

Assistantship Offers Tutorials

Tutorial 1: Introduction

Introduction to Assistantship Offers

The College of Graduate Studies will send your official financial offers for you via e-mail. Although Graduate Studies will send the e-mail offers, you will make the decisions on the details of the offers.

Please do not send any official financial offers to students. However, we hope you will follow up with additional information to help recruit your students.

Assistantship Offers in the Graduate Financials System has two basic functions:

- Create assistantship offer e-mails
- Create and view reports

Before You Begin

Prior to processing an assistantship offer, ensure that you:

- Have submitted an admission recommendation for a new student and that it has been approved by the College of Graduate Studies
- Have decided on the details of the assistantship offer

Note: Assistantship Offers may now be used for newly admitted and continuing graduate students.

Requirements

There are several requirements that should be followed in order for an assistantship offer to be processed successfully.

- The student must be admitted to a graduate degree program by both the program and the College of Graduate Studies.
- A student cannot receive an assistantship for more than 20 hours per week for each term during their first year in the program.
- The assistantship terms required to make an offer to a newly admitted student is based on the student's admit term, as follows:

Admit Term	Required Assistantship Terms	Optional Assistantship Term
Fall	Fall and Spring	Summer
Spring	Spring	Summer
Summer	Summer	Not applicable

- If a student is a **Fall admit**, you must select Fall and Spring as terms for the assistantship. Summer term is optional. See Tutorial 3 for details of how to add a Summer term after the Fall/Spring assistantship offer has been sent.
- If a student is a **Spring admit**, you must select Spring as the term for the assistantship. Summer term is optional.
- If a student is a **Summer admit**, you must select Summer as the term of the assistantship. If you plan to continue the student's assistantship for Fall and Spring, provide that information in additional correspondence from your program.

- The application displays the minimum stipend. Please enter the stipend amount, as needed.
- The application automatically fills in the standard resident tuition amount for 9 credit hours. You may add an additional amount in **Additional Tuition or Fees Amount**.
- If you will be paying ALL of the student's local fees, check the "Local Fees" checkbox. By checking the checkbox, a paragraph indicating the payment of local fees will be inserted into the offer.
- If you are nominating a student for the Graduate Dean's Fellowship, be sure to check the **Graduate Dean's Fellowship checkbox** in the assistantship details area to indicate that you are nominating the student for the award.
- Ensure that the assistantship is ready to be e-mailed to the student before selecting "Yes" in the **Ready to E-mail** dropdown box. Best practice is to only send assistantship offers once and avoid multiple offers, which may cause confusion.

Timeline

After the department has entered the assistantship offer and indicated that the offer is ready to be e-mailed to the student, the College of Graduate Studies will send the assistantship offer within 1-2 business days.

Communications

After the assistantship is entered by the program and the program has indicated that it is ready to be e-mailed to the student, the College of Graduate Studies will send the official financial offer via e-mail to the student.

A copy of the official assistantship offer will be available in DocView under the title “Assistantship Offer.” The offer document is passed to DocView automatically and does not require scanning. Students will be provided instructions within the offer about how to accept or decline the financial package. Once the student completes the Accept/Decline survey, the offer status is updated in Assistantship Offers in the Graduate Financials System.

Communications

A copy of the student's response will be loaded into DocView under the title "Assistantship Accept" or "Assistantship Decline."

Students will receive an email from the College of Graduate Studies acknowledging that their offer response was received.

Programs are encouraged to check the offer status for their students regularly in Assistantship Offers in the Graduate Financials System.

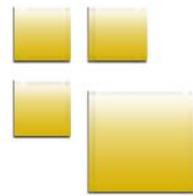
Field Descriptions

Field Name	Description
Financial Year	The year that the assistantship will be effective. This includes Fall, Spring, and Summer terms, since all assistantships must start or renew each Fall term.
Assistantship Term	The semester in which the assistantship offer will be effective.
Assistantship Type	<p>The type of assistantship that will be offered to the student. The assistantship type is the title for the position that the program would like to offer and is not the specific job code. Selection of the assistantship type should be based on the student's assignment.</p> <p>GA – use for students who will perform general educational administration duties</p> <p>GTA – use for students who will perform teaching or teaching-related duties</p> <p>GRA – use for students who will perform research or research-related duties</p>
Standard Hours	The number of hours the student will be employed during the term. The choices are either 10 hours or 20 hours as the standard hours for an assistantship.
Standard Resident Tuition	The standard dollar amount to be paid toward the student's tuition. The system calculates the resident tuition amount for 9 graduate credit hours of enrollment.
Academic Department	The academic department that houses selected programs. This is used for reporting purposes only.
Funding Department	The department that will fund the assistantship offer. This is used for reporting purposes only and is not associated with an actual funding department or project number.

Questions?

If you have questions about using Assistantship Offers in the Graduate Financials System, please contact at gradassistantship@ucf.edu or 823-3772.

If you need assistance with special handling of offers for university fellowship students, please contact Joy Kittredge at gradfellowship@ucf.edu or 823-4337.



Assistantship Offers Tutorials

Tutorials 2: Adding, Editing, or Re-sending an Assistantship

This tutorial will cover the steps to create and edit an assistantship offer for a student admitted to your program.

Add or Edit an Assistantship

This tutorial will cover how to use Assistantship Offers in the Graduate Financials System to create and edit an assistantship offer for a student admitted to your program.

1. Special Handling of Fellowship Offers
2. Adding an Assistantship
3. Editing an Assistantship
 - Ready to E-mail – Changing “No” to “Yes”
 - Adding a Summer Assistantship Term to a Fall/Spring Offer or Spring Offer
 - Adding a Fall Assistantship Term to a Spring/Summer Offer or Summer Only Offer
 - Canceling an Assistantship Offer That Has NOT Been Sent to the Student
4. Re-sending an Assistantship Offer to a Student

Special Handling of Fellowships Offers

Assistantship offers that supplement a university fellowship should be included in the fellowship offer letter. If you need assistance with special handling of offers for university fellowship students, please contact Jennifer Parham at gradfellowship@ucf.edu or 823-4337.

Before Adding an Assistantship Offer

1. Ensure that you have submitted an admission recommendation for a new student and it has been approved by the College of Graduate Studies.
2. Ensure that your program has made a final decision on the details of the assistantship offer. Once an assistantship offer has been sent to a student, it cannot be canceled.

Adding an Assistantship for a Newly Admitted Student

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. Type in the student's **EMPLID** and click **Add**.
3. Review the Student Info (From PeopleSoft) and Program Information sections to be sure this is the correct student. Check the student's **Admission Response** to the admissions offer.
4. In the Program Information section, click **New Offer**.
5. Under **Select Offer Options**, select the radio buttons associated with the assistantship offer and click **Continue**.

Example: If you want to offer a student a 20 hours assistantship for fall and spring, select “Single 20 Hours Assistantship” in the Fall and Spring rows and select “None” in the Summer row.

Adding an Assistantship for a Newly Admitted Student (Cont'd)

6. Under **Package Information**:
 - Check the Dean's Fellowship checkbox if you are nominating the student for the Graduate Dean's Fellowship.
 - Select "Yes" from the **Local Fees** drop down if you will be paying **ALL** of the local fees for each semester the student is receiving an assistantship.
 - If the award is renewable beyond the first year, select "Default" from the **Renewal** drop down box or select "Custom" to edit the text.
7. Under **Assistantship Details**, select the details of the assistantship to be included in the assistantship offer. Each assistantship term that you selected for this offer has its own tab in Assistantship Details.
8. **Assistantship Type** – Select GA, GRA or GTA
9. **Ready to E-mail** – Select "Yes" if the assistantship offer is ready to be e-mailed to the student or "No" if the assistantship offer is not ready to be e-mailed to the student. Best practice is to only send assistantship offers once and avoid multiple offers, which may cause confusion.
10. **Total Assistantship Stipend** – The application provides you with the minimum required stipend amount. Please enter the total assistantship stipend for the term in the "Total Assistantship Stipend" box.

Adding an Assistantship for a Newly Admitted Student (Cont'd)

11. **Tuition** – The application automatically fills in the standard resident tuition amount for 9 credit hours. You may add an additional amount by entering a dollar amount in the “Additional Tuition or Fees Amount” box.
12. **Program Contacts** – Select at least one contact to be included in the assistantship offer e-mail from the dropdown list **or** select “I will type my own new contact” and enter their first name, last name, and e-mail in the space provided.
13. **Comments** – Include additional comments that may be useful when processing the assistantship offer or may help your program.
14. Repeat Steps 6-13 for each assistantship term.

Note: Remember, each assistantship term has its own tab in Assistantship Details. Select the tab for the assistantship term you want to complete.

Adding an Assistantship for a Newly Admitted Student (Cont'd)

15. When entry is complete, select **Submit**.
 - If you indicated that the assistantship offer was **ready to be e-mailed** to the student, the College of Graduate Studies will now review it and send the official financial offer within 1-2 business days to the student via e-mail. A copy of the official assistantship offer will be available in DocView under the title “Assistantship Offer.”
 - If you indicated that it was **not ready to be e-mailed**, then you will have to return to this assistantship offer later and edit it when it is ready to be e-mailed.

Adding an Assistantship for a Continuing Student

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. Type in the student's **EMPLID** and click **Add**.
3. Review the Student Info (From PeopleSoft) and Program Information sections to be sure this is the correct student.
4. In the Program Information section, click **New Offer**.
5. Select the Financial Year that you would like to send an offer.

Example: If you would like to send an offer for Summer 2011, select “Add Assistantship for 2010-2011.” If you would like to send an offer for Fall 2011 and Spring 2012, select “Add Assistantship for 2011-2012.”

Adding an Assistantship for a Continuing Student (Cont'd)

6. Under **Select Offer Options**, select the radio buttons associated with the assistantship offer and click **Continue**.

Example: If you want to offer a student a 20 hours assistantship for fall and spring, select “Single 20 Hours Assistantship” in the Fall and Spring rows and select “None” in the Summer row.

7. Under **Package Information**:

- Select “Yes” from the **Local Fees** drop down if you will be paying **ALL** of the local fees for each semester the student is receiving an assistantship.
- If the award is renewable beyond the first year, select “Default” from the **Renewal** drop down box or select “Custom” to edit the text.

8. Under **Assistantship Details**, select the details of the assistantship to be included in the assistantship offer. Each assistantship term that you selected for this offer has its own tab in Assistantship Details.

9. **Assistantship Type** – Select GA, GRA or GTA

10. **Ready to E-mail** – Select “Yes” if the assistantship offer is ready to be e-mailed to the student or “No” if the assistantship offer is not ready to be e-mailed to the student. Best practice is to only send assistantship offers once and avoid multiple offers, which may cause confusion.

Adding an Assistantship for a Continuing Student (Cont'd)

11. **Total Assistantship Stipend** – The application provides you with the minimum required stipend amount. Please enter the total assistantship stipend for the term in the “Total Assistantship Stipend” box.
12. **Tuition** – The application automatically fills in the standard resident tuition amount for 9 credit hours. You may add an additional amount by entering a dollar amount in the “Additional Tuition or Fees Amount” box.
13. **Program Contacts** – Select at least one contact to be included in the assistantship offer e-mail from the dropdown list **or** select “I will type my own new contact” and enter their first name, last name, and e-mail in the space provided.
14. **Comments** – Include additional comments that may be useful when processing the assistantship offer or may help your program.
15. Repeat Steps 6-13 for each assistantship term.

Note: Remember, each assistantship term has its own tab in Assistantship Details. Select the tab for the assistantship term you want to complete.

Adding an Assistantship for a Continuing Student (Cont'd)

16. When entry is complete, select **Submit**.
 - If you indicated that the assistantship offer was **ready to be e-mailed** to the student, the College of Graduate Studies will now review it and send the official financial offer within 1-2 business days to the student via e-mail. A copy of the official assistantship offer will be available in DocView under the title “Assistantship Offer.”
 - If you indicated that it was **not ready to be e-mailed**, then you will have to return to this assistantship offer later and edit it when it is ready to be e-mailed.

Editing an Assistantship

You may make updates to the assistantship offer for a student if it has not yet been e-mailed to the student. Under certain circumstances, you may also make updates to an assistantship offer that has been sent to the student.

Note: Please ensure that the assistantship offer is ready to be e-mailed to the student before selecting "Yes" in the **Ready to E-mail** dropdown box. Best practice is to only send assistantship offers once and avoid multiple offers, which may cause confusion.

Once an assistantship offer has been e-mailed to the student, any additional changes will be reflected in an updated assistantship offer sent to the student, which will include all assistantship offers and not just the changes.

Editing an Assistantship (Cont'd)

Ready to E-mail – Changing “No” to “Yes”

If you have entered an assistantship offer but do not want the financial offer sent to the student, you may indicate that it is not ready to be e-mailed to the student. When the details of the assistantship offer have been finalized and you want it sent, follow these steps to do this.

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. Click the **Assistantships** link, enter the student's **EMPLID** and click **Submit**.
3. In the Assistantship Offers History section, click **Edit** next to the assistantship that you wish to edit.
4. Carefully review the assistantship details and make any needed updates.
5. For **Ready to E-mail**, select “Yes” from the dropdown box and click **Done**.

The College of Graduate Studies will review the assistantship offer and send the official financial offer within 1-2 business days to the student via e-mail.

Editing an Assistantship (Cont'd)

Adding a Summer Assistantship Term to a Fall/Spring Offer or Spring Offer

You may add another assistantship term to an offer that has already been entered. This may be done if the offer has been sent to the student or not.

Example: A program has sent a Fall admit student a financial offer for fall and spring terms but now wants to add a summer assistantship term.

Note: A student cannot receive an assistantship for more than 20 hours per week for each term during their first year in the program.

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. Type in the student's **EMPLID** and click **Add**.
3. In the Program Information section, click **New Offer**.
4. Under **Select Offer Options**, select the radio buttons associated with the assistantship offer and click **Continue**.
5. Follow the steps for Adding an Assistantship for a Newly Admitted or Continuing Student.

Editing an Assistantship (Cont'd)

Please send an e-mail to gradassistantship@ucf.edu to notify us that an assistantship term has been added and that you would like the assistantship offer to be resent to the student.

The College of Graduate Studies will review the assistantship offer and send the official financial offer within 1-2 business days to the student via e-mail.

The financial offer will be updated and will reflect the new information entered in Assistantship Offers in the Graduate Financials System. A copy of the official assistantship offer will be available in DocView under the title “Assistantship Offer.”

Editing an Assistantship (Cont'd)

Adding a Fall Assistantship Term to a Spring/Summer Offer or Summer Only Offer

You may add a Fall assistantship offer details to an offer that has already been entered in Assistantship Offers in the Graduate Financials System. This may be done if the offer has been sent to the student or not.

Example: A program has a Spring admit student financial offer for spring and summer terms, but now wants to add a Fall assistantship term.

To add Fall assistantship Term information:

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. Type in the student's EMPLID and click **Add**.
3. In the Program Information section, click **New Offer**.
4. Under **Select Offer Options**, select the radio buttons associated with the assistantship offer and click Continue.

Editing an Assistantship (Cont'd)

5. Follow the steps for adding the Assistantship Details from Tutorial 2: Adding an Assistantship.
6. Before clicking the Add button, enter your Fall assistantship details (the term and year, the total assistantship stipend, and the Standard Resident Tuition Amount) in the Comments section. Remember to include Additional Tuition or Fees Amount, if needed.
7. Click **Add**.
8. Send an e-mail to gradassistantship@ucf.edu to notify us that an assistantship has been added and you would like the assistantship offer to be resent to the Student.

The College of Graduate Studies will review the assistantship offer and send the official financial offer within 1-2 business days to the student via e-mail. The financial offer will be updated and will reflect the new information entered in the Assistantship Offer Application with the inclusion of a paragraph.

A copy of the official assistantship will be available in DocView under the title "Assistantship Offer."

Editing an Assistantship (Cont'd)

Canceling an Assistantship Offer That Has NOT Been Sent to the Student

Example: The program previously entered an assistantship offer and selected “No” for **Ready to E-mail**.

Note: Once an assistantship offer has been sent to a student, it cannot be canceled. It can only be canceled if the offer has not yet been sent.

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. Click on the Assistantships link, enter the student’s EMPLID and click Submit.
3. In the Assistantship Offers History section, click **View** next to the assistantship that you wish to edit.
4. In the Assistantship Details section, change **Offer Status** to “Canceled” and **Save**.

After canceling this assistantship offer, it will no longer be available for editing. If you would like to add an assistantship offer at a later date for this student, please follow the steps for Adding an Assistantship for a Newly Admitted or Continuing Student.

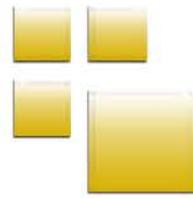
Re-sending an Assistantship Offer to a Student

If you would like to re-send an assistantship offer to a student who has not responded, please send an e-mail to gradassistantship@ucf.edu with the student's name and EMPLID (include an updated e-mail address for the student if necessary).

The College of Graduate Studies will re-send the official financial offer within 1-2 business days to the student via e-mail.

Questions

If you have questions about adding or editing assistantship offers or using other parts of Assistantship Offers in the Graduate Financials System, please contact gradassistantship@ucf.edu or 823-3772.



Assistantship Offers Tutorials

Tutorial 3: Communications

Communications

Once the official assistantship offer has been sent to the student by the College of Graduate Studies via e-mail, you will be able to view the communication status and the official offer.

Note: If a student corresponds directly with your program about their acceptance or decline of the assistantship offer, please forward these communications to gradassistantship@ucf.edu or ATTN: Assistantships (Millican Hall 230) so that the assistantship offer information can be updated accordingly and the student response can be scanned into DocView.

Adding Comments

When entering offers in Assistantship Details, you can add comments that will be viewed only by the College of Graduate Studies. Please use the **Comments** section to provide additional information that will be useful when processing assistantship offers for your students.



The screenshot shows two side-by-side panels. The left panel is titled 'Program Contacts' and contains 'Name:' and 'E-mail:' input fields. The right panel is titled 'Comments' and features a large text input area, an 'Add' button, a confirmation message 'Your comment has been added', and a table of existing comments. A red box is drawn around the 'Add' button, and a red arrow points from this box to the comment input field above it.

Username	Comment
Debra Winter 12/10/08	This is a test comment.

Example:

If the assistantship offer will supplement a university fellowship offer for the student, include the following comment in addition to sending an e-mail to the gradfellowship@mail.ucf.edu account: “Special Handling: Assistantship supplements Fellowship Offer”

Viewing the Communication Status

After the assistantship offer is sent to the student via e-mail, you will be able to view the communication status of the assistantship offer.

To view the communication status:

1. Login to GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab.
2. On the Home page, select your search criteria (e.g., college and program) and **Search**.

Home

Search Criteria

EMPLID:	<input type="text"/>	<input type="button" value="Add"/>
NID:	<input type="text"/>	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
College:	Arts & Humanities	<input type="button" value="v"/>
Program:	Texts and Technology PhD	<input type="button" value="v"/>
Financial Year:	<input type="text"/>	<input type="button" value="v"/>
Term:	<input type="text"/>	<input type="button" value="v"/>
Funding Department:	<input type="text"/>	<input type="button" value="v"/>
Academic Department:	<input type="text"/>	<input type="button" value="v"/>
Assistantship Type:	<input type="text"/>	<input type="button" value="v"/>
Communication Status:	<input type="text"/>	<input type="button" value="v"/>
Offer Status:	<input type="text"/>	<input type="button" value="v"/>
International:	<input type="text"/>	<input type="button" value="v"/>

Customize Search Results Settings

Save search criteria as default

Viewing the Communication Status (Cont'd)

3. Scroll down to the Search Results (report), and then scroll right until you see the “Communication Status” column. The statuses are Communication Sent, Ready to Email, and Not Ready.

Note: To hide a column, click [-] just below the column name. To unhide a column, click [+].

Search Results: 4 Offers Found



EmpID	Name	NID	Admit Term	College	Program/SubPlan	Financial Year	Asst Term		Asst Type	Standard Hours			Communication Status	Offer Status
[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[+] [+]	[-]	[-]	[+] [+]	[+]	[-]	[-]
0145930	Cotto, Maggie	ma218387	Summer 2009	Arts & Humanities	Texts and Technology PhD	2008-2009	Summer 2009		GA	10			Ready to Email	Created
0145930	Cotto, Maggie		Fall 2008	Arts & Humanities	Texts and Technology PhD	2008-2009	Fall 2008		GRA	20			Communication Sent	Accepted
0145930	Cotto, Maggie		Fall 2008	Arts & Humanities	Texts and Technology PhD	2008-2009	Spring 2009		GRA	20			Communication Sent	Offered

Previewing an Assistantship Offer

After you have entered the assistantship offer details for your student, you may preview the assistantship offer before it is sent to the student.

1. After entering your assistantship offer details, ensure that Ready to Email is changed to “Yes” and add a “Preview Only” comment to each assistantship.
2. Click the Communications link, enter your Search Criteria and Submit.
3. Click Preview next to the assistantship offers you would like to view.

If the assistantship offer is not ready to be emailed, change Ready to Email to “No.” You will have to return to this assistantship offer later and edit it when it is ready to be e-mailed.

1. Click on the Assistantships tab, enter the student’s EMPLID and click Submit.
2. In the Assistantship Offers History section, click View next to the assistantship that you wish to edit.
3. In the Assistantship Details, for Ready to E-mail, select “No” from the dropdown box and click Change.

Viewing the Assistantship Offer

You can view the official assistantship offer that was sent to a student in Assistantship Offers or in DocView.

If you are in GradInfo > Graduate Financials System. Click the **Assistantship Offers** tab:

1. On the Search Assistantship Offers page, select your search criteria and **Search**. Then click on the **EMPLID** for the student that you would like to view.

Home

Search Criteria

EMPLID:

NID:

First Name:

Last Name:

College:

Program:

Financial Year:

Term:

Funding Department:

Academic Department:

Assistantship Type:

Communication Status:

Offer Status:

International:

Save search criteria as default

Search Results: 4 Offers Found

 View Results in Excel spreadsheet

EmplID	Name	NID	Admit Term	College	Program/SubPlan	Financial Year	Asst Term	Funding Dept	Acad Dept	Asst Type	Standard Hours	Total Stipend	Total Tuition
[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]	[...]
0145930	Cotto, Maggie	ma218387	Summer 2009	Arts & Humanities	Texts and Technology PhD	2008-2009	Summer 2009	College of Sciences	CAH, Administration	GA	10	\$1,237.00	\$1,425.36
0145930	Cotto, Maggie		Fall 2008	Arts & Humanities	Texts and Technology PhD	2008-2009	Fall 2008	Test Funding Dept	CAH, Administration	GRA	20	\$5,000.00	\$2,138.04
	Cotto			Arts & Humanities	Texts and Technology PhD	2008-2009	Spring 2009	Test Funding Dept	CAH, Administration	GRA	20	\$5,000.00	\$2,138.04

Viewing the Assistantship Offer (Cont'd)

- In Assistantship Offers History, select **View** next to any of the assistantships that have been processed.

Assistantship Offers History								
Asst Status	Asst Term	Program/Subplan	Asst Type	Standard Hours	Total Stipend	Total Tuition	View	Edit
Created	Summer 2009	Texts and Technology PhD	GA	10 hours (.5)	\$1,237.00	\$1,425.36	View	Edit
Accepted	Fall 2008	Texts and Technology PhD	GRA	20 hours (1)	\$5,000.00	\$2,138.04	View	-
Offered	Spring 2009	Texts and Technology PhD	GRA	20 hours (1)	\$12,000.00	\$1,961.55	View	-
Created	Summer 2009	Texts and Technology PhD	GTA	10 hours (.5)	\$3,237.00	\$1,425.36	View	Edit

- In Communication History, select **View E-mail** to see the assistantship offer.

Communication History			
Date:	E-mail to:	Communication Status:	View:
2008-08-05 16:23:12.81	jcotto@cfl.rr.com	Yes	View Email
None	maggiecotto@cfl.rr.com	No	View Email

Changes Log							
Date/Time	Asst Type	Funding Department	Ready to E-mail	Offer Status	Total Stipend	Total Tuition	User

Viewing the Assistantship Offer (Cont'd)

If you are in DocView:

1. Under catalog, select **Student Documents**.
2. Enter the student's **EMPLID** and click **Search**.
3. Select the **Assistantship Offer** hyperlink.

Note: If there is more than one Assistantship Offer, check the Document Date to help you find the one you are looking for.

Communications

If you have questions about viewing assistantship offers or using Assistantship Offers in the Graduate Financials System, please contact gradassistantship@ucf.edu or 823-3772.

Assistantship Offers Tutorials

Tutorial 4: Nominating an
Assistantship Student for a
Graduate Dean's Fellowship

Graduate Dean's Fellowship

Graduate Dean's Fellowships supplement a standard assistantship or outside fellowship stipend.

See the following flyer for award details:

[Graduate Dean's Fellowship](#)

Nomination Allocation

Each program has been allocated a number of nominations they are allowed to make for the Graduate Dean's Fellowships (the "nomination allocation"). Your graduate program director has received the nomination allocation for your program.

Nominations beyond the allocation will not be reviewed by the College of Graduate Studies.

Not all nominees will be awarded fellowships, so please do not tell students that they will **receive** a fellowship if you have nominated them.

Eligibility

Since programs have a limited number of nominations, it is crucial to nominate applicants who are eligible. Nominations beyond the allocation will not be reviewed by the College of Graduate Studies.

- **Nominees must be in the top 25% of the program's applicant pool from the previous year.** This is the same eligibility requirement that was used for the Provost awards. A file containing the thresholds for each program can be found in GradInfo.

www.gradinfo.ucf.edu > Graduate Financials System > Downloads

File Group: Fellowship_CurrentYear_Files

Filename: Top25percentofGPAGREandGMAT_Fall2007_thru_Fall2010.xls

- **Nominees must be new applicants to your program.** All new applicants to graduate degree programs starting in Summer 2011 or subsequent semesters are eligible to be nominated for this award.

- **Nominees must have a standard assistantship stipend for your specific program.**

These are your best students, so make your best offer. If their assistantship will include a Summer 2011 appointment, please include that in the assistantship offer. Stipends that are artificially reduced to replace assistantship dollars with fellowship dollars will not be awarded. Standard stipends are based on what was a standard assistantship stipend in previous years, and what was projected on the GEM worksheets.

Please contact your program director or gradassistantship@ucf.edu if you have any questions about standard stipend levels for your program.

- **Students receiving qualifying outside fellowships are eligible for Graduate Dean's Fellowships.**

There are a limited number of Graduate Dean's Fellowships. Programs will have to decide whether it is in their best interest to use their fair portion for fellowship or assistantship students. Excessive stipends should be avoided.

Nomination

Nominations can be made at any time, although the vast majority of the Graduate Dean's Fellowships will be awarded between January 15th and March 15th. A few may become available again after the national acceptance deadline of April 15th.

To nominate an applicant, you need to do two things:

1. Send a nomination form to gradassistantship@ucf.edu. In addition to the applicant details on the nomination form, a brief statement supporting the applicant's exceptional qualifications will be important to the award decision.

[Graduate Dean's Fellowship Nomination Form](#)

2. Enter the details of the assistantship offer in Assistantship Offers and check the **Graduate Dean's Fellowship checkbox** in the assistantship details area to indicate that you are nominating the student for the award.

Note:

Assistantship offer details can be entered prior to full admission of the applicant. However, the assistantship and award offer cannot be sent until the student has been admitted by both the program and the College of Graduate Studies.

Awarding Process

Award decisions will be made within two days of receiving the nomination after review by Dr. Stern. Programs will be notified of the decision by e-mail, and the decision will also be noted in Assistantship Offers under the **Dean's Fellowship** column (Nominated, Awarded, Waitlist or Not Awarded).

Those students awarded a Graduate Dean's Fellowship will be notified of their award by the inclusion of a short paragraph explaining the award within their assistantship offer e-mail.

Wait List

The vast majority of nominees will be outstanding applicants, although only a portion will be awarded. These nominees will either be awarded a fellowship or placed on a “Wait List.”

Waitlisted nominees will be sent their assistantship offer e-mail without any mention of the Graduate Dean’s Fellowship. The award status in Assistantship Offers in the Graduate Financials System will be set to “Waitlist.”

If an award can be made at a later time, the program will be contacted for advisement about making an award, in which case an updated letter including the Graduate Dean’s Fellowship offer will be sent to the student.

Questions?

If you have questions about using Assistantship Offers in the Graduate Financials System or nominating your students for the Graduate Dean's Fellowship, please contact gradassistantship@ucf.edu or 823-3772.