Animal Sciences 2017
Graduate Student Orientation

Contact Graduate Programs in Animal Sciences

• Use the Request Grad Program Help link and e-form at:
  – http://ansc.illinois.edu/graduate
  – http://ansc.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://ansc.illinois.edu/graduate
Resources: ansc.illinois.edu/graduate/current

Requirements for Animal Sciences
Graduate degree

- Departmental and Graduate College requirements:
  - [http://ansc.illinois.edu/graduate/requirements](http://ansc.illinois.edu/graduate/requirements)
  - [http://www.grad.illinois.edu/](http://www.grad.illinois.edu/)
- Student’s responsibility to review and complete all requirements
- Checklist due at the time of the final examination committee approval request:
  - [http://ansc.illinois.edu/files/documents/ansc-grad-requirements-check.xlsx](http://ansc.illinois.edu/files/documents/ansc-grad-requirements-check.xlsx)
- Academic records should be checked regularly at:
  - [https://apps.uillinois.edu/selfservice/](https://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

• 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
Graduate student registration

- **Students must be registered full-time each semester.**
  - 12 hrs Fall & Spring; 6 hrs Summer
  - 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 Carolyn Thomas in advance
  - Registration **required** during semester of defense
  - Registration not required for thesis deposit

- **Consult registration requirements:**
  - Graduate College Handbook
    - [http://www.grad.illinois.edu/gradhandbook](http://www.grad.illinois.edu/gradhandbook)
  - Ask the Animal Sciences Graduate Program Office

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Know your Deadlines & Check your Records!

- Dates and deadlines are listed at:
  - [http://www.grad.illinois.edu/current-students](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](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.uillinois.edu/](https://apps.uillinois.edu/)
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

Step-by-step instructions available at:
- http://ansc.illinois.edu/graduate/policies
- 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 to be completed 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 department’s comments and signatures
- Expect information about the request within 15 business days

Exam/Defense requests: Qualifying, Prelim & Final defense

- Use the Request Grad Program Help e-form at:
  - [http://ansc.illinois.edu/graduate](http://ansc.illinois.edu/graduate)
  - 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 full CV and justification letter from committee chair
- Request must be submitted at least 2 weeks prior to the examination for approval and paperwork preparation
Qualifier, prelim, & final exam request

- Registration required during the semester of qualifying, prelim or final examination
- Examination approval will be sent to student and advisor
- 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
- 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

Thesis deposit steps

- Three signed forms are required:
  - examination approval
  - ANSC 599 completion
  - 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
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: [http://www.grad.illinois.edu/fellowships/about](http://www.grad.illinois.edu/fellowships/about)
  - Must meet all necessary requirements to qualify for each type of financial support
Payroll Information

• NESSIE – Net Driven Employee Self-Service Information Environment:

• How to use NESSIE:

• 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 – 05/15)
• 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 2017-18 academic year.
Travel for University business

- Steps prior to travel for University business:
  1. Discuss travel plans with faculty advisor
  2. At http://ansc.illinois.edu/ (For Faculty & Staff tab)
     - review the “Reference Guide for Travel”
     - complete the “Request for Authority to Travel” (RAT) form
  3. Prior to conference registration or 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
  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/2/chapter7/tuition-waivers](http://www.grad.illinois.edu/gradhandbook/2/chapter7/tuition-waivers)
  - 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)**
Helpful Links

- Academic Human Resources
  - [http://humanresources.illinois.edu/index.html](http://humanresources.illinois.edu/index.html)
- Department of Animal Sciences
  - [http://ansc.illinois.edu](http://ansc.illinois.edu)
- Graduate College
  - [http://www.grad.illinois.edu/](http://www.grad.illinois.edu/)
- Office of the Registrar
  - Fee Assessment Information
  - [http://registrar.illinois.edu/financial/tuition.html](http://registrar.illinois.edu/financial/tuition.html)

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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](http://www.grad.illinois.edu/current/dental)
- EyeMed graduate student plan
  - [http://www.grad.illinois.edu/current/vision](http://www.grad.illinois.edu/current/vision)
Thank you

Have a great year!

Questions?

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Graduate Student Reception

Monday, August 28, 2017
4:00 – 6:00 pm
Illini Union
Illini Rooms A, B, & C
South Lounge

Hosted by the Graduate College