Contact Graduate Programs in Animal Sciences

- Use the Request Grad Program Help link and e-form at:
  - [http://ansci.illinois.edu/grads](http://ansci.illinois.edu/grads)
  - [http://ansci.illinois.edu](http://ansci.illinois.edu) (For Faculty & Staff Tab)

- Graduate Contact: Carolyn Thomas
- Director of Graduate Studies: Sandra Rodriguez Zas
Animal Sciences Academics

- Resources
- Degree Requirements
- Registration
- Evaluation
- Petitions
- Graduating
Graduate Students

Our graduate program in the Department of Animal Sciences is one of the top-ranked graduate programs in the nation. State-of-the-art research facilities and collaboration with world-renowned scientists enable students to have endless opportunities to apply their knowledge and contribute to society.

The Department offers the Master of Science (M.S.) in Animal Sciences, Master of Science (M.S.) in Bioinformatics Animal Sciences concentration, and the Doctor of Philosophy (Ph.D.) in Animal Sciences. Graduate students are admitted into one of these programs through the University’s Graduate College (http://www.grad.illinois.edu/admissions/apply).

Graduate Programs Brochure (PDF)
For Current Graduate Students

Graduate Student Orientation Materials

2014 Graduate Student Orientation [PDF] [Updated for 2014-2015]

Rules for a Successful Graduate Program [PDF]
Presented by Dr. Steve Loerch, Department Head

DRS Safety Orientation [PDF]
Presented by Stephanie Hess, Chemical Safety Professional, Division of Research Safety

Compliance for New Graduate Students [PDF]
Presented by Dr. Jan Novakofski, Associate Vice Chancellor for Research

The Use of Agricultural Animals in Research and Teaching at UIUC [PDF]
Presented by Dr. Judy Van Cleave, IACUC Specialist

Campus Resources for Graduate Students [PDF]

Fellowships for Graduate Study [PDF]
Presented by Dr. Ken Vickery, Director of External Fellowships, Graduate College

Annual Graduate Student Evaluation

Annual Review of Graduate Students in Animal Sciences [PDF] [Updated for 2013-2014]

Scheduling Your Final Exam
https://illinois.edu/fb/sec/7598908

Check Animal Sciences Degree Requirements (ida)

Preparing for Your Thesis Deposit

- Master’s Deposit Checklist [PDF]
- Doctoral Deposit Checklist [PDF]

Graduate Student Exit Form
https://illinois.edu/fb/sec/2654124

Career Development Resources

Information on career options, development of a career plan, understanding the job search process, creating application materials, and preparation for job interviews and negotiation can be found at: http://www.grad.illinois.edu/careerdevelopment

Career Services

Students are encouraged to visit the following career services management system to identify employment opportunities: https://i-link.illinois-csm.symplicity.com/

Research Integrity

University of Illinois students, faculty and staff are expected to adhere to the highest ethical standards. Graduate students are encouraged to inform themselves on research ethics and responsible conduct of research. Resources include campus courses, seminars, training resources and on-line modules. The Office of the Vice Chancellor for Research offers a website on research integrity including information on training resources and the CITI on-line module. This information can be found at: http://research.illinois.edu/training/integrity.cfm

Diversity and Inclusivity Resources

Black Graduate Student Association at the University of Illinois

International Student Resources

Society for the Advancement of Chicanos, Hispanics and Native Americans in Science (SACNAS)

Women in Science: please email womeninscience.uiuc@gmail.com

Women Empowered in STEM (weSTEM)
Requirements for Animal Sciences Graduate degree

- Departmental and Graduate College requirements:
  - [http://ansci.illinois.edu/grads/degree-requirements](http://ansci.illinois.edu/grads/degree-requirements)
  - [http://www.grad.illinois.edu/](http://www.grad.illinois.edu/)

- Students are responsible for reviewing and completing all the requirements.

- Checklist due at the time of the final examination committee approval request: [http://ansci.illinois.edu/grads/current](http://ansci.illinois.edu/grads/current)

- Academic records should be checked regularly at: [https://apps.uillinois.edu/selfservice/](https://apps.uillinois.edu/selfservice/)
Degree requirements

• M. S. in Animal Sciences (≥ 32 hrs): 5 years max.
  – ≥ 22 hrs of course work (≥ 2 hrs 500-level course)
  – ≥ 2 hrs of ANSC 590 seminar
    • registration every Fall and Spring semester
  – ≥ 8 hrs of ANSC 599 thesis research
  – ≥ 3.0 GPA
  – Pass thesis defense and deposit thesis
Degree requirements

- M. Sc. in Bioinformatics, Animal Sciences (≥ 36 hrs): 5 years max.
  - Same as M. S. in Animal Sciences
  - Coursework must include:
    - ≥ 4hrs in biology core course(s)
    - ≥ 4hrs in computer sciences core course(s)
    - ≥ 4hrs in bioinformatics core course(s)
  - List of core courses available at http://www.informatics.illinois.edu/
Degree requirements

- Ph.D. in Animal Sciences (≥ 96 hrs): 5 - 6 years max.
  - 32 hrs of M. S. coursework AND
  - ≥ 64 hrs including:
    - ≥ 20 hrs of course work
    - ≥ 4 hrs of ANSC 590 seminar
      - registration every Fall and Spring semester
    - ≥ 32 hrs of ANSC 599 thesis research
  - ≥ 3.0 GPA
  - Pass prelim and thesis defense, and deposit thesis
Graduate student registration

- **Graduate students must be registered full-time each semester.**
- **Full-time requirements** *(12 hrs Fall & Spring; 6 hrs Summer)*
  - Students are not required to be registered for thesis deposit
- **Consult registration requirements:**
  - Graduate College Handbook (Student Status & Registration)
    - [http://www.grad.illinois.edu/handbooks-policies](http://www.grad.illinois.edu/handbooks-policies)
  - Ask the Animal Sciences Graduate Program Office
Know your Deadlines & Check your Records!

- Dates and deadlines are listed at: [http://www.grad.illinois.edu/current-students](http://www.grad.illinois.edu/current-students)
- Deadlines for Registration/Course change without approval:
  - Fall: September 4, Spring: February 1
- Late Registration/Late Course Changes require approval:
  - [http://www.grad.illinois.edu/gsas/late-registration](http://www.grad.illinois.edu/gsas/late-registration)
- Frequently check your records, registration, financial aid and accounts services through UI Integrate Self-Service
  - [https://apps.uillinois.edu/](https://apps.uillinois.edu/) (Student & Faculty Self-Service)
Mandatory graduate student annual evaluation

- The graduate student annual evaluation includes:
  1. Student self-evaluation (coursework, research, etc.)
  2. Two faculty evaluations (advisor + 2nd faculty)
  3. If needed, opportunity for student and faculty to meet

- Evaluations must be entered in the Grad Student Toolbox found in [https://my.aces.illinois.edu/](https://my.aces.illinois.edu/)

- Student and advisor’s deadline: December 15 annually
  - Second faculty’s deadline: May 15 annually
Mandatory graduate student annual evaluation

- Step-by-step instructions available at:
  - [http://ansci.illinois.edu/grads/policies-procedures](http://ansci.illinois.edu/grads/policies-procedures)
- Students must invite the 2nd faculty evaluator. Please communicate evaluation agreement to Carolyn Thomas to be added into the system.
- Missing or incomplete evaluations will result in a hold on student registration
  - Student must check that all evaluations were uploaded
- Please plan the annual evaluation components in advance
Academic petitions

- A petition to the Graduate College is defined as a request to depart from policies or deadlines:
  - [http://www.grad.illinois.edu/gsas/petition-record-requests](http://www.grad.illinois.edu/gsas/petition-record-requests)

- Must be initiated at least 2 weeks prior to the expected resolution date.

- Petitions are initiated by the student and submitted to the Department
  - Require various department approvals

- Expect information about the request within 15 business days
Prelim or thesis defense examination request

- Use the Request Grad Program Help e-form at:
  - [http://ansci.illinois.edu/grads](http://ansci.illinois.edu/grads)

- Submit the required information (date, committee):
  - M. S.: at least 3 Graduate Faculty voting members
  - Ph.D.: at least 4 voting members (3 Graduate Faculty, 2 Tenured Faculty, 1 non-Department of Animal Sciences)
  - For all non-U of Illinois voting members, submit CV and justification letter from committee chair

- Request must be submitted at least 2 weeks prior to the examination
Prelim or thesis defense examination request

- All students must be registered during the semester of prelim or thesis examination
- Email acknowledging the examination request will arrive to student and advisor within 5 business days
- Only the committee chair may collect the examination forms to be signed by the committee from Carolyn Thomas
- Examination materials must be provided to the committee at least one week prior to the examination.
- The Ph.D. thesis seminar must be announced to the public at least one week prior to the seminar
  - [http://ansci.illinois.edu/grads/policies-procedures/seminar](http://ansci.illinois.edu/grads/policies-procedures/seminar)
Thesis deposit steps

- Two sets of signed forms are required:
  - examination approval and ANSC 599 recoding
  - formatting thesis/dissertation approval (TDA)

- Required thesis format and electronic thesis deposit:
  - [http://ansci.illinois.edu/grads/policies-procedures/format](http://ansci.illinois.edu/grads/policies-procedures/format)
  - [http://www.grad.illinois.edu/thesis-dissertation](http://www.grad.illinois.edu/thesis-dissertation)

- Students MUST request a departmental thesis check by Jamie Evans (jrevans@illinois.edu) at least 2 weeks prior to the Graduate College deadline and provide a printed thesis

- Students MUST place themselves on the Degree List through UI Integrate Self-Service
Administrative

• Financial Support
• Payroll & Insurance
• Sick Leave
• Travel for University Business
• Terminating the affiliation with a lab
• Resources for detailed information
Financial support

- Graduate research or teaching assistantships
- Fellowships
  - Departmental, colleges, federal agencies, etc.
  - Graduate College resources: [https://www.grad.illinois.edu/fellowship/](https://www.grad.illinois.edu/fellowship/)
- Must meet all necessary requirements to qualify for each type of financial support
Payroll Information

- NESSIE – Net Driven Employee Self-Service Information Environment:
  - [http://nessie.uihr.uillinois.edu](http://nessie.uihr.uillinois.edu)

- How to use NESSIE:
  - [https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1089](https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1089)

- Tax, Deductions or pay questions:
  - Payroll Office: 265-6363 - payinq@uillinois.edu
Sick Leave

- Students on appointment receive 13 non-compensable sick days per year (08/16 – 08/15)
- Students on 100% fellowships do not receive sick leave
- Carolyn Thomas can confirm student eligibility
- Please advise your faculty supervisor if you are sick or must be out of the office
Travel for University business

- **Steps prior to travel for University business:**
  1. Discuss travel plans with faculty advisor
  2. At [http://www.anisci.illinois.edu](http://www.anisci.illinois.edu) (For Faculty & Staff tab)
     - review the “Reference Guide for Travel”
     - complete the “Request for Authority to Travel” (RAT) form
  3. Submit the RAT form to the advisor’s support staff
Terminating appointment

• Steps
  1. A letter of resignation must be presented to Carolyn Thomas (cdthoma2@illinois.edu)
  2. The Employee Exit Form must be completed
  3. Graduate Exit Form must be completed
  4. Keys and equipment must be returned to the advisor/department

• Students must discuss with their advisor about additional termination steps
Terminating appointment

- Tuition Waiver Policy:
  - [http://www.grad.illinois.edu/gradhandbook/chaptervii/section04](http://www.grad.illinois.edu/gradhandbook/chaptervii/section04)
  - Will not lose tuition waiver if resignation is one of the following:
    - within 7 days of depositing
    - after 3/4ths of the academic term (91 days during a spring or fall semester, 41 days in summer term)
Animal Sciences Contact Information

Director of Graduate Studies:
Sandra Rodriguez Zas (rodrgzzs@illinois.edu)

Graduate Contact:
Carolyn Thomas (cdthoma2@illinois.edu)

Thesis Review:
Jamie Evans (jrevans@illinois.edu)

Business Office:
Myra Sully (early@illinois.edu)
Andrea Lile (alile@Illinois.edu)
Helpful Links

- Academic Human Resources
  - http://www.ahr.illinois.edu/grads/index.html

- Department of Animal Sciences
  - http://ansci.illinois.edu

- Graduate College
  - http://www.grad.illinois.edu/

- Office of the Registrar
  - Fee Assessment Information
  - http://registrar.illinois.edu/financial/tuition.html
Helpful Links

• Student Insurance Office
  – [http://www.si.uiuc.edu/](http://www.si.uiuc.edu/)

• Delta Dental graduate student plan
  – [http://www.grad.illinois.edu/current/dental.htm](http://www.grad.illinois.edu/current/dental.htm)

• EyeMed graduate student plan
  – [http://www.grad.illinois.edu/current/vision.htm](http://www.grad.illinois.edu/current/vision.htm)
Thank you

Have a great year!
Questions?
Graduate Student Reception

Monday, August 24, 2015
4:00 – 6:00 pm
Illini Union South Lounge

Hosted by the Graduate College