Contact Graduate Programs in Animal Sciences

- Use the Request Grad Program Help e-form at:
  - http://ansci.illinois.grads
  - http://ansci.illinois.edu/ (For Faculty & Staff Tab)
- Graduate Contact: Carolyn Thomas
- Director of Graduate Studies: Sandra Rodriguez Zas
Animal Sciences Academics

- Degree Requirements
- Registration
- Evaluation
- Petitions
- Graduating
Requirements for Animal Sciences Graduate degree

• Departmental and Graduate College requirements:
  – http://ansci.illinois.edu/grads/degree-requirements
  – http://www.grad.illinois.edu/

• Students are responsible for completing all the requirements.

• NEW: Checklist due at the time of examination committee approval request: http://ansci.illinois.edu/grads/

• Academic records should be checked regularly at: 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
Degree requirements

- Professional Science Master’s in Animal Production (≥ 42 hrs): 1.5 years max.
  - ≥ 32 hrs of science course work and seminar
  - ≥ 10 hrs of business course work
  - Industry seminar and internship
- Coordinator: Professor Robert Knox
- More information available at:
  - [http://psm.illinois.edu/prospective-students/programs/agriipro](http://psm.illinois.edu/prospective-students/programs/agriipro)
Graduate student registration

• Graduate students must be registered full-time each semester of an assistantship or fellowship

• Students are not required to be registered to deposit the thesis

• Deadlines for Registration/Course change without approval:
  – Fall ‘14: September 8, Spring ‘15: February 2

• Late Registration/Late Course Changes require approval:
  – http://www.grad.illinois.edu/gsas/late-registration
Know your Deadlines!

- **Fall 2014:**
  - [http://www.grad.illinois.edu/general/calendar/current#fall14](http://www.grad.illinois.edu/general/calendar/current#fall14)

- **Spring 2015:**
  - [http://www.grad.illinois.edu/general/calendar/current#spring15](http://www.grad.illinois.edu/general/calendar/current#spring15)

- **Summer 2015:**
  - [http://www.grad.illinois.edu/general/calendar/current#summer15](http://www.grad.illinois.edu/general/calendar/current#summer15)
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/

NEW: Student and advisor’s deadline - December 15 of each year; second faculty’s deadline - May 15 of each year
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)

- The student 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

• 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 10 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 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
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
- Vacation and Sick Leave reporting
- Travel for University Business
- Terminating your appointment
- 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

• How to use NESSIE:
  – https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1089

• Tax, Deductions or pay questions:
  – Payroll Office: 265-6363 - payinq@uillinois.edu
Vacation and Sick Leave reporting

- Vacation and sick leave must be promptly reported in: [http://my.aces.illinois.edu](http://my.aces.illinois.edu)
- Eligibilities vary with appointment and are described at:
  - [http://www.ahr.illinois.edu/employees/current/grads.html](http://www.ahr.illinois.edu/employees/current/grads.html)
- Students on 100% fellowships do not accumulate or report vacation and sick leave.
- Carolyn Thomas can confirm student eligibility.
- Please discuss the vacation and sick leave schedule with your faculty advisor at the start of your appointment.
Travel for University business

• Steps prior to travel for University business:
  1. Discuss travel plans with faculty advisor
  2. At http://www.ansci.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. Vacation time updated: https://my.aces.illinois.edu
  3. The Employee Exit Form must be completed
  4. Graduate Exit Form must be completed
  5. Keys and equipment must be returned to the advisor

• 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)
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?
New Graduate Student Reception

Monday, August 25, 2014
4:00 – 6:00 pm
Illini Union
Illini Room C and South Lounge

Hosted by the Graduate College