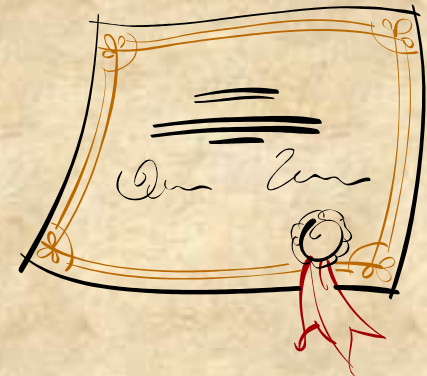


# ***Biology Graduate Program***

**Fall 2013**



***Getting from ? to Diploma***

# *Topics for today*

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# Assistantships

- ✓ Types of Assignments available at UNM include TA (teaching assistantship); RA (research); GA (Graduate) and PA (Project).
- ✓ There are three Biology groups of support:
  - Important:** *(Support time is calculated from the first semester and continues through the allocated number of semesters based on the degree being pursued.)*
  - Students admitted with support (10 semesters for PhD & 4 semesters for MS) (referred to as guaranteed support)
  - Students who are in the Bonus support (11 or 12 semester for PhD and 5 or 6 semester for MS)
  - Students admitted without support or whose support has expired are placed in the third pool.
- ✓ Pay is automatically deposited into a bank account of your choice on the last working day of the month. UNM no longer issues checks. **If you haven't complete a direct deposit request.**
- ✓ Students are expected to keep track of their support.

# ***More on Assistantships***

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- ✓ Teaching assignments are made by the Graduate Program Office in collaboration with the Associate chair based the needs of the department, classes, faculty, and student wishes.
- ✓ **Students with a PA must complete time cards.**
- ✓ If a student applies, accepts or has a UNM staff, student, workstudy assignment or an assistantship with another department, I must be informed at the time (or before) the Assistantship with Biology is accepted.
- ✓ **Students are responsible for course fees as well as GPSA fees.**
- ✓ Students on an assistantship will receive a monthly stipend, student health insurance (more available on SHAC website), and up to 12 credits of tuition.
- ✓ Students are responsible for checking their statement in September and informing me of issues. Fixing problems retroactively is difficult and maybe unsuccessful

# Assistantship Eligibility

- ✓ All students must complete a Funding Request Form each semester. A form will be sent to the listserv the semester prior to the assignment.
- ✓ Students must register for a minimum for 6 degree related credit hours when holding a contract. A student may choose to register for a non-degree related course, but they will be responsible for the tuition and fees.
- ✓ Students with an assistantship must take annual training (more to come via email)
- ✓ Students may not begin work prior to signing a contract! Contracts must be signed well in advance of the start date.
- ✓ Students must meet with their major advisor annually
- ✓ **Students must be in good standing...** *"To remain in good academic standing students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their Program of Studies/Application for Candidacy."* as explained in the UNM catalog.

# ***Assistantship Eligibility***

## Qualifications :

- **Must be enrolled in at least 6 credits**
- **Biology prefers student to register for 12 CH.**
- **Must be in good standing maintaining a 3.0 GPA**
- **May not be on academic probation**
- **Must be making progress towards the degree**
  
- ✓ **Benefits vary based on assignment and funding and may include:**
  - **Stipend, Tuition (up to 12 credits based on FTE), Health Insurance (over .25 FTE), and possibly GPSA Fee depending on funding.**
  
- ✓ **During the academic year most students work 20 hours a week (.50 Full-time equivalent [FTE]). Occasionally additional .17 opportunities open, only domestic students are eligible. Biology students are allowed a maximum of .67 FTE each semester. International students may not carry more than a .50 FTE work assignment.**
  
- ✓ **Students must be available for all associated TA requirements i.e., lecture, lab, weekly meeting, teaching preparation, grading, office hours, other duties as assigned for the full contract time (1 week before classes begin through Finals Week! )**

# Committees

- ✓ **Committee on studies (Master students and PhD prior to comps); Dissertation (PhD after comps)**
- ✓ **Students are expected to create their Committee on Studies their first or second semester.**
- ✓ **Students must meet with their committee once a year and should meet with their chair more often.**
- ✓ **After a PhD candidate passes their comprehensive exam, they will add an external expert to the committee. The committee is now your Dissertation committee.**
- ✓ **The new member must be approved by the department and OGS as well as the other committee members. With the submission of the new Committee form, we will need a printed current CV.**



# Overrides

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- ✓ are needed when permission to register for a course is required.
- ✓ Will be needed when a course requires permission of instructor from the student, the student doesn't have pre-reqs, taking two courses in the same topic area.
- ✓ About 200 reasons why an override is needed. Financial issues, transcript issues, grade issue, etc.
- ✓ When requesting an override, provide your Banner ID, CRN, Course # & section and the specific reason the override is needed.
- ✓ Duplicate course error: when registering for two classes with the same number like 502, the computer believes you are registering for the same class, even though you are not. Cheryl in the Graduate Program office can override this error.



# Registration

- ✓ Types of classes: 400, 500, \*(starred courses), 400/500.
- ✓ Topic course numbers include: \*401, 402/502, 404/504, \*406, 409/509, 419/519. Various titles, change each semester, may take multiple in a semester (will need an override.)
- ✓ The department will pay for up to 12 Credit Hours of degree related courses. We strongly encouraged to take all 12 credits.
- ✓ **Students must register for at least 6 CHs to be eligible for an assistantship.**
- ✓ Students must be registered continuously for the Fall and Spring semesters beginning Dissertation or Thesis hours through defense.
- ✓ **Students must register for Summer when completing the degree requirements.**
- ✓ Tool skill courses may be included in the required classes as long as they are graduate level. Undergraduate level classes may satisfy the tool skill requirement providing the committee on studies approves.
- ✓ **Courses may have requirements that will restrict a student from registering. If the student has the requirements they may ask the instructor for an override. This will allow the student to register without meeting the requirements. Send an email request to the instructor.**

# Helpful Hints

- ✓ Full time status for graduate students with an Assistantship is 6 credits; without an assistantship is 9 CH; and the department highly recommends 12.
- ✓ **If your bachelors or graduate degree was not completed at the time you applied, remember to order a new transcripts which shows your degree conferred date.**
- ✓ Summer is a great time to do research, however there are available labs to teach or Museum divisions to attend to assist in. (Note the pay is less than during the academic year.)
- ✓ **It is NOT necessary to take classes in the summer, however if you have an assistantship your taxes will change.**
- ✓ UNM will only Communicate with Students using their UNM email address. You may be able to import other mail providers like Gmail or yahoo to UNM LoboMail.
- ✓ **Forms are required for both MS & PhD students to track progress as you move through the program.**
- ✓ Course transfers are officially requested when completing the Program of Studies or Application for Candidacy and must be approved by the committee. Please talk to Cheryl about transferring credits.

# Provisionally Admitted?

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If you did not complete your degree, before applying to the program, you were provisionally admitted to UNM. Therefore UNM will need a new transcript with the conferred date of your degree.

**Note:** You will NOT be able to register until UNM receives an official transcript showing you completed your Bachelor's or Masters degree before you can register for the Spring. Registration for Spring opens in Mid to late October.

If you are in this situation or have questions, please stop by to see us to discuss early in the semester.

# ***NM Resident/Non-Resident Status***

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- ✓ **Non-Resident registration status - Students who are NOT New Mexico residents will be charge non-resident tuition rate.**
- ✓ **After a year of living in New Mexico, a Non-resident students may apply for residency. More information is available at:**  
<http://registrar.unm.edu/residency/index.html>
- ✓ **Resident registration status - New Mexico residents are charged a lower tuition rate.**
- ✓ **Fall 2013 Tuition rates (\$301.85 vs \$888.42 per credit hour)**



# Office Hours



- ✓ We have an open door policy for Graduate Students and visitors. If we are in the office the door is open.
- ✓ Walk-in We are in the office available for a quick chat or question. For longer conversations we can schedule an appointment.
- ✓ Appointment hours are designed for dedicated and longer conversations and are a set meeting time.
- ✓ Non-scheduled Times (unavailable) are set aside for working on business tasks, projects, attending meetings, perform administrative duties, attend training, etc. The door is normally closed.
- ✓ *Additional contract signing times* will be scheduled during peak Assistantship contract signing periods. Students may use these times or walk-in hours.
- ✓ Cheryl is around 9-5 with an hour for lunch, five days a week. Lunch is normally between 11-12:30, depending on drop-ins, meetings, etc.
- ✓ Irfan is part-time and his schedule will vary semester to semester. He normally works 4 days a weeks 5 hours a day. He also runs errands for the Office.
- ✓ Hours are posted on the door, on the Biology website, on Bulletin Boards found in Castetter Hall and in our email signature.

# Remember this!



- ✓ Students are responsible for knowing and understanding the Biology Graduate program requirements and policies, the Graduate Studies Policies and requirements, and the UNM catalog, as well as FERPA and Safety Rules.
- ✓ Please be mindful of deadlines!
- ✓ If you have a question or do not understand something ask!
- ✓ Sources to help find answers to your questions include: FastInfo on the UNM website, Graduate Studies website, Graduate Handbook on the Biology Website, your advisor, other students and either Irfan or Cheryl.
- ✓ Students who are currently NOT New Mexico residents and do not have an assistantship will be charged non-resident tuition rates. May apply for residency after the first year.
- ✓ Students are limited on the number of "C" allowed (see UNM catalog)
- ✓ Students on probation are not eligible for an Assistantship!

# ***Last but not least, have you?***

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- ✓ Registered for classes?
- ✓ Visited *OGS* to complete your hiring paperwork for your assistantship?
- ✓ Signed up for Direct Deposit
- ✓ Updated your contact information using the Demographic Self-serve area in [my.unm.edu](http://my.unm.edu)?



# Biology Graduate Program Office

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- ✓ Cheryl Martin - Graduate Program Coordinator
- ✓ Irfan Mall - Graduate Program Coordinator Assistant

CASTETTER HALL Room 2A

Office Phone: 277-1712

Biology Fax: 277-0304

Email: [biograd@unm.edu](mailto:biograd@unm.edu)



# Oops almost forgot to mention

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How to get a Key... to an office, building and/or classroom.

- The faculty member or responsible person managing the space will send me an e-mail, **using their UNM.EDU e-mail account**, making the request to provide a key card/s to the individual requiring the key/s.

The e-mail shall indicate:

- 1). the key recipients full name. (first name, middle initial, last name)
- 2). the Banner ID number of the key recipient.
- 3). the room number/s of the space/s a key is required for.
- 4). any additional information the authorizing faculty or staff member feels pertinent.

I will then use the information provided above to fill out the green key cards and deliver them to the person that authorized the keys, or their mailbox or office, whichever is preferred.

# Any Questions?

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**Thank you for being here!  
Welcome & Good Luck!**

