Animal Sciences 2016 Graduate Student Orientation

Contact Graduate Programs in Animal Sciences

- Use the Request Grad Program Help link and e-form at:
  - [http://ansci.illinois.edu/grads](http://ansci.illinois.edu/grads)
  - [http://ansci.illinois.edu/](http://ansci.illinois.edu/) (For Faculty & Staff Tab)

- Graduate Contact: Carolyn Thomas
- Director of Graduate Studies: Sandra Rodriguez Zas
Animal Sciences Academics

- Resources
- Degree Requirements
- Registration
- Evaluation
- Petitions
- Graduating

Resources http://ansci.Illinois.edu/grads
Resources http://ansci.Illinois.edu/grads/current

Requirements for Animal Sciences Graduate degree

- Departmental and Graduate College requirements:
  - http://ansci.illinois.edu/grads/degree-requirements
  - http://www.grad.illinois.edu/

- 2016 update of the Graduate Studies Handbook

- Students are responsible for reviewing and completing all the requirements

- Checklist due at the time of the final examination committee approval request: http://ansci.illinois.edu/grads/current

- Academic records should be checked regularly at: http://apps.uillinois.edu/selfservice/
Degree requirements

• M. S. in Animal Sciences (≥ 32 hrs): 5 years max.
  – ≥ 22 hrs of course work (≥ 2 hrs 500-level course)
  – ≥ 2 hrs of ANSC 590 seminar
    • registration every Fall and Spring semester
  – ≥ 8 hrs of ANSC 599 thesis research
  – ≥ 3.0 GPA
  – Pass thesis defense and deposit thesis

• M. Sc. in Bioinformatics, Animal Sciences (≥ 36 hrs): 5 years max.
  – Same as M. S. in Animal Sciences
  – Coursework must include:
    • ≥ 4hrs in biology core course(s)
    • ≥ 4hrs in computer sciences core course(s)
    • ≥ 4hrs in bioinformatics core course(s)
  – List of core courses available at
    http://www.informatics.illinois.edu/
Degree requirements

• Ph.D. in Animal Sciences with M.S. degree (≥ 64 hrs): 6 years max.

  – ≥ 64 hrs including:
    • ≥ 20 – 28 hrs of course work
    • ≥ 4 hrs of ANSC 590 seminar
      – registration every Fall and Spring semester
    • ≥ 32 hrs of ANSC 599 thesis research
  – ≥ 3.0 GPA
  – Pass prelim and thesis defense, and deposit thesis

• New Ph.D. in Animal Sciences with B. Sc. degree (≥ 96 hrs): 7 years max.

  – ≥ 96 hrs including:
    • ≥ 42 – 50 hrs of course work
    • ≥ 6 hrs of ANSC 590 seminar
      – registration every Fall and Spring semester
    • ≥ 40 hrs of ANSC 599 thesis research
  – ≥ 3.0 GPA
  – Pass qualifying exam, prelim, and thesis defense, and deposit thesis
Updates to the Graduate Program

- New Ph.D. in Animal Sciences with B. Sc. degree
- ≥ Graduate College’s 4 Ph.D. exam committee members
  - no out-of-department committee member requirement
- ≤ 2, 4, and 6 hrs of ANSC 593 count towards M.S. or Ph.D. with(out) M.S. graduation requirements
- 2 - 6 hrs of ANSC 590 seminar requirements
  - Fall and Spring registration to non-ANSC seminar must be communicated by the student’s advisor to cdthoma2@illinois.edu in advance
- Public thesis seminar required for all students
  - Seminar time, place, title and abstract must be communicated via email to the department faculty, students, and staff ≥ 5 working days in advance

Graduate student registration

- Graduate students must be registered full-time each semester.
  - 12 hrs Fall & Spring; 6 hrs Summer
  - Students are not required to be registered for thesis deposit
- Consult registration requirements:
  - Graduate College Handbook
    http://www.grad.illinois.edu/handbooks-policies
  - Ask the Animal Sciences Graduate Program Office
Know your Deadlines & Check your Records!

• Dates and deadlines are listed at: http://www.grad.illinois.edu/current-students
• Deadline for Registration/Course change without approval:
  – ≤ 10 days from the start of each semester
• Late Registration/Late Course Changes require approval:
  – http://www.grad.illinois.edu/gsas/late-registration
• Frequently check your records, registration, financial aid and accounts services through UI Integrate Self -Service
  – https://apps.uillinios.edu/ (Student & Faculty Self-Service)

Mandatory graduate student annual evaluation

• The graduate student annual evaluation includes:
  1. Student self-evaluation (coursework, research, etc.)
  2. Two faculty evaluations (advisor + 2nd ANSC faculty)
  3. If needed, opportunity for student and faculty to meet
• Evaluations must be entered in the Grad Student Toolbox found in https://my.aces.illinois.edu/
• Student and advisor’s deadline:
  – December 15 annually
  – Second faculty’s deadline: May 15 annually
Mandatory graduate student annual evaluation

- Step-by-step instructions available at:
  - [http://ansci.illinois.edu/grads/policies-procedures](http://ansci.illinois.edu/grads/policies-procedures)
- Students must invite the 2nd faculty evaluator
  - *Please communicate evaluation agreement to Carolyn Thomas to be added into the system*
- Missing or incomplete evaluations will result in a hold on student registration
  - *Student must check that all evaluations were uploaded*
- Please plan the annual evaluation components in advance

Academic petitions

- A petition to the Graduate College is defined as a request to depart from policies or deadlines:
  - [http://www.grad.illinois.edu/gsas/gradpetition](http://www.grad.illinois.edu/gsas/gradpetition)
  - *Must be initiated at least 2 weeks prior to the expected resolution date*
- Petitions are initiated by the student and submitted to the Department
  - *Require advisor’s and Graduate Program Office’s comments and signatures*
- Expect information about the request within 15 business days
Qualifying, Prelim & thesis defense exam request

- Use the Request Grad Program Help e-form at:
  - http://ansci.illinois.edu/grads
- Submit the required information (date, committee):
  - M. S.: at least 3 Graduate Faculty voting members
  - Ph.D.: at least 4 voting members (including 3 Graduate Faculty, 2 Tenured Faculty)
  - For all non-U of Illinois voting members, submit CV and justification letter from committee chair
- Request must be submitted at least 2 weeks prior to the examination for approval

Qualifier, prelim, & thesis exam request

- All students must be registered during the semester of qualifying, prelim or thesis examination
- Approval of examination request will arrive to student and advisor within 5 business days
- Only the committee chair may collect the examination forms to be signed by the committee from Carolyn Thomas
- Written/oral qualifying requirements are in the handbook
- Prelim and final thesis examination materials must be provided to the committee ≥1 week prior to the exam
- Thesis seminar must be public and announced ≥1 week prior to the seminar
  - http://ansci.illinois.edu/grads/policies-procedures/seminar
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Thesis deposit steps

• Two sets of signed forms are required:
  – examination approval and ANSC 599 recoding
  – thesis/dissertation approval (TDA)

• Required thesis format and electronic thesis deposit:
  – Graduate College thesis information
  – Title Page template

• Students MUST request a departmental thesis check by Jamie Evans (jrevans@illinois.edu) at least 2 weeks prior to the Graduate College deadline and provide a printed thesis

• Students MUST place themselves on the Degree List through UI Integrate Self-Service

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Administrative

• Financial Support
• Payroll & Insurance
• Sick Leave
• Travel for University Business
• Terminating the affiliation with a lab
• Resources for detailed information
Financial support

- Graduate research or teaching assistantships
  - 25% (work 10 hours/week)
  - 50% (work 20 hours/week)
- Fellowships
  - Departmental, colleges, federal agencies, etc.
  - Graduate College resources: https://www.grad.illinois.edu/fellowship/
- Must meet all necessary requirements to qualify for each type of financial support

Payroll Information

- NESSIE – Net Driven Employee Self-Service Information Environment:
  - http://nessie.uihr.uillinois.edu
- How to use NESSIE:
  - https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1089
- Tax, Deductions or pay questions:
  - Payroll Office: 265-6363 - payinq@uillinois.edu
Sick Leave & Student Insurance

- Students on appointment receive 13 non-compensable sick days per year (08/16 – 08/15)
- Students on 100% fellowships do not receive sick leave
- Carolyn Thomas can confirm student eligibility
- Please advise your faculty supervisor if you are sick or must be out of the office
- Student Insurance has increased their fees for the 2016-17 academic year.

Travel for University business

- Steps prior to travel for University business:
  1. Discuss travel plans with faculty advisor
  2. At http://www.ansci.illinois.edu (For Faculty & Staff tab)
     - review the “Reference Guide for Travel”
     - complete the “Request for Authority to Travel” (RAT) form
  3. Prior to booking any travel, submit the RAT form to the advisor’s support staff
Terminating appointment

• Steps
  1. A letter of resignation must be presented to Carolyn Thomas (cdthoma2@illinois.edu)
  2. The Employee Exit Form must be completed
  3. Graduate Exit Form must be completed
  4. Keys and equipment must be returned to the advisor/department
• Students must discuss with their advisor about additional termination steps

Terminating appointment

• Tuition Waiver Policy:
  – http://www.grad.illinois.edu/gradhandbook/chaptervii/section04
  – Will not lose tuition waiver if resignation is one of the following:
    • within 7 days of depositing
    • after 3/4ths of the academic term (91 days during a spring or fall semester, 41 days in summer term)
Animal Sciences Contact Information

Director of Graduate Studies:
Sandra Rodriguez Zas (rodrgzzs@illinois.edu)

Graduate Contact:
Carolyn Thomas (cdthoma2@illinois.edu)

Thesis Review:
Jamie Evans (jrevans@illinois.edu)

Business Office:
Myra Sully (early@illinois.edu)
Andrea Lile (alile@Illinois.edu)

Helpful Links

• Academic Human Resources
  – http://wwwahr.illinois.edu/grads/index.html

• Department of Animal Sciences
  – http://ansci.illinois.edu

• Graduate College
  – http://www.grad.illinois.edu/

• Office of the Registrar
  – Fee Assessment Information
  – http://registrar.illinois.edu/financial/tuition.html
Helpful Links

- Student Insurance Office  
  - [http://www.si.illinois.edu/](http://www.si.illinois.edu/)
- Delta Dental graduate student plan  
  - [http://www.grad.illinois.edu/current/dental.htm](http://www.grad.illinois.edu/current/dental.htm)
- EyeMed graduate student plan  
  - [http://www.grad.illinois.edu/current/vision.htm](http://www.grad.illinois.edu/current/vision.htm)

Thank you

Have a great year!

Questions?
Graduate Student Reception

Monday, August 22, 2016
4:00 – 6:00 pm
Illini Union
Illini Rooms A, B, & C
South Lounge

Hosted by the Graduate College