

# **GA Handbook “Top 10” Important Facts For Students**

*Please note that this session is being recorded.*

**We will have time for Q & A at the end of the presentation, but feel free to ask questions any time.**

## KEY PEOPLE

### **Jeffrey Halverson**

Associate Dean of the Graduate School

### **Shannon Mize**

Business Service Specialist, Graduate School

### **Akriti Anand**

Chair, Graduate Assistant Advisory Committee (GAAC)

### **Adwoa Hanson-Hall**

International Student and Scholar Adviser  
International Education Services

# #1

## The GA HANDBOOK *“The Book”*

- Know where to find it!

Read it! Refer to it! Keep it handy!

<https://gradschool.umbc.edu/funding/assistantships/handbook/>

- Get to know the GAAC!

The Graduate Assistant Advisory Committee

<https://gsa.umbc.edu/gaac/>

<https://gsa.umbc.edu/contact-gaac/>

# #2

## Basic Requirements

- **GAs must be registered full-time (9 credits or more) in Spring and Fall**
- **GAs must be in a degree-granting program**
- **GAs must be registered in courses that lead toward the degree and/or GPD approved (a GPD may not allow a certain course to be covered under GA tuition funding)**

# #3

## GA Classifications

- **Teaching Assistant**
- **Research Assistant**
- **Administrative Assistant**
- **Peacemaker Assistant**
- **Fellow**
- **Grader (No tuition remission)**

# #4

## GA Appointments

- Annual GAs - 12 Months (most common)
    - Academic GAs - 9.5 months
    - Single Semester GAs - (very exceptional)
  - Full-time GAs - 20 hours, on average, per week
  - Part-time GAs - 10 hours, on average, per week
- 
- Although appointment renewal is not guaranteed, more often than not, appointments are renewed.
  - International students, in general, are not permitted to work more than 10/20 hrs/wk. Must consult with IES.

# #5

## Required Forms

- **Appointment Letter**
  - **Stipend, tuition remission, fees, insurance**
- **Addendum**
  - **Duties - Expectations - Department Specific information**
- **Tuition Remission form**
- **GA Health Insurance application**

# #6

## Benefits!

- Stipend (all GAs)
- In-State Tuition (all GAs)
- Tuition Remission - Dept. discretion
- Health Insurance - Dept. discretion
- Mandatory fees - Dept. discretion
  - Sick Leave - (all GAs)
- Vacation Leave - (12-month GAs only)
- Parental Leave Fellowship - (all GAs) 6 weeks



# #7

## Registration

### Fall/Spring

- All GAs (FT and PT) must register for 9 credits
- FT GAs - option to register for GRAD 601 (5 credits)
- PT GAs - option to register for GRAD 600 (3 credits)
  - GRAD 601 and GRAD 600 - no cost

**Summer** -> Registration is NOT required

## **Mandatory Fees**

- **Most Departments DO NOT pay mandatory fees**
- **Mandatory fees are usually paid by GAs**
- **Mandatory fees are charged per credit**
- **A balance owed for mandatory fees will prevent registration**

## **Fall 2020 Mandatory Fees (COVID19)\***

- **Technology Fee - \$16.00 per credit**
- **Commons Fee - \$14.50 per credit**
- **Grad Program Fee - \$8.50 (50%) per credit**

**\* No other mandatory fees charged due to COVID19**

### **International Students**

- **International Student Fee - \$125 (flat, per semester)**

**For more information on mandatory fees, please go to:**

**<https://sbs.umbc.edu/fall-2020-graduate/>**

# #8

## Timekeeping/Completion of Duties

- GAs cannot use biweekly employee timesheets
- GAs affirm once (at end of semester) that duties were completed\*
- Completion of Duties form can be found on the GA Forms Page  
<https://gradschool.umbc.edu/funding/assistantships/forms/>

Note that all GA forms can be found on page above

\*FWS funded GAs must complete Completion of Duties form *per pay period*

# #9

## Resolving Issues

- **First attempt to resolve grievance within the program (Supervisor, GPD, Chairperson, GPC, IES liaison)**
- **If still aggrieved, consult with Associate Dean of the Graduate School (Dr. Halverson)**
- **GAAC is your advocacy group for matters that affect ALL GAs**

**#10!!!**

***Who You Gonna ~~Call??~~  
Contact??***



## CONTACTS

**Jeffrey Halverson - [jeffhalv@umbc.edu](mailto:jeffhalv@umbc.edu)**

Associate Dean of the Graduate School

**Shannon Mize – [mize@umbc.edu](mailto:mize@umbc.edu)**

Business Service Specialist, Graduate School

**Akriti Anand - [akritia1@umbc.edu](mailto:akritia1@umbc.edu)**

Chair, Graduate Assistant Advisory Committee

**Adwoa Hanson-Hall - [adwoahh@umbc.edu](mailto:adwoahh@umbc.edu)**

International Student and Scholar Adviser  
International Education Services

## REMINDERS

- **Read the GA Handbook!**

<https://gradschool.umbc.edu/funding/assistantships/handbook/>

- **Read your UMBC email regularly!**

- **Review your financial student account on myUMBC!**

[myUMBC - Billing and Personal Finances](#)

- **Open your e-bill!**

[You will receive a notification via email when it is available](#)

- **Don't wait! Ask for help right away!**



**Questions ?**