

## Graduate Secretary Orientation Meeting

October 9, 2018

### AGENDA

- **Handbook Updates (Tony Nunez)**
  - Updating department handbooks with Grad School updates
- **Office of Admissions (Renee Irrer)**
  - New process for students who have misconduct
  - Update on Chinese transcript reviews/changes to CDGDC
  - GAMS roles and how to see who has what
- **RCR requirements (Judith Stoddart)**
  - RCR hours—what they are, department policies and how to track them for both the students and the grad secretary
  - RCR requirements at the college level
  - How to determine if student completed the workshops. Where to find this information.
- **Electronic Theses and Dissertations (Deanne Hubbell)**
  - ETD deadlines (Available on the Grad School's website at: <https://grad.msu.edu/etd/etd-deadline-dates>)
  - Grad Secretary access to ProQuest Status Updates
- **University Fellowships (Deanne Hubbell)**
- **Dual Majors (Nancy Terres)**
  - Clarify requests for dual enrollment status
  - How to run dual major graduation reports
  - Linked program status form—Grad School needs help with this process
  - Academic Program updates on shared credits between GRC2s and graduate degrees
  - Linked BA/MA students
- **Grad Info/Grad Plan/Grad Audit/Degree Audit (Melissa Del Rio and Deanne Hubbell)**
  - Training (October 23 and November 6)
  - Grad Info Access
  - Non-Regular Faculty process—individual vs. blanket approval. (Available on the Grad School's website at: <https://grad.msu.edu/non-regular-faculty-committees>)
  - IRB numbers and dissertation titles—how does the student enter?
  - Program time extensions, additional documentation with reasons for, routing instructions
  - FTU slip details that does not indicate that the chair has signed off. Why?
  - Information on new degree audit system
- **Other topics**
  - GOF
  - ARM form access for new secretaries