AGENDA

8:00AM: WELCOME FROM DEAN ANTONY AND SENIOR ASSOCIATE DEAN KIM
8:15AM: NEW GRADUATE COORDINATOR INTRODUCTIONS
8:25AM: FINANCIAL SUPPORT UNIT
8:45AM: STUDENT AFFAIRS & GRADUATE ADMISSIONS
9:00AM: ACADEMIC AFFAIRS UNIT
9:15AM: BREAK
9:30AM: INTERNATIONAL STUDENTS & PROGRAMS OFFICE (ISPO)
9:45AM: BLACK GRADUATE EXCELLENCE LIVING LEARNING COMMUNITY WORKGROUP (BGELLC)
10:00AM: OPEN SESSION, Q&A
WELCOME REMARKS

Dean Antony & Senior Associate Dean Kim

Thank you!
JAVA with JIM

GRADUATE COORDINATORS EDITION

Drop in for an informal chat with Dean Antony.

DATE: Tuesday, November 23
TIME: 10:30 - 11:30am PT
LOCATION: The Art of Espresso (south of Mandeville Ctr)
FINANCIAL SUPPORT UNIT

FINANCIAL SUPPORT UNIT TEAM

- TIFFANY SWIDERSKI, Director, Financial Support Unit
- COURTNEY AGUILA, Assistant Director, Financial Support Unit
- MICHELLE MONROY, Graduate Fellowship Advisor
- FLORENZ TORRALBA and SUZANNE YOUNG, Graduate Fellowship Disbursement Coordinators
- KACY CASHATT and LAURA JIMENEZ, Graduate Student Employment Coordinators
- LEONARD ALVARADO, Third Party Billing and Visiting Graduate Student Coordinator
- TBA, Financial Analyst
- JONATHAN WAI, Graduate Division Lead Business Configuration and Data Analyst
- CHRISTINE STEVENS, Graduate Financial Support Analyst (Temp)
FINANCIAL SUPPORT UNIT

FINANCIAL SUPPORT UNIT TOPICS

- Process Improvement & Planning with the Office of Strategic Initiatives (OSI)
- Graduate Funding Policy & Process
- FSU Resources for Campus Partners
- Office Hours coming up on Monday, November 22 1:00p-2:00p!
  - Please feel free to submit questions in advance: https://forms.gle/LhbViLHgbaaPRhk87
FINANCIAL SUPPORT UNIT

FSU PARTNERSHIP WITH OSI

- STABILIZE processes & systems impacted by the ESR-FIS transition to Oracle Financial Cloud (OFC)
- PREPARE for the upcoming ESR-SIS transition by gathering requirements for the custom applications which are needed to coordinate graduate financial support
- REVIEW extramural fellowships to define and in conjunction with UC San Diego’s Sponsored Project Offices Alignment efforts, RECOMMEND proper resourcing for advising, pre-award, and post-award activities
- REVIEW and REFINE implementation of Graduate Student Funding Reform, including related policy changes
FINANCIAL SUPPORT UNIT

METHOD AND NEXT ACTIONS

- Mapping processes in Promapp (see promap.ucsd.edu for more information!)
  - Partnering with owners of intersecting business processes (ie SFS, FAS, IPPS, OCGA, etc.)
  - Reaching out to members of this audience as stakeholders and experts for insight and identification of gaps
- Updating the FSU Collab spaces
  - We’re working on a space/forum to make progress visible so we can get your feedback at each stage
- Collaborating with other campus teams working on stabilization initiatives, and leveraging solutions or strategies they’ve already identified (not reinventing the wheel)
FINANCIAL SUPPORT UNIT

IDENTIFIED #OFI (OPPORTUNITY FOR IMPROVEMENT)

● Automation of AIDID/Detail Code creation
  ○ Phase 1 - real-time request and setup of detail codes via web app ready to deploy to QA this week
  ○ Phase 2 - automated AIDID creation … this is a work in progress

● FSRT v2.0
  ○ Capturing high-level requirements to improve current state in legacy systems AND integrate with future-state Student Information Systems (SIS)

● Continuous improvement (CI) of international stipend disbursements, and opportunities for integration or automation
  ○ Meet with stakeholders to map current state
  ○ #OFI reduce errors and speed up processing time for FSU (slicers, macros, API, etc.)
  ○ Find quick-wins in providing visibility into the Glacier setup/workflow status

● Preparing to kickoff extramural fellowship process mapping (gathering SMEs, scheduling sessions, etc.)
FINANCIAL SUPPORT UNIT

GRADUATE FUNDING REFORM (GFR)

- Implementation is a work in progress -- we expect to refine our approach based on the continuous improvement efforts with OSI and the recommendations of the identified workgroups/task forces
- The Holistic Graduate Funding Taskforce has made recommendations to EVC Simmons, and we are expecting an announcement soon
- Updates will be posted to the GFR collab page: https://collab.ucsd.edu/x/xXRdB
FSU: RESOURCES FOR CAMPUS PARTNERS

- Join us on Microsoft Teams
- Read Financial Support Policy
- See updates on Graduate Funding Reform
- Review How-Tos for the Financial Support Request Tool
- View important deadlines
STUDENT AFFAIRS AND ADMISSIONS

APRIL BJORNSEN - Assistant Dean, Student Affairs and Admissions

- HANA HADDAD - Financial Specialist and Basic Needs Liaison, SHORE Administrator

OUTREACH, ACCESS, RECRUITMENT, AND RETENTION TEAM

- EDGAR BEAS - Diversity Officer: Outreach and Recruitment Lead, UC LEADS Coordinator, Competitive Edge Coordinator
- ANGELINE YANG - Diversity Officer: STARS Program Director, Outreach, Recruitment and Retention
- SHANA SLEBIODA - Professional Development Coordinator, UCEM Sloan Scholars Program, Fall Welcome Activities, Grad SLAM Lead.
- SINAI COTA - UCEM Sloan Scholar Assistant and Liaison with JSOE and Physical Sciences
STUDENT AFFAIRS AND ADMISSIONS

ADMISSIONS TEAM

• MARY HOGAN - Director of Admissions
• MABEL MORRIS - Graduate Admissions Assistant
• KARLIE LUJAN - Graduate Admissions Officer
• MICHAEL PUENTE - Credential Evaluator-Temp
• JAZMIN SOSA HERRERA - Credential Evaluator-Temp
• KARE LE - Credential Evaluator-Temp
STUDENT AFFAIRS AND ADMISSIONS

OUTREACH AND RECRUITMENT

- Outreach and Recruitment Tool Kit
  - Slate - Connect with Edgar Beas eabeas@ucsd.edu if you have an event you would like to host.
  - Mailings - If you would like to email prospective students through Slate submit this form.
  - Holistic Admissions Resources are also available on the website.

BASIC NEEDS

- HEERFIII Application is open. Information was emailed to all graduate and professional students.

PROFESIONAL DEVELOPMENT: grAdvantage!

- grAdvantage Leadership and Teamwork Application is open - Due December 3, 2021
ACADEMIC AFFAIRS

ACADEMIC AFFAIRS TEAM

- ERICA LENNARD, Assistant Dean, Graduate Academic Affairs
- NORIENNE SAIGN, Assistant Director, Graduate Academic Affairs
- VAN LEE-YAMAMOTO, PhD Academic Affairs Advisor
- SARA MICELI, JDP and Professional Degree Programs Academic Affairs Advisor
- JESSICA WHITTIER, Master’s Academic Affairs Advisor (A-L)
- KIMBERLY MCCUSKER, Master’s Academic Affairs Advisor (M-Z)
- ELIESE MAXWELL, Academic Affairs Assistant
ACADEMIC AFFAIRS

ACADEMIC AFFAIRS TOPICS

- GC Extension of Telepresence/Remote Exams
- PhD/MS Committee Regulation Changes
- New Academic Affairs Collab Resources
- Dissertation/Thesis Preliminary and Final Appointments (Update/Reminder)
- Virtual Advising Center (VAC) Updates
ACADEMIC AFFAIRS

REMOTE EXAMS (Qualifying, Defense)

- Graduate Council: Extension of Temporary Authorization for Remote Exams to end of Spring 2022
- Graduate Division requested permanent updates to “telepresence” rules to allow for more flexibility; GC will revisit in ~March 2022.
ACADEMIC AFFAIRS

PhD / DMA Committee Regulations Overview

• 4 members with UC San Diego faculty appointments
• 1 outside member (defined as outside the chair’s home/primary department)
• 1 tenured / emeritus member
• 2 members from the student’s home department/program

NOTE: JDP committee rules remain the same (including Theatre PhD)

Significant Changes

• Any proposed member from outside UC San Diego must be requested as an exception (see Collab for details)
• “Tenured, outside” requirement no longer applies. Split into 1 tenured/emeritus AND 1 outside member - can be 2 different professors (or the same prof but not required to be the same)
• Outside member can be fulfilled by the co-chair
• Committee chair can fulfill the tenured/emeritus requirement
• Different specialties no longer required

NOTES: Students may reconstitute existing committee from 5 to 4 members (not required)

See committee details and FAQs on Collab: https://collab.ucsd.edu/x/UhgqBw
ACADEMIC AFFAIRS: COLLAB RESOURCES

Useful tips!

Sample letters!

New APPC Presentation!

Did we miss any common FAQs? Let us know!

FAQs on New Committee Rules!

Exception Letters and Petitions

*Please note, this page is a work in progress and more scenarios/exception types will be added over time. If you do not see your student’s specific exception below and let us know if you have any questions about the information/documentation that would be needed for your student’s situation.

Letters of exception and Petitions are needed when a department requests an exception to a policy. Exceptions and Petitions are reviewed by the Vice President for Academic Affairs and the Council on the Educational Policy Committee (EPC).

General Information to Include
- Always include the student’s ID in addition to the name.
- Tell the student’s “story” with as much detail as possible (without putting personal details that may make the student identifiable).
- S32 students make them have a current Spring Evaluation file.
- For requests that involve a sensitive student/departmental act, provide a detailed timeline of what happened (e.g., use bullet points).
- In addition to gathering information from the student, the Chancellor audit tracks of Triton Link to verify enrollment dates, which are used for particular requests in S34.
- If justification includes medical/mental health issues, provide medical/CAPS documentation (in English) whenever possible.
- Please note, the documentation does not need to include the diagnosis. Instead it should not include a diagnosis or provide medical care and that the issue he or his student’s ability to perform.
- Consideration: What is the harm to the student if this request is not approved?

Exception letters from departments must always be signed by the department chair or an authorized designee and by the student’s faculty advisor. Exception letters involving a specific course should include the signature of the course instructor or a separate letter from support in the Divisional, Departmental, or Institutional Affairs.

Exception Letters
- Example: Letters of Exception for Special Education
- Example: letters of Exception for Intra-Departmental Process

Petitions Regarding Enrollment Actions

Outlined below are the processes for requesting intrusive action. An action is intrusive if the request is made after an established deadline, reviewed by the Vice President for Academic Affairs (VPAA) and if the recommendations are approved, the VPAA forwards the request to EPC for final determination. If the student or faculty advisor has made a decision...

Campus Partner Collab
ACADEMIC AFFAIRS

DISSERTATION/THESIS PRELIMINARY AND FINAL APPOINTMENTS

● We will continue to conduct all preliminary appointments via Zoom until further notice.

● Graduate Division Advisors will work with students to schedule a final document review date but there will be no second Zoom meeting. The final document review replaces the previous in-person final appointment.

● A final document review must be completed by the filing deadline of the quarter.

● In order to graduate in a given quarter, the student must have the following items submitted and approved by the Graduate Division prior to the quarter deadline:
  ○ A final dissertation/thesis on ProQuest
  ○ A fully signed final report form (by all committee members and the department chair/program director)
  ○ All co-author permission letters (if applicable)

● The quarter deadline is always the 11th Friday of the quarter during Fall, Winter, and Spring. In the summer, it is the last Friday of Summer Session II.
Virtual Advising Center until now was only available for undergraduate students to interface with colleges/departments.

IT has been working to expand access to graduate students and departments.

Slow rollout for graduate depts: Bioengineering, Biology, CSE, History, Linguistics.

Departments not listed above, stay tuned.

Graduate Division: view only access.
Virtual Advising Center (VAC) Update

Biological Sciences is currently leveraging the VAC tool with the BioSci BSMS population. Because the program is contiguous, students are already familiar with the VAC, which provides a more seamless advising experience for these students.

Next steps are to determine how to introduce the VAC to the doctoral population.

A campus stakeholder group has contributed to discussions regarding how to apply the VAC in graduate advising. This group will be initial participants in a slow rollout of VAC to graduate level advisors/students.
Advantages:

• cross-training, redundancy, back-up for staff
• providing and maintaining a singular, cohesive record of academic advising for each student
• preservation of institutional memory, despite staff transitions, etc.
• ability to track and report on advising workload
• integration of canned replies for common questions
• Sign-In queue for managing advising appointment and/or walk-ins, as well as a queue of written inquiries
• documentation in a contact record, ordered chronologically beneath a profile that includes significant dates (e.g. advancement) and links to the Graduate Division Student DB.
### VAC Contact Record

**Contact 3768845 has been Finalized**

<table>
<thead>
<tr>
<th>Contact Time</th>
<th>06/23/21 05:38 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Resp. Time</td>
<td>06/24/21 10:47 AM</td>
</tr>
</tbody>
</table>

**Academic Advising**

**Virtual Advising System**

**Jeanette Fox**

**Student Question:**

As an MS student, would I be able to do cross-campus enrollment for a summer class offered at UCSB?

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**Share With Colleges and Dept:**

- **Checked**

**Student Note (shown in VAC):**

Hi [Name],

If you are able to enroll in courses at UCSB in the summer term you may do so. Courses completed at UCSB will not be considered for the BS/MS program requirements and they will not appear on your UCSD transcript.

Cross-campus enrollment is specifically for undergraduate students as noted in the eligibility policy found on the [Cross-Campus Enrollment application](#). Undergraduate students enrolled at any campus of the California Community Colleges, the California State University, or the University of California may enroll without formal admission in a maximum of one course per academic term at a campus of either of the other systems.

Graduate students seeking an opportunity for contact with scholars, fields of study, and facilities not available on her/his home campus may apply for the [Inter-Campus Exchange program](#). Note, this program is not available in the summer.

It is not clear why you want to take classes at UCSB, but if the courses are not related to your MS project, you should not consider the Inter-Campus Exchange program.

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**Notification Verification:**

Sent e-mail to [email redacted]@ucsd.edu on 10:47:13 - 06/24/2021. Student asked to be notified by text message. Text message sent on 06/24/21 10:47:13 AM

**Student viewed DEPARTMENT Contact:**

June 24, 2021 @ 1:06 pm
BREAK
GUEST SPEAKERS
FALL 2021 UPDATES
Graduate Division: Annual Fall Graduate Coordinators Meeting
International Students & Programs Office
November 15, 2021
Pauline Airla Deguzman
Manager of International Student Services
International Students & Programs Office (ISPO)

Pronouns: she/her/hers
International Student Enrollment Data

Fall 2021 Enrollment
## Fall 2021 Enrollment

<table>
<thead>
<tr>
<th></th>
<th>New Student</th>
<th>Continuing Student</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG</td>
<td>1,889</td>
<td>3,498</td>
<td>5,387</td>
</tr>
<tr>
<td>GR</td>
<td>1,611</td>
<td>1,953</td>
<td>3,564</td>
</tr>
</tbody>
</table>

Total Enrolled for Fall 2021: **8,951**

Post Completion Training (OPT/AT) for Fall 2021: **1,741**

**Total Service Population:** **10,695**

Data source: Data Warehouse 10-18-21
Fall Quarter Enrollments

(Totals)

# International Students

Quarter

FA10  FA11  FA12  FA13  FA14  FA15  FA16  FA17  FA18  FA19  FA20  FA21

2,259  2,696  3,348  4,156  5,262  6,614  7,938  8,307  8,699  8,842  8,337  8,951

*Values Excludes Post-Completion Training
Fall Quarter Enrollments
(Graduate Students)

Graduate Student Enrollment

*Values Excludes Post-Completion Training
Regulatory Updates

Vaccination Requirements to Enter U.S. (Eff. 11/8)

Digital Form I-20

iUpdates.ucsd.edu
Oct 25, 2021 - PP 10294

A Proclamation on Advancing the Safe Resumption of Global Travel During the COVID-19 Pandemic

- The Biden administration announced on October 25, 2021 that it will lift travel bans for fully vaccinated international air travelers to the United States beginning November 8.

- These travel bans, which have been in place for the previous 18 months, impacted individuals from 33 countries, including Brazil, China, India, Iran, South Africa, and members of the EU.

- International travelers will need to show proof of vaccination before boarding a flight to the United States as well as a negative coronavirus test.

CDC Website: https://www.cdc.gov/quarantine/order-safe-travel.html
Nov 1, 2021

Student and Exchange Visitor Program (SEVP) Formally Adopts Use of Electronic Signature & Transmission of Form I-20

- In response to the Executive Order 14012, "Restoring Faith in Our Legal immigration System and Strengthening Integration and Inclusion Efforts for New Americans," SEVP identified recommendations to increase efficiency in the immigration system and reduced unnecessary burdens. Accordingly, SEVP has formally adopted the use of electronic signatures and transmission for the Form I-20.

- Students must print the document, sign it, and present a hard copy of the digitally signed document for use at any required visa interview and travel.

- Note, while SEVP has provided guidance regarding use of electronic Form I-20s, the Department of State has not commented on digital use of Form DS-2019 for J-1 Students. ISPO will continue to issue hard copy Form DS-2019s with wet signatures to all J-1 students.

Process Updates

• **March 2022: Pre-Arrival Season - Early Start Programs**
  • Email Gabriela Hoffmann (gchoffmann@ucsd.edu).

• **PhD Students leaving with a Terminal Masters**
  • Send to ISPO to understand eligibility for OPT.

• **SSN Applications & Working On-Campus**
  • UC San Diego Departments may permit students to begin working while awaiting SSN Number.

• **Online Filing for OPT Form I-765**
  • ISPO encourages students to utilize online form and to access filing guide on ISPO's Website.
Spring 2021
ISPO Encourages Use of Online Form I-765 for OPT and STEM OPT Applications

- On April 14, 2021, U.S. Citizenship and Immigration Services (USCIS) announced that F-1 Students who are applying for Optional Practical Training (OPT) authorization can file Form I-765 online.

- In August of 2021, ISPO released a guide for filing of the online I-765 for OPT Applicants and STEM OPT Applicants.

- Advantages of online filing include instant receipt number and online receipt notice, similar processing times, ability to upload 'unsolicited evidence' to pending applications and add comments regarding document uploads, and sending/receiving secured message through USCIS Account.

ISPO's OPT Websites: OPT.ucsd.edu, stemOPT.ucsd.edu
FALL 2021 UPDATES

Graduate Division: Annual Fall Graduate Coordinators Meeting
International Students & Programs Office
November 15, 2021
Staying Connected

Advising Services
- Virtual Drop-In Advising
- In-Person Front Desk Advising & Document Pick-up
- Contact Form (Email)
- ISPO's ChatBot

Campus Partner Contacts
- Teams Chat
- Email

iContact.ucsd.edu
THANK YOU!

Pauline Airla Deguzman
Manager of International Student Services
pFdeguzman@ucsd.edu
FALL 2021 UPDATES

Graduate Division: Annual Fall Graduate Coordinators Meeting
International Students & Programs Office
November 15, 2021
7 Graduate and Family Housing Communities
Priority Housing is available
Lower rent compared to the market costs for La Jolla
For eligibility and application information go to: Future Resident FAQ
Off-Campus Housing - offcampushousing.ucsd.edu
Black Graduate Experience LLC

The purpose of the BGELLC is to be an optional, residential community designed to assist Black graduate students who can, through mutual support and shared living, affirm and celebrate Black scholarly excellence and Black culture in its various expressions. Community and collectivism undergirds the goals of the BGELLC which are to,

1. address issues of concern to Black graduate students living in campus-provided housing by providing an inclusive space that emphasizes community and social justice

2. foster graduate scholarship, excellence, and achievement through meaningful programming that promotes pro-Black connections and celebration, shared personal and scholarly experiences, and life-long relationships
Capa
Level 2
North Wing

Apartments = 7
4 bed/2 bath = 2
3 bed/2 bath = 2
2 bed/1 bath = 2
1 bed/1 bath = 1
Total beds: 19
Self contained
Access off of interior hall
Lounge
Black Graduate Experience Living Learning Community (BGELLC)
Frequently Asked Questions

• What is a Living Learning Community?
  • Our Living-Learning Communities (LLCs) have been developed to strengthen learning by helping residents to
    connect academically and socially. The LLCs are each characterized by housing within the same residence location,
    shared co-curricular experiences, access to resources, and engaging in activities that reinforce common affinities such
    as aspects of culture.

• What organizations are involved in supporting the BGELLC?
  • The Black Graduate and Professional Student Association, Black Resource Center, Graduate Division, and Housing-
    Dining-Hospitality

• Who is eligible to live in the BGELLC?
  • In order to be considered for the BGELLC you must have submitted an application for GFH (as well as be eligible for
    housing), be in receipt of an offer for housing from GFH, or be a current resident seeking to relocate.

• Why is there a 2 year term limit for living in the BGELLC?
  • To ensure as many students as possible have the opportunity to experience living in the BGELLC. After two years of
    living in the BGELLC, if a student is eligible for housing with time remaining and wishes to remain in GFH, they must
    relocate to another space within GFH.

• How do I express interest in living in the BGELLC?
  • Please submit an interest form: https://ucsd.co1.qualtrics.com/jfe/form/SV_1CcrW9QfLf46Gkm
  • A reminder that you must be a current resident willing to relocate to this community, a student on the waitlist for
    GFH, or be an applicant for GFH.
Open Discussion | Q&A
THANK YOU!!