

MEMORANDUM

TO: Deans, Associate Deans, Graduate Advisors, Financial Assistants, and Office of Graduate Studies Staff

FROM: Philip Cohen, Dean, Graduate School

DATE: May 9, 2006

RE: Additional Information on Tuition Adjustments in MyMav for Graduate Assistantships and Fellows

The Office of Graduate Studies is now responsible for entering tuition adjustments into the system for all graduate teaching and research assistants and graduate fellowships. Our office has assumed this responsibility for the Summer 2006 semester. Graduate advisors and financial assistants who are initiating graduate assistant and graduate fellowship appointments, tuition adjustments, and/or requesting an exception to graduate assistantship or fellowship policies may find useful the information on MyMav access and training below. Please note that you will need access to MyMay and CICS to complete the Request for Tuition Adjustments form for graduate assistant and graduate fellowship processing. This process does not apply to students holding graduate assistantships meeting all of the criteria to hold an assistantship and who are not receiving a tuition adjustment. When processing an assistantship, please note in the DEFINE document that this student does not require exception processing or a tuition adjustment. As the implementation of MyMav progresses, the location of information in MyMav and CICS may change. The Office of Graduate Studies will attempt to share this information as it becomes available.

Graduate advisors and academic support staff who have not yet identified themselves to the MyMav Project as such and who do not have access to Campus Community and the Student Services Center which contain relevant information for preparing a graduate assistant appointment must identify themselves to their chair or dean. Their department chair or school dean must then request access for staff by going to the following URL: <https://www4.uta.edu/OITProjects/OPLogin.jsp>. After logging in, they should make a new request and list the following items:

- 1) Please supply each individual's UTA ID who needs access.
- 2) Please request Advisor Access for all screens including Campus Community and the Student Services Center.

Graduate advisors and academic support staff who need training in Campus Community and the Student Services Center in MyMav or who have questions about these areas should direct their questions to Susan Montgomery and Loretta Cooper of the MyMav Training Team.

Linda Goggans and Beverly Antilley of COBA have prepared a worksheet for locating in

Campus Community and the Student Services Center in MyMav the information needed for vetting/appointing graduate assistants and fellows. This worksheet is in the form of a Microsoft Word document and may be downloaded from: http://oit.uta.edu/oit/pm/mymav/mymav_training_staff.html. Additional training is located in the Training People Soft User Productivity Kit in the menu selection Campus Community and sub listing GTA/GRA tuition adjustment. Kelly Davis will also distribute this worksheet to financial assistants via email. The Office of Graduate Studies will distribute this worksheet to graduate advisors via email

Graduate assistants and fellows enrolling in Maymester courses will not have their appointments processed in time to receive a bill reflecting their non-resident tuition waiver. Such students will need to seek a loan from Bursar Services in order to cover the non-resident tuition bill they receive and to avoid late fees. To initiate this loan process, a department chair or school dean must provide Bursar Services and Jennifer Knight in the Office of Graduate Studies with a list of the full names and UTA IDs of graduate students enrolled in Maymester courses who will be appointed as graduate assistants and/or graduate fellows during the summer and who will be eligible for a non-resident tuition waiver. Once these students receive their non-resident tuition waiver, their accounts will be credited with a refund that will be used to pay off their loans. The Campus Community/Residency screen will be updated by the Office of Graduate Studies to reflect the appropriate tuition adjustment once the Departmental Request for Tuition Adjustment has been processed and approved.

Thank you for your patience and assistance as we implement this new process.