Animal Sciences
2021 Graduate Student Orientation

ANSC Graduate Program Office:

- Director of Graduate Studies: Sandra Rodriguez Zas
- Graduate Contacts:
  - Alicia Schneider
  - Jamie Evans
Contact Graduate Programs Office (Grad Prog Office) in Animal Sciences

- In [https://ansc.illinois.edu/academics/graduate-degrees](https://ansc.illinois.edu/academics/graduate-degrees); select the “Ask questions” icon, or
- Use: [https://forms.illinois.edu/sec/7598908](https://forms.illinois.edu/sec/7598908), or
- Email: ansci-gradprog@illinois.edu
- Graduate Contacts: Alicia Schneider & Jamie Evans
- Director of Graduate Studies: Sandra Rodriguez Zas
Academic topics of Animal Sciences graduate programs

- Resources
- Degree requirements
- Registration requirements
- Mandatory annual student evaluation
- Examinations
- Petitions
- Graduating
Resources:
https://ansc.illinois.edu/academics/graduate-degrees
Resources:
https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources

Graduate Student Resources

- Animal Sciences Graduate Handbook
- Current Student Questions and Assistance

Policies and procedures
- Animal Sciences Graduate Student Handbook
- Annual Review of Graduate Students in Animal Sciences
- To-do list for Graduate Students at the Termination of Studies
- Departmental Format Approval for Thesis
- Thesis Seminar Announcement Requirements

Campus Policies and Guidelines
- Graduate College Thesis and Dissertation Office
- Graduate College Handbook for Students, Faculty and Staff

Mentoring Graduate Students
- Resources for mentoring graduate students

Graduate Student Orientation Materials

2021 Animal Sciences Graduate Student Orientation

1. Department of Animal Sciences Welcome: [link]
   Presented by Dr. Rodney Johnson, Department Head and Professor
2. Graduate College Welcome: [link]
   Presented by Dr. Emily Wuchner, Associate Director for Student Experience
3. Animal Sciences Orientation: [link]
   Presented by Dr. Sandra Rodriguez-Zas, Director of Graduate Studies and Professor
4. Ethics and Compliance: [link]
   Presented by Dr. Jan Novakofski, Associate Vice Chancellor for Research
5. Technology Services: [link]
   Presented by Kevin Dejewski, Technology Specialist
6. Graduate Student Association: [link]
   Presented by Maci Oelschlaeger, Graduate Student Association President

Annual Surveys

Please complete one of the following anonymous annual surveys by September 1, 2021:

1. Entry Survey: [link] (For new students and students in the program less than one year)
2. Midpoint Survey: [link] (For continuing students that are at least a year into their program)
3. End Survey: [link] (For students within 6 months of expected graduation)

Annual Graduate Student Evaluation

- Annual Review of Graduate Students in Animal Sciences
- Animal Sciences Graduate Midpoint Inquiry
Graduation requirements graduate degrees

• Departmental and Graduate College requirements:
  https://ansc.illinois.edu/academics/graduate-degrees (by degree)
  https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources (Animal Sciences Handbook)
  http://www.grad.illinois.edu/ (Graduate College Handbook)

• Students are responsible for reviewing and ensuring the completion of all graduation requirements. The Graduate College will not grant a degree if requirements are incomplete.

• Students must regularly check progress towards requirements at
  https://registrar.illinois.edu/academic-records/dars-audit/

• Academic records should be checked regularly at:
  https://apps.uillinois.edu/selfservice/
Graduation requirements for graduate degrees

- Degree audit: a) check campus, b) check department
  
a) [https://registrar.illinois.edu/academic-records/dars-audit](https://registrar.illinois.edu/academic-records/dars-audit)
  
Review before last semester

b) [https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources](https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources)

Complete before last semester

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Scheduling Your Final Exam

- [Scheduling form](https://registrar.illinois.edu/)
- [Check Animal Sciences Degree Requirements](https://ansc.illinois.edu/academics/graduate-degrees/)

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<table>
<thead>
<tr>
<th>Degree Course</th>
<th>Course Name</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>M.S.</td>
<td></td>
<td>22 hours of courses (2 hrs 500-level)</td>
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<tr>
<td>M.S.</td>
<td></td>
<td>ANSC 590 Seminar (2 hrs)</td>
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<tr>
<td>M.S.</td>
<td></td>
<td>ANSC 599 Thesis (8 hrs)</td>
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Total: 82 credit hours
Evolving resources and degree requirements

• Your feedback is very important
• Please complete by **September 15** either one of the 3 anonymous surveys. Links available in [https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources](https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources)
• Thanks to those who participated!
Degree requirements

Master of Science in Animal Sciences, with thesis (≥ 32 credit hrs): 5 years max.

- ≥ 22 credit hrs of lecture/lab/discussion course (400-, 500-level)
  - ≥ 2 hrs 500-level course
- ≥ 2 credit hrs of ANSC 590 or ANSC 591 seminar
  - registration every Fall and Spring semester for discipline seminar
- ≥ 8 credit hrs of ANSC 599 thesis research
- if applicable, English proficiency (ESL) courses or EPI assessment required
- ≥ 3.0 GPA
- Pass thesis defense and deposit thesis
Degree requirements

Master of Science in Bioinformatics, Animal Sciences option (≥ 36 hrs): 5 years max.

- Same as M. S. in Animal Sciences + 4 hrs of course work
- Course work must include:
  - ≥ 4hrs in biology core course(s)
  - ≥ 4hrs in computer sciences/informatics core course(s)
  - ≥ 4hrs in bioinformatics core course(s)
- List of core courses available at https://www.informatics.illinois.edu/bioinformatics-masters/
New (Fall 2021-) MANSNC Degree Requirements

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

- ≥ 22 hrs of course work including:
  - ≥ 2 hrs statistics course (ANSC 440, 445, or approved: e.g. NRES 421)
  - ≥ 2 credit hrs of 500-level lecture or lab courses
- ≥ 2 hrs of ANSC 590 or ANSC 591 discipline seminar
- ≥ 8 hrs of independent study (ANSC 593)
  - project & report (MOA approved; graded by faculty advisor)
- if applicable, English proficiency (ESL) courses required
- ≥ 3.0 GPA
- **Recommendation:** register for Stats course, seminar, some 500-level hrs, some project hrs in Fall

Orientation for MANSNC students Monday August 23, 12PM (Zoom invitation was sent)
Pre-Fall 2021 MANSCE Degree Requirements

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

- ≥ 24 hrs of course work including:
  - ANSC 440, 445, or approved statistics (≥ 4 credit hrs)
  - ≥ 6 credit hrs of 500-level lecture or lab courses
  - ≥ 6 credit hrs of 400 or 500-level ANSC courses
  - ≥ 8 credit hrs of 400 or 500-level lecture or lab courses
- ≥ 2 hrs of ANSC 590 or ANSC 591 discipline seminar
- ≥ 6 hrs of independent study (ANSC 593)
  - project & report (MOA approved; graded by faculty advisor)
- if applicable, English proficiency (ESL) courses required
- ≥ 3.0 GPA

**Recommendation:** register for Stats course, seminar, some 500-level hrs, some project hrs in Fall

Orientation for MANSCE students Monday August 23, 12PM (Zoom invitation was sent)
Degree requirements

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

- ≥ 20 hrs of lecture/lab courses (400-, 500-level)
- ≥ 4 hrs of ANSC 590 or ANSC 591 seminar
  - registration every Fall and Spring semester for discipline seminar
- ≥ 32 hrs of ANSC 599 thesis research
- ≥ 3.0 GPA
- if applicable, English proficiency (ESL) courses or EPI assessment 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 credit hrs including:
  - ≥ 42 hrs of lecture or lab course work
  - ≥ 6 credit hrs of ANSC 590 or ANSC 591 seminar
    - registration every Fall and Spring semester discipline seminar
  - ≥ 40 credit hrs of ANSC 599 thesis research
  - ≥ 3.0 GPA
  - if applicable, English proficiency (ESL) courses or ESI assessment required
  - Pass qualifying exam, prelim, and thesis defense, and deposit thesis
Other registration topics for with-thesis M.Sc. and Ph.D. students

- All M.Sc. and Ph.D. students must hold full-time status
  - 12 hrs Fall & Spring; 6 hrs Summer (course, seminar, thesis)
- Registration is required the semester(s) of exam(s)
- Registration is not required at thesis deposit

Other registration topics relevant to all students

- 2 - 6 hrs of ANSC 590/591 seminar requirements:
  - If time conflict, substitution of ANSC with non-ANSC seminar must be communicated by the student’s faculty advisor in advance to

  - ansci-gradprog@illinois.edu or
  - https://forms.illinois.edu/sec/7598908
Other registration topics relevant to all students

- Students that have more than the minimum number of credit hours for one type of requirement cannot use the extra to fulfill another type of requirement
  - Seminar requirements are distinct from course ones
- 600-level courses do not count
- Students are expected to review frequently:
  - degree and registration requirements,
  - degree audits,
  - the Graduate College deadlines,
  - the weekly GradLINKS email
Know your deadlines and regularly check your academic records

- Dates and deadlines are listed at: http://www.grad.illinois.edu/current-students
- Deadline for Registration/Course add/drop without instructor approval: ≤ 10 days from the start of the semester
- Late Registration/Late Course Changes require instructor and departmental 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 annual graduate student evaluation

- Completed in [https://my.aces.illinois.edu/](https://my.aces.illinois.edu/)

- The graduate student annual evaluation includes:
  1. Student self-evaluation (courses, etc.; completed by Fall)
  2. 2 faculty evaluations (advisor + 2nd ANSCl faculty) completed one by end of Fall and other by Spring semesters
  3. If needed, opportunity for student and faculty to meet
  4. All 3 parts must be completed by May 15 including students starting in January 15
  5. Thesis defense or graduation exempts annual evaluation.

Note: One general web-form across graduate programs, some items may not correspond to your particular program. Just enter accomplishments.
Mandatory graduate student annual evaluation

- Students must secure 2nd faculty evaluator agreement and ensure evaluators names are listed in my.aces.Illinois.edu

- Please email 2nd evaluator’s name by end of 1st semester
  - ansci-gradprog@Illinois.edu
  - https://forms.illinois.edu/sec/7598908

- Students must check that both evaluators can see the student assignment in my.aces.Illinois.edu

- Student are responsible for ensuring that all evaluation components are completed by May 15.

- Missing or incomplete evaluations by May 15: registration hold

- Please plan the annual evaluation components to be completed in advance of the May deadline.
Academic petitions

- A petition to the Graduate College is defined as a student request that departs from policies or deadlines:
  - Examples: defense/graduation past deadline, course transfer

- If student needs to process a petition:
  1. contact ANSC Grad Prog Office to discuss the case
     [ansci-gradprog@illinois.edu](mailto:ansci-gradprog@illinois.edu) or [https://forms.illinois.edu/sec/7598908](https://forms.illinois.edu/sec/7598908)
  2. initiate petition at least 2 weeks prior to expected resolution
     [https://grad.illinois.edu/gsas/graduate-student-request-form](https://grad.illinois.edu/gsas/graduate-student-request-form)

- Petitions are initiated by the student, approved by advisor, and by the Animal Sciences Graduate Programs Office, and submitted by the office
  - Require at least 2 levels of approvals/comments, signatures
Exam/Defense requests: Qualifying, Prelim & Final defense

- To request exam, use the e-form available at:
  - [https://ansc.illinois.edu/academics/graduate-degrees](https://ansc.illinois.edu/academics/graduate-degrees) (ask questions)
  - [https://forms.illinois.edu/sec/7598908](https://forms.illinois.edu/sec/7598908)
- Request must be submitted at least 2 weeks prior to the examination for approval preparation
- Committee information:
  - M.Sc.: 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 written by the advisor if one non-U of Illinois exam voting member is invited
Qualifier, prelim, & final exam request

- Registration is required during the semester of the qualifying, prelim or final examinations.
- Examination approval will be sent to student and advisor.
- Committee chair/advisor receives via email from Jamie Evans the examination forms to be signed by the committee.
- Written/oral qualifier requirements are in the ANSC handbook.
- Prelim and final thesis examination materials must be provided to the committee ≥1 week prior to the exam.
- Public thesis seminar is required for all students.
  - Thesis seminar time, place, title, advisor, abstract must be notified via email for promotion ≥ 5 working days in advance.
  - Provide the seminar event information to the advisor’s support staff or ansci-gradprog@Illinois.edu for distribution.

In person or Zoom/Skype.
Thesis deposit steps

- Two signed forms are required after the thesis defense:
  - examination approval (signed by committee members)
  - 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 Self-Service (check Grad College deadlines): [https://apps.uillinois.edu/selfservice](https://apps.uillinois.edu/selfservice)
Financial support (Part 1)

- Graduate research or teaching assistantships
  - Discuss with assistantship supervisor expectations (time commitment, tasks) early in the semester

- Fellowships
  - Departmental, colleges, federal agencies, etc.
  - Departmental fellowships: faculty nomination
  - Graduate College resources: [http://www.grad.illinois.edu/fellowships/about](http://www.grad.illinois.edu/fellowships/about)
  - Students applying for fellowships that limit the number of applicants per department or require ranking
    - The Graduate College asks Grad Offices to select/rank applications and upload nominations
    - Students must submit application materials and fellowship link to the ANSC Grad Program office at least 7 business days before application deadline: [https://forms.illinois.edu/sec/7598908](https://forms.illinois.edu/sec/7598908) or ansci-gradprog@illinois.edu
    - If multiple applications, a departmental committee will rank the applications
Administrative

- Financial Support
- Payroll & Insurance
- Sick Leave
- Travel for University Business
- Terminating the affiliation with a lab
- Resources for detailed information
Financial support (part 2) and responsibilities

- Graduate research or teaching assistantships
  - 25% (work ~10 hours/week)
  - 50% (work ~20 hours/week)
  - Discuss responsibilities/expectations with supervisor
  - Remaining %: courses and/or seminar and/or thesis hrs

- MANSC students
  - Signed MOA describes student’s responsibilities

- Fellowships
  - Vary in support
  - Discuss responsibilities with advisor
Payroll Information

- University of Illinois System Human Resources Services:
  - 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 require formal sick leave accounting
- ACES HR can confirm eligibility. Please contact Jamie Evans (jrevans@Illinois.edu).
- Please advise your faculty supervisor if you are sick or must be out of the office
- Student insurance information: [https://grad.illinois.edu/current/health](https://grad.illinois.edu/current/health)
- Please abide by the campus guidelines about the COVID-19 pandemic [https://covid19.illinois.edu/](https://covid19.illinois.edu/)
Travel for University business

Steps prior to travel for University business:

- Check ACES Research and COVID-19 travel updates
  - https://aces.illinois.edu/aces-and-covid-19/aces-research
- Discuss travel plans with faculty advisor
- Prior to registration or booking any travel:
- Complete the Request for Authority to Travel (RAT) form through Homestead.
  - https://homestead.ansc.illinois.edu/
Terminating appointment

Steps

- A letter of resignation must be sent to Jamie Evans
  - Ask for model letter or expected content
- Departmental Exit Form must be completed
- Graduate Exit Form must be completed
- Keys and equipment must be returned to the department
- Discuss with your advisor additional separation steps
Terminating appointment

Tuition Waiver Policy (with thesis M.Sc. And Ph.D.):

- [https://grad.illinois.edu/handbook/program-tuition-waiver-designations](https://grad.illinois.edu/handbook/program-tuition-waiver-designations)

- Will not lose tuition waiver if resignation is one of the following:
  - within 7 days of depositing your thesis
  - after 3/4ths of the academic term
    - 91 class days during a spring or fall semester
    - 41 class days in summer term
Animal Sciences Contact Information

All questions should be submitted to:
https://forms.illinois.edu/sec/7598908
ansci-gradprog@Illinois.edu

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

Graduate Contact:
Alicia Schneider (schneid6@Illinois.edu)
Jamie Evans (jrevans@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
- Department of Animal Sciences
  - http://ansc.illinois.edu
- Graduate College
  - http://www.grad.illinois.edu/
- Office of the Registrar
  - Fee Assessment Information
    - https://registrar.illinois.edu/tuition-fees/tuition-fee-rates/g-tuition-cr-2122/
Helpful Links

- Student Insurance Office
  - https://si.illinois.edu/graduates
- Delta Dental graduate student plan
  - https://grad.illinois.edu/current/dental
- EyeMed graduate student plan
  - https://grad.illinois.edu/current/vision
Thank you

Have a great year!

Questions?

ansci-gradprog@Illinois.edu

https://forms.illinois.edu/sec/7598908