

Department of Geographical Sciences Admin Overview

Rachel Berndtson

August 2016

Admin Staff: <https://geog.umd.edu/facultystaff/Staff>



Vivre Bell – Director of Admin Services.



Shannon Bobbitt – Assistant Director of Admin Services.

TAR questions, TA office keys.



Liz Smith and Fernande Saba – Business Managers.

Benefits, payroll, tax questions.



geoghelp@umd.edu – GEOG's IT staff, Jenny Hu is Director.

Send emails for: technical help in LeFrak hall, email, phones, accessing share drive, printing.



Mary Mitkish – Administrative Coordinator.

Supply orders, grad travel, TA overloads, commencement, student awards (deans, supplemental) TA ELMS access, TA paperwork, key card access.

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Ronald Luna – Undergraduate Director.

Summer and winter teaching. TA issues with students or instructors.



Laixiang Sun – Graduate Director.

Issues with faculty advisor, PhD or MS program problems, concerns, grad school petitions, appeals for: cut funding, termination from program, annual reviews.



Jack Ma – MPS Director.

MPS TA assignments, MPS courses. Summer and winter MPS teaching.



Rachel Berndtson – Assistant Director of Academic Programs.

PhD, MS academic program questions/issues (committees, benchmarks, courses, forms, policies), registration, enrollment verification letters.



Kristen Bergery – MPS Coordinator.

MPS term dates, commencement ceremony questions.

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Amanda Hoffman-Hall – Undergraduate Advisor.

Questions on undergrad curriculum and outreach to undergrads.



Byron Marroquin – Scheduling Officer.

Course scheduling, reserving rooms in LeFrak, Departmental calendar/agenda.



Marc Lennon – Research Coordinator.

Hiring, payroll, grants for Dubayah.



Meei-Ching Ma – Research Coordinator.

Hiring, payroll, grants for Hurtt, Loboda, Huang, Liang, Silva.



Mona Williams – Research Coordinator.

Hiring, payroll, grants for Justice, Hansen.

Faculty Advisor

PhD Students:

- First point of contact amongst faculty.
- Serves as:
 - **Chair** of the PAC, Doctoral Student Advisory Committee (DSAC), and Dissertation Examining Committee (DEC).
 - If member of research faculty (Dr. Chengquan Huang, Dr. Douglas Morton), **co-chair** of DSAC, DEC. Extra steps in nominating committee to Graduate School.
- Changing advisors
 - Discuss with Graduate Director or Chair (if GD is advisor).
 - Forms on the Intranet to formally change.

Faculty Advisor

MS Students:

- Must be member of Department of Geographical Sciences graduate faculty.
- Assists in selecting graduate level courses.
- Mentors through process of completing the scholarly product.
- Students and faculty advisors meet regularly in fifth year through GEOG789: Independent Readings.

Registering for Classes

- Remove advising block. Each semester:
 - Send Rachel email with advisor CC'd listing courses for next semester.
 - For independent studies courses (788, 789, 898) send Rachel independent studies form (**found on intranet, “other PhD forms”**) with advisor's signature, or advisor CC'd. Outlines work expectations for credits.
 - Once block is removed, use <http://testudo.umd.edu/dropadd/index.html> to register for classes.
- PACs recommend courses for PhD students until PAC is passed.
- Course listings: <https://ntst.umd.edu/soc/>.
- GEOG three year course listing projections: intranet → Department course schedules → Three year course schedule.

Registering for Classes

Add/drop policies:

- During schedule adjustment period (first 10 days of classes) drop/add of some number of credits **must be done on same day to avoid charges**.
 - Must be **EVEN swap of credit**. Ex: drop three credits, add three credits on same day.
 - For more information, see <http://registrar.umd.edu/current/registration/Schedule%20Adjustment.html>.
- Within schedule adjustment period, adding additional courses will not incur penalties (other than charges for newly added course(s)). However, **if you drop without adding any other course** during schedule adjustment, there is a penalty.
 - During first 10 days of classes, dropping class will incur 20% charge for dropped course.
 - For more information, see <http://registrar.umd.edu/current/registration/Schedule%20Adjustment.html>.
You will need to scroll all the way down to read about Graduate Students.

Stipends and Tuition Remission

- Assistantships:
 - Appointment with Fernande Saba to get on payroll for GRA, TA, FRA appointments.
 - Bi-weekly payments through payroll. Ask Fernande about checks vs. direct deposit.
- Dean's fellowships:
 - US Citizens: two lump sums directly to student account (August, January).
 - International students: bi-weekly payments through payroll.
- Supplemental fellowships:
 - US Citizens: one lump sum directly to student account (August).
 - International students: bi-weekly payments through payroll.
- Tuition remission:
 - Tuition is charged to your student account and is automatically remitted based on your TA, GRA, Dean's fellowship or FRA appointment.
 - Sometimes the Bursar's charges/remission schedule is slow. If tuition charges still appear on your student account in mid September, call the Bursar to inquire.
 - Tuition remission does not account for student fees, which you must pay directly from your student account. These cost \$769/semester.
- To access student account: <https://eso.umd.edu/osfa-testudo/>
 - Click "student account inquiry."
 - From here you can see your charges (usually only fees, tuition, remission, awards) and pay your bill.

Travel

Department policy : <http://geog.umd.edu/graduate/travel-grants> --> Department policy.

- Department will fund \$250 (towards accommodations, travel, etc.) + registration fees.
- Based on availability of funds.
- Must present a paper or poster to receive support.

First step: send to Mary Mitkish **no later than one month prior** to conference:

- Department's travel memo (intranet), signed by advisor.
- Abstract of presentation.
- Completed Goldhaber paperwork with proof of award. If using Goldhaber, apply to Goldhaber at least 1 month before starting travel memo.

Travel

Second step: fill out TAR.

- All travel requires a TAR if using university, departmental, grant funds.
- Web form, found at: <http://bsos.umd.edu/faculty-staff/forms>.
- Read the Smart Center's link regarding travel.
<http://www.bsos.umd.edu/faculty-staff/smart-center>
- In note's section on TAR, state that conference registration + \$250 of travel will be paid for with Ms. Mary Mitkish's travel card in GEOG.
- Contact Ms. Shannon Bobbitt for questions on the TAR.

Third step:

If approved (funds available, approval timelines met), eligible to either:

1. Before trip: use Mary's travel card for flights, hotels, registration. Email Mary Mitkish to schedule day/time to use travel card at her computer.
2. After trip: fill out an expense statement (<http://bsos.umd.edu/faculty-staff/forms> → expense form) to be reimbursed for \$250 travel expenses and \$\$ from conference registration. Email Shannon Bobbit for questions on the expense form.

Travel

Expense statement directions:

- Submit within one month of travel, directly to BSOS Smart Center.
- Must attach all receipts.
- “Purpose of trip” should provide clear understanding to reviewer. Do not submit purpose as: Meeting, Conference, Show, etc. Needs to be enough for reader to interpret without assuming.
- Provide your signature in signature block for traveler.
- All expense statements that are incomplete will be returned to traveler for more information which will delay the reimbursement.
- If international travel you should convert your international receipts before submitting expense statement. Attach conversion to the expense statement.

Travel

Goldhaber Award: <http://geog.umd.edu/graduate/travel-grants> → Goldhaber.

- Graduate School travel award (\$250/\$400/\$600) + Departmental match.
- If using Goldhaber, Department will only provide matching funds, rather than \$\$ conference registration + matching funds.
- Must apply and be awarded Goldhaber to earn matching funds.
- Most students who apply are granted Goldhaber.
- Eligible once pre-candidacy, one post-candidacy.
- Note whether you applied to GH on travel memo for Mary Mitkish. Must bring Mary proof of Goldhaber award BEFORE starting travel memo process.

Academic Benchmark Paperwork

- Intranet → PhD Forms:
 - Creating/editing dissertation committee.
 - **PAC meetings: Need to bring several forms to first PAC meeting.**
 - Dissertation proposal defense.
 - Non-defense dissertation committee meeting.
 - Dissertation defense.
- Directions for signatures, returning forms:
 - Some meetings require that you print and bring multiple copies of same form (one for each professor).
 - Almost all require your advisor and committee members' signatures, and Graduate Director's signature. Better to get signed right away so not to miss Graduate School deadlines.

Academic Benchmark Paperwork

Uploading documents to the Departmental share drive

- PAC folder:
 - Upload your PAC and view examples PACs.
 - Share drive → PAC.
- Dissertation proposal folder:
 - Upload your proposal and view examples.
 - Share drive → PhD documents → Proposal.
- Dissertation folder:
 - Upload your dissertation and view examples.
 - Share drive → PhD documents → Dissertation.

Email geoghelp@umd.edu with trouble connecting to share drive.

TA Assignments

Allotments:

- Based on TA expertise and instructors' preference.
- Full TA: 20 hours of TA work/week.
- Half TA: 10 hours of TA work/week.

Meet with instructor before TA duties start (mid-August) to get work expectations.

MPS TAs:

- Different timelines (quarter system); speak with Dr. Ma for more information.

Summer and Winter Teaching

Step 1: Apply: Dr. Ronald Luna, Undergraduate Director, sends email soliciting interest.

Step 2: Send application (intranet → PhD forms → other forms → summer/winter teaching) and all documents required (listed on form) to Dr. Luna. Advisor approval required. Critical mass of students required for courses to run.

Step 3: See Mary Mitkish to begin overload paperwork or payroll paperwork at least eight weeks prior to start of semester in which you will teach.

Summer and Winter Research Work

Ask your PI if there are opportunities to work hourly in the lab over summers and winters.

Send to Liz Smith: name, University ID, step (step II if not advanced to candidacy, step III if advanced to candidacy), # of hours/week, P.I. name, and P.I. acknowledgement that you may work these summer/winter hours (email approval). Liz will enter appointment into payroll system. You will need to enter hours into timesheets.

No overload needed.

Ordering Supplies and Food

Ordered through Department's web-based forms: "green" or "yellow."

Office supplies for TAs (GRAs consult P.I. on grant): ("yellow form")

- Login at bottom of page www.geog.umd.edu
- Supply request form.
- Username: local, password: geog
- \$25 per semester. Instructor = PI; Approver = Shannon Bobbit; "state teaching allocation;" FRS #1115950.
- Request catalog from Mary Mitkish for supplies not listed on form.

Procurement form: ("green form")

- All other orders (mostly food for events).
- Login at bottom of page www.geog.umd.edu
- Procurement form.
- Username: local, password: geog.
- Sent to Departmental administration for approval. Ask Rachel before ordering food for academic program to check for budget.

Reserving Rooms for Defenses and Meetings

- Student's responsibility to reserve room.
- Contact Byron Marroquin to check availability.
- Book earlier than later...rooms tend to fill towards end of semesters.
- Reach out to your advisor to ask about the room in which your PAC meetings will be held.

Printing

- All funded students have access to a printer.
- GRAs: ask your PI about printing access in your lab space.
- TAs: from TA office computer, print using the default printer, and pick up in room 2104 (small printer, back of the room, black and white only).
- Contact geoghelp@umd.edu with printer issues and questions.

Webpages

Personal webpage on Department site:

- www.geog.umd.edu
- Login at bottom.
- My account/profile.
 - Edit picture, about me, courses, research, faculty advisor, etc.
 - Update from pre-candidacy to advanced to candidacy after successful defense.

TA How Tos

- TA Resource Guide: Intranet, PhD Forms, Other Forms.
- Ask instructor about their weekly expectations, grading rubrics, grading deadlines.
- ELMS – access to course materials, gradebook.
www.elms.umd.edu
- UMEG – access to course rosters, submitting midterm and final grades. www.umeg.umd.edu

TA How Tos

Ordering scantrons: contact Lorraine Makanyama to pick up from the office.

Processing scantrons:

1. Fill out one scantron with the correct answers.
2. Fill out a scantron processing request form:
http://www.dbs.umd.edu/copy/scantron_form.pdf using the KFS # 1115950.
3. Follow instructions here to drop off form, scantron key, and scantron exams from students:
<http://www.dbs.umd.edu/copy/scantron.php>.

Picking up scantrons:

1. Pick up hard copy of exams, scoring sheet, and key from copy center.
2. Ask the copy center to put receipt in Copy Center GEOG folder when you pick up processed scantrons. You should not take the receipt with you.

Fill out a procurement form:

1. <https://geog.umd.edu>
2. log in at the bottom of the page.
3. "procurement form" link on righthand yellow panel. username = local, password = geog.
4. Fill out procurement form. PI = instructor's name, approver = Shannon Bobbitt; account # = 1115950, account type = department fund, order type = regular; fed ID = 123456789; expense type = 3718. Enter total cost listed on the copy center receipt.
5. Submit procurement form. You will receive an approval email from Shannon Bobbitt when approved.

TA How Tos

Printing exams, assignments: complete at least 1 week before exam/assignment date:

1. **Submit a green form on the Department's Intranet:**

- <https://geog.umd.edu>
- log in at the bottom of the page.
- "procurement form" link on righthand yellow panel. username = local, password = geog.
- Fill out procurement form. PI = instructor's name, approver = Shannon Bobbitt; account # = 1115950, account type = department fund, order type = regular; fed ID = 123456789; expense type = 3718. Calculate total estimated cost using prices here: <http://www.dbs.umd.edu/copy/prices.php>. Most exams are black and white, 8.5 x 11, single or double sided departmental print. Enter your best estimate of cost on procurement form. In notes section, list name of class and professor.
- Submit procurement form. You will receive an approval email from Shannon Bobbitt when the order has been approved.

2. **Fill out a Copy Center Service Request form:**

- <http://www.cars.umd.edu/cgi-bin/cars/carsforms2.pl?form=Media%20Express%20Service%20Request>
- Fill out form. KFS Chart = 01; Account # = 1115950. Check "pick up" option for submission of originals and retrieval of completed job.
- Review and submit order.

3. **Pick up order and return receipt to Department.**

- You will be notified by email when your order is ready for pick up.
- Ask the copy center to put receipt in Copy Center GEOG folder when you pick up the copies. You should not take the receipt with you.

Listservs

- geogphd@umd.edu: all phd students, BS/MS students, Rachel and Dr. Sun.
- geoggrad@umd.edu: everyone on geogphd + all MPS students.
- geoghelp@umd.edu: GEOG's IT staff.
- geoglist@umd.edu: geoggrad, all faculty, all staff.

Go Tos on Campus:

- **Registrar**: registration, graduation clearance, grade change submissions, grade changes, dissertation committee membership approval.
- **Graduate School**: leaves of absence, exceptions to academic deadlines and policies, non-UMD fellowships (NASA, NSF, Fulbright, Boren, Ford, etc.). Helpful resources:
 - Graduate Catalog: <http://apps.gradschool.umd.edu/catalog/>. Detailed Graduate School policies on academic benchmarks, committees, assistantships, fellowships, tuition, registration, etc.
 - Academic Deadlines: <https://gradschool.umd.edu/calendar/deadlines/academic-deadlines>. Deadlines for graduating MS and PhD students.
- **Bursar**: billing, tuition, mandatory fees, residency status.
- **ISSS**: visa questions, renewals, applications, requirements.
- **Graduate Student Legal Aid Office**: free legal information, consultations, referrals, and brief assistance to UMCP graduate students on a wide range of both off-campus and university matters.
- **Ombudsman Office**: problems, issues with employment, advisor, departmental wrongdoings, etc. that cannot be brought to the Graduate Director or the Chair.