

Graduate Secretary Orientation 2016
Thursday, October 13, 2016
110 Chittenden Hall
2:30-4:30 p.m.

Graduate Fellowship Appointment Forms – Marina Patrick

GradInfo is the web-app that has data on all M and D students in the past 10 years, plus current students. It also has dynamic data generated for completion rates, time-to-degree, demographics, enrollment counts, median GRE scores (if applicable), degree award counts, and initial placement (and subsequent placement for Ph.D. students as the GS has an ongoing project using social media to find current placements). These data are useful in academic program review and are data that comprise part of the metrics used by the Office of the Provost. <https://login.msu.edu/?App=J3200> Access is controlled by your college security administrator and requires updated FERPA training offered through the Office of the Registrar: <http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp> Irene Weber

GradInfo is the source of the PUBLIC Ph.D. data on the Grad Applications page: <http://grad.msu.edu/apply/PHDdata.aspx>, along with data your programs provide. - Irene Weber

Student Health Insurance – Tabitha Dixon

Travel Funding, Emergency Funding, Dissertation Completion, Research Enhancement – Deanne Hubbell

Thesis and dissertation processing:

In 2010 the Graduate School moved to a completely electronic system of checking documents and forwarding them to the ProQuest document depository. <http://grad.msu.edu/etd/>. ALL documents come electronically. NO paper has been accepted since early 2011. – Deanne Hubbell

University Fellowships – Logan O’Neil

Graduate Applications, GAMS Graduate Admissions Management System – Mikala Rioux & Renee Irrer

Teaching Assistant Program – Aida Montalvo/Melissa McDaniels

RCR Responsible Conduct of Research – Stephanie Watts and Aida Montalvo

This workshop series is intended to support the efforts of departments and graduate programs in fostering responsible research/scholarly practices. The expectation is that student/trainee research/scholarship will be of higher quality, and that students/trainees will be better able to avoid and respond to situations involving irresponsible research/scholarly practices and behaviors.

GradPlan is the web-interactive system for **Ph.D. students** to create and store their Ph.D. Degree Plans and subsequent graduate program activities. Students can link to the log-in page: <https://gradplan.msu.edu>. User guides for staff and faculty are also on this page. **By Spring 2017**, this will replace all Reports of the Guidance Committees comp exam and dissertation defense and will be the **only** pathway for final degree certification for Ph.D. students. -

Nic Gregg and Deb Johnson

Waivers & Committee member approvals –Judith Stoddart/ Melissa Del Rio

FTU Forms Tracking Utility Approval – Jamie Dean

Grad Assistantships –Sarah Powell