Animal Sciences 2018 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

Graduate Student Resources

Graduate Student Orientation Materials
- 2017 Graduate Orientation Schedule
- 2017 Animal Sciences Graduate Student Orientation
- Data Resources
- Ethics and Compliance for New Graduate Students
  - Presented by Dr. Jan Novakofski, Associate Vice Chancellor for Research
- Graduate College Information
  - Presented by Daniel Wong, Associate Director, Educational Equity Programs
- External Fellowships for Graduate Study
  - Presented by Dr. Ken Vickers, Director of External Fellowships, Graduate College
- 2017 IT Support Information

Annual Graduate Student Evaluation
- Annual Review of Graduate Students in Animal Sciences

Scheduling Your Final Exam
- https://illinois.edu/fb/sec/7598908
- Check Animal Sciences Degree Requirements

Preparing for Your Thesis Deposit
- Master’s Deposit Checklist
- Doctoral Deposit Checklist
- Title Page Template

Graduate Student Exit Form
- https://illinois.edu/fb/sec/265424

Career Development Resources
Information on career options, development of a career plan, understanding the job search process, creating application materials, and preparation for job interviews and negotiation can be found at:
http://www.grad.illinois.edu/careerdevelopment

Career Services
Students are encouraged to visit the following career services management system to identify employment opportunities:
https://link.illinois-csm.simplicity.com

Research Integrity
University of Illinois students, faculty, and staff are expected to adhere to the highest ethical standards. Graduate students are encouraged to inform themselves on research ethics and responsible conduct of research. Resources include campus courses, seminars, training resources, and online modules. The Office of the Vice Chancellor for Research offers a website on research integrity including information on training resources and the CITI online module. This information can be found at:
http://research.illinois.edu/regulatory-compliance-safety/research-integrity-and-ethics

Diversity and Inclusivity Resources
International Student Resources
- Society for the Advancement of Chicanos, Hispanics and Native Americans in Science (SACNAS)
- Women in Science: please email womeninscience.uitc@gmail.com
- Women Empowered in STEM (weSTEM)
Requirements for Animal Sciences
Graduate degree

• Departmental and Graduate College requirements:
  https://ansc.illinois.edu/graduate/programs (List)
  https://ansc.illinois.edu/graduate/policies (Handbook)
  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

• Academic records should be checked regularly at:
  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 or ANSC 591 seminar
  - registration every Fall and Spring semester
- ≥ 8 hrs of ANSC 599 thesis research
- if applicable, English proficiency (ESL) courses required
- ≥ 3.0 GPA
- Pass thesis defense and deposit thesis
Degree requirements

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 https://www.informatics.illinois.edu/bioinformatics-masters/
Degree requirements

Non-thesis Master of Animal Sciences
(≥ 32 hrs): 5 years max.

- ≥ 24 hrs of course work including:
  - ANSC 445, ANSC 440 or comparable statistics course approved by the program (at least 4 credit hours)
  - ≥ 6 credit hours of 500-level courses
  - ≥ 6 credit hours of 400 or 500-level ANSC courses
  - ≥ 8 credit hours of graduate-level courses
- ≥ 2 hrs of ANSC 590 or ANSC 591 seminar
  - registration every Fall and Spring semester
- ≥ 6 hrs of independent studies (ANSC 592 or 593) project and report (approved by a faculty advisor)
- if applicable, English proficiency (ESL) courses required
- ≥ 3.0 GPA
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 or ANSC 591 seminar
    - registration every Fall and Spring semester
- ≥ 32 hrs of ANSC 599 thesis research
- ≥ 3.0 GPA
- if applicable, English proficiency (ESL) courses required
- Pass prelim and thesis defense, and deposit thesis
Degree requirements

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 or ANSC 591 seminar
  - registration every Fall and Spring semester
- ≥ 40 hrs of ANSC 599 thesis research
- ≥ 3.0 GPA
- if applicable, English proficiency (ESL) courses required
- 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 590/591 seminar requirements
  - **New Fall 2018:** Discipline seminar (ANSC 590 sections A to O, ANSC 591) AND departmental seminar (ANSC 590 section 1) required
  - Exemption from ANSC 590 section 1 must be communicated by the student’s faculty advisor to the instructor
  - *Substitution of discipline with non-ANSC seminar must be communicated by the student’s faculty advisor to Carolyn Thomas in advance*
- Registration **required** semester of defense or final semester
- Registration not required for thesis deposit

After reviewing registration requirements, consult:

- Animal Sciences Graduate Program Office (e-form)
- Graduate College [http://www.grad.illinois.edu/gradhandbook](http://www.grad.illinois.edu/gradhandbook)
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.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 to complete evaluations:
  - December 15 annually
  - Second faculty’s deadline: May 15 annually
Mandatory graduate student annual evaluation

- Step-by-step instructions available at:
  - [http://ansc.illinois.edu/graduate/policies](http://ansc.illinois.edu/graduate/policies)
- Students must secure consent from 2nd faculty evaluator
  - *Please communicate evaluation agreement by the 2nd faculty 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 at least 2 levels of approvals/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 exam voting members
  - Ph.D.: at least 4 exam voting members (including 3 Graduate Faculty, 2 Tenured Faculty)
- Submit full CV and justification letter from committee chair if a non-U of Illinois exam voting member is invited
- 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
  - Advertisement of the seminar event is processed by the advisor’s support staff or Business office
Thesis deposit steps

- Three signed forms are required after the thesis defense:
  - examination approval
  - ANSC 599 completion
  - thesis/dissertation approval (TDA)

- Thesis format requirements and electronic thesis deposit steps: [https://grad.illinois.edu/thesis](https://grad.illinois.edu/thesis)

- 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: [https://apps.uillinois.edu/selfservice](https://apps.uillinois.edu/selfservice)
New for 2018-19!

- News site for graduate accomplishments!
  - https://ansc.illinois.edu/graduate/student-news
- Photo contest
  - Please submit photos to the departmental graduate office with an appropriate caption.
- To submit news information or photos: https://forms.illinois.edu/sec/9455150
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

- University of Illinois System Human Resources Services:
  - [https://www.hr.uillinois.edu/myinfo](https://www.hr.uillinois.edu/myinfo)

- Tax, Deductions or pay questions:
  - Animal Sciences Business Office, 110 Animal Sciences Lab
  - Payroll Office: 265-6363 - payinq@uillinois.edu
Sick Leave & Student Insurance

- Students on assistantships 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
Travel for University business

Steps prior to travel for University business:

1. Discuss travel plans with faculty advisor
2. At [http://ansc.illinois.edu/](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 for approvals
Terminating appointment

Steps

1. A letter of resignation must be presented to Carolyn Thomas
2. Departmental Exit Form must be completed
3. Graduate Exit Form must be completed
4. Keys and equipment must be returned to the department
5. Discuss with your advisor additional separation 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)
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)
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)
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)