

**The Staff Resources Handbook**

**Guide to  
Graduate  
Program  
Administration**



**NORTHWESTERN**

**WEINBERG  
COLLEGE OF  
ARTS & SCIENCES**

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## Important Contacts List

### **Graduate student housing**

*For information about on-campus housing for graduate students (Engelhart, McManus, Seabury) and resources for finding off-campus housing.*

[grad-housing@northwestern.edu](mailto:grad-housing@northwestern.edu)

847-491-5127

### **Student health insurance**

*For information concerning health insurance, including insurance coverage requirements, enrollment in the NU health insurance plan and the health subsidy.*

**Wendy Weaver**

Health Service Administrator from the Office of Risk Management

[w-weaver@northwestern.edu](mailto:w-weaver@northwestern.edu)

847-491-2114

### **Payroll**

*For general questions about payroll, direct deposit, monthly pay dates, eligibility, etc.*

[payroll@northwestern.edu](mailto:payroll@northwestern.edu)

847-491-7362

### **Office of the Registrar**

*For general registrar questions.*

[nu-registrar@northwestern.edu](mailto:nu-registrar@northwestern.edu)

847-491-5234

*For questions about degree posting/graduating and grades (audit, changes, reports).*

**Oralia Gomez**

[o-gomez@northwestern.edu](mailto:o-gomez@northwestern.edu)

847-491-8457

### **WCAS Graduate Program Administration**

*For general questions about graduate programs and graduate students in WCAS.*

[wcas-grad@wcas.northwestern.edu](mailto:wcas-grad@wcas.northwestern.edu)

Associate Dean of Research and Graduate Studies

**Craig Bina**

[craig@wcas.northwestern.edu](mailto:craig@wcas.northwestern.edu)

847-491-2223

Graduate Program Coordinator

**Candice Weber**

[c-weber@northwestern.edu](mailto:c-weber@northwestern.edu)

847-467-1058

### **The Graduate School – Deans**

## Staff Handbook -> Graduate Program Assistant

Dean  
TBD

Senior Associate Dean and Interim Dean  
Simon Greenwold  
[s-greenwold@northwestern.edu](mailto:s-greenwold@northwestern.edu)

### **The Graduate School - Admissions**

Director of Admission and Recruitment  
Beth Bogdewic  
[b-bogdewic@northwestern.edu](mailto:b-bogdewic@northwestern.edu)

Assistant Director of Admission and Recruitment  
Sara Wright  
[sara-wright@northwestern.edu](mailto:sara-wright@northwestern.edu)

Coordinator Multicultural Affairs  
Mario Craigen  
[m-craigen@northwestern.edu](mailto:m-craigen@northwestern.edu)  
847-491-5995

### **The Graduate School – Financial Aid**

*For general questions about financial aid:*  
[tgs-fa@northwestern.edu](mailto:tgs-fa@northwestern.edu)

Assistant Dean of Financial Aid  
**Pat Mann**  
[p-mann@northwestern.edu](mailto:p-mann@northwestern.edu)  
847-491-8495

Financial Aid Coordinator: Assistantships  
**Mary MacLean**  
[marymac@northwestern.edu](mailto:marymac@northwestern.edu)  
847-491-8540

### **The Graduate School – Student Services**

*For questions about degree requirements, commencement, academic status, and more. Please refer graduate students to their corresponding student services representative by last name.*

Director Student Services  
**Kate Veraldi**  
[k-veraldi@northwestern.edu](mailto:k-veraldi@northwestern.edu)  
847-467-4108

Counselor Student Services  
**Antoaneta Condurat**

Staff Handbook -> Graduate Program Assistant

[a-condurat@northwestern.edu](mailto:a-condurat@northwestern.edu)  
847-491-8469

## “Where to Find What” in the Student Enterprise System (SES)

*For information about obtaining access to SES, please see the Student Enterprise System website:  
<http://ses.northwestern.edu/access.htm>*

### ***Tracking Graduate Students' Progress:***

#### **Student's Home Department/Program**

Records and Enrollment > Career and Program Information > Student Program/Plan

#### **List of Active Terms throughout a Student's Career**

Records and Enrollment > Career and Program Information > Student Term Search

#### **History of Student's Grades by Term**

Records and Enrollment > Student Term Information > Student Grades

### ***Graduate/TA Course Administration:***

#### **Generate a Class or Section Roster**

Curriculum Management > Class Roster > Class Roster

#### **Class Meeting Times and Instructors**

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings

#### **Generate Permission Numbers**

Records and Enrollment > Term Processing > Class Permissions > Class Permissions

### ***Graduate Admissions:***

#### **View List of Admissions Decisions**

NU Admissions > NU Applicant Information > NU TGS Department App

#### **View Test Scores (for applicants that have submitted application)**

Student Admissions > External Test Score Processing > Test Results

### ***Graduate Student Funding and Financial Aid:***

#### **Look Up Summary of Student's Funding:**

Financial Aid > Manage Student External Awards

#### **Enter Funding Information for a Student:**

Financial Aid > Add External Awards to Student

\* You can access information for groups of students (enrollment lists for all graduate students in your program, for example) by generating reports with the program Crystal Reports. Contact Weinberg IT to have Crystal Reports installed and set-up on your computer, and then refer to the Crystal Reports raining manual ([http://ses.northwestern.edu/documentation/SR\\_Accessing\\_User\\_Reports\\_v9.pdf](http://ses.northwestern.edu/documentation/SR_Accessing_User_Reports_v9.pdf))

## Graduate Admissions

### **TGS Admission Contact**

Beth Bogdewic, Director Admission & Recruitment

[b-bogdewic@northwestern.edu](mailto:b-bogdewic@northwestern.edu)

Sara Wright, Assistant Director Admission & Recruitment

[sara-wright@northwestern.edu](mailto:sara-wright@northwestern.edu)

### **Apply Yourself**

ApplyYourself is the approved Graduate School online application vendor. The Graduate School has one application that is used for all doctoral, master's and nondegree applicants.

For more information about the ApplyYourself Online Application, please visit The Graduate School's website: [https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/applyyourself/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/applyyourself/)

Please contact Beth or Sara in the TGS Admissions Office to get access to the ApplyYourself "webcenter." Please refer to the TGS Admission Process Guide, updated each year, to learn how to view, search, and print applications via the ApplyYourself "webcenter."

TGS Admissions Process Guide:

[https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/process/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/process/)

If a student has difficulty accessing or submitting his or her online application, he or she may contact the ApplyYourself tech support hotline at: 1.800.526.3313 or [support@applyyourself.com](mailto:support@applyyourself.com).

### **Test Scores**

All applications to The Graduate School require official test scores. You can download official GRE and TOEFL scores for each applicant via the Student Enterprise System (SES). You will be able to view the individual section scores for your applicants. For TOEFL, the most important score is the Total/Composite score.

Please refer to Appendix B of the TGS Admissions Process Guide to learn how to access these official test scores for applicants to your department.

TGS Admissions Process Guide:

[https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/process/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/process/)

Be sure to check test date. Remember: GRE scores must be taken within 5 years from the desired quarter of entry. TOEFL scores must be taken within 2 years of the desired quarter of entry.

## **Important Dates and Deadlines**

The Graduate School keeps a calendar of important dates and deadlines for the admission season.  
[https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/calendar/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/calendar/)

Departments set their own application deadline (typically December 31<sup>st</sup>).

Some important deadlines to watch for:

- Admission Agreement form Deadline (October)
  - o [https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/agreement/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/agreement/)
- Check with DGS for the number of fellowships allocated to the department (how many applicants allowed to admit)
- Draft offer letters and send them to TGS and WCAS for approval
- Cluster Fellowship Nominations Deadline and Notification
- Diversity Fellowship Nomination Deadlines and Notification
- Visiting Weekend Selection Deadline – usually end of November, and only if your department works with TGS to arrange your visit weekend.
- Visiting Weekend Deadline for inviting applicants. *Check with your department if you invite applicants before or after an offer of admission has been made.*

## **TGS Requirements**

The Graduate School has certain requirements for the graduate application, in addition to your department's own specific requirements:

- online application
- \$75 application fee
- transcripts of all academic work
- two letters of recommendation
- certification of English proficiency (if non-native speaker)

## **Switching Doctoral applications to Masters applications**

Applicants may only apply to one TGS program per calendar year. Therefore, once doctoral applicants are denied admission in CAESAR, they may not be considered for the masters program. If you would like to admit a doctoral applicant to the masters program, you should contact the applicant about switching his/her application before an admission decision is formally entered in CAESAR.

To switch his/her application from PhD to master's, the applicant must send a request to TGS via email. Upon receiving the email, TGS will change the application from PhD to masters in CAESAR and your program will then be able to admit the applicant to the masters program.

## **Rendering and Conveying Decisions**



All admission decisions must be entered in the university's Student Enterprise System (SES). One staff member from each program is trained by NUIT on navigating and entering decisions in SES. Typically this is the same staff member that navigates the online application system.

\*\*\* (New staff members should contact The Graduate School Admission Office to obtain system access and arrange for training). \*\*\*

Once your admission decisions have been entered in SES, the admission decisions will be transferred to ApplyYourself. Students are then able to view their admission decision virtually by logging into the online application system (using the same pin and password they used to create their application). The Graduate School also mails hard copies of admission letters to all admitted students. Hard copies of letters are not mailed to students who are denied admission.

Doctoral students should be granted admission to Fall quarter only. If your department has reason to admit a doctoral student to a quarter other than Fall, please notify TGS before admitting the student. Together, The Graduate School and your department will determine if there are adequate resources (both academic and financial) for the student to start "off" quarter.

The Graduate School stipulates that all Fall doctoral admission decisions be entered in SES before April 30 - and that any Fall admission decision rendered after April 15 must be approved by the Associate Dean for Graduate Study of the specific school into which the student has been admitted, as well as the Senior Associate Dean in TGS.

It is important that your office submit decisions for all Fall doctoral students that applied by April 30. The Graduate School will systematically deny all doctoral students who have not received admission decisions after that date. The schedule for auto-denying rolling admission master's and nondegree students is conveyed in the [Graduate Admission's Calendar](#).

Please see the TGS Admissions Process Guide for more information on situations that merit a student not receiving a decision:

TGS Admissions Process Guide:

[https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/process/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/process/)

### **Declaration of Intent to Enroll**

Students will log in to ApplyYourself to submit their enrollment decision. This decision will be automatically downloaded into SES and available for view by programs the following day. Students must submit their enrollment decisions by the dates indicated on the [Admission Calendar](#). The dates on the [Admission Calendar](#) represent the *latest dates* The Graduate School will accept enrollment decisions. Master's and nondegree programs may set their own (earlier) enrollment decision dates. Please be advised, if you do set earlier enrollment dates, these dates must be posted on your program's admission website.

In rare circumstances, some doctoral students are granted permission to submit their enrollment decision after April 15. These students will not be able to submit their enrollment decision via ApplyYourself. Instead, they must communicate this decision directly to the admitting program via

email. If this enrollment decision is approved by your program, your school Associate Dean and the Senior Associate Dean of TGS, then a copy of the student's enrollment decision email (and approvals) should be forwarded to the Director of Admissions at TGS. The Director of Admission at TGS will update the enrollment decision in the system. Please note, all doctoral applicants without enrollment decisions will be permanently marked as "not enrolling" on in May.

### **Deferring Admission**

Admission may be deferred up to one year from the quarter of admission. Students who wish to defer their admission must notify your program of this wish in writing. Once approved by your program, the request should be forwarded to The Graduate School's Director of Admission so that the deferral can be recorded in the student database (SES). Please be sure that all deferral requests are forwarded to TGS before the deferral deadlines. Deadlines are listed in the [TGS Admission Calendar](#).

### **Visa Process**

All international students must submit a Request for Visa form to The Graduate School. These forms are available for download via The Graduate School's Newly Admitted Student Website as well as the International Office Website. Students must also send proof of funding along with their Request for Visa form. In most cases, proof of funding can be provided via the department/program offer letter. If the student's tuition and living expenses are not fully covered by the program, or if the student is bringing a spouse/dependent, he or she must provide additional evidence of support. Funding sources may include: personal funds, personal guarantor or government/employer support.

Once the Request for Visa and funding documents are received by The Graduate School, TGS will forward the materials to The International Office. The International Office will then process the student's I-20/DS-2019. Once the I-20/DS-2019 is prepared, the International Office will contact your program so you may retrieve and mail the document to the student. TGS does not mail I-20/DS-2019 information to students.

*Please Note: The Graduate School must list how language proficiency was determined on each student's Request for Visa paperwork. If your department violates The Graduate School's language proficiency policy, your department may risk losing a fellowship in future years and the student in question may not be granted entry into the US.*

### **Readmission**

Students that have been admitted to TGS but are not registered for more than two terms will be withdrawn from the university and must apply for readmission through [Student Services](#) using the [Application for Readmission](#). The decision to readmit a former student is at the discretion of the program. Please contact [Student Services](#) with questions.

### **Uniform Bachelor's/Master's Program**

Students who would be within 4 units of completion of the bachelor's degree at the time of entry into the combined undergraduate/graduate program may apply for admission to TGS. Students may, with the approval of the undergraduate and graduate program advisors, count up to three approved graduate level courses towards the requirements of both the bachelor's and master's degrees. This residency policy is consistent with existing TGS policy that allows for the transfer of one quarter of acceptable work done in

TGS non-degree status toward a TGS degree program. Programs that wish to disallow entirely double-counting of courses toward undergraduate and graduate degree requirements are permitted to do so. This choice must be made at the academic program level and not on a student-by-student basis. Any such policy should also be in writing and provided to students in the program. Bachelor's/Masters apply for admission by completing the [paper application](#). They should not use the traditional online application.

### **Retention of Applicant Files**

All applications materials submitted by applicants become the property of Northwestern University and cannot be returned. The Graduate School requires that your department keep materials germane to the admission decision (letters of recommendation, resumes, writing samples, and denied student transcripts) for two years. You should not keep record of written commentaries regarding applications. You are not required to keep paper copies of the online application, admission letters or admitted student transcripts. These items are kept on file at The Graduate School. All files belonging to nonenrolling students may be shredded after two years.

Enrolled students reserve the right, under the Buckley Amendment, to review their admission file and all items contained within (the exception being letters of recommendation). Enrolled students also reserve the right to review written commentary regarding their application, even if those comments are not stored in the official file.

### **Transcript Pick-Up**

TGS staff will come to your department in person and collect the transcripts for all admitted students (both enrolling and nonenrolling) according to the timetable listed in the [Graduate Admission Calendar](#). TGS staff will have a list of all students for whom we need original transcripts and it is their expectation that each department or program will have these materials prepared for collection.

### **Recruitment Visits**

Most programs on campus invite top recruits to campus for a visit. Some programs admit students before these visits, some admit after. There is no consensus as to which approach is more successful in “closing the deal” with prospective students. However, there is consensus that a successful recruitment visit can certainly sway an applicant to want to come to Northwestern. TGS assists many programs, mainly in the humanities, in the planning and administration of these visits. TGS also partners with WCAS, Communication, and Music in sponsoring these visits and transfers funds to McCormick, SESP, and select programs from WCAS to help support recruitment efforts.

## **Cluster Fellowships**

The Interdisciplinary Cluster Initiative was developed by The Graduate School so that graduate students could form connections with students and faculty in other doctoral programs with whom they have natural intellectual affinities. This program offers funding and administrative support to institutionalize these connections, providing students and faculty with the opportunity to become involved with intellectual communities outside, and in addition to, their program.

The Admissions Committee will review the files under consideration and decide which, if any, will be nominated to any given cluster. The Director of Admissions will write letters of nomination on behalf of each file, and those letters will be sent with the file to the faculty member in charge of each cluster. Each cluster's committee will render decisions on cluster admissions. The applicants do not need to be informed that they've been nominated for a cluster, and it's been generally agreed to only notify them in the event of an affirmative decision.

Students who matriculate as part of a cluster will have their funding drawn from that cluster's resources, and their recruiting visit to campus will also be covered by the cluster. A \$1000 research account (possibly just a direct dispersal through the students' paychecks) is another side benefit of cluster admission.

## **The Clusters**

### Clusters in the Humanities and Non-Quantitative Social Sciences

African Studies  
Asian Studies  
Classical Traditions  
Comparative and Historical Social Science  
Critical Studies in Theatre and Performance  
Critical Theory  
Gender Studies  
Latin American and Caribbean Studies  
Medieval Studies  
Rhetoric and Public Culture  
Russian, East European and Jewish Studies  
Science Studies

### Clusters in the Sciences and Engineering

Biotechnology  
Energy and Sustainability  
Hierarchical Materials  
Predictive Science and Engineering Design  
Society, Biology, and Health

## **Diversity Fellowships**

Mario Craigen

[m-craigen@northwestern.edu](mailto:m-craigen@northwestern.edu)

Coordinator of Multicultural Affairs

An informational memo about The Graduate School's Diversity Fellowships is typically sent to departments in late December or January.

An example of past memos concerning the Diversity Fellowships:

Dear Colleagues -

On behalf of Dean Wachtel, I would like to lay out the nomination and award process for The Graduate School's Diversity Fellowships for incoming students. These fellowships enhance the diversity of our student population and give programs the ability to bring in additional students or conserve program funds. This email lays out the nomination and award process, including submission dates, but first, I would like to review the goals of the award.

### Diversity Fellowships

The Graduate School is committed to diversifying graduate programs at Northwestern. To that end, we have a pool of fellowships called "diversity fellowships." We remain concerned with under representation of ethnic minorities in our graduate population. We also recognize that in some fields, engineering and the physical sciences in particular, women are quite underrepresented, while Asian Americans tend to be underrepresented in the social sciences and humanities. Other groups, including the physically disabled, military veterans and first generation college students may also be underrepresented.

As Dean Wachtel's Statement on Diversity says, "Graduate education at Northwestern University is strengthened and enriched by the diversity of our student population. It is our goal to bring together a diverse population of master's and doctoral degree seekers composed of students from a broad array of ethnic, national, racial, socioeconomic and cultural backgrounds and we are proud to attract and be home to such a vital, vibrant community."

In order to help you to identify students who can diversify your program, TGS has included a question on the application for admission that allows students to inform us how they think they can contribute to the diversity of the NU graduate population. However, this is a voluntary piece of the application and it should not be seen as the only way in which you can demonstrate the diversity of your student population.

You may submit a student of any profile to us, but you need to explain how that student, as well as others on your list, contributes to diversity.

Finally, there has always been an issue of whether students taken on the diversity fellowship will have the necessary support to complete their programs successfully. TGS recognizes this issue, and will work with your department or program to ensure that the necessary support package is available for any student taken through the diversity fellowship competition. Typically, DF

awardees will be funded along the lines of all other students in your program. For example, if your students receive 2 years guaranteed fellowship and three years assistantship from the University, your DF awardees will receive this same award. If your program typically awards a nine-month fellowship and then students are funded by PIs and/or extramural resources, the DF student will be funded thusly by TGS.

Diversity award offer letters should not indicate that the award is a Diversity Fellowship. These offers should follow the same wording used in the program's other award offer letters. Also, the Diversity Fellowship program is an internal program and the Diversity Fellows should not be aware of their classification as such.

#### Nomination Procedures

TGS has determined that our funds for diversification are best used in conjunction with efforts by departments and programs. If you wish to admit students through the diversity fellowship program, submit a list of all students you plan to admit with your allocated fellowships in the first section of the attached template. This section should be annotated to indicate which students will bring diversity to your program. In the second section, list all students you are nominating for diversity fellowships, again annotated to explain how these individuals, should they matriculate, will help to diversify your program. Decisions as to how to deploy TGS money will to a great extent depend on what you are doing with your own money. This should not be seen as a requirement that you match anything you ask us to do, but those programs and departments that demonstrate their commitment to diversity by using some of their own resources to achieve it will be favored.

#### Deadlines

Your nominations for Diversity Fellows must be submitted via email to Mario Craigen at [m-craigen@northwestern.edu](mailto:m-craigen@northwestern.edu) by Friday, February 5, at 5 pm.

Decisions will be made and communicated to you by the following Friday, February 12.

#### Recruitment

Departments may then vigorously recruit these applicants with funding in place. To the extent that it is possible, we would like you to include your diversity fellowship awardees as part of your regular recruitment process.

TGS will share the cost of recruitment for their visits with you and your schools. However, we recognize that due to the timing of the fellowship competition and the logistics of travel and lodging arrangements for our recruits, it may not be possible for all of you to invite your diversity fellowship awardees to campus as part of your recruitment/applicant visit weekends. If you can manage to recruit these students alongside the students you will bring on your own University Fellowship funds, that is, of course, ideal.

Because we believe it is critical for you to bring students to campus to recruit them, even if it is not part of a scheduled applicant group visit, TGS is pleased to offer financial assistance (again, with your school) to bring these diversity fellows to campus individually. TGS will ask only that your program manage the travel logistics for these extras. Our diversity admission and recruitment staff will work with you on travel and lodging as well as the financial arrangements for these additional students.

Additional information on Diversity Fellowships and funding for underrepresented groups may be obtained from Mario Craigen, by phone at 847/491- 5995 or by email at m-craigen@northwestern.edu.

Best -

Simon Greenwold  
Senior Associate Dean  
The Graduate School

### **Entering Admissions Decisions in SES**

More information about entering admissions decisions in SES can be obtained by contacting the Admissions Office in The Graduate School.

### **Rejecting Applicant**

Every applicant whose application is turned down by the department, regardless of the degree program to which they've applied, must have that decision entered online. To do so, follow this process:

- Log into the Student Enterprise System (SES) on your browser
- Develop Enrollment -> Process Application -> USE -> Action/Reason Entry
- The screen that opens will look like this:

#### **Action/Reason Entry**

Action/Reason Parameters	
Academic Institution:	NWUNV Northwestern University
Academic Career:	TGS Grad Schl
Academic Program:	
Admit Term:	
Program Action:	
Action Reason:	
Action Date:	07/19/2006
Seq:	0

  

Apply to Program Application	
Application Nbr	ID
Prog Nbr	
0	
<input type="button" value="Create Program"/>	

  

View All First 1 of 1 Last	
Program Data	Program Status

**Academic Program:** This is 5-digit letter/number code assigned to your department and degree program.

**Admit Term:** current 4-digit term code (for example, Fall 2009 = 4360)

**ID:** hit the magnifying glass icon, isolate the student in question by name, verify by birthdate and the last 4 numbers of their social security number (National ID)

**Application Nbr:** hit the magnifying glass icon, select Lookup, if there are multiple applications for the same student then verify that you've selected the current application.

Once all this information is entered (be **careful**), hit the Save button. All information aside from the ID and Application Nbr will be retained to make entering the next decision easier. It is strongly suggested that you enter the Deny decisions as they're returned to you by the admissions committee, both to avoid a huge backlog and as a courtesy to the applicants.

### Admitting Applicant

Follow the same procedure as for rejecting students, but with the following differences:

**Program Action:** ADMT

**Action Reason:** should ideally be 1, but depends on what the status of the application (missing official transcripts, missing official GREs, etc...)

Submitting an ADMT decision will signal the Grad School to send the applicant an official welcome letter, which will be copied to the department in PDF format. Each student must also be sent a letter outlining the offer being presented. The contents of this letter are as follows:

Department offer letter (a different letter exists for international students)

The *Regulations Governing University Assistance* (the terms of which are accepted automatically if a student accepts our offer)

The notice on *Guidelines for Continuing Support - Multiyear Awards*

The current year's *Council of Graduate Schools Resolution*

This letter must also be emailed in PDF format, copied to WCAS and the Graduate School, and printed for inclusion in the student's department file along with the TGS letter.

Talk to your Admissions Officer or DGS about maintaining an applicant waitlist.

### Transfer Student Applications

Please see the TGS Admissions Process Guide for more information on transfer students applying to your program:

TGS Admissions Process Guide:

[https://www.tgs.northwestern.edu/dgs\\_guide/guide/admissions/process/](https://www.tgs.northwestern.edu/dgs_guide/guide/admissions/process/)

### Offer Letters



### **How to Send the Offer Letters:**

Offer letters must be sent to applicants via email as PDF attachments. After sending the email version of the letter, your department must also send a hard copy of the letter to the applicant via mail. When emailing the PDF version of the offer letter, please be sure to copy TGS [tgs-offers@northwestern.edu](mailto:tgs-offers@northwestern.edu) as well as the Associate Dean of your school. The subject line of the email must include the applicant's first and last name so we can easily track the record.

### **What to Include in the Offer Letters:**

1. Stipend amount
2. Tuition -- may indicate "full tuition" or actual tuition dollar amount
3. Length of time of award -- i.e., "for the academic year and summer 2010/2011"
4. Description and terms of the multi-year support package
5. Statement that the award is contingent upon the receipt of degree-awarding transcripts, when appropriate
6. Statement that students must submit their enrollment decision via the [online application enrollment form](#)
7. April 15 enrollment deadline (unless a later deadline is approved by both TGS and your school dean)
8. Copy of the [Regulations for Governing Financial Assistance](#) document
9. Copy of the [Council of Graduate School's Resolution](#)
9. Following statement regarding the external award application requirement:

*"We believe that graduate funding is a collaborative effort between students and the University. Because the mentored experience of writing grant applications as a graduate student is irreplaceable, and the receipt of external awards constitutes a significant advantage on the job market, doctoral students who receive more than two years of guaranteed University appropriated funding (as opposed to funding from sponsored projects), are required to apply for external grants no later than the fourth year of their PhD program."*

Please note:

Students who matriculate with a multi-year, nationally recognized award are exempt from this requirement.

Students who apply for external funding with their advisor or other faculty member have met this requirement.

Awards can be of any amount and duration.

Students do not have to win to an external award to fulfill this requirement.

Master's students are not held to this requirement.

### **How Do Students Accept Financial Offers:**

Newly admitted applicants must use the online application enrollment tool to officially accept or decline the University's offer of admission. The act of accepting admission online also signifies the acceptance of the University's financial award. The online application enrollment tool is accessible via the following website <https://app.applyyourself.com/?id=nwu-grad>.

### **What to Do When New Students Accept External Awards and Wish to Decline Funding:**

All applicants who intend to enroll should initially accept their admission and financial award using the online tool. If the applicant has accepted an external award, the applicant must notify The Graduate

School and your department, via email, that an external award has been accepted. The Graduate School may then make adjustments to the original University financial package to account for the external funding following a review of the external award. Applicants are informed of this process via the [Regulations for Governing Financial Assistance](#) document that must accompany all offers.

**How to Defer Admission and University Funding:**

Admission may be deferred up to one year from the quarter of original admission. The deferment of admission includes the deferment of funding; the two are not mutually exclusive. Students who wish to defer their admission must notify your program of this wish in writing. If the deferment is approved by your program, the student's deferment request (and your department's approval) should be forwarded to The Graduate School's Admission Office so that the deferral may be recorded in the student system (SES). Upon approval of the deferral you must cancel the funding offer in SES. Please be sure that all deferral requests are forwarded to TGS before the deferral deadlines. Deadlines are listed in the [TGS Admission Calendar](#).

Please note that a new offer letter will need to be sent to the deferred student indicating the new terms of the award. If the student is deferring an entire year, you may wish to wait to send the new offer until the next year (after the University's new stipend levels are announced). The amount of new award may be increased to account for new stipend levels; however, the financial package may not be decreased.

## Graduate Student Financial Aid

In this section of the Graduate Program Administration handbook, you will find information about:

An Introduction to Graduate Student Funding  
Distribution of Graduate Funding to Departments  
Types of Funding from The Graduate School  
Graduate Students Teaching in the School of Continuing Studies  
University Fellowship and Grants Calendar  
Instruction for electronic submission of fellowship and grant applications:  
Funding Opportunity for Underrepresented Minority Students  
Conference Travel Grant (CTG)  
Summer Language Grant (SLG)  
Graduate Research Grant (GRG)  
Getting CTG, SLG and GRG Award Money to Students  
Other Grants and Fellowships

### **An Introduction to Graduate Student Funding**

The Graduate School provides most doctoral degree-seeking students with the opportunity to receive fellowships and scholarships. Made possible by general appropriations, endowments, and other outside sources, fellowships typically provide students with a stipend and a scholarship to pay for tuition costs. Most incoming doctoral students receive some form of fellowship and scholarship for the first year of study. All doctoral students have the opportunity to apply for either internal or external fellowships to support research and dissertation writing during their academic career at Northwestern. All awards made by The Graduate School are based upon merit.

Applicants to The Graduate School that wish to be considered for fellowships and scholarships must ensure that their applications, fees, and all supporting materials reach Northwestern University by the application deadline set by their program. Offers of admission are made by The Graduate School. Typically, an offer of fellowship or scholarship is made to admitted students directly by the admitting program. However, awards may be made at any time after the applicant has been admitted to The Graduate School. An offer of funding will not be made unless and until all admission requirements are met and [application materials](#) submitted. In accordance with a national agreement among graduate schools, any offers of admission or funding made earlier than three weeks before April 15 must be accepted or refused no later than April 15.

Every fellow and scholar in The Graduate School must meet the eligibility requirements set for all students receiving financial aid. In addition, students receiving a fellowship and/or scholarship must inform The Graduate School of other sources of support (such as traineeships, teaching assistantships, research assistantships, School of Continuing Studies teaching, or other fellowships). In cases where alternative funding is available, arrangements will be made to integrate this funding with The Graduate School award. Furthermore, fellows and scholars must refrain from remunerative work (other than teaching or research directly related to their assistantships) unless a written request for a waiver is approved by The Graduate School after a thorough review of the circumstances. If any of these conditions is violated, financial support may be withdrawn by The Graduate School.

Fellows and scholars are not expected to teach or assist in laboratories in return for their awards, except when such duties are required of all doctoral students in the department. University support may be adjusted if a student receives an external award. A student who is offered both a University Fellowship and an external award is expected to accept the outside support and should consult The Graduate School before a decision is made.

### **Distribution of Graduate Funding to Departments**

*The following memo was sent by the Associate Dean of Research and Graduate Studies in 2009 and summarizes the way graduate funding is distributed throughout the College:*

#### **THREE-YEAR BLOCK ALLOCATIONS:**

All WCAS departments and programs that admit first-year students should now be on the new TGS three-year block allocation plan. You have been given a block of resources to manage for your students in years 1-3 of study. From this block you generally will draw 1 UF in a student's first year, and 1 GA in each of a student's second and third years. The number of UFs in your block constrains the total number of first-year students you may admit over time. If you overenroll in one year, then you should compensate by underenrolling in the following year, and vice versa. This should give you more flexibility to admit and recruit top students without fear of breaking the bank.

#### **FOURTH- AND FIFTH-YEAR STUDENTS:**

Most of you will have noticed that you did not receive the usual letters from WCAS this spring/summer allocating a specific number of GASHIPS to your program for use in supporting 4th- and 5th-year students. These letters were not sent because, in most cases, they are no longer necessary. Your students were admitted with a guaranteed five-year funding package consisting of 2 UFs and 3 GAs (along with 4 SUFs). In general, the UFs are utilized in years 1 and 5, while the GAs are utilized in years 2-4, but you can shuffle these around to some extent to suit the particular circumstances of your students. Because of this general package of support, it is no longer necessary to send you specific GA allocations for 4th- and 5th-year students. You can count up these students as well as (or better than) I can, and each of them should have a GA and/or a UF left to draw upon.

#### **GENERAL USE OF GASHIPS:**

Please remember that GA support is provided solely so that students may serve as TAs (or, in special circumstances, perhaps as instructors), so that they both gain teaching experience and provide TA service to the program. GA-supported students should have teaching assignments. If you have a GA-supported student who has no teaching assignment, please contact me so that I may help you to find a suitable

teaching role for the student in a cognate program (but you should feel free, of course, to just contact suitable cognate programs yourself directly). GAships may not be converted into RAs or other non-teaching roles without advance approval from this office, and requests for such approval should include documentation of how your existing teaching needs already are being met.

#### TA POOLING:

In general, it is reasonable to expect that any GA-supported student in years 1-3 should TA primarily within his or her home department or program. However, by year 4, many students develop an interest in TAing in another cognate program. Both WCAS and TGS believe that this should be encouraged. Such TA sharing or pooling helps the student to broaden his or her teaching experience, to explore interdisciplinary or subsidiary interests, and to strengthen the resume. Furthermore, such TA pooling helps to match TA supply and demand throughout the College. It is rare that the number of graduate TAs available exactly matches the undergraduate TA need within a given program, and TA pooling allows the teaching talent to flow where it is most needed. A lot of this goes on already, both informally and via regular formal agreements, but we would like to encourage and facilitate more of this TA-sharing activity.

#### SIXTH-YEAR STUDENTS:

There is no guaranteed support for 6th-year students. However, we all recognize that the additional UF support now provided to 5th-year students by TGS has reduced the pool of GA-supported students who usually gain teaching experience and provide departmental service as TAs. So, if some of you should find yourselves short of TAs in a given quarter, please try to identify an unfunded 6th-year student who might take up the TA role and contact me for approval of GA support for that student.

#### STUDENTS IN YEAR 7 AND BEYOND:

Students beyond their 6th year of study have no guaranteed support and generally are not eligible for GA support from TGS. In very special cases, that combine unusual student circumstances with unusual departmental TA needs, it may occasionally be possible to arrange for a 7th-year student to be supported on a GAship through a cost-sharing arrangement between WCAS and TGS. If you encounter such a rare situation, please contact me and I will see what I can do to help. Students beyond year 7 are not eligible for any support from TGS or WCAS.

#### DATA COLLECTION:

In past years, we have asked each of you to fill out two spreadsheets, one identifying the quarterly source of support for each of your students and another showing which students you expect to assign to TA which courses. You may have noticed (to your relief) that you received no such request from WCAS this spring/summer. This is because we realize that you already enter all of this information in some form into the electronic systems of either TGS or the Registrar. Rather than asking you to duplicate this effort, we are working to develop a tool which will allow us to extract this information directly from the existing databases. However, as with many IT tools, development has been a bit slower than we had hoped, so if we do ask you during the coming year for bits of information that you think we should already have, please be patient with us. We are trying to remove this dual-reporting burden from you.

## SPECIAL PROGRAMS:

Some special programs, especially those that do not admit their own first-year students, do still receive formal GA allocation notes. These programs should work to recruit their GAs as swiftly as possible, so that the home programs of the recruited students can take this information into account when planning their own GA allocations. (It's not very pleasant for a home program to allocate a student to TA for a specific class and then find out at the last minute that the student will be a GA for different special program!) In general, such special programs should seek to recruit either 6th-year students who are otherwise unfunded or students in years 4-5 whose home programs will not suffer dire TA shortages as a consequence. (Students in year 7 should be considered only as a last resort.) Please focus upon recruiting WCAS students. Occasionally the best fit for a special program may be a student from another NU school, but you wouldn't believe the paperwork associated with using resources granted by TGS to WCAS in support of a student from another school.

I hope the above summary statements are helpful. I realize this memo is a bit lengthy, but perhaps it may prove a useful reference during the coming year.

Regards,  
Craig

PS: You can probably expect one more (shorter!) memo to follow soon about WCAS graduate students teaching in SCS.

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<http://www.wcas.northwestern.edu/>

## **Types of Funding from The Graduate School**

### **University Fellowship and Summer Funding**

[https://www.tgs.northwestern.edu/dgs\\_guide/guide/finaid/fellowshipsandawards/](https://www.tgs.northwestern.edu/dgs_guide/guide/finaid/fellowshipsandawards/)

### **GA-ship (Graduate Assistantship)**

<http://www.tgs.northwestern.edu/financialaid/assistantships/>

[https://www.tgs.northwestern.edu/dgs\\_guide/guide/finaid/gaships/](https://www.tgs.northwestern.edu/dgs_guide/guide/finaid/gaships/)

### **General notes:**

- Students on GA-ship usually serve as a Teaching Assistant during their 2<sup>nd</sup> to 4<sup>th</sup> year of study (but GA-ships can be shift around and used in different time). *For example if a student has external funding in the 3<sup>rd</sup> year, they can save the year of unused GA-ship for year 5 or 6.*

- Check with your Department about the process of TA assignments, schedule and whether you use TA's from outside of your Department. *Check with WCAS and TGS for current policy and procedures of assigning TA's.*
- In some cases, students in their 6<sup>th</sup> and 7<sup>th</sup> year can serve as TA's, but only after approval from The Graduate School and the Weinberg Dean's Office. *Check with WCAS and TGS for current policy and procedures of assigning TA's and if there is a shortage of a TA's.*

### **Graduate Students Teaching in the School of Continuing Studies**

*The following memo was sent by the Associate Dean of Research and Graduate Studies in 2010 and summarizes the College's position on graduate students teaching in the School of Continuing Studies:*

#### WCAS Graduate Programs:

As you continue to work on your Graduate Assistantship (GA) planning for the coming academic year, let me take a moment remind you of a few details of the mechanics behind having your students teach in SCS rather than WCAS, as these may prove useful during your planning.

TGS GAships are provided to support WCAS graduate students (generally in years 2-6) as teaching assistants or instructors in WCAS courses. When you assign a WCAS graduate student to teach in SCS instead, that student will be paid for that quarter by SCS (rather than by TGS or WCAS). Please remember that SCS currently pays graduate-student instructors at a significantly lower rate than does TGS. For this reason (among others), WCAS students generally teach in SCS only after they have passed beyond the five-year period for which they have been guaranteed GA or UF support by TGS. Indeed, for students in years 7 and beyond, often SCS provides the only NU financial support available.

In rare cases, WCAS may agree to "top up" a student's SCS pay to the level of a TGS GAship (for no more than one quarter), but this is done only by special advance arrangement with this office (and then generally for sixth-year students only). You should not assume that SCS stipends will automatically be topped up to the level of TGS GAships, by either WCAS or TGS. Indeed, as our budget continues to contract, we expect to be able to provide fewer of these top-ups in the coming year than we did last year. If you wish to nominate an eligible student for top-up, please contact us as soon as possible. Financial data entry for students granted top-ups will be performed by Candice Weber in this office. Important differences between these two types of appointment are summarized below.

Please remember, as well, that when you designate a student in year 2-6 to teach in SCS instead of in WCAS, you decrease the pool of available TAs for WCAS classes. If you experience a TA shortage as a result, we may be unable to hire an additional TA as a replacement (especially if we already are paying to top up another student who is teaching in SCS). So, please count your TAs carefully when making such assignments.

Finally, sometimes students initially commit to teaching for SCS and then later reverse their decisions. Of course, it would be better for SCS if students would try to honor their initial commitments. When such reversals do become necessary, however, please emphasize to your students the importance of informing both you and SCS (and then you should tell me, too, please). Sometimes students inform only SCS or only the department, and then much confusion ensues. Furthermore, some students forget to tell their

departments about their plans to teach in SCS in the first place. Please remind them to tell you. If they already will be fully supported by TGS as an RA or a UF, they will need to seek permission from both WCAS and TGS to engage in additional paid work.

The opportunity to teach their own courses in SCS can be a valuable experience for WCAS graduate students. However, you should be aware of the limitations imposed by the finances and the availability of TAs when factoring such activities into your GA planning.

Special appointment ("top up") as a WCAS/SCS GA:

Student (usually 6th-year) appointed as WCAS/SCS GA in **Fall Quarter** will receive **100% subsidy (\$2,466)** if enrolled in NU student health insurance plan.

Student will register for **TGS 500** and will receive **scholarship (\$3,320)** for appropriate quarter of appointment (Fall, Winter, or Spring).

The student will be responsible for paying \$78 activity fee and will be entitled to a **U-pass**.

**GA stipend = \$5,394/quarter (\$1,798/month)**

Student with (normal) SCS-only appointment:

Student (usually year 7+) must register for **TGS 512** and pay the **\$100** fee each quarter.

**No health insurance subsidy**; student may enroll in NU Student health insurance plan but will need to pay \$2,466.

**No U-pass.**

**Different pay schedule**—students with SCS-only Winter appointment will not be paid in December.

**SCS pay** – varies based on whether student has taught for SCS previously; **pay is less than GA.**

--

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### **University Fellowship and Grants Calendar**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/>

### **Instruction For electronic submission of fellowship and grant applications:**

<http://www.tgs.northwestern.edu/facultyandstaffinfo/electronicsubmission/>

### **Funding Opportunity for Underrepresented Minority Students**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/multiculturalfunding/>

### **Conference Travel Grant (CTG)**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/conferencetravelgrant/>

Instructions for CTG approval and changes

<http://www.tgs.northwestern.edu/facultyandstaffinfo/electronicsubmission/CTGprogramapproval/>



**General notes related to Travel Funding (supported by TGS and/or Department):**

- Applies for students in year 2 and beyond who are presenting at a conference. Keep in mind that CTG is available only once per year.
- For Second Conference and/or for Research and/or Job Market Travel – it is up to the Department how much funds to allocate and contribute
- Early in the Fall ask students to submit Conference Travel Requests for the year, listing their Conference Travel requests to TGS and travel requests using Departmental funds. Ask them to provide you with an estimate travel budget that has:
  - Dates of travel
  - Title of the conference
  - Transportation
  - Lodging
  - Meal
  - Other Expenses
- Set up a yearly budget for Conference Travel (allocate extra funds for last minute and/or future travel requests).
- The Conference Travel Grant and Department Travel funding works as a reimbursement. (check Travel Policies & Procedures at <http://www.northwestern.edu/finsys/ps/policies/travel.pdf> or see *Finance and Budget Handbook Section for details*):

**Summer Language Grant (SLG)**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/summerlanguagegrant/>

**Graduate Research Grant (GRG)**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/graduate-researchgrant/>

There are three distinct deadlines by which the applications for a GRG can be submitted each year; *the first Friday of each quarter, excepting Summer.*

**Getting CTG, SLG and GRG Award Money to Students**

Conference Travel Grant and Summer Language Grant funds are transferred to the student's home department, and are transferred to the student upon the student's submission to the department of the relevant receipts and reimbursement forms.

If the student is unable to cover the expenses related to his/her research, consider the following (but get assistance and approval from WCAS beforehand):

- **Non-Travel Advance**  
<http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentother.html#nontravel>

- **Assist Graduate students with purchasing airfare through NU Travel**

<http://www.northwestern.edu/userservices/travel/>

- **Payment for individuals**

<http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentother.html#individuals>

- **Direct Payment Request**

<http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentother.html#DPR>

<https://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/presidentialfellowships/>

**\*Note:** Since the Presidential Fellowship deadline to the Graduate School is usually mid October, check early with your DGS, chair or DA about department deadlines and committee (faculty members who will review the Presidential Fellowship applications and nominate students.) The Department deadline should be set such that the committee has time to review applications and the nominated students will receive feedback and have time to revise applications for form, substance, and clarity prior to final submission to The Graduate School.

### **Other Grants and Fellowships**

#### **Professional Development Grant**

<http://www.tgs.northwestern.edu/facultyandstaffinfo/profdevlgrant/>

#### **Dependent Care Grant**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/depcare/>

#### **Ryan Fellowship**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/ryanfellowships/>

#### **Nicholson Fellowship**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/drjohnnicholsonfellowship/>

#### **Achievement Rewards for College Scientists (ARCS) Foundation Scholarships**

<https://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/arcs/>

#### **Center for Interdisciplinary Research in the Arts (CIRA) Grant**

<https://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/cira/>

**External Funding**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/externalfunding/>

<http://www.northwestern.edu/fellowships/info/grad/graduate.html>

## SES Award Data Entry

*For information about obtaining access to SES, please see the Student Enterprise System website:  
<http://ses.northwestern.edu/access.htm>*

### **TGS Tips for Data Entry**

<http://www.tgs.northwestern.edu/facultyandstaffinfo/studentaidstaffforms/tipsfordataentry/>

### **Procedures**

#### **General notes related to Entering Awards:**

- Part time students' stipend and tuition are entered by TGS (notify and confirm with TGS first).
- Presidential Fellowship students – award is entered by TGS (notify and confirm with TGS first).
- Fulbright and/or other external funding – award is entered by TGS. Ask the graduate student to send you and TGS copy of their external award.
- When student has GA duties in another department, check with Dean's office and the external department responsible for entering the award.
- In March, ask students about their summer funding and plans for the following year.
- Create a system that keeps students' financial award records (in a spreadsheet, for example) and refer to it when entering awards. It is helpful to have the following information available
  - Item codes for stipend and tuition (Department, Cluster, and any other that is needed)
  - Current UF and GA-ship tuition and stipend amount. The advanced tuition rate applies to graduate students in year 3 and above.
  - For summer funding, check with your students as early as possible. The deadline for entering summer funding is mid-May.
- Consult with TGS and WCAS when dealing with issues such as entering awards in addition to SCS employment.
- **See sample spreadsheet and procedures in Appendix.**

### **VISTA**

The graduate student funding entered into SES will be fed into the Human Resources Information System (HRIS) and thus activate the student in payroll. There are Vista reports that you can check to make sure your students are setup in payroll and ready to receive their paychecks.

If you currently do not have Vista Access, you may obtain the Security Access form at:  
<http://www.northwestern.edu/hr/hris/training/forms/vistaformjun09.pdf>.

For additional information on Vista reports go to <http://www.northwestern.edu/hr/hris/vista/index.htm>

**Memo sent from TGS on September 15<sup>th</sup>, 2010 concerning Vista reports:**

The following reports / queries will be available to you on Wednesday, September 15<sup>th</sup> afternoon after the interface completes between SES and HRIS.

Note: If you did not enter the September appointments in SES by September 13<sup>th</sup>, paper Position/Appointment forms submitted after September 13<sup>th</sup> may not be processed in time for the September 30<sup>th</sup> pay date.

All corrections must be received by Payroll by 5:00pm on September 22, 2010. If departments do not abide by the SES deadlines listed above and Payroll receives an excessive amount of graduate student appointments from a department in lieu of entry in SES, departments will be assessed a \$45.00 fee for each transaction.

**Funding Corrections:**

- If the Department ID ends in 93:
  - If the funding is incorrect and the department is deployed, you **must** change the funding in HRIS **and** re-enter the award with a different item type in SES.
  - If the funding is incorrect and the department is not deployed, you **must** re-enter the award with a different item type in SES **and** correct the funding on the Vista report **and** submit to Payroll.
- If the Department ID ends in 99:
  - Contact Pat Mann at 847-491-8495 or Mary Maclean at 847-491-8540

**Chart string Errors:**

- Resolve any invalid chart string errors with OR or ASRSP.
- After the chart string issue has been resolved, make any corrections on the Vista report **and** submit to Payroll, even if you just indicate that the chart string is now valid.

**Other Corrections:**

- All other corrections must be submitted to Payroll using the Vista reports.
  - You must make the correction on the Vista report, sign **and** submit to Payroll.

***If the student is not on any of the Vista summary or error reports, you must submit a Position/Appointment form to Payroll to have the student added to HRIS if the Department ID ends in 93. For those students for whom the Department ID ends in 99 you must contact TGS at [tgs-fa@northwestern.edu](mailto: tgs-fa@northwestern.edu). You must also complete data entry of the award in SES.***

If you require additional assistance you may contact the following people:

**Incorrect Awards** – Mary Maclean - 847-491-8540 [marymac@northwestern.edu](mailto: marymac@northwestern.edu) or Pat Mann – 847-491-8495 [p-mann@northwestern.edu](mailto: p-mann@northwestern.edu) or [tgs-fa@northwestern.edu](mailto: tgs-fa@northwestern.edu)

**Incorrect Compensation Rates** - Barry Sexton 847- 491- 8592 or [b-sexton@northwestern.edu](mailto: b-sexton@northwestern.edu)

**All Other Questions** - Kaleya Ferguson at 847-467-0695 or [kaleya-powell@northwestern.edu](mailto: kaleya-powell@northwestern.edu).

Review the following reports / queries to identify any issues. These reports / queries summarize the students who were loaded into HRIS from SES.

### Reports in Vista

The reports contain the same data but are sorted differently to provide you with an easier way to access and analyze the data.

On these reports, you may notice that some students have an error listed under their name.

- **If the error says *fatal*, the student was not loaded into HRIS. These fatal errors require your attention. A list identifying the student and what caused the student not to load will be sent after the interface runs on Wednesday morning. Expect the report late Wednesday afternoon or Thursday morning.**
- If the message just indicates **error**, the Payroll Office will be fixing these problems.

NWPAY106	– GSI Report by Jobcode and Name
NWPAY107	– GSI Report by Jobcode, Dept and Name
NWPAY108	– GSI Report by Action
NWPAY110	– GSI Report by Dept and Name
NWPAY112	– GSI Report Update funding Stop Dates

To access Vista Reports, log in at: [http://vistaplus.itcs.northwestern.edu/vp\\_web/login.jsp](http://vistaplus.itcs.northwestern.edu/vp_web/login.jsp)

1. Select your Home Folder (Folder listed when you log in).
2. Select the Grad Student Interface Folder. This folder will contain the reports listed above.

For additional information on Vista reports, reference <http://www.northwestern.edu/hr/hris/vista/>

If you currently do not have Vista Access, you may obtain the Security Access form at:

<http://www.northwestern.edu/hr/hris/training/forms/vistaformjun09.pdf>. Indicate on the form the Report ID's listed above.

Query (in both PROD and REPT)  
PUB\_GRADUATE\_STUDENTS

To access HRIS Query, log in at: <https://hrweb.itcs.northwestern.edu/>

## Course Registration

### Residency

Full time graduate students in doctoral programs must register continuously for eight consecutive quarters over two years, including summers. The typical progression of a graduate student's career is described below in this chart from The Graduate School.

If you have questions about graduate student registration, please contact the Student Services office in The Graduate School.

	Year One				Year Two			
	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q5 - Fall	Q6 - Winter	Q7 - Spring	Q8 - Summer
<i>Tuition model</i>	Full Rate (funding guaranteed)				Full Rate (funding guaranteed)			
<i>Registration</i>	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590	3-4 units of coursework or 590
<i>Milestones to be achieved</i>	Coursework towards <a href="#">residency requirement</a> . A minimum of nine graded courses are required by TGS. Individual programs may require more graded courses.				Coursework towards <a href="#">residency requirement</a> . A minimum of nine graded courses are required by TGS. Individual programs may require more graded courses.			
<i>Forms to be completed</i>								

	Year Three				Year Four			
	Q9 - Fall	Q10 - Winter	Q11 - Spring	Q12 - Summer	Q13 - Fall	Q14 - Winter	Q15 - Spring	Q16 - Summer
<i>Tuition model</i>	Advanced Rate (funding guaranteed)				Advanced Rate (funding guaranteed)			
<i>Registration</i>	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 and/or coursework	TGS 500 in addition to non-required coursework			
<i>Milestones to be achieved</i>	Coursework towards program requirements (if applicable). Students must complete all required courses (including incomplete grades/F grade make-up) and be admitted to candidacy (PhD Qualifying Exam) by the end of the twelfth quarter. Students who have completed their program requirements will register for TGS 500 in addition to any non-required (extra) coursework. Students who have not completed their program requirements will register for courses as determined by their program.				Students must complete their <a href="#">Prospectus</a> (proposal of dissertation topic) before the end of the sixteenth quarter.			
<i>Forms to be completed</i>	PhD Qualifying Exam form (submitted by department. No student entry)				PhD Prospectus form (submitted by student via TGS Forms in <a href="#">CAESAR</a> ; approved online by department)			

	Year Five				Years Six through Nine			
	Q17 - Fall	Q18 - Winter	Q19 - Spring	Q20 - Summer	Fall	Winter	Spring	Summer
<i>Tuition model</i>	Advanced Rate (funding guaranteed)				Advanced Rate or Continuous Registration			
<i>Registration</i>	TGS 500 in addition to non-required coursework				TGS 500 if receiving funding; TGS 512 if unfunded			
<i>Milestones to be achieved</i>					Degree deadline - students have 9 years from matriculation to complete the PhD degree. Only rarely under extenuating circumstances will students be granted permission to continue beyond 9 years.			
<i>Forms to be completed</i>	Students who are completing their degree will complete the following forms: (1) Application for Degree via TGS Forms in CAESAR; (2) Final Exam Form via TGS Forms in CAESAR which will be approved by the department (3) NRC Survey of Earned Doctorates; (4) Online submission of dissertation via UMI ProQuest							

### Permission Numbers

Many graduate level courses require the student to obtain a “permission number” before they can register. If it is your role in the department to generate these numbers, please refer to the Step by Step guide on how to do this:

[http://ses.northwestern.edu/documentation/SR\\_Generating\\_Permission\\_Numbers\\_HowTo\\_v9.pdf](http://ses.northwestern.edu/documentation/SR_Generating_Permission_Numbers_HowTo_v9.pdf)

### Pass/No Credit Option

Students will follow individual program requirements regarding graded coursework. Courses may be taken Pass/No Pass (P/NP) only when this grading basis is available for selection in CAESAR. No individual exceptions will be allowed.

Except for 590, P/NP courses cannot be counted in a program presented for a master's degree.

### Research Credits

The Graduate School maintains certain course numbers as “filler” courses when graduate students are pursuing research:

#### **TGS 500 Advanced Doctoral Study (0)**

Available to doctoral students who have completed the residency requirement of eight quarters of full-tuition registration within their program and are receiving aid from the University. Also appropriate for students receiving financial aid or on F-1 and J-1 visas. Provides full-time status, but is not a required registration.

#### **TGS 509 International Student Institute (0)**

Required for all international PhD students designated as International Summer Institute Fellows. Intensive instruction in English; immersion into American social and academic culture and life.

#### **TGS 512 Continuous Registration (0)**

Required for all students who are continuing in their degree programs and are not registered in program coursework or any other TGS course (500, 588,). This includes students away from campus or on leave for any reason (medical, family, research, etc.) and students who are unfunded (without any stipend or tuition scholarship).



### **TGS 513 Advanced Continuous Registration (0)**

Doctoral students are expected to complete the degree before the end of the ninth year from the date of matriculation (and must be continuously registered from the time of matriculation to the time of completion). Students who have not finished by that time may continue to work towards completion but effective fall 2008 will be required to register in each of Fall, Winter, and Spring Quarter for TGS 513 and pay the corresponding tuition (\$1000 per quarter).

### **TGS 588 Resident Master's Study (0)**

Available to master's degree students who are receiving financial aid, wish to pursue research, use University facilities, or maintain F-1 or J-1 visa status. Requests for more than one TGS 588 registration will be reviewed by The Graduate School. Provides full-time status, but allows no accumulation of credit or residency toward the master's degree.

## **Leaves of Absence**

A student who is working towards residency requirements and needs to take a leave from the university (general leave, family leave, medical leave, or childbirth accommodation), must request an official leave of absence. Students must apply for a leave of absence using the "Petition for Absence" form via TGS Forms in [CAESAR](#). In this form, the student must explain why a leave is necessary. Leaves of absence are not granted automatically and must be reviewed by both the department and The Graduate School. No leave is granted for less than one quarter or more than one calendar year. If a student requests renewal of a leave of absence beyond one year, the student's record and future plans will be reviewed to determine whether an extension of the leave is in the best interests of the student, the department, and The Graduate School.

Students who have completed residency requirements and wish to take a leave from the University in order to work on the dissertation, perform research at another institution, or relocate while finishing degree requirements do not need to fill out the Petition for Absence form. These students must [continue to maintain registration](#) until all degree requirements are complete.

Any student who is granted a leave of absence and who is not eligible for the [childbirth accommodation](#) must register for TGS 512 Continuous Registration for each Fall, Winter and Spring quarter the student is absent. A student who is granted a childbirth accommodation should maintain her regular coursework and/or research registrations during the period of leave.

While in the United States, students on F1 and J1 visas must be registered for three quarters each calendar year to maintain visa status.

Students who do not maintain [continuous registration](#) must apply for readmission using the paper form, "[Application for Readmission](#)" unless otherwise indicated by The Graduate School, the student's department, or Counseling and Psychological Services. This policy also applies to current graduate students who interrupt their residency in a degree program by not registering for one or more quarters, with the exception of the Summer Session.

Students who have not registered for more than one calendar year should determine whether the department requires supporting documents, including letters of recommendation, a personal statement, or

additional materials. If required, these items should be submitted directly to the department. In consultation with the department, The Graduate School reviews the student's record to ascertain whether readmission is warranted.

## Graduate Student Health Insurance

*Taken from The Graduate School's website:*

<http://www.tgs.northwestern.edu/studentlife/health/0809plan/healthinsurance/>

### Coverage

The State of Illinois requires all full-time students to maintain health insurance that meets the state's standards. In order to meet these standards, coverage must meet the following criteria:

- Minimum of \$250,000 in coverage per year
- Annual deductible must not exceed \$1000
- Provide coverage for inpatient and outpatient services anywhere in the U.S.
- Provide coverage for inpatient and outpatient mental health services
- Include coverage for pre-existing conditions

**The University has contracted with the Aetna Student Health Plan for the 2009/10 academic year to provide health insurance that meets or exceeds these standards. The cost of the health plan for graduate students is \$2,360.00 annually with a \$250 annual deductible.**

Health insurance subsidies for full-time Northwestern University graduate students enrolled in the NU health plan vary according to the school and program to which the student belongs. **(Most full-time graduate students in WCAS receive a 100% subsidy of the health insurance plan.)** Students not covered by 100% subsidy should complete the [Payroll Deduction Authorization form](#) to deduct the insurance expenses from the stipend.

Additional information regarding the health insurance program may be found at <http://www.aetnastudenthealth.com>. Go to "Students". This will direct you to the "Student Connection" page. Click "Find Your School". Enter "Northwestern University" or type "812845" as the policy number. Click on "Search Directory". Northwestern University should appear. Look on the menu at the left side of the page and view the health insurance plan and product offerings.

**All students must enroll in this plan or indicate they have equivalent health insurance through another source.**

All **new entering full-time graduate students** must complete the online "Coverage Selection Form" (CSF) through CAESAR. The form is located at [www.northwestern.edu/caesar](http://www.northwestern.edu/caesar) and must be completed no later than October 1, 2009. Students who miss the deadline will automatically be enrolled in the university's health insurance plan. Billing for the university's health insurance plan will take place upon completion of registration.

For **returning full-time** students, who enrolled in the NU Plan for academic year 2009/2010, your health insurance coverage will automatically roll over into the new plan for 2010/2011. Returning students are not required to complete any forms, but students should take time to thoroughly review the health insurance plan.

Returning students who wish to opt out of (waive) the NU insurance plan must complete the online "Coverage Selection Form" (CSF) through CAESAR at [www.northwestern.edu/caesar](http://www.northwestern.edu/caesar). If a student no longer wishes to participate in the plan and discovers that their student account was billed for the NU

plan, they should contact the Insurance Office at (847) 491-4134 or (847) 491-2113 to request removal of charges.

**Part-time students** who wish to enroll in the NU Plan must complete a part-time student application form **in person** at the Insurance Office located at 633 Emerson Street, Evanston. Payments must be made at the time of application submission.

**Health insurance premiums** may be paid by The Graduate School either partially or in full. Please refer to [payment options](#) for further information. Students currently enrolled in payroll deductions must complete and submit a new authorization [form](#) annually since amounts being deducted or payroll status may change.

**For more information about the Health Insurance plans**

Wendy Weaver, Health Service Administrator from the Office of Risk Management, is available to meet with any student or student group seeking further information about health insurance.

You may contact Wendy at 847/491-2114 or [w-weaver@northwestern.edu](mailto:w-weaver@northwestern.edu).

Aetna's Customer Service department is also available Monday through Friday from 8:30 to 5:30 ET at 877/480-4161. Detailed Plan information is provided online through Aetna's Student Connection at [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com).

## Submitting Forms to TGS Via the DGS Menu in SES

*For information about obtaining access to SES, please see the Student Enterprise System website:*

*<http://ses.northwestern.edu/access.htm>*

*When applying for SES security access, check the box “DGS Forms with DGS Crystal Reports” to gain access to the DGS Menu*

The following forms are submitted through TGS Forms:

- Application for Degree
- Master's Degree Completion
- PhD Qualifying Exam
- PhD Prospectus
- PhD Final Exam
- Change in Degree Sought
- Petition for Absence
- Unofficial Transcript

When a graduate student completes any of the above milestones, or needs to apply for a change of degree or leave of absence, they must complete the appropriate form in SES. The Director of Graduate Studies (DGS), or DGS delegate (staff member), will then verify the accuracy of the form and issue an approval. This approval is then sent to The Graduate School.

Detailed instructions for completing these online forms is available in the TGS Forms Training Guide ([http://www.tgs.northwestern.edu/docs/tgs\\_forms\\_training\\_guide.pdf](http://www.tgs.northwestern.edu/docs/tgs_forms_training_guide.pdf)).

To get to the DGS Menu in SES:

Main Menu > NU TGS Forms > NU TGS Admin Menu > DGS Menu

Please contact TGS Student Services with any questions:

[gradservices@northwestern.edu](mailto:gradservices@northwestern.edu)

## Additional Work Requests

Graduate students funded through The Graduate School or the College (whether by fellowships or assistantships) must refrain from other remunerative work, unless a written request for a waiver is approved by both WCAS and TGS.

Any such request must provide

- the number of hours to be worked
- the amount of compensation
- the overall time period
- the nature of the work

The request must have the signed endorsement of both the student's advisor and department chair.

Requests should be submitted to the Associate Dean for Research and Graduate Studies in WCAS ([wcas-grad@wcas.northwestern.edu](mailto:wcas-grad@wcas.northwestern.edu)) and will, if endorsed, be forwarded to the Financial Aid Specialist in The Graduate School.

In general, requests will only be approved for additional remunerative work that amounts to 15 hours per week or less and which the student's thesis advisor will certify as having no adverse effect on timely completion of the student's degree.

**Requests for one-time-only events can go directly to The Graduate School: [tgs-fa@northwestern.edu](mailto:tgs-fa@northwestern.edu)**

## Graduate Program Administration Calendar

### **TGS Current University Fellowships and Grants Calendar**

<http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/>

### **Abbreviations:**

ADMIT (admitted applicant code)  
AY (Academic Year)  
CTG (Conference Travel Grant)  
DA (Department Assistant)  
DENY (deny offer of admission)  
DGS (Director of Graduate Studies)  
FAFSA (Free Application for Federal Student Aid)  
FICA (Federal Insurance Contribution Act)  
GA (Graduate Assistantship)  
GRG (Graduate Research Grant)  
GSA (Graduate Student Association)  
MA (Master Degree)  
RA (Research Assistant)  
SLG (Summer Language Grant)  
TA (Teaching Assistant)  
TGS (The Graduate School)  
UF (University Fellowship)  
WCAS (Weinberg College of Art and Science)

### **Colors**

**TGS** – The Graduate School  
**WCAS** – Weinberg College of Arts and Sciences Dean’s Office  
**GRAD** – Graduate Program Assistant  
**DEPT** - Department  
**CH** – Chair  
**AO** – Admissions Officer

SEPTEMBER		
September (ongoing)	DEPT	Respond to potential applicant inquiries.
Early September / first Friday of the Fall Quarter	TGS	GRG Deadline.
Early September	TGS	TGS Admission Training session available.
Early September	DEPT	Discuss Departmental Admission Deadlines (at DGS and Chair Discretion).
Early September	GRAD	Conference Travel Applications and requests - ask graduate students about their conference travel plans for the year and whether they are planning to use CTG from TGS and/or Department funds. Prepare conference travel budget (at DGS Chair, and/or DA discretion.) Future conference travel requests can be submitted later, given that often conference invitations are not clear in the Fall. This early deadline is meant to help students plan and budget ahead.
Early September	GRAD	Send reminders to all students about the deadlines on the TGS internal fellowships page <a href="http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/">http://www.tgs.northwestern.edu/financialaid/fellowshipsandscholarships/fellowshipsandgrants/</a>
Early September	GRAD	Check with all new students, to confirm that they have fall courses lined up and winter and spring courses sketched out (this is imperative—required or ideal courses often conflict with each other).
Early September	GRAD	Encourage any non-native English speakers to enroll in NU's free ESL courses if they did not score a 50 or above on their summer SPEAK test (these are non-credit 4 <sup>th</sup> courses: <a href="http://groups.linguistics.northwestern.edu/esl/">http://groups.linguistics.northwestern.edu/esl/</a> ).
Early September	GRAD	Remind all 3 <sup>rd</sup> and 4 <sup>th</sup> year students that they are required to apply for outside fellowships by the end of the 4 <sup>th</sup> year. Inform them that the Office of Fellowships and their advisers are good sources of information.
Early September	GRAD	Searle Center's Orientation for new TA's .
New Student Week	TGS	Graduate School's orientation for new graduate students.
New Student Week	DGS	Department orientation for new graduate students (postdocs, new faculty are also invited), including coffee hour with all faculty; DGS also holds individual meetings with students). <i>see events</i>
Mid-September	GRAD	Contact 3 <sup>rd</sup> and 4 <sup>th</sup> year students to schedule their dissertation colloquy ( <i>if applicable</i> ).
Mid-September	DEPT	Department Graduate Orientation ( <i>if applicable</i> )
Mid-September	GRAD	Update graduate students contact information (email, address, phone, emails lists, etc.)



Mid-September	<b>TGS</b>	TGS Admission online application begins.
<b>SEPTEMBER (continued)</b>		
Mid-September	<b>CH</b> <b>DGS</b>	Update flyer advertising graduate program; submit to WCAS and legal office for approval. <i>(if applicable)</i>
Mid-September	<b>CH</b>	Remind faculty with TAs to sign TA agreement. <i>(if applicable)</i>
Mid-September	<b>DGS</b>	Grads attend Electronic Resources Forum
Late September	<b>GRAD</b>	Ensure that students elected new GSA officers
Late September	<b>DEPT</b>	Confirm coming year's Graduate Association Budget and conference travel funding <i>(if applicable)</i>
Late September	<b>TGS</b>	Enter The Annual Progress Report in SES
Late September	<b>GRAD</b>	Summer Accomplishments Forms
Late September	<b>DGS</b>	Arrange library orientation date for new graduate students. <i>(if applicable)</i>
Late September	<b>GRAD</b>	Encourage first- and second-years to apply for an NSF Graduate Fellowship (US citizens/permanent residents only). Encourage any competitive Canadian students (not only 1st years) to apply for an SSHRC.
Late September	<b>DGS</b>	The beginning of the year meeting with incoming and continuing graduate students.

OCTOBER		
October (ongoing)	<b>AO</b>	Respond to potential applicant inquiries.
Early October	WCAS	RSVPs from department to WCAS/ New TAs reception.
Early October	<b>CH</b>	Assess faculty and graduate student interest in teaching for summer session.
Mid-October	<b>TGS</b>	Admission Agreement Form Due to TGS Admissions
Mid-October	<b>TGS</b>	Presidential Fellowship Due
Mid-October	<b>TGS</b>	Financial Offer Letters Memo Sent
Mid-October	<b>TGS</b>	Visiting Weekend Dates Memo Sent
Mid-October	<b>DGS</b>	WCAS reception for new TAs.
Mid-October	<b>GRAD</b>	Graduate students Conference travel requests due to Department (to help plan the allocation of professional development funds.)
Mid-October	<b>DEPT</b>	Assist with Winter course schedule proof (TA assignment, discussion section, Grad seminars, course descriptions). Winter 2nd proof due
Mid-October	<b>DEPT</b>	Course proposals for Summer Session due; select graduate students to serve as instructors in consultation with DGS.

<b>NOVEMBER</b>		
November (ongoing)	<b>AO</b>	Respond to potential applicant inquiries.
Early November	<b>TGS</b>	Application for a Degree due to The Graduate School for December
Early November	<b>TGS</b>	TGS Visiting Weekend Date planning (consult with DGS, faculty and students in the department and find out which visiting weekend works best)
Early November	<b>DEPT</b>	Consult with DGS to strategize admissions process. Create a system: - for recording and keeping track of the items that have been received for each applicant - for reading and checking out application files (put applications on Department server or database) - create admission calendar and send out multiple notifications. (Make sure that the calendar allows for at least two faculty meetings before the admissions decisions must be acted on with clusters, minority fellowships, etc., so that if questions remain after the first meeting, there is a second meeting at which to settle them, if applicable)
Early November	<b>DEPT</b>	Advance Winter Pre-registration: assist graduate students with inquiries about courses and registration
Early November	<b>DEPT</b>	Assist with Winter Quarter course descriptions and course flyers.
Late November	<b>TGS</b>	Notify TGS Admissions Office of selected visiting weekend

<b>DECEMBER</b>		
December (ongoing)	<b>AO</b>	Respond to potential applicant inquiries.
December 1st	<b>TGS</b>	Winter admitted students' deadline for Health Record Submission and immunizations. See <a href="http://www.tgs.northwestern.edu/admission/admitted_students/phd/">http://www.tgs.northwestern.edu/admission/admitted_students/phd/</a> and <a href="http://www.nuhs.northwestern.edu/">http://www.nuhs.northwestern.edu/</a>
December (ongoing)	<b>DEPT</b>	Keep up with Admission Applications process (see November if unclear).
Early December	<b>DEPT</b>	Send graduate student evaluation forms to faculty teaching 1st years.
Mid- December	<b>TGS</b>	Diversity Fellowship Memo (may be sent in January).
Mid- December	<b>TGS</b>	MA Degree Deadline to TGS.
Mid- December	<b>TGS</b>	Cluster Fellowship Memo.
Mid- December	<b>TGS</b>	Visiting Weekend Confirmation Dates Memo.
Mid or Late December	<b>DEPT</b>	Deadline for application to graduate program. Deadlines vary in each department.

<b>JANUARY</b>		
first Friday of the Winter Quarter	<b>TGS</b>	GRG Deadline.
January on-going	<b>DEPT</b>	Plan recruitment weekend in detail.
January on-going	<b>DEPT</b>	Keep up with Admission Applications process (see November if unclear). Review all applications and enter relevant information into the admissions committee/faculty spreadsheet. Department faculty meeting on admissions and fellowship offers; schedule visiting applicant weekend.
January on-going	<b>TGS</b>	Copy TGS, WCAS on all offer letters of admissions sent.
January on-going	<b>TGS</b>	Applicant Visit Cover Sheet Due (to confirm visiting weekend schedule and number of rsvp-ed visitors) ( <i>if applicable</i> ). Send out applicant visit weekend invitations to PhD finalists.
Early January	<b>DGS</b>	Revise Graduate Bulletin (even-numbered years).
Early January	WCAS	Send Admission Offer Letter to WCAS Associate Dean for approval.
Early January	<b>TGS</b>	TGS Deadline for requesting assistance in making lunch/brunch arrangements for Recruitment Weekend.
Mid-January	<b>DEPT</b>	Review 1st year students grades and faculty comments on their course performance.
Mid-January	<b>DGS</b>	Review 1st year students' grades and faculty comments on their course performance.
Mid-January	<b>TGS</b>	Ryan Fellowship Deadline.
Late January	<b>DEPT</b>	Assist with Spring course schedule proof (TA assignment, discussion section, Grad seminars, and course descriptions).
Late January	<b>TGS</b>	TGS Cluster Nomination Deadline.

<b>FEBRUARY</b>		
First week of the month	<b>TGS</b>	TGS Diversity Nomination deadline.
February on-going	<b>DEPT</b>	Assist with planning recruiting weekend as needed (see details at the Graduate Events section of the Handbook).
February on-going	<b>DEPT</b>	Send a recruiting event reminder.
February on-going	<b>TGS</b>	Applicant Visit Cover Sheet Due (to confirm visiting weekend schedule and number of rsvp-ed visitors) <i>(if applicable)</i> .
February on-going	<b>TGS</b>	Send out electronic versions of the admissions offer letters to selected applicants with the required attachments; copy WCAS <a href="mailto:wcas-grad@wcas.northwestern.edu">wcas-grad@wcas.northwestern.edu</a> and TGS <a href="mailto:tgs-offers@northwestern.edu">tgs-offers@northwestern.edu</a> . Send paper copies in the mail.
February on-going	<b>DEPT</b>	Once departmental admission decisions are made, have the pertinent adviser or recruiter of each applicant being admitted call the applicant to congratulate him/her, invite to the recruiting weekend, answer questions, be hospitable—and get some sense of how strongly inclined the applicant is to accept and what the issues are. Note: If students are unable to visit during the in the scheduled recruiting weekend, inform them that there are other options <i>(if applicable)</i> .
February on-going	<b>TGS</b>	Enter ADMT and DENY decisions on SES (if there is a wait list).
February on-going		Copy TGS, WCAS on all offer letters of admissions.
Early February	<b>TGS</b>	Submit Cluster and Diversity Nomination to TGS.
Early February	<b>DGS</b>	Remind 2nd years that they must declare a concentration by the end of Winter Quarter <i>(if applicable)</i> .
Mid-February	<b>DEPT</b>	Advance Spring Pre-registration: assist graduate students with inquiries about courses and registration.
Mid-February	<b>TGS</b>	TGS Diversity Fellowship Winners announced. TGS Cluster Fellowship Winners announced.
Mid-February	<b>DGS</b>	NU Alumnae Fellowship applications due.
Mid-February	<b>AO</b>	Recruiting weekend for prospective graduate students admitted with fellowships <i>(if applicable)</i> .

<b>MARCH</b>		
first Friday of the month	<b>TGS</b>	SLG Deadline.
Early March	<b>DGS</b>	Second year graduate student concentration declarations due.
Early March	<b>TGS</b>	Paris Program Fellowship deadline.
March on-going	<b>DEPT</b>	Begin coordinating next year's funding and TA assignments with DGS, DA, and/or Chair.
March on-going	<b>DEPT</b>	Assist DGS with any needed ongoing recruitment of admitted applicants, both by making sure that their area faculty are staying in touch and answering questions ( <i>if applicable</i> ).
March on-going	<b>DEPT</b>	Enter funding (tuition and stipend) for newly admitted students ( <i>if admitting in the Fall quarter</i> ).
March on-going	<b>GRAD</b>	Contact all current first-year students to confirm they have Social Security numbers. The students can usually take care of this over the summer. If they don't, they will not get paid in fall.
March on-going	<b>GRAD</b>	Notify first year grad students and their advisers of upcoming 1st year reviews. Consult privately with faculty advisers to determine if there are any 2nd or 3rd year students who need formal reviews. Schedule the reviews and send everyone details about the review process ( <i>if applicable</i> ).
Mid-March	<b>GRAD</b>	Spring incoming students deadline for Health Record Submission and immunizations March 15 <sup>th</sup> . See <a href="http://www.tgs.northwestern.edu/admission/admitted_students/phd/">http://www.tgs.northwestern.edu/admission/admitted_students/phd/</a> and <a href="http://www.nuhs.northwestern.edu/">http://www.nuhs.northwestern.edu/</a>
Mid-March	<b>GRAD</b>	Encourage appropriate students to apply for TA Fellowships at Searle Center.
Mid-March	<b>CH</b>	Remind faculty with TAs to sign TA agreement.
Late March	<b>GRAD</b>	Contact grad students to find out their: 1) summer funding and the funding for the coming year (ask who plans to use the University Fellowship, any External fellowship and/or who needs a GA-ship (Note: competitive awards are usually still outstanding, so the info will be incomplete). 2) ask the prospective Gas: a) if there are quarters in which they cannot teach for important reasons and b) if there are courses they definitely do and do not want to teach ( <i>if applicable</i> ).
Late March	<b>TGS</b>	Contact TGS (Mary Maclean) about any foreign 1 <sup>st</sup> year students whose first SPEAK test score was not 50 or above. If they are not completely fluent and facile in English, make sure they take the test in spring quarter or their fall funding and TA work may be jeopardized. If their English is completely fluid and facile, contact Mary to tell her that you are excusing them from the test.

<b>APRIL</b>		
first Friday of the Spring Quarter	<b>TGS</b>	GRG Deadline.
April 15th		Deadline for admission decisions, enter rest of ADMIT or DENY decisions if any are still left.
April 15th	<b>TGS</b>	Deadline for Doctoral applicants to respond to offers.
Mid April		<p>The Office of Fellowships compiles a complete list of all students who won or were alternates for external fellowships, scholarships, or grants during the current academic year. Your effort ensures that all students and their departments receive proper recognition. Please forward the following information for each student who won or was an alternate for an external fellowship this year:</p> <ul style="list-style-type: none"> <li>- Student's full name (including maiden name)</li> <li>- Department and major</li> <li>- Name of award</li> <li>- Student's mentor/advisor</li> </ul>
Late April		Paris Program awards announced.
Late April	<b>DEPT</b>	Follow up on 1 <sup>st</sup> year review schedule, procedures, and send reminders ( <i>if applicable</i> ).
Fall 2nd proof due end of the month	<b>DEPT</b>	Assist with Fall course schedule proof (TA assignments, discussion section, Grad seminars, and course descriptions).
end of the month		NU Alumnae Fellowship Application deadline.
last week of April	WCAS	Graduate students' funding and TA assignments due to WCAS Associate Dean's Office.
Late April	<b>AO</b>	Review MA Applications and manage MA offers.



MAY		
May 1st		Summer incoming students' deadline for Health Record Submission and immunizations May 1 <sup>st</sup> . See <a href="http://www.tgs.northwestern.edu/admission/admitted_students/phd/">http://www.tgs.northwestern.edu/admission/admitted_students/phd/</a> and <a href="http://www.nuhs.northwestern.edu/">http://www.nuhs.northwestern.edu/</a>
first Friday of the month	WCAS	WCAS IT Stipend Deadline.
Mid May	<b>TGS</b>	SUF Deadline, to be entered in SES Financial Aid.
May on-going	<b>TGS</b>	Enter funding for upcoming academic year in SES Financial Aid, Award Entry.
Mid May	<b>TGS</b>	TGS MA Degree Deadline.
Mid May	WCAS	List of PhD students entering in fall due to WCAS IT (to plan electronic resource forum in September).
	WCAS	Teaching allocation for SCS.
May on-going	WCAS	Department may apply to WCAS for supplements for 6th year students.
Mid May	<b>TGS</b>	TGS Transcripts Collection of new admitted students due.
May on-going	<b>DEPT</b>	Check and update graduate students records in SES TGS Forms --> DGS Menu (if passed a qualified exam, submitted prospectus, and MA).
Mid May	<b>GRAD</b>	Advance Fall Pre-registration: assist graduate students with inquiries about courses and registration.
May on-going	<b>GRAD</b>	Notify students of their TA assignments for next AY.
Mid May	<b>DEPT</b>	TAs' data entry in SES for the following AY.
Late May	<b>DGS</b>	Schedule June faculty meeting to assess continuing graduate students.

<b>JUNE</b>		
Early June	<b>DEPT</b>	First Year PhD Students Reviews and progress for the rest of the students.
	<b>GRAD</b>	Check if all PhD Students have registered for Summer Quarter.
	<b>GRAD</b>	Confirm that graduate students' summer email addresses will be valid through September. If not, ask students to provide summer email contact information.
	<b>DEPT</b>	New students' information due to Student Insurance Office.
	<b>GRAD</b>	Ensure that foreign students who do not have native-like English fluency have been invited to the ISI program.
	<b>GRAD</b>	Recruit returning grad participants for Fall orientation ( <i>if applicable</i> ).
	<b>DEPT</b>	Update students' files with progress made over the past year.
	<b>DEPT</b>	Enter student progress reports online (in SES via NU TGS forms).
	<b>TGS</b>	Graduate School Hooding Ceremony for PhD/MA candidates and WCAS Convocation.
	<b>GRAD</b>	Send letters to graduate students with assessments of their performance.
Early June	<b>DGS</b>	Graduate students select their representative to faculty meetings.
Mid-June	<b>DGS</b>	Send letters detailing specific teaching assignments for next AY to continuing students.
Late June	<b>DGS</b>	Send out welcome letters to incoming students, introducing yourself and asking them to contact you with any questions; also send information about course registration, health insurance.

JULY		
	TGS	Inform students of the FAFSA requirement. Remind them to complete FAFSA to get paid on time in the Fall.
	GRAD	Inform graduate students of the U-Pass Deadline for Fall.
	TGS	TGS Professional Grant due.
July on-going	DEPT	Send new incoming students information related to registration, NU ID, email, wild card, health insurance, time and schedule of graduate seminars offered, Travel scholar opportunity, international students procedures, TGS, Department and other scheduled events and other helpful information .  Fall incoming students' deadline for Health Record Submission and immunizations July 1 <sup>st</sup> . See <a href="http://www.tgs.northwestern.edu/admission/admitted_students/phd/">http://www.tgs.northwestern.edu/admission/admitted_students/phd/</a> and <a href="http://www.nuhs.northwestern.edu/">http://www.nuhs.northwestern.edu/</a>
July on-going	DEPT	Review and Update Graduate Handbook and website.
July on-going	DEPT	Find out when the second departments and/or clusters will hold their orientations. Plan the Department Fall Orientation one week before classes start to avoid conflicts with respective Department programs or the University grad orientation. <i>See Event Section of Graduate Handbook</i>
Late July	AO	Review BA/MA Applications and manage BA/MA offers.

AUGUST		
	<b>TGS</b>	Remind students to complete FAFSA.
	<b>GRAD</b>	Remind all GAs' and RAs' to register for Fall by the FICA Deadlines.
	<b>GRAD</b>	Remind incoming students to register for Fall term, Friday before term starts.
	<b>GRAD</b>	Remind current students about Summer Accomplishment forms deadline in September.
	<b>DEPT</b>	Plan Fall Graduate Orientation, involving current students and faculty (with DGS guidance and help from students). Schedule the date for the orientation early to avoid overlap with TGS orientation, TA conference and/or other events.
	<b>DEPT</b>	Notify everyone in the Department about the Graduate Orientation date and schedule of events.
	<b>GRAD</b>	Send incoming students information related to registration, NU ID, email, wild card, health insurance, time and schedule of graduate seminars offered, Travel scholar opportunity, TGS and Department Orientation Events and other helpful information.
	<b>GRAD</b>	If Department has a TA office, order keys for the new TAs (must obtain approval from DGS and/or CHAIR).
	<b>GRAD</b>	Notify and remind new TAs about the TA Conference from Searle Center in September.
	<b>GRAD</b>	Check if all entering students' visas are in order, all 2 <sup>nd</sup> year students have Social Security numbers, and all 2 <sup>nd</sup> year foreign students have valid SPEAK test scores if they need them.
	<b>GRAD</b>	Remind current graduate students about GRG deadline in September
	<b>DEPT</b>	Monitor Fall schedule (enrollment, rooms, TA assignments, discussion sections).
Early August	<b>DEPT</b>	Update Department website.
Late August	<b>DEPT</b>	Submit names of new TAs and TAs' coordinator to the Dean's Office.