

Agenda for Graduate Student Meeting (Fall 2016)

1. Welcome
2. Introductions
 - a. Graduate Committee (DeChenne, Leatherman, Mackessy, and Reinsvold {McGlaughlin on sabbatic leave})
 - b. Graduate Student Representative (Ty Sherman)
 - c. Introduction of faculty and students
 - d. Office staff – Cindy Budde, Sarah Milam, work study students
3. Annual Progress Reports (APR)
 - a. For academic year 2016-2017 – see Forms for Graduate Students tab
 - i. Make sure that you provide an evaluation form to your committee members and to faculty TA mentors
 - b. APR to be submitted to your advisor by Sept 9th (Advisors: APRs and written evaluations due to grad committee by Sept 23rd)
 - c. With approval of your advisor, submit an electronic copy to Grad Committee by Sept 23rd
4. Biology forms
 - a. <http://www.unco.edu/nhs/biology/about-us/forms.aspx>
 - b. Flow charts
 - c. Plan of Study – New Versions of 2016/2017 Catalog
 - d. Graduate School forms:
 - i. <http://www.unco.edu/grad/forms/>
5. Important reminders

Student insurance or waiver – see <http://www.unco.edu/ship/> waiver deadline is September 2nd at 5:00pm

 - a. Schedule of deadlines for graduation
<http://www.unco.edu/grad/forms/deadlines.html>
 - i. Fall 2016 Graduation
 1. **Last day to file for graduation – Sept 2nd**
 2. **Last day to file thesis/dissertation – Nov 11th**
 - ii. Spring 2017 Graduation
 1. **Last day to file for graduation – Jan 20nd**
 2. **Last day to file thesis/dissertation – April 7th**
 - b. All graduate students should check their UNC (bears) email regularly. This is the email address that will be used by UNC and the School to communicate with you.
 - c. Remember to sign up for proctoring and then make sure that you show up!
 - i. Otherwise: twice the time working for the faculty or the bio office
 - d. Important that you show up for TA meetings. Let the coordinator know ahead of time if you have a conflict.
 - e. When you are applying for a job after graduation, please contact the faculty that you plan to use as a reference before listing him/her on your application.
 - f. NHS Student Research Fund
http://www.unco.edu/natural-health-sciences/pdf/resources/call-for-applications/srf_call_1617.pdf
Fall semester – Oct 19th; Spring Semester – Feb 6th
 - g. Research and Travel funds are available from GSA – follow form **exactly!**
<http://www.unco.edu/gsa/gsa/funding/index.html>
Fall semester – Sep 30th; Spring semester – Feb 17th; Summer – May 26th
6. Questions, concerns, requests...?