

GRADUATE ADVISOR MEETING

We will begin the meeting shortly



UNIVERSITY of HOUSTON | GRADUATE SCHOOL

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*



Graduate School

Office of the Provost

For more information, please visit:

<https://uh.edu/graduate-school/ombuds-services/>

FOR AN APPOINTMENT, PLEASE CONTACT:

FUNDA SAHIN, PH.D.

OMBUDSPERSON, UH GRADUATE & PROFESSIONAL STUDENTS

EMAIL: GRADOMBUDS@UH.EDU

OMBUDSPERSON, UH GRADUATE & PROFESSIONAL STUDENTS

Funda Sahin, Ph.D.

Email: gradombuds@uh.edu

For more information, please visit:

[https://uh.edu/graduate-school/ombuds-
services/](https://uh.edu/graduate-school/ombuds-services/)

Nature of Concerns for visit to ombuds	# Visitors
Adjustment to new life/culture	1
Career planning	1
Clarification about policy/procedures	1
Conflict with a course instructor, grading policy and dispute	6
Conflict with a faculty member	1
Conflict with a graduate student	1
Conflict with dissertation chair	10
Desire to change programs	1
Excessive workload	1
Financial concerns	3
Formal complaint questions	1
Probation/Dismissal	4
Unclear degree requirements	2
Unclear/changing expectations	3



NO UPDATES

SHARI CORPREW

*Director, Graduate School
Office of the Provost*




DR. TASHEMIA JONES

*Assistant Director of Academic Affairs, Graduate School
Office of the Provost*

ADVISOR OF THE MONTH FORM

- Forms are due by the 15th of each month
- <https://www.uh.edu/u/graduate-school/forms/graduate-advisor-of-the-month-nomination-form-2022-23.pdf>

 Graduate School
Office of the Provost

**Graduate Advisor of the Month
Nomination Form**

Nominator's Information:

College: _____ Department: _____
First Name: _____ Last Name: _____
Email: _____ Phone: _____

Nominee's Information:

First Name: _____ Last Name: _____
College: _____ Department: _____
Title: _____ Email: _____

Previous advisor of the month recognition? Yes No

Please list all reasons why you think this person should be
Advisor of the Month:

*Please submit this form directly to Dr. Tashemia Jones via
tvjones@uh.edu by the 15th of each month*

092022 tvj

GRAD ADVISOR OF THE MONTH AWARD



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Kimberly Gray

Program Manager I
College of Technology

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

December 15, 2022

GRAD ADVISOR OF THE MONTH AWARD



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Miranda Vernon-Harrison

Director, Student Affairs
College of Engineering

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

January 15, 2023

GRAD ADVISOR OF THE MONTH AWARD



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Dr. Stella Grigorian

Graduate Faculty Advisor
Instructional Associate Professor: Sociology
College of Liberal Arts

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

THANK
YOU!

February 15, 2023



FITZGERALD SMITH

*Associate Director of Admissions, Graduate School
Office of the Provost*

PRIOR DEGREE VERIFICATION HOLD

- PDV holds have returned to student accounts.
- These are students who still need their degrees verified.
- Students who need to submit proof of prior degree earned will be sent reminders.
- Please relay to your students the need to verify their degrees.

ARCHIVAL OF SPRING 2023 APPLICATIONS

- We will be archiving Spring 2023 applications starting February 24, 2023.
- Please ensure that all Spring 2023 applications have a decision letter released by this date.
- Spring 2023 applications will no longer be available in your regular pools/folders in Admit and will be moved to the archive folders.
- Applications without a decision letter released will be withdrawn (before archiving) and a decision letter stating such will be released to the applicants.

DEFERMENT REQUESTS

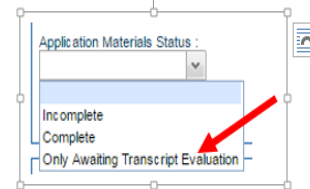
- Applications not yet matriculated do not require a petition in IRIS.
- Deferments requests submitted for Spring 2023 applications have been processed.

INTERNATIONAL TRANSCRIPT EVALUATIONS

- Transcript evaluations are completed based on application deadlines.
- Priority folder:
 - To be used only for strong applicants who you are ready to make a decision on.

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:

International Evaluations	5716
1) Ready for Evaluation	196
Priority	1

ADMISSIONS TEAM UPDATE

- New Transcript Analyst 1 (Ms. Lillie Johnson).
- She will be working with domestic transcript processing.

UPCOMING COMMUNICATION

- Application deadline changes
- Annual changes
- ApplyWeb Training (Monthly)



JAMES MARTINEZ

*Program Manager Admissions, Graduate School
Office of the Provost*

TRANSCRIPT PROCESSING

- Domestic Transcripts
 - Transcript Sources: Hard copy mail, electronically via Parchment, Student Clearing House, EDIs (Preferred)
 - Timeline for Processing
 - UH Graduates
- International Academic Documents
 - Processing
 - Express Mail. Address can be found on the Graduate School Website <https://www.uh.edu/graduate-school/contact-us/>.
 - E. Cullen Drop-off: Transcript Analysts on site M-F from 9am-3pm. No appointment required.



VANESSA CASTILLO

*SEVIS Compliance Coordinator, Graduate School
Office of the Provost*

I-20 PRODUCTION

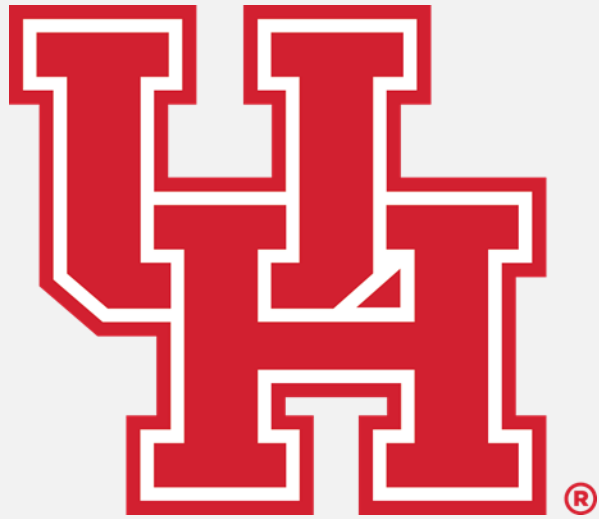
- Completion of processing Spring 2023 I-20s.
- Currently processing deferments for Fall 2023 as well as new Fall I-20 requests.
- Over 600 I-20s requests were processed for Spring 2023.
- Expected processing time for the Fall 2023 intake is 1-2 weeks.

LATE ARRIVAL REQUESTS

You need to request a late arrival from the Grad School for the following:

- A new, initial student entering the USA that won't be able to make the start date but will be able to arrive by ORD.
- A new, transfer student that won't be able to transfer his record before the start of the term.

Students already active in their program do not need to get approval from the grad school for a late return to school.



KRYSTAL SUGULLEH STEWART

*Program Manager, Recruiter Graduate School
Office of the Provost*

RECRUITING EVENTS

- Informational Virtual Sessions held on Tues/Thursdays.
- Campus Tour/Group Visits held throughout the year.

Upcoming Recruiting Events

- Career Services STEM Fair February 21st.
- Grad School Fair (Fall 2023 in person).
- Coffee Chat Informational Sessions Spring 2023 (April).
- College/Program Collaboration.

MARKETING YOUR PROGRAM

- College Net(email campaign)
- Graduate School Social Media Platform
(via our website and Facebook and Instagram)
- ETS(Educational Testing Service) promotes informational sessions on their webpage).
- Canva (marketing tool for flyers)

PARTNERSHIPS & COLLABORATION

Informational Sessions

- Informational Sessions are conducted twice a week and are on Tuesdays and Thursdays.
- All upcoming Informational Sessions can be found on Graduate School's Website.

Contact Information:

If interested in partnering in the future feel free to contact me at

kysugull@central.uh.edu

Looking forward to connecting with you!!



WELCOME

BRIDGETTE JONES

*Executive Administrative Assistant/Events Coordinator,
Graduate School
Office of the Provost*



STEFAN JOHNSSON

*Associate Director
International Student & Scholarship Services Office*

ISSSO UPDATES

- USCIS plans to implement premium processing for OPT/OPTX EAD cards and for I-539 change of statuses/reinstatement cases (supposedly will be for both)
- New OPT/OPTX reporting system is live using GT Forms. Future plan is to use this to submit forms electronically to our office instead of by email.

ISSSO UPDATES

- ISSSO is still short-staffed, but we are making progress with additional student workers helping with front desk processing. Advisors can contact us directly on **Teams(not for students)** instead of using **isssohelp email (for students)** for quicker processing.
- J1 processing inquiries -> Juanette Davis
- F1 compliance issues -> Stefan and Nicole Xi
- Faculty/student issues -> Jin Zhang



CASSANDRA HEAVRIN
Senior Associate Registrar

RACHEL HONORA
Senior Associate Registrar

Office of the University Registrar

OUR CURRENT CONTACTS:

Please consider reaching out to OUR team members, for these areas

Student Records Areas:	Contact:
Enrollment Support: Add/Drops and Enrollment Issues	Rachel Honora Angie Irving
Transcript & Enrollment Verification Requests	Rachel Honora Angie Irving
Negative Service Indicators	Rachel Honora Angie Irving
Faculty Center, Grading	Rachel Honora
Security eForm Questions & Support	Rick Arnold
Degree Audit, Prerequisite Development	Miranda Lindsey
Class Schedule Development, Events, Classroom Utilization, Classroom Issues & Ad Astra Schedule, CV/Syllabi Requirement	Iqbal Haider
Curriculum Management: Catalog Development	Cassandra Heavrin
Student Record Staff Trainings	Rachel Honora
NCAA Certification	Rachel Honora
Campus Solutions & Technology	Rachel Honora
Align, Monitor & Predict	Scott Sawyer
Classrooms: Facilities, Planning & Construction	Scott Sawyer
Other Student Records Issues:	Rachel Honora