

# Managing your Graduate Appointment

New Graduate Student Orientation  
Fall 2017

Ohio University's Graduate College

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# 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)

Research Assistant (RA)

Graduate Assistant (GA)

Resident Director (RD)

Graduate Recruitment Scholarship (GRS)

Fellowship

Employment  
with a stipend  
paid by the university  
as a stipend.



# 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

# Graduate Appointments

Appointment letter - sent to your Ohio University e-mail address with your award details.



OHIO  
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Graduate College

Research & Technology Center 220  
Athens, OH 45701-2979

T: 740.593-9616  
F: 740.593-4625  
www.ohio.edu/graduate

20-Aug-2017

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 1945
- 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 or to the Graduate College located in the Research and Technology Center, Room 220, 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

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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.

### Graduate credit hour registration requirement

Appointment Type	Fall / Spring	Summer
TA/GA/RA stipend + tuition scholarship	12	9
Fellowship + tuition scholarship	15	9
GRS (available Fall / Spring terms only)	15	N/A
Stipend only	1	1
Tuition scholarship only	15	9
Fellowship only	1	1

## 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 Assistants are outlined in Ohio University Policy and Procedure at [www.ohio.edu/policy/41-004.html](http://www.ohio.edu/policy/41-004.html)

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

Appointment Type	Work Hours (per week)
TA/GA/RA stipend + tuition scholarship	15 to 20
Fellowship + tuition scholarship	0
TA/GA/RA stipend + tuition scholarship (half appointment)	8 to 10
GRS	6
Stipend only	1 to 20
Fellowship only	0

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

## Spouse/Domestic Partner Education Opportunity

The Education Opportunity is a partial tuition scholarship available to the spouse or domestic partner of a graduate student who holds an RA, GA, or TA appointment. Application and policy information is available here: [www.ohio.edu/graduate/gradForms.dfm](http://www.ohio.edu/graduate/gradForms.dfm)

*Education Opportunity cannot be combined with other graduate awards.*

### Stipend payment schedule

Semester	Payment Date
Fall	September 15 & 30
	October 15 & 31
	November 15 & 30
	December 15 & 31
Spring	January 31
	February 15 & 28 (29)
	March 15 & 31
	April 15 & 30
Summer	May 15
	May 31 & June 15
	June 30 & July 15
	July 31 & August 15

*Direct deposit is recommended. Pay slips are available online at [www.ohio.edu/ebiz/myhr.htm](http://www.ohio.edu/ebiz/myhr.htm)*

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

Effective 2017-2018. 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 2<sup>nd</sup> Friday continue to count in total registration as Withdrawn hours.





## 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 Assistants are outlined in Ohio University Policy and Procedure at [www.ohio.edu/policy/41-004.html](http://www.ohio.edu/policy/41-004.html)
- ★ Duties are defined by your immediate supervisor or the department/school.

You must maintain a 3.0 gpa to retain eligibility.

Some programs set a higher requirement.



# Work Hours & Registration

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



# 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

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# 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

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# Graduate Appointments

## Award Disbursement

- Tuition awards apply to your additional fee
  - Non-resident surcharge (if non-Ohio resident)
  - General Fee – partial subsidy credit of \$134
  - Health Insurance – partial subsidy credit of \$40
- When your minimum class registration requirements have been met.
- Students with a GRS, half, or full tuition scholarship
- Based on stipend amount.

# Graduate Appointments

		Payments & Disbursements	
		Stipend	Fellowship
Summer	Summer 1	May 31 & June 15 June 30	Full Summer One Summer disbursement - May 31
	Summer 2	July 15 & July 31 August 15	
Fall		September 15 & 30 October 15 & 31 November 15 & 30 December 15 & 31	One Fall disbursement - September 15
Spring	No January 15th Stipend	January 31 February 15 & 28 (29) March 15 & 31 April 15 & 30 May 15	One Spring disbursement - January 31

***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>

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