Managing your Graduate Appointment

New Graduate Student Orientation
Fall 2017

Ohio University’s Graduate College
Graduate Appointments
Three basic questions to address:

- What type of appointment do you have?
- What do you need to know?
- How do you get paid?
Graduate Appointments
What type of appointment do you have?

Teaching Assistant (TA)  Carry a work component paid through payroll as a stipend.
Research Assistant (RA)  Require completion of employment paperwork.
Graduate Assistant (GA)  May include a full, half, or partial tuition scholarship.
Resident Director (RD)
Graduate Recruitment Scholarship (GRS)
Fellowship
Graduate Appointments
What type of appointment do you have?

• Fellowship appointment

No work component
Disburses as financial aid to your student account
First fall disbursement – September 15
Tax paperwork for non U.S. citizen
Dear Graduate Award Recipient:

Congratulations! You have been awarded a graduate appointment at Ohio University. To finalize your employment, please carefully review the information in this letter and take the appropriate steps. Details regarding your appointment can be found on page 3.

Please visit the Graduate Student Portal at http://www.ohio.edu/graduate/portal for your appointment details. To access the portal, students need to enter their OHIO ID and password. Accessing the portal provides graduate appointment information including access to the student payment plan. For further graduate appointment information, please visit https://www.ohio.edu/graduate/current/apptsdetail.cfm

Stipends:
Graduate students receiving an appointment that includes a stipend for work (TA, GA, RA, RD, or GRS) for the first time will need to complete a student employment packet, which includes the forms listed below. Please contact the Graduate College or the Human Resources Employee Service Center for the complete and most up-to-date forms.

- Form I-9
- Student Employee Information Sheet
- OPERS Forms
- Form SSA 1099
- Acknowledgement of Fraud Reporting Information
- W-4 – Employee’s Withholding Allowance Certificate
- Payroll Department Direct Deposit Authorization
- New Employee Tax Compliance Notification Sheet (non-U.S. citizens)

Fellowships:
This appointment type has no work component and may include a tuition scholarship.

1. If you are a United States citizen and have been awarded a fellowship with no accompanying service work stipend, your appointment is complete and no further action is required on your part.
2. If you are a non-U.S. citizen and have been awarded a fellowship, the 'New Employee Tax Compliance Notification Sheet' must be completed. Please note that you may be subject to federal backup tax withholding.

- The student employment packet must be completed and submitted in person to either the Employee Service Center at Human Resource and Training Center (HRTC), 169 W. Union Street, Athens, OH 45701, Prior to your arrival. Section 1 of the Form I-9 should be completed electronically at USCIS FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION.

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Graduate Appointments

Registration Requirements

Work Requirements

Academic Standing

Quick Start Guide
REGISTRATION REQUIREMENTS

You must register for the minimum number of graduate credit hours based on your appointment type. Departments/schools may set higher registration requirements.

Graduate courses are numbered 600 through 799.

Complete your registration by the second Friday of the semester.

Courses taken for audit, Ohio Program of Freshman English (Corset), and undergraduate courses do not count toward minimum registration requirements.

Graduate students are limited to 12 credit hours per term. This includes all undergraduate and audit hours, plus withdrawal hours. Course hours dropped after the second Friday of the semester remain on your schedule as withdrawn. Registration exceeding all hours is an additional per credit cost.

Tuition scholarships will not be awarded to those who are not registered for a sufficient number of graduate hours.

Graduate credit hour registration requirement

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Fall / Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA/ GA/ RA stipend + tuition scholarship</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>fellowship + tuition scholarship</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>GRS (available Fall / Spring terms only)</td>
<td>15</td>
<td>N/A</td>
</tr>
<tr>
<td>Stipend only</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Tuition scholarship only</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>fellowship only</td>
<td>15</td>
<td>9</td>
</tr>
</tbody>
</table>

You must maintain an accumulative grade point average of 3.0 to retain a graduate appointment. GRS, or Fellowship. Some programs require a higher g.p.a.

Know your program’s policy

WORK REQUIREMENTS

Maximum hours of employment on or off campus is 20 hours per week.

Graduate students cannot have concurrent appointments where work hours total more than 20 hours per week.

Graduate appointment recipients may not accept other full-time employment within or outside of the University.

Effective employment dates for Graduate Assistantships are outlined in Ohio University Policy and Procedure at http://www.ohio.edu/ohio/policy/41-004.html

Duties are defined by your immediate supervisor or the department/school.

Stipend payment schedule

<table>
<thead>
<tr>
<th>Semester</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 15 &amp; 30</td>
</tr>
<tr>
<td></td>
<td>October 15 &amp; 31</td>
</tr>
<tr>
<td></td>
<td>November 15 &amp; 30</td>
</tr>
<tr>
<td></td>
<td>December 15 &amp; 31</td>
</tr>
<tr>
<td>Spring</td>
<td>January 31</td>
</tr>
<tr>
<td></td>
<td>February 15 &amp; 28 (30)</td>
</tr>
<tr>
<td></td>
<td>March 15 &amp; 31</td>
</tr>
<tr>
<td></td>
<td>April 15 &amp; 30</td>
</tr>
<tr>
<td></td>
<td>May 15</td>
</tr>
<tr>
<td>Summer</td>
<td>May 31 &amp; June 15</td>
</tr>
<tr>
<td></td>
<td>June 30 &amp; July 15</td>
</tr>
<tr>
<td></td>
<td>July 31 &amp; August 15</td>
</tr>
</tbody>
</table>

Direct deposit is recommended. Pay slips are available online at http://www.ohio.edu/ohio/mytu.html

If being paid by check, payments are mailed to your permanent mailing address.

Advertisements and policy subject to change without notice.

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REGISTRATION REQUIREMENTS

You must register for the minimum number of graduate credit hours based on your appointment type. Departments/schools may set higher registration requirements.

Graduate courses are numbered 5000 & above.

Complete your registration by the second Friday of the semester.

Courses taken for Audit, Ohio Program of Intensive English (OPIE) courses, and undergraduate courses do not count toward minimum registration requirements.

Graduate students are limited to 18 credit hours per term. This includes all undergraduate and audit hours, plus withdrawn hours. Course hours dropped after the second Friday of the semester remain on your schedule as withdrawn. Registration exceeding 18 hours incurs an additional per credit cost.

Your tuition scholarship will not disburse to your account if you are not registered for a sufficient number of graduate hours.

Hours dropped after 2nd Friday continue to count in total registration as Withdrawn hours.
You must maintain a 3.0 gpa to retain eligibility.

Some programs set a higher requirement.
## Work Hours & Registration

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Work Hours</th>
<th>Fall / Spring Registration Requirement</th>
<th>Summer Registration Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA/GA/RA stipend + tuition scholarship</td>
<td>15 to 20</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Fellowship + tuition scholarship</td>
<td>N/A</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>TA/GA/RA stipend + tuition scholarship (half appointment)</td>
<td>8 to 10</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>GRS (Available Fall / Spring terms only)</td>
<td>6</td>
<td>15</td>
<td>N/A</td>
</tr>
<tr>
<td>Stipend only</td>
<td>1 to 20</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tuition Scholarship only</td>
<td>N/A</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>Fellowship only</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Tuition Scholarship Limits

Already have external graduate degree: 10 semesters

No external graduate degree: 12 semesters

Terms include fall/spring; not summer

Any amount of tuition scholarship included

Funded terms are accumulative across all programs

Programs/colleges may set more restrictive limits
Graduate Appointments

How do you get paid?

Employment Paperwork
Graduate Appointments
How do you get paid: Paperwork

• Fellowships:
  – U.S. Citizen with no service stipend: no further action required.
  – Non-U.S. Citizen: New Employee Tax Compliance Notification (a.k.a. GLACIER)
How do you get paid: Paperwork

• Stipends (TA, RA, GA, RD, GRS):
  – Student Employee Information Sheet
  – I-9 Employment Eligibility Verification
  – OPERS Form(s), State Fraud Form
  – Direct Deposit Authorization
  – W-4 Federal & OU’s Employee Withholding Certificate
  – Tax Compliance Form (a.k.a. GLACIER) for non-U.S. citizens.
Graduate Appointments

Award Disbursement
Graduate Appointments

Award Disbursement

Awards apply to your bill when your minimum class registration requirements have been met.

- Tuition scholarship for instructional fee
- Non-resident surcharge (if non-Ohio resident)
- General Fee – partial subsidy credit of $134
- Health Insurance – partial subsidy credit of $40

Based on stipend amount.

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## Graduate Appointments

### Payments & Disbursements

<table>
<thead>
<tr>
<th></th>
<th>Stipend</th>
<th>Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 1</td>
<td>May 31 &amp; June 15</td>
<td>One Summer disbursement - May 31</td>
</tr>
<tr>
<td></td>
<td>June 30</td>
<td></td>
</tr>
<tr>
<td>Summer 2</td>
<td>July 15 &amp; July 31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>August 15</td>
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<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>September 15 &amp; 30</td>
<td>One Fall disbursement - September 15</td>
</tr>
<tr>
<td></td>
<td>October 15 &amp; 31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 15 &amp; 30</td>
<td></td>
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<tr>
<td></td>
<td>December 15 &amp; 31</td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No January 15th Stipend</td>
<td>January 31</td>
<td>One Spring disbursement - January 31</td>
</tr>
<tr>
<td></td>
<td>February 15 &amp; 28 (29)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 15 &amp; 31</td>
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<td>April 15 &amp; 30</td>
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<td></td>
<td>May 15</td>
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</table>

**Stipends paid through Payroll**

*Direct deposit recommended*

**Departments may have a separate schedule for Fellowship disbursement. Confirm with them.**
Full graduate appointment policy

https://www.ohio.edu/graduate/current/apptsDetail.cfm