

Checklist for New Graduate Program Administrators

- ☐ Bookmark our website: <http://graduate.rice.edu/>. The link to the Form Library is on the Current Students page, <https://graduate.rice.edu/forms>. The link to the online GPS Requests System is here: <https://gpsrequests.rice.edu>.
- ☐ Graduate Studies Administrative Guide: <https://gradadmin.rice.edu/>. You will need to log in with your net ID and password. Here is where you will find the answers to many of your questions.
- ☐ Register for the Quizlet class - <https://quizlet.com/join/aTPkE5cZy>
- ☐ Subscribe to the GRADmin Updates newsletter; <https://us8.campaign-archive.com/home/?u=b2a96f5d3635183ed5055e336&id=29f8335b49>.
- ☐ Graduate Student Tracking; make sure you have at least these links under the Student Tab in Banner WebApps. The queries and downloads available to a particular user are based on the amount of access to student records a user is permitted. For additional information regarding EDGAR, including the process for obtaining access, please visit [Banner WebApps/Edgar](#) page. Also consult with your administrator regarding the access you need.
 - Grad Track Menu - <https://edgar.rice.edu/banweb/!swkgrtk.main?>
 - Graduate Student Download - <https://edgar.rice.edu/banweb/SWKSTDX.MAIN>
 - General Student Download - <https://edgar.rice.edu/banweb/SWKSTDX.MAIN>
 - College/Dept. Roster - <https://edgar.rice.edu/banweb/SWKCRST.MAIN>
 - Student Record Action Download - <https://edgar.rice.edu/banweb/SWKEEEK.MAIN>
 - Graduate Demographic Download - <https://webapps2.rice.edu/banweb/SWKGDEM.MAIN>
 - Graduate Time Boundaries Download - <https://edgar.rice.edu/banweb/SWKGREQ.MAIN>
 - Graduation List Download - <https://edgar.rice.edu/banweb/SWKGRAD.MAIN>
 - Grade Distribution Download - <https://edgar.rice.edu/banweb/SWKGRCB.MAIN>
 - Grade Report Download - <https://edgar.rice.edu/banweb/SWKGRPT.MAIN>
 - Student Holds Download - <https://edgar.rice.edu/banweb/SWKHOLD.MAIN>
 - Student Registration Add Drop Download - <https://edgar.rice.edu/banweb/SWKRSCH.MAIN>
 - Graduate Demographic Download - <https://edgar.rice.edu/banweb/SWKGREQ.MAIN>
- ☐ Request a mentor. Bridgitt (bdickey@rice.edu, x6170) will match you up with an admin who has walked in your shoes and who can give you ideas and support.
- ☐ General Announcements: <http://ga.rice.edu/>, Graduate Students section. The majority of our policies are directly from here. Of special relevance is this link, General Announcements: <http://ga.rice.edu/>, Graduate Students section. The majority of our policies are directly from here. Of special relevance is this link, <https://ga.rice.edu/graduate-students/academic-policies-procedures/>.
- ☐ Take advantage of ACT (Administrative Career Training) and other HR Training: <http://act.rice.edu/>, <http://training.rice.edu/>.
- ☐ Take the Mental Health First Aid training and the “QPR” (Question Persuade Refer) Suicide Prevention training. These are offered periodically by the Rice Counseling Center (x4867).
- ☐ Familiarize yourself with Slate. Fill out an application as if you are a student. You will probably want to use an alternate email address, and you can use a fictitious name. The point is to be familiar with the process so you can answer applicant questions. There are also test sites available.
- ☐ Get to know your department’s Graduate Student Association officers. These students can be an invaluable source of assistance during department functions. If you do not know who these students are, ask the department faculty advisor for the group.

- ☐ Consider signing up for the university GSA listserv and the OISS listserv. This helps keep you in touch with what's going on with the graduate students across campus. The GSA announces all kinds of activities of interest to the general graduate student population, and OISS announces activities of interest to international students. Often, staff are welcome to attend the functions. Check with gsa@rice.edu and oiss@rice.edu for information.
- ☐ Find out which rooms your students like to use for thesis defenses and how to schedule those rooms – typically, the students cannot schedule these on their own.
- ☐ Learn about the system your program has for tracking graduate students; if there isn't one check with other departments to see what they are doing.
- ☐ Attend the GPS trainings; you will get to know the GPS staff and meet other administrators.
- ☐ Read your department graduate handbook; make notes throughout the year for updates and clarification for the next year.
- ☐ Get to know your own department's website; this is where you will send prospective applicants for information.
- ☐ You're ALWAYS welcome to come to the office and to call if you have questions.
<https://graduate.rice.edu/directory>.