

# Office of Graduate Studies Brown Bag

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TUESDAY, OCTOBER 17, 2017

10:00 AM | MSC 4200

# Welcome

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MATHDANY CLARK

ACADEMIC SERVICES ADMINISTRATOR, *OFFICE OF GRADUATE STUDIES*

# Welcome

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- Admissions Update
- Human Resources
- Graduation Certification
- eDisclose

# Admissions Update

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PAUL CRAWFORD

*OFFICE OF ADMISSIONS*

# Admission

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- Archivum Alpha
- GradSchoolMatch System

# Human Resources

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DONNA KEENER- ASSOCIATE VICE PRESIDENT

BEVERLY DALY- DIRECTOR

*OFFICE OF HUMAN RESOURCES*

# OGS Updates

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RUTH BAHR

ASSOCIATE DEAN, OFFICE OF GRADUATE STUDIES

# Right Start

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Appointment Letters Resources <http://www.grad.usf.edu/letters-of-offer.php>

The following GA appointment Letter of Offer Templates should be used when making offers to new or continuing students in each of the job codes. Letter of Offer Templates can be modified but **MUST** contain **ALL** of the elements required by the [GAU contract](#) Article 2 Appointments, Reappointments, and Terminations. All letters of offer **MUST** be printed on official USF letterhead.

All students that are offered GA appointments for the Fall semester are required to be given until April 15 to accept the offer. USF and nearly all other universities use the April 15th date and this is based on a signed resolution through the [Council of Office of Graduate Studies](#). Programs **may not** require earlier decisions during this enrollment period but may suggest that an earlier decision is desirable.



# Right Start

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Right Start	Recurring
<u>9181</u>	<u>9181</u>
<u>9182</u>	<u>9182</u>
<u>9183</u>	<u>9183</u>
<u>9184</u>	<u>9184</u>
<u>9185</u>	<u>9185</u>
<u>9550</u>	<u>9550</u>

# eDisclose

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eDisclose <http://www.grad.usf.edu/assistantships.php>

Outside activity disclosures by USF System employees must be made online in the eDisclose system. "USF System employees" include all faculty, administration, staff, and temporary employees. Graduate Assistants are a type of temporary employee and as such must use the eDisclose system to disclose their outside activities.

The eDisclose system is accessed via [my.usf.edu](http://my.usf.edu). Instructions on how to access eDisclose from within myusf and step-by-step directions for completing an outside activity disclosure are provided below:

[Pdf version](#)

[Video version](#)

# Graduate Certification

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**Graduation Certification** All departments should have a preliminary list from Registrar Office for Fall 17 potential graduates.

- Make course transfer request are submitted
- Ensure the right degree and concentration are listed
- Student should be registered for 2 credits
- Students can not graduate the semester they are admitted (including re-admission)

# Questions?

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# November 21, 2017 Agenda

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Location MSC 4200 10am -12pm

- Graduate Certificate
- College/Department Handbooks
- Academic Dismissal Procedure