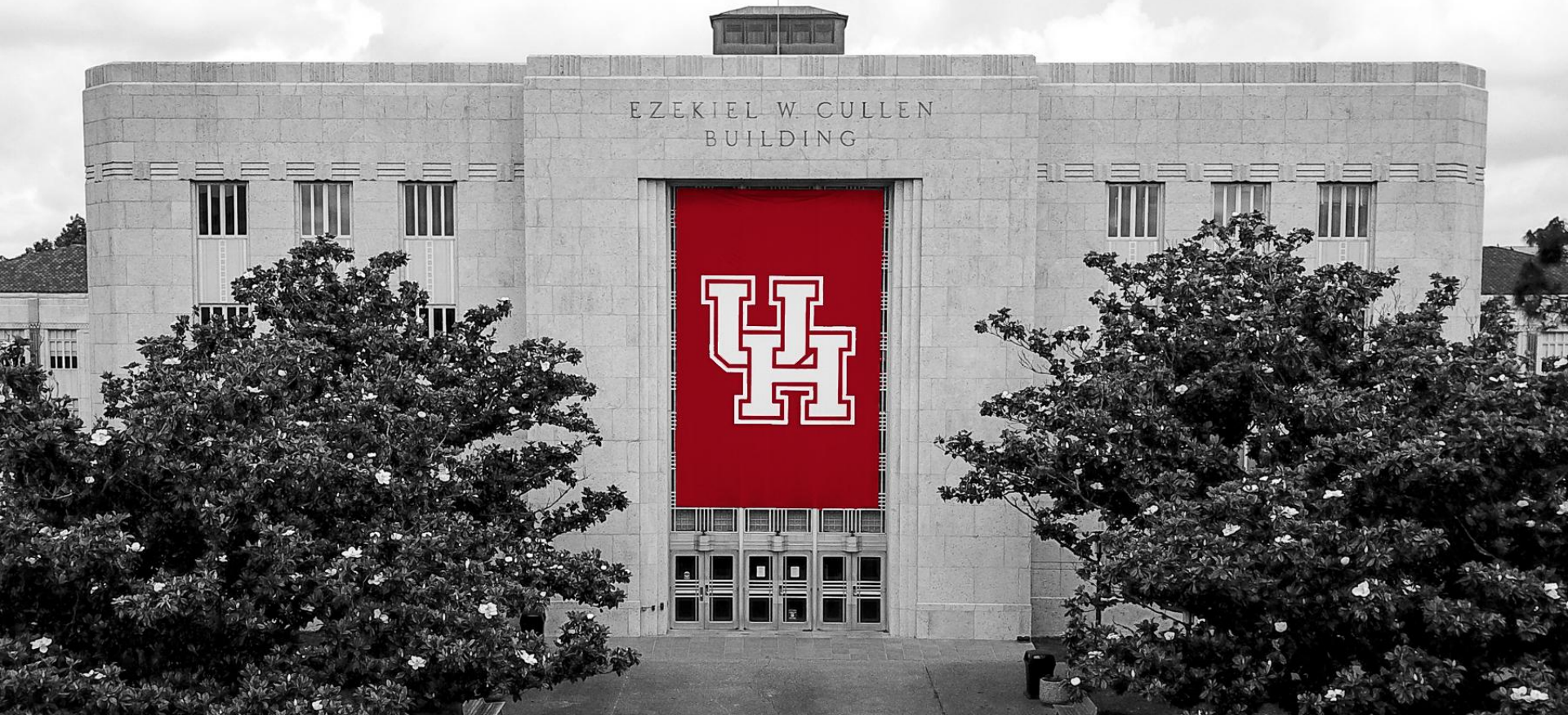


GRADUATE ADVISOR MEETING

*We will begin the meeting shortly
February 24, 2025*



UNIVERSITY of HOUSTON | GRADUATE SCHOOL

WELCOME NEW ADVISORS

- •Please take a moment to introduce yourself!
- –Name, department



WELCOME



NO UPDATES

DR. SARAH LARSEN

*Vice Provost/Dean, Graduate School
Office of the Provost*



GUEST SPEAKERS

Jack Cottom- Counselor CAPS

Dr. Funda Sahin, Ombudsperson

Gabrielle Malone-Miller, Assistant Dean of Student Services



GUEST: JACK COTTOM

*Counselor
Counseling and Psychological Services*

COUNSELING & PSYCHOLOGICAL SERVICES

- <https://uh.edu/caps/>

PSYCHOTHERAPY SERVICES

Access Visit

Essential Skills Workshop

Focused Care Hour

Short-Term Individual Counseling

Group Counseling

Care Coordination

Fees

Short-Term Couples Counseling

24/7 Supports



GUEST: DR. FUNDA SAHIN

*Associate Professor
Ombudsperson*

OMBBUDSPERSON

Ombuds Services for Graduate & Professional Students

Why Contact the Ombudsperson? (<https://uh.edu/graduate-school/ombuds-services>)

To confidentially raise and discuss concerns about workplace and academic issues, interpersonal difficulties and to receive assistance in identifying options for resolving the conflicts and concerns.

Ombuds Services Are Voluntary and Free of Charge.

Ombudsperson Operates:

Independently, listens without judgement, remains neutral, provides an impartial perspective, holds all conversations and information confidential.

For More Information, Visit: <https://uh.edu/graduate-school/ombuds-services>

To Schedule an Appointment, Send an Email to Dr. Funda Sahin at gradombuds@uh.edu

UNIVERSITY of HOUSTON | GRADUATE SCHOOL

UNIVERSITY of HOUSTON | GRADUATE SCHOOL



GUEST: GABRIELLE MALONE-MILLER

*Assistant Dean of Students
Dean of Students*

COOGS REPORT



Dean of Students Office
Division of Student Affairs

COOGS REPORT

Understanding When and How to Report

NEW!

COOGS REPORT



THREE WAYS TO ACCESS COOGS REPORT:

01

Search "Coogs Report" in browser

02

Click "Coogs Report" on Dean of Students homepage

03

Scan QR code in CoogsCARE Green Folder

COOGS REPORT

Overview of Coogs Report

What is Coogs Report?

A centralized reporting system designed to streamline university processes, address various concerns, foster accountability, and promote a safe and inclusive campus community.

Types of Reports:

- *Student Conduct Referral (New!)*
- *Student Care Referral (New!)*
- Title IX/ Sexual Misconduct/
Discrimination
- Confidential Support
- Risk Management



COOGS REPORT

Overview of Included Reports

Student Care Referral (New!)

Student Conduct Referral (New!)

- Use this form to refer students for alleged code of conduct violations.
 - Examples: misuse of drugs and/or alcohol, disruptive behavior, hazing, falsification of documents/records, mental and/or physical violence, theft, etc.

Title IX/ Sexual Misconduct/ Discrimination Reporting Form

- Use this form to report violations of the University's non-discrimination & sexual misconduct policies.
 - Includes dating violence, domestic violence, stalking, sexual assault and other forms of unwanted sexual contact.

Confidential Support

- For students, staff, and faculty who have experienced sexual harassment, assault, or other forms of misconduct.

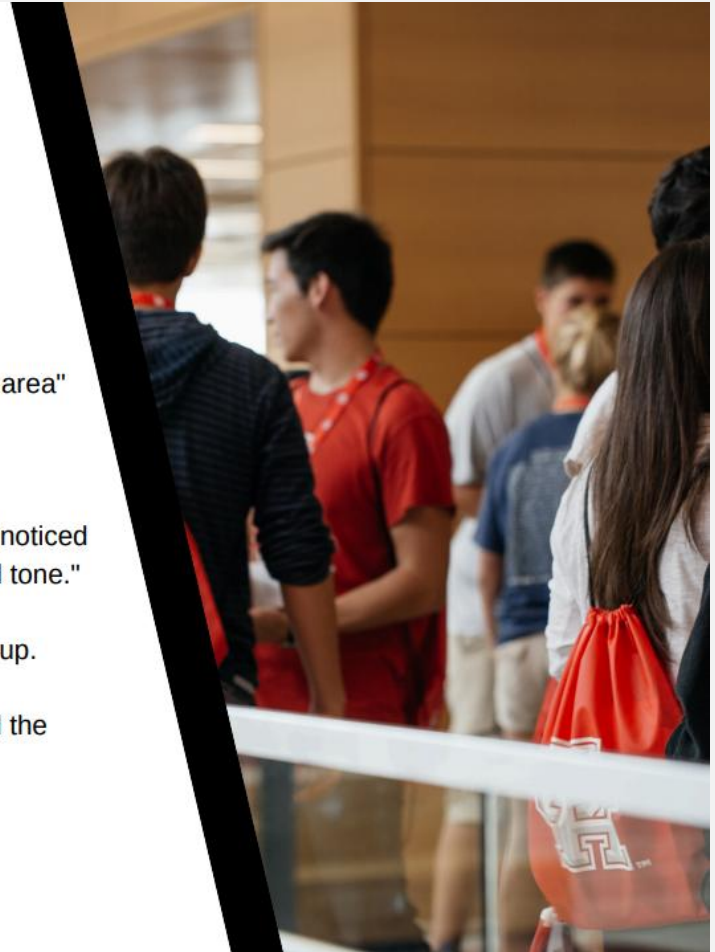
Risk Management

- Use this form to report incidents that occur on campus.
 - Includes injuries on campus, University vehicles or golf carts involved in an accident, property damage to University owned property.

COOGS REPORT

Best Practices

- **Be Objective:** Stick to observable facts rather than assumptions.
 - Example: Write "Resident Miller was seen crying in the common area" rather than "Student is depressed."
- **Include Details:** Who, What, When, Where, and Why (if known).
 - Example: "On January 3, 2025 at 7 PM in the common lounge, I noticed Resident Miller crying and speaking on the phone in a distressed tone."
- **Be Timely:** Submit reports as soon as possible to ensure prompt follow-up.
- **Maintain Confidentiality:** Avoid sharing the incident with others beyond the necessary reporting channels.



COOGS REPORT

**When you are
unsure...**

Consult with Dean of Students staff

***If you are unable to consult with staff before submitting the report, it is okay!
Make the report and information will be routed accordingly.

COOGS REPORT

Questions?

Gabrielle Malone-Miller
Assistant Dean of Students

Melissa Meléndez
Care Manager





STEFAN JOHNSSON

*Associate Director
International Student & Scholarship Services Office*

QUICK UPDATES

- ISSSO is in a state of transition. Jin Zhang retired, office admin left among others.
- DS-2019 process (changes)
- TerraDotta implementation and impact
- No changes in immigration...yet, but expect things to begin affecting int'l students come summer.



RACHEL HONORA

Associate Registrar

Office of the University Registrar

OUR Updates

- **Enrollment Season**
 - Enrollments dates for Summer 2025 & Fall 2025 will be available Monday, March 3rd. [Enrollment schedule](#)
 - Class schedules for Fall 2025, Spring 2026, & Summer 2026 will also be available Monday, March 3rd.
- **OUR working with graduate programs to update academic maps.**



NO UPDATES

SHARI CORPREW

*Director, Graduate School
Office of the Provost*



NO UPDATES

MARIEL ROCHA-NARVAEZ

*Program Manager, Graduate School
Finance/Operations
Office of the Provost*



DR. TASHEMIA JONES

*Director, Graduate Academic Affairs
Office of the Provost*

GRADUATE ADVISOR OF THE MONTH

- Forms are due by the 15th of each month
- <https://www.uh.edu/graduate-school/forms/graduate-advisor-of-the-month-nomination-form-2022-23.pdf>

The image shows a nomination form for the Graduate Advisor of the Month. At the top, it features the University of Houston logo and the text 'Graduate School Office of the Provost'. The title of the form is 'Graduate Advisor of the Month Nomination Form'. The form is divided into two main sections: 'Nominator's Information' and 'Nominee's Information'. Each section contains fields for College, Department, First Name, Last Name, Email, and Phone. Below the nominee's information, there is a question: 'Previous advisor of the month recognition? Yes No '. A large text area follows, asking the nominator to 'Please list all reasons why you think this person should be Advisor of the Month:'. At the bottom, there is a red instruction: 'Please submit this form directly to Dr. Tashemia Jones via tvjones@uh.edu by the 15th of each month'. The form number '092022 tvj' is printed in the bottom right corner.

UH Graduate School
Office of the Provost

**Graduate Advisor of the Month
Nomination Form**

Nominator's Information:

College: _____ Department: _____
First Name: _____ Last Name: _____
Email: _____ Phone: _____

Nominee's Information:

First Name: _____ Last Name: _____
College: _____ Department: _____
Title: _____ Email: _____

Previous advisor of the month recognition? Yes No

Please list all reasons why you think this person should be
Advisor of the Month:

*Please submit this form directly to Dr. Tashemia Jones via
tvjones@uh.edu by the 15th of each month*

092022 tvj

GRAD ADVISOR OF THE MONTH



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Melissa Lowrey

Program Director
College of Natural Sciences and Mathematics

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

**THANK
YOU!**

January 2025

GRAD ADVISOR OF THE MONTH



Graduate School
Office of the Provost

GRADUATE ADVISOR OF THE MONTH

FOR YOUR APPRECIATION & DEDICATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Summer Crawley

Academic Advisor III
College of Natural Sciences and Mathematics

Thank you for your unwavering support to the University of Houston graduate students. Your hard work and dedication is deeply appreciated.

Sarah C. Larsen

Dr. Sarah C. Larsen
Vice Provost, Dean of Graduate School

Tashemia V. Jones

Dr. Tashemia V. Jones
Assistant Director, Academic Affairs

**THANK
YOU!**

February 2025

25-26 GRAD CATALOG SUBMISSIONS

- **Substantive Deadline:** Proposal might not be completed in time to be included in the next catalog (try to submit during the priority deadline)
- Open: June 17, 2024
- Close: November 29, 2024

- **Non-Substantive Deadline:** Proposals must be submitted by the deadline, using the [Non-Substantive Catalog Language Form](#) with track changes, no exceptions. Ex. departmental catalog language, name changes, misspelled or punctuation (does not require GPSC approval, College and Graduate School approval only)
- Open: January 31, 2025
- Close: March 31, 2025

- **New course creations and revisions, special topics title** (does not require GPSC approval, College and Graduate School approval only)
- Open: June 17, 2024
- Close: March 31, 2025

LISTSERV UPDATE

- To update the listserv please reach out to Monica Bennett directly at mbennett@central.uh.edu
- Graduate School staff does not need to be copied on this correspondence
- •Please take a moment to update the grad advisor page. <https://www.uh.edu/graduate-school/academics/advising/>
- –If you need to remove or add someone please reach out to Monica directly.



FITZGERALD SMITH

*Associate Director Admissions, Graduate School
Office of the Provost*

PRIOR DEGREE VERIFICATION

- PDV holds have been placed on international student accounts who have not submitted required proof of prior degree earned.
- Communication has been sent to all students with a prior degree verification hold with instructions on how to provide required official transcripts/academic documents.
- Students can visit transcript analysts at Graduate School office (Bates Law). No appointment necessary. Students are asked to check in at front desk.
- The Graduate School mailing address to send official transcripts/academic documents has been changed. Please visit <https://www.uh.edu/graduate-school/international-students/transcripts/>

ARCHIVAL OF SPRING 2025 APPLICATIONS

- We have begun archival of Spring 2025 applications.
- Spring 2025 applications will no longer be available in your regular pools/folders in Admit and will be moved to the archive folders.
- Applications without a decision letter released will be withdrawn (before archiving) and a decision letter stating such will be released to the applicants.

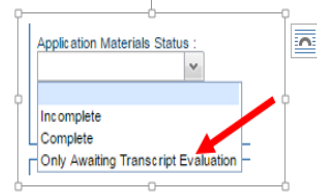
DEFERMENT REQUESTS

- We have completed all requests asking that Spring 2025 applications be deferred to future semesters.
- Applications not yet matriculated do not require a petition in IRIS.
 - Send an email to change admit term.

INTERNATIONAL TRANSCRIPT EVALUATIONS

- Transcript evaluations are completed based on application deadlines.
- Priority folder:
 - To be used only for strong applicants who you are ready to make a decision on.

Instructions for marking an evaluation as a priority

1. Verify all other application materials needed for making an admission decision are submitted and meet the minimum criteria for admission (e.g. TOEFL scores above the minimum).
2. Open the applicant's record to the "Personal Information" tab.
3. Under the Application Materials Status menu, choose "Only Awaiting Transcript Evaluation":

4. Save the record.
5. (Transcript Evaluators' View). The application will now appear in the "Priority" pool for the evaluators:

International Evaluations	5716
1) Ready for Evaluation	196
Priority	1

FAST TRACK ADMISSIONS PROCESS FOR UH UNDERGRADUATES

- ✓ Application is live and 8 programs have opted in.
- ✓ Application for a masters/certificate program to opt in

Implementation guidelines:

- 1) Fast Track applications are “tagged” with “Fast-Track” so that they can be easily identified in ApplyWeb.
- 2) Graduate School admissions staff check for Fast Track applicants daily and prioritize loading transcripts

FAST TRACK ADMISSIONS (STUDENT VIEW)

Application for Graduate Admission

Education and Test Scores

UH Academic History

* Are you currently an Undergraduate Student attending University of Houston - Main Campus? Yes No

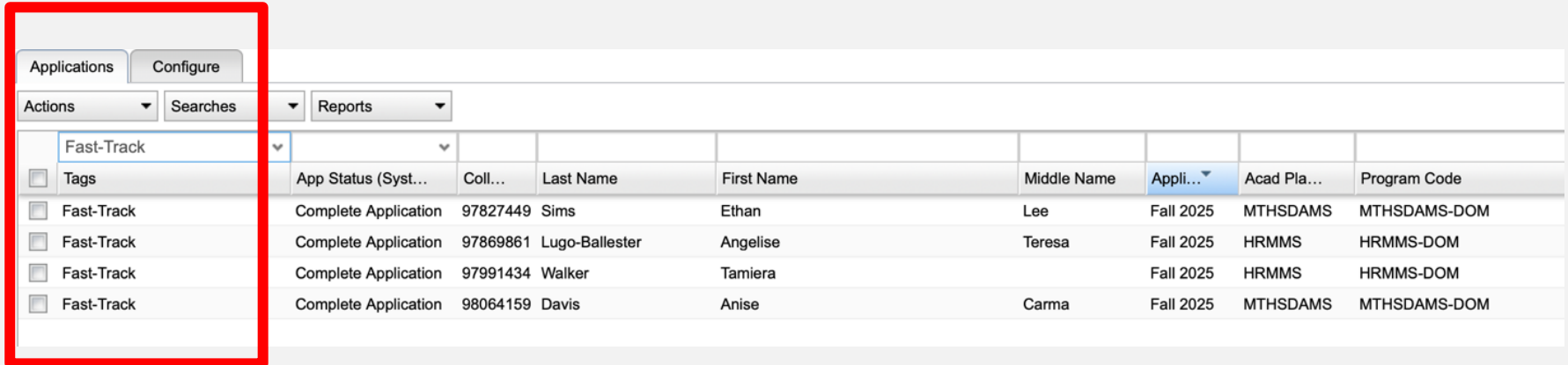
What is your current cumulative UH Undergraduate GPA?

This program offers Fast Track admissions for current UH undergraduate students with strong academic performance. By selecting Fast Track, you can bypass the requirements for test scores, letters of recommendation, and personal statements - these documents will not be necessary for your admission consideration. Additionally, the University of Houston Graduate School will waive your application fee, making the process even more convenient.

* Would you like to opt for Fast Track Admissions? Yes I would like to opt for Fast Track Admissions No I would like to proceed with the standard admission process

Provide us your my UH ID (7 digit number) if known:

FAST TRACK TAG IN APPLYWEB



The screenshot shows the ApplyWeb interface. At the top, there are tabs for 'Applications' and 'Configure'. Below these are dropdown menus for 'Actions', 'Searches', and 'Reports'. A table of applications is displayed, with a 'Fast-Track' tag selected in a dropdown menu on the left. The table columns include 'App Status (Syst...', 'Coll...', 'Last Name', 'First Name', 'Middle Name', 'Appli...', 'Acad Pla...', and 'Program Code'. The table contains four rows of application data.

	App Status (Syst...	Coll...	Last Name	First Name	Middle Name	Appli...	Acad Pla...	Program Code
<input type="checkbox"/> Fast-Track	Complete Application	97827449	Sims	Ethan	Lee	Fall 2025	MTHSDAMS	MTHSDAMS-DOM
<input type="checkbox"/> Fast-Track	Complete Application	97869861	Lugo-Ballester	Angelise	Teresa	Fall 2025	HRMMS	HRMMS-DOM
<input type="checkbox"/> Fast-Track	Complete Application	97991434	Walker	Tamiera		Fall 2025	HRMMS	HRMMS-DOM
<input type="checkbox"/> Fast-Track	Complete Application	98064159	Davis	Anise	Carma	Fall 2025	MTHSDAMS	MTHSDAMS-DOM

UH Graduate School Transcript Analysts will check for Fast Track applicants daily and will upload the UH transcript to the application.

UPCOMING COMMUNICATION

- Application deadline changes
- Annual changes
- ApplyWeb Training (Monthly)

LORENA MARTINEZ VI TRAN

DSO Designated School Officers
Office of the Provost

I-20 INITIAL ATTENDANCE DOCUMENTS REQUIRED

- **Valid Passport (if claiming Dependents (Marriage certificate and Birth certificates, English Translation).**
- **English Test Score.**
- **Letter of Financial Backing FY25 (sponsor's relationship to student, Date).**
- **Bank Statement or Letter from Bank (not older than three months with current balance and sufficient funds in US dollars).**
- **Education Loan (to University of Houston and valid date).**

I-20 DEFERMENTS DOCUMENTS REQUIRED

- **Valid Passport (same for Dependents).**
- **Letter of Financial Backing FY25 must be UPDATED.**
- **Bank Statement must be UPDATED.**
- **Education Loan must be UPDATED. (if dates are for last year).**
- **Decision Letter must be UPDATED.**

All the documents must be uploaded into their application. Email communication is sent to student.

I-20 REQUEST FORM

- Ensure that college/department funding information is entered into I-20 request form and matches information in decision letter.
- Remember to check I-20 Request Form for comments left regarding I-20 status.

I-20 Processing	I-20 Request Form	Personal Information	Citizenship	Texas Residency	Attachments	Education & Experience	Test Scores	Recommendations
I-20 Status								
I-20 Status : Missing Documents			I-20 Ready for Pickup Date :			I-20 Status Comments : Missing financial docs and marriage cert for dependent. VT 02/10		

KRYSTAL SUGULLEH

*GRADUATE RECRUITER
OFFICE OF THE PROVOS*

UPCOMING RECRUITING EVENTS

- Location: Texas Southern University
Career Fair

Date: February 27th 10am -1pm

- Recruiting Calendar:

Recruiting Calendar will be updated via our website coming soon Spring 2025

Recruiting Meeting 2025

- Recruiting Meeting
March 2025
- We reach out to all committee members to conduct a doodle poll for selection of the date/ time of next meeting.

Information Session Collaboration

To schedule a program virtual information session please reach out to me directly at kysugull@central.uh.edu



BRIDGETTE JONES

*Executive Administrative Assistant/Events Coordinator,
Graduate School
Office of the Provost*

