Graduate Student Services (GSS) Forum: Pre-session

Welcome new GSS employees!
Tell us about you...

- Your Name
- Department/School
- How long you have been working in Graduate Student Services
- One thing you hope to gain from this pre-session
Who we are

Ann Marie Pettigrew
Student Services Officer
Department of Linguistics & Symbolic Systems
ampetti@stanford.edu

Jeanne Su
Associate Director, PhD Program
Graduate School of Business
jysu@stanford.edu

Vanessa Bravo
Student Services Manager
Department of Earth Systems Science
vbravo@stanford.edu
#Goals

- Get to know each other
- Snapshot of an Academic Year
- Resources & Tools
Graduate Student Services Timeline

- **Fall Quarter**
  - Graduate admissions season-ADMIT opens September
  - NGSO, Bechtel orientation, school/dept NSO
  - Fellowship funding in GFS
  - Fall graduates: Final Recommending List

- **Winter Quarter**
  - Admissions decisions completed (may vary by department)
  - Official transcripts to Grad Admissions
  - PS entry of decisions
  - Admit Day Planning
    - Winter graduates: Final Recommending List

- **Spring Quarter**
  - Bulletin updates
  - Course Scheduling/prior term copy
  - Spring graduates: Final Recommending List
  - Commencement planning

- **Summer Quarter**
  - Update/maintain program policies, course requirements
  - Matriculation for incoming students
  - VPGE reporting for degree progress and transfer verifications
  - Orientation planning
  - Spring graduates: Final Recommending List
Meetings & Trainings

- Reg Office Monthly Meetings (AWS)
- Grad Admissions trainings (Autumn qtr)
- SSO Superstar Monthly Luncheons (AWS)
- Quarterly Postdoc Admin meetings (ongoing)
- CLASS Academy & GSS Forum (on rotation annually)
- Bechtel H-1B & J-1 training (ongoing)
Listserves

Mailman Lists

• Studadmin
• Superstars
• Psoftusers
• Gradadmstaff
• Gradfinsupport
• Grad-announce-staff

Cotermadmin
Bisnetadministrators
Supdssworkgroup
Offices to know

- Bechtel International Center
- Graduate Life Office (GLO)
- Office of Accessible Education (OAE)
- Student Services Center (SSC)/ Registrar’s Office (URO)
- Vice Provost for Graduate Education (VPGE)
Questions?