WELCOME

Kathy Marcinko
Finance and Administration Director/Asst. to the Dean

Melis Edwards
Director of Admissions
General Info

• Tuition Waivers vs. tuition paid via Fee Authorization forms.

• Travel Awards processing - departments coordinate with:
  • GS Finance and Admin Director for GS portion of payment
  • Student re: Travel Authorization and Travel Expense Voucher
Recruiting Info/Reminders

• Please use CollegeNet for all admissions offers and associated GTA/GRA appts
  • Approved/current/legal language re: union, Graduate Students Employment Organization Collective Bargaining Agreement, etc.
  • Funding source details not needed at this time
Recruiting Info/Reminders

• Admissions decisions – per CGS Resolution
  Students have until April 15 to accept offers of admission which include financial support.

• Please inform Grad School Admissions when students who have accepted scholarships such as Meritorious or Presidential choose not to attend MSU
GTA/GRA Info & Reminders

• International students with a GTA or GRA appointment only need 6 credits for their VISA status
  • Complete *Request for Exception to the Full Course of Study Requirement* Form (aka the “Blue Form”)

• Students do **not** need to be enrolled in summer in order to have a GTA/GRA appointment – appoint as GSA-TA or GSA-RA
GTA / GRA Details

• GTA Stipend (department’s approved $ rate)

• Eligible
  ✓ GPA ≥ 3.00
  ✓ Making good progress towards the degree

• Collective Bargaining Agreement (CBA)

• Waivers (TWs) - typically for GTA appointments
Centralized Tuition Waiver Details

- CLS, CoE, AA, Ag – Current
- CoB, CoN, EHHD – starting Fall 2019
- Only courses on Approved Program of Study
- No TW allocations to Colleges
- Follow “rules” – one page handout
- Pro-rate TWs

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<tr>
<th>TA Hours</th>
<th>Waivers (TWs)</th>
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<td>Less than 10</td>
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<td>16-17</td>
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CBA Details

• CBA links
  • MSU website: [http://www.montana.edu/gradschool/policy/appointments.html](http://www.montana.edu/gradschool/policy/appointments.html)
  • CBA is here: [http://mus.edu/hr/cba/024-CBA.pdf](http://mus.edu/hr/cba/024-CBA.pdf)

• Minimum stipend is $663/mo.
• During AY: additional pay ("GAP") is $130/mo.
• Hours between 10 and 19 per week
• Tuition is at in-state rates with an appointment
eGAAF Info

- Combination GTA/GRA appointments or two GTA/GRA appointments in different departments
- Coordinate w/ other dept if applicable
- **One** e-GAAF and **one** ePAF if possible
- eGAAF **must** detail hours split in *Duties and Comments Field* ex: “10 hr Math GTA / 9 hr LRES GRA Smith lab”
1. **Type of Tuition Waiver** *(pre-approved if not standard)*
   - **Standard GTA** (default)
   - **None**
   - Student Fellowship
   - Other Student Support
   - Atypical GTA – GS Approved
   - Faculty Startup
   - Bridge Funding
   - Grant Support – **this is not** to be used when a grant is paying tuition *(that is not a waiver).*
   - Other Faculty Support

2. **Explain Tuition Waiver type if not Standard GTA**
   - Include faculty/fellowship name (examples in help)
More Reminders

• Let me know when you submit eGAAFs after first third of the semester

• Grad Students-Tuition/Fees due 15th class day

• Students Confirming Appointments
  • Follow the instructions at the following link to confirm their appointment:
    http://www.montana.edu/gradschool/grad_appts.html
  • They will need their student ID number (WITH the dash “-“ in front of it) and their MyInfo password.
GTA/GRA Appt Scenarios

Academic Year Info

• Max avg hours worked for all GTA/GRA appointments combined is 19 hrs/week

• Total hours worked <= 20 hrs/week (may have a 2nd job on campus)

• During AY Semester breaks students with a GRA, GTA, or GSA appointment can work a maximum of 40 hrs/wk. - includes all hours from GTA/GRA/GSA position(s) and any other MSU positions.
GTA/GRA Appt Scenarios

Academic Year Info (cont)

• Expectation is that appointments during the AY will be for 5 months or 10 months (spring, fall, or spring/fall semesters).

• Students on a 19-hr/wk appointment are expected to work an average of 19 hours through the duration of the appointment.

• Depts need to be mindful of this expectation but don’t need to track hours. (Start/end dates, student needs)
GTA/GRA Appt Scenarios

Summer Info

• Historically - between 6/1 and 7/31.
  • HR Issues w/ 4x4 and other sessions.

• Between 5/16 and 8/14, students with a GRA, GTA, or GSA appointment can work a maximum of 40 hrs/wk. This includes all hours from GTA/GRA/GSA position(s) and any other MSU positions.

• Summer GTA/GRA/GSA appointments do not include additional payments.
• General Info

• Students cannot “stay on” as a GTA or GRA after they complete their degree (ex: for the summer after a May graduation).

• A student cannot be appointed as a GTA or GRA for the term if they are graduating with a 1-credit extension.
Discussion / Questions