1 Fall			Semester 2 Spring			Total
ENGL 1301	First Year Writing I*	3	ENGL 1302	First Year Writing II*	3	
MATH 1332 OR MATH 1314	Contemporary Mathematics OR College Algebra*	3	CORE	Creative Arts*	3	
HIST 1301	The United States to 1877*	3	HIST 1302	The United States since 1877*	3	
GOVT 2306	U.S. and Texas Constitution & Politics*	3	GOVT 2305	U.S. Government*	3	
Semester Hours		15	Semester Hours		15	30

YEAR 1

Semester 1 Fall			Semester 2 Spring			Total
PSYC	Psychological Statistics*		PSYC	Psychology of Personality		
PSYC 2319	Social Psychology	3	PSYC 2330	Biological Psychology	3	
CORE	Language, Philosophy & Culture*	3	BS Formal Science	Mathematics	3	
CORE	Writing in the Disciplines*	3	CORE	Life & Physical Sciences*	3	
CORE	Life & Physical Sciences*	3	Minor	Minor course		
Semester Hours		15	Semester Hours		15	30

YEAR 2

Semester 1 Fall			Semester 2 Spring			Total
PSYC 3350	Cognitive Psychology	3	PSYC	3000-4000 level PSYC course	3	
PSYC	3000-4000 level PSYC course	3	PSYC	3000-4000 level PSYC course	3	
BS Formal Science	Mathematics/Reasoning	3	BS Natural Science	Life & Physical Sciences	3	
CLASS Block	CLASS Block course	3	Minor	Minor course	3	
Minor	Minor course	3	Minor	Minor course	3	
Semester Hours		15	Semester Hours		15	30

YEAR 3

Semester 1 Fall			Semester 2 Spring			Total
PSYC	3000-4000 level PSYC course	3	PSYC	3000-4000 level PSYC course	3	
Minor	Minor course	3	CLASS Block	Diversity requirement	3	
Minor	Minor course	3	Elective	3000-4000 level course	3	
CLASS Block	CLASS Block course	3	Elective	3000-4000 level course	3	
Elective	3000-4000 level course	3	Elective	3000-4000 level course	3	
Semester Hours		15	Semester Hours		15	30
						120

YEAR 4

*State of Texas Core Curriculum
Students should meet with their academic advisor to formulate their own plan.

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www.uh.edu/UHin4

DEGREE PROGRESS REPORT (DPR)

A **Degree Progress Report** is a report that students/advisors can run in order to determine how many classes are completed toward the intended degree and how many more classes are still needed in order to graduate.
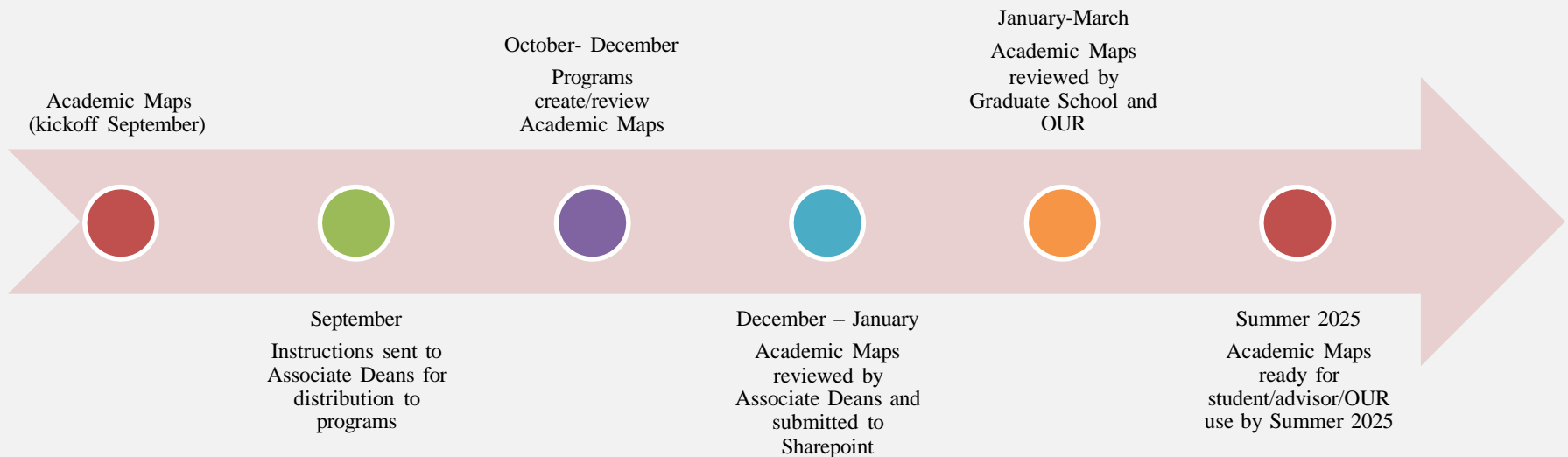
DPR PROJECT PLAN

- DPR project is underway:
  - MSW completed (largest master's program at UH)
  - Others in progress:
    - Hobby School of Public Affairs:
      - MPA
      - MPP
      - Six graduate certificates
    - College of Natural Sciences and Mathematics:
      - Chemistry (MS and PhD)
      - Computer Science (MS and PhD)
  - Strategy is to prioritize largest programs (greatest gains in efficiency)

ACADEMIC (DEGREE) MAP PROJECT

- Goal is to collect all master's/doctoral degree map information by January 2025.

- Templates will be provided.

- Completed Academic Maps will be reviewed by Associate Deans, Graduate School and OUR
  - Sharepoint site has been created for depositing maps.

- Drop-in Q&A sessions will be offered as needed.

GRADUATE ACADEMIC MAPS TIMELINE

Academic Maps
(kickoff September)

October- December

Programs
create/review
Academic Maps

January-March

Academic Maps
reviewed by
Graduate School and
OUR

September

Instructions sent to
Associate Deans for
distribution to
programs

December – January

Academic Maps
reviewed by
Associate Deans and
submitted to
Sharepoint

Summer 2025

Academic Maps
ready for
student/advisor/OUR
use by Summer 2025

2024 DATA-INFORMED SCHEDULING SUMMARY

Actions

- Post-development schedule analysis
- Initial recommended addition candidates based on projected demand
- Enrollment monitoring and course/seat additions as needed

Summer 2024

- 7.9% increase in overall headcount
- 11.5% increase in overall SCH
- 17% increase in online registrations
- 10% increase in core curriculum registrations
- 6% increase in standard meeting patterns

Fall 2024

- 2.9% increase in overall headcount
- 4.3% increase in overall SCH
- 3% increase in core curriculum registrations
- 4,000 core curriculum seat increase
- 4,700 seats added to targeted course bottlenecks

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ENHANCED STRATEGIC SCHEDULING MODEL

Further support enrollment growth and timely progress through strategic actions beginning with spring 2025 schedule.

Annual Schedule Development	College Scheduling Support

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ANNUAL SCHEDULE DEVELOPMENT

- Earlier schedule building to allow for more intentional design and collaboration
- Fall 2025-Spring 2026 schedule published at the same time
- Annual scheduling analysis and college support

Semester	Development	Publish	Enroll
Spring 2025	August – September 2024	October 1, 2024	November 5, 2024
Summer 2025	October-November 2024	December 7, 2024	April 1, 2025
Fall 2025	December 2024 – February 2025	March 1, 2025	April 1, 2025
Spring 2026	December 2024 – February 2025	March 1, 2025	November 5, 2025
Summer 2026	December 2024 – February 2025	March 1, 2025	April 1, 2026
Fall 2026	December 2025 – February 2026	March 1, 2026	April 1, 2026
Spring 2027	December 2025 – February 2026	March 1, 2026	November 5, 2026
Summer 2027	December 2025 – February 2026	March 1, 2026	April 1, 2027

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COLLEGE SCHEDULING SUPPORT

- Early course/capacity recommendations based on demand forecasts and SCH goals
- Ad Astra software training for chairs, schedulers and other stakeholders
- Schedule consulting and collaboration sessions to solve for specific challenges
- OUR Course Scheduling Office Hours
- Ongoing data support for early detection of course barriers
- Enrollment monitoring and adjustments throughout the registration period

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- **Questions/Comments?**

DR. SARAH LARSEN

Vice Provost/Dean, Graduate School

Office of the Provost

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EVENTS FOR STUDENTS

- Graduate Student Welcome Event, Sept. 5- great turnout
- Dissemity 4 week Manuscript Kickstart Workshop – in progress
- Teaching Statement Workshop (virtual)– held Sept. 16
- Fellowship Workshop(virtual)- Sept. 17
- Grad School/Humana Research Networking Event- Oct. 2
- 3MT open for registration/info session
- Student listserv messages here: https://uh.edu/graduate-school/weekly-updates/

24-25 ADMISSIONS INITIATIVES

- **Fast Track Admissions:** Development of a quick/expedited admit process for UH undergraduates applying to Masters programs

- **Progress**
  - GPSC proposal submitted
  - First draft of FastTrack Application completed

ADMISSIONS LETTER TEMPLATES

- Updated admissions letter templates
  - Available in ApplyWeb for use within a week
  - Optional
  - Instructions for customization are provided
- Still working on specific letter for doctoral admissions

SHARI CORPREW

Director, Graduate School
Office of the Provost

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GRADUATE ASSISTANTSHIPS

- **Website**
  - https://uh.edu/graduate-school/graduate-funding/graduate-assistantships/
- **MAPP 11.03.03**
  - https://uh.edu/policies/_docs/mapp/11/110303.pdf#:~:text=Policies%20and%20Procedures

DR. TASHEMIA JONES

Director, Graduate Academic Affairs

Office of the Provost

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ADVISOR OF THE MONTH FORM

- Forms are due by the 15th of each month

- https://www.uh.edu/graduate-school/forms/graduate-advisor-of-the-month-nomination-form-2022-23.pdf

25-26 GRAD CATALOG SUBMISSIONS OPEN

Substantive Priority Deadline: GPSC approval required. If all required documents are submitted by this date the proposal should be approved by GPSC and implemented into the catalog
- Open: June 17, 2024
- Close: October 31, 2024

Substantive Deadline: Proposal might not be completed in time to be included in the next catalog (try to submit during the priority deadline)
- Open: June 17, 2024
- Close: November 29, 2024

Non-Substantive Deadline: Proposals must be submitted by the deadline, using the Non-Substantive Catalog Language Form with track changes, no exceptions. Ex. departmental catalog language, name changes, misspelled or punctuation (does not require GPSC approval, College and Graduate School approval only)
- Open: January 31, 2025
- Close: March 31, 2025

New course creations and revisions, special topics title (does not require GPSC approval, College and Graduate School approval only)
- Open: June 17, 2024
- Close: March 31, 2025

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THESIS & DISSERTATION ACCELERATOR

- **Dissertation Accelerator is expanding to include masters students working on a thesis**
- **Application opens 10/1/24**

GRADUATE ADMISSION UPDATES

- New SEVIS Compliance Coordinator:
  - **Ms. Vi Tran**. She will work alongside Lorena Martinez to process I-20s.
- New communication to international students regarding deferments:
  - Students being deferred will receive an email asking that they update their documents required for I-20 issuance
- New Offer Letter Templates:
  - Letter templates should be **cloned** from the top folder (UH Grad Admit) and then placed in the designated programs folders. Please follow instructions and edit templates. Feel free to contact me regarding this.

UHGrad - Admit	LETTER	Template - Admit with Financial Support	Template - Admit with Financial Support
UHGrad - Admit	LETTER	Template - Admit without Financial Support	Template - Admit without Financial Support
UHGrad - Admit	LETTER	Template - Conditional Admit	Template - Conditional Admission offer
UHGrad - Admit	LETTER	Template - Deny Letter	Template - Deny Letter

New   Clone   Edit   Delete

Save

PRIOR DEGREE VERIFICATION

- PDV holds have been placed on international student accounts who have not submitted required proof of prior degree earned.
- Communication has been sent to all students with a prior degree verification hold with instructions on how to provide required official transcripts/academic documents.
- Students can visit transcript analysts at Graduate School office (Bates Law). No appointment necessary. Students are asked to check in at front desk.
- The Graduate School mailing address to send official transcripts/academic documents has been changed. Please visit https://www.uh.edu/graduate-school/international-students/transcripts/

DEFERMENTS

- Deferments from Fall 2024 to Spring 2025 and Fall 2025 have been completed.

- We will not archive applications with a deferral request.

- A student cannot be deferred if a "denied" or "withdrawn" decision has been entered in ApplyWeb.

SUMMER AND FALL 2024 APPLICATIONS ARCHIVAL

- Archival process will begin today September 30th.
- Applications with no decision entered will be changed automatically to "Withdrawn" in ApplyWeb and a notification email will be released to applicants informing them about their withdrawn status.
- An automatic "withdrawn" decision is not ideal as some applicants are confused by this decision if not requested by them.
- From a processing standpoint, if applications are not being deferred then either an 'admit' or 'denied' decision is preferred.

ANNUAL CHANGES

- Annual changes for 2024 have been completed and these changes are already live. Please verify.

- Regular changes can be sent at any time and these include changes to application deadlines, program descriptions and turning off/on test score (upon dean's approval) and supplemental questions.

APPLYWEB TRAINING

- Next training session will be held on October 1st .

- Communication has been sent out. If you have not done so already, please email your request to join training.

KRYSTAL SUGULLEH

GRADUATE RECRUITER
OFFICE OF THE PROVOST

UPCOMING RECUITMENT EVENTS

- **UH Graduate Fair 2024- October 10th 11am-2pm Butler Plaza**

- **UHD Graduate Fair October 18th from 8am-1pm**

- Informational Sessions

- Outreach/Recruiting Events

- Sharing program brochures

I-20
INITIAL ATTENDANCE

- **Valid Passport including dependents' passport if any.**
- **Scan of official English language proficiency (ELP) test scores (PDF version) to demonstrate ELP.**
- **Letter of Financial Backing FY25 (sponsor's relationship to student, Date). Please refer to Graduate School website: https://www.uh.edu/graduate-school/i-20/**
- **Bank Statement (not older than three months with available and sufficient funds in US dollar amount).**
- **Education Loan documents (to University of Houston and valid date).**

I-20 DEFERMENTS

- **Valid Passport including dependents passport if any.**
- **Letter of Financial Backing FY25 (Must be update).**
- **Bank Statement must be UPDATED (Not older than three months with sufficient funds in US Dollars).**
- **Education Loan document must be UPDATED (If dated more than a year).**
- **Decision Letters with funding must be UPDATED (If student has been deferred more than one academic year.)**

Required documents must be uploaded into the application online. <u>Documents are not accepted via email.</u>

RACHEL HONORA

Associate Registrar

Office of the University Registrar