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?

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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

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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

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Graduate Appointments

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

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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 This includes all undergraduate and audit hours, plus withdrawn hours. Course hours dropped after the second Friday of the semester remain on your schedule as withdrawn.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

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.cfm

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
	May 15
Summer	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.html

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

Effective 2017-2018. Policy subject to change without notice.

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 <u>do not count</u> 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.

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

⭐ 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.

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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

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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)

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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.**

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Graduate Appointments

Award Disbursement

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Graduate Appointments

Award Disbursement

- Tuition scholarship to instructional fee
- Non-resident surcharge (if non-Ohio resident)
- General Fee – partial subsidy credit of $134
  - Students with a GRS, half, or full tuition scholarship
- Health Insurance– partial subsidy credit of $40
  - Based on stipend amount.

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

Graduate Appointments

Payments & Disbursements		
Stipend		**Fellowship**
Summer — Summer 1 — May 31 & June 15 / June 30		**Full Summer** — One Summer disbursement - May 31
Summer — 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.

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Full graduate appointment policy

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