

THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

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Vol. I, No. 1, March 1977

GRADUATE ASSISTANTS OFFICE The Graduate Assistants Information & Assistance Office has been established to provide ombudsman services for graduate assistants. The office handles the range of problems and informational requests of individuals serving a dual function as students and University employees. The office, located in the Graduate School, is an administrative arm of the Office of the Vice President for Academic Affairs.

***** BENEFITS *****

Student Services Graduate students registered for "thesis only" and "exam only" may opt not to pay the student services fee. These students may buy into health and recreational facilities separately.

Health Insurance Extended coverage is \$31 per quarter plus hospital insurance (either personal or student insurance bought at the U). Deadline for applying is two weeks into each quarter (call 331-5480). Assistants with 75% appointments are entitled to free health insurance and group health services. The employee benefits department may be contacted at 373-2115.

Recreation Facilities Students may buy a participation card for \$6.00 per quarter entitling them to the use of the facilities of Cooke, Norris, Bierman, and the St. Paul Gym. Cards may be bought at Cooke or at the St. Paul Gym.

Credit Union Employees of the University, including Graduate Assistants, are eligible for loans, savings accounts, and checking accounts at the State Capitol Credit Union, D-103 Mayo and 1413-4th St. S.E., phone 331-5173 (cash) or 331-5172 (loan).

In-State Tuition Graduate Assistants at 25% time or more pay "in-state" tuition rates. This privilege has been extended beyond the term of qualifying appointment subject to the rules printed on page 24 of the Graduate School Bulletin. To claim this benefit, contact the Fellowship Office, 422 Johnston, 373-2833.

Payroll Deduction Assistants on appointments of 25% time or more are eligible to have tuition and fees paid by payroll deduction. Authorization cards are available in departmental offices.

Direct Deposit of Payroll Checks Payroll checks may be deposited directly into checking accounts. Authorization forms are available from departmental secretaries.

***** DIRECTORY *****

Council of Graduate Students -----	409	Johnston	373-7909
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Student Quarterly Progress Reports -----	313	Johnston	373-5128

RESEARCH AND PROJECT ASSISTANTS The current category of Research Assistant includes graduate assistants who are tax deductible and ones who are not. All are currently paid a lower salary than Teaching Assistants because it is assumed that the extra income to make their compensation equal to that of the Teaching Assistant is in the form of a tax refund.

Beginning July 1, 1977, a new category of PROJECT ASSISTANT will be established to apply to those who do research for a department or a professor which does not constitute part of the assistant's own thesis and which is not a degree requirement. The category of RESEARCH ASSISTANT will be redefined to apply to those who are performing their own research as part of their degree requirements.

STANDING COMMITTEE ON GRADUATE ASSISTANT AFFAIRS A committee has been established to focus on the concerns of the University's 3,000 graduate assistants. The committee will consider policy decisions and will provide a forum for graduate assistant problems and questions and will advise the Vice President for Academic Affairs on such issues. Communication between graduate assistants and the University administration regarding appointment and employment conditions, compensation and workload, grievance mechanisms, etc., will be provided by the committee. Members are: H. Ted Davis, Edward Foster, Harris Kagan, Norman Kerr, Harriet Lewis, Arturo Madrid, Gilbert Mannerling, Nancy Marthaler, Neil McCracken, Carol Pazandak, Norene Roberts, Ann Smith, Larry Teuber, David Vose, Finn Wold, and Donald Zander.

Call or drop by the Graduate Assistant Office if you

- * need a copy of the Handbook for Graduate Assistants
- * need an explanation of grievance procedures
- * want help with a tax audit
- * want to ascertain tax status
- * need contingency check information
- * want an explanation of employee benefits
- * have any questions or problems relating to your dual role as student and employee at the U of M

Don't forget to ask for a staff I.D. card when you register at Window 4, Morrill Hall.

The Treasury Department has withdrawn a proposal to tax tuition benefits made by universities to their employees.

TEACHING ASSISTANT TUITION RATE Teaching Assistants and Associates are currently entitled to a reduced tuition rate which is lower than the rate charged to other Minnesota resident graduate students. The lower rate applies to all T.A.'s (except Ph.D. candidates) and was implemented to provide incentive for students to become T.A.'s.

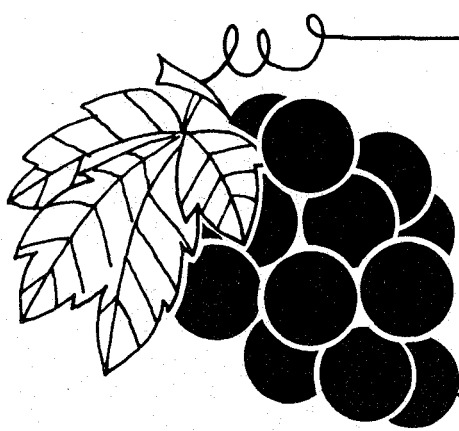
Ineligible students complained that this rate was discriminatory and that the income differential resulting from this rate was not funded. As a result, the Task Force on Graduate Assistants and the Task Force on Student Access have recommended that the special tuition category be eliminated. T.A.'s, like other graduate assistants, would be entitled to resident rates at appointments of the 25% or higher level.

SINGLE PARENTS Would you like peer support with your problems of managing your academics, your assistantship, and your children? Do you need to be writing a paper during the school play? Do you have midquarters while your kid has the mumps? Is your thesis research in Boston while your kids are in school in Minneapolis? Is your daycare working out, but your seminar just voted to meet evenings?

Ann Smith is informally trying to locate her peers and start working on common concerns. If interested, leave a message at 376-3644.

VIDEO & CROSS-CULTURAL BEHAVIOR/TEACHING Spring quarter, 1977, the International Student Advisor's Office has arranged two graduate courses, "Influencing Cross-Cultural Teaching" and "Influencing Cross-Cultural Interaction." This is an effort to open up channels of communication between American students/faculty and foreign students/junior faculty. The seminars will utilize non-threatening video feedback technology in a setting of joint American and foreign participants. Further information is available from the instructor, Professor James Ayers, and the T.A., Sarinder Singh, at 373-5282 and 373-4094.

The GRAPEVINE is published quarterly in March, June, September, and December. It is edited by Harriet Lewis and Aleta Fenceroy.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. I, No. 2, June 1977

RETRENCHMENT A hiring freeze, including T.A. offers, went into effect on March 30. Unfortunately, most T.A. offers for Fall 1977 had not yet been made. The freeze anticipated a \$2.35 million cut in instructional positions. The University administration is currently reallocating funds to the various units. Historically such retrenchments have hit the T.A. ranks severely.

SUMMER ASSISTANTS Graduate Assistants who are appointed for summer sessions do not have to be registered students. Graduate students who wish to register may pick up materials in departmental offices and register at Morrill Hall. Fees may be paid to the Bursar on the West Bank or in the new Bookstore Admissions & Records Building.

SUMMER SESSION TUITION Summer session tuition is assessed on a basis of \$15.00 per credit. There is no differentiation between in-state and out-of-state rates. Students taking three or more credits must pay the \$26.00 student services fee. Students who are members of a comprehensive outpatient personal health service may apply for a \$9.75 student services fee exemption. Exemption application may be made in W220 Health Service.

Call or drop by the Graduate Assistant Office if you

- * need a copy of the Handbook for Graduate Assistants
- * need an explanation of grievance procedures
- * want help with a tax audit
- * want to ascertain your tax status
- * need contingency check information
- * want an explanation of employee benefits
- * have any questions or problems relating to your dual role as student and employee at the U of M

1977-78 SALARIES The 1975 Task Force on Graduate Assistants recommended that tax and tuition status be adjusted in graduate assistant compensation. Salary increases will be used in these adjustments.

Subject to final approval by the Regents, the 1977-78 salaries will be:

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>% increase</u>
TA II	\$1242	\$5607	6.9
TA I	1167	5251.50	10.4
TA, PA	1045	4702.50	11.3
RA	993	4467	8.8
	<u>33%</u> <u>9 months</u>	<u>25%</u> <u>9 months</u>	<u>50%</u> <u>12 months</u>
TA II	\$3726	\$2791	\$7452
TA I	3501	2625.75	7002
TA, PA	3136.33	2351.25	6270
RA	2979	2233.50	5958

TAX AUDITS Graduate assistants who claim tax-free income from assistantships may be audited by the IRS. Any R.A. or T.A. who is audited may request assistance in preparing for the audit from the Graduate Assistants Office, 411 Johnston. If desired, a representative of the office will accompany students to the audit.

TEACHING OPPORTUNITY CLA Honors Division is seeking graduate students to teach Freshman/Sophomore Colloquia. Topics offered should not be part of regular University offerings. Subjects taught have included parapsychology, contemporary art, and the conflict in Northern Ireland. Instructors receive a stipend in addition to teaching experience. Experienced teachers are encouraged to apply. Michele Cohen, 115 Johnston Hall, 373-5115, is accepting applications for Fall quarter through June 6.

RESEARCH AND PROJECT ASSISTANTS The current category of Research Assistant includes graduate assistants who are tax deductible and ones who are not. All are currently paid a lower salary than Teaching Assistants because it is assumed that the extra income to make their compensation equal to that of the Teaching Assistant is in the form of a tax refund.

Beginning July 1, 1977, a new category of PROJECT ASSISTANT will be established to apply to those who do research for a department or a professor which does not constitute part of the assistant's own thesis and which is not a degree requirement. The category of RESEARCH ASSISTANT will be redefined to apply to those who are performing their own research as part of their degree requirements.

***** Has your T.A. been cut? Got an idea for an original course to teach? Try CLA Honors Colloquia, 115 Johnston. *****

***** BENEFITS *****

Student Services Graduate students registered for "thesis only" and "exam only" may opt not to pay the student services fee. These students may buy into health and recreational facilities separately.

Health Care Extended outpatient coverage is \$31 per quarter plus hospitalization insurance (either personal or student insurance bought at the U). Deadline for applying is two weeks into each quarter (call 373-3768). Assistants with 75% appointments are entitled to free health insurance and group health services. The employee benefits department may be contacted at 373-2115.

Parking Students and staff may purchase contract lot parking spaces for \$13.00 per month. Apply at 2818 Como, telephone 373-4190.

Staff Cards Graduate assistants may request graduate assistant staff cards when registering at Window 4, Morrill Hall. These cards are proof of employment.

Recreation Facilities Students may buy a participation card for \$6.00 per quarter entitling them to the use of the facilities of Cooke, Norris, Bierman, and the St. Paul Gym. Cards may be bought at Cooke or at the St. Paul Gym.

Credit Union Employees of the University, including graduate assistants, are eligible for loans, savings accounts, and checking accounts at the State Capitol Credit Union, D-103 Mayo and 1413-4th St. S.E., phone 331-5173 (cash) or 331-5172 (loan).

In-State Tuition Graduate assistants at 25% time or more pay "in-state" tuition rates. This privilege has been extended beyond the term of qualifying appointment subject to the rules printed on page 24 of the Graduate School Bulletin. To claim this benefit, contact the Graduate Assistants Office, 411 Johnston.

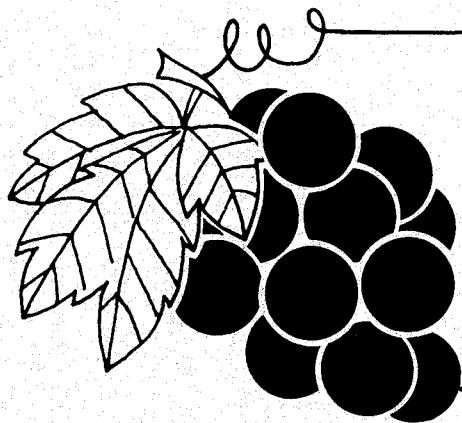
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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. I, No. 3, September 1977

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The 1977-78 salaries are:

	<u>100%</u> monthly	<u>50%</u> 9 months	% increase
TA II	\$1242	\$5607	6.9
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REGISTRATION REQUIREMENT Every graduate assistant must register through the Graduate School. The cheapest way to meet this obligation is to register for one credit.

TUITION The 1977-78 Graduate School tuition will be assessed on a per-credit basis. All graduate assistants employed at 25% time or more will pay the resident tuition rate of \$28.50 per credit. The fees for doctoral candidates in their final quarter is \$165.00, continuous registration (those who have passed their preliminary oral exam) is \$60.00, thesis only is \$122.00, and examination only is \$35.00.

CIVIL SERVICE FLOATING HOLIDAY Civil Service employees are entitled to a paid holiday on their birthday. Graduate Assistants, as part of the academic staff, are not entitled to this holiday.

STUDENT SERVICES FEES Student services fees are assessed of all students registered for six or more credits. This fee is optional for all other students. The \$55.00 fee is distributed among the various organizations and agencies as follows:

Student Ombudsman Service	\$0.09
Recreational Sports	3.66
College Boards	0.13
Technolog (IT students)	1.00
Legal Service	1.44
Student Aid	0.59
Telecommunications	1.00
Elections Commission	0.06
TCSA/ACC (student government)	0.79
Musical Events	0.33
SSFC Cultural Affairs Fund	0.14
Health Service	27.69
Minnesota International Student Association	0.15
International Study & Travel Center	0.31
Publications	1.87
Coffman Union	1.50

An additional optional fee of \$1.00 may be paid for the support of MPIRG (Minnesota Public Interest Research Group). Students choosing not to pay this fee may pay separately for the Health Service and recreational facilities. For further information, call 376-3644.

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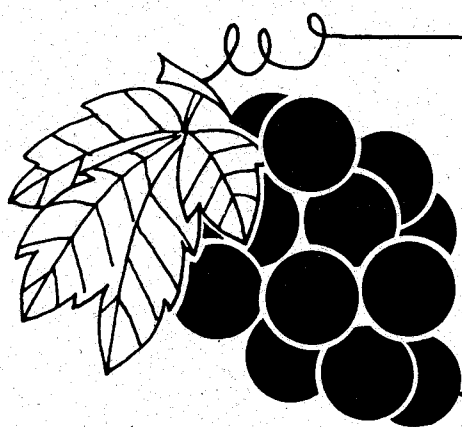
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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. I, No. 4, December 1977

FILING INCOME TAX Income tax is assessed by both Minnesota and the Federal government.

TAX Forms must be filed by April 15, 1978 for the 1977 tax year. W2 forms stating earned income are sent from the University to each employee. Tax forms may be obtained at post offices.

Most graduate assistants will find the short form, 1040-A, the easiest to file. Research assistants who are claiming their earnings as tax-free and wish their withheld tax to be returned, should file the long form, 1040. After listing total earnings, R.A.'s should turn to line 20, "Other." "Fellowship Exclusion" should be written in on this line, and the R.A. salary should be listed as negative income and subtracted from total income. The W2 form and an explanatory letter from the R.A.'s department must be attached to the tax form. Refer questions to the Graduate Assistants Office, 376-3644, or to the IRS, 291-1422.

The Minnesota tax form starts with adjusted income from the Federal form. The R.A. earnings have already been subtracted before the Minnesota tax form begins. Refer questions to the Graduate Assistants Office or to the Minnesota Revenue Dept., 296-3781.

Foreign students should note that they may receive help with tax filing from John Northrop at the International Student Advisor's Office, 373-4094.

REGISTRATION REQUIREMENT Every graduate assistant must register through the Graduate School or an approved professional program.

The cheapest way to meet this obligation is to register for one credit. A hold is placed on the registration materials of students not in compliance with this policy.

P.A. & R.A. TAX STATUS The categories of Project Assistant and Research Assistant are both used for graduate assistants whose activities are connected with research studies. The differentiation of the two classes is based on tax status. P.A.'s research does not fulfill degree requirements; P.A.'s are thus not tax-free. R.A.'s are considered tax-free because their work fulfills degree requirements. The salary paid to R.A.'s is lower than that of other graduate assistants because of their tax advantage. Students who are incorrectly classified should contact their employing department.

MAGRATH'S ADDRESS President McGrath will present an address and question/answer period to graduate assistants and other interested graduate students on Monday, 23 January, at 3:00 PM in Murphy Hall Auditorium. He has been asked to discuss the effect of retrenchment on graduate assistantships and the University's commitment to graduate education. This will be a unique opportunity to discuss issues vital to Minnesota graduate students. This forum is sponsored by the Graduate Assistants Office and COGS.

POSTING OF ASSISTANT-SHIPS Graduate students looking for assistantships may check the postings at the Graduate Assistants Office at 411 Johnston. Many units who desire a broad pool of applicants are filing their openings.

HANDBOOK The Fall 1977 edition of the Handbook for Graduate Assistants is now available. Anyone desiring copies should call 376-3644. The Handbook states the official University policy regarding assistantships.

PAYROLL DEDUCTION Assistants on appointments of 25% time or more are eligible to have tuition and fees paid by payroll deduction. Authorization cards are available in departmental offices and must be turned in with other registration materials by the end of the first week of classes.

Some T.A.'s, R.A.'s, and P.A.'s taking large numbers of credits may not earn enough money in their last four paychecks to cover their fee statements. When this occurs, a supplementary fee statement is sent to the student involved stating the amount of the difference. If the bill is not paid, a hold will be placed on that student's records.

EMPLOYEE BENEFITS Graduate Assistants employed at 75% time or more are eligible for benefits, including free life insurance and health care. Assistants employed at 75% time by a single department are contacted by Employee Benefits. Assistants employed by two or more units (e.g., Extension and Day School) for 75% time, on a monthly salary, with a nonintermittent appointment, must contact Employee Benefits to claim their benefits. Copies of the relevant appointment documents (obtain these from the several employers) should be taken to Employee Benefits. Questions may be referred to the Graduate Assistants Office, 376-3644, or to Employee Benefits, 373-2115.

TAX WORKSHOPS Various workshops on income tax are held each winter quarter. Watch for notices from COGS and the Graduate Student Information Program (Orientation).

HEALTH INSURANCE RATE INCREASE Student and dependent hospitalization insurance has recently skyrocketed. Single student coverage has risen from \$20 to \$27. The category "student & spouse," costing \$45 last spring, has been eliminated. This fall the new broader category of "student & dependents" costs \$111; thus any student desiring coverage for one or more dependents must pay the full \$111.

The Council of Graduate Students is concerned about the number of students affected by the rate increase. Please phone your reactions to COGS at 373-7909.

STAFF CARDS Graduate Assistant I.D. cards are yellow, wallet-sized cards which serve as proof of employment. They may be obtained by request only at Window 4, Morrill Hall, during registration, or from the Graduate Assistants Office, 411 Johnston. Teaching Associates are exempt from library fines at the University Libraries when this I.D. card is presented at the Circulation Desk.

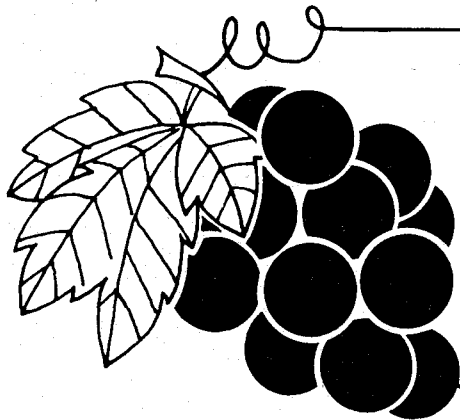
***** The Graduate Assistants Office provides ombudsman services for graduate assistants. Call or stop by for

- * help with a tax audit
- * contingency check information
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- * any other problem or question relating to your dual role as student and employee at the U of M

The office also serves the staff function of enforcing the policy that every graduate student is a registered student. *****

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THE GRAPEVINE

Vol. II, No. 1, March 1978

BUDGET CUTS The University's budget must be cut by \$800,000 this academic year and by an additional \$604,000 next year for a total of \$1,404,000 in 1978-9. These cuts are made necessary by declining enrollments. It is hoped that graduate assistant jobs will not be severely cut by this retrenchment.

STUDENT SERVICES FEE The \$55 Student Services Fee is assessed of all students registered for six or more credits. Students paying the fee who are already members of a comprehensive health plan may obtain an exemption from the health service fee by taking proof of health coverage to the Cashier at the Boynton Health Service.

For students registered for less than six credits, the Student Services fee is optional, but access to some of the services may be obtained separately. Hospitalization insurance and outpatient care may be obtained at W220 Boynton Health Service. Participation cards for admission to Recreational Sports facilities may be purchased at Cooke Hall or the St. Paul gym.

BENEFITS FOR GRADUATE ASSISTANTS *****

- * Join the **CREDIT UNION**, call 331-5173
- * Obtain *in-state tuition rates* for self and immediate family, while employed and after termination, call 376-3644 for details
- * Pay tuition and fees by *Payroll Deduction*; obtain authorization card from departmental secretary and present it when registering
- * Use *Direct Deposit of Paycheck Service* -- see separate article in this **GRAPEVINE**
- * See article on *Staff Cards*
- * 75% time G.A.'s are entitled to *Group Health* and other benefits - call 373-2115

TEACHING AIDS Instructional resources are available to aid T.A.'s in their teaching. Such resources include: Center for Educational Development, 317 Walter Library, 373-4537, which provides a source of ideas, experiences, and support concerning educational development; Consulting Group on Instructional Design, 205 Elliott Hall, 373-5352, which provides general consulting on instructional problems; and Measurement Services Center, 373-2263, which helps in evaluation of courses. Useful booklets include *Instructors Guide to Student Evaluation of Instruction*, obtainable from Measurement Services, *Instructional Resources*, obtainable from Educational Development, and *Twin Cities Campus Faculty Information Bulletin*, obtainable from University Relations, 373-2126. These booklets list the various educational aids available at the University. For further information contact the Graduate Assistants Office, 376-3644.

STAFF CARDS Graduate Assistant I.D. cards are yellow, wallet-sized cards which serve as proof of employment. They may be obtained by request only at Window 4 Morrill Hall during registration, or from the Graduate Assistants Office, 411 Johnston. Teaching Associates are exempt library fines at the University libraries when this I.D. card is presented at the circulation desk. This card also entitles one to staff privileges when cashing checks at the University Bursar.

RESEARCH BROCHURE The Measurement Services Center is publishing a series of five brochures designed to help researchers conduct good questionnaire studies. The first publication, *Developing Clear Questions and Appropriate Response Alternatives*, is available by calling 373-2263.

DIRECT DEPOSIT PAYROLL SERVICE The Direct Deposit Payroll Service for Checking Accounts has recently been improved. The paychecks of employees utilizing this service are deposited into their checking accounts on payday. Currently, about 6,000 employees enjoy this remarkably troublefree system. If you are not currently taking advantage of this service, but wish to participate, the secretary in your department should have the required enrollment form. If there are any questions, call 373-1958.

 ***** The Graduate Assistants Office provides ombudsman services for graduate assistants. **
 Call or stop by for
 * help with a tax audit
 * copy of *Handbook for Graduate Assistants*
 * postings of graduate assistantships
 * explanation of grievance procedures
 * St. Paul students may call 6-3644 to have petition and program forms sent
 * any other problem or question relating to your dual role as student and employee at the U of M

REGISTRATION REQUIREMENT Every graduate assistant MUST register through the Graduate School or approved professional program. The cheapest way to meet this regulation is to register for one credit. A hold is placed on the registration materials of students not in compliance with this policy.

FILING INCOME TAX Income tax is assessed by both Minnesota and the Federal government. Forms must be filed by April 15, 1978, for the 1977 tax year. W2 forms stating income have been sent by the University to each employee. Tax forms may be obtained at post offices, federal buildings & by phone.

Most graduate assistants will find the short form, 1040A, the easiest to file. Research Assistants who are claiming their income as tax-free and wish their withheld tax to be returned, should file the long form, 1040. After listing total earnings, R.A.'s should turn to line 20, "Other". "Fellowship exclusion" should be written in on this line, and the R.A. salary should be listed as negative income and subtracted from total income. The W2 form and an explanatory letter from the R.A.'s department must be attached to the tax form.

The Minnesota tax form starts with adjusted income from the Federal form. The R.A. earnings have already been subtracted before the state tax form begins.

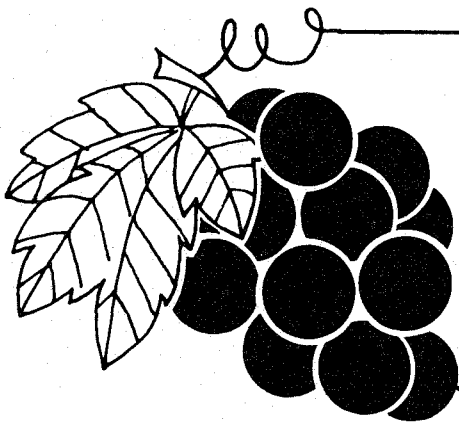
Foreign students should note that they may receive help with tax filing from John Northrop at the International Student Advisor's Office, 373-4094.

Outlines prepared by a tax lawyer, which were used at the annual tax workshops, are available in the Graduate Assistants Office.

***** The *GRAPEVINE* is published quarterly in March, June, September, and December. It is edited by Harriet B. Lewis.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. II, No. 2, June 1978

SUMMER HEALTH COVERAGE University students may receive coverage during the summer even if they are not registered for the summer sessions. Extended Outpatient coverage is \$35.00. Students who are registered during the summer receive this coverage by paying the Student Services Fee. Hospitalization insurance is required for all students who receive extended outpatient coverage. The fee for the University insurance is \$27.75 for single coverage and \$111.00 for family coverage. Students who will be off-campus during the summer and desire summer insurance coverage may buy this University insurance. This coverage is obtained at W220 Boynton Health Service. The application deadline is June 23 (end of 2nd week of classes for the First Summer Session).

***** Angelo Louisa, a History Grad Student, has been awarded the "Distinguished T.A. Award" by the C.L.A. Student Intermediary Board.

SUMMER ASSISTANTS Graduate Assistants who are appointed for summer sessions do not have to be registered students. Graduate students who wish to register may pick up materials in departmental offices and register at Morrill Hall. Fees may be paid to the Bursar on the West Bank or in Williamson Hall.

SUMMER SESSION TUITION Summer session tuition is assessed on a basis of \$17.00 per credit. There is no differentiation between in-state and out-of-state rates. Students taking three or more credits must pay the \$26.40 Student Services Fee. Students who are members of a comprehensive outpatient personal health service may apply for a \$10.25 Student Services Fee exemption in W220 Health Service.

***** Harriet Lewis has completed her term as Coordinator of the Graduate Assistant Information and Assistance Office. The new ombudsman, a graduate student, will be named soon.

1978-79 SALARIES Salaries for Graduate Assistants will increase 6.5 % on July 1, 1978. The following salaries will be in effect for the next academic year.

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>hourly</u> <u>rate</u>
TA II	\$1322	\$5949	\$7.60
TA I, Ad Fel II	1242	5589	7.14
TA, PA, Ad Fel I	1112	5004	6.40
RA	1058	4761	6.08
	<u>33%</u> <u>9 months</u>	<u>25%</u> <u>9 months</u>	<u>50%</u> <u>12 months</u>
TA II	\$3966	\$2975	\$7932
TA I, Ad Fel II	3726	2795	7452
TA, PA, Ad Fel I	3336	2502	6672
RA	3174	2381	6348

***** The Graduate Assistants Office provides ombudsman services for graduate assistants.****
Call or stop by for

- * copy of *Handbook for Graduate Assistants*
- * postings of graduate assistantships
- * explanation of grievance procedures
- * any other problem or question relating to your dual role as student and employee at the U of M.

FALL TUITION & FEES Tuition for Fall, Winter, Spring 1978-9 will rise about 8% over the rates charged this year. The per credit rate for coursework will be \$31.00 for residents and graduate assistants (\$86.50 for non-residents). Other graduate student tuition categories will be: Doctoral Candidates in Final Quarter - \$165, Continuous Registration - \$65, Thesis Only - \$122, and Examination Only - \$35.

The Student Services Fee is assessed quarterly of all students registered for 6 or more credits; it is optional for other students. The 1978-9 Fee will be \$59.25. In addition, an optional \$1 charge is used to support MPIRG.

LIBRARY PRIVILEGES All registered students may use the University libraries. In addition, Teaching Associates are exempt from library fines when the T.A. I.D. card is presented at the Circulation Desk. (This I.D. card may be obtained from the Graduate Assistants Office.) Teaching Assistants and other graduate assistants who check out books for a professor or for use by a class should use a proxy card so that lost books, etc., will not be charged to the graduate student. Proxy cards are obtained at the request of faculty members from the Circulation Desk, Wilson Library.

POSTING GRADES Student examination grades and scores are not "public information" and should not be posted. Under existing state and federal legislation and Regents policy, grades cannot be released without student permission, except for normal educational and administrative use within the institution. It is permissible to post student grades and examination scores by a student identification number providing the identification number cannot be associated with the student names by other students in the class.

CANCEL-ADD RESTRICTION Effective first summer term 1978, Admissions and Records will not accept course cancellations or additions after the last day of classes for the term in which the course was offered.

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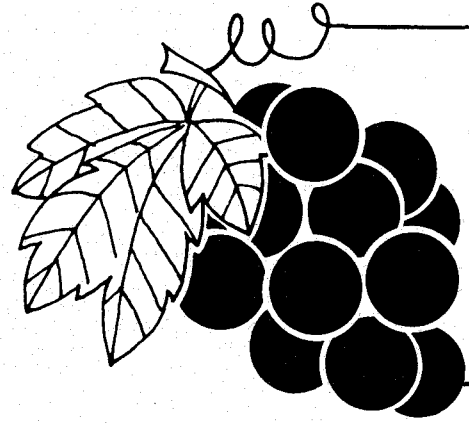
TEACHING AIDS Instructional resources are available to aid T.A.'s in their teaching. Such resources include: Center for Educational Development, 317 Walter Library, 373-4537, which provides a source of ideas, experiences, and support concerning educational development; Consulting Group on Instructional Design, 205 Elliott Hall, 373-5352, which provides general consulting on instructional problems; Measurement Services Center, 373-2263, which helps in evaluation of courses, and the COLP Center, 115 Elliott Hall, 376-3161, which provides video evaluation and audiovisual classroom aids for all language program T.A.'s.

BENEFITS FOR GRADUATE ASSISTANTS

- * Join the *CREDIT UNION*, call 331-5173.
- * Obtain *in-state tuition rates* for self and immediate family, while employed and after termination, call 376-3644 for details.
- * Pay tuition and fees by *Payroll Deduction*; obtain authorization card from departmental secretary and present it when registering (by the end of the 1st week of classes).
- * Request a Graduate Assistant I.D. Card which serves as proof of employment, from the Graduate Assistants Office (see article on Library Privileges).
- * 75% time G.A.'s are entitled to Group Health and other benefits - call 373-2115.
- * Utilize the *Direct Deposit Payroll Service* in order to have paychecks directly deposited into checking accounts - to obtain the enrollment forms, check with departmental secretaries.
- * To obtain help with *TAX AUDITS*, check with the Graduate Assistants Office

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THE GRAPEVINE

Vol. II, No. 3, September 1978

1978-79 SALARIES Salaries for Graduate Assistants increased 6.5% on July 1, 1978. The following salaries are in effect for the academic year.

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>hourly</u> <u>rate</u>
TA II	\$1322	\$5949	\$7.60
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TA II	\$3966	\$2975	\$7932
TA I, Ad Fel II	3726	2795	7452
TA, PA, Ad Fel I	3336	2502	6672
RA	3174	2381	6348

***** The Graduate Assistants Office provides ombudsman services for graduate assistants. Call 376-3644 or stop by Johnston 411 for

- * copies of *Handbook for Graduate Assistants*
- * copies of *Grapevine*
- * postings of graduate assistantship and information about employment possibilities
- * Graduate Assistant Identification cards
- * Verification of eligibility for resident tuition rates (Non-residents eligible for resident tuition rates but not currently holding an assistantship need this card to register.)
- * explanation of grievance procedures
- * help with tax audits
- * explanation of employee benefits
- * assistance with any other problems or questions relating to your dual role as student and employee at the U of M.

FALL TUITION Tuition for Fall, Winter, Spring 1978-9 rose about 8% over the rates charged this year. The per credit rate for coursework will be \$31.00 for residents and graduate assistants working at least 25% time (\$86.50 for non-residents). Other graduate student tuition categories will be: Doctoral Candidates in Final Quarter - \$165, Continuous Registration - \$65, Thesis Only - \$122, and Examination Only - \$35.

STUDENT SERVICES FEES Student services fees are assessed of all students registered for six or more credits. This fee is optional for all other students. The \$59.25 fee is distributed as follows:

Student Ombudsman Service	\$ 0.15
Recreational Sports	4.15
College Boards	0.14
Legal Service	1.85
Student Aid	0.45
Telecommunications	1.18
Elections Commission	0.07
TCSA/ACC (student government)	0.67
Musical Events	0.38
Student Cultural Program	0.17
Health Service	29.55
International Program	0.17
International Study and Travel Center	0.34
Publications	1.80
Coffman Union	16.83
Consolidated Building Fund	1.35

An additional optional fee of \$1.00 may be paid for the support of MPIRG (Minnesota Public Interest Research Group).

***** Diann Anders, a graduate student in English, has taken over as Coordinator of the Graduate Assistants Office. She has replaced Harriet Lewis, who is researching her thesis in Greece.

LANGUAGE TEACHING AIDS The Committee on Language Programs' (COLP) Teacher Learning Resource Center, 115 Elliott Hall (376-3161), offers language program T.A.'s and faculty the opportunity to evaluate their own teaching through videotape. The center's equipment can also be used for teacher training sessions, viewing tapes of effective language teaching, showing videotapes, slides, and movies, using video for student skits or exercises in the comprehension of a language, and conducting research on language learning. Use of the center should be scheduled in advance.

***** If you're eager to have more input into University policies, contact COGS (373-3909) about committee vacancies.

WOMEN'S CAREER WORKSHOP The Minnesota Women's Center and HERS (Higher Education Resource Service) are sponsoring a career workshop for advanced graduate student and recently hired faculty and professional women on Saturday, October 7. The program includes sessions in resume writing, interviewing, and network building. The cost for the day workshop is \$7.50 for graduate students; opportunities for scholarship are available. For registration and details call the Minnesota Women's Center at 373-3850. Registration will be limited to 200 women.

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HEALTH INSURANCE Any student registering for more than 6 credits is required to have hospitalization insurance. Blue Cross/Blue Shield coverage is available at either individual or family rates. A graduate student registering for fewer than 6 credits may purchase this insurance after purchasing Health Service coverage for \$37.50. For more information contact 373-3768.

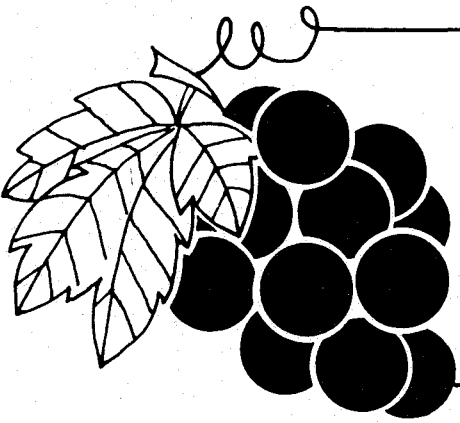
Graduate Assistants with at least a 75% appointment are generally eligible for free Employee Group Health Insurance. Assistants with appointments of 50% to 75% are generally eligible to purchase this coverage themselves at group rates. However, appointments of short duration, including summer sessions appointments and quarter-by-quarter appointments, may be defined as "intermittant appointments" by Employee Benefits. Assistants holding an intermittent appointment are not eligible for group coverage.

If your appointment is made on a quarter-by-quarter basis or varies in percentage over the course of the year, contact Employee Benefits (373-2115) immediately to determine your eligibility. If you are ineligible, you will need to know in time to purchase student coverage before the end of the second week of class. If you are eligible, you will automatically receive the appropriate enrollment forms from Employee Benefits. Because a 28 day waiting period is part of the eligibility requirement, Employee coverage will not begin until October 16.

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A NEWSLETTER FOR GRADUATE ASSISTANTS

THE GRAPEVINE

Vol. II, No. 4, December 1978

FILING INCOME TAX Income tax is assessed by both Minnesota and the Federal government; forms must be filed by April 15, 1979 for the 1978 tax year. Most graduate assistants will find the short form (1040-A) the simplest to file. Research Assistants claiming their earnings as tax-free should file the long form (1040) to have their withheld tax returned. After listing total earnings, R.A.'s should turn to line 20 (Other), write "Fellowship exclusion" on this line, list R.A. salary as negative income, and subtract it from the total income. The W2 form and an explanatory letter from the R.A.'s department must be attached to the tax form.

Because the Minnesota tax form starts with the adjusted income from the Federal form, the R.A. income has already been excluded before the tax form begins. Questions about filing should be referred to the Graduate Assistants Office, 376-3644, the Minnesota Revenue Dept., 296-3781, or the IRS, 291-1422. The IRS phones are busy during tax season; the best times to call are Thursday and Friday mornings.

Foreign students may receive help with tax filing from the International Student Advisor's Office. Contact John Northrop at 719 East River Road, 376-7540.

P.A. AND R.A. TAX STATUS The differentiation of the Project Assistant and Research Assistant ranks is based on tax status. P.A.'s are employed to do research that is not part of their degree requirements; R.A.'s are working on projects that eventually serve to fulfill degree requirements. On this basis, R.A. income is considered tax free, and the salary is somewhat lower than that of P.A.'s because of the tax advantage.

R.A.'s should remember their tax-free status is a result of the relation of their work and

their degree program. The IRS does not automatically accept appointment as a Research Assistant as proof of tax-exempt status. If you are audited, you will be expected to present evidence that you were paid for research connected to a degree requirement and not for service. If your work does not fulfill a degree requirement, you should be appointed as a Project Assistant. If you feel you are incorrectly classified, contact your employing department or the Graduate Assistants Office.

T.A. TAX STATUS Most Teaching Assistants and Associates earn taxable incomes. If, however, your department has a clearly stated requirement that all graduate students teach in order to earn a degree, income from required teaching is non-taxable and can be declared as such using the procedure described for R.A.'s (FILING INCOME TAX). The W2 form and a letter from the department explaining the requirement should be attached to the 1040 form. Only those departments that are able to give all their graduate students teaching opportunities have been able to institute such a requirement.

TRAINING FOR T.A.'S The Standing Committee for Graduate Assistant Affairs has asked the Graduate Assistants Office to compile information about training programs for Teaching Assistants and Associates. In addition to updating our files of departmental programs, we would like to hear from T.A.'s directly. How adequate has your training been? In what ways could your teaching effort be better supported? We are especially interested in responses from international T.A.'s. Please take a minute and get in touch with the GAO, 411 Johnston.

HINTS FOR TAX RETURNS Keep good records, especially if you are declaring income tax exempt. If you are audited, you will need information such as: degree requirements (from Graduate School Bulletin and department materials), transcripts, grant copies, contracts or letters offering assistantships, and records of hours worked and type of work performed. Since graduate students often find themselves audited after they have completed their degrees, this information is often difficult to obtain at that date. Having all the evidence to establish your claim on file can save numerous headaches if you are audited in two years.

Contact the appropriate agencies if you have any questions. Of course, this is easiest if you work on your tax early in the tax season.

If you are claiming your income as tax exempt and plan on income averaging once you leave school, look into the requirements for income averaging before you claim R.A. or T.A. salary tax exempt. Doing so may make you ineligible for income averaging in the future.

Various workshops on income tax and graduate students are held Winter Quarter. Watch for notices from COGS and the Graduate Student Information Program.

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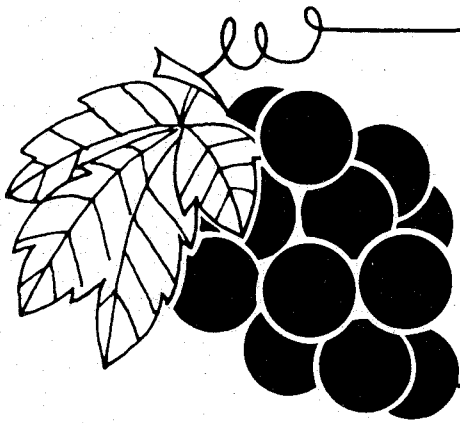
LIBRARY PRIVILEGES Teaching Associates with graduate assistant I.D. cards are eligible for faculty privileges including exemption from fines at the library. In the past, some Associates have experienced difficulty in having their cards honored. The cards need to be validated by the Fines desk in Wilson Library. If they refuse to accept your card, ask them to call the Graduate Assistants Office, 376-3644, to confirm your Associate status.

ASSISTANTSHIP OPPORTUNITIES According to Affirmative Action guidelines, all graduate assistantships that are not a part of "a continuing program of support for a student" must be posted for five working days in the Graduate Assistants Office. If you are looking for an assistantship and have explored the possibilities within your own department, stop by 411 Johnston to see what is available. The number of new jobs posted each week ranges from eight to fifteen, with an increase around the beginning of a new quarter. The office also maintains a file of students looking for graduate assistantships.

HANDBOOK REVISION The Handbook for Graduate Assistants will be revised during the winter and spring. If you have any suggestions about improving the Handbook, please contact the GAO. Copies of the 1977 Handbook are available in 411 Johnston; the revised Handbook will be distributed next fall.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. III, No. 1, March 1979

RETRENCHMENT
AND GRADUATE
ASSISTANTSHIPS

Prospective budget cutbacks would most likely reduce the number of graduate assistantships, particularly teaching positions, next year. Because the legislature will not vote on the University's budget request until May, many departments may not be able to make graduate assistant appointment offers for next year as early as they have in the past.

If you are concerned about your chances of getting an assistantship in 1979-80, discuss the outlook with your department officials and find out what retrenchment plans and procedures have been adopted by your unit.

You may also wish to explore assistantship openings outside your own program. Opportunities are posted in 411 Johnston.

ASSISTANTSHIP
HOLDS ON
REGISTRATION

If you fail to register for any quarter when you hold an assistantship, an assistantship hold will be placed on your records.

(You do not have to register during the summer) In order to register in the future or graduate, you will have to back register. Except for PhD candidates on Continuous Registration, this means an additional twenty dollar late fee. You may not register late for Examination Only.

In order to have the hold removed, bring your paid fee statement for the quarter in question to 411 Johnston. (Students registering late in a quarter may also receive a hold which will be removed upon presentation of the paid fee statement in 411 Johnston.) Registration for one credit will fulfill the requirement.

DULUTH
G.A.'S

Graduate assistants at UMD are eligible to use the services of the GAO. If you have questions about your appointment or the Graduate School policies governing assistantships, contact the GAO at 612-376-3644.

RESIDENT
TUITION
PRIVILEGE

Graduate students who have held an assistantship of 25% time or more for a minimum of three quarters are eligible to pay tuition at resident rates for an additional three quarters without appointment. Appointment for two summer sessions is counted as a quarter's appointment.

This privilege is extended on a quarter for quarter basis up to six quarters. A student with five quarters of G.A. service receives five additional quarters at resident rates; a student with eight quarters is eligible for six. These additional quarters of resident tuition do not have to be taken consecutively but must be used within three years after the termination of the qualifying assistantship.

Eligible students should pick up an Eligibility for In-State Tuition card at 411 Johnston each quarter before registering. Unless this card is filed with registration materials, non-resident tuition will be charged.

TUITION
FOR G.A.
FAMILIES

Members of the immediate family of a Graduate assistant are also eligible to pay tuition at resident rates. Immediate family includes "spouse, children, parents, or legal guardian living in the same household as the graduate student." The extension of this privilege (see RESIDENT TUITION PRIVILEGE) also applies to family members.

Students wishing to use this privilege should pick up an Eligibility for In-State Tuition card in 411 Johnston each quarter before registering. Bringing either the Certification of Appointment card or the Student I.D. number of the graduate assistant qualifying for resident rates will make the process more efficient.

I.D. CARDS Beginning with Spring Quarter registration, graduate assistant I.D. cards will no longer be given out at Fraser Hall. You may obtain a card by phoning or stopping by the GAO.

This change was made because some units within the University were reluctant to honor those cards filled in by the assistant. Having the I.D. completed and stamped by the GAO should alleviate this problem.

The main advantage of the card is that it entitles Teaching Associates to faculty library privileges including exemption from fines.

FILING INCOME TAX Graduate assistants can get help with tax questions at the GAO, 411 Johnston. Outlines of tax deductions and policies relevant to graduate students are also available in limited quantity. If your work as an assistant fulfills a degree requirement in your program, you may be able to declare that income tax exempt under the fellowship exclusion. For details, contact the GAO (376-3644).

The GAO also helps assistants whose returns are audited by providing information about audit procedure, revenue rulings, and questions asked by revenue examiners regarding graduate assistantships.

***** The *GRAPEVINE* is published quarterly in March, June, September, and December. It is edited by Diann Anders and Laurence Ng.

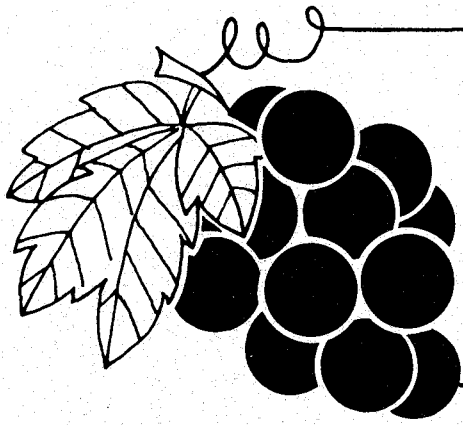
TEACHING OPPORTUNITY Graduate students with teaching experience and an interesting topic in mind are invited to submit proposals for CLA's Freshman/Sophomore Honors Colloquia to be taught during 1979-80. The colloquia award two credits and are selected to appeal to honors students with a wide variety of intellectual and academic interests. Application forms and descriptions of previously taught colloquia are available in 115 Johnston Hall. Deadline for Fall quarter proposals is May 1; deadline for Winter and Spring quarter proposals is June 1.

PAYROLL DEDUCTION G.A.'s with at least a 25% appointment are eligible to have tuition deducted from their paychecks. Under this option, the tuition is deducted in approximately equal sums from the last four paychecks of the quarter. In order to use payroll deduction, you must file Certification of Appointment and Authorization for Payroll Deduction cards with registration materials by the end of the first week of class. These cards are available from your department or employing unit.

HANDBOOK REVISION The *Handbook for Graduate Assistants* is currently being revised for the next academic year. The *Handbook* is intended as a description of University wide policies governing graduate assistantships. If you have any suggestions about improving the *Handbook*, please call Diann Anders at the GAO (376-3644).

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

Vol. III, No. 2, June 1979

NEW GAO
COORDINATOR Kathryn Murphy, a PhD Candidate in the Department of French and Italian, will assume the duties of ombudsman for all graduate assistants later this month. She is replacing Diann Anders, who has completed her appointed term in the position.

SUMMER
ASSISTANTS Graduate assistants who are appointed for summer sessions do not have to be registered for these sessions. Graduate assistants may also hold appointments up to 100% time without special permission for the summer.

SUMMER
SESSION
TUITION Summer session tuition is \$18.25 per credit. Both residents and non-residents pay at this rate. Students registering for three or more credits must pay a student services fee of \$31.00 a session. In order to avoid a late fee, tuition must be paid by June 11 for Summer Session I and by July 16 for Summer Session II.

SUMMER
HEALTH
COVERAGE University students may purchase health insurance during the summer even if they are not registered for summer sessions. Extended outpatient coverage, entitling a student to use the Boynton Health Service, is \$37.50 and can be purchased at W220 Boynton (373-3768). Students purchasing this coverage must either have hospitalization coverage or purchase the student Blue Cross-Blue Shield coverage before applying for outpatient insurance. Blue Cross-Blue Shield coverage is \$35.75 for an individual or \$102.20 for family coverage and can be purchased at W224 Boynton (331-5480). Students who need hospitalization and will not be on-campus this summer may purchase this coverage. The deadline for applying for these programs is June 18.

1979-80
SALARIES Salaries for graduate assistants will increase 6.875% on July 1, 1979. The following salaries will be in effect for the next academic year.

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>Hourly</u> <u>rate</u>
TAssoc II	\$1416	\$6372	\$8.14
TAssoc I, Ad Fel II	1330	5985	7.64
TA, PA, Ad Fel I	1190	5355	6.84
RA	1132	5094	6.51

	<u>33%</u> <u>9 months</u>	<u>25%</u> <u>9 months</u>	<u>50%</u> <u>12 month</u>
TAssoc II	\$4248	\$3186	\$8496
TAssoc I, Ad Fel II	3990	2993	7980
TA, PA, Ad Fel I	3570	2678	7140
RA	3396	2547	6792

EMPLOYEE
BENEFITS Graduate assistants holding an appointment of 75% or more for the summer only are considered intermittent employees by Employee Benefits and are not eligible for free Health Coverage. In order for a graduate assistant to qualify for employee benefits, his/her appointment must continue at 75% time or more through two quarters of the regular academic year. For additional information, call Employee Benefits (373-2115) or the GAO (376-3644).

GRADUATE
ASSISTANTS
HANDBOOK The revised 1979-81 *Handbook for Graduate Assistants* will be available in departmental offices or the GAO in September. This handbook describes University policies governing graduate assistantships. All graduate assistants should have a copy. Any questions about assistantships should be directed to the Graduate Assistants Office (376-3644).

CLA Douglas Victor has been selected as the
TA outstanding graduate TA for 1978-79 by
AWARD CLA Student Intermediary Board. He is
 student in Criminal Justice Studies. Other graduate TA's receiving honorable mention for this year are Karen Van Buskirk, Geography; Brian Conley, Philosophy; Louise Janus, Scandinavian; Betty Mocek, Studio Arts; and Kay Schoenwetter, Women's Studies. Nominations for CLA's Outstanding TA Award were solicited from both students and faculty and reviewed by the CLA-SIB award committee.

ASSISTANTSHIP OPPORTUNITIES Graduate students interested in graduate assistantship positions outside their own departments should consult with the Graduate Assistants Office. Current openings are posted in the GAO, and advice about how to maximize your chances for obtaining an assistantship is available. Retrenchment coupled with the lateness of the Minnesota State Legislature's approval of the University's biennial budget request has apparently not only cut down the number of assistantships available for next year but also postponed the announcement of a number of positions which will be funded. G.A. openings will be posted as they are announced in the GAO throughout the summer. If you are looking for an assistantship for fall (or summer) and will be in the metropolitan area this summer, keep checking these postings. The GAO, 411 Johnston, will remain open from 9-4:30, Monday-Friday, throughout the summer.

FALL STUDENT SERVICES FEE The Student Services Fee, charged quarterly to all students registered for 6 or more credits, will be \$63.35/quarter in 1979-80. Graduate students paying this fee will be assessed an additional \$1 to support the Council of Graduate Students. (This extra charge was approved by the Student Services Fee Committee despite protest from COGS. The Council has been funded in the past by a percentage of the student government fees paid by graduate students.) The total fee for graduate students has increased 8.6% from the 1978-79 assessment. An optional \$1.50 charge is used to support MPIRG.

***** Stop by the Graduate Assistants Office, 411 Johnston, or call 376-3644 for

- * general information about the graduate assistantship program
- * explanation of the grievance procedures governing assistantships
- * help with tax audits and tax matters related to graduate assistantships
- * information about assistantship openings
- * Graduate Assistant identification cards
- * explanation of resident tuition privilege and Eligibility for In-State Tuition cards for claiming this privilege

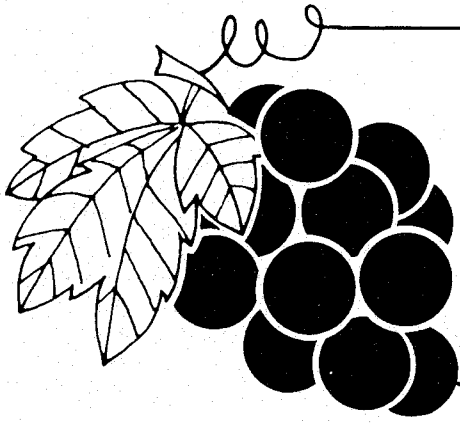
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A NEWSLETTER FOR
GRADUATE ASSISTANTS



THE GRAPEVINE

Vol. III, No. 3, September 1979

The Graduate Assistant Office(GAO)411 Johnston Welcome or Welcome back! We're hoping that 79/80 is a good year for you. If, however, the IRS audits you, you lose your GA, or you have other GA related hassles, contact Kathryn Murphy, the new GAO coordinator(376-3644). In addition to ombudsman services, the GAO offers

- * copies of *Handbook for Graduate Assistants*
- * copies of *Grapevine*
- * postings of graduate assistantships and information about employment possibilities
- * Graduate Assistant Identification cards
- * Verification of eligibility for resident tuition rates (Non-residents eligible for resident tuition rates but not currently holding an assistantship need this card to register).
- * explanation of grievance procedure
- * explanation of employee benefits
- * assistance with any other problems or questions relating to your dual role as student and employee at the U of M.

GOA CARD Available to all GA's, this card facilitates check cashing on campus, serves as proof of employment and exempts Teaching Associates from library fines when presented at the Circulation Desk. This year it may be presented to the Boynton Health Insurance Office in lieu of a paid fee statement (see section on Health Care Benefits).

TUITION Tuition rose again for the 79/80 year. Per credit tuition is \$34.00 for residents and GA's working at least 25% time (\$93.50 for non-residents) which constitutes a 9% increase over last year. Other registration categories remain at the 78/79 rate: Doctoral Candidates in final quarter--\$122; Continuous Registration--\$65; Thesis Only--\$122; and Exam Only--\$35.

1979-80 SALARIES Salaries for graduate assistants increased 6.875% on July 1, 1979. The following salaries will be in effect for the next academic year.

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>Hourly</u> <u>rate</u>
TAssoc II	\$1416	\$6372	\$8.14
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RA	3396	2547	6792

REGISTRATION REQUIREMENT Every GA must register through the Graduate School. GA's who do not comply will have a hold placed on their records. To avoid the "bureaucrazies" and late fees, register! You can fulfill the requirement by registering for one filler credit or in any of the other registration categories.

\$\$ALTERNATIVE SOURCES\$\$ The Fellowship Office, 422 Johnston, offers information on endowed fellowships and Graduate School grants. For example, Tuition Scholarships are available every quarter, the deadline date for Winter Quarter applications being Dec. 10. Applications for the Special Grant for dissertation expenses are due Nov. 26. Fulbright, Marshall, and Rhodes Scholarship applications must be submitted in early October.

Another source of funding is the Honors Program(115 Johnston)which is accepting colloquia proposals for Winter and Spring Quarters until Oct. 15. The Honors Program pays \$250 per quarter for 2 hours/wk. contact time. For more information call 373-5116.

***** BENEFITS *****

Graduate students registering in one of the special categories or for fewer than 6 credits may opt to not pay the student services fees. These students may purchase health care and recreation facilities separately.

Health Care For students not paying Student Services Fees, extended outpatient coverage is \$40 per quarter. Hospitalization Insurance for a single student is \$41.10 per quarter; for student and one dependent it is \$276.15. The deadline for applying is Sept. 28. To purchase these health services, the student must present either a paid fee statement or a GA card to the Health Service Business Office, Boynton Health Service (call 373-3768).

Many GA's with 75% appointments qualify for free health insurance and group health services. GA's with appointments of 50% to 75% assistantships may purchase Employee Group Health Insurance which may be more cost efficient for GA's with dependent(s). For more information, contact Employee Benefits, 373-2115.

Parking Students and staff may purchase contract lot parking spaces for \$13.00/month. Apply at 2818 Como, telephone 373-4190.

Recreation Facilities Students may buy a participation card for \$7 per quarter entitling them to the use of the facilities of Cooke, Norris, Bierman, and the St. Paul Gym. Cards may be bought at Cooke or the St. Paul Gym.

Credit Union Employees of the University, including graduate assistants, are eligible for loans, savings accounts, and checking accounts at the State Capitol Credit Union, D-103 Mayo and 1413-4th St. S.E., phone 331-5173 (cash), or 331-5172 (loan).

In-State Tuition Graduate Assistants at 25% time or more pay "in-state" tuition rates. This privilege has been extended beyond the term of qualifying appointment subject to the rules printed on p.24 of the Graduate School Bulletin. To claim this benefit, contact the Graduate Assistants Office, 411 Johnston.

Payroll Deduction Assistants on appointments of 25% time or more are eligible to have tuition and fees paid by payroll deduction. Authorization cards are available in departmental offices.

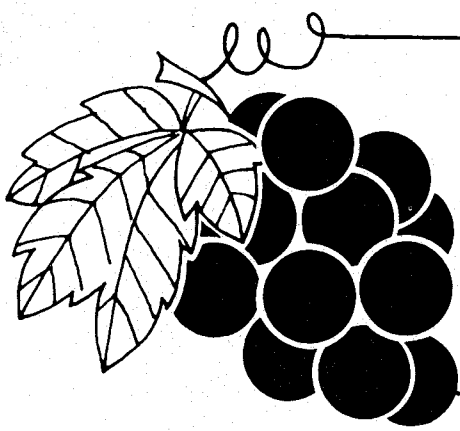
Direct Deposit of Payroll Checks Payroll checks may be deposited directly into checking accounts. Authorization forms are available from departmental offices.

TEACHING AIDS Instructional resources are available to aid T.A.'s in their teaching. Such resources include: Center for Educational Development, 317 Walter Library, 373-4537 which offers an instructional resources handbook and sponsors the small grants program; the Consulting Group on Instructional Design, 205 Elliott Hall, 373-5352, which provides general consulting on instructional problems; Measurement Services Center, 373-2263, which helps in evaluation of courses, and the COLP Center, 115 Elliott Hall, 376-3161, which provides video evaluation and audiovisual classroom aids for all language program T.A.'s.

A free, no credit course for foreign graduate students is being offered through the ESL Program. It focuses on classroom communication skills especially pronunciation, cultural variables and effective college teaching strategies. Contact Mark Landa (373-0166) or the ESL Program (373-7855).

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THE GRAPEVINE

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Vol. III, No. 4, December 1979

NEW GAO ASST. COORDINATOR Fran Zimmerman, a graduate student in Counseling and Student Personnel, was hired in September as the Assistant Coordinator of the GAO. Fran specializes in Work-Study and International GA assistantships but she is equally competent in other GA matters. In addition, the GAO has a new secretary, Cindy Fischer, who joined the GAO staff in late November. We hope that the increased staffing will better suit your GA needs.

WORK-STUDY The Office of Student Financial Aid (OSFA) has informed us that there is still work-study money available for eligible students. Call OSFA (373-4159) for information on eligibility.

Recently more and more departments have been looking for work-study graduate assistants because 80% of the student's salary is paid by work-study and the department pays only 20%.

Applications for work-study are available at the OSFA and the GAO. If you have any questions, call Fran (376-3644).

FILING INCOME TAX Income tax is assessed by both the state of Minnesota and the Federal government; forms must be filed by April 15, 1980 for the 1979 tax year.

An explanation of the tax status of assistantships and help with tax audits are available on the Tax Information handout which can be obtained at the Graduate Assistants Office. Questions about filing should be referred to the GAO (376-3644), the Minnesota Revenue Department (296-3781), or the IRS (291-1422).

Workshops on income tax for graduate students are held Winter Quarter. Watch for notices from COGS and the Graduate Student Information Program.

REGISTRATION REQUIREMENT All graduate assistants are required to register through the Graduate School for the quarter/s in which they are employed. Registration in CEE, ie. Extension, does not meet this requirement even if the course is for graduate credit and is transferred onto the student's program. Registration holds are placed by the GAO if a GA does not comply with this requirement. If you have any questions, please contact the GAO.

GRIEVANCES Employment grievances usually arise from misunderstandings about assignment of duties, workload, promotion, and termination or suspension before the end of an appointment. If you feel that as a graduate assistant you are being treated unfairly due to a possible misunderstanding, please contact the GAO. We will provide advisement and copies of a detailed explanation of the established procedures, "Grievance Procedures for Graduate Assistants", upon request.

GAO ID CARD Graduate Assistants are encouraged to pick up their GA ID card in the GAO. This card serves as a proof of employment at the University. It facilitates check cashing at the Bursar's Office when presented with a paid fee statement. GAs may cash checks without a current paid fee statement through the second week of classes provided they have the GA ID Card and a paid fee statement from the previous quarter. In addition, GAs not paying the Student Services fee may present the GA card at the Health Services Insurance Office in lieu of a paid fee statement when purchasing Boynton Health Services and Extended Coverage separately. Similarly, non-fee paying GAs can purchase Rec Sports services for \$8/quarter by presenting the card at either Cooke Hall or the St. Paul gym. Teaching Associates enjoy faculty library privileges if they show the GA ID card at the Circulation Desk prior to checking out books.

DULUTH GRADS Kathryn Murphy, the GAO coordinator, visited the Duluth campus on November 8 answering questions and offering information on graduate assistantships and fellowships. Her next trip to UMD is tentatively scheduled for mid-January. Kathryn hopes to meet with more UMD grads so that they can benefit from equal representation and discuss issues of assistantships and a means to organize and meet other UMD grads.

INTER-NATIONAL STUDENTS Graduate students on F-1 and J-1 visas may apply for assistantships related to their field of study without first applying for work permission. If you are an international graduate student who has been unable to secure an assistantship in your department, postings of available graduate assistantship openings can be found on the GAO bulletin board in 411 Johnston.

Under extenuating circumstances, other means of financial aid can be obtained by filling out an application at the Office of Student Financial Aid or at the International Student Advisors Office. Priority for the 1980-81 academic year will be given to applications completed by March 1, 1980. Contact Fran at 376-3644 if you have any additional questions.

INT'L. TA PROGRAM A consortium effort by Education, Mass Communications, ESL and the ISAO has produced an effective course in classroom teaching for foreign TAs. The course offers international graduate students the opportunity to improve their English, acculturate to the American classroom, and learn and apply sound pedagogical methods. Furthermore, participation in the course may enhance an international student's chances of being hired as a TA. For further information, contact Mark Landa (373-0166) or the ESL Program (373-7855).

HONORS PROGRAM The Honors Program is soliciting proposals for Spring Quarter. The deadline for applications is January 15, 1980. The best proposals usually derive from a student's thesis topic and demonstrate academic and/or experiential knowledge of the subject matter. The Honors Program (115 Johnston Hall) pays \$250 per quarter for 2 hours per week contact time. For more information call 373-5116.

GAO SURVEY Please remember to fill out and submit the GAO survey. In order to serve your needs better, we need your responses to our questions and any further comments you wish to include on the survey.

The GRAPEVINE is written and edited by Fran Zimmerman and Kathryn Murphy once a quarter. Suggestions for the newsletter are welcome.

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GRADUATE ASSISTANTS SURVEY

In order to get suggestions and feedback on the usefulness of our services, we have put together a short questionnaire. Please take a few minutes of your time to complete this survey and return it either to your departmental secretary or mail it by campus mail to the Graduate Assistants Office in 411 Johnston Hall. Thank you for your cooperation.

1. Do you know what services the GAO provides? _____ Yes _____ No

2. Approximately how many times have you:
 - A. visited our office _____
 - B. used our services _____

3. Which services of the GAO have you taken advantage of? (Check which ones apply to you.)
 - _____ Postings of graduate assistantship openings
 - _____ Explanation of the tax status of assistantships
 - _____ Help with tax audits
 - _____ Contingency check information
 - _____ Explanation of grievance procedures
 - _____ Employee benefits
 - _____ Graduate Assistant identification cards
 - _____ General information about graduate assistants
 - _____ Other _____

4. Have you read our quarterly newsletter, The Grapevine? _____ Yes _____ No
 Comment:

5. Did you know that there is a Handbook for Graduate Assistants? _____ Yes _____ No

6. Complaints about the GAO:

7. What is its most useful service?

8. Suggestions for improvement:

If you are interested in the establishment of day care facilities, contact the Graduate Assistants Office (376-3644) or the Council of Graduate Students (373-7909).

Tax Information for Graduate Assistants

1979

1. FILING INCOME TAX

- A. Income tax is assessed by both Minnesota and the Federal government.
- B. Forms must be filed by April 15, 1980 for the 1979 tax year.
- C. Most graduate assistants will find the short form (1040-A) the simplest to file.

2. PROJECT ASSISTANT AND RESEARCH ASSISTANT TAX STATUS

- A. The differentiation between a project assistant and a research assistant is based on tax status. Project assistants are employed to do research that is not part of their degree requirements; research assistants are working on projects that eventually serve to fulfill degree requirements. On this basis, research assistant income is considered tax free. (The salary is lower than that of project assistants because of the tax advantage.)
- B. Research assistants claiming their earnings as tax-free should file the long form (1040) to have their withholdings returned. After listing total earnings, research assistants should turn to line 20 (other), write "Fellowship exclusion" on this line, list research assistant salary as negative income, and subtract it from the total income. The W-2 form and an explanatory letter from the RA's department must be attached to the tax form.
- C. The IRS does not automatically accept appointment as a RA as proof of tax exempt status. If you are audited, you will be expected to present evidence that you were paid for research connected to a degree requirement and not for service. (The GAO provides necessary information for those people who have been audited.) If your work does not fulfill a degree requirement, you should be appointed as a Project Assistant. If you feel you are incorrectly classified, contact your employing department or the GAO.
- D. Because the Minnesota tax form starts with adjusted income from the Federal form, the RA income has already been excluded before the tax form begins.

3. TA TAX STATUS

- A. Most teaching assistants and associates earn taxable incomes. If, however, your department has a clearly stated requirement that all graduate students must teach in order to earn a degree, income from required teaching is non-taxable and can be declared as such using the procedure described for RAs.
- B. Only those departments that are able to give all their graduate students teaching opportunities have been able to institute such a requirement.

4. INTERNATIONAL STUDENTS

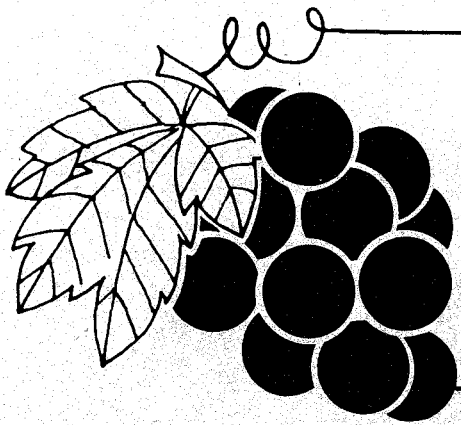
- A. International students are required to file tax returns under the same laws as American citizens unless they are specifically excluded by a tax treaty.
- B. International students may receive help with tax laws and filing procedures from the International Student Advisor's Office. Contact John Northrop at 719 East River Road, 376-7540.

5. HINTS FOR TAX RETURNS

- A. Keep good records. If audited, you will need information such as: application for departmental support, appointment form, proof of enrollment in the Graduate School, certifying letter from the department chairperson and the advisor, and a letter from the University Business Office.
- B. If you are claiming your income as tax exempt and plan on income averaging once you leave school, look into the requirements for income averaging before you claim RA or TA salary tax exempt. Doing so may make you ineligible for income averaging in the future.
- C. Various workshops on income tax and graduate students are held Winter Quarter. The tentative dates are February 13 and 19. Watch for notices from COGS and the Graduate Student Information Program.

6. QUESTIONS ABOUT FILING SHOULD BE REFERRED TO:

- A. Graduate Assistants Office 376-3644
- B. Minnesota Revenue Department 296-37811
- C. IRS 291-1422



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

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IN RESPONSE TO YOUR QUESTIONS *What is the GAO?* The 1975 Task Force on Graduate Assistants recommended establishing a Graduate Assistant Information and Assistance Office as an administrative arm of the Office of the Vice-President of Academic Affairs, yet housed with the Graduate School offices in Johnston Hall for the convenience of all graduate students. The office began modestly by providing information and ombudsman services to GAs and has gradually expanded to offer a Handbook for Graduate Assistants, a quarterly newsletter, tax and audit information, extended in-state tuition privileges to former GAs and their family members, postings of assistantships, GA ID cards, and grievance information. The GAO provides input into Graduate Student Orientation programs and annual tax seminars. Staff members sit on various university committees as representatives of graduate assistants. This year we are coordinating efforts with the Council of Graduate Students (COGS) to find daycare alternatives for grads and we are involved with the Minnesota Women's Center's Career Conference for Women. (For more details on both projects, refer to articles in this newsletter.)

The GAO is located at 411 Johnston Hall. We are open generally from 8am to 4:30pm, although sometimes (because we, too, are students) the office may close for an hour or two. Therefore it is best to call before coming in.

How is it funded? There has been some confusion between the GAO and COGS. Unlike COGS which is the graduate student organization funded partially through your activity fees, the GAO's budget comes from the Office of the Vice President for Academic Affairs and is independent of student funds per se.

Who runs the GAO? Kathryn Murphy, a doctoral candidate in French and Italian, coordinates the GAO on a 75% time assistantship. Fran Zimmerman who is working on a masters in Counseling is the half-time assistant coordinator. Cindy Fischer a freshman in Journalism, works 25% time as the office secretary.

Vol. IV, No. 1, April 1980

ESPECIALLY FOR DULUTH On January 17, Jane Hosmanek from COGS and Kathryn Murphy of the GAO again visited the Duluth campus and again met with only two graduate students. Perplexed by this ongoing situation (or lack thereof), they conferred with Vice Provost Junk and Dean Jankofsky. Everyone agreed that surveying UMD grads might pinpoint the communication problem and also provide information from which to serve better the needs of UMD grads.

Of the 36% of the UMD grads who responded, only half know about the GAO and even fewer (27 percent) know that the GAO represents Duluth GAs. Most respondents get information through their major advisors which indicates that the GAO should use major advisors as the vehicles for the dissemination of GA news. The two most well-received ideas for organizing UMD grads are an evening social hour and a graduate student meeting room. These two options will be discussed with UMD administrators in the near future. Furthermore, your responses indicate that housing is a priority issue. 30% own homes but a whopping 61% rent houses or apartments and only 5% have on-campus housing. We will address this issue, too.

Our next trip to UMD will be in April. Please be on the lookout for announcements of our visit.

REGISTRATION REQUIREMENT All graduate assistants are required to register through the Graduate School for the quarter/s in which they are employed. Registration in CEE, ie. Extension, does not meet this requirement even if the course is for graduate credit and is transferred onto the student's program. Registration holds are placed by the GAO if a GA does not comply with this requirement. If you have any questions, please contact the GAO.

The GRAPEVINE is written and edited by Fran Zimmerman and Kathryn Murphy once a quarter.

JOBS FOR SPRING, SUMMER, AND NEXT YEAR The GAO has received job postings for a variety of jobs. Chances for being hired for spring quarter are slim; there are however, a few positions open. Notices for summer employment are starting to trickle in now. If you are seeking an assistantship for the summer we suggest you start coming to 411 Johnston at least once a week to check the boards. Likewise, graduate assistantships for next year are available.

OTHER SOURCES OF INCOME The Honors Program is accepting proposals for Honors Colloquia for the 1980/81 academic year. Proposals for fall quarter must be submitted by Thursday, May 1. All applicants for fall colloquia will be contacted by the end of spring quarter. Applications for the rest of the academic year are due Monday, June 2. The best proposals are those which reflect your area of specialization in which you have a high degree of expertise and experience. For more information contact the Honors Program at 373-5116.

The Office of Student Financial Aid can help you locate loans and federal financial assistance if you qualify. In order to determine your eligibility, you will have to submit the ACT Financial Aid Statement for 1980/81, copies of which are available in 210 Fraser Hall and 199 Coffey Hall. Graduate students who qualify for Work-Study are often more "marketable" for non-regular assistantships.

If you attend Summer Session and wish to be considered for summer aid, you will have had to send in your ACT-FFS by March 1, 1980 and will have to complete a supplementary summer application available May 1, 1980.

DAYCARE PROJECT The GAO and COGS are brainstorming to find a viable solution to the daycare problems of graduate students. Some of the alternatives already suggested include: expanding present University daycare facilities, developing a daycare referral service, establishing "satellite" care centers in local neighborhoods, and establishing a "child-pooling" service whereby families exchange daycare times within their residential areas. We are holding an organizational meeting Wednesday evening, April 9, from 7 to 9 in Coffman 320. Please come and bring your children and your ideas!

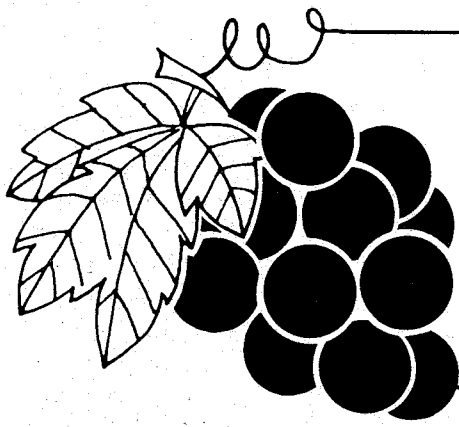
TAX INFORMATION From all reports the two tax information workshops sponsored by COGS and the Orientation Office were very beneficial for all graduate students. For GAs who missed the workshops but who still need help filing before April 15, the GAO can answer your GA-related tax questions. Call us if you need help. International students should first contact the ISAO (373-4094).

COOPERATIVE EDUCATION One of the projects of the CLA Career Development Office deals with career alternatives for graduate students. The goal of this project is to help first and second year students explore alternatives and assist advanced degree candidates and faculty seek and find meaningful, non-academic employment. The Cooperative Education program, one aspect of the project, offers internships which integrate related work experience into a student's program. For graduate students there are opportunities to explore or confirm career goals as well as to gain some career experiences that will make them competitive in the job market after graduation. Other services include: assistance in planning for non-academic employment; reassessing skills and abilities for the current needs in business, government, and industry; and developing job search strategies and skills. For more information call 373-2818 or drop by 345 Fraser Hall.

CAREER CONFERENCE Back by popular demand, the Career Conference will be held April 19 in the Theater Lecture Hall, CMU. Registration begins at 9:30 a.m.; the program continues until at least 4:00. Topics include: "Self-assessment" by Gary McGrath from the CLA Career Development Office, "Resumes and Cover Letters" by Tom and Cynthia Kraack, "Interviewing" by Margie Mathison, the associate director of CEW. The cost of the program is \$4.00, an additional \$4.25 for lunch.

CAREERS FOR WOMEN The Minnesota Women's Center is sponsoring a career conference for women graduate students on Saturday, May 31. Interested women should contact Leslie Mercer at the Minnesota Women's Center (373-3850) for further details.

GAO ID CARD Graduate Assistants are encouraged to pick up their GA ID card in the GAO. This card serves as a proof of employment at the University. It facilitates check cashing at the Bursar's Office when presented with a paid fee statement. GAs may cash checks without a current paid fee statement through the second week of classes provided they have the GA ID Card and a paid fee statement from the previous quarter. In addition, GAs not paying the Student Services fee may present the GA card at the Health Services Insurance Office in lieu of a paid fee statement when purchasing Boynton Health Services and Extended Coverage separately. Similarly, non-fee paying GAs can purchase Rec Sports services for \$8/quarter by presenting the card at either Cook Hall or the St. Paul gym. Teaching Associates enjoy faculty library privileges if they show the GA ID card at the Circulation Desk prior to checking out books.



THE GRAPEVINE

A NEWSLETTER FOR GRADUATE ASSISTANTS

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Vol. IV, No. 2, June 1980

NEW GAO COORDINATOR Virginia Gibbs, a PhD candidate in the department of Spanish and Portuguese, will assume the duties of coordinator on June 23. Fran Zimmerman, the Assistant Coordinator, is continuing her appointment throughout the summer and next academic year. The GAO's office assistant, Cindy Fischer, plans to return in the fall.

SUMMER ASSISTANTS Graduate assistants who are appointed for summer sessions do not have to be registered for these sessions. Graduate assistants may also hold appointments up to 100% time without special permission for the summer.

SUMMER HEALTH COVERAGE University students may purchase health insurance during the summer even if they are not registered for summer sessions. Extended outpatient coverage, entitling a student to use the Boynton Health Service, is \$40.00 and can be purchased at W220 Boynton (373-3768). Students purchasing this coverage must either have hospitalization coverage or purchase the student Blue Cross-Blue Shield coverage before applying for outpatient insurance. Blue Cross-Blue Shield coverage is \$41.10 for an individual or \$276.15 for family coverage and can be purchased at W224 Boynton (331-5480). Students who need hospitalization and will not be on-campus this summer may purchase this coverage. The deadline for applying for these programs is June 20.

1980-81 SALARIES Salaries for graduate assistants will increase 7% on July 1, 1980. The following salaries will be in effect for the next academic year.

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>Hourly</u> <u>rate</u>
TAssoc II	\$1516	\$6822	\$8.71
TAssoc I, Ad Fel II	1424	6408	8.18
TA, PA, Ad Fel I	1272	5724	7.31
RA	1212	5454	6.96

	<u>33%</u> <u>9 months</u>	<u>25%</u> <u>9 months</u>	<u>50%</u> <u>12 months</u>
TAssoc II	\$4548	\$3411	\$9096
TAssoc I, Ad Fel II	4272	3204	8544
TA, PA, Ad Fel I	3816	2862	7632
RA	3636	2727	7272

FAMILY HEALTH COVERAGE The university's Blue Cross-Blue Shield plan will no longer cover families as of September 16, 1980. 1980-81 Students with families may, however, opt for conversion coverage which entails a reduction of the daily hospital room coverage to a \$60/day maximum. Other hospitalization benefits will remain much the same and coverage will be continuous for families presently covered. For students under 35, hospitalization coverage will cost \$41.05 for husband and wife, \$51.55 with one child, \$62.05 for two children, and \$72.55 for three or more children. For more information contact the University Blue Cross-Blue Shield business office, W224 Boynton, 331-5480.

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SUMMER SESSION TUITION Summer session tuition is \$19.50 per credit. Both residents and non-residents pay at this rate. Students registering for three or more credits must pay a student services fee of \$32.95 a session. In order to avoid a late fee, tuition must be paid by June 16 for Summer Session I and by July 21 for Summer Session II.

DAYCARE The Council of Graduate Students is funding a pilot daycare project for all graduate students which will be inaugurated fall quarter, 1980. For more information call 373-7909.

FINANCIAL AID The Office of Student Financial Aid can help you locate loans and federal financial assistance if you qualify. In order to determine your eligibility, you will have to submit the ACT Financial Aid Statement for 1980/81, copies of which are available in 210 Fraser Hall and 199 Coffey Hall. Graduate students who qualify for Work-Study are often more "marketable" for non-regular assistantships.

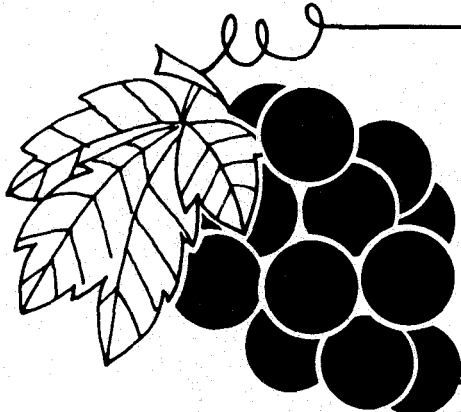
GAO ID CARD Graduate Assistants are encouraged to pick up their GA ID card in the GAO. This card serves as a proof of employment at the university. It facilitates check cashing at the Bursar's Office when presented with a paid fee statement. GAs may cash checks without a current paid fee statement through the second week of classes provided they have the GA ID Card and a paid fee statement from the previous quarter. In addition, GAs not paying the Student Services fee may present the GA card at the Health Services Insurance Office in lieu of a paid fee statement when purchasing Boynton Health Services and Extended Coverage separately. Similarly, non-fee paying GAs can purchase Rec Sports services for \$8/quarter by presenting the card at either Cooke Hall or the St. Paul gym. Teaching Associates enjoy faculty library privilege if they show the GA ID card at the Circulation Desk prior to checking out books.

GAO SERVICES The Graduate Assistants Office provides ombudsman services for graduate assistants. Call or stop by for

- * copy of Handbook for Graduate Assistants
- * postings of graduate assistantships
- * explanation of grievance procedures
- * any other problem or question relating to your dual role as student and employee at the U of M.

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Council of Graduate Students (COGS) -----	409 Johnston	373-7909
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Parking -----	2818 Como Ave	373-4190
Payroll Dept. Tax Information (Jan. 1 - April 15) -----		373-4935
Registration Information -----	316 Johnston	373-4584
Research Assistant Appointments in Grad School Fellowship Payments -----	303 Johnston	373-7924
Student Examining Committee Substitutions -----	316 Johnston	373-2959
Student Quarterly Progress Reports -----	313 Johnston	373-5128
Unemployment Insurance -----	390 N. Roberts, St. Paul	296-8221



THE GRAPEVINE

A NEWSLETTER FOR GRADUATE ASSISTANTS

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WELCOME BACK This year's all student staff, Virginia Gibbs - Coordinator, Fran Zimmerman - Assistant Coordinator and Cindy Fisher - Office Assistant, are at 411 Johnston Hall waiting to provide information or to help you with any Graduate Assistant related problems. Stop in to see us or call 376-3644 for the following services:

- * copy of *Handbook for Graduate Assistants*
- * postings of graduate assistantships
- * explanation of grievance procedures
- * help with tax audits
- * copies of *GRAPEVINE*
- * assistance with any other problems or questions relating to your dual role as student and employee at the U of M.

1980-81 SALARIES increased 7% on July 1, 1980. The following salaries are in effect for this academic year.

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>Hourly</u> <u>rate</u>
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REGISTRATION REQUIREMENT All Graduate Assistants are required to register through the Graduate School for the quarters in which they are employed. Registration in CEE, ie. Extension, does not meet this requirement even if the course is for graduate credit and is transferred onto the student's program. Registration holds are placed by the GAO if a GA does not comply with this requirement. If you have any questions, please contact the GAO.

Vol. IV, No. 3, September 1980

GAO ID CARD Graduate Assistants are encouraged to pick up their GA ID card in the GAO. This card serves as a proof of employment at the University. It facilitates check cashing at the Bursar's Office when presented with a paid fee statement. GAs may cash checks without a current paid fee statement through the second week of classes provided they have the GA ID Card and a paid fee statement from the previous quarter. In addition, GAs not paying the Student Services fee may present the GA card at the Health Services Insurance Office in order to purchase Boynton Health Services and also separate extended coverage. Similarly, non-fee paying GAs can purchase Rec Sports services for \$12/quarter by presenting the card at either Cooke Hall or the St. Paul gym. Teaching Associates enjoy faculty library privilege if they show the GA ID card at the Circulation Desk prior to checking out books.

HEALTH COVERAGE Graduate Assistants have several options open to them for health coverage. GAs with a 75% appointment receive comprehensive Blue Cross - Blue Shield coverage, dental coverage, and life insurance paid by the university. GAs with a 50-74% appointment can purchase similar health coverage for themselves and their dependents. For further information contact Employee Benefits at 373-2115 or stop in at their office at 1919 University Avenue, St. Paul, where counselors are available to discuss individual cases.

For those GAs who have appointments below 50%, student coverage is available from Blue - Cross for \$48.75 a quarter. This year benefits have been reduced and dependent coverage is not available. If you do need dependent coverage, the Blue-Cross Office will refer you to the appropriate agent. For further information contact the Blue Cross - Blue Shield Business Office, W224 Boynton or 331-5480.

FELLOWSHIPS The Graduate Fellowship Office is located just down the hall from the GAO in 422 Johnston. Many deadlines for dissertation grants and other fellowships for 1981/82 will be coming up this fall quarter. A major problem in obtaining grant money is not applying in time, so act now for next year!!

GRANT WRITING WORKSHOPS Grant writing is an important skill both in graduate school and in many professional fields. Therefore, the GAO and the council of Graduate Students have decided to hold several grant writing workshops in 1980/81. The first workshop is tentatively scheduled for the third week in October. If you would like to participate, please contact us at the GAO.

CHILD CARE The Council of Graduate Students is sponsoring a Child Care Project. In its initial stages, the child care project will provide information and referral to aid students in securing child care and counseling to help with problems with substitute child care. Plans are also being developed for special programs such as child-pooling which would serve families needing care for less than twenty hours per week. Families in the child-pooling project would be matched for similarity in course load, residential area, family size, and non-conflicting schedules for the purpose of trading care services. For further information call Ellen Deutsch Flannigan at 373-7909

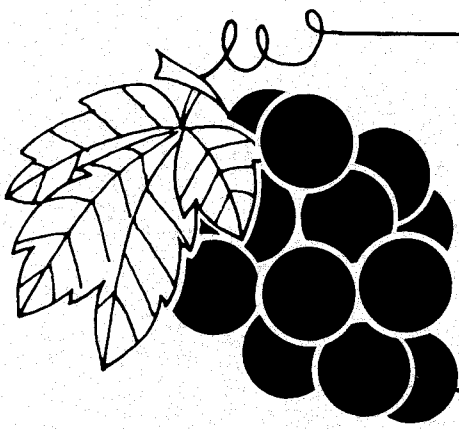
FINANCIAL AID The student financial aid office has notified us that they have already allocated all of their grant, work-study, and national direct student loan monies for the 1980/81 academic year. However, students may still be eligible for Guaranteed Student Loans. Information and applications can be obtained at the Office of Student Financial Aid in 210 Fraser Hall or 199 Coffey Hall.

RAs, PAs, TAs and TAXES The distinction between RA and PA is quite important for tax purposes. RAs should be doing only thesis related work or other research in partial fulfillment of degree requirements. RAs thus fall into the tax-exempt status. Project Assistants have special duties on research projects not related to specific degree requirements and are taxed. The difference in pay rates reflects precisely this difference in tax status. All other GA appointments are taxable, except TAs in departments where teaching is required of all degree candidates. If these guidelines are not followed, problems can arise with the IRS, especially at audit time. Please call the GAO if you need further clarification.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

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NEW GAO ASST. COORDINATOR

Stephany Johnson, a graduate student in Psychoeducational Studies, was hired in October as Asst. Coordinator of the GAO. Stephany can especially provide information on work / study and financial aid, but can also help with all GA related matters. In addition, the GAO has hired a new secretary, Beth Yeager, who can also answer your questions. We now have a staff of four students who hope to be able to provide graduate assistants with whatever information or help they need. Don't forget that our services include:

- * copy of *Handbook for Graduate Assistants*
- * postings of graduate assistantships
- * explanation of grievance procedures
- * help with tax audits
- * copies of *The Grapevine*
- * assistance with problems or questions relating to your dual role as student and employee at the U of M.

REGISTRATION REQUIREMENT

All graduate assistants are required to register through the Graduate School for the quarters in which they are employed. Registration in CEE, ie. Extension, does not meet this requirement even if the course is for graduate credit and is transferred onto the student's program. Registration holds are placed by the GAO if a GA does not comply with this requirement. If you have any questions, please contact the GAO.

REPS NEEDED FOR POLICY COUNCILS

Grad student representatives are needed on the Policy and Review Councils. There are openings on the following Councils: Education & Psychology, Health Sciences, Language, Literature & Arts, Physical Sciences and Social Sciences. If you would like to participate and thus have an influence on graduate education at the University, please contact Diana Dearing at 373-7909.

Vol. IV, No. 4, December 1980

ASSISTANTSHIP OPENINGS

The GAO posts many assistantships for which any grad student may apply. If your department has been unable to fund you, if the funding is not sufficient, or if you want to broaden your horizons, come to 411 Johnston and check on the job board. Some very interesting assistantships appear frequently which can enrich your experience and resume.

FINANCIAL AID 81/82

Graduate students should apply for financial aid for the 1981-82 school year as soon as possible after the 1st of January. Pick up your application at 210 Fraser and be sure to submit it by March 1st. The earlier you apply the better!

GRANT WRITING

The grant writing workshop held October 29 was quite a success. Eighty students registered and attended the session led by Prof. Wlad Godzich, Director of the Office of Research Development. More workshops will be held in Winter Quarter, so watch for further details.

DULUTH

Virginia Gibbs, GAO coordinator, and Diana Dearing, COGS administrative assistant, visited the Duluth campus on Nov. 8th. The major concern was to prepare for the formation of a graduate student organization to represent the Duluth students. Oscar Hampton of the School of Social Development and Pat Lederle of the Biology Department agreed to coordinate the effort. If you are interested in helping to set up this organization please contact these students.

Graduate assistant ID cards are now available for graduate students in Duluth. These cards will give you faculty privileges at the library and can be obtained at the Graduate School Office in 431 Administration.

FELLOWSHIPS The following fellowship information is of interest to grad students. For more details contact the Fellowship Office in 422 Johnston.

Newberry Library Fellowships: 1) Short-term resident fellowships for individual research in any field appropriate to the Newberry Library collection are available to students who have completed all requirements for the Ph.D. except the dissertation. Application Deadlines are March 1 or October 15, 1981; 2) The Center for the History of the American Indian has available fellowships for candidates who have completed all requirements for the doctorate except dissertation. Application Deadline is February 1, 1981. Applications are available from the Committee on Awards, the Newberry Library, 60 West Walton Street, Chicago, IL 60610.

D'Arcy McNickle Memorial Fellowships for American Indian Students: The Newberry Library is offering the D'Arcy McNickle Memorial Fellowships to American Indian students and other Indian adults for work in residence at the Newberry Library. Further information is available from the Newberry Library (address given above).

U.S. Department of Justice: A limited number of Graduate Research Fellowships are available for doctoral candidates who are writing a dissertation in the area of criminal justice. Applicants must have completed all degree requirements except the dissertation prior to awarding of the grant. Application Deadline: March 1, 1981.

National Consumer Affairs Internship Program: Three month internships are available in government, industry and non-profit associations for students interested in consumer affairs. Next Application Deadline: April 20, 1980 (Internship Period May-August, 1981).

INCOME TAX

Income tax is assessed by both the state of Minnesota and the Federal government; forms must be filed by April 15, 1981 for the 1980 tax year. An explanation of the tax status of assistantships and help with tax audits are available on the Tax Information handout which can be obtained at the Graduate Assistants Office. Questions about filing should be referred to the GAO (376-3644), the Minnesota Revenue Department (296-3781), or the IRS (291-1422).

Workshops on income tax for graduate students will be held on February 11 from 2-4 p. m. and February 17 from 7-9 p.m. in 307 Coffman.

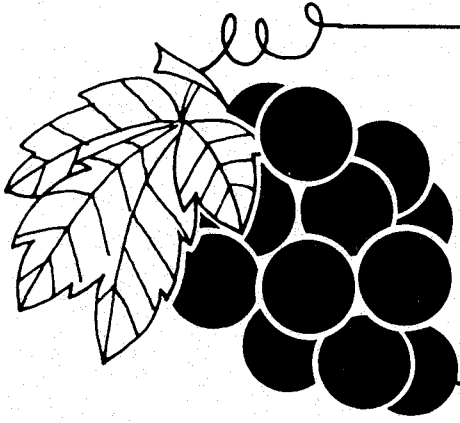
TAX AUDITS

Many grad students have been audited lately or are presently being audited. The GAO has information that can help you prepare for an audit and obtain the proper documentation. Please do not wait until you are in the middle of an audit to come for help. Also, if you have been audited recently the GAO would appreciate hearing about the results. This would be of great help to all graduate students, so please call us at 376-3644 and tell us about your experiences with the IRS.

The GRAPEVINE is written and edited quarterly by Stephany Johnston & Virginia Gibbs.

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THE GRAPEVINE

Vol. 5, No. 1, April 1981

REGISTRATION
REQUIREMENT

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GRAD AFFIRMATIVE ACTION
AND THE LEGISLATURE

It is up to the Legislature to save the University's Affirmative Action Program for Graduate Students from collapse. Dean Ibele, of the Graduate School, has asked for \$286,000 over the next two years to continue a scholarship program for minority and disadvantaged students. The Bush Foundation provided the funding during the past four years to start the program, but as all seed funding, it has now stopped. The University is asking the Legislature for the money to keep the program operating at its current level.

Graduate students, especially minority graduate students, are being asked to lobby their senators and legislators. Fact Sheets can be obtained from 409 and 411 Johnston Hall. To find out who your legislator is contact Susan Charney at 373-3510 M W F between 2:30 and 3:30 p.m. or the COGS office at 373-7909.

SUMMER & FALL
POSTINGS

Postings for assistantships for this summer and next year have begun to arrive at the GAO. If you are looking for funding outside of your department, we suggest that you start coming to 411 Johnston Hall at least once a week to check on what is available.

CAREER WORKSHOP
FOR WOMEN

The Minnesota Women's Center is organizing a women's career planning group which will begin April 15th. It will meet for 4 weeks and is free to students. Call the Women's Center at 373-3850 to register.

HANDBOOK
REVISION

The Standing Committee on Graduate Assistant Affairs is revising the *Handbook for Graduate Assistants*.

The revised edition, which will become effective in 1981 / 82, will include a more detailed description of research assistant and project assistant appointments. If you are in the process of being hired for next year and have any doubts about the distinction between RA and PA, please call the GAO.

HONORS
COLLOQUIA

The Honors program is accepting proposals for Honors Colloquia for the 1981/82 academic year. Proposals for fall quarter must be submitted by Monday, May 4th. Applications for the rest of the academic year are due Monday, June 1st. The best proposals are those which reflect the area of specialization in which you have achieved a high degree of expertise and experience. For more information contact the Honors Program at 373-5116.

DULUTH
ASSISTANTS

Many Duluth students are not aware of the fact that the GAO also represents UMD graduate assistants.

If any of you in Duluth have any questions concerning taxes, GA benefits, grievances or any other matter that may arise in your dual roles as students and employees, feel free to call us on the WATTS line. Our number is 376-3644.

LOOKING FOR CHILD CARE?
CALL: 373-7901

COGS CHILD CARE INFORMATION & REFERRAL
COORDINATOR: ELLEN DEUTSCH FLANNIGAN

FELLOWSHIP OPPORTUNITIES

Unless otherwise noted, information and application materials for the following fellowship opportunities are available from the Graduate School Fellowship Office, 422 Johnston Hall, 373-2833.

NATIONAL CONSUMER AFFAIRS INTERNSHIPS are available in government and non-profit associations for students interested in consumer affairs, DEADLINE: April 20, 1981 (Internship period: May - August, 1981).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT has ten grants of \$8,000 available for the support of dissertation research in conjunction with housing data gathered by HUD. DEADLINE: April 15, 1981. Applications are available from HUD, USER, P.O. Box 280, Germantown, MD. 20767.

NATIONAL ENDOWMENT FOR THE ARTS Fellowship Program is available to individuals interested in participating in a 13 week internship in one of the Endowment divisions or offices in Washington D.C. Fellows are generally selected on the basis of prior professional and academic experience. Applicants must be sponsored by a college or university, state arts agency or nonprofit, tax-exempt arts organization. DEADLINE: April 24, 1981 (Internship period: September - December, 1981).

INTERNATIONAL FOUNDATION OF EMPLOYEE BENEFITS has Grants-in-Aid of Research on Private Employee Benefit Plans for graduate students in business, labor/industrial relations, and the social sciences. Applicants must be U. S. or Canadian citizens and hold at least a baccalaureate degree. DEADLINE: April 15, 1981.

THE GERMAN DEPARTMENT, UNIVERSITY OF CALIFORNIA AT BERKELEY, offers a special six week program in the intellectual and institutional history of Germany, as well as language and literature of post-war Germany. Graduate students and/or faculty specializing in any aspect of German area studies may apply. Proficiency in German is expected. DEADLINE: April 10, 1981. Further information and applications may be obtained from the Department of German, University of California, Berkeley, CA. 94720.

GRADUATE SCHOOL SPECIAL GRANTS for doctoral dissertation research expenses are available to students who have passed their preliminary written and oral exams. DEADLINE: May 22, 1981.

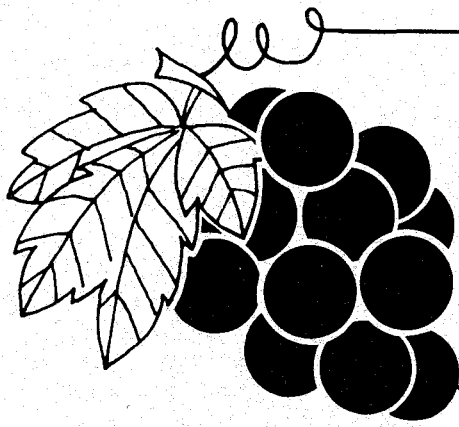
GRADUATE SCHOOL DOCTORAL FELLOWSHIPS are available to graduate students who have completed all requirements for their Ph. D. except the dissertation. Information regarding deadlines and application procedures is available from the Director of Graduate Studies of your department or program.

GRADUATE SCHOOL TUITION SCHOLARSHIPS are available to graduate students who are U. S. citizens or permanent residents, who have completed at least three quarters in the Graduate School, and who will take a minimum of six credits during first summer session. Awards are generally limited to one summer session (or academic quarter) only. DEADLINE for Summer Session I: May 22, 1981.

The GRAPEVINE is written and edited quarterly by Virginia Gibbs and Stephany Johnson.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

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NEW GAO
COORDINATOR

James F. Schaefer, Jr., will assume the duties of Coordinator of the Graduate Assistants Office on

June 22. James was a teaching assistant in the Department of Theatre Arts and is a Ph. D. candidate. He will be replacing Virginia Gibbs who has completed her appointed term in the position. The GAO will remain open during the summer months to provide its regular services which include:

- * general information about the graduate assistantship program
- * explanation of the grievance procedures governing assistantships
- * help with tax audits and tax matters related to graduate assistantships
- * posting of assistantship openings
- * Eligibility for Resident Tuition cards
- * graduate assistant I.D. cards.

SUMMER
HEALTH
COVERAGE

University students may purchase health insurance during the summer even if they are not registered for summer sessions. Extended outpatient coverage, entitling the student to use the Boynton Health Service, is \$44.00 and can be purchased at W220 Boynton (373-3768). This insurance covers all outpatient visits but no surgical procedures.

Blue Cross - Blue Shield can be purchased to cover hospitalization and costs \$48.60 for the whole summer. Students who have purchased this coverage for spring quarter may participate in the summer plan without registering for classes. Students who did not carry the coverage spring quarter can also purchase the summer coverage if they register for a minimum of 3 credits each summer session. Graduate students working on a dissertation or preparing for prelims are also eligible for the program. Blue Cross-Blue Shield coverage can be purchased at W224 Boynton (331-5480). The deadline for applying for these programs is June 19.

Vol. V, No. 2, June 1981

1981-82
SALARIES
UNDETERMINED

Salaries for graduate assistants are generally increased each July 1st. However, University academic salary increases were not resolved by the 1981 Legislature. The University will continue payment of the 1980-81 salaries until such time as the appropriation level is known. At that time, retroactive salary adjustments will be made for persons on the payroll at the time the increase takes effect.

The following are the 1980-81 salaries which continue in effect until further notice:

	<u>100%</u> <u>monthly</u>	<u>50%</u> <u>9 months</u>	<u>Hourly</u> <u>rate</u>
TAssoc II	\$1516	\$6822	\$8.71
TAssoc I, AdFel II	1424	6408	8.18
TA, PA, AdFel I	1272	5724	7.31
RA	1212	5454	6.96
	<u>33%</u> <u>9 months</u>	<u>25%</u> <u>9 months</u>	<u>50%</u> <u>12 months</u>
TAssoc II	\$4548	\$3411	\$9096
TAssoc I, AdFel II	4272	3204	8544
TA, PA, AdFel I	3816	2862	7632
PA	3636	2727	7272

NEW GA
HANDBOOK

A revised edition of the Handbook for Graduate Assistants has been prepared and printed this spring. Few changes have been made, although the explanation of project assistant and research assistant is more detailed in this version and the tax status of each is explained. The GAO suggests that you have a look at these new descriptions, especially if you are an RA. We will be sending copies to all graduate assistants in the fall, but if you would like a Handbook now, call us at 376-3644.

TA AWARD Barbara Elliot has been selected as outstanding graduate TA for 1980-81 by the CLA Student Intermediary Board. Barbara teaches in the Department of Sociology and was selected for the award based on the following criteria: knowledge and preparedness, clarity and thoroughness in class presentations, creativity, and responsiveness to student needs. This Award was established in order to recognize graduate TAs who excel in teaching activities. Nominations for the CLA's Outstanding TA Award were solicited from both students and faculty and reviewed by the CLA-SIB Award Committee.

SUMMER ASSISTANTS Graduate assistants who are appointed for summer sessions do not have to fulfill the regular requirement of registering for at least 1 credit during each quarter of assistantship. GAs may also hold appointments of up to 100% without special permission.

However, the registration requirement will continue to be in effect as usual during the regular academic year. Remember to register for at least one credit in order to avoid having a hold placed on your materials for future registrations.

CHILD CARE The Council of Graduate Students' Child Care Information and Referral Service will operate part time this summer. Call 373-7909 (COGS), or the Graduate Assistants Office, 376-3644, and leave a message if you wish information.

NEW TAX LETTER A new model tax letter which departments should supply to students who declare their assistantship stipends tax exempt has been distributed to all units employing graduate students. Since the letter was prepared by one of the University attorneys it will not only be useful when filing returns, but also in determining your tax status. If your assistantship fulfills all the conditions detailed in the letter, you fall under the tax exempt category. For more information on this letter, your tax status or tax audits, contact the GAO at 376-3644

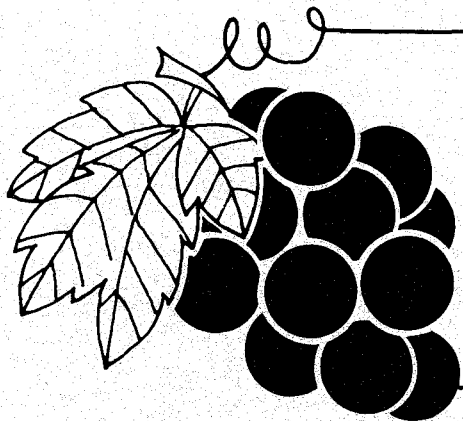
SUMMER SESSION TUITION Summer Session tuition is \$22.80 per credit. This includes the 10% surcharge. Both residents and nonresidents pay at this rate. Students registering for 3 or more credits must pay a student services fee of \$34.20 a session. In order to avoid a late fee, tuition must be paid by June 15 for Summer Session I and by July 20 for Summer Session II.

HOUSING GUIDE A very useful pamphlet, Rental Housing in the Twin Cities, has been prepared for graduate students. The Graduate Assistants Office will have copies available this summer. You can pick up your copy in 411 Johnston, or call us and we will send you one free of charge.

The GRAPEVINE is written and edited quarterly by Virginia Gibbs.

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THE GRAPEVINE

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. V, No. 3, September 1981

GAO INFO The Graduate Assistants Office, 411 Johnston Hall (376-3644), provides ombudsman services for graduate assistants. Jim Schaefer, a graduate student in Theatre Arts, is Coordinator for 1981-82. He and the other staff can help you with the following services:

- * general information about the graduate assistantship program
- * posting of assistantship openings
- * Eligibility for Resident Tuition cards, for both yourself and your immediate family
- * graduate assistant ID cards
- * help with tax matters related to graduate assistantships, including tax audits
- * explanation of the grievance procedures governing assistantships
- * any other questions you may have relating to your graduate assistantship

Call or drop in if you think we can help you; office hours are 9:15-4:30 Monday - Friday.

NEW GA HANDBOOK Copies of the revised Handbook for Graduate Assistants were sent to all departments in August for distribution to their GA's. If you have not received a copy, ask your departmental secretary or call the GAO at 376-3644. Few changes have been made in this edition, although the explanation of the difference between project assistant and research assistant positions has been expanded and the tax status of each is explained (pp. 2-3). The GAO suggests that you read these new descriptions, especially if you are an RA. See the article on taxes below.

RA's, PA's, TA's, & TAXES The income from most graduate assistantships is taxable because GA's provide a service to the University. The main exception is the position of Research Assistant. Properly appointed RA's have tax-exempt status because they are either (a) doing research pertaining directly to their own thesis, or (b) are engaged in other research

in partial fulfillment of stated degree requirements. Project Assistants also have special duties on research projects, but their income is taxed because their duties are not related to their specific degree requirements. The difference in pay rates between the two positions adjusts for this difference in tax status. All other GA positions are taxable except Teaching Assistant or Teaching Associate positions in departments which have a written requirement that all candidates for their degree hold such a position. If these guidelines are not followed, problems can arise with the IRS, especially if you are audited.

All GA's will have taxes deducted from their paychecks; those with tax-exempt positions must file to have the money refunded to them. To do so, the student must attach to their tax return a letter from their hiring department. A new model for this letter was distributed to departments last spring. Since it was prepared by a University attorney, it will not only be useful in filing your return, but will also help you determine your proper tax status: if your assistantship meets all the conditions detailed in the letter, you fall in a tax-exempt category. For more information on this letter, on your tax status, or on tax audits, contact the GAO at 376-3644.

FELLOWSHIP DEADLINES A number of major fellowships have application deadlines during fall quarter. Contact the Fellowship Office, 422 Johnston Hall (373-2833) for information and application materials: FULBRIGHT GRANTS, October 2; MARSHALL SCHOLARSHIP, October 8; RHODES SCHOLARSHIP, October 12; WINSTON CHURCHILL FOUNDATION SCHOLARSHIP, November 16; DOCTORAL DISSERTATION SPECIAL GRANT, November 25; and WINTER QUARTER TUITION SCHOLARSHIP, December 4.

EMPLOYEE BENEFITS Graduate Assistants have several options open to them for health coverage. GA's with 75% appointments are eligible for free comprehensive health, hospitalization, dental, and life insurance; most of these benefits are also free for their dependents, while others are available for a small additional fee. Contrary to information published in the Handbook, this free coverage is now available during the 1981-82 academic year to GA's holding 75% appointments for as short a time as one quarter. For more information, call Employee Benefits at 373-2115. GA's with this or similar coverage can request exemption from the Health Service portion of the Student services fee (\$35) by bringing proof of coverage to the cashier on the 2nd floor of Boynton Health Service before October 9.

GA's with 50-74% appointments can purchase the coverage described above for themselves and their families; call 373-2115 for information.

For those GA's with appointments below 50%, or for those on hourly appointments, student insurance coverage is available through the Student Insurance Office in room W227A Boynton Health Service, 379-9259 (a non-campus number). This year's coverage is much better than last year's, and includes available dependent coverage; call them for information. Students who choose this coverage may also want outpatient coverage through the Boynton Health Service. This is paid for as part of their student services fee. Those GA's who do not pay the student services fee may purchase Health Service coverage directly for \$48 per quarter.

1981-82

SALARIES STILL UNDETERMINED

Salaries for graduate assistantships are generally increased each July 1, but the 1981 Minnesota Legislature did not act on University academic salary increases for 1981-82. Until such time as the appropriation level for this year is known, the fixed rates for GA's will remain at 1980-81 levels; refer to p. 9 of the Handbook for those rates. Once the new rates have been determined, retroactive salary adjustments will be made for persons who are on the payroll at the time the increase takes effect.

CHANGE IN TRANSCRIPT SERVICE

In an attempt to speed up service, the Certification Service, 155 Williamson, no longer issues official transcripts over the counter to students. When a student comes to the counter requesting an official transcript, it will be mailed to the student's address, and will be stamped, "Issued to Student." Unofficial transcripts and operational records will still be given over the counter on request; these will also be stamped, "Issued to Student."

The Certification Service hopes to mail out official transcripts within 7-10 days of a request, but this may be delayed during times of heavy demand. Since fellowships and other graduate programs have strict application deadlines, a word to the wise is sufficient: request official transcripts early!

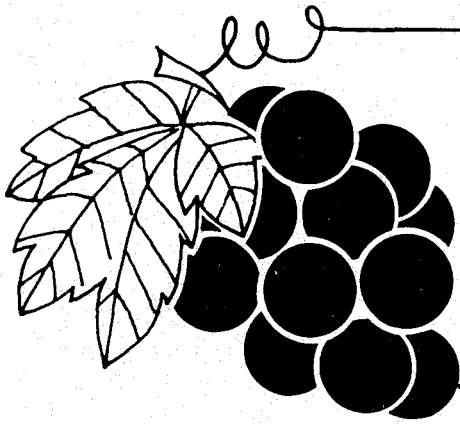
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Student Health Insurance.....		W227-A Boynton Health Service	379-9259

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A NEWSLETTER FOR
GRADUATE ASSISTANTS



THE GRAPEVINE

Vol. V, No. 4, January 1982

FILING YOUR INCOME TAXES

Income taxes are assessed by both the federal government and the state of Minnesota. Forms for both must be filed by April 15, 1982 for the 1981 tax year. Tax forms may be obtained at post offices. W-2 forms stating earned income are sent by the University to its employees.

The income from most graduate assistantships is taxable, and most GA's will find the short federal form 1040 A the easiest to use. But research assistants who wish to claim their RA earnings as tax exempt, and thereby have their withheld taxes returned, must file the long form 1040. After listing their total earnings, RA's should turn to line 20, "Other Income." Here they should write "Fellowship Exclusion" in the space provided, enter their tax-free RA earnings as negative income, and subtract this amount from their total income to compute their taxable income. In addition, they must attach their W-2 and an explanatory letter from their department supporting their claim of tax-free status. A model for this letter has been prepared by a University attorney and sent to all departments; copies may also be obtained from the Graduate Assistants Office.

The Minnesota tax form begins with the amount of adjusted gross income computed on the federal tax form. Since the RA earnings have already been deducted to arrive at this figure, they should not be deducted a second time on the Minnesota form. Copies of the federal form and the explanatory letter from the department, as well as the state copy of the W-2, must be attached to the Minnesota tax form.

Questions concerning your tax status or filing procedures may be directed to the Graduate Assistants Office, 376-3644; to the Internal Revenue Service, 291-1422; or to the Minnesota Department of Revenue, Income Tax Division, 296-3781.

Most international students earning income in the U.S. are required to file tax returns under the same laws as U.S. citizens unless they are specifically excluded by a tax treaty. Inter-

national students can receive help with tax laws and filing procedures from the International Student Adviser's Office: contact Pixie Martin, ISAO, 717 East River Road, 373-4094.

RETROACTIVE INCREASE IN GA SALARIES

Salary increases for 1981-82 graduate assistants have been approved. The first check to reflect this increase will be the one received on February 28 for those on regular payroll, or March 10 for those on miscellaneous payroll. In addition, these fixed rates will be retroactive for all GA's who will have held an appointment at any time between July 1, 1981 and February 15, 1982, whether or not they are currently on the payroll. The difference between the old and new rates for the time worked during this period will be paid in a lump sum check on March 17. The new rates are:

	<u>Monthly 100%</u>	<u>Hourly rate</u>
Research Ass't	\$1,298	\$7.46
Teaching Ass't	1,362	7.83
Project Ass't	"	"
Admin Fell I	"	"
Teaching Assoc I	1,526	8.77
Admin Fell II	"	"
Teaching Assoc II	1,624	9.33

Actual salaries for appointments of less than 100% can be determined by multiplying the percentage of the appointment by the 100% monthly rate: for example, a 50% Teaching Assistant will earn \$681 per month, \$2,043 per quarter, or \$6,129 for a nine-month appointment.

Departments will make every effort to locate former graduate assistants who are eligible for a retroactive pay increase but who are no longer on the payroll. If you are such an individual, you should contact your former employing department to make arrangements to obtain your check on March 17.

STILL MORE ABOUT TAXES The Graduate Assistants Office is preparing a handout on GA's and taxes. It should be ready about February first. We are also trying to set up a tax workshop in cooperation with the Council of Graduate Students. Give us a call in late January to find out when both will be available, or call us any time you have questions about your tax status: our number is 376-3644.

WORK-STUDY GA PROCEDURES CHANGED Procedures by which departments post GA positions which they wish to fund with Work-Study money have been changed, as have the procedures by which graduate students certified for Work-Study seek such positions. The purpose of these changes was to simplify the procedures for both students and departments by making them consistent with procedures used for other graduate assistantships.

Work-Study funded graduate assistantships are no longer posted in the Student Employment Office in Morrill Hall. They will be posted in either the individual departments or in the Graduate Assistants Office, depending on the applicant pool the hiring department wishes to consider; graduate students certified for Work-Study should regularly check both places. When they see a position for which they would like to apply, they should contact the department directly; referral forms will not be necessary. Students will retain their Work-Study authorization certificate to show potential employers that they are indeed Work-Study certified. The interviewing department will make a copy and

retain it for their own records only if they are going to hire the student; the original is to be returned to the student, who may have the opportunity to apply for another Work-Study position later in the period for which they have been certified. Work-Study students must still maintain full-time student status. If they wish to register for fewer than 8 credits (or "thesis only," "exam only," or "continuous registration"), they must have a Graduate Student Status Form (available from Financial Aid) completed by their adviser certifying that the individual is considered a full-time student.

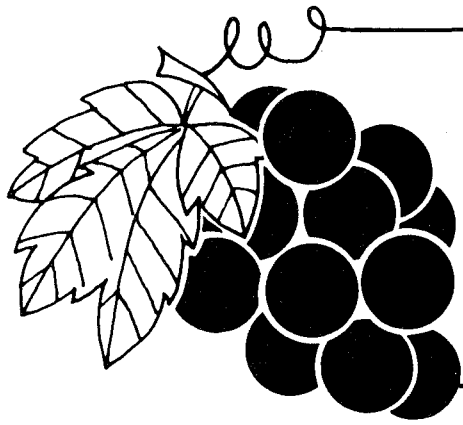
Any student or department that has questions about the new procedures should contact the GAO at 376-3644.

FELLOWSHIP DEADLINES A number of major fellowships have application deadlines during winter quarter. Contact the Fellowship Office, 422 Johnston Hall (373-2833) for information and application materials: FILM STUDY FUND, January 15; SPRING QUARTER TUITION SCHOLARSHIP, March 1; ENDOWED FELLOWSHIPS, April 2, with some graduate programs having earlier deadlines if departmental nominations are required; DOCTORAL DISSERTATION FELLOWSHIPS, deadlines are established by individual graduate programs. For deadlines set by your department for endowed and doctoral dissertation fellowships, or for information on fellowships awarded directly by your department, contact your director of graduate study.

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

Vol. VI, no. 1, August 1983

HELLO GRAD ASSISTANTS After a year's hiatus, the GRAPEVINE is back. This newsletter will be published each quarter by the Graduate Assistants Office (GAO), 411 Johnston Hall. We are your ombudsman: a problem solver when you need one, and (we hope) a source of useful information to help you get through Graduate School and your assistantship responsibilities in one piece. This issue is full of information on changes in policies and procedures effective fall quarter 1983. Please read it carefully and come see us or call us (376-3644) if you need more information on these or other matters.

GAs MUST REGISTER All graduate assistants, regardless of the duration or percentage of their appointment, must be registered in the University of Minnesota Graduate School or other post-baccalaureate degree program during each fall, winter, and spring quarter in which they hold an appointment. (There is no registration requirement during the summer.)

Any registration in the Graduate School will fulfill this requirement. Such registration includes: at least one credit of any coursework, including thesis credits and undergraduate level coursework; "student status" registration; and doctoral candidacy registration (for those doctoral candidates who were registered in the Graduate School prior to the institution of the thesis credits requirements in fall quarter 1983). Registration for coursework offered through Continuing Education and Extension will not satisfy this requirement.

Graduate assistants who fail to properly register will have a hold placed on their records. To clear the hold, they must back-register for the deficient quarters. Contact the Graduate Assistants Office to do so.

REGISTRATION: These procedures have been computerized and simplified this year. Unlike last year, most GAs will not have to come to the GAO to be certified for these benefits. Here's how it will work: For each quarter in which you have been appointed to at least a 25% assistantship for the full quarter (or a larger percentage for a shorter period of time to equal 130 hours of work), the GAO will enter an eligibility code directly into the

computerized registration system. This will be done automatically when your appointment document is processed. If the system works correctly (this is the first time we'll be doing it, so there may be bugs yet), most graduate assistants will be able to go directly to registration, in either 202 Fraser or 130 Coffey, where they will be automatically assessed resident tuition rates and will be certified for payroll deduction eligibility.

If you are charged non-resident rates, or are told that you have not been certified for payroll deduction, please do not get angry at the Registration staff! Go back to your employing department and ask for a photocopy of your appointment document for the quarter; bring that to the GAO in 411 Johnston Hall and we will straighten it out. But do note that GAs who have not been officially appointed and those holding only hourly appointments, including teaching appointments in Continuing Education and Extension paid at a per-credit-hour rate are not eligible for these privileges. Hourly appointees may receive a refund to the resident rates after they have worked 130 hours; contact the GAO for more information.

IF YOU REGISTER IN ST. PAUL AND WANT PAYROLL DEDUCTION, just tell the Registration clerk that when you register. The clerk will give you an authorization card to fill out and sign, and will then credit you for the amount to be deducted from your paycheck; you will receive a single fee statement which must be taken to the Bursar to be receipted and any balance due paid (not all fees can be deducted from your paycheck).

IF YOU REGISTER IN MINNEAPOLIS AND WANT PAYROLL DEDUCTION, first register in 202 Fraser. Then go downstairs to B-1 Fraser (Student Accounts Receivable). There you will fill out and sign an authorization card, and you will be given a form to take back upstairs to the Certifications window in 202 Fraser. There you will be given a credit fee statement. Take both to the Bursar to be receipted; you must pay any balance due (some fees cannot be deducted from your paycheck).

All fees due must be paid by the appropriate due dates, or late fees will be assessed. **A HANDOUT EXPLAINING THE PAYROLL DEDUCTION PROCEDURES IN DETAIL WILL BE AVAILABLE IN 130 COFFEY AND B-1 FRASER--READ IT CAREFULLY!** Note especially that there are some circumstances under which your application for payroll deduction may be rejected--the handout will explain it all.

RAs, TAs, Ad Fellows (& Taxes...) Effective July 1, 1983, four graduate assistant class titles were eliminated and the set of fixed pay rates associated with them was abolished. These changes were recommended to the Vice President for Academic Affairs by the Standing Committee on Graduate Assistant Affairs (composed of students, faculty, and academic administrators) to allow departments more flexibility in the use of their limited resources. All graduate assistants will now be appointed as Teaching Assistants, Research Assistants, or Administrative Fellows (not to be confused with fellowship holders). All three classes will be paid within the range of \$8.74-\$10.42 per hour. Percentage appointments will be based on a range of \$1,520-\$1,813 per month for a 100% appointment. These floor and ceiling rates are respectively the 1982-83 Teaching Assistant and Teaching Associate II rates, plus a 6% increase.

Criteria for determining each individual GA's rate within this range have been or will be established by your employing department. Factors they have been encouraged to consider include the position's duties and level of responsibility (previously the only criterion), previous experience, progress toward the graduate degree, and academic excellence. Criteria established by individual departments will vary, but the Office of the Vice President for Academic Affairs has indicated to departments that they will be accountable for justifying differences in pay rates.

Note that the previous "basement" rate for RAs has been eliminated. This lower rate was based on a presumption that RAs, if they were properly appointed, would be granted tax-exempt status by the Internal Revenue Service. But the experience of the past two years, in which increasing numbers of students were audited by the IRS, made it clear that this was a presumption that the University could no longer make. In February of this year, the University invited a representative of the IRS to speak to RAs and University administrators. Based on his comments concerning the IRS's view of the tax laws, the University Attorney advised the Standing Committee that attempts to define a "pure" group of Graduate Assistants who would be assured of tax exemption would probably be an exercise in futility. As a result, the Committee recommended to the Vice President that RAs be paid on the same scale as other GAs, with taxes to be withheld from their paychecks. This change took effect July 1. Students who wish to file claims for tax exempt status may still obtain letters from their departments to send along with their claims for exemption, but these letters will provide only quantitative, factual information on the students' appointments; they will not state any beliefs about the taxable status of a student's stipend. Think carefully before you file a claim for exemption. If you want more information,

you might obtain copies of any of the following IRS publications: #520, "Scholarships and Fellowships," #508, "Educational Expenses," #518, "Foreign Scholars and Educational and Cultural Exchange Visitors," or #519, "U.S. Tax Guide for Aliens." Please note that departmental faculty and other University staff cannot give you legal advice on tax matters!

EXTENDED RESIDENT TUITION ELIGIBILITY Former GA's, and family members of both current and former GA's may be eligible for extension of resident tuition privileges. Contact the Graduate Assistants Office for more information about your eligibility.

NEW GA HANDBOOK A revised and expanded edition of the Handbook for Graduate Assistants is being printed now and will be sent to all departments employing GAs for them to distribute to you. If you do not receive a copy by mid-October, contact the GAO for one.

IF YOU ARE LOOKING FOR FINANCIAL SUPPORT... Listed below are awards administered by the Graduate School Fellowship Office, 422 Johnston Hall, 373-2833. Unless otherwise noted, applications are available from that office.

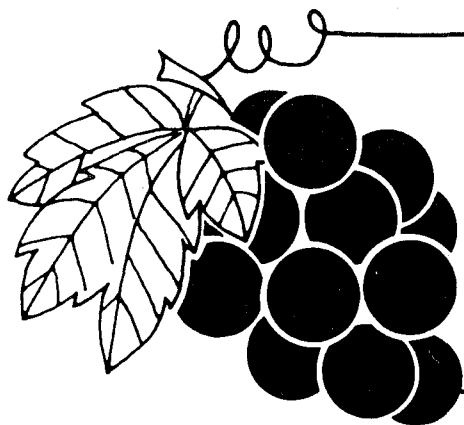
GRADUATE SCHOOL TUITION SCHOLARSHIPS: One quarter tuition waiver for U.S. citizens or permanent residents who have completed at least three quarters in residence in U of M Graduate School. Deadlines: Nov. 18 for winter quarter, Feb. 10 for spring quarter.

DOCTORAL DISSERTATION SPECIAL GRANTS: Up to \$1,500 for dissertation research expenses for students who will have completed written and oral exams by the end of the quarter. Next deadline: Nov. 23.

DOCTORAL DISSERTATION FELLOWSHIPS: \$7,200 for twelve months for students who will have completed all degree requirements except the dissertation by the end of the 1984 spring qtr. Applications and call for nominations will be forwarded to Directors of Graduate Studies in the late fall quarter.

ENDOWED FELLOWSHIPS: A variety of awards in varying amounts and with varying eligibility requirements. Applications will be available in January for a late March deadline.

The Fellowship Office also processes applications for the following international awards, most of which have early fall deadlines: Churchill Scholarships to Cambridge University, Fulbright Grants to any of 70 countries, German Academic Exchange Service Fellowships to Germany, Luce Scholarships Program for an internship in Asia, Marshall Scholarships to any university in the United Kingdom, Rhodes Scholarships to Oxford University, and Torske Klubben Fellowships to Norway. For further details about these and other awards, contact the Fellowship Office.



THE GRAPEVINE

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

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Vol. VI, No. 2, January 1984

GAS & TAXES Income taxes are assessed by both the federal government and the state of Minnesota. Forms for both must be postmarked by Monday, April 16, 1984 for the 1983 tax year. Both state and federal forms, and instructions for completing them, will be available at post offices. Federal tax forms are also available at the Internal Revenue Service (IRS) offices in Minneapolis (room 149, 210-3rd Ave So) and St. Paul (room 385, 316 No. Robert St). Both the state and federal government have telephone numbers you can call for information or for help in completing the forms. For information on federal tax forms, call 291-1422; for information on state tax forms, call 296-3781. The International Student Adviser's Office will be contacting all international students directly by letter concerning a tax workshop which they hope to arrange in late winter quarter.

Please be aware that departmental faculty and other University staff cannot give you legal advice on tax matters! For an explanation of why this is the case, refer to the fall quarter edition of this newsletter (Aug. 1983) and to pp. 3-4 of the Handbook for Graduate Assistants 1983-85. Those who want more information on the tax laws may wish to consult one or more of the following IRS publications: #910, Taxpayer's Guide to IRS Information and Assistance; #508, Educational Expenses; #518, Foreign Scholars and Educational and Cultural Exchange Visitors; #519, U.S. Tax Guide for Aliens; or #520, Scholarships and Fellowships. Individual copies may be obtained free of charge at the IRS offices listed above. They can also mail a copy to you, but there may be a delay. Students who believe that their assistantships may qualify for tax exemption under the "fellowship exclusion" provision of the tax law would be advised to read carefully IRS publication #520 noted above. Those who wish to file claims for exemption under this provision may still obtain letters from their departments to send to the IRS along with their tax forms, but these

letters will provide only quantitative, factual information about their appointments (duration, total earnings, source of funds, etc.). These letters will not state any beliefs about the taxable status of their stipends. Think carefully before you file a claim for exemption, and be aware that a number of University of Minnesota students who have filed such claims in the past have been audited by the IRS.

IF YOU HAVE BEEN AUDITED BY THE IRS: We presently have no firm data on the number of graduate assistants who have been audited by the IRS as the result of claiming their assistantships to be tax exempt. Nor do we know how many of those who are audited eventually win or lose their claims, how many appeal, nor how many have gone to court in an effort to gain a favorable ruling against the IRS. In an attempt to gather such data, we have sent a questionnaire to all departments asking that they give copies to all graduate assistants who have been audited. Completion of this questionnaire is completely voluntary, but your cooperation will help us better understand what is happening to graduate assistants at the University so we can plan a better strategy for addressing the problem in the future. Results of this survey will be published in the next issue of the Grapevine.

HOW TO DO IT: If you have been audited by the IRS, please ask your department for a copy of the questionnaire. Complete it within two weeks then fold it in half, staple it, and send via campus mail to the Graduate Assistants Office, 411 Johnston Hall. Thanks for your help.

THANKS FOR YOUR PATIENCE ...during our transition to computerized certification of resident tuition and payroll deduction eligibility. Except for a few software bugs that had to be corrected, both fall and winter quarter registration have gone smoothly. We will continue to try to resolve problems that arise from snags like delayed paperwork--just ask us.

Graduate Assistants Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644

FELLOWSHIP These awards are administered by the
DEADLINES Graduate School Fellowship Office,
422 Johnston, 373-2833. Unless other-

wise noted, applications are available there:
Graduate School Tuition Scholarships: One quarter
tuition waivers for U.S. citizens or permanent
residents who have completed at least three
quarters in residence in the U of M Graduate
School. Awards are based primarily on academic
merit with some consideration for financial need.
Deadline: Feb. 10 for spring quarter.

Doctoral Dissertation Fellowship: \$7,200 for
twelve months for students who have completed
all degree requirements except the dissertation
by the end of the 1984 spring quarter. Each grad-
uate program is permitted a specified number of
nominations. Students should consult their Di-
rectors of Graduate Study for departmental dead-
lines; program nominations must be submitted to
the Fellowship Office by May 4.

Doctoral Dissertation Special Grants: Up to \$1,500
for dissertation research expenses for students
who will have completed written and oral exams
by the end of spring quarter. Deadline: May 18.

Endowed Fellowships: Thirteen types of fellow-
ships with varying requirements and awards. You
must be enrolled in the U of M Graduate School
at the time of application. Most awards require
Graduate School registration during each quarter
of the 1984-85 academic year. Deadline: March 30
And more... The Fellowship Office also receives
information on a number of external awards, par-
ticularly those offered in support of disserta-
tion research. Graduate students are encouraged
to make an appointment to use the self-help li-
brary to identify other sources of support.

HANDBOOK If you did not receive a copy of the
REMINDER 1983-85 Handbook for Graduate Assis-
tants, drop by our office for a copy
or give us a call (376-3644) and we will send
you one in campus mail.

JOBS JOBS If your assistantship appointment is
JOBS JOBS running out or if you are looking for
an additional assistantship, check our
posting board in 411 Johnston. We post positions
available in departments around the University
that are either willing to consider more than
their own graduate students, or that do not have
graduate students of their own. Students in any
post baccalaureate degree program are eligible
to apply, subject to the 75% maximum appointment
regulation. New positions are posted as they
arrive, and must be up for five working days
minimum, so check our board regularly.

UNIV. POLICY The University of Minnesota policy
ON SEXUAL on sexual harassment is based on
HARASSMENT the conviction that such conduct
in any situation is reprehensible.

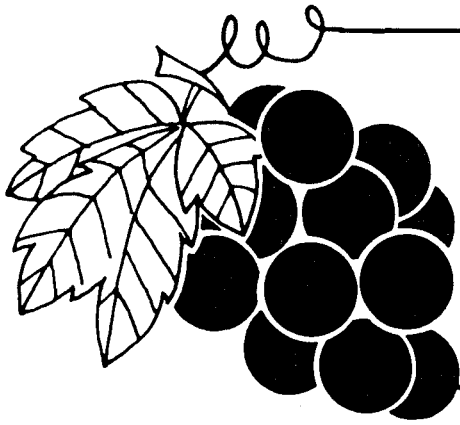
Sexual harassment subverts the mission of the
University and threatens the careers of its
students, faculty, and staff. The University has
established procedures to assure rapid action on
complaints alleging such conduct. If you believe
that you have been the victim of sexual harass-
ment, or if you want more information on the
University's policy and procedures regarding
sexual harassment, contact one of the following
individuals: For complaints against academic
staff, contact Betty Robinett, Asst. VP for Aca-
demic Affairs, 217 Morrill Hall, 373-5964. For
complaints against civil service staff, contact
Lillian Williams, Director, Equal Opportunity
and Affirmative Action, 419 Morrill, 373-7969.
For complaints against students, contact Nicholas
Barbatsis, Director, Special Counseling Office,
12 Morrill, 373-4066. We cannot urge you too
strongly: if you feel you have been the victim
of sexual harassment, contact one of these in-
dividuals; they can and will help you.

REMEMBER: All graduate assistants, regardless
GAS MUST of the duration or percentage of their
REGISTER appointment, must be registered in
the University of Minnesota Graduate
School or other post-baccalaureate degree program
during each fall, winter, and spring quarter in
which they hold an appointment. There is no
registration requirement during the summer.

Any registration in the Graduate School will
fulfill this requirement. Such registration in-
cludes: at least one credit of any coursework,
including thesis credits and undergraduate-level
coursework; "student status" registration; and
doctoral candidacy registration (for those doc-
toral candidates who were registered in the
Graduate School prior to the institution of the
thesis credits requirements in fall quarter
1983). Registration for coursework offered
through Continuing Education and Extension will
not (repeat: NOT) satisfy this requirement!

Graduate assistants who fail to properly reg-
ister will have a hold placed on their records.
To clear this hold, they must back-register for
the deficient quarter(s). Contact the Graduate
Assistants Office to do so.

The Grapevine is edited quarterly by Jim Schaefer,
Coordinator of the Graduate Assistants Office.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. VI, No. 3, May 1984

GAs & TAXES (AGAIN): In the last issue of the Grapevine we asked those who had been audited by the IRS to respond to a questionnaire that had been sent to all departments. Only 38 graduate assistants returned that questionnaire to our office. We are fairly certain that this does not represent the total of all graduate assistants who have been audited, and are reluctant to draw generalizations from so few responses. We nevertheless present the results here for the benefit of those who may be considering claiming their own assistantship stipends to be tax exempt.

It is clear from the survey that teaching assistants have not fared well with the IRS. Out of 20 respondents who held only teaching assistantships and who claimed tax exemption, 19 had their claims denied at the first hearing; one is still pending. Of those who lost, 14 appealed; 10 of those are still pending. None of those who appealed have indicated any success. The eight research assistants who responded to the survey fared somewhat better. Four won at the initial hearing. Three appealed: 1 lost, 1 won, and 1 is pending. Eight respondents concurrently held both teaching assistant and research assistant positions; three of these people were under audit for the second time. Only two had any success: both had claimed only their research assistantship to be exempt, and both were allowed that exemption at the first hearing. Only one of the dual-appointment assistants appears to have appealed, and that appeal was denied.

A very crude analysis of this data would suggest that your chances of winning an audit are about even if you hold only a research assistantship, are virtually nil if you are only a teaching assistant, and are about 1 in 4 if you hold both a teaching and research assistantship, and then only if you claim only the research assistantship to be exempt. It would appear that the TA appointment somehow taints the RA, cutting your chances of winning an RA claim in half.

LOANS TO AUDITED GAs In mid-February the University's central administration established a loan fund to help research assistants (and some teaching assistants) who had claimed their assistantships to be tax exempt, but who have since been audited by the IRS and have been assessed back taxes and interest. As of April 27, this program has lend a total of \$58,693 to 33 students. Individual loans have ranged from \$166 to as much as \$4,600. Graduate assistants who are in the process of being audited and who would like to know more about the program can get information and application materials from the Graduate Assistants Office.

SEARCH OPEN FOR GAO ASS'T COORDINATOR Jim Schaefer, Coordinator of the Graduate Assistants Office since July 1981, has completed his doctorate in Theatre Arts and will leave his position June 30. John Raiter, a graduate student in Classics, has served as Assistant Coordinator for the past year; he will assume the Coordinator's duties July 1. A search committee has been formed to choose a new Assistant Coordinator for 1984-85. The position will be a 25% administrative fellow appointment, to begin before fall quarter and continue through June 30, 1985. Copies of the position posting, including job description and salary information, are available at the Graduate Assistants Office, 411 Johnston Hall. Applications are due in that office by 4:30 p.m. on Friday, June 1, 1984.

REGISTRATION REMINDER Remember that all graduate assistants, regardless of the duration or percentage of appointment, must be registered in the University of Minnesota Graduate School or other post-baccalaureate degree program during each fall, winter, and spring quarter in which they hold an appointment. BUT: There is no registration requirement during first and second summer session. The 75% limit on appointments is also waived during the summer.

Graduate Assistants Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644

MONTHLY GRADUATION Graduate School Dean Robert
STARTS JULY 1, 1984 T. Holt has announced that

beginning July 1, graduate students will be able to graduate on a monthly basis. If a student pays the graduation fee by the end of the first working day of the month, the Graduate School will monitor completion of academic degree requirements, e.g., coursework, final examination report forms, microfilming fees, and theses. There will no longer be any deadlines for thesis registration, submission of forms and theses, or payment of fees. Instead, if all requirements are completed by the last working day of the month, the degree will be awarded as of that date and it will be recorded as such on both the transcript and the diploma. If all requirements are not completed by the last day of the month, graduation will simply be delayed at least until the next month.

Note that these changes do not reduce the time which must be allowed for the faculty to read a thesis before the final examination. All examining committee members must have at least two weeks to read the thesis. The final oral must still be scheduled with the Graduate School seven or more days after the thesis is judged ready for defense, but at least one week before the proposed final examination date.

There will continue to be two commencement ceremonies each year. January through June grads may attend the June ceremony; July through December grads may attend the December ceremony.

Since a student's diploma and transcript will indicate the actual end-of-month date as the date of graduation, mid-quarter graduation may affect that student's status in such matters as loan repayment and dormitory contracts. Check with the appropriate offices to find out how it might affect you. International students who plan to graduate in mid-quarter should contact the International Student Adviser's Office to find out if this will affect their visa status.

As far as is known, this new graduation system will be unique in the United States. It should benefit students in several ways. Most importantly, it will eliminate the pressure to meet one of the current four sets of deadline dates; under the present rules, if a student has missed one of those deadlines, he or she has had to wait until the following quarter to graduate. Now the student will simply graduate the following month. This system should also put some Minnesota graduates in a competitively better position for jobs than graduates of other schools, since they could have their degrees in hand at the end of April, for example, rather than having to wait until June.

For more information on the monthly graduation plan, talk to your Director of Graduate Studies, or contact the Graduate School in 316 Johnston.

REMEMBER: This policy change does not go into effect until July 1, 1984! All the old deadline dates still hold for those students who intend to graduate in June of this year.

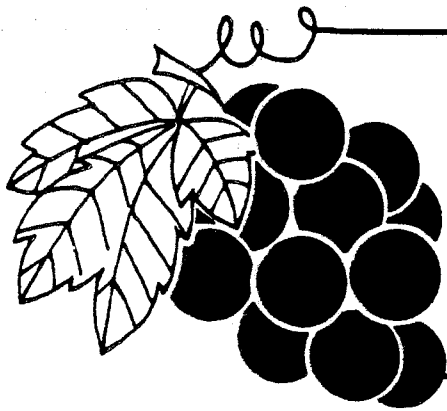
FELLOWSHIP These awards are administered by the
DEADLINES Graduate School Fellowship Office,
422 Johnston Hall. Applications are available there.

Doctoral Dissertation Special Grants: Up to \$1,500 for dissertation research expenses for students who will have completed written and oral exams by the end of spring quarter. Application deadline is May 18.

Graduate School Tuition Scholarships: One quarter tuition waivers for U. S. citizens or permanent residents who have completed at least three quarters in residence in the U of M Graduate School. Awards are based primarily on academic merit with some consideration for financial need. Application deadlines are: summer session I, May 11; summer session II, June 15; fall quarter, August 10.

GA PAY RANGE The pay range for graduate assis-
UP 6% JULY 1 tants for fiscal year 1984-85 will
be \$9.25-11.05 per hour. The 100%
monthly equivalent will be \$1,610-1,922. Thus a
50% appointment would carry a stipend that could
range from \$805-961 per month gross.

U HOSTS CONFERENCE The Minneapolis - St. Paul
ON WOMEN IN SCIENCE chapter of the Association
for Women in Science is
sponsoring a conference on Women in Science and
Technology to be held May 21 - 24. Conference
events will be held on both the Minneapolis and
St. Paul campuses. Keynote speaker will be
Vivian Gornick, author of Women in Science:
Portraits from a World in Transition. Other
speakers include Margaret Davis, Regents Profes-
sor of Ecology and Behavioral Biology and member
of the National Academy of Science; and state
representative Phyllis Kahn, whose graduate
degree is in Genetics and Cell Biology. For more
information about the conference, send a self-
addressed, stamped envelope to: AWIS Conference
Registration, P.O. Box 14522 University Station,
Minneapolis, MN 55414.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Vol. VII, No. 1, September 1984

!!!ITS THE LAW!!!

GAS MUST REGISTER

All graduate assistants must be registered for at least one course credit or its equivalent for each fall, winter, and spring quarter during which they work under a graduate student appointment. Registration in Continuing Education and Extension WILL NOT count unless the course is part of your graduate program and you have paid regular graduate school tuition. If you do not register, a hold will be placed on your record and you will have to back-register. This will cost you a late fee of \$20.00 and it may also delay future pay checks.

If you do not want to take any classes in a quarter during which you hold an appointment, there are several non-credit registration alternatives for which you may be eligible. These are (1) Continuous Registration for doctoral candidates who entered the graduate school before fall, 1983; (2) Thesis Credits for doctoral and Plan A masters students who entered graduate school from fall, 1983 on; and (3) Student Status for everyone else, including doctoral and masters students who have taken all of their thesis credits. Continuous Registration is handled at room 316, Johnston Hall. The call numbers for Thesis Credits and Student Status are listed in each quarter's Class Schedule under 'Graduate School.' Another alternative which many graduate students have enjoyed is registration in physical education. For the same money you can take lessons in a great variety of activities from badminton to weight training. Check your Class Schedule.

This registration requirement applies to all graduate assistantships, even those to be performed off campus in other states or in other countries. If you hold such an appointment, you must arrange to have someone register for you. That person will need a letter of authorization signed by you. You should clearly print your full name and your ID# on the letter along with the name of the person you have authorized to register for you. An alternative would be to

authorize a representative of your department to handle your registration. In either case, be sure the person or your department understands what must be done.

If you have any questions about the registration requirement or if you feel that it is unfair in your case, please contact the Graduate Assistant Office, 411 Johnston Hall, 376-3644.

TAXES ARE
FOR EVERYONE
EVEN GAS

Who understands, who can explain the intricacies of our tax laws or of the IRS? Perhaps your attorney? Short of that, however, there is an IRS publication, #520, entitled "Scholarships and Fellowships." You might want to read this before you decide that your graduate assistantship stipend is tax exempt. Contact one of these IRS offices for UP-TO-DATE copies: in Minneapolis, at 210 3d Ave. S., room 19; in St. Paul, at 316 N. Robert St., room 385. For information, call 291-1422. You might want to ask them to what extent you can rely on the information in their publications.

Other IRS publications which may interest you are #910, "Taxpayers' Guide to IRS Information and Assistance;" #508, "Educational Expenses;" #518, "Foreign Scholars and Educational and Cultural Exchange Visitors;" or #519, "U. S. Tax Guide for Aliens."

Besides their publications, the IRS provides us, or, more likely, our attorneys, with Revenue Rulings. One of these, Revenue Ruling 75-280, covers scholarships and fellowship grants. This ruling concerns a research stipend received by a degree candidate who performs research for a university under its contract with the Atomic Energy Commission." Copies of this ruling are available at the Graduate Assistant Office.

If you still believe that you qualify for tax exemption under the tax laws and you wish to pursue such a claim on your own, your department will provide you with factual information concerning your appointment(s) using the model letter and guidelines distributed with Vice President Keller's memorandum of February 7, 1984, Subject: Graduate Assistants Tax Exemp-

tions. Copies of this memo and of the model letter should be available in your departmental office.

PLEASE NOTE THAT DEPARTMENTAL FACULTY AND OTHER UNIVERSITY STAFF CANNOT GIVE YOU LEGAL ADVICE ON TAX MATTERS!

EMPLOYEE BENEFITS FOR GAS The University extends employee benefits to graduate assistants with appointments of at least 75% for three months or more. Graduate assistants with appointments between 50 and 74% for three or more months may purchase their own coverage at University group rates. In either case, benefits include health and dental coverage, and life insurance. Dependent coverage is available for an additional charge. If you hold appointments of 75%, or 50 to 74% and wish to pay your own way, you should call Employee Benefits, 373-2115, for enrollment forms. Call a week or so before you begin work.

IMPORTANT: In order to get the most from these benefits, your Personnel Action Form must be processed before your appointment begins. Ask your department to get this done.

NO QUESTION TOO SMALL NO PROBLEM TOO BIG The expert and friendly people in the GAO are ready to take on any questions or problems you can throw at them. Unfortunately, grim graduation has taken away 50% of our staff. Jim Schaefer, now Dr. Schaefer, and Bob Dull,

now entitled to all of the rights and benefits of a Bachelor of Arts, are off in the too real world. But enough of troubles. John Raiter, a graduate student in Latin and last year's Assistant Coordinator, has taken up the mantle of Coordinator. The Assistant Coordinator, being groomed as next year's Coordinator, is Nicke Cohen-Cliffer, a graduate student in Educational Psychology. Our new Student Office Assistant is Deb Fett, an Adult Special Student in pre-Med. And last, if not least, is Dave Dahlgren, otherwise the senior staff member, who says that this is the year.

\$\$\$ FREE \$\$\$ otherwise known as Tuition Scholarships. These cover the cost of tuition, but eligibility is usually limited to one quarter. They are open to graduate students who have been registered for at least three quarters in the Graduate School at the University of Minnesota. Recipients must be U. S. citizens or permanent residents. Application deadlines are November 16 for winter quarter and February 8 for spring quarter.

MORE FREE \$\$\$\$ Doctoral Dissertation Special Grants of up to \$1,500.00 are available for students who will have completed their written and oral exams by the end of the fall quarter. The deadline is November 30. There is also a deadline in May for those who will have finished by the end of the spring quarter. Applications and information are at the Fellowship Office, 422 Johnston Hall.

Lost in the maze of the University library system? Well, the wisdom of the GOT YOUR PEN? University has established the Graduate Student Information Program just to help you out. This fall they will sponsor two Saturday workshops. The first, 'Libraries and Other Resources for Research,' is on October 13. The second, 'Writing Problems,' is on October 27. Lunch is included in the \$10.00 fee. Advance registration is required. Registration forms and more information are available from Diane Lemke, 324 Coffman Memorial Union, 373-4404.

A word to the wise! Graduate assistants, especially teaching assistants, are considered professionals with regard to their students.

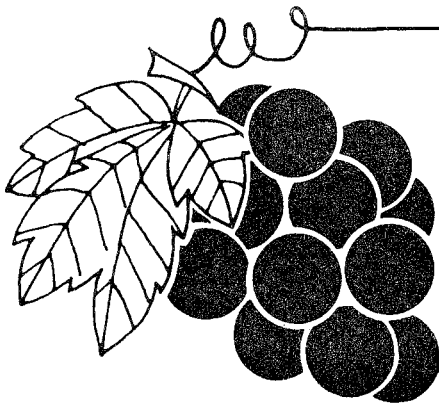
Therefore, the following applies: A NOTE ON SEXUAL HARASSMENT "Consenting romantic and sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of

ethics for most professional associations forbid professional-client sexual relationships. In the view of the University Senate, the professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should sexual favors be included among the professor's other, legitimate, demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into a sexual relationship with a student where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent." From the 'Policy Statement on Sexual Harassment approved by the University Senate, May 17, 1984

Graduate Assistants Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644



A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

Vol. VII, No. 2, December 1984

REGISTRATION All graduate assistants must be registered for at least one course credit or its equivalent for each fall, winter and spring quarter during which they work under a graduate assistantship. Student Status and Thesis Only registrations are acceptable. Registration in Continuing Education and Extension will NOT count unless the course is part of your official program.

REMINDER If you do not register, a hold will be placed on your record until you have back-registered. This will cost you a \$20.00 late fee and it may also delay future paychecks.

EXTENSION TAs AND IN-STATE TUITION If you have at least a 25% appointment, it is now possible for you to get in-state tuition rates at the beginning of the quarter. But DON'T stop reading now, the process is a little complicated and requires your attention if it is to work smoothly.

The main obstacle is that Continuing Education and Extension (CE&E) appointments are not guaranteed. CE&E classes may be cancelled if there are not enough students who enroll. The Graduate Assistant Office (GAO) cannot give in-state tuition codes until we know that the CE&E class in question will not be cancelled. As soon as this information is available from CE&E (not until the end of the 5th day of class), the GAO will enter in-state tuition codes for CE&E TAs. These TAs who need in-state tuition MUST then go to either the Fraser or the Coffey registration center to have their fee statement adjusted for in-state tuition rates. To save time, you should call the GAO on the 7th or the 8th day of class to be sure that your codes are in the computer.

The University has a complex arrangement for late-registration, late-payment and installment

fees. You should consult your Class Schedule for details. The GAO would like to help you avoid these penalties, if possible. Therefore, we suggest that you

- (1) register before classes begin, you will be charged the out-state tuition rate,
- (2) pay all the fees, if there are any, and 50% of the tuition by the due date on your fee statement,
- (3) on the 7th or 8th day of class, call the GAO to be sure that your in-state tuition code has been put in the computer,
- (4) have your fee statement adjusted on or before the 10th day of class. Your balance due will then be zero and you will not have to pay the installment fee.

If you want to use the installment plan, then

- (1) register before classes begin, you will be charged the out-state tuition rate,
- (2) pay 50% of the fees, if there are any, and 25% of your tuition by the due date on your fee statement,
- (3) on the 7th or 8th day of class, call the GAO to be sure that your in-state tuition code has been put in the computer,
- (4) have your fee statement adjusted on or before the 10th day of class. Your balance due will then be 50% of your tuition and fees. You will be charged a \$10.00 installment fee.

Finally, due to the way CE&E payroll is processed, CE&E TAs are still NOT eligible for payroll deduction of tuition and fees.

If you have any questions, please contact the GAO, 411 Johnston Hall, 376-3644.

PAYROLL DEDUCTION FOR FEES AND TUITION If you have a graduate assistantship of at least 25% time, you are probably eligible to have your fees and tuition deducted from the last four paychecks that you get dur-

Graduate Assistants Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644

ing the quarter. Unfortunately, this program is not available to graduate assistants with hourly or Extension appointments.

Ask for a payroll deduction card when you register. They are available at both the Coffey and Fraser registration centers.

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Listed below are awards administered by the Graduate School Fellowship Office, 422 Johnston Hall, 373-2833. Unless otherwise indicated, applications are available from that office.

Graduate School Tuition Scholarships: One quarter partial or full tuition waivers for U. S. citizens or permanent residents who have completed at least three quarters in residence in UM Graduate School. Awards are based primarily on academic merit with some consideration for financial need. Deadline: February 8 for the Spring Quarter; May 10 for the First Summer Session.

Doctoral Dissertation Fellowships: \$8,100 for twelve months for students who have completed all degree requirements except the dissertation by the end of the 1985 Spring Quarter. Each graduate program is permitted a specific number of nominations. Applications and calls for nominations were recently forwarded to Directors of Graduate Studies. Deadline: Students should consult the Director of Graduate Studies for their program's internal deadline. Program nominations must be submitted to the Graduate School Fellowship Office by May 10.

Doctoral Dissertation Special Grants: Up to \$1,500 for dissertation research expenses for students who will have completed written and oral exams by the end of the Spring Quarter. The next deadline will fall in May, but the exact date has not yet been established.

Endowed Fellowships: Ten types of fellowships in varying amounts and with varying eligibility requirements. Students must be enrolled in the UM Graduate School at the time of application.

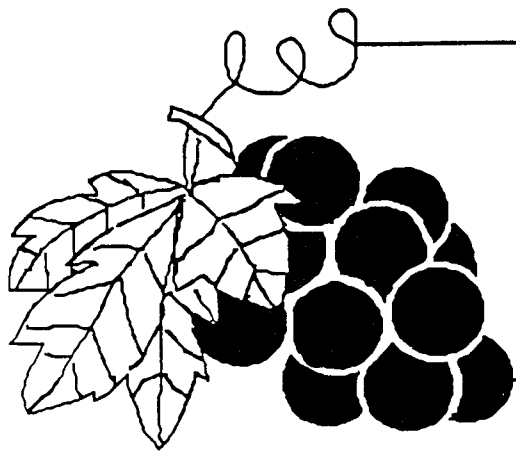
Most awards require recipients to be registered in the Graduate School during each quarter of the 1985-86 academic year. Deadline: March 30.

Harold Leonard Memorial Fellowship in Film Study: \$6,000 for graduate students proposing a year of well-defined research or study in film history, criticism, theory or aesthetics. Deadline: February 15.

The Fellowship Office also receives information on a number of external awards, particularly those offered in support of dissertation research. Graduate students are encouraged to make an appointment to use the self-help library to identify other possible sources of support.

DIRECT DEPOSIT OF UNIVERSITY PAYCHECKS All University employees are eligible to have their paychecks automatically deposited in their checking or savings account. You must fill out an 'Authorization for Direct Deposit Payroll Service' form, available at your departmental payment office. There is a place on the form for your bank's name. If your bank does not participate in the service, the University Payroll Office will let you know. It takes two pay periods to get an account set-up for this service.

TAs TO BE SURVEYED The Center for Educational Development, under the Office of Academic Affairs, is considering a University-wide program for training and developmental activities for Teaching Assistants. This effort is in great part a recognition of the important role TAs play in undergraduate instruction, but it could also directly benefit Teaching Assistants. Over the years the GAO has heard countless laments from TAs who wished they had had some preparation before being thrown to the undergraduates. If you are among the lucky 1/3 of the current TAs who receive a copy of the Center's survey of training needs and opportunities, please take the time to fill it in and return it. Initial training programs could be set-up for the 1986 Fall Quarter.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume VIII, No. 1

FALL 1985

INTRODUCING - OUR STAFF

Nicki Cohen-Cliffer, last year's Assistant Coordinator, has moved into the Coordinator's shoes. She is a graduate student in Educational Psychology. Our new Assistant Coordinator is **Bruce Rowan**, a Theater Arts major, whom you may have seen dashing about behind the scenes at the Showboat this past summer. Bruce is a welcome addition to our staff. **Deb Fett** is still with us this year. She makes sure that your job documents get to payroll on time, which enables your paychecks to get to your pockets on time. **John Raiter**, last year's Coordinator, will return at various times during the year to conduct tax workshops.

THE GAO's FUNCTION

Here at the GAO we:

- 1) Answer your questions about assistantships, including Teaching Assistantships, Research Assistantships, and Administrative Fellows.
- 2) Process your payroll documents (PAF's) and check to make sure that you are a registered graduate student.
- 3) Play the boogie man, and place holds on registration if you have not registered while holding a graduate assistantship.
- 4) Handle grievances regarding assistantships, about such issues as fair hiring and firing procedures.
- 5) Post positions for assistantships on our job board. These postings are from departments that are interested in hiring students from other departments.

TAXES, IRS & IOU'S

We are not, unfortunately, equipped to handle individual tax problems, but will refer you to various possible sources of help. In addition we will have occasional tax information sheets, and tax workshops later during the year. Watch for more information about taxes in later Grapevine issues.

This information is especially important for foreign students, since the tax laws for this tax year have changed for foreign students. We have not yet received word from the IRS as to the exact nature of the changes. We do suggest that when filling out your W4 forms you claim only one exemption: yourself.

The IRS has been increasingly heavy-handed where Research Assistant tax exemption declarations are concerned. We do not do tax counseling. However, we are recommending a cautious approach. The IRS charges approximately 20% interest in addition to any back taxes they judge due them.

If you are being audited for years prior to February, 1983, you may be eligible for a tax loan from the University. Check with our office for details.

DIRECT BANK DEPOSIT SERVICE

Your University pay check can be automatically deposited into your checking or savings account. Direct Deposit authorization forms may be obtained directly from the payroll person within your department. To prevent a delay in depositing the check, attach a deposit slip or void check for accuracy. Be sure the bank number is on the deposit slip or void check. Employees with the State Capitol Credit Union must be sure the credit union number is furnished and not the one on the draft check. Service will begin by approximately the second pay period after your authorization form is received. Send authorization forms to:

Payroll Division/Personnel
2nd Floor Administrative Services Center
1919 University Avenue
St. Paul, MN 55104

Graduate Assistant's Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644 • Hours: M-F 8:30-4:00

PAYROLL DEDUCTION

You may be eligible for payroll deduction of registration fees if -

- 1) You hold a graduate assistantship of at least 25% time.
- 2) Your tuition and fees total at least \$150.
- 3) Your last four pay checks, after withholdings for taxes, employee benefits, etc., must be equal to or greater than the total of tuition and deductible fees plus \$80.

If you are eligible, you may apply for payroll deduction when you register.

IN-STATE TUITION QUALIFICATIONS

You may qualify for in-state tuition if one of the following applies:

- 1) You have a 25% (or more) graduate assistant position for all of the following dates:

Fall: Sept. 16 - Dec. 15

Winter: Dec. 16 - March 15

Spring: March 16 - June 15

- 2) You work 130 hours or more during the same time periods. This entitles you to retroactive in-state tuition. Call the GAO for details.

GRADUATE ASSISTANT CONTRACTS

The job document for a graduate assistant is that person's contract. As such it obligates both parties, the University and the student, to certain terms of agreement. The University may not fire a graduate student without good cause. The student's funding may not be decreased except by the direct request of the student or if that student has not met his or her obligations. In addition to fulfilling work obligations, graduate assistants are obligated to be accepted into a graduate school degree program and must be registered in the graduate school each quarter that an assistantship is held.

In some cases enrollment in extension courses may be accepted for the registration requirement. In order to use extension classes as a registration requirement:

- 1) The extension course must appear on the course program filed with the Graduate School. It is possible to add a course through a petition process.

- 2) The extension course must be at the 5000 or 8000 level.

No more than 12 extension credits can be included in a student's doctoral program. Extension courses to be included in a master's program must be cleared through a student's director of graduate studies, on departmental letterhead paper, *before* the student registers for the course.

If an extension course is on a student's program (or a petition to add it is on file), the

registration requirement has been officially fulfilled when the GAO receives notice from the Graduate School that a grade has been received. It takes 6 - 10 weeks after an extension class ends before the grade is received by the Graduate School, which then passes the information to the GAO. If a graduate assistant registers only through extension for a class that is not on that student's official course program, the registration will not count as fulfilling the obligation of the graduate assistantship. The graduate student must, in addition, register through the Graduate School.

After completion of an extension course, Admissions and Registration send the student a supplemental fee statement, bringing the cost of the course to a level comparable to that of regular Graduate School classes.

FELLOWSHIPS

Graduate School Tuition Scholarships: One quarter partial or full tuition waiver. The student must have been enrolled in the U of M Graduate School for three quarters and be a U.S. citizen or permanent resident. Awards are based on academic merit with some consideration for financial need. Deadline for Winter Qtr. is Nov. 15, and for Spring Qtr., Feb. 7.

Doctoral Dissertation Special Grants: Up to \$1500 are rewarded for expenses directly relating to dissertation research. Students must be Ph.D. candidates at the U of M who have passed written and oral prelims by the end of the quarter of application. The next application deadline is Dec. 6, 1985.

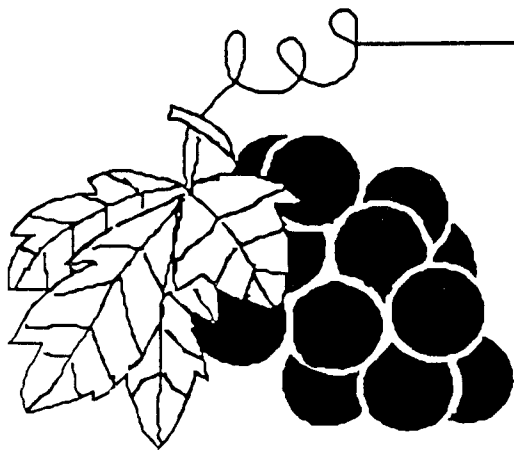
Information and applications for the German Academic Exchange Program and the Luce Scholars Program to Asia are available in 422 Johnston Hall. Deadline is early November.

For all fellowship information, contact the Graduate School Fellowship Office, 422 Johnston Hall, 373-2833.

GRADUATE STUDENT ORIENTATION

The Graduate Student Information Program will offer an orientation program for new graduate students which will run throughout the week of Sept. 23-28. For more information contact the Orientation Office, 324 Coffman Union, 373-4404.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume VIII, No. 2, WINTER 1986

GOOD NEWS FOR GRAD ASSISTANTS

Beginning in Fall 1986 all graduate assistants with appointments of at least 25% will receive tuition scholarships equal to twice the percentage of their appointments. GA's with a 25% appointment will receive a 50% Tuition Scholarship, and those with an appointment of 50% or more will receive a 100% Tuition Scholarship. These scholarships are for tuition only, fees such as health service will still have to be paid by the student.

The Tuition Scholarship will be available to Teaching Assistants, Research Assistants, Administrative Fellows, Dental Fellows, Medical Fellows, and Veterinary Medical Associates. In addition, students pursuing the Masters of Public Health, the Masters of Agriculture or the Masters of Education who hold graduate assistantship appointments will also be eligible for Tuition Scholarships.

All percentage assistantship appointments, those paid on the regular payroll, will enable the student to receive the Tuition Scholarship at the beginning of the quarter. Hourly appointments, either paid on the miscellaneous or the bi-weekly payroll, will enable the student to receive the Tuition Scholarship after the student has worked 130 hours or more. This means bringing proof of the number of hours worked into the Graduate Assistants Office, 411 Johnston Hall, at the completion of the academic quarter.

A REMINDER

All Graduate Assistants (RA, TA, Admin. Fell.) must register! A hold will be placed on your record if you do not register, and no new GA appointment will be forthcoming until you have back registered for any quarters when an assistantship was held without registration.

TAXES

Unfortunately, no new information regarding taxes has been issued by the IRS. We will keep you posted on any new developments.

HANDBOOK REMINDER

If you did not receive a copy of the 1985-1986 Handbook for Graduate Assistants, drop by our office for a copy or give us a call (376-3644). We will send you a copy through campus mail.

FELLOWSHIP INFORMATION

The Graduate School Fellowship Office has recently announced competitions for the awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 373-2833.

GRAD SCHOOL TUITION SCHOLARSHIP: Partial or Full waivers of tuition for one quarter are available to U.S. Citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration for financial need. Deadline: Feb. 7, 1986 for Spring Quarter.

ENDOWED FELLOWSHIPS:

Approximately twenty-five fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the University of Minnesota Graduate School at the time of application and continue registration each quarter of the 1986-87 academic year. Varying deadlines in March.

DOCTORAL DISSERTATION FELLOW -

SHIP: \$8,400 stipend for the 1986-87 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by the May 9 deadline and have completed all program coursework by the end of the Spring Quarter, 1986. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs. Nominations deadline: May 9, 1986.

Graduate Assistant's Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644 • Hours: M-F 8:30-4:00

SPECIAL GRANTS FOR DOCTORAL DISSERTATIONS: Up to \$1500 for dissertation research for students who have passed written and oral prelims. Applications and the exact deadline for the May competition will be available during the first week of the Spring Quarter.

TORSKE KLUBBEN FELLOWSHIP: Stipend of \$500 a month for a minimum of three months and a maximum of ten months of graduate study or research in Norway. Applicants must be enrolled in the University of Minnesota Graduate School at the time of application. Deadline: March 28, 1986.

FILM STUDY FELLOWSHIP: \$6000 for University of Minnesota Graduate student proposing a year of well-defined research or study on film history, criticism, theory, or aesthetics. Deadline: Feb. 15, 1986.

FILM STUDY GRANTS: Awards averaging \$3000 for research expenses for studies in film history, criticism, theory or aesthetics. Proposals may be related to formal coursework, independent study, and thesis or dissertation research. Must be registered students in good standing at the University of Minnesota. Deadline: Feb. 15, 1986.

EMPLOYMENT OPPORTUNITIES

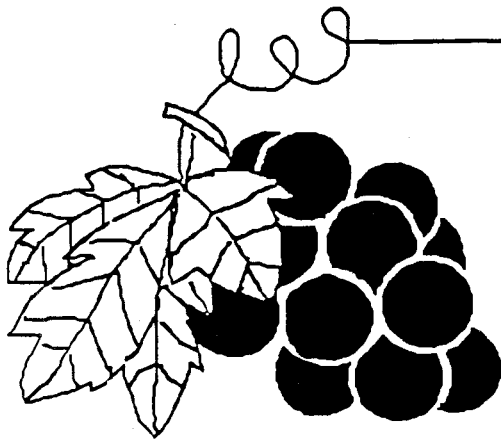
Job openings for graduate students are posted on the job-board in the Graduate Assistants Office. These are open to all graduate students who are accepted by the Graduate School into a degree program, and who are currently registered. Any department looking to hire a graduate assistant who is not specifically from their own department must send the information to the GAO for posting. We often have an interesting array of employment opportunities. Come in and look.

HANDY DIRECTORY OF USEFUL NUMBERS:

*Admissions and Records, Student Relations.....	150 Williamson	376-1680
*Council of Graduate Students (COGS).....	409 Johnston	373-7909
*Employee Benefits		373-2115
*Equal Opportunity Office.....	415 Johnston	373-5495
*Fellowship Office	422 Johnston	373-2833
*Files, Records, and Registration :		
Degree Program Advisor, Karen Starry		373-2829
Doctoral Conditions, Carol Krafthefer		373-2953
Commencement, Thesis, Carmelita Larson.....		373-2953
Programs, Petitions, Milly Richter		373-2832
*Graduate Assistants' Office	411 Johnston	376-3644
*Income Tax Information:	Minnesota.....	296-3781
	Federal	291-1422
*Employee Benefits		373-2115
*Student Accounts Receivable	Minneapolis:	376-8057
	St. Paul:	373-1617
*Health Service Plan Benefits		376-3997
*Student Health Insurance		373-1617

The University of Minnesota is an Equal-Opportunity Employer

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume VIII, No. 3, SPRING 1986

FALL 1986 REGISTRATION SCHEDULED FOR MAY

Beginning this year, students can register during Spring quarter for the following Fall. Queued registration for fall, 1986 begins this May 22 and ends June 6. Open registration will extend through early July. Registration will reopen August 28. Graduate students, as in the past, can register without penalty until the first day of classes. In early May, students will receive a Registration Status Notice showing date and time of registration. Registration procedures will be very similar to past procedures, with the following exceptions:

- 1) Since room scheduling may not be completed, the Class Schedule published in May will list general campus locations for courses (east bank, west bank, St. Paul) rather than buildings and room numbers.
- 2) If tuition and all fees have been approved and room assignments made by the beginning of registration, students will receive a complete fee statement. If, however, all tuition and fees have not been determined or room assignments have not been completed, the May fee statement will list courses and credits but not tuition or rooms. Then during the first week of August, a final fee statement showing exact tuition, fees and class locations for Fall quarter will be mailed to each student.
- 3) Tuition for Fall quarter (or the first installment) will be due around August 29. As in the past, late fees will be waived for those waiting for financial aid. Graduate assistants may need to have fee statements adjusted to reflect tuition scholarships after fall appointments have been assigned and the documents sent to the Graduate Assistants Office.

EMPLOYEE BENEFITS

Graduate Assistants have several options open to them for health coverage. GA's with 75% appointments are eligible for free comprehensive health, hospitalization, dental, and life insurance. Most of these benefits are also free for their dependents, while others are available for a small additional fee. GA's with this or similar coverage can request exemption from the Health Service portion of the Student Services fee by bringing proof of coverage to the cashier on the second floor of Boynton Health Service.

GA's with 50-74% appointments can purchase the coverage described above for themselves and their families.

For GA's with appointments below 50%, or for those on hourly appointments, student insurance coverage is available through the Student Insurance Office in room W227A Boynton Health Service, 379-9259 (a non-campus number). Call them for information regarding student and dependent coverage.

Students covered by the Student Insurance policy must also have outpatient coverage through the Health Service. This is included in the student services fee, or, if that fee is not required, may be paid directly each quarter in the Student Insurance Office. Students who have major medical coverage from elsewhere may purchase Boynton Health Service coverage without the Insurance.

Student Insurance coverage is also available during the summer months, whether or not one is taking classes, and during this time Health Service coverage is not required in order to get the insurance (but is available). If a student intends to continue the Student Health Insurance in the fall, it is highly recommended to purchase it in the summer. This will provide continuity of insurance that will avoid problems with the "pre-existing condition" exclusion should a problem arise over the summer. Insurance for summer should be obtained by June 23. Costs per quarter are: Student Health Insurance - \$79.50; Boynton Health Service - \$75.00; Dependent Insurance - \$199.50 for a spouse or for a child or children.

Graduate Assistant's Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 376-3644 • Hours: M-F 8:30-4:00

**SEARCH OPEN FOR
GAO ASSISTANT COORDINATOR**

Nicki Cohen-Cliffer, present Coordinator of the Graduate Assistants Office, will leave her position June 30. Bruce Rowan, a graduate student in Theatre Arts, has served as Assistant Coordinator for the past year and will assume the Coordinator's duties July 1. A search committee has been formed to choose a new Assistant Coordinator for 1986-87. The position will be a 25% administrative fellow appointment, to begin before Fall quarter and continue through June 30, 1987. Copies of the position posting are available at the Graduate Assistants Office, 411 Johnston Hall. Applications are due in that office by 4:00 p.m. Wednesday, May 28, 1986.

FELLOWSHIP INFORMATION

**DOCTORAL DISSERTATION
FELLOWSHIP**

\$8,400 stipend for the 1986-87 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by the May 9 deadline and have completed all program coursework by the end of Spring quarter, 1986. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs. Nominations deadline: May 9, 1986.

**SPECIAL GRANTS
FOR DOCTORAL DISSERTATIONS**

Up to \$1,500 for dissertation research for students who have passed written and oral prelims. Deadline: May 16, 1986.

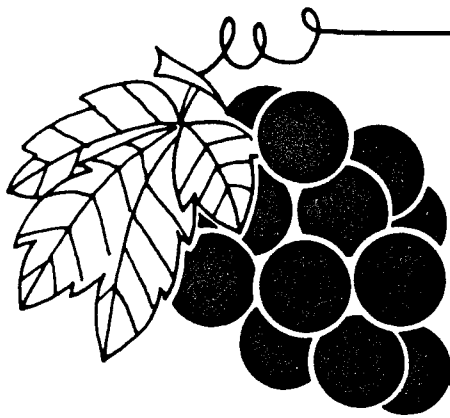
**GRADUATE SCHOOL
TUITION SCHOLARSHIP**

Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration for financial need. Deadlines: May 2 for first summer session, June 20 for second summer session.

**FULBRIGHT AND OTHER GRANTS
FOR GRADUATE STUDY ABROAD**

Support for an academic year of graduate study or research in any of over 70 countries for the 1987-88 academic year, plus round-trip transportation. Applicants must be U.S. citizens who hold a bachelor's degree or the equivalent before the beginning date of the grant and do not hold the doctoral degree at the time of application. Requires carefully formulated proposal of study and therefore much lead time on planning. Campus deadline: October 1986.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume IX, No. 1.

Fall 1986

The GAO - A Whole New Look

Stop in and say hello -- The Graduate Assistant Office (411 Johnston) has new faces this year, all ready to serve you. Bruce Rowan, a Ph.D. candidate in Theatre Arts, has taken over as the office's Coordinator. Our new Assistant Coordinator is Paula Solon, who is a Ph.D. candidate in Educational Psychology. Joining the staff as Office Assistants are Cheryl Madsen and Brian Johnson, a conscientious pair who make sure that your Personnel Action Forms are processed in an expeditious manner. (That means you will get paid on time.) What else does this office do? Read on....

Our Functions

With the institution of the new Tuition Fellowship program for Graduate Students who hold assistantships, the duties of our office have grown this year. It's our job to verify your TA, RA, or Admin Fellow status, and we authorize the tuition waiver for anyone appointed beyond the deadline dates. We Also:

- Verify your status as a Grad Student;
- Place you ON Hold if you don't stay on Student Status while on appointment;
- See that you are eligible for resident tuition and payroll deduction;
- Maintain a job board for those of you who are looking for an assistantship;
- Handle grievances that stem from your appointment as a grad assistant, e.g. fair hiring and firing practices;
- Answer any and all questions you may have about your status as a graduate student and assistant. We'll find either the answer or someone who can help you find it.

Taxes

We do not do tax counseling at the GAO. However, if you are one of those RAs whose exemption claim was disallowed by the IRS office in Andover on the basis of Item 99, claiming your income to be taxable because the University withheld taxes, you should include in your response to them three things:

- (1) Copies of all 1985 PAFs which contain any part of the disputed money. (These have Funding #s, Grant #s, etc.)
- (2) A copy of the Grant contract. (or documentation of the source of the funds and its intended usage.)
- (3) The standard letter from your department stating that everyone in the program is required to perform the same work whether they hold an RA or not.

We continue to be confused by the often inconsistent workings of the IRS. Bear in mind, we're not on their side. We just aren't lawyers.

Competitive Fellowships

Graduate School Tuition Scholarships:
Partial or full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is made primarily on the basis of academic merit with some consideration for financial need. Since students who hold assistantships automatically get tuition fellowships at twice the percentage of their appointments, only applicants with appointments of less than 50% will be considered. Preference will be given to students not holding assistantships.

Deadlines: November 14, 1986, for Winter Quarter; February 6, 1987, for Spring Quarter.

Graduate Assistant's Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 626-1310 Hours: M-F 8:30-4:00

Special Grants for Doctoral Dissertations:

Up to \$1500 for dissertation research expenses for students who have passed their written and oral preliminary exams.
Deadline: December 5, 1986.

Luce Scholars Program: One year apprenticeship to Asia offered nationally to 15 U.S. citizens. Applicants must be under 30 when program begins. Special interest in persons with clearly defined career goals, outstanding capacity for leadership, and no significant previous exposure to Asia. Persons in Asian Studies or International Relations are ineligible.
Deadline: Around November 1, 1986.

German Academic Exchange Service

Fellowships: Living stipend plus tuition, fees, book allowance, and roundtrip transportation for 7 to 10 months of graduate study or research in the Federal Republic of Germany. Applicants must be U.S. citizens, 18 to 32 years of age, and registered in the UM Graduate School at the time of application.
Deadline: Around November 1, 1986.

For more information on these and other available fellowships, contact the Graduate School Fellowship Office, 422 Johnston Hall (625-7579).

Payroll Deduction

You may be eligible to pay your tuition and fees by payroll deduction if:

- (1) you hold an assistantship of at least 25% time, and;
- (2) Your tuition and fees payable total at least \$150, and;
- (3) Your last four paychecks of the quarter (after all withholding for taxes, insurance, etc.) must be equal to or greater than the amount you wish deducted plus \$80. (The University will not issue paychecks for less than \$20.)

If you are eligible, you may apply for payroll deduction when you register or not later than the end of the first week of classes.

Registration Requirement

If you hold an assistantship of at least 12½% (65 hours per quarter), you must register. If you don't register, we'll place a hold on your records, effectively stopping future payroll documents and future registration.

Graduate Student Orientation Week

The Graduate Student Information Program is offering an orientation program for new graduate students which will run throughout the week of September 22-28. For more information contact the GSIP Orientation Office, 324 Coffman Memorial Union, at 624-1483.

Employee Benefits for Grad Assistants

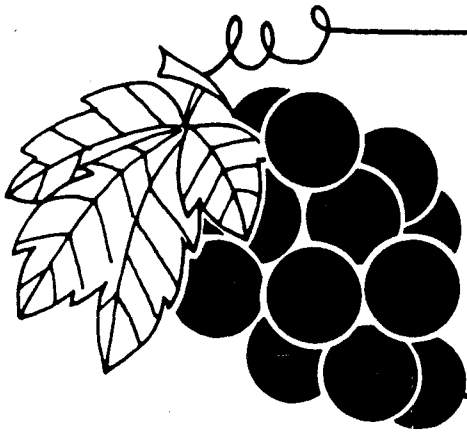
The University extends employee benefits to graduate assistants with appointments of 75% or more which run at least 3 months. If you hold an assistantship of 50-74%, you are eligible to purchase your own coverage at University group rates. Either status includes health and dental coverage and life insurance. Dependent coverage is also available for an additional charge. If you qualify and wish to take advantage of this opportunity, you should call Employee Benefits, 624-9090, for the needed forms. Call a week or so before you begin work.
IMPORTANT: In order to receive these benefits in a timely manner, your Personnel Action Form must be processed before your appointment begins. Ask your department if they have taken care of this.

Reduced Tuition for Graduate Assistants

As you are no doubt aware, graduate students with appointments of at least 25% are able to receive reduced tuition. If your TA, RA, or Admin Fellow was processed before August 10th, you received this benefit when you registered. If not, you need to have a Tuition Fellowship Information Form to accompany your registration materials. These must be produced by your work department and authorized by the GAO. If you don't know if your appointment made the deadline, call us. We'll check it for you.

Partial Exemption from Health Service Fee

You can save \$20/quarter if you have your own health insurance coverage. Bring proof of coverage to the Boynton Health Service Cashier, room W220 (or 109 Coffey Hall in St. Paul), who will certify a Health Service Adjustment Request Form. You must present this form to the registration clerk in order to receive the partial deduction. This must be done no later than the end of the second week of Fall quarter classes. If you register for less than 6 credits, this does not apply.



THE GRAPEVINE

Volume IX, No. 2 Winter 1987

TUITION FELLOWSHIPS FOR GAS

By now, we trust that all Graduate Assistants are aware of the tuition fellowship plan which went into effect Fall Quarter. In a nutshell, if your TA, RA, or Admin Fellow appointment equals 25% time or its equivalent (130 hours within the quarter), you are entitled to a tuition waiver equal to twice the percentage of your appointment. For these purposes, the quarter is defined as the 13-week period dating from Sep 16-Dec 15 for Fall, Dec 16-Mar 15 for Winter, and Mar 16-Jun 15 for Spring. If you are on Regular Payroll, you may collect your waiver at registration time. If you are on an hourly miscellaneous appointment, you will be reimbursed after the end of the quarter. This means that you are responsible for paying your tuition when due (to avoid late payment fees and/or an Accounts Receivable Hold). If you do not pay your fees when due, you will be assessed late fees.

REGISTRATION REMINDER

All Graduate Assistants must register each quarter in which an appointment is held. The GAO monitors registration for all GAS, and will place a hold on your records if you do not register. You will not be allowed to register for future quarters nor will your future payroll documents be processed until you visit our office to initiate back registration procedures for the quarter(s) in which you didn't complete the requirement.

GRAD SCHOOL FELLOWSHIP OFFICE INFORMATION

The Graduate School Fellowship Office has recently announced competitions for the awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

--Graduate School Tuition Scholarship: Partial and Full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. Deadline: Feb 6, 1987 for Spring Quarter.

--Endowed Fellowships: Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the University of Minnesota Graduate School at the time of application and continue registration each quarter of the 1987-88 academic year. Deadline: March 27, 1987

--Doctoral Dissertation Fellowship: \$9,000 stipend for the 1987-88 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by the May 8 deadline and have completed all program coursework by the end of Spring Quarter 1987. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs. Nomination deadline: May 8, 1987.

(more...)

Graduate Assistant's Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 626-1310 Hours: M-F 8:30-4:00

FELLOWSHIP OFFICE (Continued)

--Special Grants for Doctoral Dissertations

Up to \$1500 for dissertation research for students who have passed written and oral prelims. Deadline: May 15, 1987

--Torske Klubben Fellowship: Stipend of \$500 a month for a minimum of three months and a maximum of ten months of graduate study or research in Norway. Applicants must be enrolled in the University of Minnesota Graduate School at the time of application. Deadline: March 27, 1987

OFFICE OF STUDENT FINANCIAL AID OUTREACH

A new service for graduate students is now available through the Graduate School Fellowship Office, 422 Johnston Hall. Students are able to make appointments with Julie Root, the outreach counselor from the Office of Student Financial Aid. Winter Quarter service is available on:

Monday	12:30 p.m. - 2:30 p.m.
Tuesday	12:00 p.m. - 2:00 p.m.
Wednesday	12:30 p.m. - 2:30 p.m.
Thursday	12:00 p.m. - 2:00 p.m.
Friday	12:00 p.m. - 2:00 p.m.

Walk-in counseling is also available as staff time permits.

The majority of Julie's time is spent in describing the sources of federal and state financial aid (GSL, NDSL, ALAS, SELF Loan, etc.) and how to apply for them. In addition, she counsels students on short-term loans, emergency loans, financial aid application status, check problems, refunds and referrals.

Students can schedule appointments by calling the Graduate School Fellowship Office at 625-7579.

RESIDENT TUITION PRIVILEGE

Graduate students who have held an assistantship (TA, RA, Admin Fellow) of 25% time or more for a minimum of three quarters are eligible to pay tuition at the resident (in-state) rate for an additional three quarters without an appointment. Appointment for two summer sessions is counted as a single quarter.

This privilege is extended on a quarter for quarter basis up to a maximum of six quarters. These additional quarters of resident tuition do not have to be taken consecutively but must be used within three years after the final quarter of the qualifying assistantship.

Spouses, children, parents, and legal guardians living in the same household as the qualifying graduate student are also eligible for resident tuition privileges. Contact the Graduate Assistant Office for more information.

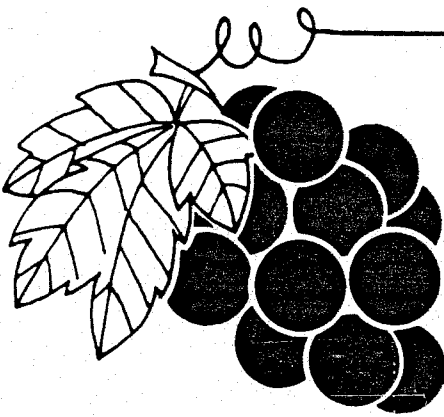
TAXES

Plans are underway to schedule an IRS-conducted workshop for Graduate Students holding assistantships sometime in March. This effort will be jointly sponsored by the Council of Graduate Students and the GAO. Watch the Daily for an announcement concerning this workshop.

RETROACTIVE TUITION REIMBURSEMENTS.

Many of you who held a non-regular payroll appointment in Fall Quarter have received a credit fee statement in the mail. If you have questions about how they were computed, we will do our best to explain them to you. Please bring your corrected fee statement with you when you stop in.

The GRAPEVINE is published quarterly by the Graduate Assistant Office, 411 Johnston, and is edited by Bruce Rowan, Coordinator of the GAO. Comments, suggestions, or questions about information in the GRAPEVINE should be addressed to him.



THE GRAPEVINE

A NEWSLETTER FOR GRADUATE ASSISTANTS

Volume IX, No. 3 Spring 1987

RETROACTIVE TUITION FELLOWSHIPS

Are you currently on an hourly (paid every other Wednesday) Graduate Assistant appointment as a TA, RA, or Administrative Fellow? If you are, and you are not on Work-Study, or working for Extension or Independent Study, and you have worked at least 130 hours on this job within Fall or Winter Quarter, you may be entitled to tuition reimbursement for one or both of these quarters.

All Graduate Assistants who are holding hourly appointments and not in one of the categories listed above are supposed to be on miscellaneous (semi-monthly) payroll, which results in an automatic issuance of a credit fee statement at the completion of the quarter. Some departments have not effected the change from bi-weekly payroll to miscellaneous payroll, however. If you believe you may have a tuition credit due, call or stop by the Graduate Assistant Office and we will investigate.

SUMMER SCHOOL TUITION WAIVERS

The tuition fellowship plan which began in Fall 1986 is also available for Summer School for those Grad Assistants who hold at least a 25% appointment in either Summer Session. Watch for more information.

GRAD SCHOOL FELLOWSHIP OFFICE

The Fellowship Office (422 Johnston) has announced competitions for the awards listed below. Unless stated otherwise, applications are available from that office (625-7579).

--Doctoral Dissertation Fellowship: \$9000 stipend for the 1987-88 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by the May 8 deadline and have completed all of their program coursework by the end of Spring Quarter, 1987. Procedures for departmental nomination are available from the Director of Graduate Studies in the respective graduate programs. Nomination deadline: May 8, 1987.

--Special Grants for Doctoral Dissertations: Up to \$1500 for dissertation research for students who have passed written and oral prelims. Deadline: May 15, 1987

--Graduate School Tuition Scholarship: Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration for financial need. Deadline: May 1 for both Summer Sessions.

--more.....

FELLOWSHIP OFFICE (continued)

--Fulbright and other Grants for Graduate Study Abroad: Support for an academic year of graduate study or research in any of over 70 countries for the 1988-89 academic year, plus round-trip transportation. Applicants must be U.S. citizens who hold a bachelor's degree or the equivalent before the beginning date of the grant and do not hold the doctoral degree at the time of the application. Requires carefully formulated proposal of study and therefore much lead time in planning. Campus Deadline: October 1, 1987. (Information on 1988-89 competition will be available at the beginning of June.)

OFFICE OF STUDENT FINANCIAL AID
OUTREACH COUNSELING:

The Graduate School Fellowship Office will continue to offer outreach counseling from the Office of Student Financial Aid. Spring Quarter service is available on:

Monday	1:30 p.m. - 3:30 p.m.
Tuesday	10:00 a.m. - 12:00 noon
Wednesday	12:00 noon - 2:00 p.m.
Thursday	10:00 a.m. - 12:00 noon
Friday	2:00 p.m. - 4:00 p.m.

Walk-in counseling is also available as staff time permits.

Students can schedule appointments to see Julie Root by calling the Graduate School Fellowship Office at 625-7579. The majority of her time is spent describing the sources of federal and state financial aid (GSL, NDSL, ALAS, SELF Loan, etc.) and how to apply for them.

The GRAPEVINE is published quarterly by the Graduate Assistant Office, 411 Johnston, and is edited by Bruce Rowan, Coordinator of the GAO. Comments, suggestions, or questions about information in the GRAPEVINE should be addressed to him.

REMINDERS FOR ALL GRAD ASSISTANTS:

--You must register every quarter (except Summer Sessions) in which you hold an appointment of at least 12½ % time (65 hours) or you will be placed on Hold by our office.

--You must complete your Graduate Assistantship to retain your tuition waivers. Those positions which are prematurely terminated will result in proration of the appointment and retroactive billing for remaining tuition.

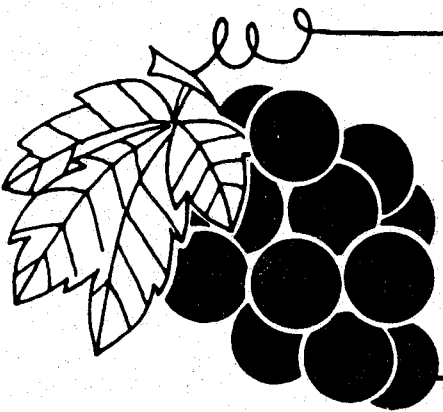
--You must pay all tuition and fees when due, even if you are expecting a reimbursement at the end of the quarter, or you will be placed on Hold by Accounts Receivable and be assessed Late Payment Fees.

--The Graduate Assistant Office maintains a Job Board for Graduate Students seeking assistantships. These positions are available to all qualified Grad Students on a Degree Program, regardless of their Major Program. If you're looking for a position, stop by and check it out.

--If you feel that you are being treated unfairly by your work department, grievance procedures are available in the GAO.

--May 10 is Mothers' Day.

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume X, Number 1 Fall 1987

The GAO -- We're Here to Help

We at the Graduate Assistant Office would like to welcome all of you who are new Graduate Assistants to the University of Minnesota. As for those of you who are returning, welcome back. Our office, located in 411 Johnston Hall, is here to help. If you have questions about your status as a graduate Teaching Assistant, Research Assistant, or Administrative Fellow, we have the answers (or we'll find them). Our staff consists of four students: Bruce Rowan, a Ph.D candidate in Theatre Arts, is the Coordinator. Joining us as the new Assistant Coordinator is Scherrie Foster, a Ph.D. candidate in Adult Education/Speech Communication. Cheryl Madsen and Brian Johnson are with us again as Office Assistants, providing timely processing of your Personnel Action Forms (which means you are paid as soon as possible). Feel free to stop by with questions or comments, or just to peruse the Graduate Assistants' Job Board.

Some of the things we do here: Watchdog both departments and GAs to see that they fulfill requirements. Place you ON hold if you fail to register in a quarter in which you are on appointment. Place codes on the registration computer screen which allow you to pay resident tuition+use payroll deduction, if applicable.

Reduced Tuition Benefit for GAS

As a Graduate Assistant (TA, RA, or AF), you may be eligible for a tuition benefit equal to twice the percentage of your appointment. Your appointment must be at least a 25% quarterlong appointment. This translates to 130 hours for hourly payroll appointees.

For payroll purposes, each quarter is three months long. Appropriate dates:

Fall Quarter	Sept 16 - Dec. 15
Winter Quarter	Dec. 16 - Mar. 15
Spring Quarter	Mar. 16 - June 15

Late appointments (after Sept 16) will be prorated, but must meet the minimum 25% time/130 hours requirement to qualify. (Example: a 50% appointment with effective dates Oct 16-May 15, would qualify for tuition benefits at the following rates:
Fall Quarter = 66.7% tuition benefit
Winter Quarter = 100% tuition benefit
Spring Quarter = 66.7% tuition benefit)

Call the GAO with questions about your tuition benefits. You must be on Regular Payroll to qualify for immediate tuition benefits. Others (Miscellaneous, Hourly) will be eligible for retroactive reimbursement after all hours have been paid within the quarter in question.

***If your appointment is terminated for any reason before completion, you may be billed for a portion or all of that quarter's tuition.

COGS General Assembly Meeting

The Council of Graduate Students will hold their first meeting of the academic year on Tuesday, October 13, from 3:15-4:30 p.m. in 325 Science Classroom Building (East Bank)

Graduate School Fellowship Office

The Fellowship Office, located in 422 Johnston Hall, has announced competitions for the awards listed below. Unless stated otherwise, applications are available from that office (625-7579).

--Graduate School Tuition Scholarships:
Partial or full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is made primarily on the basis of academic merit with some consideration for financial need. Since students who hold assistantships automatically get tuition benefits at twice the percentage of their appointments, only applicants with appointments of less than 50% will be considered. Preference will be given to students not holding assistantships.

Deadlines: November 13, 1987, for Winter Quarter; February 5, 1988, for Spring Quarter.

--Special Grants for Doctoral Dissertations
Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams.

Deadline: December 4, 1987.

--Luce Scholars Program:

One year apprenticeship to Asia offered nationally to 15 U.S. citizens. Applicants must be under 30 when program begins. Special interest in persons with clearly defined career goals, outstanding capacity for leadership, and no significant previous exposure to Asia. Persons in Asian Studies are ineligible.

Deadline: November 2, 1987.

--German Academic Exchange Service Fellowship:

Living stipend plus tuition, fees, book allowance, and roundtrip transportation for 10 months of graduate study or research in

the Federal Republic of Germany. Applicants must be U.S. citizens, 18 to 31 years of age, and registered in the University of Minnesota Graduate School at the time of application.

Deadline: November 2, 1987.

For more information on these and other available fellowships, contact the Graduate School Fellowship Office, 422 Johnston Hall (625-7579).

Employee Benefits for Grad Assistants

The University extends State Health Insurance benefits to graduate assistants on regular payroll appointments of at least 75% time for three months. If you hold an assistantship of 50%-74%, you are eligible to purchase this coverage at University group rates. Dependent coverage is also available for an additional charge. If you qualify and wish to take advantage of this benefit, you should call Employee Benefits at 624-9090, for the needed forms.

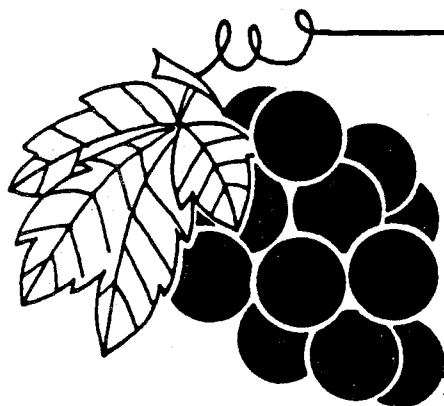
Partial Exemption from Health Service Fee

You can save \$20 per quarter if you have your own health insurance coverage. Bring proof of coverage to the Boynton Health Service Cashier, room W220 Boynton (or 109 Coffey Hall in St. Paul), who will certify a Health Service Adjustment Request Form. You must present this form to the registration clerk in order to receive the partial deduction. This must be done no later than the end of the 2nd week of classes. If you are registered for less than 6 credits and do not pay Student Services Fees, this does not apply.

Grievances

If you feel that you are being treated unfairly by your work department, grievance procedures are available in the Graduate Assistant Office.

THE GRAPEVINE is published quarterly by the Graduate Assistant Office, 411 Johnston Hall, and is edited by Bruce Rowan, Coordinator of the GAO. Comments, questions, suggestions, etc., should be addressed to him. We solicit your ideas.



THE GRAPEVINE

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume X, Number 2 Winter 1988

Good news and Bad news

Beginning immediately, all Graduate Assistants with appointments on a Payroll other than Regular but who work a regular work schedule (the same number of hours paid each pay period) are eligible to receive a Provisional Tuition Waiver at the beginning of the quarter. (In the past, those on Extension, Work-Study, and Miscellaneous Appointments have had to wait until the end of the quarter for reimbursement, which resulted very often in various and sundry late fees.) The key here is that the department must verify that your appointment will pay you at least the minimum # of hours (130) to receive a tuition benefit. For those on work-study, that total must be less than the total allowable under the CWS program. For those on irregular hourly (as worked) appointments, reimbursement will continue to be paid retroactively.

That was the good news. The bad? --Beginning January 1, 1988, these tuition benefits are taxable income. Although the exact method has not yet been determined, Payroll will be withholding taxes on the amount of your tuition which has been reduced under the program. Be prepared. (A word to the wise: if you've completed your Grad School residency requirements, be sure to opt for the half-rate tuition, since this will reduce the dollar amount of your

tuition benefit, and consequently, lower the tax amount withheld.

The Provisional Tuition Waiver will be completed only upon student request. Contact the GAO for more information.

University Counseling Services Dissertation Support Group

A group designed to provide encouragement, emotional support and behavioral problem solving for graduate students in the process of procrastinating or completing a thesis. Meetings: Wednesdays, 3:15-4:30 p.m. Leader: Lud Spolyar. Members accepted anytime! Please call 624-3323 for more information or drop in at 109 Eddy Hall.

Graduate School Fellowship Office Information

The Graduate School Fellowship Office has recently announced competitions for the awards listed below. Unless otherwise noted, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

--Graduate School Tuition Scholarship: Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. Deadline: February 5, 1988 for Spring Quarter.

--Endowed Fellowships:

Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the U of MN Graduate School at the time of application and continue registration each quarter of the 1988-89 academic year. Deadline: March 25, 1988.

(more...)

Graduate Assistant Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 626-1310 Hours: M-F 8:30-4:00

FELLOWSHIP OFFICE (Continued)

--Doctoral Dissertation Fellowship:

\$10,000 stipend for the 1988-89 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 6 deadline and have completed all program coursework by the end of Spring Quarter 1988. Departmental nomination is required. Applications and details about internal nomination procedures are available from the DGS in the respective graduate programs. Nomination deadline: May 6, 1988.

--Special Grants for Doctoral Dissertation:

Up to \$1500 for dissertation research for students who have passed written and oral prelims. Deadline: May 13, 1988.

--Torske Klubben Fellowship:

Stipend of \$500 a month for a minimum of three months and a maximum of ten months of graduate study or research in Norway. Applicants must be enrolled in the U of M Graduate School at the time of application. Deadline: March 25, 1988.

Questions about the above fellowships should be directed to 625-7579.

OFFICE OF STUDENT FINANCIAL AID OUTREACH

The Graduate School Fellowship Office will offer outreach counseling from the Office of Student Financial Aid. Winter Quarter service is available on:

Monday 10:30a.m. - 1:30p.m.
Weds 10:30a.m. - 1:30p.m.
Friday 10:30a.m. - 1:30p.m.

Walk-in counseling is also available as staff time permits. Students can schedule appointments to see Jan McGlennon by

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calling the Graduate School Fellowship Office at 625-7579. The majority of her time is spent describing the sources of federal and state financial aid (GSL, NDSL, ALAS, SELF Loan, etc.) and how to apply for them. In addition, she counsels students on short-term loans, emergency loans, financial aid application status, check problems, refunds and referrals.

REMINDERS TO GRAD ASSISTANTS:

--You must register every quarter in which you hold at least a 12½% (65 HOURS) time appointment, or you will be put on hold by our office. This may affect any future assistantship you get.

You must complete your assistantship to retain your tuition benefits. If your appointment is terminated early for any reason, your tuition benefit is prorated, and you may receive a retroactive tuition bill as a result.

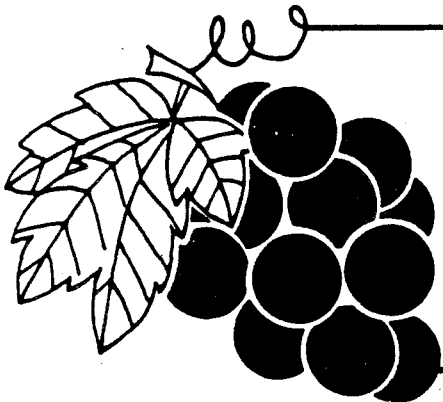
--The Graduate Assistant Office maintains a Job Board for University-wide positions. These positions are available to all Graduate Students on approved Degree Programs. Stop by once a week and you'll not miss a one.

--If you feel you've been treated unfairly by your work department, grievance procedures are available in the GAO.

SPECIAL NOTE: Thanks to all Grads who remembered us over the holidays. We appreciate the good will and hope our service continues to provide a modicum of satisfaction for our customers.

The University of Minnesota is an equal opportunity educator and employer.

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THE GRAPEVINE

A NEWSLETTER FOR GRADUATE ASSISTANTS

Volume X, Number 3 Spring 1988

TAXESTAXESTAXESTAXESTAXESTAXESTAXES

Information and Misinformation

Despite what you may have read in the Daily's editorial pages, we are continuing to function on behalf of Graduate Assistants. While our office does not attempt to justify (or even explain) Payroll's rationale in determining withholding rates, we are concerned with the problems faced by GAs as a result of those determinations. And so---

1. We are currently administering a special Short Term Loan Program for those Grad Assistants caught short by the lump-sum withholding on Winter Quarter tuition benefits. You are eligible to borrow the total amount of the extra taxes withheld for Winter Quarter tuition benefits. (0% interest if repaid by June 20th)
2. Withholding for Spring Quarter tuition benefits will be completed in 4 equal installments beginning with the April 30 paycheck. (Note: you must have already registered and received the benefit by April 20 to beat the deadline. Otherwise, it will be taken in a lump sum again. Get registered!!)

No Taxes Withheld on March 15??

Some of you may not have noticed any difference in your March 15th paycheck, even though you were

expecting the extra tax bite. Don't worry, you haven't been forgotten. Due to a glitch in the computer program, all students who had already registered for Spring Quarter were overlooked on the initial run. Your taxes for Winter Quarter's tuition benefit will be withheld on the March 31st paycheck. If you are in this category, you are also eligible for the Short Term Loan Program. Call us at 626-1310 if you are interested.

Tax Workshop

Be sure to attend a Tax Workshop being held Wednesday, March 30, at 12 Noon in Coffman Union Theatre, if you have any questions about the new tax laws and procedures. This workshop is jointly sponsored by the Graduate Assistant Office, the Council of Graduate Students, and the University Student Legal Service.

MORE ON TUITION BENEFITS-----

In the past, TAs, RAs, and Admin Fellows on Miscellaneous or Biweekly Payroll had to wait until the end of the quarter to receive their benefits. This included any student working for Extension or on the College Work-Study Program. This is no longer true.

If your department will verify a specific number of hours they expect to pay you for the quarter in question, we will issue you a provisional tuition waiver immediately. Call us for further details.

REMINDER If, for some unknown reason, you receive a tuition benefit and are not taxed on it, you remain liable

for taxes on the amount. If the Payroll Office is unable to withhold taxes, your W2 will nonetheless list the amount of your tuition benefit as taxable income for 1988, which could result in your owing the IRS money when filing time for 1988 arrives.

GRADUATE SCHOOL FELLOWSHIP OFFICE INFO

The Graduate School Fellowship Office has announced competitions for the awards listed below. Unless otherwise noted, applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

--Graduate School Tuition Scholarship:
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--Doctoral Dissertation Fellowships:
\$10,000 stipend for the 1988-1989 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 6 deadline and have completed all program coursework by the end of Spring Quarter 1988. Departmental nomination is required. Applications and details about internal nomination procedures are available from the DGS in the respective graduate programs. Nomination deadline: May 6, 1988.

--Special Grants for Doctoral Dissertation:
Up to \$1500 for dissertation research for students who have passed written and oral prelims. Deadline: May 13, 1988.

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OFFICE OF STUDENT FINANCIAL AID OUTREACH

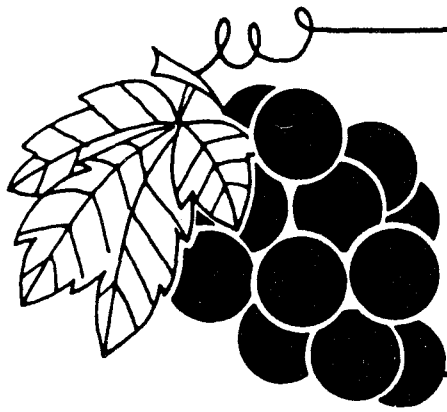
The Graduate School Fellowship Office will offer outreach counseling from the Office of Student Financial Aid. Spring Quarter service is available on:

Mondays 12 Noon - 3:00 p.m.
Wednesday 12 Noon - 3:00 p.m.
Fridays 10:00 a.m. - 1:30 p.m.

Walk-in counseling is also available as staff time permits. Students can schedule appointments to see Jan McGlennon by calling the Graduate School Fellowship Office at 625-7579. The majority of her time is spent describing the sources of federal and state financial aid (GSL, NDSL, ALAS, SELF Loan, etc.) and how to apply for them. In addition, she counsels students on short-term loans, emergency loans, financial aid application status, check problems, refunds, and referrals.

NOTES.....

The Graduate Assistant Office, once little more than a monitoring office, checking appointment documents on GAs as they pass towards Payroll, has evolved into a Graduate Assistants Service Office, especially since the institution of the Tuition Benefit in Fall 1986. That, along with the Graduate Assistant Job Board on which all Assistantships not limited to a specific degree program must be posted, makes our 4th Floor Johnston nook a very frequently visited spot. Problems with waivers, reimbursements, even possible grievances, often get resolved within our space. Our telephone has to be one of the busiest single-line numbers on campus, especially when offices who know no better assume we have answers and so refer their unhappy callers to us. We do the best we can; if we don't know the answer, we'll find someone who does, or take your name and number and get back to you. Call us. That's why we're here.



THE GRAPEVINE

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume XI, Number 1 Fall 1988

Welcome to the 1988-89 Academic Year

The Graduate Assistant Office is looking forward to another year of offering assistance to graduate students holding assistantships. Our staff is composed of four students. Scherrie Foster, a Ph.D. candidate in Adult Education/Speech Communication is the 1988-89 Coordinator. Roberta Cullen, a Ph.D. student in Theatre Arts, joins us as the new Assistant Coordinator. Cheryl Madsen and Brian Johnson, undergraduate Office Specialists, begin their third year in the GAO.

We're here to assist in any way we can. We have the specific duties of: processing graduate assistants' payroll documents; administering the "ON" hold for graduate students who fail to register the quarter in which they hold at least a 12.5% appointment; processing tuition benefit waivers and extended benefits; posting positions for assistantships on the GAO Job Board; writing our quarterly newsletter and the Handbook for Graduate Assistants.

We're also committed to: answering as many of your questions as we are able to; referring you to reliable sources when we can't; disseminating pertinent information in a timely fashion; and advocating for the rights and status of graduate assistants within the University Community.

We hope you'll feel free and comfortable to stop by and/or call us with any questions and concerns.

GRADUATE ASSISTANTSHIPS AND TUITION BENEFITS

The GAO encourages graduate assistants to be informed about their terms of employment, rights and benefits.

--Ask your work department payroll personnel for a copy of your PAF (Personnel Action Form) which describes the terms of your appointment.

--Understand that if your payroll document has not been processed to meet appropriate deadlines, you will not get paid on the appropriate pay dates and will have to manually process your tuition benefit waivers for the respective quarter.

--To receive a tuition benefit, your appointment must be at least a 25% quarter long appointment. This translates to 130 hours for hourly payroll appointees. For payroll purposes, each quarter is three months long, 13 weeks:

Fall Qtr.	Sept. 16-Dec. 15
Winter Qtr.	Dec. 16-March 15
Spring Qtr.	March 16-June 15

Late percentage appointments (after September 16) will be prorated, but must meet the minimum 25% time/130 hours requirement to qualify for the tuition benefit.

--Graduate students on Regular Payroll (the 15th and last day of each month) receive up-front tuition benefit waivers because they hold percentage appointments. Those holding assistantships on Miscellaneous, Hourly,

Graduate Assistant Office

411 Johnston Hall • 101 Pleasant Street • University of Minnesota • Minneapolis, Minnesota 55455

Phone: 626-1310 Hours: M-F 8:30-4:00

Biweekly Payrolls are eligible to receive provisional tuition benefit waivers provided:

- 1) their appointment document (PAF) clearly designates the terms of their appointment, number of hours and percentage for the respective quarter, or
- 2) they provide the GAO with an official letter from their work department payroll personnel projecting the total number of hours their appointment is for the respective quarter.

--Graduate Assistants on payrolls other than regular have the option to wait until the end of the quarter to receive retroactive tuition benefit waivers. These will be automatically processed by the GAO, unless you are on Miscellaneous Payroll, you must provide payroll abstracts, time cards or pay stubs to the GAO to receive the retroactive waiver.

--If your appointment is terminated for any reason before completion, you may be billed and taxed for a portion or all of that quarter's tuition.

The 1988-89 range of pay for graduate assistants on an hourly basis is \$9.72-\$12.67.

Stay Informed

As of January 1, 1988, graduate assistants must pay taxes on their tuition benefits as the IRS considers tuition benefits gross income. The tuition benefit is added to other wages and taxed appropriately.

For the 1988-89 academic year, graduate students will be taxed on their tuition benefits in four equal installments the last four pay periods of each quarter, provided they register in time to have their tuition benefit amount meet payroll deadlines. Payroll will designate the amount of tuition to be added to the gross wages on one's paycheck. As a result, one's net wages will reflect these tuition benefit tax deductions.

--Anticipate this decrease in your net earnings and be aware that if you don't register in time, the taxation on the tuition benefit could come in one lump sum. There will be no emergency loans issued the 1988-89 academic year to compensate for the taxation deduction.

If you hold a graduate assistantship of 12.5% time (65 hours) or more in a given quarter, you must register that quarter or you will be placed on hold through the GAO. Be aware that registering through Extension is not registering in the Graduate School; Extension classes must be successfully transferred onto one's graduate transcript to eliminate the "ON" hold. Classes taken in Extension must be 5000 and/or 8000 level courses that are part of your official graduate program.

If you failed to register a quarter in which you held at least a 12.5% assistantship you will be required to back register to remove the "ON" hold the GAO has placed on your record. The Graduate School requires you to back register for either Student Status or Continuous Registration. You may not back register for Course or Thesis Credits.

The University Parental Leave Policy has been revised. Graduate assistants who have held an appointment for at least nine months at at least 50% time qualify for the following leaves: females may take up to six weeks' leave with pay related to the birth of their child; males may take up to two weeks' leave with pay and four weeks' leave without pay related to the birth or adoption of a child; females may take up to two weeks' leave with pay and four weeks' leave without pay related to the adoption of a child. Contact the GAO for further details regarding the conditions of parental leave.

Graduate School Policy

--Beginning Fall Quarter 1988, graduate students who decide to change their grading options, A/F, S/N, "V," must process this change as a formal registration change within the first two weeks of the quarter. In the past, graduate students made changes in grading options directly with the instructor.

--Graduate students must register for a class during the period of instruction in order to receive a grade. There is no back registration for course work.

--A revised Graduate Student Status Certification form will be available from the Graduate School by mid-September for graduate students registered for fewer than seven credits who seek University student privileges.

Be a COGS Representative

As the representative of your degree program, you have the opportunity to help initiate policies that benefit graduate students at the University. You inform your fellow graduate students of proposed changes in Graduate School and University policies and work with the COGS officers and members to make sure these policy changes will benefit graduate students at the University.

COGS, the graduate student government, represents more than 7000 graduate students to the Graduate School, the University Administration and the State Legislature. Contact COGS or your DGS to find out how you can represent your program.

COGS members meet in a General Assembly twice a quarter. The first General Assembly meeting will be held Wednesday, October 12 at 3:15 p.m. in 101 Fraser. Representatives will receive a notice and agenda by mail. COGS meetings are advertised in the Minnesota Daily. Contact the COGS Office at 626-1612, 418 Johnston Hall, for more information.

Graduate School Fellowship Office

The Fellowship Office, 422 Johnston Hall, has announced competitions for the awards listed below.

--Graduate School Tuition Scholarships: Partial or full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is made primarily on the basis of academic merit with some consideration for financial need. Since students who hold assistantships automatically get tuition benefits at twice the percentage of their appointments, only applications with appointments of less than 50% will be considered. Preference will be given to students not holding assistantships.

Deadlines: November 11, 1988, for Winter Quarter; February 3, 1989, for Spring Quarter.

--Special Grants for Doctoral Dissertations: Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams.

Deadline: December 9, 1988.

--Luce Scholars Program: One year apprenticeship to Asia offered nationally to 15 U.S. citizens. Applicants must be under 30 when the program begins. Special interest in persons with clearly defined career goals, outstanding capacity for leadership, and no significant previous exposure to Asia. Persons in Asian Studies are ineligible.

Deadline: November 1, 1988.

--German Academic Exchange Service Fellowship: Living stipend plus tuition, fees, book allowance, and roundtrip transportation for 10 months of graduate study or research in the Federal Republic of Germany. Applicants must be U. S. citizens, 18 to 31 years

of age, and registered in the University of Minnesota Graduate School at the time of application.

Deadline: November 1, 1988.

--For more information on these and other available fellowships, contact the Graduate School Fellowship Office, 625-7579.

Research Explorations (REX) an innovative research enhancement program in Continuing Education and Extension at the University, facilitates adult volunteer participation in University of Minnesota faculty research. Because participants (selected by the project leader) pay for their involvement in research, the project receives supplemental funding in the form of a modest stipend. The program provides capable public assistance in lab and field work, and greater community exposure for faculty research. Interested faculty or research assistants may call REX program director, Claire Walter-Marcheti at 624-9345, or secretary, Susan Gorman, at 626-0214, for more information or a proposal form.

Employee Benefits for Grad Assistants

The University extends State Health Insurance benefits to graduate assistants on payroll appointments of at least 75% time for three months. If you hold an assistantship of 50%-74%, you are eligible to purchase this coverage at University group rates. Dependent coverage is also available for an additional charge. If you qualify and wish to take advantage of this benefit, you should call Employee Benefits at 624-9090, for the needed forms.

Partial Exemption from Health Service Fee

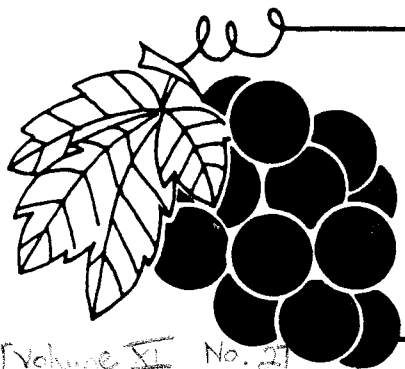
You can save \$20 per quarter if you have your own health insurance coverage. Bring proof of coverage to the Boynton Health Service Cashier, room W220 Boynton (or 109 Coffey Hall in St. Paul), who will certify a Health Service Adjustment Request Form. You must present this form to the registration clerk in order to receive the partial deduction. This must be done no later than the end of the 2nd week of classes. If you are registered for less than 6 credits and do not pay Student Services Fees, this does not apply. Call 624-0627 for more information.

Grievances

If you feel that you are being treated unfairly by your work department, grievance procedures are available in the Graduate Assistant Office.

The GAO wishes you a productive and enjoyable Fall Quarter.

THE GRAPEVINE is published quarterly by the Graduate Assistant Office, 411 Johnston, and is edited by Scherrie Foster, Coordinator of the GAO. Comments, suggestions, or questions about information in the newsletter should be addressed to her.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

[Volume II No. 2] [Winter 1989]

Happy New Year Graduate Assistants !

Fall Quarter, 1988 was one of change, policy clarification, and good news for the Graduate Assistant Office (GAO), graduate assistants and University faculty and personnel who work with graduate assistants.

The GAO's primary mission continues to be one of assistance to the University's graduate assistants and all faculty/ personnel who work with them. Although our aim is to provide you with information in an expedient, competent and complete fashion, the GAO encourages graduate assistants to stay informed in terms of their employment rights and benefits as academic employees of the University.

Information can be found in previous Grapevines, the current Handbook for Graduate Assistants, the Graduate School Bulletin, and quarterly "Class Schedules." The Grapevine, published quarterly, will keep you abreast of current news and pertinent information.

Tuition Benefit News

Questions and concerns continuously arise over the Tuition Benefit. Graduate assistants, faculty, and other personnel can refer to the "Tuition Benefit Policy" and "Guidelines for Employment of Graduate Assistants" memorandums circulated Fall Quarter. Graduate assistants may ask their work department payroll personnel for a copy of their PAF (Personnel Action Form) which describes the specific terms of their appointment.

GAO Reminder

To receive a tuition benefit your

appointment or appointments must total at least a 25% quarter long appointment as defined by the payroll dates of that quarter. A 25% appointment would mean 130 hours for the quarter. The quarter dates for payroll purposes are:

Winter Quarter Dec.16 - Mar. 15
Spring Quarter Mar.16 - June 15

Graduate assistantships paid on a biweekly basis are eligible to receive provisional (up front) tuition benefit waivers provided:

1- Their appointment document (Personnel Action Form) clearly designates the terms of their appointment, especially the number of hours, as well as the percentage time for the respective quarter. If this information is not on the payroll document,

2- The assistant must provide the GAO with an official letter from their work department payroll person projecting the number hours they will work for the quarter.

Grad Assistants on payrolls other than regular have the option to wait until the end of the quarter to receive their waivers retroactively. These will be processed automatically unless you are on Miscellaneous Payroll. If you are on Miscellaneous Payroll, you must provide payroll abstracts, time cards or pay stubs to the GAO to receive the retroactive waiver.

If your appointment is terminated for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Tuition Benefits and Taxation

As you know, the Tuition Benefit administered in 1988 was determined to be non-taxable. Graduate assistants' W-2

forms were adjusted to exclude the amount of the tuition benefit from their 1988 gross income. As a result, most individuals' 1988 tax returns should include a reimbursement for the taxation paid on the Tuition Benefit.

At this time, the University is of the understanding that Tuition Benefits will not be taxable for the 1989 year and hereafter.

Tuition Benefits in Extension

There continue to be questions regarding conditions of the Tuition Benefit privilege in the division of Continuing Education and Extension (CEE). When one registers through Extension, one is not registered in the Graduate School. It is not until a course taken through Extension is successfully transferred onto one's Graduate School transcript that the Extension class meets the Graduate School registration requirement. Therefore, in Extension, the Tuition Benefit is only applicable to 5000 and 8000 level courses that are part of a respective graduate student's official program. (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the Tuition Benefit. Nor can one audit a 5000 or 8000 level course and expect the benefit to apply.) In addition, in order for an Extension 5000/8000 level course to be transferable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized to teach graduate courses. Be aware that most graduate programs will allow the student to transfer no more than 40% of one's degree coursework, including Extension credits (some departments' graduate programs are more restrictive than the Graduate School 40% limit). If one exceeds the 40% limit, Extension courses will not be transferrable onto one's Graduate School transcript. This will then require the graduate student who held an assistantship and registered

only through Extension to back-register for Student Status for that respective quarter.

When a graduate student holds an assistantship and registers for a course in Extension only (with or without the Tuition Benefit) and the course is not transferable to one's Graduate School transcript, the student must back register for Student Status to fulfill the requirement of being registered in the Graduate School during the quarter which she/he held an assistantship totalling over 65 hours.

Failure to meet this registration requirement will result in placement of an "ON" hold on the student's academic record.

Graduate School Back-Registration Protocol

Graduate assistants who obtain forms from the GAO to back-register for the quarter(s) in which she/he held an assistantship but failed to be properly registered, may only register for Student Status or Continuous Registration, contingent on their admission date into the Graduate School. Students may not back-register for coursework or thesis credits.

The course request form must be completed and signed by the student's adviser before obtaining official approval for back-registration from 316 Johnston, the Degree Program Advisor's Office, Graduate School.

Extended Benefits for Immediate Family Members of Graduate Assistants

Graduate Assistants who wish to extend the non-resident tuition privilege to their immediate family members must provide the GAO with legal proof of their familial relationship. When the relationship to the assistant is one of spouse or child, usually a marriage license, birth certificate, and/or passport can be used to confirm the relationship. In the case of the extended benefit privilege for siblings

of assistants, the graduate assistant must obtain legal guardianship through a U.S. District Court Probate Division in the state she/he currently resides. For international students, notarial certification from their respective countries does not constitute legal guardianship.

Benefits for Assistants

Graduate assistants may be eligible for certain employee benefits: parental leave, State Insurance Plan, and informal sick leave, based on the stated terms of their appointment. The Fall issue of The Grapevine provided information on parental leave and insurance.

Regarding State Plan Insurance, all graduate assistants working 17.5 hours or more per week (43.75%) for six months or more are eligible to purchase the State Insurance Plan at group rates. Prior to this recent announcement, the GAO informed graduate assistants that appointments between 50 - 74% were eligible to buy this plan at group rates.

Graduate assistant appointments do not include formal vacation or sick leave. Graduate assistants may have up to two weeks paid informal sick leave for illness or injury, excluding activities which are based on pay for performance. For additional assistance call the GAO.

Academic Employment Workshop

The Career Resource Center will be offering a three session workshop for graduate students (MAs and PhDs) who are seeking employment in academia. These workshops will address concerns unique to the academic job market. Dates and times are yet to be determined but will likely be late afternoons during the latter part of winter quarter, 1989. Graduate students interested in attending the workshop should call University Counseling Services at 624-3323.

COGS MEETING

The Council of Graduate Students'

Winter Quarter General Assembly Meeting will be held Tuesday, January 12, 1988, 3:15 PM, 320 Coffman Union. One significant topic to be discussed will be the revised Graduate School Tuition Proposal, potentially effective Fall, 1989. Call COGS for further information: 626-1612.

Conditions for Appointment of Graduate Assistants

The Graduate Assistant Office and GOGS share a joint concern and commitment that graduate assistants know the terms and conditions of their assistantships. Both offices receive questions and concerns from graduate students regarding their assistantship appointments. The Handbook for Graduate Assistants provides information about this topic under "Conditions of Assistantships." Nevertheless, the two offices believe the volume of questions and concerns received warrants a meeting to discuss these conditions, answer questions, and clarify concerns.

A meeting will be held for all interested graduate assistants early in Winter Quarter, 1989. Departmental COGS representatives will provide graduate assistants with the date of this meeting. The meeting will also be announced in the MN Daily. We look forward to a great turnout and productive discussion.

Grievances

If you feel that you are being treated unfairly by your work department, grievance procedures are available in the Graduate Assistant Office.

The GAO is soliciting feedback from graduate assistants for the 1989-91 Handbook for Graduate Assistants. If there is information you would like to see included, please contact Scherrie Foster, Coordinator, or Roberta Cullen, Assistant Coordinator. We welcome your suggestions in person, via phone call or letter, through April 1.

Graduate School Fellowship Office Information

The Graduate School Fellowship Office has recently announced competitions for the awards listed below. Unless otherwise noted, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. Deadline: February 3, 1989 for Spring Quarter.

Endowed Fellowships:

Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the U of MN Graduate School at the time of application and continue registration each quarter of the 1989-90 academic year. Deadline: March 24, 1989.

Doctoral Dissertation Fellowship:

A \$10,500 stipend for the 1989-90 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 5 deadline and have completed all program coursework by the end of Spring Quarter 1989. Departmental nomination is required. Applications and details about internal nomination procedures are available from the DGS in the respective graduate programs. Nomination deadline: May 5, 1989.

Special Grants for Doctoral Students:

Up to \$1500 for dissertation

research for students who have passed written and oral prelims. Deadline: May 12, 1989.

Torske Klubben Fellowship:

A stipend of \$500 a month for a minimum of 3 months and a maximum of 10 months of graduate study or research in Norway. Applicants must be enrolled in the U of MN Graduate School at the time of application. Deadline: March 24, 1989.

Questions about the above fellowships should be directed to the Fellowship Office at 625-7579.

OFFICE OF STUDENT FINANCIAL AID OUTREACH

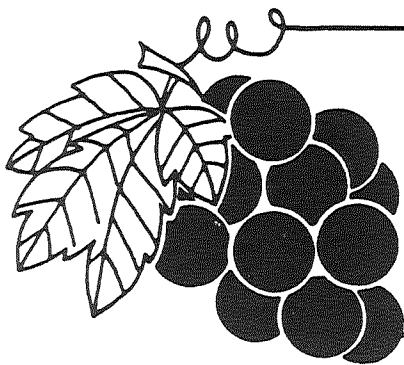
The Graduate School Fellowship Office will offer outreach counseling from the Office of Student Financial Aid. Winter Quarter service is available on:

Tuesday 10:00 a.m. - 1:00 p.m.

Friday 10:00 a.m. - 1:00 p.m.

Walk in counseling is also available as staff time permits. Students can schedule appointments to see Ruanne Pearson by calling the Fellowship Office, 422 Johnston Hall, at 625-7579. The majority of her time is spent describing the sources of federal and state financial aid (GSL, Perkins, SLS, Plus, Self Loans, etc.) and how to apply for them. In addition, she counsels students on emergency loans, financial aid applications status, check problems, refunds and referrals.

Research Explorations (REX) an innovative research enhancement program in Continuing Education and Extension at the University, facilitates adult volunteer participation in University of Minnesota faculty research. The program provides capable public assistance in lab and field work, and greater community exposure for faculty research. Interested faculty or research assistants may call the REX program at 624-9345 or 626-0214, for more information or a proposal form.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

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Volume XI, Number 3 Spring 1988

The Graduate Assistant Office has Moved!!!

At long last, the Graduate Assistant Office (GAO) has moved, and most importantly, EXPANDED! We're still in Johnston Hall on the fourth floor. Our new office is 416 Johnston with twice as much space, a second telephone and CRT, expanded job board, and plenty of room for graduate assistants to take care of business! We hope you'll find our new office more comfortable, pleasant, and efficient. As always, the GAO is committed to assisting and advocating on behalf of graduate assistants, and providing them with information in an expedient and complete fashion.

Provisional Tuition Benefit Alert!

Graduate Assistants receiving Provisional Tuition Benefits (that is, tuition benefits based on a projected number of hours they will work the respective quarter), should be alerted to the fact that the GAO compares the projected number of hours to the actual number of hours worked at the end of each quarter.

In the case of Extension, Independent Study, and Work Study appointments, hours are provided to the GAO by those offices. If you worked more than, or less than the provisional waiver stated, your respective quarter's fee statement will be adjusted to reflect the difference in your tuition benefit. You will receive a credit or bill in the U.S. mail depending on the adjustment.

In the case of Miscellaneous and/or Biweekly hour appointments which are not processed through the above offices, the GAO checks individually with the respective departments' payroll personnel for the actual number of hours worked. Graduate Students with these appointments will receive an adjusted fee statement in the mail, only if they did not work all the hours projected.

Payroll Personnel are advised to be as accurate as possible in their hourly appointment projections for graduate assistants receiving Provisional Tuition Benefits.

Summer Registration to Maintain an Assistantship

Summer Session is very different for Graduate Assistants with respect to registration and the Tuition Benefit.

If a Graduate Assistant is registered for the Spring Quarter prior to Summer Session, he/she need not register during summer. If a graduate Assistant was not registered for Spring

Quarter and wishes to hold a summer assistantship, he/she must register for at least one of the two Summer Sessions. Incoming graduate students who have been accepted into their respective programs for Fall Quarter, need not register during summer to hold a summer assistantship.

Tuition Benefit Program for Summer Assistants

There are no automatic tuition benefits generated for Summer Session. For graduate assistants holding regular (S2) or miscellaneous (S3) regular appointments, they should first obtain a Tuition Benefit form from their work department with the appropriate information and authorization on the form, and a copy of the PAF for their summer appointment (unless the GAO has it on file). These materials must then be presented to the GAO for approval. While at the GAO the student can select a Tuition Benefit option. The assistant may then present their approved waiver form at Registration to obtain the correct fee statement.

For graduate assistants on biweekly (S3) or miscellaneous (S1) hourly payroll, no provisional benefit waivers will be administered. Assistants on hourly payroll should bring in payroll abstracts or check stubs their fee statement, and a Tuition Benefit form at the end of the summer session(s) for which they desire the retroactive tuition benefit.

Visiting Hill Professor to Lecture on College Teaching

Professor Wilbert J. McKeachie, Professor of Psychology at the University of Michigan, current Associate Director of the National Center for Research in Postsecondary Teaching and Learning, author of Teaching Tips, former President of the the American Association of Higher Education and the American Psychological Association, will be a visiting Hill Professor at the University of Minnesota this Spring Qtr.

Due to the number of Graduate Teaching Assistants at the University, Professor McKeachie will be giving a special lecture/discussion for Graduate Teaching Assistants. Professor McKeachie will address questions and concerns about teaching at the college level.

The lecture/discussion will be **Monday, May 8, 3 - 5 p.m. in the Coffman Union Theatre/Lecture Hall.** All Graduate Teaching Assistants are encouraged to attend. Other graduate students, Direc-

Visiting Hill Professor (cont'd.)

tors of Graduate Studies, Department and Division Heads are also welcome. For further information contact the Director of Graduate Studies for your department or Scherrie Foster, GAO Coordinator.

Task Force on Graduate Assistantships

The Graduate Assistant Task Force met March 7 and 14 to work together to brainstorm/assess problems, concerns, issues, questions Graduate Assistants have regarding their appointments.

A composite list of concerns was presented to Carol Carrier, Assistant Vice President for Academic Affairs, with the hopes that if the faculty can hear Graduate Assistants' needs collectively from Academic Affairs, then Graduate Assistant terms and conditions of appointment will become more clear and specific.

There is no expectation of unilateral policies and procedures due to the decentralization and diversity of the University. It is hoped, however, that all departments will be alerted to Graduate Assistant concerns and will address them. Copies of the collective concerns are available in the GAO.

Grievances

If you feel that you are being treated unfairly and/or inappropriately in your Graduate Assistantship, the Coordinator of the GAO is available to discuss your situation. Grievance procedures are also available in the Graduate Assistant Office.

Graduate School Fellowship Office

The Fellowship Office, 422 Johnston Hall, has announced competitions for the awards listed below. Unless otherwise noted, applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

--Graduate School Tuition Scholarships: Partial or full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based

primarily on academic merit with some consideration given for financial need. Since students who hold assistantships automatically get tuition benefits at twice the percentage of their appointments, only applications with appointments of less than 50% will be considered. Preference will be given to students not holding assistantships.

Deadlines: April 28, for Summer Sessions I & II; August 4, 1989 for Fall Quarter 1989.

--Doctoral Dissertation Fellowships:

\$10,500 stipend for the 1989-1990 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 5 Deadline and have completed all program coursework by the end of Spring Quarter 1989. Departmental nomination is required. Applications and details about internal nomination procedures are available from the DGS in the respective graduate programs.

Deadline: May 5, 1989.

--Special Grants for Doctoral

Dissertations: Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams.

Deadline: May 12, 1989.

Office of Student Financial Aid Outreach

The Graduate School Fellowship Office will offer outreach counseling from the Office of Student Financial Aid. Spring Quarter service is available on:

Tuesdays 10 a.m.-1p.m. (by app't)

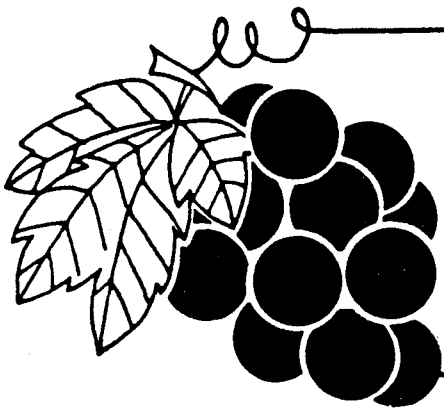
Fridays 10 a.m.-1p.m. (walk-in)

Students can schedule appointments by calling the Fellowship Office.

Job Search Support Group

A meeting of the Job Search Support Group will be held on Thursday, April 6, at 3:30 PM in the Fireside Room, Education Student Affairs Office, 1425 University Ave.S.E. Interested Masters' and Doctoral degree students are welcome. For further info call:625-5545/571-1869.

THE GRAPEVINE is published quarterly by the Graduate Assistant Office, 411 Johnston, and is edited by Scherrie Foster, Coordinator of the GAO. Comments, suggestions, or questions about information in the newsletter should be addressed to her.



THE GRAPEVINE

A NEWSLETTER FOR GRADUATE ASSISTANTS

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Volume XII, Number 1 Fall 1989

U Return to the U # 21203

Well, here we are again, or maybe, here we are for the first time, at the great University of Minnesota. This particular office, the Graduate Assistant Office (GAO), is located in 416 Johnston Hall (East Bank), one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs, which, among other things, deals with academic professional employees (like yourselves) at the U.

Our office handles many duties with respect to your graduate assistantship. We authorize tuition benefits, certify resident rates based on current or previous assistantships (or fellowships), make sure your appointments do not total more than 75% without permission from your dean, check to see your pay range is within the range set by the Board of Regents, and a host of other duties connected to your appointment. We also write and disseminate various publications for you and /or your department including The Handbook for Graduate Assistants (new for 1989-91), and "The Grapevine," written and disseminated every quarter during the first week of classes.

We are often the first contact outside the department whenever problems with the grad assistant work situation occur. The GAO is committed to making sure both you and your department understand the rights, as well as the responsibilities that go along with a grad assistantship. If you have any questions or feel you are being treated unfairly in your assistantship, feel free to call or visit our office to obtain information on an informal basis. We also have information regarding

grievance procedures, in the event you are considering filing one. In most cases, however, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

We are looking forward to answering your questions and we hope to see your cheery faces at some time during this new academic year. Our office is staffed by students and we are: Cheryl Madsen, Brian Johnson, Doris Mold (Assistant Coordinator), and Roberta Cullen (Coordinator). All of us here at the GAO would like to extend the wish that each and every one of us get out of here and gets a job before the student loan office catches up with us.

Pay Increases for the Current Academic Year

Once again, grad assistantships (along with other University job classifications) received a salary increase this year. The minimum wage of \$9.72 per hour for grad assistants last year was increased to \$10.06 per hour this year. The maximum wage of \$12.67 per hour from last year was increased to \$13.24 per hour this year. These figures represent a 3.5% increase in the floor, and a 4.5% increase in the ceiling. This increase was effective as of July 1, 1989. You may wish to request a copy of your Personnel Action Form (PAF) to see what your work contract looks like. You can find out your salary base, and what payroll system you are on.

A noteworthy aspect of the pay increase is the fact that central administration did not fund departments for the full amount of the increase, so many departments are having to scrounge in their own coffers to make up the difference.

What's the Deal? (With Tuition Benefits)

Many of you already know everything there is to know on this subject, having been here seemingly forever, and having held every kind of grad assistantship available, and having had to jump through a variety of hoops placed inconveniently apart. If this is you, skip this section, it will only promote painful emotional recall. For the rest of you, it would behoove you to listen.

Registration gears-up for its BIG event approximately 4-6 weeks before the first day of registration begins. The Registration and Payroll computer systems are not particularly interactive, so, a special run of payroll information has to be done on one system, then converted to be inputted on the other. Due to the grandiose nature of this operation, it is only done once before registration time. If you have a regular, salaried appointment, and your department does not process your payroll document far in advance of the next quarter, you won't be on the Registration system, and you will not be added during that quarter. If you hold an Extension, Work Study, or other hourly appointment, or one on Miscellaneous payroll, you would never, (let me say that again,) never, be on the Registration system automatically. For these appointments, or for salaried appointments that do not make it onto the Registration system, you need to get forms with proper approval to process your tuition benefit. You must do this by the due date on your original fee statement or you will be charged a late fee. If it can be substantiated that your department intends to employ you, but has not typed your payroll document, you should at least pay what you will legitimately owe after subtracting the tuition benefit by the due date on your fee statement. Then after you process your tuition benefit you can see Student Accounts Receivable about revoking the late fee.

If you show a salaried appointment for the full year on your PAF, then you should be on the system automatically for Winter and Spring. **Note**, however, that just because your department states they're funding you for the year, this doesn't mean that is the way they have

written your payroll document. Ask for a copy of your PAF if you want the real story. Please read the Handbook for Graduate Assistants 1989-91 or call us for more information on this subject. We try to help you get through this system as smoothly as possible, but as we all know, getting through the paper shuffle at the U is rarely a smooth operation.

How to Get Your Tuition Benefit When It's Not On the Registration Terminal

You will need first to visit your department and obtain a copy of your payroll document (unless your department has received the turnaround copy from Payroll), and have them fill out a Tuition Benefit Information form. (If you are Extension, Work Study, or some other hourly appointment, you will need documentation of your proposed hours for the quarter. If this is not in the "comments" section of your PAF, get a letter stating this information.) With these 2 (or 3) pieces of information, come into the GAO, 416 Johnston Hall, for certification, then you can go to Registration to obtain a correct fee statement.

Attention Extension, Work Study, and Other Hourly Grad Assistants!

Graduate Assistants receiving Provisional Tuition Benefits (that is, tuition benefits based on a projected number of hours to be worked for the respective quarter, which is you), should be alerted to the fact that the GAO has to compare the projected number of hours to the actual number of hours worked at the end of each quarter.

In the case of Extension, Independent Study, and Work Study appointments, hours are provided to the GAO by those offices. If you worked more than, or less than the provisional waiver stated, your respective quarter's fee statement will be adjusted to reflect the difference in your tuition benefit. You will receive a credit or debit fee statement in the U.S. mail depending on the adjustment, about 3-4 weeks after the quarter ends.

In the case of Miscellaneous and/or Biweekly hourly appointments which are

not processed through the above offices, the GAO checks individually with the respective departments' payroll personnel for the actual number of hours worked. Graduate Students with these appointments will receive an adjusted fee statement in the mail, only if they did not work all the hours projected. If you worked more than the projected estimate, you should get a Tuition Benefit form from the department, and some type of documentation for these hours (copies of authorized time cards or payroll abstracts, or paycheck stubs which clearly reflect the hours worked during the appropriate dates), and then visit the GAO to process your increased tuition benefit.

Your Rights As A Graduate Assistant

-Remember: A grad assistant may not be summarily terminated. Removing you from your position cannot occur without citing reasons to you and giving you an opportunity to respond. Termination of a graduate assistantship for cause before the expiration of the appointment shall be presented to you in writing, along with a description of appeal procedures. There is a process departments are asked to follow if they feel your performance is below acceptable standards. This process includes notifying you of the substandard work, meeting with you and providing you with goals, in writing, and the time frame for which you must meet these goals. Your supervisor must be available during that time for questions and assistance if needed. If at the end of the specified period (the recommendation is three weeks), your supervisor or department feels you have not sufficiently improved, then they may give you notice to terminate your appointment. Departments are asked to keep you on for a short period of time to allow you to find another assistantship and prevent any undue hardship. (See page 9 of the Handbook for more info. Refer your department to the memorandum on employment of graduate assistants.)

If you feel that you are being treated unfairly and/or inappropriately in your Graduate Assistantship, the Coordinator of the GAO is available to discuss your situation. Grievance procedures are available in your

department or the Graduate Assistant Office. Remember, you do have rights as a graduate assistant!

Teaching Assistant Training

The Minnesota Legislature allocated funding (albeit minimal) to the University specifically for Graduate TA Training and Development this year. The biennial request provided funds for the TA English Program, a communication and teaching skills program offered through the English as Second Language Program for international students, as well as new funding to develop a University-wide pilot project in TA Training. Academic Affairs has the responsibility for developing and implementing the TA Training program. (GOGS President Trudy Dunham, and former Coordinator of the GAO Scherrie Foster, put in a great deal of work this summer under the direction of Carol Carrier, Assistant VP for Academic Affairs, to organize this pilot training program and seminars.) The pilot Ta Training project includes Graduate Assistant-taught Survival Skills seminars, a specialist TA who can be asked to do on-sight evaluation of TAs and give them tips on how to improve their teaching, and the start of a special collection of resources to support improvement in teaching at the university level.

The first part of the Survival Skills Seminars were scheduled for the first week of classes. The schedule for part two seminars is as follows: 10/4 (Wed.) 10AM-12NOON; 10/5 (Thurs.) 10:AM-12NOON, 2PM-4PM; 10/10 (Tues.) 1PM-3PM, 2PM-4PM; 10/11 (Wed.) 2PM-4PM, at various locations on campus. The leaders for these seminars are top TAs, experienced in performing teaching assistant duties at the University. To register for a Survival Skills seminar call COGS at 626-1612.

Future seminars, taught by faculty who are known for, and have been recognized for excellent teaching, are planned for later this year. Information will be sent to departments. Steve Fifield is currently coordinating the seminars. Steve may be reached at 626-7263 on any aspect of the training program. The next scheduled seminar is...

Open Forum for GTAs on College Teaching

Toni Grasha, a professor in Psychology at the U of Cincinnati, and an expert in learning styles, will meet with GTAs and answer a broad range of questions concerning college teaching: October 13, 2:30PM - 4PM, room 306 Coffman Union. No sign-up required.

Professor Grasha will also be presenting a seminar on learning styles from 9:AM to 12:NOON, also on Oct. 13. This seminar is organized by the Office of Educational Development Programs. Call them at 625-0088 to register.

Employee Benefits for Grad Assistants

If you are at least 75% time for a minimum of 3 months this year you are eligible for Employee Benefits state plan insurance. At 75%, the U of MN pays all or most of the premiums. If you are 50 - 74%, you are eligible for the plan but you pay the premiums at group rates.

There is a University policy on paid and/or unpaid, parental leave. Call us for more information or see the Handbook.

Graduate School Policy

As of Fall Quarter 1988, graduate students who decide to change their grading options, A/F, S/N, "V," must process this change as a formal registration change within the first two weeks of the quarter. Also, there is no back registration for course work.

Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) is the official representative of the U's 8000+ graduate students to the Graduate School, University, State Legislature, and National Association of Graduate-Professional Students (NAGS).

The first COGS general assembly meeting will be Tuesday, October 10, 1989 from 3:15 - 4:45, 307-9 Coffman Union, social hour 4:45 - 6:30.

Graduate School Fellowship Office

The Fellowship Office, 422 Johnston Hall, has announced competitions for the awards listed below. Unless otherwise

noted, applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

--Graduate School Tuition Scholarships: Partial or full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. Since students who hold assistantships automatically get tuition benefits at twice the percentage of their appointments, only applications with appointments of less than 50% will be considered. Preference will be given to students not holding assistantships.

Deadlines: November 10, 1989, for Winter Quarter; February 2, 1990 for Spring Quarter.

--Special Grants for Doctoral Dissertations: Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams.

Deadline: December 8, 1989.

--Luce Scholars Program:

One year apprenticeship to Asia offered nationally to 15 U.S. citizens. Applicants must be under 30 when the program begins. Special interest in persons with clearly defined career goals, outstanding capacity for leadership, and no significant previous exposure to Asia. Persons in Asian Studies are ineligible.

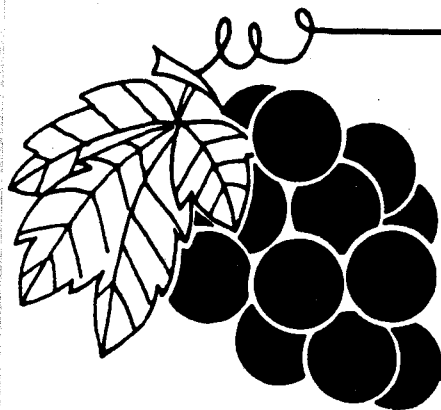
Deadline: November 1, 1989.

--German Academic Exchange Service

Fellowship: Living stipend plus tuition, fees, book allowance, and roundtrip transportation for 10 months of graduate study or research in the Federal Republic of Germany. Applicants must be U.S. citizens, 18-31 years of age, and registered in the University of Minnesota Graduate School at the time of application.

Deadline: November 1, 1989.

There are many more fellowships available that we don't have room to list. Call the Graduate Fellowship Office and ask for their brochure entitled, "Graduate Fellowships."



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

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Volume XII, Number 2

Winter 1990

Welcome to the New Year Everyone!

We at the GAO hope you had a restful and/or productive holiday break and wish you a happy and prosperous new year. Though this is the coldest and often most difficult quarter, it brings us that much closer to graduation. Remember, that is what we're here for. Many of us forget the fact that we're here to get our degrees and get out. Sometimes we are legitimately distracted with teaching, research, or administrative duties, but our only reason for holding an assistantship is to support us in our academic endeavors. It is important that we progress as quickly as we can through our degree programs.

Teaching Assistant Training and Development News

The Office of the Vice President for Academic Affairs has been sponsoring TA development seminars for this year. The "Survival Skills" seminars received very positive comments from students and were quite successful. Academic Affairs wishes to thank all the TA trainers and TA participants involved in the seminars.

Seminars have been designed to help graduate students improve and diversify their teaching skills, both to fulfill their roles as TAs and prepare them for their future roles as teaching faculty. The first seminar for Winter Quarter is:

**"Cooperative Learning Strategies
for Undergraduate Instruction."**
February 6, 2 - 4 p.m., Coffman
Union, Room 325-6

Staff from the University's Cooperative Learning Center will discuss cooperative learning strategies and how they can be used to improve undergrad-

uate education. Additional seminars will be offered this quarter. Look for announcements of upcoming seminars in campus mail, the Daily, or ask your department head or DGS. If you have questions regarding TA development programs offered by Academic Affairs, call 626-7263, and leave a message for Steve Fifield.

A Couple Notes About a Possible Collective Bargaining Agreement for Grad Assistants

As Grad Assistants we all realize that many departments fall short of meeting what are the minimum requirements for care and feeding of grad assistants. There is no easy solution to these problems, though they are being addressed in different ways by different groups.

Some factors to remember concerning possible unionization:

1) If the cost of hiring graduate assistants becomes more prohibitive, it is predictable that significantly fewer grad assistants will be hired. We have all heard from departments about the severe lack of funds available to them for increasing the amount of support provided to grad assistants.

For instance, the current fringe benefit rate per salary dollar for academic appointees is approximately 25%. Departments are currently not paying this for appointments below 75%. If departments had to pay fringe benefits for all their 50% appointees in addition to salary, based on the current figure, they would actually be paying out about the equivalent of a 75% salary in order to hire you at 50%. It's obvious that most departments, (especially CIA departments) can't afford this, and so would have to cut

their number of assistants to come in under budget at all. This means greater support for a few, and less support in general for the many. The only other option here would be for departments to keep their standard percentage of appointment below 50% in order to avoid having to pay mandatory fringe benefits. (This may or may not be possible depending on what kind of regulations come into effect with the union.)

2) It is not mandatory that departments hire graduate assistants. There are other employee classifications that can be used to hire people to do teaching and research. All somebody has to have is a bachelor's degree and they can be hired as a Teaching Specialist or Research Specialist. He or she doesn't have to be a graduate student at the U of MN, and there is no tuition benefit associated with this position. It is likely that departments which find it prohibitive to hire graduate assistants could hire more employees in this category.

Graduate Student Insurance Project

Dean Robert Holt and Dennis Clayton of the Graduate School, and the Insurance Committee of the Council of Graduate Students (COGS) have been stepping up their efforts to get a graduate assistant/graduate student health insurance plan put together for implementation by Fall Quarter 1990. Issues of how to make this kind of a policy feasible, and what it can or cannot include while keeping costs as low as possible, are of central interest to the people working on it. COGS is planning to hold forums on this issue during Winter Quarter. Please ask your COGS representative for further information or call the COGS office.

Grievances

If you feel you are being treated unfairly in your work department, grievance procedures are available in the Graduate Assistant Office. Remember, a graduate assistant may not be summarily

terminated. Refer to the Fall Quarter "89 "Grapevine," or call us for more information. The Coordinator of the GAO is available to counsel you informally on any issues you have with your work department. Please stop in or call Roberta and make an appointment.

Tuition Benefit Reminder

To receive a tuition benefit your appointment or appointments must total at least a 25% quarter-long appointment as defined by the payroll dates of the particular quarter. A 25% appointment is generally equivalent to 130 hours for hourly appointees per quarter. The quarterly payroll dates for tuition benefit purposes are:

Winter Quarter Dec.16 - March 15

Spring Quarter Mar.16 - June 15.

Graduate assistantships paid on an hourly basis are eligible to receive provisional (up front) tuition benefits provided:

1- their appointment document (Personnel Action Form) clearly designates the terms of their appointment, especially the total number of hours to be worked during the quarter which should appear in the comments section. If this information is not on the payroll document,

2- The assistant must obtain an official letter from his or her work department stipulating the total number of hours the student will work for the quarter.

3- The department must also fill in a Tuition Benefit Form for the student. These items should be brought to the GAO for processing before going to register, but they can also be processed after registering. If this is not taken care of before the due date on the original fee statement, however, the Bursar will charge a late payment fee.

Grad assistants on payroll other than regular have the option to wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants 1989-91 or call the GAO for this information.

If your appointment ends for any

reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Graduate Assistants Taking Extension Courses

When one registers through Extension, one is not registered in the Graduate School. It is not until a course taken through Extension is successfully transferred onto one's Graduate School transcript that the Extension class meets the Graduate School registration requirement (i.e., that you must be registered through the Graduate School to hold an assistantship). Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course from that quarter is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Due to the fact that only 5000 and 8000 level courses are generally transferrable onto the graduate program, the tuition benefit based on holding a grad assistantship is only applicable to 5000 and 8000 level courses in CEE that are listed on the student's official graduate program form. (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) In addition, in order for a CEE 5000/8000 level course to be transferable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized to teach graduate courses. Make sure you check the box for graduate credit listed on the CEE registration form.

Graduate School Back-Registration

Remember, you must be registered during any quarter in which you hold an

assistantship of 12.5% (65 hours) or more. Back-registration is allowed only for Student Status (or Continuous Registration if you entered the PhD program prior to 1983). To back-register you must first have a course request form signed by your advisor. If you are eligible for the tuition benefit for the quarter in which you are back-registering, get your department to fill-in a Tuition Benefit Form as well. Stop into the GAO to pick-up overrides for the Grad School and Registration. Then stop into the Grad School, room 316 to have your course request form approved, and proceed to Registration. The GAO will release any related hold when we receive proof of your registration.

Extended Benefits for Immediate Family Members of Graduate Assistants

Grad Assistants can extend the resident-rate tuition privilege to their immediate family members. To do so legal proof of the familial relationship must be shown at the GAO. If the relationship to the assistant is one of spouse or child, usually a marriage license, birth certificate, and/or passport can be used to confirm the relationship. In the case of extending resident rates to siblings of assistants, proof of legal guardianship, as granted by a U.S. court in the state of residence, must be provided. You need only show proof once in the GAO. After that time, just call us before any quarter in which you wish to have the extended benefit code applied.

How to Get Your Tuition Benefit When It's Not On the Registration Terminal

You will need first to visit your department and obtain a copy of your payroll document (unless your department has received the turnaround copy from Payroll), and have them fill out a Tuition Benefit Information form. (If you are Extension, Work Study, or some other hourly appointment, you will need documentation of your proposed hours for the quarter. With this information, come

to the GAO, 416 Johnston Hall, then you can go to Registration to obtain a correct fee statement.

Employee Benefits for Grad Assistants

If you hold at least a 75% time regular appointment for a minimum of 3 months this year you are eligible for Employee Benefits state plan insurance during that time. At 75%, the U of MN pays all or most of the premiums. If you are 50 - 74%, you are eligible to buy into the plan at group rates.

Also, there is a University policy on paid and/or unpaid, parental leave. Please consult the Handbook for Graduate Assistants 1989-91 for an explanation of the policy. Call us at the GAO if you need further clarification.

Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) is the official representative of the U's 8000+ graduate students to the Graduate School, University, State Legislature, and National Association of Graduate-Professional Students (NAGS). Two general assembly meetings are held per quarter. Please contact your departmental representative, the Director of Graduate Studies in your department, or COGS for information.

Graduate School Fellowship Office

The Fellowship Office, 422 Johnston Hall, has announced competitions for the awards listed below. Unless otherwise noted, applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarships:

Partial or full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the University of Minnesota Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. Since students who hold assistantships automatically get tuition benefits at twice the percentage of their appointments, so only applicants with appointments of less than 50% will be

considered. Preference will be given to students not holding assistantships.

Deadline: February 2, 1990 for Spring Quarter.

Endowed Fellowships:

Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the U of MN Graduate School at the time of application and continue registration each quarter of the 1990-91 academic year. Deadline for most fellowships: March 23, 1990. Look for the poster describing these endowed fellowships in your home department.

Doctoral Dissertation Fellowships:

An \$11,000 stipend for the 1990-91 year to help assure timely completion of the degree by enabling recipients to devote themselves full-time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 4 deadline and have completed all program coursework by the end of Spring Quarter 1990. Departmental nomination is required. Applications and details about internal nomination procedures are available from the DGS in each respective graduate program. Nomination deadline: May 4, 1990.

Special Grants for Doctoral

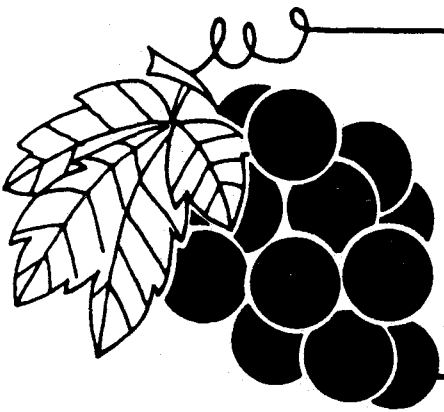
Dissertations: Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams.

Deadline: May 11, 1990.

Torske Klubben Fellowship:

A stipend of \$500 per month for a minimum of three months and a maximum of ten months of graduate study or research in Norway. Applicants must be enrolled in the U of MN Graduate School at the time of application. Deadline: March 23, 1990.

There are many more fellowships available that we don't have room to list. Call the Graduate Fellowship Office and ask for their brochure entitled, "Graduate Fellowships."



THE GRAPEVINE

A NEWSLETTER FOR GRADUATE ASSISTANTS

Volume XII, Number 3
Spring 1990

Spring is finally upon us! The staff at the Graduate Assistant Office (GAO) hope that you have a successful and productive spring quarter.

Tuition Benefit Program for Summer Assistants

There are no automatic tuition benefits generated for Summer Session. For graduate assistants holding regular (s2) or miscellaneous (s1) percentage appointments, they should first obtain a Tuition Benefit form from their work department with the appropriate information and authorization on the form, and a copy of the PAF (Personnel Action Form) for their summer appointment. These materials must then be presented to the GAO for approval. While at the GAO the student can select a tuition benefit option. The assistant may then present their approved waiver form at Registration to obtain the correct fee statement.

For grad assistants on biweekly (s3) or miscellaneous (s1) hourly payroll, no provisional benefit waivers will be administered. Assistants on hourly payroll should bring in payroll abstracts or check stubs, their fee statement, and a Tuition Benefit form authorized by their department at the end of the summer session(s) for which they desire the retroactive tuition benefit.

Summer Registration to Maintain an Assistantship

Summer session is very different for grad assistants with respect to registration and the Tuition Benefit.

If a grad assistant is registered for the spring quarter prior to summer session, he/she need not register during summer. If a grad assistant was not registered for spring quarter and wishes to hold a summer assistantship, he/she must register for at least one of the summer sessions. Incoming graduate students who have been accepted into their respective programs for fall quarter, need not register during summer to hold a summer assistantship.

How to Get Your Tuition Benefit When It's Not On the Registration Terminal

First visit your department and obtain a copy of your payroll document (unless your department has received the turnaround copy from Payroll), and have them fill out a Tuition Benefit Information form. **Do not expect the GAO to initiate your tuition benefit form.** These forms must be initiated by your work department. (If you are Extension, Work Study, or some other hourly appointment see the directions below- your tuition benefit will never automatically be on the terminal). With this information come to the GAO, 416 Johnston Hall,

then you can go to Registration to obtain a correct fee statement.

Tuition Benefit Reminders

To receive a tuition benefit your appointment(s) must total at least a 25% quarter-long appointment as defined by the payroll dates of the particular quarter. A 25% appointment is generally equivalent to 130 hours for hourly appointees per quarter. The quarterly payroll dates for tuition benefit purposes are:

Spring Quarter March 16-June 15, 1990

Grad assistants paid on an hourly basis are eligible to receive provisional (up front) tuition benefits provided:

1- their appointment document (Personnel Action Form-PAF) clearly designates the terms of their appointment, in particular the total number of hours to be worked during the quarter should appear in the comments section. *If this information is not on the payroll document then,*

2- The assistant must obtain an official letter from his or her work department stipulating the total number of hours the student will work for the quarter. *In addition to this,*

3- The department must fill in a Tuition Benefit Form for the student. **Do not expect the GAO to initiate your tuition benefit form. These must start with your work department.**

All materials should then be brought to the GAO for processing before going to register. If you register prior to doing this, you will have to go to registration again to get your tuition benefit on the computer. *If this is not taken care of on or before the due date on the original fee statement, the Bursar will charge you a late payment fee.*

Grad assistants on a payroll other than regular have the option to wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants 1989-91 or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Also, please remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

Graduate Assistants Taking Extension Courses

When one registers through Extension, one is not registered in the Graduate School. Not until a course taken through Extension is successfully transferred onto one's Graduate School program does that Extension class meet the Graduate School registration requirement. (i.e. that you must be registered through the Graduate School any quarter in which you hold an assistantship). Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Due to the fact that only 5000 and 8000 level courses are generally transferrable onto the graduate program, the tuition benefit based on holding a grad

assistantship is only applicable to 5000 and 8000 level courses in CEE that are listed on the student's official degree program form. (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000 or 8000 level course to be transferable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit listed on the CEE registration form.

Graduate School Back - Registration

Remember, you must be registered during any quarter in which you hold an assistantship of 12.5% (65 hours) or more. Back-registration is allowed only for Student Status (or Continuous Registration if you entered the PhD program prior to 1983). To back-register you must have a course request form signed by your advisor. If you are eligible for a tuition benefit for the quarter in which you are back-registering, get your department to fill in a Tuition Benefit Information form, as well. Stop in the GAO to pick-up overrides for the Grad School and Registration. Then stop into room 316 Johnston to have your course request approved, and then proceed to Registration. The GAO will release any related hold when we receive proof of registration.

Extended Benefits for Immediate Family Members

Grad assistants can extend the resident-rate tuition privilege to their immediate family members.

To do so, legal proof of the familial relationship must be shown to the GAO. If the relationship to the assistant is one of spouse or child, usually a marriage license, birth certificate, and/or passport can be used to confirm the relationship. In the case of extending resident rates to siblings of assistants, proof of legal guardianship, as granted by a U.S. court in the state of residence, must be provided. You need only show proof once to the GAO. After that time, just call us (626-1310) before any quarter in which you wish to have the extended benefit code applied.

New Graduate School Policy

Beginning Fall Quarter 1990, the Graduate School will re-join the rest of the University in requiring that students register no later than the end of the second week of the quarter. Friday of the second week of the quarter will be the last day to:

- *Register
- *Add a course or change sections of a course
- *Change a grading option
- *Cancel a course without a "W" appearing on your transcript

Graduate students will be permitted to cancel courses through Friday of the sixth week of the quarter with the adviser's signature. Courses cancelled after the sixth week will require the signature of both the adviser and the instructor. No registration changes will be permitted after the last day of instruction.

These registration deadlines will be strictly enforced. Exceptions will be considered by written request to the Graduate School. Such requests will not be routinely approved.

Note that these new deadlines in no way change the current policy regarding assessment of late

registration fees (you must register before the first day of classes to avoid such a fee); nor do they affect the University's refund policies, which are enforced by the Office of the Registrar.

Remember: this starts Fall Quarter 1990. For further information, refer to the Fall Quarter 1990 Class Schedule, or contact the Graduate School, 316 Johnston Hall, 625-3490

Employee Benefits for Grad Assistants

If you hold at least a 75% time regular appointment for a minimum of three months this year you are eligible for Employee Benefits state plan insurance during this time. At 75%, the University pays all or most of the premiums. If you are 50-74% time, you are eligible to buy into the plan at group rates.

Also, there is a University policy on paid and/or unpaid, parental leave. Please consult the Handbook for Graduate Assistants 1989-91 for an explanation of the policy. Call us at the GAO if you need further clarification.

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assistantships automatically get tuition benefits at twice the percentage of their appointments, because of this, only applications with appointments of less than 50% will be considered. Preference will be given to students not already holding assistantships.

Deadlines: April 27 for Summer Sessions I&II; August 3, 1990 for Fall Quarter 1990

***Doctoral Dissertation Fellowships:** \$11,000 stipend for the 1990-1991 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 4 deadline and have completed all program coursework by the end of Spring Quarter 1990. Departmental nomination is required.

Applications and details about internal nomination procedures are available from the DGS in the respective graduate programs.

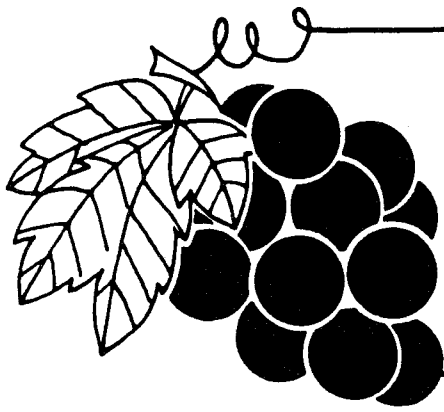
Deadline: May 4, 1990

***Special Grants for Doctoral Dissertations:** Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams by the end of spring quarter.

Deadline: May 11, 1990

***Fulbright and other Grants for Graduate Study:** Support for an academic year of graduate study or research in any of over 70 countries for the 1991-92 academic year, plus round-trip transportation. Applicants must be U.S. citizens who hold a bachelor's degree or the equivalent before the beginning date of the grant and do not hold a doctoral degree at the time of application. Applications will be available in June.

Campus Deadline: October 1, 1990



A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

Volume XIII, Number 1
Fall 1990

Welcome Welcome!!

Welcome back (or welcome for the first time) to the U! Our office, the Graduate Assistant Office, is located in 416 Johnston Hall (East Bank), one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with academic professional employees such as yourselves at the U.

Our office handles many aspects of your appointment as a graduate assistant. Among our responsibilities, we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from your dean, and check to see your pay rate is within the range set by the Board of Regents. We also write and disseminate various publications for you and/or your department, including The Handbook for Graduate Assistants, and "The Grapevine," issued every quarter during the first week of classes.

We are often the first contact outside the department whenever problems with the grad assistant work situation occur. The GAO is committed to making sure both you and your department understand the rights, as well as the responsibilities that go along with a grad assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, feel free to call or visit our office (626-1310) to obtain information on an informal basis. We also have information regarding grievance procedures if you are considering filing one. In most cases, however, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

Our office is staffed by students and we are: Cheryl Madsen, Brian Johnson, and Doris Mold (Assistant Coordinator). We have a new Coordinator, Meg Brissenden, who joined the GAO in July. She is a permanent full-time employee with us, and is learning the ropes quickly.

Health-Care Benefits for Graduate Assistants

For fall, 1990, health care will be provided as a fringe benefit for graduate assistants. The University will pay all or part of the Boynton Health Service portion of the Student Services Fee and the premium for the existing student hospitalization plan for all Teaching Assistants, Research Assistants, and Administrative Fellows. In addition, the Graduate School will fund the same health-care package for holders of Graduate School Fellowships, MDS Fellowships, and Doctoral Dissertation Fellowships. Plans are under way to offer a more comprehensive package for winter 1991.

For both the Boynton health-care package for fall quarter and the proposed plan beginning winter quarter, the University will cover the cost for Graduate Assistants with at least 25% appointments on a pro-rata basis. Following the tuition benefit model, the University will pay the cost of the package at twice the percentage of the appointment, i.e. a 25% appointment covers half of the cost; a 50% appointment covers the entire cost. The benefit is administered along with the tuition waiver. However, students must be assessed the student service and hospitalization fee by Oct. 5. Since the plan envisioned for winter quarter will be more comprehensive and, therefore, more expensive, Graduate Assistants may have to contribute a portion of the cost. Under both plans, Graduate Assistants may purchase coverage for spouses and dependents at their own expense.

New Regulations for Financial Aid

Effective fall quarter 1990 graduate students enrolled for less than three credits per quarter will no longer be eligible for any federal, state, or institutional financial aid funds. The "Certification of Student Status for Graduate School Students" form can no longer be used for picking up financial aid checks or for getting loan deferments.

Graduate students will need to register for at least three credits per quarter to receive the Stafford Student Loan, Supplemental Loan for Students (SLS), Student Educational Loan Fund (SELF), or College Work-Study. Students receiving Perkins Loans and University Loans will need to register for at least seven credits per quarter. If you have any questions regarding these changes, please call the Office of Student Financial Aid at 626-2290.

Clarification of Financial Aid Award Letter

The Office of Student Financial Aid assumes that every graduate student who applies for financial aid is receiving full tuition benefits (i.e., they have a 50% graduate assistantship). This assumption appears on the front of Financial Aid Notifications (award letters) as "Tuition Remission", but this does not mean that the Office of Student Financial Aid has awarded you an assistantship. It simply means that any financial aid offer you receive is based on the assumption that you have a 50% graduate assistantship. If you do not have any assistantships or you have less than a 50% assistantship, you may request a revision to your financial aid package by completing a "Graduate Student Tuition Benefits Statement" available at the Office of Student Financial Aid (210 Fraser Hall) or by phone at 626-2290.

TA Development

The Office of Academic Affairs will be offering a variety of workshops for TAs throughout the year. All TAs should receive a schedule through campus mail. There is also a free confidential consulting service for all TAs. For further information call **Roberta Cullen** at **625-1878**.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department withholds pay from you, please contact the GAO and we will advise you of your rights.

Termination - Your Rights

Graduate Assistants may not be summarily terminated from their assistantships. This means that your department cannot just verbally inform you that you are fired. Substandard performance on your part must be well documented by the department. Departments must inform you of your deficiency, what you need to do to improve your performance, and what time period you have to make the necessary improvements. They should put this information in writing. For advice and guidance your supervisor should be available to you during the time you are given to make your improvements. If you are terminated, you must be so informed in writing.

Note: In cases of gross error of judgement, violation of University of Minnesota policies including falsification in the application process and/or criminal behavior, the faculty member or academic administrator may terminate the graduate assistant immediately, provided the graduate assistant first has been given the opportunity to respond to the charges.

If you have any questions concerning terminations, please call the GAO.

How to Get Your Tuition Benefit When It's Not On the Registration Terminal

First visit your department and obtain a copy of your payroll document (unless your department has received the turnaround copy from Payroll), and have them fill out a Tuition Benefit Information Form. **Do not expect the GAO to initiate your tuition benefit**

form. These forms must be initiated by your work department. (If you are Extension, Work Study, or some other hourly appointment, see the directions below. Your tuition benefit will never automatically be on the terminal. With this information, come to the GAO, 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement.

Tuition Benefit Reminders

To receive a tuition and health benefit your appointment(s) must total at least a 25% quarter-long appointment as defined by the payroll dates of the particular quarter. A 25% appointment is equal to 130 hours for hourly appointees per quarter. The quarterly payroll dates for tuition benefit purposes are:

Fall: September 16 - Dec. 15, 1990

Grad assistants paid on an hourly basis are eligible to receive provisional (up front) tuition benefits provided:

1- their appointment document (Personnel Action Form - PAF) clearly designates the terms of their appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section. *If this information is not on the payroll document then,*

2- The assistant must obtain a letter on letterhead from his or her work department stipulating the total number of hours the student will work for the quarter. *In addition to this,*

3- The department must fill in a Tuition Benefit Information Form for the student. **Do not expect the GAO to initiate your tuition benefit form. These must start with your work department.**

All materials should then be brought to the GAO for processing before going to register. If you register prior to doing this, you will have to go to registration again to get your tuition benefit on the computer. *If this is not taken care of on or before the due date on the original fee statement, the Bursar will charge you a late payment fee.*

Grad assistants on a payroll other than regular have the option to wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants 1989-91 or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Also, please remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

Graduate Assistants Taking Extension Courses

When one registers through Extension, one is not registered in the Graduate School. Not until a course taken through Extension is successfully transferred onto one's Graduate School program does that Extension class meet the Graduate School registration requirement (i.e., that you must be registered through the Graduate School any quarter in which you hold an assistantship). Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Due to the fact that only 5000- and 8000- level courses are generally transferrable onto the graduate program, the tuition benefit based on holding a grad assistantship is only applicable to 5000- and 8000- level CEE courses that are listed on the student's official degree program form. (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000- or 8000- level course to be transferable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit listed on the CEE registration form.

Extended Benefits

Grad assistants can extend the resident-rate tuition privilege to their immediate family members. For more information, please consult pages 18-19 of The Handbook for Graduate Assistants 1989-91.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official body representing graduate students at the University. Graduate students in each degree-granting program are entitled to elect one representative to serve on COGS. COGS also recruits student representatives for the University Senate, Graduate School Policy and Review Councils, and other university-wide committees. For information on how you can become involved, contact the COGS office at 409 Johnston Hall, 626-1621, or attend the Fall Quarter Social, Oct. 3, at 4:30 p.m. at the Campus Club, Coffman Union.

New Graduate School Policy

Beginning fall quarter 1990, the Graduate School will re-join the rest of the University in requiring that students register no later than the end of the second week of the quarter. Friday of the second week of the quarter (Oct. 5) will be the last day to:

- *Register* **Change a grading option*
- *Add a course or change sections of a course*
- *Cancel a course without a "W" appearing on your transcript*

Graduate students will be permitted to cancel courses through Friday of the sixth week of the quarter with the adviser's signature. Courses cancelled after the sixth week will require the signature of both the adviser and the instructor. No registration changes will be permitted after the last day of instruction.

These registration deadlines will be strictly enforced. Exceptions will be considered by written request to the Graduate School. Such requests will not be routinely approved.

Note that these new deadlines in no way change the current policy regarding assessment of late registration fees (you must register before the first day of classes to avoid such a fee); nor do they affect the University's refund policies, which are enforced by the Office of the Registrar.

Remember: this starts fall quarter 1990. For further informa-

tion, refer to the fall quarter 1990 Class Schedule, or contact the Graduate School, 316 Johnston Hall, 625-3490.

Graduate School Fellowship Office

The Fellowship Office has announced competitions for the awards listed below. Unless otherwise noted, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

***Graduate School Tuition Scholarships:** Partial or full waivers of tuition are available to U.S. citizens or permanent residents who have been enrolled in the Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. Students who hold assistantships automatically get tuition benefits at twice the percentage of their appointments. Because of this, only applications with appointments of less than 50% will be considered. Preference will be given to students not already holding assistantships.

Deadlines: November 2, 1990, for winter quarter; February 1, 1991 for spring quarter.

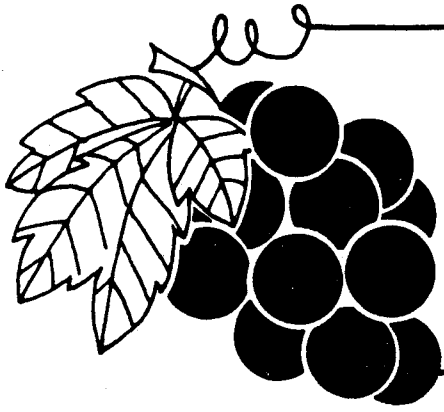
***Special Grants for Doctoral Dissertations:** Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary exams by the end of fall quarter.

Deadline: December 7, 1990

*** German Academic Exchange Service Fellowship:** Living stipend plus tuition, fees, book allowance, and roundtrip transportation for 10 months of graduate study or research in the Federal Republic of Germany. Applicants must be U.S. citizens, 18 - 31 years of age, and registered in the U of MN Graduate School at the time of application.

Deadline: November 1, 1990

There are many more fellowships available that we don't have room to list. Call the Graduate Fellowship Office and ask for their brochure entitled, "Graduate Fellowships".



THE GRAPEVINE

Volume XIII Number 2
Winter 1991

We hope you all had a happy holiday season, and are ready to tackle another quarter in snowy Minnesota! Our office, the Graduate Assistant Office, is located in 416 Johnston Hall at 626-1310, one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with all academic employees such as yourselves at the U.

Our office handles many aspects of your appointment as a graduate assistant. Among our responsibilities, we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from your dean, and check to see your pay rate is within the range set by the Board of Regents. We also write and disseminate various publications for you and/or your department, including the Handbook for Graduate Assistants, and "The Grapevine" which is issued every quarter during the first week of classes.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, feel free to call or visit our office to obtain information on an informal basis. We also have information regarding grievance procedures if you are considering filing one. In most cases, however, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

Our office is staffed by students and we are: Karen Bantes (student employee), Brian

Johnson, Cheryl Madsen, and Doris Mold (Assistant Coordinator). Meg Brissenden is our Coordinator and she is here full-time.

Important Dates

Jan 11 Last day to register for winter qtr.
Feb 5 estimated day to begin processing payroll documents for spring qtr. appointments so that tuition benefits appear automatically on the registration system

Warning!!!

Starting winter quarter, Academic Affairs will change the enforcement procedure for the requirement that all graduate assistants must register for each quarter that they hold an assistantship. Failure to register by the end of the second week of the quarter (Jan. 11 for winter 1991) will result in termination of your assistantship. (You won't lose your job; the title will be changed to a non-student title.) Your benefits, such as the health insurance, will be affected! **DON'T FORGET TO REGISTER!!**

Health-Care Benefits for Graduate Assistants

Coverage under the winter quarter Graduate Assistant Health Insurance Plan begins December 24. Graduate assistants who submitted applications during the open enrollment period should receive a Group Health member handbook and ID card shortly. **Graduate assistants appointed after November 30 must submit their application for coverage within two weeks of the date that their appointment document is processed by the Graduate Assistant Office.**

To be eligible for the plan, graduate assistants must be assessed the student services fee at the time of registration. Graduate assistants with less than 50% appointments will receive a bill from the University in January for their contribution to the cost of the program.

For further information, contact the **Graduate Assistant Insurance Office in 411 Johnston, 625-4346.**

Attention International Students

Are you in the U.S. in F-1 or J-1 Student visa status? If so, starting January 1, 1991 the University will begin to limit the number of hours you will be allowed to be paid for work performed. Students in F-1 visa status will not be permitted to hold paid appointments for more than 50% time or 20 hours per week while school is in session, unless the student has been properly authorized for "practical training." (Call the Office of International Education at 626-7100 for more info.) The time limitation applies to all University appointments and any combination thereof: academic student and non-student, including graduate assistant-ships, student, civil service, and work performed through Continuing Education and Extension. The half-time work limitation applies to the scheduled class periods, including finals week. Work during break periods and summer may be up to 100% time or 40 hours per week.

Students in J-1 Student visa status may hold up to 75% time employment during scheduled class periods, including finals week. The University will permit no exceptions to this rule.

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the entire quarter. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Winter quarter dates for payroll purposes are **December 16, 1990 - March 15, 1991.**

Graduate assistants on hourly appointments are eligible for provisional tuition waivers. Please bring the following items to the GAO:

- 1) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by the department
- 2) your appointment document (PAF) clearly designating the terms of your

appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section of the PAF. If this information is not on the PAF, then

3) you must obtain a letter on letterhead from your work department indicating the total number of hours you will work for the quarter.

You should bring these forms to the GAO for processing preferably before you register. If you register before obtaining your tuition waiver form, you will have to go to registration again to have your fee statement corrected to include your waiver. (If this is not done by the due date on your original fee statement, the Bursar's Office will charge you a late payment fee.)

Graduate assistants on a payroll other than regular may wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants, 1989-91, or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Also, remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

How to Get Your Tuition Benefit When It's Not on the Registration System

First visit your department and obtain a copy of your payroll document. Also have them fill out a Tuition Benefit Information Form (a.k.a. tuition waiver form). **The GAO will not initiate the tuition waiver form. These forms must come from your work department!** Bring these two forms to the GAO in 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement. **Note:** If you have an Extension, Work Study, or other hourly appointment, your tuition benefit will never automatically be on the terminal. To obtain the tuition benefit for those appointments, please see the directions above, in the Tuition Benefit Reminders section.

Extended Benefits

Graduate assistants can extend the resident-rate tuition privilege to their immediate

family members. For more information, please consult pages 18-19 of your Handbook for Graduate Assistants 1989-91.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

Termination - Your Rights

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. Departments must inform you of your deficiency, what you need to do to improve your performance, and what time period you have to make the necessary improvements. They should put this information in writing. For advice and guidance, your supervisor should be available to you during the time you are given to make your improvements. If you are terminated, you must be so informed in writing. **Note:** in cases of gross error of judgement, violation of University of Minnesota policies including falsification in the application process and/or criminal behavior, the faculty member or academic administrator may terminate the graduate assistant immediately, provided the graduate assistant first has been given the opportunity to respond to the charges. If you have any questions concerning terminations, please call the GAO.

Graduate Assistants Taking Extension Courses

When one registers through Continuing Education and Extension (CEE), one is not registered in the Graduate School. Not until a course taken through CEE is successfully

transferred onto one's Graduate School program does that CEE class meet the Graduate School registration requirement (i.e., that you must be registered through the Graduate School any quarter in which you hold an assistantship). Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Due to the fact that only 5000- and 8000-level courses are generally transferrable onto the graduate program, the tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are listed on the student's official degree program form. (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000- or 8000-level course to be transferrable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit listed on the CEE registration form.

TA Development

Resources provided by the Office of Academic Affairs include a collection of practical teaching tips housed in Room 4 of Walter Library and a classroom consultant available to observe classes taught by TAs and provide confidential feedback. Contact Connie Tzenis, 625-7395, or Roberta Cullen, 625-1878 for further information.

TA English Program for non-native speakers of English is designed to aid graduate assistants in English language communication skills. Contact Jan Smith, 624-4079, for more information.

Graduate School

The Graduate School Electronic Bulletin Board is up and running! It provides students, staff, and faculty with continually updated

information about Graduate School policies and procedures relating to admission, registration, financial assistance (including health insurance for graduate assistants), and commencement.

Information is organized as follows:

- INTRO General information about the Graduate School Bulletin Board
- NEWS Announcements of policy changes since publication of the most recent Graduate School Bulletin
- DATES Deadlines for fellowships, faculty research grants, and commencement
- DIR Graduate School staff directory and office hours.

If you can access LUMINA, you already have the computer hardware and software required to use the Bulletin Board, and the log-on process is similar. Asynchronous users and University Internet users need to follow a different procedure.

The Graduate School Bulletin Board is accessed through the Student Support Services (SSS) Bulletin Board on the Public Access menu (this access point will change in the near future to a more appropriate category, such as "Academic Student and College Information").

For more information about the system, call Barbara Foster at 624-0049.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official body representing graduate students at the University. Graduate students in each degree-granting program are entitled to elect one representative to serve on COGS. COGS also recruits student representatives for the University Senate, Graduate School Policy and Review Councils, and other university-wide committees. For information on how you can become involved, contact the COGS office at 409 Johnston Hall, 626-1621.

Grad School Fellowship Office

The Graduate School Fellowship Office has recently announced competitions for the

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Meg Brissenden.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial and full tuition waivers for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of M Graduate School for at least 3 quarters. Selection is based primarily on academic merit with some consideration given for financial need.

Deadline: Feb. 1, 1991 for spring quarter.

Endowed Fellowship: Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the U of M Graduate School at the time of application and continue registration each quarter of the 1991-92 academic year.

Deadline: March 8, 1991.

Doctoral Dissertation Fellowship:

\$11,000 stipend for the 1991-92 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by the May 3 deadline and have completed all program coursework by the end of spring quarter 1991. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination deadline: May 3, 1991.

Special Grants for Doctoral

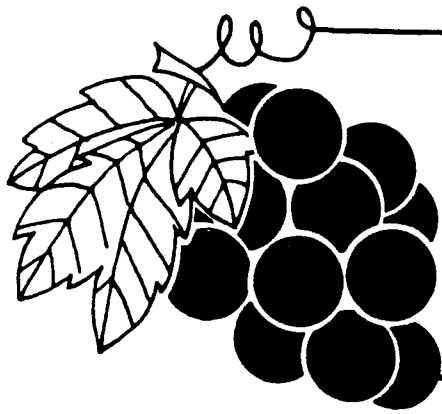
Dissertations: Up to \$1500 for dissertation research for students who have passed written and oral prelims.

Deadline: May 10, 1991.

Torske Klubben Fellowship: Stipend of \$500 a month for a minimum of three months and a maximum of ten months of graduate study or research in Norway. Applicants must be enrolled in the U of M Graduate School at the time of application.

Deadline: March 8, 1991

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THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume XIII Number 3
Spring 1991

We trust you all had a restful break and are ready for the final push into spring quarter. Our office, the Graduate Assistant Office, is located in 416 Johnston Hall at 626-1310, one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with all academic employees at the U such as yourselves.

Our office handles many aspects of your appointment as a graduate assistant. Among our responsibilities, we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from your dean, and check to see your pay rate is within the range set by the Board of Regents. We also write and disseminate various publications for you and/or your department, including the Handbook for Graduate Assistants, and "The Grapevine" which is issued every quarter (except summer) during the first week of the quarter.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, feel free to call or visit our office to obtain information on an informal basis. We also have information regarding grievance procedures if you are considering filing one. In most cases, however, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

Our office is staffed by Karen Bantes (student employee), Brian Johnson, Cheryl Madsen, and Doris Mold (Assistant

Coordinator). Meg Brissenden is our Coordinator and she is here full-time.

Important Dates

Apr. 5 Last day to register for spring quarter
Jun. 17 Last day to register for SSI
Jul. 24 Last day to register for SSII

Remember!!

You must register for any quarter during which you hold a graduate assistantship. Registration deadline for spring quarter is April 5. Failure to register by the end of the second week of the quarter (April 5) will result in one of two events: 1) your assistantship will be terminated, OR 2) your assistantship will be changed to a non-student title such as Teaching Specialist or Research Specialist. In either case, your health insurance benefits will be affected. **DON'T FORGET TO REGISTER!!**

Reminder about fall 1991 changes: All students should have received an information sheet outlining Graduate School registration and tuition structure changes. If you did not receive a copy, or if you have questions, call the Graduate School staff in 316 Johnston, 625-3490.

Rumor Mongers Beware

The GAO has learned there is a vicious rumor circulating that the tuition benefit program is being terminated. This is completely false!! The tuition benefit program is alive and well and living quite comfortably at the GAO.

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the *entire* quarter. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Spring quarter dates for payroll purposes are **March 16, 1991 - June 15, 1991.**

Graduate assistants on hourly appointments are eligible for provisional tuition waivers. Please bring the following items to the GAO:

1) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by your work department

2) your appointment document (PAF) clearly indicating the terms of your appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section of the PAF. If this information is not on the PAF, then

3) you must obtain a letter on letterhead from your work department indicating the total number of hours you will work for the quarter.

Bring these forms to the GAO for processing preferably before you register. If you register before obtaining your tuition waiver form, you will have to go to registration again to have your fee statement corrected to include your waiver. (If this is not done by the due date on your original fee statement, the Bursar's Office will charge you a late payment fee.)

Graduate assistants on a payroll other than regular may wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants, 1989-91, or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Also, remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

How to Get Your Tuition Benefit When It's Not on the Registration System

First visit your department and obtain a copy of your payroll document. Also have them fill out a Tuition Benefit Information Form (a.k.a. tuition waiver form). **The GAO will not initiate the tuition waiver form.**

These forms must come from your work department! Bring these two forms to the GAO in 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement.

Note: If you have an Extension, Work Study, or other hourly appointment, your tuition benefit will *never* automatically be on the terminal. To

obtain the tuition benefit for those appointments, please see the directions above, in the Tuition Benefit Reminders section.

Tuition Benefit Program for Summer Assistants

There are no automatic tuition benefits for Summer Session. Graduate assistants holding regular or miscellaneous *percentage* appointments should obtain a signed tuition waiver form from their work department, and a copy of the PAF (Personnel Action Form) for their summer appointment. Bring these documents to the GAO for approval. While at the GAO, you select a tuition benefit option. Then take your authorized tuition waiver form to your Registration Center to obtain a correct fee statement.

Graduate assistants on biweekly or miscellaneous hourly payroll must bring to the GAO a tuition waiver form signed by their work department, a copy of the PAF for the summer appointment, and a memo from the department indicating the number of hours they expect you to work for the summer. Bring these documents to the GAO for a provisional waiver. While at the GAO, you will sign an agreement stating that at the end of your appointment you will provide verification for us of the actual number of hours worked. Then you take the authorized tuition waiver form to your Registration Center. This is a change from last summer, when there were no provisional waivers given!

Summer Registration To Maintain an Assistantship

Summer Session is very different for graduate assistants with respect to registration and the Tuition Benefit.

If a graduate assistant is registered for the spring quarter prior to summer session, he or she need not register during summer. If a graduate assistant was not registered for spring quarter and wishes to hold a summer assistantship, he or she must register for at least one of the summer sessions. Incoming graduate students who have been accepted into their programs for fall quarter need not register during summer to hold a summer assistantship.

Extended Benefits

Graduate assistants can extend the resident-rate tuition privilege to their immediate

family members. For more information, please consult pages 18-19 of your Handbook for Graduate Assistants 1989-91.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

Termination - Your Rights

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. If you have any questions concerning terminations, please call the GAO.

Graduate Assistants Taking Extension Courses

When you register through Continuing Education and Extension (CEE), you are not registered in the Graduate School. Not until a course taken through CEE is successfully transferred onto your Graduate School program does that CEE class meet the registration requirement that you be registered through the Graduate School any quarter in which you hold an assistantship. Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Due to the fact that only 5000- and 8000-level courses are generally transferrable onto the

graduate program, the tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are listed on the student's official degree program form. (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000- or 8000-level course to be transferrable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit listed on the CEE registration form.

Graduate Assistant Health-Care Plan

Coverage under the spring quarter Group Health graduate assistant health-care plan begins March 16. If you were enrolled in the Group Health plan winter quarter, you do *not* need to complete a new application for spring quarter. If you were eligible for Group Health coverage winter quarter but chose not to apply, you may apply for spring quarter coverage but will need to fill out a Group Health health-status questionnaire immediately. (It takes 6-8 weeks to process.) If you are a graduate assistant who is not enrolled in the Graduate School, you are now eligible to complete an application for Group Health coverage. If you are a new graduate assistant in spring quarter, you are also eligible to apply.

The deadline for applying for Group Health graduate assistant health-care plan is April 5.

If you were on the Group Health plan winter and/or spring quarters, the University will pay all or part of the cost of Group Health summer coverage for you. A Group Health information session will be held for new enrollees on March 27, 4:00 - 5:30 in Room 320 Coffman Union.

For further information, contact the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346.

Grad School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Unless otherwise noted, applications are

available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters.

Selection is based primarily on academic merit with some consideration given for financial need.

Deadlines: April 26 for Summer Sessions I and II, August 2 for fall quarter 1991.

Doctoral Dissertation Fellowships:

\$11,000 stipend for the 1991-92 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed their written and oral preliminary exams by the May 3 deadline and have completed all program coursework by the end of spring quarter 1991. Departmental nomination is required. Applications and details about internal nomination procedures are available from the DGS in the respective graduate programs.

Nomination deadline: May 3, 1991.

Special Grants for Doctoral Dissertation:

Up to \$1500 for dissertation research for students who have passed written and oral prelims.

Deadline: May 10, 1991.

Council of Graduate Students

Graduate Student Alert: Governor Carlson proposes a fifty million dollar cut in the University budget. According to a *Minnesota Daily* article of 2/28/91 the Governor does not believe that the University Library is underfunded and has suggested that those who need books can go to the public libraries. COGS encourages graduate students to write to Gov. Carlson and to their state representative and state senator regarding University funding and the importance of the University Libraries. Address your letters to: The Honorable Arne Carlson, State Capitol, St. Paul, MN 55155. For the names and addresses of your representative or

senator or for additional information contact COGS, 409 Johnston Hall, 262-1612.

TA Development

TA Resource Library, Reserve Room, 4 Walter Library, 625-1878. Confidential TA Consultation Service, contact Connie Tzenis at 625-7395. TA Workshops: Brown Bag Lunch with Morse Teaching Award-winning professors! How do they do it? 12:15 - 1:15 p.m. Thurs 18 April, Coffman 355, and Thurs 16 May in St. Paul Student Center. Learning Styles Workshop II with Joyce Weinsheimer, 24 April, 1:25 - 3:20 p.m. TA Conference for administrators and faculty at the U is 2 May 1991. Call Roberta Cullen, TA Development Office, 625-1878 for further info.

TA English Program is designed to aid graduate assistants in English language communication skills. Contact Jan Smith, 624-4079, for more information.

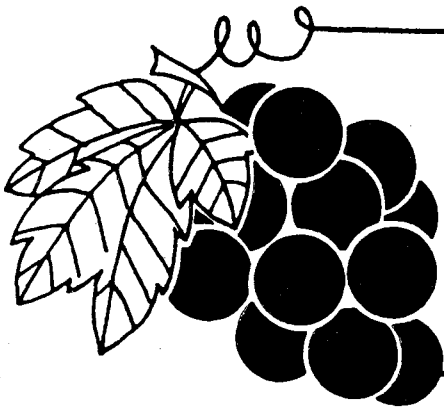
Career Planning Services

Each quarter the Career Resource Center, 302 Eddy Hall, offers workshops and focus groups for graduate students. One targeting the needs of graduate students is "Succeeding in the Transition from College to Career". Explore job-search strategies, goal setting, action planning, and strategies for adjusting to your first job. These sessions include interpretation of the Myers-Briggs Type Indicator and Minnesota Importance Questionnaire. Pre-registration and completion of testing one week prior to start of workshop is required. Testing fee \$5.00. Dates are M-Th, April 15-18 or M-Th, May 20-23. Time: 12:20 - 1:10.

Two support groups of particular interest to graduate students are: A Dissertation and Thesis Focus/Support Group, Mondays 9:00 - 10:00, 303 Eddy Hall, and Non-Traditional Student Support Group, Wednesdays 3:00 - 4:00, 229 Nolte. For further information on workshops and other resources please call 624-3323.

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Meg Brissenden.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.



THE GRAPEVINE

Volume XIV Number 1
Fall 1991

Welcome to new students and welcome back to continuing students! We hope you had a rejuvenating summer and are ready to begin another year of hard work. Our office, the Graduate Assistant Office, is located in 416 Johnston Hall at 626-1310, one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with academic employees at the U such as yourselves.

Our office handles many aspects of your appointment as a graduate assistant. As part of our responsibilities we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from your dean, and check to see your pay rate is within the range set by the Board of Regents. We also write and disseminate various publications for you and/or your department, including the Handbook for Graduate Assistants, and The Grapevine which is issued every quarter (except summer) during the first week of the quarter.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, please call or visit our office to obtain information. We also have information regarding grievance procedures if you are considering filing one. In most cases, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

The GAO proudly announces the hiring of two new staff members since spring quarter. Judy May joins us from the Payroll Department to replace Brian Johnson as a Payroll Document Analyst, and Charles Boudreaux becomes our

new Assistant Coordinator, to replace Doris Mold. Cheryl Madsen and Karen Bantes continue in another year of unflagging service to graduate assistants. Meg Brissenden is our Coordinator and she is here full-time.

New Handbook

The anxiously awaited Handbook for Graduate Assistants, 1991-93 is scheduled to be out during the first week of classes this quarter. We will be mailing them to your work department for distribution in your mailboxes. Make sure you get one. It contains new information for which you are responsible!

Important Dates

Oct. 4 Last day to register for fall qtr.
Oct. 22 PAFs received today in GAO for winter qtr. appointments not already processed will be automatically on the registration system.

Remember!!

You must register for any quarter during which you hold a graduate assistantship. Registration deadline for fall quarter is Oct. 4. Failure to register by the end of the second week of the quarter (Oct. 4) will prompt your work department either to terminate your assistantship or change your assistantship to a non-student title. The choice is the department's to make. In either case, your health insurance benefits will be affected. **DON'T FORGET TO REGISTER!!**

Audit Registration

Beginning winter quarter 1992, audit ("V") registration *by itself* will not be covered by the tuition benefit program. If accompanied by additional registration in the A-F or S-N option, then the tuition waiver will pay for the "V" registration as well.

Registration and Tuition Changes

Several important changes in the Graduate School's registration and tuition structure will take effect this fall. Complete information is available from your adviser, your

director of graduate studies, or from the Graduate School in 316 Johnston Hall. Separate fact sheets are available for newly-admitted students and for previously-enrolled students. These changes include:

- Elimination of "Student Status" registration
- Reduction of the residency requirement for doctoral students, and elimination of the residency requirement for master's students
- Elimination of "half-price" tuition after completion of the residency requirement (NOTE: This will not affect the graduate assistant tuition benefit! If you hold a graduate assistantship, the usual tuition benefit rules still apply.)
- Registration for doctoral thesis credits (course 8888) no earlier than the quarter following the quarter in which you pass the preliminary oral examination
- A reduced tuition rate *for thesis credit registration only* for doctoral students who meet all the following conditions:
 - passed the prelim oral exam
 - registered for min. 36 thesis credits
 - registered for min. 7 full-time equivalent quarters in the Grad School
 - are registering *only* for doctoral thesis credits.

These changes affect you. See your adviser, your DGS, or the Graduate School for more information.

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the *entire* quarter. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Fall quarter dates for payroll purposes are: **Sept. 16, 1991 - Dec. 15, 1991.**

Graduate assistants on hourly appointments are eligible for provisional tuition waivers. Please bring the following items to the GAO:

1) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by your work department

2) your appointment document (PAF) clearly indicating the terms of your appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section of the PAF. If this information is not on the PAF, then

3) you must obtain a letter on letterhead from your work department indicating the total number of hours you plan to work for the quarter.

Bring these forms to the GAO for processing preferably before you register. If you

register before obtaining your tuition waiver form, you will have to go to registration again to have your fee statement corrected to include your waiver. (If this is not done by the due date on your original fee statement, the Bursar's Office will charge you a late payment fee.)

Graduate assistants on a payroll other than regular may wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants, 1991-93, or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Also, remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

How to Get Your Tuition Benefit When It's Not on the Registration System

First visit your department and obtain a copy of your payroll document (PAF). Also have them fill out a Tuition Benefit Information Form (a.k.a. tuition waiver form). **The GAO will not initiate the tuition waiver form. These forms must come from your work department!** Bring these two forms to the GAO in 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement. **Note:** If you have an Extension, Work Study, or other hourly appointment, your tuition benefit will *never* automatically be on the system. To obtain the tuition benefit for those appointments, please see the directions above, in the Tuition Benefit Reminders section.

Extended Benefits

Graduate assistants can extend the resident-rate tuition privilege to their immediate family members. For more information, please consult the Tuition Benefits section of your Handbook for Graduate Assistants, 1991-93.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your

assistantship, please contact the GAO and we will advise you of your rights.

Termination - Your Rights

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. If you have any questions concerning terminations, please call the GAO.

Graduate Assistants Taking Extension Courses

When you register through Continuing Education and Extension (CEE), you are *not* registered in the Graduate School. Not until a course taken through CEE is successfully transferred onto your Graduate School program does that CEE class meet the registration requirement that you be registered through the Graduate School any quarter in which you hold an assistantship. Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Due to the fact that only 5000- and 8000-level courses are generally transferrable onto the graduate program, *the tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are listed on the student's official degree program form.* (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000- or 8000-level course to be transferrable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit shown on the CEE registration form.

Graduate Assistant Health-Care Plan

University subsidized health insurance through Group Health, Inc., is available to graduate and professional students

who meet either of the following eligibility requirements:

- graduate assistants with appointments of 25% or more in class titles 9511 (Teaching Assistant), 9521 (Research Assistant), or 9531 (Administrative Fellow),
- students holding a Graduate School Fellowship, Doctoral Dissertation Fellowship, or Minority and Disadvantaged Student Fellowship.

For graduate assistants, the University pays a portion of the insurance premium equal to twice the appointment percentage (e.g., a 25% appointment receives a 50% subsidy). Eligible fellowship holders receive 100% subsidies.

To receive this coverage, you must apply for it during the first quarter of your appointment or fellowship, and by the enrollment deadline (October 4 for most students fall quarter). Each quarter you are a member of the plan you must pay the student services fee and your portion, if any, of the health insurance premium. Plan members registering for fewer than 6 credits must ask to be assessed the student services fee when registering. Graduate assistants with provisional hourly appointments who work less than the estimated number of hours will billed for an additional portion of the premium.

Once enrolled in the Plan, you remain a member until you lose your eligibility (e.g., your appointment drops below 25%, or your appointment or fellowship ends). Upon loss of eligibility you *must* cancel your participation in the group plan by completing a cancellation form; you will be billed for the full premium and student services fee until you do so. When you cancel you can elect to continue coverage for a period of time at your own expense.

Coverage for dependents of eligible students is available through a separate Group Health plan offering benefits similar to and the same clinic locations as the graduate assistant plan. The cost of dependent coverage is borne entirely by the student and is not subsidized by the University. For information on dependent coverage, contact Group Health at 623-8600.

NOTE: To apply for or cancel coverage you *must* contact the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346.

Beginning Winter quarter, students enrolled in the Graduate School who hold a fellowship or traineeship with a stipend of \$9000 or more for the academic year will also be eligible for this insurance, provided their departments agree to pay the full insurance premium. Also, rules governing continuation of coverage after you lose eligibility for the group plan (e.g.,

because your assistantship ends) may change at that time. More information on plan changes will be included in the Winter '92 Grapevine.

Eligibility for the State Plan is changing. Beginning 12/16/91 (12/1/91 for Duluth), teaching assistants, research assistants and administrative fellows will no longer be allowed to enroll in the State Insurance Plan through University Employee Benefits and will be eligible only for the Graduate Assistant Health-Care Plan. However, graduate assistants already enrolled in the State Plan as of 12/15/91 (11/30/91 for Duluth), may remain on that plan until the graduate assistant becomes ineligible for the Plan (e.g. their appointment ends or drops below 50%), they leave the Plan, or until eligibility is completely phased out 12/15/93 (11/30/93 for Duluth).

Graduate assistants losing eligibility for the State Plan have the right to continue that coverage for a period of time, at their own expense. For further information on these rights, or other questions concerning the transition from the State Plan to the Graduate Assistant Plan, contact Employee Benefits at 624-9090.

For information about the Graduate Assistant Health Care-Plan itself, contact the Graduate Assistant Insurance Office at 625-4346.

TA Development

The TA Development Program offers many services for TAs and departments!

- *TA Consultant*, Connie Tzenis: 625-7395
- *TA Resource Library*, Walter: 625-1878
- *TA Workshops*, Roberta Cullen: 625-1878
- *TA English Program*, Jan Smith: 624-4079

Free workshops in teaching training are offered during the academic year. Proposed topics for fall of '91 include: Learning Styles, Active Learning Techniques, Informal Writing to Teach, and Classroom Management or Presentation Skills. Please call Roberta at 625-1878 or write to her at TA Development/Academic Affairs, 411 Morrill Hall, 100 Church St. SE, Mpls, MN 55455-0110, for more info or to be placed on the TA Program mailing list.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official body representing graduate students at the University. Graduate

students in each degree-granting program are entitled to elect one representative to serve on COGS. COGS also recruits student representatives for the University Senate, Graduate School Policy and Review Councils, and other university-wide committees. For information on how you can become involved, contact the COGS office at 409 Johnston Hall, 626-1621.

Grad School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters, preferably with 24 graded credits completed. Selection is based primarily on academic merit with some consideration given for financial need. Students who hold assistantships already get tuition benefits at twice the percentage of their appointments. Because of this, only applications with appointments of less than 50% will be considered. Preference will be given to students not already holding assistantships.

Deadlines: Nov. 1, 1991 for winter qtr., Jan. 24, 1992 for spring qtr.

Special Grants for Doctoral Dissertation:

Up to \$1500 for dissertation research expenses for students who have passed both written and oral prelims by the end of fall qtr.

Deadline: Dec. 6, 1991.

German Academic Exchange Service

Fellowships: Provides 10 months of study or research in Germany. Applicants must be US citizens, 18 - 31 years of age, and registered in the U of MN Graduate School at the time of application.

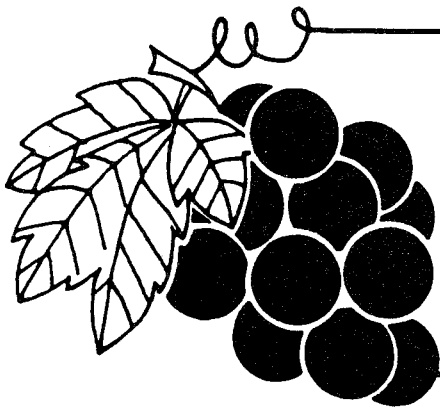
Deadline: Nov. 1, 1991.

Luce Scholars Program: Provides 1-year internships in Asia to 15 persons nationally. Persons from all fields except Asian affairs may apply. Applicants must be under 30 when program begins.

Deadline: Nov. 1, 1991.

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Meg Brissenden.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.



A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

Volume XIV Number 2
Winter 1992

Happy New Year! We hope you had a relaxing holiday and are ready to tackle another quarter at the U. Our office, the Graduate Assistant Office, is located in 416 Johnston Hall at 626-1310, one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with academic employees at the U such as yourselves.

Our office handles many aspects of your appointment as a graduate assistant. As part of our responsibilities we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from the Graduate School, and check to see your pay rate is within the range set by the Board of Regents. We also write and disseminate various publications for you and/or your department, including the Handbook for Graduate Assistants, and The Grapevine which is issued every quarter (except summer) during the first week of the quarter.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, please call or visit our office to obtain information. We also have information regarding grievance procedures if you are considering filing one. In most cases, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

The GAO staff members are here to help students from 8:30 to 4:00 M-F, and we are: Charles Boudreaux, Assistant Coordinator, Meg Brissenden, Coordinator, C.J. Madsen and Judy May, Payroll Document Analysts, and Karen Bantes, Office Assistant.

New Handbook

The Handbook for Graduate Assistants, 1991-93 has been published. Make sure you get one from your work department. It contains new information for which you are responsible!

Important Dates

Jan. 17 Last day to register for winter quarter
Feb. 4 PAFs received today in GAO for spring qtr. appointments not already processed will be automatically on the registration system for spring.

Remember!!

You **must** register for at least one credit any quarter during which you hold a graduate assistantship. Registration deadline for winter quarter is Jan. 17. Failure to register by the end of the second week of the quarter (Jan. 17) will prompt your work department either to terminate your assistantship or change your assistantship to a non-student title. The choice is the department's to make. In either case, your health insurance benefits will be affected.
DON'T FORGET TO REGISTER!!

Audit Registration

Beginning winter quarter 1992, audit ("V") registration *by itself* will not be covered by the tuition benefit program. If accompanied by additional registration in the A-F or S-N option, then the tuition waiver will pay for the "V" registration as well.

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the *entire* quarter. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Winter quarter dates for payroll purposes are: **Dec. 16, 1991 - Mar. 15, 1992.**

Graduate assistants on hourly appointments are eligible for provisional tuition waivers. Please bring the following items to the GAO:

1) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by your work department

2) your appointment document (PAF) clearly indicating the terms of your appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section of the PAF. If this information is not on the PAF, then

3) you must obtain a letter on letterhead from your work department indicating the total number of hours you plan to work for the quarter.

Bring these forms to the GAO for processing preferably before you register. If you register before obtaining your tuition waiver form, you will have to go to registration again to have your fee statement corrected to include your waiver. (If this is not done by the due date on your original fee statement, you will incur a late payment fee.)

Graduate assistants on a payroll other than regular may wait until the end of the quarter to receive their waivers retroactively. Refer to the Handbook for Graduate Assistants, 1991-93, or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for a portion or all of that quarter's tuition.

Also, remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

How to Get Your Tuition Benefit When It's Not on the Registration System

First visit your department and obtain a copy of your payroll document (PAF). Also have them fill out a Tuition Benefit Information Form (a.k.a. tuition waiver form). **The GAO will not initiate the tuition waiver form. These forms must come from your work department!** Bring these two forms to the GAO in 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement. **Note:** If you have an Extension, Work Study, or other hourly appointment, your tuition benefit will *never* automatically be on the system. To obtain the tuition benefit for those appointments, please see the directions above, in the Tuition Benefit Reminders section.

Extended Benefits

Non-resident graduate assistants can extend the resident-rate tuition privilege to their immediate family members. For more

information, please consult the Tuition Benefits section of your Handbook for Graduate Assistants, 1991-93.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

Termination - Your Rights

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. If you have any questions concerning terminations, please call the GAO.

Graduate Assistants Taking Extension Courses

If you register only through Continuing Education and Extension (CEE), you are *not* registered in the Graduate School. Not until a course taken through CEE is successfully transferred onto your Graduate School program does that CEE class meet the registration requirement that you be registered through the Graduate School any quarter in which you hold an assistantship. Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you did not register in day school during a particular quarter, and until the CEE course is transferred, you would have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive a transcript.

Only 5000- and 8000-level courses are generally transferrable onto the graduate program; *the tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are listed on the student's official degree program form.* (Non-credit courses and lower division

courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000- or 8000-level course to be transferrable onto the Graduate School transcript, the course must have been paid for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit shown on the CEE registration form.

Graduate Assistant Health Insurance

The following changes in the Graduate Assistant Health Plan took effect December 16, 1991. Please review them. Not knowing could be costly.

Plan members who register for fewer than 6 credits no longer need to pay the Student Service Fee to keep their insurance. For those who have already paid the fee for Winter, a full refund is available through Friday, January 10th, and a partial refund during the two weeks thereafter. Contact Students Accounts Receivable (625-8500) for details on how to apply.

Previously, all Plan members could receive the full benefits of the Plan at Boynton. **This is no longer true.** Boynton is now a primary care clinic for the Graduate Assistant Health-Care Plan. Therefore, *only those who have selected Boynton as their Primary Care Clinic may receive Graduate Assistant Plan benefits there.* Students paying the Student Services Fee will still receive benefits of the \$54 plan at Boynton. Therefore:

- students who select Boynton as Primary Care Clinic receive the full GA Plan benefits at Boynton, whether or not they pay Student Services Fee.
- students who select a primary care clinic other than Boynton Clinic *and* pay the Student Services Fee will receive *only* the benefits of the \$54 plan at Boynton. You will be billed for any services you receive not covered by that plan.
- students who have *not* selected Boynton as Primary Care Clinic and who have *not* paid the Student Services Fee, are not entitled to any benefits at Boynton and will be billed for any services received.

To make Boynton your Primary Care Clinic, call Group Health Member Services (623-1919). Eligibility for the Plan has expanded to include students enrolled in the Graduate School who hold fellowships or traineeships, and receive a stipend of \$7875 or

more during the academic year (fall, winter & spring quarters) provided their college or department agrees to pay the full insurance premium during the academic year. Eligible students must apply at the Graduate Assistant Insurance Office, 411 Johnston Hall (625-4346) by the enrollment deadline (January 17 for most students) to be enrolled in the Plan.

Students receiving coverage over the summer are responsible for the full summer insurance premium *themselves*, unless they 1) hold a qualifying assistantship during the summer (they receive the usual GA subsidy) *or*, 2) were enrolled in the Plan and had a graduate assistantship of at least 50% during each of fall, winter & spring quarters (they receive a 100% subsidy).

Students continuing coverage (at their own expense) who again become eligible for the Plan must contact the Graduate Assistant Insurance Office (625-4346) and ask to be reinstated. Otherwise, they remain responsible for the full insurance premium and will continue to be billed.

Graduate Assistants on the State Health Plan may apply for the Graduate Assistant Health Plan, but only when their appointment level drops, either from 50%-74% to less than 50%, or from 75-100% to less than 75%. They must apply within 30 days of the date their appointment level drops, and must be otherwise eligible. Graduate assistants leaving the State Plan will not be accepted back on that plan for any reason.

TA Development

The TA Development Program offers many services for TAs and departments, most of which are free of charge.

- TA Consultations (confidential) 625-7395
- Resource Library, 4 Walter Lib. 624-0283
- Training Workshops (Fall-Spring) 625-1878
- TA English Program 624-4079

Winter qtr. events: **Pizza with Profs** - Jan. 28, 12:15 - 1:15 pm Coffman 307, eat pizza free and hear top profs on teaching; **Cultural Diversity in the Classroom** - Feb. 5, 11:15 am - 1:10 PM, Jones 4; **Structuring Cooperative Learning** - Feb. 12, 1:25 - 3:30 PM, Jones 11; **Student Perceptions & Teaching Effectiveness** - Feb. 27, 10:10 AM - 12:05 PM, Amundson 124. Call Roberta at TA Development, 625-1878, for more info or to sign up for an event.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official body representing graduate students on the Twin Cities campus. COGS elects graduate students to serve on Policy and Review Councils, University Senate, CLA Committees, university-wide committees, search committees, IT committees, and the Fees Committee. COGS committees are working on the following issues: health insurance, TA development, legislative relations, child care, minority affairs, environment, library and minority affairs. If you are interested in any of these issues or have suggestions or comments, please contact the COGS office at 626-1612. The next COGS General Assembly Meeting is Thursday, Jan. 23 at 1:00 pm, Coffman 307. For more info, contact the COGS office at 409 Johnston Hall, 626-1612.

Grad School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship: Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need.

Deadline: Jan. 24, 1992 for spring qtr.

Endowed Fellowship: Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the U of M Graduate School at the time of application and continue registration each quarter of the 1992-93 academic year.
Deadline: March 6, 1992.

Doctoral Dissertation Fellowship: \$11,200 stipend for the 1992-93 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examination by the May 1 deadline and have completed all program coursework by the end of spring quarter 1992. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination deadline: May 1, 1992.

Special Grants for Doctoral Dissertation: Up to \$1500 for dissertation research expenses for students who have passed both written and oral prelims.

Deadline: May 8, 1992.

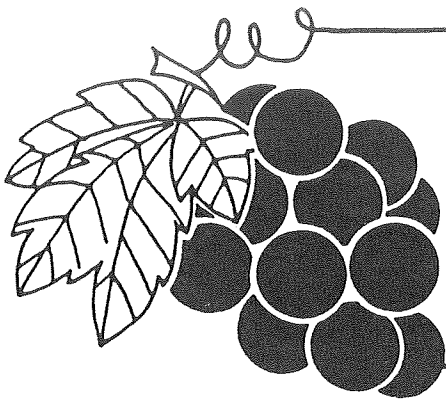
Woman's Club of Minneapolis Fellowship:

Available to a woman graduate student with high scholarship and leadership qualifications. Must be a US citizen. Preference will be given to applicants from the Twin Cities area. One award. Stipend: \$2,200.

Deadline: Feb. 28, 1992.

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Meg Brissenden.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, disability, age, veteran status, sexual orientation, creed, marital status, or public assistance status.



THE GRAPEVINE

READ ME OR YOU WILL BE SORRY!!

THIS NEWSLETTER CONTAINS NEW AND IMPORTANT INFORMATION AND POLICIES REGARDING YOU AND YOUR ASSISTANTSHIP. YOU SHOULD READ IT NOW AND EVERY QUARTER.

Volume XIV Number 3
Spring 1992

Graduate assistants must be aware of some important changes happening in 1992 in regard to assistantships. Please read this newsletter carefully! Our office, the Graduate Assistant Office, is located in 416 Johnston Hall at 626-1310, one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with academic employees at the U like you.

Our office handles many aspects of your appointment as a graduate assistant. As part of our responsibilities we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from the Graduate School, and check to see your pay rate is within the range set by the Board of Regents. We also write and disseminate various publications for you and/or your department, including the Handbook for Graduate Assistants, and *The Grapevine* which is issued every quarter (except summer) during the first week of the quarter.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have

any questions or believe you are being treated unfairly in your assistantship, please call or visit our office to obtain information. We also have information regarding grievance procedures if you are considering filing one. In most cases, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

The GAO staff members are here to help students from 8:30 to 4:00 M-F, and we are: Charles Boudreaux, Assistant Coordinator, Meg Brissenden, Coordinator, C.J. Madsen and Judy May, Payroll Document Analysts, and Karen Bantes, Office Assistant.

New Changes

1) Starting spring quarter 1992, FICA (Social Security and Medicare) will be withheld *automatically* from unregistered or withdrawn graduate assistants' paychecks, and the assistantship will be ended. If you are not registered or you are registered through CEE only, you will receive a notice from your payroll officer that you are not registered and your assistantship is in danger of being ended automatically. **If you are registered through CEE only, you must bring your CEE fee statement to G.A.O. by 4 p.m. April 22 (regular/miscellaneous payroll) or 4 p.m. May 6 (biweekly payroll) in order for your assistantship to continue.** If you in r

fact are not registered or you withdraw from classes at any time during the quarter, your assistantship will be ended retroactively

effective to the last day of the pay period following the registration deadline. Your department may or may not continue your employment in a nonstudent title.

2) Beginning winter 1992, audit ('V') registration by itself is not sufficient to hold an assistantship. You must register for at least one credit in A-F or S-N option (or thesis credit if eligible) to keep your assistantship.

3) Beginning July 1, 1992, if you work *any number* of hours on an assistantship, you must register. (Currently, if you work fewer than 65 hours (12.5%) in an academic year quarter on an assistantship, you do not need to register to keep your assistantship.) Summer assistantships will not be affected. In the summer, if you registered for the previous spring quarter, you need not register to hold a summer assistantship.

4) Because Summer Session will begin charging different rates for residents and nonresidents, the Graduate Assistant Office is instituting the Extended Benefit for summer quarter. It is available as follows: For TAs, if you work 50% in one Summer Session or 25% in both Summer Sessions, and for RAs and Admin Fellows, if you work at least 25% (130 hours) between 6/16 and 9/15 (between 5/16 and 8/15 for Law School students), you will be able to use the Extended Benefit for yourself (if you aren't holding an assistantship in summer but want to register) and/or an eligible family member. The benefit applies to both SS I and II. (The summer is treated as one quarter for purposes of the Extended Benefit.) Call the GAO for more information.

Important Dates

Apr. 10 Last day to register for spring quarter

June 22 Last day to register for SSI

July 29 Last day to register for SSII

Remember to register!!

You **must** register for at least one credit in A-F or S-N option or thesis credit any quarter during which you work 65 hours or more on a graduate assistantship. (Beginning July 1, 1992, you must register if you work any number of hours on an assistantship--see #3 in "New Changes" above.) Registration deadline for spring

quarter is April 10. Failure to register by the end of the second week of the quarter (Apr. 10) means your assistantship will be ended. Your department may elect to continue your appointment in a non-student title. Your health insurance benefits will be affected. **DON'T FORGET TO REGISTER!!**

Handbook

The Handbook for Graduate Assistants, 1991-93 has been published. Make sure you get one from your work department. It contains new information for which you are responsible!

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the *entire* quarter. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Spring quarter dates for payroll and tuition benefit purposes are: **March 16, 1992 - June 15, 1992.**

Graduate assistants on miscellaneous and biweekly appointments are eligible to receive provisional tuition waivers at the beginning of the quarter. Please bring the following items to the GAO:

- 1) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by your work department
- 2) your appointment document (PAF) clearly indicating the terms of your appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section of the PAF. If this information is not on the PAF, then

- 3) you must obtain a letter on letterhead from your work department indicating the total number of hours they anticipate you will work during the quarter.

Bring these forms to the GAO for processing preferably before you register. If you register before obtaining your tuition waiver form, you will have to go to registration again to have your fee statement corrected to include your waiver. Be aware of your payment due date. The GAO can not waive late payment fees.

Graduate assistants on a payroll other than regular may wait until the end of the quarter to receive their waivers

retroactively. Refer to the Handbook for Graduate Assistants, 1991-93, or call the GAO for this information.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for some or all of that quarter's tuition.

Also, remember that graduating grad assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

How to Get Your Tuition Benefit When It's Not on the Registration System

First visit your department and obtain a copy of your payroll document (PAF). Also have them fill out a Tuition Benefit Information Form (a.k.a. tuition waiver form). **The GAO will not initiate the tuition waiver form. These forms must come from your work department!** Bring these two forms to the GAO in 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement. **Note:** If you have an Extension, Work Study, or other hourly appointment, your tuition benefit will *never* automatically be on the system. To obtain the tuition benefit for those appointments, please see the directions above, in the Tuition Benefit Reminders section.

Tuition Benefit Program for Summer Assistants

There are no automatic tuition benefits for Summer Session. If you hold a regular or miscellaneous *percentage* appointment, you should obtain a signed tuition waiver form from your work department, and a copy of the PAF (Personnel Action Form) for your summer appointment. Bring these documents to the GAO for approval. While at the GAO, you select a tuition benefit option. Then take your authorized tuition waiver form to your Registration Center to obtain a correct fee statement.

If you are on a biweekly or miscellaneous hourly payroll, you must bring to the GAO a tuition waiver form signed by your work department, a copy of the PAF for the summer appointment, and a memo from the department indicating the

number of hours they expect you to work for the summer. Bring these documents to the GAO for a provisional waiver. While at the GAO, you will sign an agreement stating that at the end of your appointment you will provide verification for us of the actual number of hours worked. Then you take the authorized tuition waiver form to your Registration Center.

Summer Registration To Maintain an Assistantship

Summer Session is very different for graduate assistants with respect to registration and the Tuition Benefit.

If you are registered for the spring quarter prior to summer session, you need not register during summer. If you were not registered for spring quarter and wish to hold a summer assistantship, you must register for at least one of the summer sessions. If you are an incoming graduate student who has been accepted into your program for fall quarter, you need not register during summer to hold a summer assistantship as long as you register in the Graduate School or your professional school in fall quarter. However, the tuition benefit does not cover any summer registration for incoming graduate students.

Extended Benefits

If you are a non-resident graduate assistant, you can extend the resident-rate tuition privilege to eligible family members or to yourself if you take classes after your assistantship has ended. For more information, please consult the Tuition Benefits section of your Handbook for Graduate Assistants, 1991-93. In the past, extended benefits have not been necessary in the summer since Summer Session charged only one rate for everyone. This summer, Summer Session will charge different rates for residents and non-residents. Extended benefits will now be available for the summer. Please read item 4 in the "New Changes" section above.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an

employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

Termination - Your Rights

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. If you have any questions concerning terminations, please call the GAO.

Graduate Assistants Taking Extension Courses

If you register only through Continuing Education and Extension (CEE), you are *not* registered in the Graduate School. Not until a course taken through CEE is successfully transferred onto your Graduate School program does that CEE class meet the registration requirement that you be registered through the Graduate School any quarter in which you hold an assistantship. Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you do not register in day school during a particular quarter, and until the CEE course is transferred, you will have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive an unofficial transcript.

Only 5000- and 8000-level courses are generally transferrable onto the graduate program; *the tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are listed on the student's official degree program form.* (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE

5000- or 8000-level course to be transferrable onto the Graduate School transcript, the course must have been registered for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit shown on the CEE registration form.

Graduate Assistant Health Insurance

The following changes in the Graduate Assistant Health Plan took effect December 16, 1991. Please review them. Not knowing could be costly.

Summer Coverage - The following criteria are used for determining the University subsidy for summer: 1) a qualifying assistantship, or 2) continuous enrollment in the Plan and an assistantship of at least 50% for fall, winter and spring 1991-92. If you do not meet the above criteria, you will be continued on the plan for summer and be billed full summer premiums through Student Accounts Receivable.

Plan members who register for fewer than six credits no longer need to pay the Student Service Fee to keep their insurance.

Boynton is now a primary care clinic for the Graduate Assistant Health Care Plan. Therefore, if you select Boynton as your Primary Care Clinic, you may receive Graduate Assistant Health benefits there. Students paying the Students Services fee still receive benefits of the \$54 plan at Boynton. Therefore: 1) if you select Boynton as a Primary Care Clinic, you receive GA Plan benefits at Boynton whether or not you pay the Student Services Fee, and 2) if you select a primary care clinic other than Boynton and pay the Student Services Fee, you will receive only the benefits of the \$54 plan at Boynton. You will be billed for any services received not covered by the fee plan. To make Boynton your Primary Care Clinic, call Group Health Member Services at 623-8489.

Eligibility for the Plan has expanded to include students enrolled in the Graduate School who hold fellowships or traineeships, and receive a stipend of \$7875 or more during the academic year (fall, winter, and spring quarters) provided your

college or department agrees to pay the full insurance premium during the academic year. Eligible students must apply at the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346 by the enrollment deadline.

If you continue coverage (at your own expense) and you again become eligible for the Plan, you must contact the Grad Assistant Insurance Office, 625-4346, and request a reinstatement. Otherwise, you remain responsible for the full insurance premium and will continue to be billed.

Graduate Assistants on the State Health Plan may apply for the Graduate Assistant Health Plan, but only when your appointment level drops, either from 50-74% to less than 50%, or from 75-100% to less than 75%. You must apply within 30 days of the date your appointment level drops, and must be otherwise eligible. Graduate assistants leaving the State Plan will not be accepted back on that plan for any reason.

For more information, please contact the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346.

TA Development

The TA Development Program offers many services for TAs and departments, most of which are free of charge.

- *TA Consultations* (confidential): 625-7395
- *Resource Library*, 4 Walter Lib: 624-0283
- *Training Wrkshps* (Fall-Spring): 625-1878
- *TA English Program*: 624-4079

Spring qtr. events: **Pizza with Profs** - Apr. 15, 12:15 - 1:15 pm, 325 Coffman. Eat pizza free & hear top profs on teaching. Attendance limited to 40 pre-registered TAs. "Master Teachers Series" workshops: **Strategies for Enhancing Student Motivation** - Apr. 21, 2:20-4:00 pm, 355 Coffman; **The Delicate Art of Designing a College Course** - Apr. 24, 9:05-11 am, 312 Folwell Hall; **Fostering Critical Thinking in the Classroom** - May 1, 11:15 am-1:10 pm, 312 Folwell Hall; **The Art of Helping: Identifying, Assisting, & Referring Students With Problems** - May 8, 10:10 am-12:00 pm, 312 Folwell Hall. These workshops are designed for *experienced* TAs and faculty. A letter of

attendance for participation in the workshops will be available. Call Roberta at TA Development, 625-1878, for more info or to sign up for pizza or a workshop.

Graduate School

The Graduate School has released two memos, one regarding registration and thesis credit policy, and another regarding eligibility to register for doctoral thesis credits. DGSs have been requested to distribute these to you. Please read them!

Council of Graduate Students

The Council of Graduate Students (COGS) is the official body representing graduate students on the Twin Cities campus. COGS elects graduate students to serve on Policy and Review Councils, University Senate, CLA Committees, University-Wide Committees, search committees, IT Committees, and the Fees Committee. COGS Committees are working on the following issues: Health Insurance, TA Development, Legislative Relations, Child Care, Minority Affairs, Environment, and Library. For information please contact the COGS office at 409 Johnston Hall, 626-1621. The next COGS General Assembly Meeting is Wednesday April 22, 3:00 pm, in the Campus Club Terrace, 4th floor Coffman Union.

Grad School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition

Scholarship: Partial or full waivers of tuition are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters. Preference is given to those who have completed 24 graded credits in the Graduate School. Selection is based primarily on academic merit with some consideration given for financial need.

Deadlines: Apr. 24, 1992 for Summer Sessions I & II; Aug. 7, 1992 for fall 1992.

Doctoral Dissertation Fellowship:

\$11,200 stipend for the 1992-93 year to help assure timely completion of the degree by enabling recipients to devote full time to

dissertation research and writing. Applicants must have passed the written and oral preliminary examination by the May 1 deadline and have completed all program coursework by the end of spring quarter 1992. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination deadline: May 1, 1992.

Special Grants for Doctoral

Dissertation: Up to \$1500 for dissertation research expenses for students

who have passed both written and oral prelims.

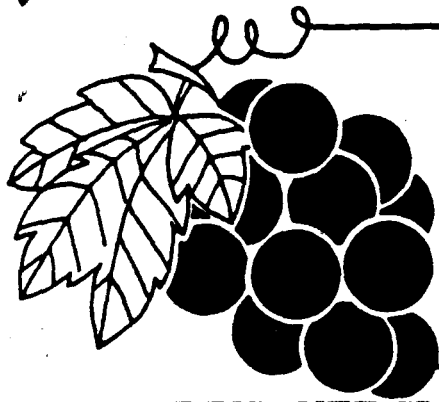
Deadline: May 8, 1992.

Fulbright and other grants for graduate study: Support for an academic year of graduate study or research in any of over 70 countries for the 1993-94 academic year, plus round-trip transportation. Applicants must be US citizens who hold a bachelor's degree or the equivalent before the beginning date of the grant and do not hold a doctoral degree at the time of application. Applications will be available in June.

Deadline: October 1, 1992.

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Meg Brissenden.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, disability, age, veteran status, sexual orientation, creed, marital status, or public assistance status.



M.L.W.
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A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

THIS NEWSLETTER CONTAINS NEW AND IMPORTANT INFORMATION AND POLICIES REGARDING YOUR ASSISTANTSHIP. READ IT NOW AND EVERY QUARTER; IT CAN SAVE YOU TIME, ENERGY, AND EXTRA WALKS ACROSS THE CAMPUS!

Volume XV Number 1
Fall 1992

Welcome to new students and welcome back to continuing students! We hope that your summer was rejuvenating and that you are ready to begin another year of hard work. Please read this newsletter carefully, as it contains the most current information pertaining to many aspects of your assistantship. The amount of information you need to know to have a smooth assistantship is growing by the quarter. (This newsletter originally occupied the front and back of a typewriter sheet; it is now three times that size!) Our office, the Graduate Assistant Office, is located in 416 Johnston Hall, one floor above the Graduate School. We are not part of the Graduate School, though we work closely together. The GAO is part of Academic Affairs which, among other things, deals with academic employees at the U like you. Our phone number is 626-1310.

Our office handles many aspects of your appointment as a graduate assistant. As part of our responsibilities we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from the Graduate School, check to see that your pay rate is within the range set by the Board of Regents, and verify that you have registered each quarter. We also write and disseminate various publications for you and/or your department, including the Handbook for Graduate Assistants (of which each of you should have received a copy) and *The Grapevine*, which is issued every quarter (except summer) during the first week or two of the quarter.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, please call or visit our office to obtain information. We also have information regarding grievance procedures if you are considering filing one. In most cases, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

GAO staff members are here to help students from 8:30 to 4:00 M-F. We have been short-staffed over the past two months and have not been as responsive to you as we would like; we hope that this will be only a temporary situation. We are: Charles Boudreaux, Assistant Coordinator, C.J. Madsen and Judy May, Payroll Document Analysts, and Christine Bettenhausen, Office Assistant. (Meg Brissenden, coordinator here for the past two years, has left our office to work with Associate Dean Noakes in the College of Liberal Arts.)

IMPORTANT: REGISTER!!!

If you hold an assistantship for ANY amount of time during Fall, 1992, you **must** register for at least one credit in A-F or S-N option or, if eligible, a thesis credit. (Prior to July 1, 1992, you could work fewer than 65 hours (12.5%) in an academic year quarter and not need to register. If you work even one hour on an assistantship *now*, however, you **must** be registered.)

Audit ('V') registration *by itself* is not sufficient to hold an assistantship. (If you

register for 1 credit A-F or S-N or a thesis credit, *additional credits of audit are acceptable.*)

Registration deadline for fall quarter is **OCTOBER 9** for the Twin Cities and **SEPTEMBER 21** for Duluth. Failure to have registered adequately by the end of these dates results in FICA (Social Security and Medicare) being withheld *automatically* from unregistered or withdrawn graduate assistants' paychecks and the assistantship being **ENDED**.

If you are not registered or you are registered through CEE only, you will receive a notice from your payroll officer that you are not registered and your assistantship is in danger of being ended automatically. We will check for Extension registration for each student that appears on the non-registered list and notify Payroll of appropriate Extension registration, at which point they will refund FICA on the next check. If you wish to confirm our capture of your Extension registration, you may wish to call or stop in the GAO.

If you appear on this list and you hold valid day school registration, bring us your fee statement no later than Oct. 22 @ 3:45 p.m. (regular payroll) or Oct. 23 @ 3:45 p.m. (biweekly payroll) in order for your assistantship to continue. There is something wrong with your registration which you will need to rectify with us and with Williamson Hall.

If you in fact are not registered or you withdraw from all classes at any time during the quarter, your assistantship will be ended retroactively effective to the last day of the pay period following the registration deadline. Your department may or may not continue your employment in a nonstudent title. Your health insurance benefits will be affected. **DON'T FORGET TO REGISTER AND STAY REGISTERED!!**

Important Dates

Oct. 9 Last day to register for fall quarter (Twin Cities)

Oct. 19 Regular-payroll PAFs received by noon today in GAO for winter qtr. appointments will be automatically on the registration system. If your regular-payroll PAF was for the entire academic year, you are probably on the automatic tuition benefit list. When winter registration opens, you may call the GAO (626-1310) to verify this.

Handbook

The Handbook for Graduate Assistants, 1991-93 was published a year ago. Fresh copies were sent to your work departments earlier in the summer; make sure you get one if you don't have one already. It contains information for which you are responsible!

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the *entire* quarter. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Fall quarter dates for payroll and tuition benefit purposes are: **September 16, - December 15, 1992 (Twin Cities) and September 1 - November 30, 1992 (Duluth)**. For appointees who register on a semester basis (generally law students), you must work 195 hours between August 16 and December 31 (equal to 25% time for 4 1/2 months). A 25% assistantship gives the appointee in-state tuition rates (if applicable); the percentage worked is doubled to figure out the amount of tuition benefit. At 25%, 50% of the tuition is covered by the University; as the percentage increases, more and more tuition is covered up to a maximum of 100% (50% or more appointment).

Graduate assistants on miscellaneous and biweekly appointments are eligible to receive provisional tuition benefits at the beginning of the quarter. Please see the section following this one.

Also, remember that graduating graduate assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for some or all of that quarter's tuition.

Hourly and Miscellaneous Payroll appointees (especially Extension & Work-Study): Read This!

1) It is especially important for hourly (bi-weekly) appointees to work the minimum 130 hours between Sept. 16 and Dec. 15. If you work **ANY FEWER HOURS**, you lose your **ENTIRE** tuition benefit.

2) Graduate assistants on miscellaneous and biweekly appointments are eligible to receive provisional tuition waivers at the beginning of the

quarter. Please bring the following items to the GAO:

1) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by your work department

2) your appointment document (PAF) clearly indicating the terms of your appointment. In particular, the total number of hours to be worked during the quarter should appear in the comments section of the PAF. If this information is not on the PAF, then

3) you must obtain a letter on letterhead from your work department indicating the total number of hours they anticipate you will work during the quarter.

Bring these forms to the GAO for processing, preferably before you register. If you register before obtaining your tuition waiver form, you will have to go to registration again to have your fee statement corrected to include your tuition benefit. Be aware of your payment due date. The GAO can not waive late payment fees.

3) You may also wait until the end of the quarter to receive your tuition benefit retroactively. Refer to the Handbook for Graduate Assistants, 1991-93, or call the GAO for this information.

4) You are entitled to paid University holidays, just as are those students on regular payroll. Indicate the appropriate number of holiday hours on your time card, along with the word "holiday." See page 12 of the Handbook for more information on how to figure these hours.

5) If you are a teaching assistant in Extension, sick leave and parental leave benefits may be different from what is printed in the Handbook. Please call the GAO for more information.

How to Get Your Tuition Benefit When It's Not on the Registration System

You can find out if your tuition benefit is on the system either by a) registering and seeing if all the tuition that is supposed to be waived is in fact waived or b) calling us and asking whether you are on the tuition waiver list. If your tuition benefit is not on the system or is incorrect (this happens to about half of all graduate assistants fall quarter), visit your department and obtain a copy of your payroll document (PAF). Also have them fill out a Tuition Benefit Information Form (a.k.a. tuition waiver form). **The GAO will not initiate the tuition waiver form. These forms**

must come from your work department! Bring these two forms to the GAO in 416 Johnston Hall. Then you can go to Registration to obtain a corrected fee statement. **Note:** If you have an Extension, Work Study, or other hourly appointment, your tuition benefit will *never* automatically be on the system. See the section prior to this one for procedures.

If you are taking extension courses, you must always follow this procedure (see "Graduate assistants taking Extension courses," below). If you are taking both day and Extension courses and your tuition benefit is not already on day registration's system, you will need TWO tuition benefit information forms.

Extended Resident Rate Benefits

If you are a non-resident graduate assistant, you can extend the resident-rate tuition privilege to eligible family members or to yourself, if you take classes after your assistantship has ended. For more information, please consult the Tuition Benefits section of your Handbook for Graduate Assistants, 1991-93. In the past, extended benefits have not been necessary for Extension classes. Beginning this fall quarter, Extension will charge different rates for residents and non-residents. To receive the extended benefit for Extension classes, you or the eligible family member needs to come to the GAO to pick up a slip.

Withholding Paychecks

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

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Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. If you have any questions concerning terminations, please call the GAO.

Graduate Assistants Taking Extension Courses

If you register only through Continuing Education and Extension (CEE), you are *not* registered in the Graduate School. Not until a course taken through CEE is successfully transferred onto your Graduate School degree program does that CEE class meet the registration requirement that you be registered through the Graduate School any quarter in which you hold an assistantship. Note that most degree programs limit the amount of coursework that can be transferred onto a program. Check with your department to find out what the allowance is for your program.

If you do not register in day school during a particular quarter, and until the CEE course is transferred, you will have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive an unofficial transcript.

Only 5000- and 8000-level courses are generally transferrable onto the graduate program; *the tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are listed on the student's official degree program form.* (Non-credit courses and lower division courses, even those that can be interpreted as prerequisites to one's graduate program, do not qualify for the tuition benefit.) Also, for a CEE 5000- or 8000-level course to be transferrable onto the Graduate School transcript, the course must have been registered for at the Graduate School tuition rate and taught by faculty members authorized by the Graduate School. Make sure that you check the box for graduate credit shown on the CEE registration form.

To get a tuition waiver for Extension classes, follow the procedures indicated in "How to get your tuition benefit when it's not on the system," earlier in the *Grapevine*. If you are taking both day and Extension classes and if your waiver is not already on day registration, get TWO tuition benefit information forms.

Some policy and procedural changes for Extension Classes, 1992-1993:

•Non-resident students now pay non-resident rates when taking Extension classes. If you are on an assistantship, the assistantship will reduce your tuition to in-state rates, just as it does for day school. (See "Tuition Benefit Reminders" earlier in the *Grapevine* for qualifications.) However, anyone wishing to

receive the *extended resident rate* benefit must come to 416 Johnston to get a slip to take to Extension registration.

•If you take a course for graduate credit, you will be charged the graduate rate--whether you intend to put the course on your Graduate School degree program or not.

•Registrations are no longer accepted on the St. Paul Campus; instead, go to 101 Wesbrook Hall (Mpls-East Bank), the MacPhail Center (downtown Mpls.), or the CEE registration booth in the Norwest Center, skyway level (downtown St. Paul).

Graduate Assistant Health Insurance

University-subsidized health insurance through Group Health, Inc. is available to the following graduate and professional school students:

- graduate assistants with appointments of 25% or more (during the summer only, 12.5% or more) in class titles 9511 (Teaching Assistant), 9521 (Research Assistant), or 9531 (Administrative Fellow),
- appointees in class titles 9561 (Graduate School Fellow), 9562 (Graduate School Trainee), 9564 (Professional School Fellow), or 9565 (Professional School Trainee) who receive a stipend during the academic year (fall, wtr, & spr) at minimum equal to a 9-month 50% grad. assistant appt. (\$8,271 for '92-'93) AND whose college or department agrees to pay the FULL insurance premium during the academic year.

For graduate assistants, the University pays a portion of the insurance premium equal to twice the appointment percentage (e.g., a 25% appointment receives a 50% subsidy). Eligible fellows and trainees receive 100% subsidies, but during the academic year only. For those in hybrid situations (say, a 25% assistantship and a 25% fellowship), call the number at the end of this section.

To receive this coverage, eligible students must apply during the first quarter of your appointment and by the enrollment deadline.

IMPORTANT EXCEPTION: *If you were on the plan this past summer as a result of summer or previous-year assistantships, you do NOT need to re-enroll.* Once enrolled in the Plan, you remain a member until you lose your eligibility (e.g., your appointment drops below 25%, your appointment ends, or your fellowship/traineeship drops below the minimum

required dollar value). Upon loss of eligibility you *must* cancel your participation in the group plan by completing a cancellation form; you will be billed for the full premium until you do so. When you cancel you can elect to continue coverage for a period of time at your own expense.

Coverage for dependents of eligible students is available through a separate Group Health plan offering benefits similar to and the same clinic locations as the graduate assistant plan. The cost of dependent coverage is borne entirely by the student and is not subsidized by the University. For information on dependent coverage, contact the Graduate Assistant Insurance Office at 411 Johnston (625-4346).

Other health insurance highlights:

- Graduate assistants with provisional hourly appointments who work less than the estimated hours will be billed for an additional portion of the premium. Those who exceed their estimated hours will have their accounts credited.

- Graduate assistants enrolled in the plan and assessed student services fees (6 or more credits) are eligible for a \$21 refund fee IF they select and maintain Boynton Health Service or the University Family Practice Clinic as your primary care clinic for that quarter. Refunds to student accounts will be made the FOLLOWING quarter. If you are currently on the plan, are assigned to a different primary clinic, and would like to transfer for winter quarter, 1993 (deadline for fall quarter has already passed), contact Group Health member services.

- Plan members who register for fewer than six credits no longer need to pay the Student Service Fee to keep their insurance.

- Boynton is now a primary care clinic for the Graduate Assistant Health Care Plan. If you are interested in selecting Boynton as your primary care clinic, please call the Graduate Assistant Insurance Office.

- If you have become ineligible, have continued coverage at your own expense, and again become eligible for the Plan, you must contact the Grad Assistant Insurance Office, 625-4346, and request a reinstatement. Otherwise, you remain responsible for the full insurance premium and will continue to be billed.

- Graduate Assistants on the State Health Plan may apply for the Graduate Assistant Health Plan, but only when your appointment level drops, either from 50-74% to less than 50%, or from 75-100% to less than 75%. You must apply within 30 days of the date your appointment level drops, and must be otherwise

eligible. **Graduate assistants leaving the State Plan will not be accepted back on that plan for any reason.**

For more information, please contact the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346.

TA Development

The TA Development Program offers several services for TAs and departments, free of charge. Call 627-4330 to be put on their mailing list.

- *TA Consultations* (confidential): 627-4328 or 627-4329.

- *TA Resource Collection*, 4 Walter Lib: 624-0283 (for Reserve Room hours)

- *Workshops* (Fall-Spring): 627-4330

Fall qtr. events: **Pizza with Profs** - Nov. 5, 12:15 - 1:15 pm. Eat pizza free & hear top profs discuss balancing research, teaching, and home life (registration required--Call Roberta at 627-4330). Fall quarter workshops are:

Creating Channels for Communication in the Classroom: Giving and Receiving

Feedback - Oct. 15, 1-3 pm., 60 Ford Hall;

Personalized Contact with Your Students Using E-Mail (a hands-on workshop with computers)- either Oct. 20, 1:30-4:30 pm or Oct.

23, 1:30-4:30 pm, 5 Nicholson Hall;

Considering a Career as a Faculty

Member - Oct. 28, 1-3 pm, 327 Coffman

Union; and **Meeting Challenging**

Student/Teacher Situations - Nov. 4, 10:10

am-12:05 pm, 306 Coffman Union. Watch for an advertising flyer in your campus mail box!

Call Roberta at 627-4330 for more information or to sign up for pizza or a workshop.

Preregistration is requested for workshops and REQUIRED for Pizza with Profs.

Electronic Mail Is Coming!

Beginning fall quarter, Computer and Information Services is pleased to announce that every faculty member, staff member, and student registered in a degree program will be provided with a free Electronic Mail account. E-mail can improve communication between faculty and students, facilitate research through access to scholars and libraries worldwide, and assist the University in saving money and paper resources. For the teaching assistant, implications include 24-hour-a-day office hours where students and TAs can exchange information at the convenience of each, as well as two other exciting developments: 1) being able to send the answer to a particular question out to one's whole class

and 2) an "electronic class supplement," an 'electronic bulletin board' for posting supplementary class materials such as syllabi, homework assignments, etc. For more information, call the E-Mail Help Line at 626-7676 or attend a special workshop either Oct. 20 or 23 (see "TA Development " above).

Graduate School

In July, the Board of Regents discontinued the reduced rate for **doctoral** thesis credits taken beyond the 36-credit requirement. This change is effective Fall, 1992. See the Graduate Student Services office (316 Johnston) for more information or call 625-3490.

A variety of other changes occurred during the 1991-92 academic year. Among them are changes in academic residency requirements, the disallowance of taking **doctoral** thesis credits prior to passing the preliminary oral exam, and elimination of student status registration. Please see your adviser, your departmental Director of Graduate Studies (DGS), or the Graduate School for more information.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official governing body of graduate students on the Twin Cities campus. COGS strives to improve graduate students' experiences by informing them of University and national, state, and local policies, as well as working to improve those policies. Graduate student health insurance, child care, and registration requirements for loan deferments are some of the critical issues addressed by COGS. Graduate students raise new issues through the representative of their degree program and participation in general meetings. The first of these will be Wednesday, October 14, from 3:45

to 5:15 in 320 Coffman Union. COGS also recruits student representatives for a variety of university-wide governance committees. For more information, please call Florence Littman at the COGS office at 409 Johnston Hall (626-1612).

Grad School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters, preferably with 24 graded credits completed. Selection is based primarily on academic merit with some consideration given for financial need. Students who hold assistantships already get tuition benefits at twice the percentage of their appointments. Because of this, only applications with appointments of less than 50% will be considered. Preference will be given to students not already holding assistantships.

Deadlines: Nov. 16 1992 for winter qtr., Jan. 22, 1993 for spring qtr.

Special Grants for Doctoral Dissertation:

Up to \$1500 for dissertation research expenses for students who have passed both written and oral prelims by the end of fall qtr.

Deadline: Dec. 4, 1992.

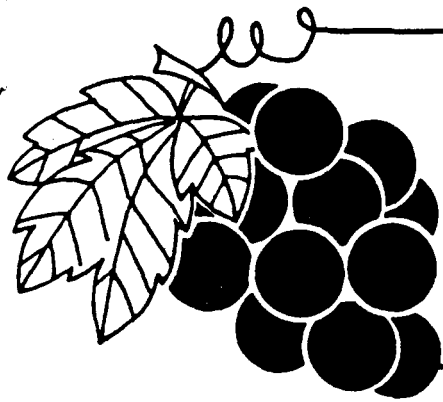
Luce Scholars Program: Provides 1-year internships in Asia to 15 persons nationally. Persons from all fields except Asian affairs may apply. Applicants must be under 30 when program begins.

Deadline: Nov. 2, 1992.

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Charles Boudreaux.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, disability, age, veteran status, sexual orientation, creed, marital status, or public assistance status.

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A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

**READ THIS DOCUMENT NOW AND EVERY QUARTER.
YOU ARE RESPONSIBLE FOR THIS INFORMATION!**

Volume XV Number 2
Winter 1993

Let's welcome in the New Year by reading this newsletter carefully, as it contains the most current information regarding many aspects of your assistantship. Our office, the Graduate Assistant Office (GAO), is located in 416 Johnston Hall. While we are not part of the Graduate School, we work closely together. The GAO is part of Academic Affairs which, among other things, deals with academic employees at the U like you. Our phone number is 626-1310.

Our office handles many aspects of your appointment as a graduate assistant. As part of our responsibilities we authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from the Graduate School, check to see that your pay rate is within the range set by the Board of Regents, and verify that you have registered each quarter. We also write and distribute various publications for you and/or your department.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, please call or visit our office to obtain information. We also have information regarding grievance procedures if you are considering filing one. In most cases, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

GAO staff members are here to help students from 8:30 a.m. to 4:00 p.m. M-F. We are: Charles Boudreaux, Assistant Coordinator; C.J. Madsen, Payroll Document Analyst; Myron Guthrie; and Christine Bettenhausen, Office Assistant. We apologize for our continued short-

staffing and are looking for solutions to this problem.

Handbook

If you haven't already done so, pick up a copy of the Handbook for Graduate Assistants, 1991-93 from your department. It contains information for which you are responsible!

IMPORTANT: REGISTER!!!

If you hold an assistantship for ANY amount of time during winter, 1993, you **must** register for at least one credit in A-F or S-N option or, if eligible, a thesis credit. Audit ('V') registration *by itself* is *not* sufficient to hold an assistantship, though you may take audit credits in addition to at least one A-F, S-N, or thesis credit. If you work even one hour on an assistantship, you **must** be registered--a change which occurred July 1, 1992.

The registration deadline for winter quarter is **JANUARY 15** for the Twin Cities and was **DECEMBER 11** for Duluth. Failure to have registered adequately by the end of these dates results in FICA (Social Security and Medicare) being withheld *automatically* from graduate assistants' paychecks and the assistantship being **ENDED**.

If you are not registered (or appear not to be not registered), you will receive a notice from your payroll officer that you are not registered. **If you appear on this list and you hold valid Day School or Extension registration, you must bring us your fee statement no later than February 5 @ 3:45 p.m. (regular payroll) or January 29 @ 3:45 p.m. (biweekly payroll) in order for your assistantship to continue. (If Biweekly Payroll does not run its list until February 7, the deadline will be extended to February 12.)**

If you in fact are not registered or you withdraw from all classes at any

time during the quarter, your assistantship will be ENDED. Your department may or may not continue your employment in a nonstudent title. Your health insurance benefits will be affected. **DON'T FORGET TO REGISTER AND STAY REGISTERED!!**

Tuition Benefit Reminders

To receive tuition and health benefits, your appointment(s) must total at least 25% for the *entire* quarter or the pro-rated equivalent. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Winter quarter dates for payroll and tuition benefit purposes are: **Dec. 16 - Mar. 15, 1993 (Twin Cities)** and **Dec. 1-Feb. 28, 1993 (Duluth)**. For appointees who register on a semester basis (generally law students), you must work 195 hours between January 1 and May 15 (equal to 25% time for 4 1/2 months). A 25% assistantship gives the appointee in-state tuition rates (if applicable); the percentage worked is doubled to figure out the amount of tuition benefit. A 25% appointment provides a 50% tuition benefit; a 50% or more appointment gives a 100% tuition benefit.

If your tuition benefit does not automatically appear on your fee statement and you are on regular payroll, follow the procedures outlined below for hourly and misc. appointees, section 2 (provisional waivers).

Also, remember that graduating graduate assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for some or all of that quarter's tuition.

Hourly and Miscellaneous Payroll appointees (especially Extension & Work-Study):

- 1) You must work the minimum 130 hours between Dec. 16 and Mar. 15. If you work **ANY FEWER HOURS**, you lose your **ENTIRE** tuition benefit.
- 2) Graduate assistants on miscellaneous and biweekly appointments are eligible to receive provisional tuition waivers at the beginning of the quarter. Please bring the following items to the GAO:

a) the Tuition Benefit Information Form (a.k.a. tuition waiver form) completed by your work department and

b) your appointment document (PAF) indicating the total number of hours to be worked during the *quarter*. Number of hours to be worked per *week* is *not* sufficient. If this information is not on the PAF, then

c) you must obtain a letter on letterhead from your work department indicating the total number of hours they anticipate you will work during the quarter.

d) If you are taking both day and extension courses, remember that you will need TWO tuition benefit information forms.

Bring all of these forms to the GAO for authorization. **Also, be aware of your payment due date. The GAO can not waive late payment fees.**

3) You may also wait until the end of the quarter to receive your tuition benefit retroactively.

4) You are entitled to paid University holidays, just as are those students on regular payroll.

5) If you are a teaching assistant in Extension, sick leave and parental leave benefits may be different from what is printed in the Handbook. Please call or visit the GAO for more information.

Gas Taking Extension Courses

If you register only through Continuing Education and Extension (CEE), you are *not* registered in the Graduate School. A CEE class must be successfully transferred to your graduate degree program before meeting the registration requirement of the Graduate School in any quarter that you are registered.

If you do not register in day school during a particular quarter, and until the CEE course is transferred, you will have an "ON" hold on your record. You must come to the GAO to get a temporary override of the hold to register or receive an unofficial transcript.

The tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are a) taken A-F or S-N and b) transferred to the student's official Graduate School degree program form. Make sure that you check the box for graduate credit shown on the CEE registration form.

Extended Resident Rate Benefits

If you are a non-resident graduate assistant, you can extend the resident-rate tuition

privilege to eligible family members or to yourself, if you take classes after your assistantship has ended. For more information, please consult the Tuition Benefits section of your Handbook for Graduate Assistants, 1991-93.

Withholding Paychecks and Termination - Your Rights

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. If you have any questions concerning terminations, please call or stop by the GAO.

If You Also Receive the Regents Scholarship or Academic Employee Waivers (NOTE: IF THE TUITION BENEFIT YOU RECEIVE IS SOLELY DUE TO YOUR HAVING AN ASSISTANTSHIP, THIS SECTION DOES NOT APPLY TO YOU.):

President Bush's recent veto of the Education Assistance Act may make the portion of tuition benefit paid through the Regents Scholarship and Academic Employee programs taxable. The University will hold off on collecting this additional tax for winter quarter, 1993, in order to see whether the new national administration will pass this Act. If not, taxes would be collected beginning spring quarter, 1993, though it's not clear whether these taxes would be retroactive to winter quarter, 1993. Watch this space in the spring *Grapevine* for an update.

Graduate Assistant Health Insurance

University-subsidized health insurance through Group Health, Inc. is available to the

following graduate and professional school students:

- graduate assistants with appointments of 25% or more (during the summer only, 12.5% or more) in class titles 9511 (Teaching Assistant), 9521 (Research Assistant), or 9531 (Administrative Fellow),
- appointees in class titles 9561 (Graduate School Fellow), 9562 (Graduate School Trainee), 9564 (Professional School Fellow), or 9565 (Professional School Trainee) who receive a stipend during the academic year (fall, wtr, & spr) at minimum equal to a 9-month 50% grad. assistant appt. (\$8,271 for '92-'93) AND whose college or department agrees to pay the FULL insurance premium during the academic year.

For graduate assistants, the University pays a portion of the insurance premium equal to twice the appointment percentage (e.g., a 25% appointment receives a 50% subsidy). Eligible fellows and trainees receive 100% subsidies, but during the academic year only. For those in hybrid situations (say, a 25% assistantship and a 25% fellowship), call the number at the end of this section.

To receive this coverage, eligible students must apply during the first quarter of your appointment and by the enrollment deadline UNLESS you are already enrolled in the plan. If you are already enrolled, do not re-apply. Once enrolled in the Plan, you remain a member until you lose your eligibility (e.g., your appointment drops below 25%, your appointment ends, or your fellowship/traineeship drops below the minimum required dollar value). Upon loss of eligibility you *must* cancel your participation in the group plan by completing a cancellation form; you will be billed for the full premium until you do so. When you cancel you can elect to continue coverage for a period of time at your own expense.

Coverage for dependents of eligible students is available through a separate Group Health plan offering benefits similar to and the same clinic locations as the graduate assistant plan. The cost of dependent coverage is borne entirely by the student and is not subsidized by the University. For information on dependent coverage, contact the Graduate Assistant Insurance Office at 411 Johnston (625-4346).

Other health insurance highlights:

• Graduate assistants with provisional hourly appointments who work less than the estimated hours will be billed for an additional

portion of the premium. Those who exceed their estimated hours will have their accounts credited.

- Graduate assistants enrolled in the plan and assessed student services fees (6 or more credits) are eligible for a \$21 refund IF they select and maintain Boynton Health Service or the University Family Practice Clinic as their primary care clinic for that quarter. Refunds to student accounts will be made the FOLLOWING quarter.

- Plan members who register for fewer than six credits no longer need to pay the Student Service Fee to keep their insurance.

- Boynton is now a primary care clinic for the Graduate Assistant Health Care Plan. If you are interested in selecting Boynton as your primary care clinic, please call the Group Health Member Services, 625-1919.

- If you have become ineligible, have continued coverage at your own expense, and again become eligible for the Plan, you must contact the Grad Assistant Insurance Office, 625-4346, and request a reinstatement. Otherwise, you remain responsible for the full insurance premium and will continue to be billed.

- Graduate Assistants on the State Health Plan may apply for the Graduate Assistant Health Plan, but only when your appointment level drops, either from 50-74% to less than 50%, or from 75-100% to less than 75%. You must apply within 30 days of the date your appointment level drops, and must be otherwise eligible. **Graduate assistants leaving the State Plan will not be accepted back on that plan for any reason.**

If you have a Fellowship or Traineeship: The Income Tax Status of Health Care Premiums Paid as Non-Service Benefits Is Changing! (NOTE: IF THE GRAD. ASS'T. HEALTH INSURANCE YOU RECEIVE IS SOLELY DUE TO YOUR HAVING AN ASSISTANTSHIP, THIS SECTION DOES NOT APPLY TO YOU.)

The University has recently been advised that there are income tax consequences to fellows and trainees covered by the graduate assistant health care plan when part or all of the premiums for the coverage are paid by their appointing department as a non-service benefit. The value of the graduate assistant health care plan is non-taxable to the extent that the University provides it through a central account to graduate *assistants* as an employment-related benefit. However, when a department pays for health care coverage for *non-employee fellows and trainees*, or pays the portion of the coverage *not* paid by the

University's assistantship benefit, the department's payment is considered to be *income* to the fellow or trainee for federal and state income tax purposes.

Therefore, effective January 1, 1993, the Graduate Assistant Insurance Office will report to Payroll the amount of the premium that your department is paying for your health care coverage. This amount will be considered for tax purposes as a supplement to the stipend you receive. Therefore as with your stipend, federal and state income taxes will be withheld from your paychecks on the amount of this non-service benefit, and the amount will be reported on the form W-2 that you receive at the end of 1993. Withholding on the amount of the taxable health care premiums will be applied to the paychecks you receive during each academic quarter for which you are being covered under the graduate assistant health care plan.

If you have questions regarding this taxation, please contact Karen Klein, 624-2837.

For more information regarding your health insurance coverage, please contact the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346.

TA Development

The TA Development Program offers several services for TAs and departments, free of charge. Call 627-4040 to be put on their mailing list. (*Please note that our new information number is 627-4040--this is different from the one you received this past fall.*)

- *TA Consultations* (confidential): 627-4328 or 627-4329.

- *TA Resource Collection*, 4 Walter Lib for written materials (call 624-0283 for Reserve Room hours) and 15 Walter Lib for teaching-oriented videotapes (call 624-1584 for L.R.C. hours). For an annotated bibliography of materials, call 627-4040.

- *Workshops* (Fall-Spring): 627-4040

Winter qtr. events: **Pizza with Profs** - Feb. 10, 12:15 - 1:15 pm. Eat free pizza & hear top profs discuss diversity enhancement here at the U of M (registration required--Call 627-4040). Winter quarter workshops are: **Inclusive Education: Strategies to Increase Participation & Learning** - Jan. 27, 1:25-3:20 pm., 60 Ford Hall; **Enhancing Lectures through Motivation & Cognition Strategies** - Feb. 12, 10:10 am-12:05 pm, 70 Ford Hall; **Personalized Contact with Your Students Using E-Mail** (a hands-on workshop with computers)-

Mar. 3, 1:30-4:30 pm, 5 Nicholson Hall; and **Discovering Your Job Preferences in Academia** - Feb. 23 AND Mar. 2, 12:15-1:15 pm, 306 Coffman (please attend both sessions). Call Maureen at 627-4040 for more information or to sign up for pizza or a workshop. *Preregistration is requested for workshops and REQUIRED for Pizza with Profs.*

Graduate School

In July, the Board of Regents discontinued the reduced rate for **doctoral** thesis credits taken beyond the 36-credit requirement. This change took effect Fall Quarter, 1992. See the Graduate Student Services office (316 Johnston) for more information or call 625-3490.

A variety of other changes occurred during the 1991-92 academic year. Among them are changes in academic residency requirements, the disallowance of taking **doctoral** thesis credits prior to passing the preliminary oral exam, and elimination of student status registration. Please see your adviser, your departmental Director of Graduate Studies (DGS), or the Graduate School for more information.

If you would like to attend the Graduate School Spring Commencement Ceremony at 1 p.m. on Friday, May 14, 1993, pay your \$25 diploma fee and turn in your commencement attendance form by April 1, 1993. If you have any questions, contact 316 Johnston Hall at 625-4019 (masters students) or 625-5833 (doctoral students).

Council of Graduate Students

The Council of Graduate Students (COGS) is the official governing body of graduate students. We strive to improve graduate students' experiences by informing them of University and national, state, and local policies, and by working to improve these policies. COGS committees are working on the following issues: Affordability of Graduate Education, Health Insurance, Employment of Graduate Students, Diversity of Graduate Student Population, Legislative Affairs, and Database Information. Committee membership is open to any graduate student at the university of Minnesota. The COGS General Assembly meets twice a quarter. The next General Assembly

meeting will be Wednesday, January 20, from 3:00 to 4:30 p.m. in 320 Coffman Union. For more information, please call Florence Littman at the COGS office, 409 Johnston Hall (626-1612).

Graduate School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial and full waivers of tuition for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of M Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need. *Deadline: Jan. 22, 1993 for spring quarter.*

Endowed Fellowships:

Approximately 25 fellowships with varying eligibility requirements and stipends. Applicants must be enrolled in the U of M Graduate School at the time of application and continue registration each quarter of the 1993-94 academic year. *Deadline: March 5, 1993.*

Doctoral Dissertation Fellowship:

\$11,200 stipend for the 1993-94 year to help assure timely completion of the degree by enabling recipients to devote full-time attention to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by the May 7 deadline and have completed all program coursework by the end of spring quarter, 1993. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs. *Nomination deadline: May 7, 1993.*

Special Grants for Doctoral Dissertations:

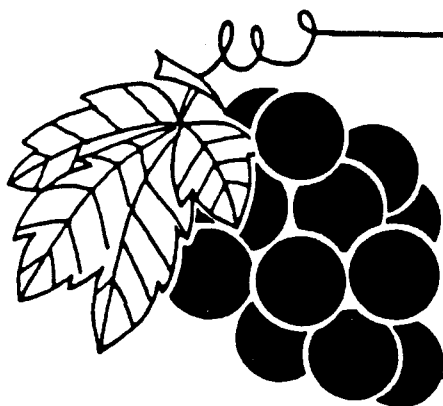
Up to \$1,500 for dissertation research expenses for students who have passed both written and oral prelims. *Deadline: May 14, 1993.*

Women's Club of Minneapolis Fellowship:

Available to a graduate student with high scholarship and leadership qualifications. Must be a U.S. citizen. Special consideration will be given to students who are planning to remain in the metropolitan area. Stipend: \$2,200. *Deadline: February 26, 1993.*

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Charles Boudreaux and Myron Guthrie.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, disability, age, veteran status, sexual orientation, creed, marital status, or public assistance status.



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A NEWSLETTER FOR
GRADUATE ASSISTANTS

THE GRAPEVINE

**NEW, BETTER REGISTRATION PROCEDURES!
HELPFUL SUMMER INFORMATION!
REMEMBER: YOU ARE RESPONSIBLE FOR THIS INFO!**

Volume XV Number 3
Spring, 1993

We know it's spring and that warm weather makes people forget about mundane tasks like work, studying, etc. Nonetheless, please read this newsletter carefully. Not only does it contain the most current information regarding many aspects of your assistantship, it also gives you what summer information we have in hand as we go to press. [The Grapevine is not published during the summer.] If you haven't already done so, you should also pick up a copy of the Handbook for Graduate Assistants, 1991-93 from your department--you are responsible for the information it contains.

Our office, the Graduate Assistant Office (GAO), is located in 416 Johnston Hall. While we are *not* part of the Graduate School, we work closely together. The GAO is part of Human Resources, which deals with most employment at the U. Our phone number is 626-1310; remember to leave us detailed messages when you call. GAO staff members are here to help students from 8:30 a.m. to 4:00 p.m. M-F. We are: Charles Boudreaux, Assistant Coordinator; Shirley Flowers and C.J. Madsen, Senior Personnel Document Analysts; and Christine Bettenhausen, Office Assistant. We apologize for our continued short-staffing. For more information on what the GAO does, please see below.

IMPORTANT: REGISTER THIS SPRING!!!

If you hold an assistantship for ANY amount of time during spring, 1993, you **must** register for at least one credit in A-F or S-N option or, if eligible, a thesis credit. Audit ('V') registration *by itself* is *not* sufficient to hold an assistantship, though you may take audit credits in addition to at least one A-F, S-N, or thesis

credit. Be aware that *other* University offices (International Education, Financial Aid, etc.) often require you to register for *more* than one credit. If you work even one hour on an assistantship, you *must* be registered. *Special note: you do NOT have to register during summer 1993 unless you were not registered during spring. See the special section on summer, below.*

The registration deadline for spring quarter is **APRIL 9** for the Twin Cities and was **MARCH 19** for Duluth. Failure to have registered adequately by the end of these dates results in FICA (Social Security and Medicare) being withheld *automatically* from graduate assistants' paychecks and the assistantship being **ENDED**.

If you are not registered (or appear not to be not registered), you will receive a notice from your payroll officer that you are not registered. **If you appear on this list and you hold valid Day School or Extension registration, you must bring us your fee statement no later than May 7 @ 3:45 p.m. in order for your assistantship to continue.**

If you in fact are not registered or you withdraw from all classes at any time during the quarter, your assistantship will be **ENDED**. Your department may or may not continue your employment in a nonstudent title. Your health insurance benefits will be affected. **DON'T FORGET TO REGISTER AND STAY REGISTERED!!**

Tuition Benefit Program--NEW PROCEDURES!

Many of you have experienced having to hand-carry a tuition benefit information form and a Personnel Action Form (PAF) to our office.

The GAO can now enter the tuition benefit directly into the Day School computer when your PAF comes through our office for processing. *In most cases, your Day School tuition benefit will accurately appear when you go to register!* (Extension still requires paper forms; see Extension Courses section below.)

It is very important that you check your fee statement(s) carefully. If you do *not* see your tuition benefit on your fee statement, it is probably because: 1) you have more than one appointment, 2) you have an hourly appointment for which we did not know the number of hours you were planning to work, or 3) your PAF was prepared *so* recently that we do not have it yet.

You have two options to handle this problem. First, you could wait a week or so and go back to Registration and ask them for a "credit fee statement" and see whether the benefit has appeared since your last fee statement. (The computer does not automatically download your benefit to Student Accounts Receivable; you need to prompt Registration to run a fee statement with the proper credit.) Second, you may still hand-carry a PAF to our office (no need for the tuition benefit information form UNLESS you are registering in Extension) and we can adjust your benefit. You can then get a credit fee statement from Registration. **Be aware of your payment due date. The GAO can not waive late payment fees.** If your bill is not correct by mid-April, it is prudent to check with the GAO to track down the problem.

GENERAL TUITION BENEFIT INFO:

To receive tuition and health benefits this spring, your appointment(s) must total at least 25% for the *entire* quarter or the pro-rated equivalent. A 25% appointment is equal to 130 hours per quarter for hourly appointments. Spring quarter dates for payroll and tuition benefit purposes are: **Mar. 16 - June 15, 1993 (Twin Cities) and Mar. 1-May 31, 1993 (Duluth).** For appointees who register on a semester basis (generally law students), you must work 195 hours between January 1 and May 15 (equal to 25% time for 4 1/2 months). A 25% assistantship gives the appointee in-state tuition rates (if applicable); the percentage worked is doubled to figure out the amount of tuition benefit. A 25% appointment provides a 50% tuition benefit; a 50% or more appointment gives a 100% tuition benefit.

Also, remember that graduating graduate assistants are eligible to complete the remaining part of their appointment within the quarter that they graduate.

Warning!! If your appointment ends for any reason before it is completed, you may be billed for some or all of that quarter's tuition.

Hourly and Miscellaneous Payroll Appointees:

- 1) You must work the minimum 130 hours between Mar. 16 and June 15. If you work **ANY FEWER HOURS**, you lose your **ENTIRE** tuition benefit.
- 2) You are entitled to paid University holidays, as are students on regular payroll.
- 3) If you are a teaching assistant in Extension, sick leave and parental leave benefits may be different from what is printed in the Handbook. Please call or visit the GAO for more information.

GAs Taking Extension Courses

If you register only through Continuing Education and Extension (CEE), you are *not* registered in the Graduate School. A CEE class must be successfully transferred to your graduate degree program before meeting the Graduate School's registration requirement.

If you do not register in day school during a particular quarter, and until the CEE course is transferred, you will have an "ON" hold on your record. You must come to the GAO to get temporary overrides of the hold to register or receive unofficial transcripts.

The tuition benefit based on holding a graduate assistantship is only applicable to 5000- and 8000-level CEE courses that are a) taken A-F or S-N and b) transferred to the student's official Graduate School degree program form. Make sure that you check the box for graduate credit shown on the CEE registration form.

Because Extension is not tied in to Day School's registration system, you get your Extension tuition benefit by bringing to the GAO the Tuition Benefit Information Form (available from and filled out by your work department) and your appointment document (PAF). If part or all of your work is hourly, you will need the total number of hours to be worked during the *quarter* either written on the PAF or in a signed letter on departmental letterhead.

Everything We Know About Summer

Most of our summer information is sketchy as we go to press. Here is what we know at this time:

1) Though we do not know exactly what the tuition benefits will be, we expect them to be similar to last summer's. Last year (generally speaking), a 25% TA for one summer session received a 50% benefit for one summer session. An hourly TA, as well as all RAs and Administrative Fellows, had to work 65 hours to begin receiving benefits (a 50% benefit in one summer session). As one's work time increased, one could receive higher tuition benefits within a single summer session, divide the benefits between two sessions, or receive benefits for special-term courses (such as a 10-week intensive language course).

2) In order to maximize your summer benefit, we need to know what you intend to take in the summer. Rather than have all students come to our office, we are developing a form that will allow you to indicate what you plan to take, send the form to us, and have the appropriate tuition benefit loaded into Day School registration by the time you register. The benefit we assign can be altered if your registration changes from what you initially specify on the form; make sure to come to the GAO if your registration changes.

3) Non-resident students will need to hold a graduate assistantship or use extended benefits to be assessed resident rate tuition.

4) We will send a memo to your department concerning how summer benefits will be administered as soon as we finalize benefit amounts and procedures. *Watch for it!*

Extended Resident Rate Benefits

If you are a non-resident graduate assistant, you can extend the resident-rate tuition privilege to eligible family members or to yourself, if you take classes after your assistantship has ended. For more information, please consult the Tuition Benefits section of your Handbook for Graduate Assistants.

What the GAO Does

Our office handles many aspects of your appointment as a graduate assistant. As part of our responsibilities we post positions, authorize tuition benefits, certify resident rates based on current or previous assistantships or fellowships, make sure your appointments do not total more than 75% without permission from the Graduate School, check to see that your pay rate is within the range set by the Board of Regents, monitor reductions and appointment ends, and verify that you have registered each quarter. We also write and distribute various publications for you and/or your department.

We are often the first contact outside the department whenever problems with your work situation occur. The GAO is committed to making sure both you and your department understand the rights as well as the responsibilities that go along with a graduate assistantship. If you have any questions or believe you are being treated unfairly in your assistantship, please visit our office to obtain information. We also have information regarding grievance procedures if you are considering filing one. In most cases, issues can be resolved informally to the satisfaction of both graduate assistant and departmental personnel.

Withholding Paychecks and Termination - Your Rights

Departments are not allowed to withhold paychecks from you! When wages are due to or earned by the employee, withholding pay is not permissible under Minnesota Statute Section 181.79. To withhold pay from an employee legally, the employee must voluntarily authorize the employer, in writing, to make the deduction, or the employee had to have been held liable for a loss or indebtedness in a court of competent jurisdiction. If a department does not pay you for work you have performed as part of your assistantship, please contact the GAO and we will advise you of your rights.

Graduate assistants may not be summarily terminated from their assistantships. This means that your department cannot simply inform you verbally that you are fired. Substandard performance on your part must be well documented by the department. In addition, lack of funds is not a valid reason for ending assistantships early. If you have any questions concerning terminations, please call or stop by the GAO.

If You ALSO Receive the Regents Scholarship or Academic Employee Tuition Benefit (NOTE: IF THE TUITION BENEFIT YOU RECEIVE IS SOLELY DUE TO YOUR ASSISTANTSHIP, THIS SECTION DOES NOT APPLY TO YOU.):

It is not clear at press time whether the Education Assistance Act will be passed by the new national administration. If this Act is not passed, the portion of your tuition paid through the Regents Scholarship or the Academic Employee Tuition Benefit would become taxable. So far as we are aware, the University will continue to hold off on collecting this additional tax for spring quarter, 1993, just as they held off during winter quarter.

If taxes are, in fact, collected later, it is not clear whether these taxes would be retroactive to winter quarter, 1993.

Grad. Assistant Health Insurance SPECIAL NOTES ON SUMMER:

You may continue to be covered by graduate assistant health insurance, partially or wholly funded by the University, even if you are *NOT* on assistantship this summer. Students 1) enrolled in the plan SPRING quarter who have 2) worked at least an average of 25% during the academic year and 3) were enrolled in the plan during their assistantships receive a University contribution toward the summer premium. The sum of academic-year appointment percentages is divided by 3 to give an academic-year average; the University summer contribution is double this figure. For example, a plan-enrolled student who was 25% fall, 50% winter, and 25% spring has an average appointment of 33% and receives a University contribution of 66%. *If you ARE on a summer assistantship and suspect that your benefit would be more generous if based on this summer assistantship rather than the academic-year average, contact the Graduate Assistant Insurance Office (411 Johnston, 5-4346).*

Graduate and professional school fellows and trainees enrolled in the plan spring quarter remain eligible for the summer, but are responsible for the entire summer premium unless their college or department wishes to pay it for them. Departments wishing to do so must contact the GAIO by the end of spring quarter.

GENERAL ASPECTS OF INSURANCE:

University-subsidized health insurance through Group Health, Inc. is available to the following graduate and professional school students:

- graduate assistants with appointments of 25% or more (during the summer only, 12.5% or more) in class titles 9511 (Teaching Assistant), 9521 (Research Assistant), or 9531 (Administrative Fellow),
- appointees in class titles 9561 (Graduate School Fellow), 9562 (Graduate School Trainee), 9564 (Professional School Fellow), or 9565 (Professional School Trainee) who receive a stipend during the academic year (fall, wtr, & spr) at minimum equal to a 9-month 50% grad. assistant appt. (\$8,271 for '92-'93) AND whose college or department agrees to pay the FULL insurance premium during the academic year.

For graduate assistants, the University pays a portion of the insurance premium equal to

twice the appointment percentage (e.g., a 25% appointment receives a 50% subsidy). Eligible fellows and trainees receive 100% subsidies during the academic year. For those in hybrid situations (say, a 25% assistantship and a 25% fellowship), call the number at the end of this section.

To receive this coverage, eligible students must apply during the first quarter of your appointment and by the enrollment deadline UNLESS you are already enrolled in the plan. If you are already enrolled, do not re-apply. Once enrolled in the Plan, you remain a member until you lose your eligibility (e.g., your appointment drops below 25%, your appointment ends, or your fellowship/traineeship drops below the minimum required dollar value). Upon loss of eligibility you *must* cancel your participation in the group plan by completing a cancellation form; you will be billed for the full premium until you do so. When you cancel you can elect to continue coverage for a period of time at your own expense.

Coverage for dependents of eligible students is available through a separate Group Health plan offering benefits similar to and the same clinic locations as the graduate assistant plan. The cost of dependent coverage is borne entirely by the student and is not subsidized by the University. For information on dependent coverage, contact the Graduate Assistant Insurance Office at 411 Johnston (625-4346).

Other health insurance highlights:

• Graduate assistants enrolled in the plan and assessed student services fees (6 or more credits) are eligible for a \$21 refund IF they select and maintain Boynton Health Service or the University Family Practice Clinic as their primary care clinic for that quarter. Refunds to student accounts will be made the FOLLOWING quarter.

• Boynton is now a primary care clinic for the Graduate Assistant Health Care Plan. If you are interested in selecting Boynton as your primary care clinic, please call the Group Health Member Services, 625-1919.

• If you have become ineligible, have continued coverage at your own expense, and again become eligible for the Plan, you must contact the Grad Assistant Insurance Office, 625-4346, and request a reinstatement. Otherwise, you remain responsible for the full insurance premium and will continue to be billed.

• Graduate Assistants on the State Health Plan may apply for the Graduate Assistant Health Plan, but only when your appointment level

drops, either from 50-74% to less than 50%, or from 75-100% to less than 75%. You must apply within 30 days of the date your appointment level drops, and must be otherwise eligible. **Graduate assistants leaving the State Plan will not be accepted back on that plan for any reason.**

For more information regarding your health insurance coverage, please contact the Graduate Assistant Insurance Office, 411 Johnston Hall, 625-4346.

If you have a Fellowship or Traineeship: The Income Tax Status of Health Care Premiums Paid as Non-Service Benefits Has Changed! (NOTE: IF THE GRAD. ASS'T. HEALTH INSURANCE YOU RECEIVE IS SOLELY DUE TO YOUR HAVING AN ASSISTANTSHIP, THIS SECTION DOES NOT APPLY TO YOU.)

The University has recently been advised that there are income tax consequences to fellows and trainees covered by the graduate assistant health care plan when part or all of the premiums for the coverage are paid by their appointing department as a non-service benefit. When a department pays for health care coverage for *non-employee fellows and trainees*, or pays the portion of the coverage *not* paid by the University's assistantship benefit, the department's payment is considered to be *income* to the fellow or trainee for federal and state income tax purposes.

Therefore, effective January 1, 1993, the Graduate Assistant Insurance Office will report to Payroll the amount of the premium that your department is paying for your health care coverage. This amount will be considered for tax purposes as a supplement to the stipend you receive. Therefore as with your stipend, federal and state income taxes will be withheld from your paychecks on the amount of this non-service benefit, and the amount will be reported on the form W-2 that you receive at the end of 1993. Withholding on the amount of the taxable health care premiums will be applied to the paychecks you receive during each academic quarter for which you are being covered under the graduate assistant health care plan. If you are paid on a BA-25, the GAIO reports the insurance your department has paid for inclusion on the Form 1099's that Payroll issues.

If you have questions regarding this taxation, please contact Karen Klein, 624-2837.

Student Ombuds Service (SOS)

Ombuds services are available to all graduate and professional students. These students comprise approximately 20% of all visitors to the Ombuds office. Located in 102 Johnston Hall (626-0891), SOS staff provide free, *confidential* assistance to anyone with a campus-based problem or concern. Typical complaints include grading/instructional issues, registration, financial aid, and admissions problems. SOS works closely with the GAO, the Graduate School, Admissions, and other offices.

After a student seeks Ombuds help, SOS reviews any relevant university policies or procedures and provides a list of resources and options. The student then decides what step to take next. The Ombuds staff can also, with the student's permission, contact the respondent directly and/or conduct informal mediation.

TA Development

The TA Development Program offers several services for TAs and departments, free of charge. Call Maureen at 627-4040 to be put on their mailing list.

- *TA Consultations* (confidential): 627-4329 (Michele) or 627-4328 (Connie).

- *TA Resource Collection*, 4 Walter Lib for written materials (call 624-0283 for Reserve Room hours) and 220 U Technology Center in Dinkytown for teaching-oriented videotapes (call 627-4329 for video borrowing information). For an annotated bibliography of materials, call 627-4329.

- *Workshops* (Fall-Spring): call 627-4040 to register.

Spring qtr. events:

- **Pizza at the Movies** - May 3, 12:15 - 1:15 pm. Eat free pizza, watch a brief video, & join top educators in a discussion of how student preconceptions interfere with the acquisition of new knowledge (registration required--Call 627-4040).

- **Booting Yourself Up to the Computer Age: A Symposium on Integrating Teaching with Technology** - A special half-day event offered to both TAs and faculty to introduce you to methods of enhancing teaching with technology, May 14, 8 am-noon, Mississippi Room, 3rd Floor Coffman Union. A variety of sessions will be offered, ranging from beginners' issues to more advanced topics. Space is limited, so register early--registration deadline is May 5.

- Preregistration is **REQUIRED** for both *Pizza at the Movies* and *Booting Yourself Up*. Call Maureen at 627-4040 for more information or to sign up.

Graduate School

In July of 1992, the Board of Regents discontinued the reduced rate for doctoral thesis credits taken beyond the 36-credit requirement. This change took effect Fall Quarter, 1992. A variety of other changes occurred during the 1991-92 academic year which affect tuition. Please see your adviser, your departmental Director of Graduate Studies (DGS), or the Graduate Student Services Office (316 Johnston, 625-5367) for more information.

If you would like to attend the Graduate School Fall Commencement Ceremony at 7 p.m. on Sunday, December 5, 1993, pay your \$25 diploma fee and turn in your commencement attendance form by October 1, 1993. If you have any questions, contact 316 Johnston Hall at 625-4019 (masters students) or 625-5833 (doctoral students).

Council of Graduate Students

The Council of Graduate Students (COGS) is the official governing body of graduate students. We strive to improve graduate students' experiences by informing them of University and national, state, and local policies, and by working to improve these policies. COGS committees are working on the following issues: Educational Affordability, Health Insurance, Graduate Student Employment, Diversity, and Legislative Affairs. Committee membership is open to any graduate student at the University of Minnesota. We are also seeking students for the University Senate.

COGS will be hosting an informal meeting with Dr. Anne Petersen, Dean of the Graduate School, from 3:30 to 5 p.m. Thursday, April 8, in 307 Coffman Union. Come to share your experiences as a graduate student! In addition, the COGS General Assembly meets twice a quarter. The next General Assembly meeting will be Wednesday, April 14, from 3:30 to 5:00 p.m. in 320 Coffman Union. For more

information, please call Florence Littman at the COGS office, 409 Johnston Hall (626-1612).

Graduate School Fellowship Office

The Graduate School Fellowship Office has announced competitions for the awards listed below. Unless otherwise indicated, applications are available in the Fellowship Office, 422 Johnston Hall, 625-7579.

Graduate School Tuition Scholarship:

Partial or full waivers of tuition are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters. Preference is given to those who have completed 24 graded credits in the Graduate School. Selection is based primarily on academic merit with some consideration given for financial need.

Deadlines: Apr. 30, 1993 for Summer Sessions I & II; Aug. 6, 1993 for Fall 1993.

Doctoral Dissertation Fellowship:

\$11,200 stipend for the 1993-94 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must have passed the written and oral preliminary examination by the May 7 deadline and have completed all program coursework by the end of spring quarter 1993. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination deadline: May 7, 1993.

Special Grants for Doctoral Dissertation:

Up to \$1500 for dissertation research expenses for students who have passed both written and oral prelims.

Deadline: May 14, 1993.

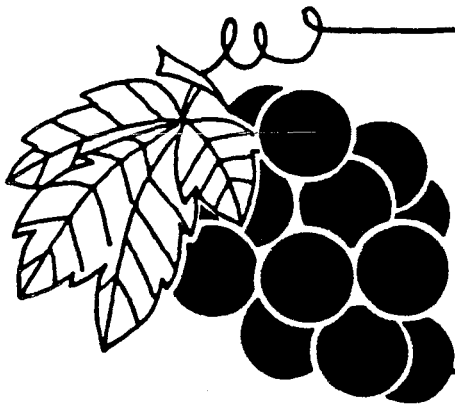
Fulbright and other grants for graduate

study: Support for an academic year of graduate study or research in any of over 70 countries for the 1994-95 academic year, plus round-trip transportation. Applicants must be US citizens who hold a bachelor's degree or the equivalent before the beginning date of the grant and do not hold a doctoral degree at the time of application. Applications will be available in June.

Deadline: October 1, 1993.

The Grapevine is published fall, winter and spring quarters by the Graduate Assistant Office, 416 Johnston Hall, 626-1310, and is currently edited by Charles Boudreaux.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, disability, age, veteran status, sexual orientation, creed, marital status, or public assistance status.



THE GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS

Volume XVI Number 1
Fall 1993

GRADUATE ASSISTANT OFFICE (GAO)

Welcome to new and returning graduate assistants. The GAO moved to the University Technology Center, room 317, 1313 5th St. S.E., just beyond Dinkytown. New numbers are: phone (612) 627-1075; fax 627-4343. Office hours are 8:00 to 4:30 Monday through Friday. Staff are: Cheryl (C. J.) Madson, Christine Bettenhausen, Shirley Flowers, and Victoria Henderson.

The GAO is part of the Office of Human Resources. The office checks your eligibility to hold a graduate assistantship; authorizes tuition benefits, resident tuition rate privilege, extended resident tuition rate privilege; distributes this quarterly newsletter and the Graduate Assistant Handbook 1993-94 through your work department; maintains the official job board in the GAO, room 317 U Technology Center, with duplicate announcements posted in Johnston Hall, third floor corridor; and will assist you with your questions about policies, procedures, and benefits related to your graduate assistantship.

GRAD ASSISTANT HANDBOOK 1993-94

The Handbook is distributed through your work department. You are responsible for the information contained therein. If you do not receive a Handbook, contact the GAO.

REGISTER

To hold a graduate assistantship, you must register for at least one credit for A-F or S-N grading or, if eligible, thesis credit. International students, recipients of certain financial aid, and some degree programs have higher minimum credit registration requirements. Check with the Institute of International Studies and Programs, Office of Student Financial Aid, or your degree program, as appropriate. The registration deadlines for fall quarter are October 8 for the Twin Cities campus and September 20 for the Duluth campus.

Failure to register or subsequent cancellation of all credits will result in the termination of your graduate assistantship and withholding of FICA (social security and medicare) tax beginning with the third pay period in the quarter. See the Graduate Assistant Handbook for more complete registration requirements.

TUITION BENEFIT

Graduate assistants who work a minimum of a 25% time appointment (or 130 hours during a quarter or

195 hours during a semester) are eligible for a tuition benefit equal to twice the percentage of appointment. A graduate assistant working 50% time during an entire quarter or semester receives 100% tuition benefit; hours worked for full tuition benefit are 260 in a quarter and 390 hours in a semester. Work time must be within these dates for Fall quarter:

Twin Cities: September 16 - December 15

Duluth: September 1 - November 30

Law School: August 16 - December 31 (semester)

Graduate assistants on hourly appointments are given provisional (estimated) tuition benefits. Following the close of the quarter, the work department must verify hours worked from time cards and payroll abstracts. You will be credited by Student Accounts Receivable for hours worked over the department's estimate; you will be billed for hours worked under the estimate. **Failure to work the minimum time required will result in billing for the entire tuition amount and, if applicable, at the non-resident tuition rate.**

TUITION BENEFIT PROCESSING

At this time, the GAO is not current with entering tuition benefit credits in the Student Registration data base. As a consequence, some of you received fee statements that did not show the tuition benefit credit. Student Accounts Receivable will mail bills on October 1 to your home address. If your fees are not correct, follow these steps: (1) Obtain a photocopy of your appointment document (PAF) from your department. If you are on hourly payroll, the department must indicate the expected number of work hours. If you hold more than one graduate assistant appointment, bring copies of each appointment. (2) Take your appointment copy to the GAO with your fee statement on or before October 22 to assure proper credit to your account. Late registration fees will be assessed October 26. Late fees cannot be waived by the GAO.

In the future, graduate assistants with student loans should contact the GAO at least five days prior to the issuance of your loan check to ensure that benefits are credited.

CEE EXTENSION CLASSES

To receive tuition benefit for Continuing Education and Extension classes, you must complete the Tuition Benefit Information Form available from your work department. This form, plus a copy of your appointment document (PAF), must be processed by the GAO. Eligible courses must be: 5xxx or 8xxx level; taken for credit (A-F or S-N grading); taught by an approved instructor in your degree program; and transferred to your graduate or post-baccalaureate professional degree

program. The GAO must stamp the Tuition Benefit Information Form for CEE registration. You must have the approved form when you register in Wesbrook Hall.

If the CEE class is your only registration, the GAO will place an "ON" hold on your record. When your petition to transfer the CEE course to your official program is approved, take or send the notification to the GAO so the "ON" hold will be removed.

GA HEALTH INSURANCE

University-subsidized health insurance through Group Health, Inc. is available on the same basis as tuition benefit. To qualify, you must hold a 25% time appointment during the entire quarter (130 hours) or semester (195 hours). The portion of the premium paid is twice the percentage appointment. Eligible students must complete an application in the Graduate Assistant Health Insurance Office, 411 Johnston Hall during the first quarter of appointment and by the enrollment deadline. You need not "re-enroll" if you were on the plan during the summer. Once enrolled, you remain a member until you lose your eligibility. Upon loss of eligibility, you must cancel your participation by completing a cancellation form. Failure to cancel means you will be billed for the full cost of the insurance. For more information, contact the office at (612) 625-4346.

Coverage for dependents of eligible students is available through a separate Group Health plan but the full cost must be paid by you. For more information, contact Group Health, Inc. at 883-5600.

Graduate assistants on the **Duluth campus** should direct questions to First Plan HMO, 1620 London Road, Duluth; (218) 724-3083.

RESIDENT TUITION RATE PRIVILEGE

Non-resident graduate assistants who work a minimum of 25% time during the 13-week quarter (or 130 hours) are eligible to pay resident tuition rate. Semester appointments require 195 work hours. Eligibility for resident tuition rate is entered into the Student Registration data base by the GAO when your tuition benefit is processed.

Resident rate privilege applies to your immediate family. Spousal benefit requires proof of marriage, either a marriage certificate or both names on a visa; dependent proof requires a birth certificate or both names on a visa; parental proof requires birth certificate; legal guardian or ward living in the same household requires county of residence probate court validation; and domestic partner registered with Human Resources, Department of Employee Benefits, 210 U Technology Center, 1313 5th Street S.E., Minneapolis, MN 55414; (612) 624-9090.

Once proof has been submitted to the GAO, subsequent use may be accessed by phone.

EXTENDED RESIDENT TUITION PRIVILEGE

Minimum eligibility requires completion of three quarters of a graduate assistantship at 25% time or 130 hours worked each quarter or 195 hours worked each of three semesters. Maximum extended resident tuition privilege is six quarters. Three quarters' employment will provide three quarters of extended resident tuition privilege; four, five, and six quarters' employment provide four, five, or six quarters, respectively, of extended resident tuition privilege. This privilege must be used within three years of the date of the qualifying quarter or semester. Family members as defined under Resident Tuition Rate are eligible. Once proof has been submitted to the GAO, subsequent use may be accessed by phone.

WAGES - TIME OF PAYMENT

Under Minnesota Statute 181.101, wages earned must be paid at least once every 30 days; wages earned during the first half of the first 30-day pay period are due on the first payday. Note that pay dates are different for regular and bi-weekly payrolls. See your department payroll person immediately if you do not receive a paycheck. Contact the GAO for assistance.

GRADUATE SCHOOL FELLOWSHIP OFFICE

The Graduate School Fellowship Office has announced competitions for the awards listed below. Applications are available upon request in the Fellowship Office, 422 Johnston Hall, 625-7579.

The **Luce Scholars Program** provides one-year internships in Asia to 15 persons nationally. Persons from all fields except Asian affairs may apply. Applicants must be under 30 years of age when the program begins. *Deadline: November 1, 1993.*

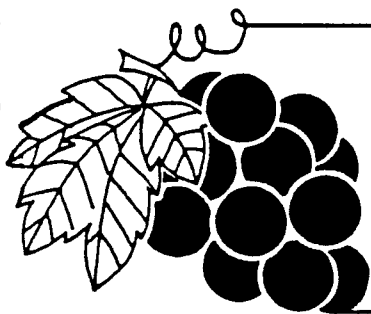
Special Grants for Doctoral

Dissertation: Up to \$1500 for dissertation research expenses for students who have passed both written and oral prelims by the end of fall quarter. *Deadline: December 3, 1993.*

Graduate School Tuition Scholarship:

Partial and full tuition benefits for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters, preferably with 24 graded credits completed. Selection is based primarily on academic merit with some consideration given for financial need. Preference will be given to students not already holding assistantships. Only applications from GAs with appointments of less than 50% will be considered. *Deadlines: November 5, 1993 for Winter Quarter, January 21, 1994 for Spring Quarter.*

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.



The GRAPEVINE

UNIVERSITY OF MINNESOTA

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

FALL 1995

Graduate Assistant Office (GAO)
Donhowe Building, Suite 200
(area 1-41 for walk-in assistance)
319 15th Ave SE [campus mail]
Minneapolis, MN 55455
Phone: (612) 625-5001 Fax: (612) 625-9801
Office hours: 8:00-4:30 M-F

The Graduate Assistant Office moved over the summer. Our new location phone and fax number are listed above. The Office is part of the Office of Human Resources, but works closely with the Graduate School and other administrative units. The office checks your eligibility to hold a graduate assistantship; authorizes the tuition benefits for day and extension classes, resident tuition rate privilege, and extended resident tuition rate. This quarterly newsletter and the Graduate Assistant Handbook 1995-96 are distributed through your work department. GA job postings are in Johnston Hall, third floor corridor, and area 1-41 Donhowe building. Consult your Graduate Assistant Handbook 1995-96 for complete information on policies and procedures and contact the GAO for questions involving your assistantship.

NEW STUFF

- The GAO would like to welcome Medical School students as the final group to enter the automated tuition benefit program. Beginning Fall quarter Medical students will no longer have to use the Tuition Benefit Information Form! Hooray!!
- Since all units are now on the automated system the Tuition Benefit Information Form has outlived its usefulness and will no longer be required for any day school registration.
- The base \$30 registration assessment beginning in fall quarter will be covered by the tuition benefit program.

Extension Class registration

A new form has been designed to specifically accommodate registration for Continuing Education and Extension Classes. The new form, *Application for Extension Classes Tuition Benefit*, is available from your department or the GAO. The completed form can be mailed or walked to the GAO. Sorry, Faxes are not acceptable.

GAO authorized application forms must be submitted to registration for proper credit of the Extension Classes tuition fees.

Self registration via computer for an extension course: Your authorized application form must be submitted to Extension Classes in Wesbrook Hall before the first billing in order for you to receive proper credit.

Dual registration for both day and extension courses done concurrently through registration centers in Wesbrook, Fraser or Coffey Halls. An approved application form must be submitted at any of the

registration centers, at the time you register for an extension course.

Registration for extension course at Wesbrook Hall. An approved application form must be submitted to Wesbrook Hall at the time of registration for an extension course.

Extension Class registration restrictions:

Extension courses qualify for tuition benefit only if the class is 5xxx, 8xxx level, taken for a grade (no audits) and appears on the degree program.

REGISTRATION

To hold a graduate assistantship, you must be admitted to the Graduate School or a post-baccalaureate professional degree program and registered for at least one graded course credit, pre-thesis or thesis credit. Graded credits may be A/F or S/N. "Audit" only and CEE Independent Study courses do not fulfill the registration requirement. Your assistantship will be terminated for fall quarter if you fail to register by October 6 or subsequently cancel all graded or thesis credits. Tuition and insurance costs will be billed from the beginning of the quarter or semester and, if applicable, nonresident tuition rate may be assessed.

TUITION BENEFIT ELIGIBILITY

Graduate assistants who work a minimum of a 25% time appointment (or 130 hours per quarter, 195 hours per semester) are eligible for a tuition benefit equal to twice the percentage of appointment. A graduate assistant working 50% time (or 260 hours per quarter, 390 hours per semester) receives 100% tuition benefit. Work must be performed within these dates:

Twin Cities: September 16-December 15

Duluth: September 1 - November 30

Law School: August 16-December 31

Failure to work the minimum time required will result in billing for the entire tuition amount, possibly at the non-resident rate, plus the entire Insurance amount.

TUITION BENEFIT PROCESS

Bills will be issued by Student Accounts Receivable starting September 29 and will be due on October 24 for most programs (see attached calendar). Your tuition benefit will appear as "Grad Asst Tuit Ben"; nonresident graduate assistants should show the resident rate notation "GA NR WAIVER". If your billing statement does not reflect your tuition benefit, contact the GAO as soon as possible. Students contacting the GAO after October 19 cannot be guaranteed correction of their accounts prior to the billing due date. Accounts must be correct the day fees are due or late billing charges will be assessed. **DO NOT MAKE ASSUMPTIONS:** verify that your account is correct. The GAO cannot waive late fees.

M/W
8-6-15/95

FICA (Social Security and Medicare Tax)

FICA (Federal Insurance Contributions Act) includes Social Security and Medicare taxes. Graduate assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

- (1) enrolled for a minimum of six credits for the quarter or semester; **OR**
enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the Phd degree);
AND
- (2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% on semi-monthly payroll or more than 40 hours in a bi-weekly pay period or a combination of payrolls and appointments which exceed half-time, or who have not met the registration requirement, will have FICA withheld at the rate of 6.2% for Social Security and 1.45% for Medicare for a total of 7.65% withholding on gross salary. An equal FICA tax must be paid by the employing department. It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period.

GRADUATE ASSISTANT HEALTH INSURANCE

University-subsidized health insurance through Health Partners (formerly Group Health) is available on the same basis as tuition benefit. Eligible students must complete an application in the Graduate Assistant Insurance Office, N323 Boynton Health Service during the first quarter of appointment and by the enrollment deadline. You need not "re-enroll" if you were on the plan during the summer. Once enrolled, you remain a member until you lose your eligibility. Upon loss of eligibility, you must cancel your participation by completing a cancellation form. If you fail to cancel, you will be billed for the full cost of the insurance. For more information, contact the office at (612) 625-6936.

Students who pay the student services fee and select Boynton Health Service or University Family Practice as their primary clinic for the entire quarter, will receive a \$21 credit to their account at Student Accounts Receivable after the end of the quarter.

GRADUATE SCHOOL FELLOWSHIP OFFICE

The Graduate School Fellowship Office has announced competitions for the awards listed below. Applications are available upon request in the Fellowship Office, 321 Johnston Hall, 625-7579.

Luce Scholars Program provides one-year internships in Asia to 18 persons nationally. Persons from all fields except Asian affairs may apply. Applicants must be under 30 years of age when the program begins.

Deadline: November 1, 1995

Special Grants for Doctoral Dissertation Students who have passed both written and oral prelims by the end of fall quarter may apply for grants up to \$1500 for dissertation research expenses.

Deadline: December 1, 1995.

Graduate School Tuition Scholarship Partial and full tuition benefits for one quarter are available to U.S. citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters, preferably with 24 graded credits completed. Selection is based primarily on academic merit with some consideration given for financial need. Preference will be given to students not already holding assistantships. Only applications from GAs with appointments of less than 50% will be considered.

Deadline: November 3, 1995 for Winter Quarter; January 19, 1996 for Spring Quarter.

TEACHING OPPORTUNITY PROGRAM FOR DOCTORAL STUDENTS/PREPARING FUTURE FACULTY

The Teaching Opportunity Program for Doctoral Students/Preparing Future Faculty prepares doctoral students and postdoctoral fellows for their future roles as faculty in North American colleges and universities by offering coursework on teaching in higher education and the faculty role. To complete the program and receive a letter of recognition and certificate of program participation from the Graduate School, students enroll in GRAD 8100: Teaching in Higher Education and GRAD 8150: Practicum for Instructors in Higher Education. These three-credit courses are scheduled for fall, winter, and spring quarters. An additional three-credit course GRAD 8200: Presentation and Verbal Interaction Skills for the Future Professoriate, is available for work on classroom, small group, and one-on-one communication skills. TOPDS/PFF courses offer the following content:

- Preparation in current teaching methodology and techniques for higher education.
- Information about the faculty role in a range of college and university settings.
- A teaching opportunity on the University of Minnesota-twin Cities campus of another campus in the region.
- Work with a faculty mentor on aspects of the faculty role and the classroom teaching.
- Feedback on classroom teaching from peers and a TOPDS teaching consultant.
- Compilation of a teaching portfolio to reflect upon and document teaching experience.
- Practice in the communication skills needed for professional work in the classroom, office, and community.

For further information, contact: TOPDS/PFF, Office of Human Resources, 1313 5th St. SE, Suite 228 Minneapolis, MN 55414-1546 Phone: (612) 627-4040 e-mail: smith004@maroon.tc.umn.edu

This material is available in alternative formats upon request. Contact GAO, Cheryl Madsen, 200 Donhowe Building, 319 15th Ave SE, (campus mail), Minneapolis, MN 55455. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

95-96 IMPORTANT DATES FOR GRADUATE ASSISTANTS

(This calendar includes deadlines for Graduate, Dental, Law and Medical students)

August 95

- 16 Official first day of Law School Fall Semester tuition benefits. Hours count through December 31
- 18 Earliest date that Fall Financial Aid for registered Law students will be posted to STARS
- 25 Earliest date that Fall Financial Aid for registered Med and Dental students will be posted to STARS

September 95

- 8 Billing statements for Fall tuition and fees will be printed for Law, Med and Dental students. Students should expect to receive their bills by mail within the week. Payment is due by October 2, 1995
- 11* First day Fall tuition benefits will appear in registration data base**
- 15 Earliest date that Fall Financial Aid for registered students will be posted to STARS for most programs
- 15 Last work day to count hours toward Summer Quarter 95 tuition benefits
- 16 Official first day of Fall quarter for tuition benefits. Hours count through December 15
- 21** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Fall quarter for students on biweekly payroll
- 25** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Fall quarter for students on semimonthly payroll
- 29 Billing statements for Fall tuition and fees will be printed for all colleges (except Law, Med and Dental students). Students should expect to receive their bills by mail within the week. Payment is due by October 24, 1995

October 95

- 2 Fall tuition and fee payments are due for Law, Med and Dental students
- 6 Last day to register for Fall quarter
- 19 Last day GAO can guarantee correction of Fall bills prior to due date**
- 24 Fall tuition and fee payments are due for all colleges (except Law, Med and Dental students which were due on 10-2-95)**

November 95

- 15 Deadline to be notified of non-reappointment of Conditional Annual Appointment Contracts (CAA) for Winter quarter

December 95

- 1 Earliest date that Winter Financial Aid for registered Med and Dental students will be posted to STARS
- 15 Last work day to count hours towards Fall quarter tuition benefits
- 16 Official first day of Winter quarter for tuition benefits. Hours count through March 15
- 18* First day Winter tuition benefits will appear in registration data base**
- 21** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Winter quarter for students on semimonthly payroll
- 22 Earliest date that Winter Financial Aid for registered students will be posted to STARS for most programs
- 29 Earliest date that Spring Financial Aid for registered Law students will be posted to STARS
- 31 Last work day to count hours towards Law School Fall Semester tuition benefits

Continued On Back

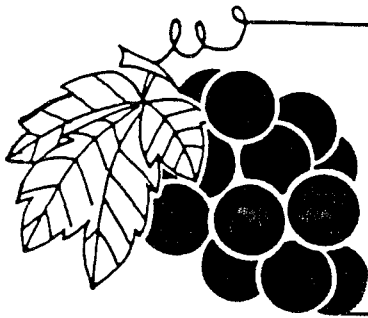
January 96

- 1 Official first day of Law School Spring semester for tuition benefits. Hours count through May 15
- 5 Billing statements for Winter tuition and fees will be printed for all colleges including Med and Dental students plus Law Students Spring semester. Students should expect to receive their bills by mail within the week. Payment is due by January 30, 1996
- 10** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Winter quarter for students on biweekly payroll
- 12 Last day to register for Winter quarter
- 25*****Last day GAO can guarantee correction of Winter bills prior to due date**
- 30*****Winter tuition and fee payments are due for all colleges (including Med and Dental schools, plus Law Spring semester)**

* Expect a short delay in the appearance of tuition benefits in the registration data base if PAFs are processed after this date.

** **Registration deadlines for FICA exclusion during quarter breaks were published in the August 4, 1995 memo put out jointly by Human Resources and the Graduate School.**

*** Firm dates have not been established. Dates given are anticipated, official dates can be verified through future class schedules and Grapevine newsletters.



The GRAPEVINE

UNIVERSITY OF MINNESOTA

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

WINTER 1996

Graduate Assistant Office (GAO)
Donhowe Building, Suite 200
(area 1-41 for walk-in assistance)
319 15th Ave. SE
Mpls, MN 55455
Phone: (612)625-5001 FAX: 625-9801
Office Hours: 8:00-4:30 M-F

Spring Tuition Benefits Begin March 11

Spring tuition benefits will begin to appear on the Student Registration System on March 11. Students taking out Spring Financial Aid may call the GAO between the 11th and 14th to ensure their benefits are in place before financial aid is run on Friday, March 15.

Winter Tuition Benefits

Winter Tuition Benefits began appearing at Student Registration on December 18. First bills were issued January 5 by Student Accounts Receivable and are due on January 30. Make sure all adjustments have been made to your account by January 30 or late payment fees will be assessed. You must contact the GAO by January 25 if an assistantship adjustment has not been made. The GAO cannot waive late payment fees.

Winter quarter dates run December 16 through March 15. Spring Semester runs January 1 through May 15. Students become eligible for tuition benefits at 25% time for 6 full semi-monthly quarter pay periods, or 9 full semester semi-monthly pay periods. Hourly minimums for tuition benefits are 130 hours per quarter, and 195 hours per semester.

Tuition benefits will be adjusted on any assistantship that changes mid quarter. Bills may be generated for any appointments that start late or end early for any reason. (See special section involving graduation). Full details on adjustments are available each quarter in the Class Schedule.

* * *

Watch for exciting news coming out mid to late Winter quarter about the job board going Internet!

ATTENTION

F1 & J1 VISA HOLDERS!

All F1 & J1 Visa holders who are employed by the University as Graduate Assistants must register for a minimum of one (1) credit even if they file exemption from full time study with the Office of International Studies and Programs.

Failure of any graduate student to register for one graded or thesis credit during a quarter in which they hold an assistantship will result in retroactive termination of the assistantship and loss of tuition and insurance benefits.

REMINDER

Graduating GA's!

Students graduating in the middle of a quarter are eligible to continue under the assistantship title through the end of the quarter (if the original appointment dates extend to the end of the quarter). In most cases, students who end their assistantship mid quarter are billed for a portion or all of the tuition and health benefits for that quarter, *even if you graduate!*

* * *

Change in "ON" hold restrictions!

Effective December 7, 1995 the GAO stopped restricting day school registration for students with "ON" holds. ("ON" holds result when an assistant registers only for Extension Classes. The hold remains until the student transfers the Extension Course onto their degree program.) In the past, students with "ON" holds were required to receive overrides from the GAO each quarter in order to register. Those overrides will no longer be required. The "ON" Hold will still restrict graduation and transcripts. Individual notices to students currently affected will be sent out Winter quarter.

* * *

The Quarterly Class Schedule is an excellent source of detailed and timely information on tuition benefit processing. Also check the annual Graduate Assistant Handbook for current rules and regulations governing employment as a Graduate Assistant. Students are responsible for this printed material, make sure you receive copies.

Extension Classes Tuition Benefits

Course level and other restrictions apply to tuition benefits for Extension classes

All Extension Classes tuition benefits must be manually processed. The *Application for Extension Classes Tuition Benefit* is available from your department or the GAO. Complete the form and mail, or walk it to the GAO for authorization. (Applications must be accompanied by the current PAF and cannot be faxed.) Applications are good for one quarter only. Detailed instructions and a complete list of restrictions are available on the form and in the 95-96 Handbook for Graduate Assistants.

Winter Registration Deadlines!

All GA's must be registered by **January 12** or their assistantships will be retroactively terminated and all tuition and health benefits will be lost. Registration must be for one graded course credit, pre-thesis or thesis credit. "Audit" credits alone and CEE Independent Study courses do not fulfill the registration requirement.

GA's on semi-monthly payroll needed to be properly registered by **December 21** for exclusion from FICA withholding during the first Winter quarter check.

GA's on Bi-weekly payroll must be properly registered by **January 10** for exclusion from FICA withholding during the first Winter quarter check.

Check the calendar provided on the last page for future registration and other deadlines.

Graduate Assistant Health Insurance

University-subsidized health insurance through Health Partners (formerly Group Health) is available on the same basis as tuition benefits. Newly eligible students must complete an application at the Graduate Assistant Insurance Office, N323 Boynton Health Service during the first quarter of appointments and by the enrollment deadline. Once enrolled, you remain a member until you lose your eligibility. Upon loss of eligibility, you must cancel your participation by completing a cancellation form. If you fail to cancel, you will be billed for the full cost of the insurance. For more information, contact the office at (612) 625-6936.

When you enroll, you will choose a primary care physician group where you will receive your care, Boynton Health Service, University Family Practice and Community University Health Care Center (CUHCC) are primary care sites as are all Health Partners clinics. Students who pay the student services fee and select Boynton Health Service or University Family Practice as their primary clinic for the entire quarter, will receive a \$21 credit to their account at Student Accounts Receivable after the end of the quarter.

Graduate School Fellowship Office

Applications for the following competitive awards are available in the Fellowship Office, 321 Johnston Hall, (612) 625-7579, unless otherwise indicated.

Graduate School Tuition Scholarship

Partial and full tuition benefit for one quarter are available to US citizens or permanent residents who have been enrolled in the U of MN Graduate School for at least three quarters. Selection is based primarily on academic merit with some consideration given for financial need.

Deadline: January 19, 1996 for spring quarter.

Endowed Fellowships

Approximately 25 fellowships with varying eligibility requirements and stipends are available. Applicants must be enrolled in the U of MN Graduate School at the time of application and continue registration each quarter of the 1996-97 academic year.

Deadline: March 8, 1996

Doctoral Dissertation Fellowship

\$11,700 stipend for the 1996-97 academic year to help assure timely completion of the degree by enabling recipients to devote full-time attention to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by April 26 and have completed all program coursework by the end of spring quarter 1996. Departmental nomination is required. Applications and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination Deadline April 26, 1996

Special Grants for Doctoral Dissertations

Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary examinations.

Deadline: May 3, 1996

FICA

Social Security and Medicare Tax

FICA (Federal Insurance Contributions Act) includes Social Security and Medicare taxes. Graduate Assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

- 1) enrolled for a minimum of six credits for the quarter or semester; **OR**
enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the PhD degree;
- And**
- 2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% on semi-monthly payroll or more than 40 hours in a bi-weekly pay period or a combination of payrolls and appointments which exceed half-time, or who have not met the registration requirement, will have FICA withheld at the rate of 6.2% for Social Security and 1.45% for Medicare for a total of 7.65% withholding on gross salary. An equal

FICA tax must be paid by the employing department. It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period.

* * *
See Winter Quarter Registration Deadline section on previous page, and the calendar on the last page for dates regarding registration requirements.
* * *

Teaching Opportunity Program for Doctoral Students/Preparing Future Faculty

If you are a graduate student or postdoctoral fellow preparing for a future as a faculty member, the Teaching Opportunity Program for Doctoral Students/Preparing Future Faculty will help you further develop your teaching skills and explore the faculty role on a college or university campus. Our goals are to help you:

Acquire information about the teaching and learning process and faculty role at a variety of institutions of higher education.

Gain a realistic perspective on the skills required for success as a faculty member.

Examine your fit with a career teaching in higher education.

Work with a faculty mentor in a teaching opportunity at the University of Minnesota-Twin Cities or on a regional college or university campus.

Demonstrate, document, and reflect upon your teaching skills.

Market yourself in competition for faculty or other professional positions.

In spring quarter 1996, we offer three graduate level courses;

Grad 8100: Teaching in Higher Education, 3 credits. This course provides an overview of the methods and techniques used in higher education through experiential learning, readings, discussion, microteaching, e-mail dialogue, and reflective writing. Participants will experience active learning, develop their critical thinking skills about teaching, prepare a teaching portfolio documenting and reflecting upon their experience as teachers, and practice teaching techniques in cooperative learning groups.

Grad 8150: Practicum for Instructors in Higher Education, 3 credits. This course, which has a prerequisite of GRAD 8100 or the equivalent, consolidates the remaining requirements of TOPDS/PFF by offering collegial support for practice in classroom teaching, a mentorship on the U of MN Twin Cities

campus or the campus of a regional college or university, information and discussion on the faculty role, classroom observation and feedback, and assistance in preparing for the academic job search.

Grad 8200: Presentation and Verbal interaction Skills, 3 credits. This course is designed to develop the communication skills needed for successful classroom, small group, and on-on-one interaction with students and colleagues. The course is particularly appropriate for those who wish to further develop their skills in classroom lecture and conference presentation and those who do not want to teach but wish to improve their professional communication skills.

To enroll in these courses for Spring quarter, you must meet with a TOPDS/PFF Teaching Consultant by March 15, 1996. To receive a letter of recognition and certificate of program participation from the Graduate School you must complete GRAD 8100 and GRAD 8150, both of which are scheduled for spring 1996, fall 1996, winter 1997 and spring 1997. GRAD 8200 will be offered in spring 1996 and spring 1997.

For further information, contact:

TOPDS/PFF

University of Minnesota Office of Human Resources

1313 5th St. SE, Suite 228

Minneapolis, MN 55414-1546

612-627-4040; 612-627-4119

e-mail: smith004@maroon.tc.umn.edu

Faculty and TA Enrichment Program

The Faculty & TA Enrichment Program works to enhance the culture of teaching and learning on the Twin Cities campus. Services available to individual TAs include confidential consultations on teaching and learning issues, classroom observations, and numerous workshops. For more information, see our WWW site at <http://www.umn.edu/nlhome/g011/t-enrich> or call 627-1892.

Register for the following Winter 1996 workshops by calling 627-4330, e-mail to t-enrich@gold.tc.umn.edu.

January 18, 12-15-2:10: Leading a Discussion

February 1, 2:15-4:10: Creating Effective Tests

February 21, 3-5: Grading Writing Assignments

PIZZA WITH PROFS: Informal Discussion for TAs

February 7, 12:15-1:15: TAs & Technology. Facilitated

by Terry Collins and

Billie Wahlstrom.

**WINTER/SPRING 95-96 CALANDAR OF IMPORTANT DATES
FOR TWIN CITY GRADUATE ASSISTANTS**

(This calendar includes deadlines for Graduate, Dental, Law and Medical students)

January 96

- 1 Official first day of Law School Spring semester for tuition benefits. Hours count through May 15
- 5 Billing statements for Winter tuition and fees will be printed for all colleges including Med and Dental students plus Law Students Spring semester. Students should expect to receive their bills by mail within the week. Payment is due by January 30, 1996
- 10** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Winter quarter for students on biweekly payroll
- 12 Last day to register for Winter quarter
- 25 Last day GAO can guarantee correction of Winter bills prior to due date
- 30 **Winter tuition and fee payments are due for all colleges (including Med and Dental schools, plus Law Spring semester)**

February 96

- 15 Deadline to be notified of non-reappointment of Conditional Annual Appointment Contracts (CAA) for Spring quarter

March 96

- 8 Earliest date that Spring Financial Aid for registered Med and Dental students will be posted to STARS
- 11* **First day Spring tuition benefits will appear in registration data base**
- 15 Last work day to count hours towards Winter quarter tuition benefits
- 15 Earliest date that Spring Financial Aid for registered students will be posted to STARS for most programs
- 16 Official first day of Spring quarter for tuition benefits. Hours count through June 15
- 25** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Spring quarter for students on semimonthly payroll
- 29 Billing statements for Spring tuition and fees will be printed for all colleges including Med & Dental students. Students should expect to receive their bill by mail within the week. Payment is due by April 23, 1996

April 96

- 4** Registration requirement must be met for student exclusion from FICA taxes during first pay period of Spring quarter for students on biweekly payroll
- 5 Last day to register for Spring quarter
- 18 Last day GAO can guarantee correction of Spring bills prior to due date
- 23 **Spring tuition and fee payments are due for all colleges including Med & Dental students**

May 96

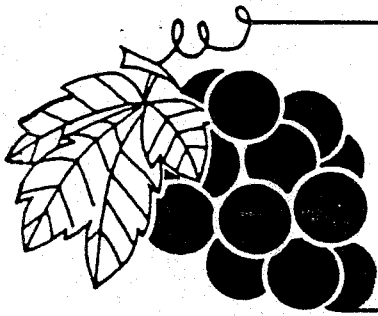
- 9 Registration opens for Summer 96 (Tuition Benefits will not automatically appear in the registration data base. Each student must request summer benefits from the GAO. Contact you department for instructions in May or see the *Summer 96 Grapevine*.)
- 13 Early registration opens for Fall 96 (No Fall 96 tuition benefits will be applied until mid September 1996)
- 15 Last work day to count hours toward Law School Spring Semester tuition benefit
- 16 Official first day of Law School Summer term. Hours worked towards a summer term tuition benefit begin counting today and continue counting through August 15

June '96

- 15 Last work day to count hours towards Spring quarter tuition benefit
- 16 Official first day of Summer quarter. Hours worked towards a Summer quarter tuition benefit begin counting today and continue counting through September 15

* Expect a short delay in the appearance of tuition benefits in the registration data base if PAFs are processed after this date.

** Registration deadlines for FICA exclusion during quarter breaks were published in the August 4, 1995 memo put out jointly by Human Resources and the Graduate School



The GRAPEVINE

UNIVERSITY OF MINNESOTA

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

Spring 1996

Graduate Assistant Office (GAO)
Donhowe Building, Suite 200
(area 1-41 for walk-in assistance)
319 15 Avenue Southeast
Minneapolis, MN 55455
Phone: (612) 625-5001 Fax: 625-9801
Office Hours: 8:00-4:30 M-F

For complete information about GA policies and procedures, refer to your Graduate Assistant Handbook for 1995-96.

NEW Graduate Assistant Position Postings are now available on Gopher and World Wide Web

To access the GA Postings on **Gopher**, the server address is:

mailbox.mail.umn.edu.70/1

** HR Policies, Rules, & Contracts
Graduate Assistant Information
text
GA Postings

To access the GA Postings on **WWW**

<http://www.umn.edu/ohr/gao/gapost.html>

Spring Registration Deadlines

All graduate assistants must be registered by **April 5** or the GA appointment will be cancelled. Minimum registration requires one graded course credit, or pre-thesis/thesis credit. Audit only credits and CEE Independent Study courses do not fulfill the registration requirement.

To qualify for student exclusion from FICA tax withholding, registration for spring quarter must have been done by March 25 for semi-monthly payroll and by **April 4** for biweekly payroll; registration must be for a minimum of 6 credits; and paid work time no greater than 50% time or 20 hours per week.

Students filing Exemption from Full Time Study with the International Student and Scholar Services must still register for a minimum of one graded credit when they are employed as GAs.

Spring Tuition Benefit

Graduate assistants who work a minimum of 25% time during a quarter (130 hours) or a semester (195 hours) are eligible for a tuition benefit equal to twice the percentage of appointment. Time worked must be

between March 16 and June 15 for spring quarter and January 1 and May 15 for spring semester tuition benefit.

The benefits have been entered in your Student Registration Data Base and appear on the Registration Eligibility screen. "GA NR WVR" indicates waiver of nonresident tuition rate; "Grad Asst Tuit Ben" indicates your tuition benefit is in the system. If your benefits are not on the screen, check with your department to see that your appointment has been processed, or call the GAO at 625-5001. Instructions for accessing your registration information are in the Graduate Handbook for 1995-96 and the Class Schedule.

Billing by Student Accounts Receivable began March 29. Payment is due April 23. Contact the GAO no later than April 17 if you find the tuition benefit amount credited is not correct. The GAO cannot waive or cancel late payment fees.

Extension Class Tuition Benefit

The Application for Extension Class Tuition Benefit, available from your department, with a copy of your current PAF, must be completed and mailed or taken to the GAO for authorization. Complete instructions are available on the form and in the GA Handbook for 1995-96.

Summer GA Tuition Benefit

Instructions for eligibility and application of summer session tuition benefit will be distributed in a special Grapevine newsletter by the end of April. Registration rules and employment restrictions to qualify for student exclusion from FICA tax will be included.

Graduate Assistant Insurance

Graduate assistants must complete the insurance portion of the self-registration screen. Failure to do so will result in insurance charges to the student's account. Refer to the class schedule or call the Graduate Assistant Insurance Office at 625-6936 if you have questions.

Graduate School Fellowship Office

Applications for the following competitive awards are available in the fellowship Office, 321 Johnston Hall, 625-7579.

Doctoral Dissertation Fellowship

\$11,800 stipend for the 96-97 year to help assure timely completion of the degree by enabling recipients to devote full time to dissertation research and writing. Applicants must pass both written and oral preliminary examinations by April 26, and complete all program coursework by the end of spring quarter 1996. Departmental nomination is required. Applications and internal nomination procedures are available from the Director of Graduate Studies in the respective graduate program.

Nomination deadline: April 26, 1996

Special Grants for Doctoral Dissertation

Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary examination by the end of Spring quarter.

Deadline: May 3, 1996.

Fulbright and other grants for graduate study

Support for an academic year of graduate study or research in any of over 70 countries for the 1997-98 academic year, plus round-trip transportation. Applicants must be U.S. citizens who hold a bachelor's degree at the time of application. Applications will be available in June.

Deadline: Mid September.



Conversion to Biweekly Payroll • What this means for Graduate Assistants

Presently the University of Minnesota has two payroll systems. The semi-monthly system is based on a fixed percentage of work time. Payment represents work performed through payday. The biweekly system may represent either fixed or flexible hours worked. Payment is delayed for ten (10) days following the work period. Effective September 16, 1996 all employees of the University of Minnesota will be paid on a delayed biweekly payroll.

Percentage vs. Hourly appointments Graduate Assistants will continue to be paid either as flexible hourly or percentage time employees. Assistantships that have a fixed percentage this year should continue to be paid as percentage appointments next year. E.g., a 20 hour a week appointment still represents 50% effort. Paychecks for percentage appointments are constant each pay period and do not require time cards. Biweekly pay with varying hours will continue as flexible hourly appointments and will require completion and submission of time cards. Biweekly paychecks will vary with the number of hours worked.

Biweekly paychecks are issued 10 days after the pay period closes.

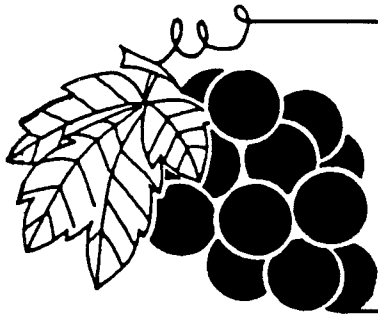
Conversion from semi-monthly to biweekly payroll will begin September 16, 1996. Individuals who receive a semi-monthly paycheck on Friday, September 13, will receive a biweekly paycheck on October 9. Individuals already on biweekly payroll will not be affected by the conversion.

No interest loans will be available to help individuals bridge the initial delay from semi-monthly to biweekly payroll. Loans will be paid

back through equal deductions over the following 18 pay periods for employees with nine to twelve month appointments. **For students holding appointments of less than nine months, the pay back period will correspond with the length of appointment. E.g, if a student is appointed for Fall quarter only, the total loan would be paid back in 4 or 5 deductions. Loans may not exceed the gross amount of one paycheck.**

Smaller checks: Because changing to biweekly means dividing one year's salary by 26 pay periods instead of 24 (or one quarter by 6.5 rather than 6), individual biweekly checks will be smaller. The University will provide budgeting work sheets, a biweekly help line, and general information meetings to assist all University staff in making the transition. Information sessions are being scheduled at this time. When dates are finalized that information will be dispersed through COGS, GAPSA, departments and the Summer Grapevine.

No-Interest Loan repayments will not be withheld from the October 9 pay check, but will begin with the October 23 check. During the initial transition period Graduate Assistants should plan for reductions in pay checks due to fewer work days in each pay period, as well as deductions for the no-interest loan.



The GRAPEVINE

UNIVERSITY OF MINNESOTA

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

FALL 1996

Graduate Assistant Office (GAO)

1-41 Donhowe for walk-in assistance

For Mailing:

319-15th Ave. SE, Suite 200

Minneapolis, MN 55455

Phone: (612) 624-7070

Fax: (612) 625-9801

Email: gaoinfo@gold.tc.umn.edu

WWW: <http://www.umn.edu/ohr/gao/>

!!! ATTENTION !!!

12 Credit Tuition Benefit Cap Going Into Effect Fall Quarter 1996

Effective Fall '96 Graduate students holding assistantships will have tuition benefits capped at a maximum of 12 credits per quarter during the academic year and 6 credits per term during the summer. Professional Degree Programs that set their own tuition schedules, will have tuition benefit remission capped at the top of their full-time tuition band.

- Credits over 12 will be charged directly to any graduate student exceeding the cap.
- For professional programs which have differing full-time bands, tuition benefits will be assessed to the top of their band. For example, the Public Affairs full-time band is 7-15 credits; the tuition benefit will cover 15 credits. These students will pay for all credits 16 and above.
- Credits over the cap are charged at the resident rate if a student is eligible for a tuition benefit.

Example:

Jane works 25% time and is eligible for a 50% Tuition Benefit. She is a graduate student taking 16 credits Fall.

\$1,940 Resident Rates for 16 credits
- 780 50% Tuition Benefit for 12 credits (\$1560)
1,160 Tuition costs Jane will have to pay

- Courses in day and evening classes will be counted together towards the cap.
- Initial problems with the billing process may occur during fall quarter. If you receive the first fall billing (issued Sept. 27) and are not correctly charged for tuition costs over the cap, notify the GAO immediately. Adjustments not made on the first billing will result in charges to your account mid-quarter.

Fall Deadlines!

The last day to register	October 12
First billing due date	October 22

Late Payment Fees!

Tuition Benefit adjustments must be on your STARS account by October 22 in order for you to avoid the late payment fees. If you receive a bill which does not accurately reflect your tuition benefit you must contact the GAO immediately. The GAO cannot waive late fees if adjustments are not in place by the deadline.

For complete information about GA policies and procedures, refer to your *Handbook for Graduate Assistants 1996-97.*

?? Were You Aware ??

Graduate Assistants who receive tuition benefits and make registration changes after the first week of classes may inadvertently cause double billing of the tuition benefit program. If registration changes such as cancel/adds are not completed in one registration action, the tuition benefit program bears the cost of the non-refundable fees. These additional costs, which are substantial, are paid by the tuition benefit program. In an effort to keep the tuition benefit program as fiscally healthy as we can, we urge students to make changes such as cancel/adds at the same time or in one registration action, so that the Tuition Benefit Program will be saved the considerable expense of the non-refundable fees.

Graduate Assistant Employment Opportunities available on Internet

April 1, 1996 the Graduate Assistant Office went live with an internet version of the Graduate Assistant Job Board. Look for graduate assistant employment opportunities at:

<http://www.umn.edu/ohr/gao/>

or in the GA Binders at the Central Application Center, First Floor Donhowe Building.

Graduate Assistants Must be Registered!

Graduate assistants must remember to register each quarter they hold an assistantship, and maintain that registration even if they graduate mid-quarter. Failure to comply with the registration requirement may result in lengthy delays in receiving pay, heavy taxation, termination of assistantship appointment(s), plus loss of tuition benefits.

Official Terms for 96/97 Quarters & Semesters

For purposes of administering the tuition benefit program, the following work periods are strictly adhered to. Note that this academic year there is a dual payroll system which makes the dates vary slightly between semi-monthly and bi-weekly payrolls.

Quarters

	Semi-Monthly	Bi-Weekly
Fall	09/16/96-12/15/96	09/16/96-12/15/96
Wtr	12/16/96-03/15/97	12/16/96-03/16/97
Spr	03/16/97-06/15/97	03/17/97-06/16/97

Semesters

Fall	08/16/96-12/31/96	08/19/96-12/31/96
Spr	01/01/97-05/15/97	01/01/97-05/16/97

Handbook Now Available

Graduate Assistants make sure you receive a copy of the *Handbook for Graduate Assistants 96/97* now available from your department or the Graduate Assistant Office.

Changes at the GAO this fall!

- **Main Phone Number** (612) 624-7070

Personnel

- **New Administrator:** Ruby Banks-Payne starting July 1, 1996
- **New Graduate Assistant Information Specialist:** Marietta Upsher starting September 16, 1996
- **New Student Employee:** Sarah Amad

Old faces

- **Graduate Assistant Document Specialist:** Ellyn Woo
- **Administrative Advisor:** Cheryl Madsen

FICA

FICA (Federal Insurance Contributions Act) includes Social Security and Medicare taxes. Graduate assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

- 1) enrolled for a minimum of six credits for the quarter or semester;

OR

enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the Ph.D. degree);

AND

- 2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% on semi-monthly payroll or more than 40 hours in a bi-weekly pay period or a combination of payrolls and appointments which exceed half-time, or who have not met the registration requirement, will have FICA withheld at the rate of 7.65% withholding on gross salary. An equal FICA tax must be paid by the employing departments. It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period.

Graduate Assistant Insurance

Graduate Assistant Insurance Office,
N323 Boynton Health Service
(612) 625-6936.

ATTENTION: Effective 9/1/96, coverage under the Graduate Assistant Insurance Plan is being provided through Medica Choice. Even if you were covered under the previous Graduate Assistant plan through Group Health, you will need to complete a Medica Choice enrollment form this fall. Please contact the Graduate Assistant Insurance Office in N323 Boynton for further information on the plan and an application form.

The University of Minnesota provides subsidized medical insurance coverage to graduate assistants with appointments of at least 25% time (130 hours per quarter/195 hours per semester). The University pays a portion of the premium equal to twice the appointment percentage.

The medical insurance plan is called Medica Choice Classic and is provided through Medica Health Plans. It offers comprehensive medical benefits available through a broad network of providers including Boynton Health Service and University providers, pharmacies and hospitals. Medica is known for its service and care quality.

If you are an eligible graduate assistant, you must apply by the enrollment deadline during the first quarter of your appointment; you will not need to re-enroll each quarter. To apply, you must complete an enrollment form available from your department or from the Graduate Assistant Insurance Office, room N323 Boynton Health Service, 410 Church Street SE, (612) 625-6936. If you lose eligibility for coverage, you must cancel your participation in the group plan by completing a cancellation form, also available in the Graduate Assistant Insurance Office in Boynton Health Service.

Dependent coverage is available from Medical Health Plans, but you must pay the full cost of the coverage. For more information on dependent coverage, contact Medica Customer Service at (612) 945-8000 or 1-800-952-3455.

Students who pay the student services fee will receive a \$21 credit to their account at Student Accounts Receivable after the end of the quarter.

For more information on enrollment or plan benefits, contact the Graduate Assistant Insurance Office.

ALSO: Graduate assistants must complete the insurance portion of the self-registration screen. Failure to do so will result in insurance charges to the student's account. Refer to the class schedule or call the Graduate Assistant Insurance Office (612) 625-6939 if you have questions.

Graduate School Fellowship Office

Graduate School, 321 Johnston Hall
(612) 625-7579

The Graduate School Fellowship Office has announced competitions for the awards listed below. Applications are available upon request in the Fellowship Office.

Luce Scholars Program provides one-year internships in Asia to 18 persons nationally. Persons from all fields except Asian affairs may apply. Applicants must be under 30 years of age when the program begins.

Deadline: November 1, 1996

Special Grants for Doctoral Dissertation Students who have passed both written and oral prelims by the end of fall quarter may apply for grants up to \$1500 for dissertation research expenses.

Deadline: November 4, 1996.

New Grad School Policy Effective Fall '96

All Graduate School students will be required to register in the Graduate School at least once in a 12-month period. If your last Graduate School registration was Fall '94, Winter '95, Spring '95, 1 or 2 Summer Term '95 you will be required to file for readmission. Contact the Graduate School, 316 Johnston Hall or phone: (612) 625-4019 Master's Specialist students or (612) 625-0168 Doctoral students.

Preparing Future Faculty

Preparing Future Faculty (PFF), formerly the Teaching Opportunity Program for Doctoral Students (TOPDS), welcomes graduate and postdoctoral participants from all disciplines. PFF assists in the development of teaching skills and the exploration of the faculty role on a college or university campus. PFF helps participants:

- Acquire information about the teaching and learning process and faculty role at a variety of institutions of higher education.
- Gain a realistic perspective on the skills required for success as a faculty member in higher education.
- Work with a faculty mentor in a teaching opportunity on a regional college or university campus or at the U of M-Twin Cities.
- Demonstrate, document, and reflect upon their teaching skills.
- Market themselves in competition for faculty or other professional positions.

PFF offers three graduate-level courses. To receive a letter of recognition and certificate of program participation from the Graduate School, participants must complete GRAD 8100: Teaching in Higher Education and GRAD 8150: Practicum for

Instructors in Higher Education. GRAD 8200: Presentation and Verbal Interaction Skills for the Future Professoriate is an optional Program course. Attendance at an enrollment meeting is required for registration in GRAD 8100: Teaching in Higher Education. Enrollment meeting for winter quarter classes will be held Tuesday, November 19, 4:30 - 6 PM, Wednesday, November 20, 10-11:30 AM and Thursday, November 21, 3-4:30 PM in the PFF office (see address below).

Preparing Future Faculty is a program of the Graduate School, funded by the Bush Foundation and administered through the Teaching Enrichment Program of the Office of Human Resources. The PFF Office is located in Suite 228, University Technology Center, 1313-5th St. SE, Minneapolis, MN 55414. For further information, contact the PFF office specialist at 627-4040 or pff@tc.umn.edu. or consult the PFF web page at <http://www.umn.edu/ohr/pff/pff.html>.

Financial Aid

Maureen Andrew, Assistant Director
Office of Scholarships and Financial Aid

Many graduate students who receive tuition benefits also receive government based financial aid, e.g. student loans and college work study.

Federal and state financial aid programs require that all forms of student aid, including tuition benefits, waivers, stipends, scholarships, grants, and fellowships, must be taken into consideration when awarding government based aid. Usually the amount of institutional/departmental aid reduces eligibility for governmental programs. When loans are reduced, it is good for students in the long run. Less loan mean less debt.

The Office of Scholarships and Financial Aid (OSFA) is responsible for making adjustments to student's financial aid packages. It is most beneficial to students to have tuition benefits considered prior to awarding student loans, so that the initial loan offer is modified appropriately. When OSFA learns of the tuition benefit after loan funds have been disbursed, loans must be adjusted. This sometimes results in the University returning loan money to the Federal Direct Loan Program which reduces the student's federal student loan debt, but creates a bill due to the University which in some cases can be thousands of dollars.

To help prevent this unfortunate situation, OSFA has assumed that all graduate students will obtain an assistantship and thus be eligible for tuition benefits. This assumed benefit is printed on the Financial Aid Notification (FAN) letter as an estimated tuition waiver. Students may indicate on their FAN if they will not receive the tuition benefit indicated due to not obtaining an assistantship and request additional loans, if eligible.

Students who have questions concerning their financial aid packages and the impact of tuition benefits may call OSFA at (612) 624-1665.

Extension Classes Tuition Benefits

Tuition Benefits for classes taken through Extension must be processed manually through the Graduate Assistant Office. You must complete and sign the *Application for Extension Classes Tuition Benefit* form available from your department (or the GAO) and submit it with your current PAF to the GAO. Once authorized by the GAO the original application form must then be submitted to Extension classes, preferably at the time of registration.

The following additional rules apply to Extension classes that do not apply to day school.

Classes must be 5xxx or 8xxx level

Coursework must be taken for credit (A/F or S/N)

Must be taught by an approved instructor in your degree program

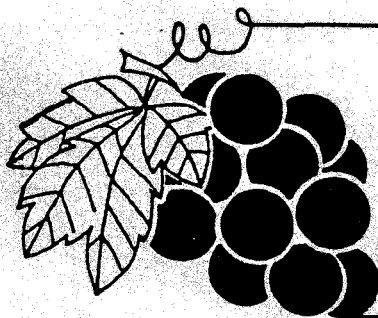
Transferred to your graduate or post-baccalaureate professional degree program

Students who hold only extension registration will have an ON hold placed on their records by the GAO. This hold prohibits the release of transcripts, and will prevent graduation. To remove the hold, students must petition the Graduate School for placement of the extension course on their degree program. When the Graduate School approves the course transfer, contac the GAO to have the hold removed.

?	Actual newspaper headlines	?
	Iraqi Head Seeks Arms	
	Something Went Wrong in Jet Crash, Expert Says	
	Survivor of Siamese Twins Joins Parents	
	British Left Waffles on Faulkland Islands	
	Eye Drops off Shelf	

This material is available in alternative formats upon request. Contact GAO, Ruby Banks-Payne, 1-41 Donhowe Building for walk-in assistance, or Mail requests to: Suite 200, 319-15th Ave. S.E., Minneapolis, MN 55455. The University of Minnesota is committed to the policy that all person shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

MINN
96753



The GRAPEVINE

UNIVERSITY OF MINNESOTA

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

WINTER '97

Graduate Assistant Office (GAO)

For walk-in assistance:

1-41 Donhowe

For Mailing:

319-15th Ave. SE, Suite 200
Minneapolis, MN 55455

Phone: (612) 624-7070

Fax: (612) 625-9801

Email: gaoinfo@gold.tc.umn.edu

WWW <<http://www.umn.edu/ohr/gao/>>

TUITION CAP REMINDER

Starting fall quarter '96 tuition benefits began to be capped at a maximum of 12 credits for graduate students. Professional degree programs with their own tuition schedules had tuition benefits capped at the top of their full-time band. Any credits over the cap are charged directly to the student at the resident rate. Courses in day and evening are counted together in the maximum credit cap. If you are exceeding the credit cap, but have not been billed correctly, we advise you to contact the GAO immediately. It is possible that without self-identifying, your billing for any over-maximum credits will not appear until mid-quarter.

Winter Tuition Benefits

Winter benefits began appearing at Registration and on STARS accounts on December 19, 1996. First bills will be issued January 10 by Student Accounts Receivable and are due February 4, 1997. Make sure all adjustments have been made to your account by February 4 or late payment fees will be assessed. You must contact the GAO by January 30 if an assistantship adjustment has not been made. **The GAO cannot waive late fees.**

If you are wondering whether an adjustment has been made to your account you may check your e-mail for a credit fee statement, or enter the self-registration system to view your credits. NOTE: The resident rate reduction appears as GA NR WAIVER, and the tuition benefit appears as GA TUIT BEN. If you are not a Minnesota resident, both of these credits must show on your fee statement. Contact the GAO at 624-7070 if you have questions.

Quarter dates for completing graduate assistantship hours for winter quarter are: 12-16-96 through 3-15-97 for semi-monthly payroll and 12-16-96 through 3-16-97 for bi-weekly payroll. Spring Semester dates are: 1-1-97 through 5-15-97 for semi-monthly payroll and 1-1-97 through 5-16-97 for bi-weekly payroll. Students registering in the quarter system must complete 130 hours between the quarter dates. Students registering in the semester system must complete 195 hours between the semester dates.

Tuition benefits will be prorated on any assistantship that begins later or ends earlier than the quarter dates listed above; also, benefits may be adjusted on any assistantship that changes within a quarter. See *The Handbook for Graduate Assistants* for more detailed information.

!!! DATES !!!	
Winter	12-19-96 Tuition benefits began to appear on STARS.
Spring	3-17-97 Tuition Benefit begin to appear on STARS.
	3-25-97 Deadline to register for FICA exclusion.

The Future of the Graduate Assistant Tuition Benefit Program
The Graduate Assistant Office and the Graduate School are working together to change how the tuition benefit costs are recovered from departments and research grants next academic year. Currently, the graduate assistant tuition benefit program is funded by a straight fringe rate assessed as a percentage of the student's salary. Research is currently underway to find a mechanism to move this system to a fixed tuition charge per hour employed, regardless of salary. This means that employers generally will only be charged for the tuition benefit their graduate assistants receive instead of paying a percentage fringe rate on salary.
continued on next page

The current fringe method of recovering tuition costs created an inequitable method of over-and under-contribution due to the varying salary ranges for graduate assistants throughout the University. Although moving to the new system will eliminate the contribution inequities, the Graduate School is aware that a direct charge system will impact some departments' ability to hire graduate assistants. Central administration is adjusting unit budgets to compensate for these shortfalls.

Following are some of the changes that are being proposed for next year. More information will follow as more decisions are reached.

- . A revised tuition banding structure of 7-14 credits.
- . All Graduate Assistants must register for a minimum of 7 credits. Ph.D. students who have completed their 36 thesis credits may register for only one credit.
- . Tuition benefits for graduate school students will be capped at the plateau cost of 7-14 credits, each credit above the band will be charged to the student at the resident rate. (Information for professional schools and programs with higher tuition costs will be forthcoming.)
- . Students will be required to pay for non-refundable fees which occur for non-simultaneous cancel-adds and other late withdrawals.

Sharing Space With Student Employment

The Central Staffing Area (CSA) (first floor Donhowe) also became home to the Student Employment Center in late December. The CSA now provides a one-stop-shopping center for all employment opportunities at the University of Minnesota. Graduate assistant, student employment, and civil service/bargaining unit openings can now be viewed at one central place. Graduate Assistant postings are available in hard copy at the Central Staffing Area and are also available on the Web at: <<http://www.umn.edu/ohr/gao/>>

HANDBOOK ERRORS

Two errors in the Graduate Assistant Handbook have come to our attention.

#1) Page 24 the phone number for the International Students and Scholar Services should read 626-7100.

#2) An unknown quantity of Handbooks were incorrectly compiled. We have one version that begins with page 9. If you received one of these Handbooks, please return it the GAO for a replacement.

Qualified for Resident Rate Reductions?

Extended Resident Rate Privilege is a reduction to resident rates for family members of concurrent graduate assistants. It can also be a reduction to resident rates for former graduate assistants (and family members) who no longer hold an assistantship title. To see if you or your family qualify for this benefit, refer to *The Handbook for Graduate Assistants* or call the GAO.

Graduate School Fellowship Office

Allison Skoberg
321 Johnson Hall

Applications for the following competitive awards are available in the Fellowship Office, 321 Johnston Hall, (612) 625-7579, unless otherwise indicated.

Endowed Fellowships

Approximately 25 fellowships with varying eligibility requirements and stipends are available. Applicants must be enrolled in the U of MN Graduate School at the time of application and continue registration each quarter of the 1997-98 academic year.

Deadline: March 10, 1997

Doctoral Dissertation Fellowship

\$11,800 stipend for the 1997-98 academic year to help assure timely completion of the degree by enabling recipients to devote full-time attention to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by April 25 and have completed all program coursework by the end of spring quarter 1997. Departmental nomination is required. Application and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination Deadline: April 25, 1997.

Special Grants for Doctoral Dissertations

Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary examinations by the end of spring quarter 1997.

Deadline: April 18, 1997.

Faculty & TA Enrichment

Sue Julson
Faculty & TA Enrichment Program, TA English Program

DOCUMENT YOUR TEACHING is a 3-week short course offered by the Faculty & TA Enrichment Program Jan. 22, 29 and Feb. 5; 3:00-5:00 p.m. in room 210 Donhowe. It's never too early or late to begin amassing documents that demonstrate your teaching experience and ability. Participants find out when it's appropriate to use a reflective portfolio and begin to put one together.

GRAD STUDENTS CONSULT IN UNIVERSITY GOVERNANCE

Council of Graduate Students

(612) 626-1612

COGS@gold.tc.umn.edu

<http://www.grad.umn.edu/grad/cog>

Graduate Students at the University of Minnesota have a voice in University governance through the Council of Graduate Students (COGS). The Graduate School Constitution recognizes COGS as the official organization representing graduate students within the structure of the Graduate School and the University governance system.

COGS represents over 7000 graduate students in the approximately 160 graduate degree programs of the Twin Cities Campus. Each graduate program elects graduate student representatives (and alternates) to COGS, to the six Graduate School Policy and Review Councils, and to various Graduate School, University and CLA Committees, as well as the University Senate. Elections are held during the first few weeks of Fall Quarter; however, if representation is lacking from a program or to a committee, elections may be held throughout the year.

COGS serves as an advocate for graduate students in a variety of roles within the University by:

- . serving as official channel for graduate students to bring recommendations to the Dean;
- . nominating graduate student representatives to all appropriate councils and committees of the Graduate School and other University groups;
- . increasing graduate student involvement in Graduate School governance;
- . initiating policies benefiting graduate students;
- . addressing special needs and concerns of graduate students throughout the University and helping to build a sense of graduate student community;

COGS also acts as a clearinghouse for graduate student concerns. Within the university the office provides information and support services by:

- . explaining University policies and procedures;
- . referring students to appropriate services and

resources;

- . gathering graduate student opinions via surveys;
- . informing students of their rights and grievance procedures; and
- . acting as advocate for graduate students.

In addition, COGS cooperates with regional and national organizations of graduate and professional students to:

- . inform students about local, state and national policies that affect graduate students;
- . collaborate with UMCHE, the lobbying organization that represents the University to local, state, and national governance bodies; and
- . work with other local and national organizations on issues of mutual concern.

[Decision-making in a representative organization such as COGS follows a formal process. In order for COGS to take a position on an issue, the item is brought before the General Assembly, and may be referred to a committee; the committee reports to the COGS Executive Committee; a resolution is drafted and put on the General Assembly agenda for action; information is mailed to all members and alternates; and after discussion at the General Assembly meeting, representatives vote on the resolution. All during this process, graduate students have opportunities to inform their program representatives and other COGS members of facts and opinions relevant to the decision. While COGS officers are free to articulate their personal opinions on any issue, they do not speak for COGS unless the issue has been discussed and put to a vote in the General Assembly.]

COGS publishes the Gradletter six times a year, which is distributed to programs and departments through COGS representatives and the World Wide Web at;

<http://www.grad.umn.edu/grad/cogs.html>.

COGS holds one orientation and six General Assembly meetings per year, announced in the Minnesota Daily and in the Gradletter. All graduate students are welcome to attend and participate in the discussions. COGS also maintains a staffed office at 405 Johnston Hall, phone 626-1612.

We need to change the name of the Grapevine!

The GAO has been advised that *The Grapevine* is the copyrighted title of a newsletter outside the University. Please help us find another name by sending us your suggestions.

FICA

FICA (Federal Insurance Contributions Act) includes Social Security and Medicare taxes. Graduate assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

- 1) enrolled for a minimum of six credits for the quarter or semester;
OR
enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the Ph.D. degree);
AND
- 2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% on semi-monthly payroll or more than 40 hours in a bi-weekly pay period or a combination of payrolls and appointments which exceed half-time, or who have not met the registration requirement, will have FICA withheld at the rate of 7.65% withholding on gross salary. An equal FICA tax must be paid by the employing departments. It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period. International students should refer to the International Student section of *The Handbook for Graduate Assistants* for specific information.

Remember! In order to be eligible to hold an assistantship students must be registered for a minimum of one credit.

Student Loan Reductions Due to Tuition Benefits and Fellowships

Maureen Andrew, Assistant Director
Office of Scholarships and Financial Aid

Graduate students who have already applied or plan to apply for student loans are reminded that tuition benefits, fellowships and stipends are required to be considered when determining loan eligibility. These must be considered and loans adjusted regardless of when during the year that the financial aid office learns of the benefit, fellowship, and/or stipend.

The Office of Scholarships and Financial Aid (OSFA) historically has depended on students to self-report their expected tuition benefits and fellowships at which point, loans are adjusted if necessary.

OSFA has recently developed a computer program to obtain information about tuition benefits, fellowships, and stipends that have previously gone unreported. In many cases, after OSFA includes the tuition benefits, fellowship and/or stipend in the aid package, the student's loan eligibility is reduced. Often, when loan eligibility is reduced, the University will return ineligible loan amount to the federal loan program. This results in reducing student loan debt but creates a bill due the University that must be paid within 30 days.

Students are encouraged to report any expected tuition benefits or fellowship of OSFA as soon as it is known. Loan adjustments are far easier to deal with before any funds are disbursed, and will result in less inconvenience to students.

Students who have questions concerning their financial aid packages and the impact of tuition benefits, fellowships, and stipends on student loan eligibility may call OSFA at (612) 624-1665.

This material is available in alternative formats upon request. Contact GAO, Ruby Banks-Payne, 1-41 Donhowe Building for walk-in assistance, or mail requests to: Suite 200, 319-15th Ave. S.E., Minneapolis, MN 55455. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Detach Here

Inter-office

**Graduate Assistant Office
200 Donhowe Building
East Bank**



GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES AND DULUTH CAMPUS
SPRING '97

Graduate Assistant Office (GAO)

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Minneapolis, MN 55455

Phone: (612) 624-7070

Fax: (612) 625-9801

Email: gaoinfo@gold.tc.umn.edu

WWW

<<http://www.umn.edu/ohr/gao/>>

!! MAJOR CHANGES !!

Restructuring of the Tuition Benefit Program Involves Major Policy and Practice Changes for 97-98.

Due to the spiraling deficit in cost recovery since 93-94, the tuition benefit program is undergoing multiple changes effective Summer quarter 97.

Please read this information carefully, these changes will affect each individual holding a graduate assistant title.

Change overview:

The following policy and practice changes will go into effect Summer quarter 1997.

1. All graduate assistants will be paid on bi-weekly payroll.
2. A tuition band from 7-14 credits will be put into place beginning fall '97. Credits from 1 to 6 will be charged per credit.
3. Graduate assistants must register for 6 credits each fall, winter or

spring quarter they hold an assistantship.

4. Ph.D. candidates who have taken all 36 thesis credits are required to register for 1 graded or thesis credit each fall, winter or spring they hold an assistantship.
5. The tuition benefit will be capped at a maximum dollar amount.
6. The tuition benefit program will no longer cover the cost of non-refundable fees.
7. Tuition benefit recovery from departments will move from 42.6% on gross wage to a \$6.54 charge on each hour worked.

What do these changes mean for you?

Paying on bi-weekly payroll.

Beginning summer quarter 6-16-97, it will become necessary to pay all graduate assistants on bi-weekly payroll. Students who are on semi-monthly payroll prior to 6-16, will have the no-interest loan option. Loan applications will be sent to you from payroll and should be considered carefully. Loan repayment must be made within the term of the appointment, and may not make sense for someone who is only teaching in first summer session. Instructions and a number to call for questions will be available on the loan application.

7-14 Tuition band, minimum credit registration require- ment and tuition benefit cap.

Students holding graduate assistantships fall, winter and spring will be required to register for a

minimum of 6 credits each quarter. (Summer registration is not required to hold an assistantship; see summer section). Ph.D. candidates who have taken all 36 thesis credits may register for 1 graded or thesis credit each quarter.

Students may file for an exemption from the 6 credit registration requirement (process to be defined and communicated by mid-September,) but must maintain at least 1 graded credit (A/F, S/N) or thesis credit or lose their assistantship and benefits. (Ph.D. candidates with their 36 thesis credits must also maintain this same requirement or suffer the loss of their assistantship and benefits.)

Note: Filing for an exemption from full-time registration with the University does not exempt the student from Federal FICA withholding taxes.

Summer

Registration during the summer remains optional; however, FICA withholding will be assessed on students who choose not to register.

Application of summer tuition benefits will continue to be a manual process. Detailed information and forms will be provided to departments by mid-April. A Summer Grapevine will also be published and out to students prior to the opening of summer registration.

The summer tuition benefit formula will change to offer students a maximum benefit of \$1,700 to be used during summer quarter.

For those assistants not teaching in summer session, a 50% appointment for the full 13 week summer quarter (or equivalent) will

entitle the student to a 100% or \$1,700 tuition benefit. A 25% appointment will entitle the student to a 50% or \$850 tuition benefit, and a 12.5% appointment will entitle the student to a 25% or \$425 tuition benefit. NOTE The minimum qualifying appointment can be less than 25% time only during the summer.

Students teaching in one summer session will be eligible for the following benefits; a 4-credit course will receive a 100% tuition benefit, a 3-credit course a 75% benefit, a 2-credit course a 50% tuition benefit, and a 1-credit course a 25% tuition benefit.

Non-Refundable fees.

Since the tuition benefit program will no longer cover the non-refundable fees, it is imperative that students do their cancel/adds in one action or be responsible for any non-refundable fees that ensue.

* * * * *

Current Information and Updates

Correction to 96-97 Handbook for Graduate Assistants

The following correction should be made to page 13 of the current handbook. The last day of Spring quarter for bi-weekly payroll for the Twin Cities should read 6-15-97, not 6-16-97.

Actual Newspaper Headlines (collected by actual journalists)

- Farmer Bill Dies in House
- Police Begin Campaign to Run Down Jaywalkers
- Two Sisters Reunited after 18 Years in Checkout Counter
- Red Tape Holds up Bridge

IMPORTANT DATES FOR SPRING QUARTER ON THE TWIN CITIES CAMPUS

- 3-24-97 Spring tuition benefits began appearing on student records
- 3-25-97 First test for FICA exception for Spring Quarter began
- 4-04-97 First bill for Spring from Student Accounts Receivable
- 4-12-97 Deadline for Registration
- 4-29-97 **First bill due date**
- 5-02-97 Second bill for Spring from Student Accounts Receivable
- 5-15-97 Summer registration opens
- 5-22-97 **Second bill due date**

Spring Tuition Benefits

Spring benefits began appearing at Registration and on STARs accounts on March 24, 1997. First bills will be issued April 4, 1997 by Student Accounts Receivable and are due April 29, 1997. Make sure all adjustments have been made to your account by April 29th or late payment fees will be assessed. You must contact the GAO by April 25th if an assistantship adjustment has not been made. **The GAO cannot waive late fees.**

If you are wondering whether an adjustment has been made to your account you may check your e-mail for a credit fee statement or enter the self-registration system to view your credits. NOTE: The resident rate reduction appears as GA NR WAIVER, and the tuition benefit appears as GA TUIT BEN. If you are not a Minnesota resident, both of these credits must show on your fee statement. Contact the GAO at 624-7070 if you have questions.

Quarter dates for completing graduate assistantship hours for Spring quarter are: 3-16-97 through 6-15-97 for semi-monthly payroll and 3-17-97 through 6-15-97 for bi-weekly payroll. Spring Semester dates are: 1-1-97 through 5-15-97 for semi-monthly payroll and 1-1-97 through 5-16-97 for bi-weekly payroll. Students registering in the quarter system must complete 130 hours between the quarter dates. Students registering in the semester system

must complete 195 hours between the semester dates to reach minimum eligibility requirements.

Tuition benefits will be prorated on any assistantship that begins later or ends earlier than the quarter dates listed above; also, benefits may be adjusted on any assistantship that changes within a quarter. See *The Handbook for Graduate Assistants* for more detailed information.

TUITION CAP REMINDER FOR 96-97

Starting fall quarter '96 tuition benefits were capped at a maximum of 12 credits for graduate students. Professional degree programs with their own tuition schedules had tuition benefits capped at the top of their full-time band. Any credits over the cap are charged directly to the student at the resident rate. Courses in day and evening are counted together in the maximum credit cap. If you are exceeding the credit cap, but have not been billed correctly, we advise you to contact the GAO immediately. It is possible that without self-identifying, your billing for any over-maximum credits will not appear until mid-quarter.

FICA

FICA (Federal Insurance Contributions Act) includes Social Security and Medicare taxes. Graduate assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

- 1) enrolled for a minimum of six credits for the quarter or semester;
- OR**
- enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the Ph.D. degree);
- AND**
- 2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% on semi-monthly payroll or more than 40 hours in a bi-weekly pay period or a combination of payrolls

and appointments which exceed half-time, or who have not met the registration requirement, will have FICA withheld at the rate of 7.65% withholding on gross salary. An equal FICA tax must be paid by the employing departments. It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period. International students should refer to the International Student section of *The Handbook for Graduate Assistants* for specific information.

* * * * *

**The Graduate and Professional
Student Assembly and the Council
of Graduate Students
PRESENTS**

**The National Association of
Graduate and Professional Students
1997 Midwest Regional Conference
April 4-6 at the University of
Minnesota**

Join Graduate and Professional Students from across the Midwest as well as from the University of Minnesota. Everyone is invited regardless of year, discipline or previous campus involvement.

Schedule of Events:

- April 4 - Banquet and keynote speaker - get together at the Underground
- April 5 - Workshop day featuring seminars on thesis writing, preparing future faculty graduate student unions, state legislature lobbying, networking your organization, communication with University administration and more.
- April 6 - Business meeting over brunch

Meals included! All for only \$5.00.

To register contact the COGS office at: 401 Johnston Hall, University of MN, (612) 626-1612, e-mail at cogs@gold.tc.umn.edu or WWW at <http://www.grad.umn.edu/grad/cogs.html>

Please register by April 3rd.

* * * * *

New Research Center

Research on Developmental Education and Urban Literacy is a new collaboration among staff and faculty in the General College, the College of Education and Human Development, and Disability Services. This project is funded by the Graduate School. The center supports research projects and connects individuals working with these issues on campus and in the community. A key aspect of the Center's mission is to increase visibility and support for research projects in developmental education and urban literacy, and we will specifically work to increase graduate student involvement over the next two years during our start-up phase. Currently, we sponsor free monthly research forums throughout the academic year and welcome input into the development of this research center. For further information, please visit our web site (<http://www.gen.umn.edu/research/credeul>), or contact Dana Britt Lundell, CRDEUL Coordinator at 612-626-8706, 256 Appleby Hall, General College.

We would like to invite graduate students and faculty to our upcoming research forums (posted on our web site). In May, we are hosting a forum featuring a national speaker, co-sponsored by the Weisman Art Museum. Dr. Shirley Brice Heath, Professor of Linguistics and English at Stanford University, will present a lecture and discussion on Monday, May 19th, 3:00 p.m. in the Shepherd Room at the Frederick R. Weisman

Art Museum. She is a world-renowned researcher and author of *Ways with Words: Language, Life and Work in Communities and Classrooms* (1983), and contributing editor of *Identity and Inner-City Youth: Beyond Ethnicity and Gender* (1993). She has also written and conducted numerous other research projects and publications exploring literacy acquisition and community. Dr. Heath will speak about issues of literacy in urban settings and the role of language, arts and community-based programs in education and communication. The lecture, followed by a reception in the adjacent Fiterman Gallery is free and open to the public.

Failure to register by any graduate assistant for one graded or thesis credit during a quarter in which they hold an assistantship will result in retroactive termination of the assistantship and loss of tuition and insurance benefits. Students filing Exemption from Full-Time Study with the International Student and Scholar Services must still register for a minimum of one graded credit when they are employed as GA's.

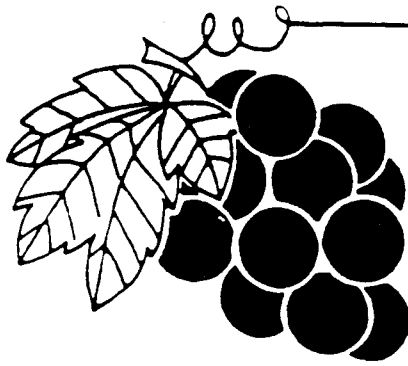
Extension Classes Tuition Benefits

Course level and other restrictions apply to tuition benefits for Extension Classes

All Extension Classes tuition benefits must be manually processed. The *Application for Extension Classes Tuition Benefit* is available from your department or the GAO. Complete the form and mail, or walk it to the GAO for authorization. (Applications must be accompanied by the current PAF.) Applications are good for one quarter only. Detailed instructions and a complete list of restrictions are available on the form and in the 96-97 Handbook for Graduate Assistants.

GA Job Announcements

Graduate Assistants Job announcements are available on-line at (<http://www.umn.edu.ohr/gao/>).



The Graduate Assistant **Grapevine**

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS
Summer '97

**GRADUATE ASSISTANT OFFICE (GAO)
1-41 Donhowe for walk-in assistance**

For Mailing:

**319 15th Ave. SE Suite 200
Minneapolis, MN 55455**

Phone: (612) 624-7070

Fax: (612) 625-9801

Email: gaoinfo@gold.tc.umn.edu

WWW http://www.umn.edu/ohr/gao/

**!!! ATTENTION !!!
New Class titles**

To accommodate differing registration needs the GAO has established three categories of assistantships.

- full-time tuition benefit
- one-credit tuition benefit
- no tuition benefit

When you accept an assistantship, please confirm with your department which type of benefit eligibility your job will carry.

TUITION BENEFIT \$ CAP

Summer Tuition benefits will be capped at \$1,700 for students in the following job titles:

9511 TA, 9521 RA, 9531 Admin Fellow
9574 Summer Session TA
9553 Dental Fellow
9554 Med Fellow

Summer Tuition benefits will be capped at \$309 for students in the following job titles:

9519 Ph.D Candidate (individuals who have completed their 36 thesis credits) TA

9529 Ph.D Candidate (individuals who have completed their 36 thesis credits) RA

9533 Ph.D Candidate (individuals who have completed their 36 thesis credits) Admin Fellow

No summer tuition benefits will be given for individuals in the following job titles:

9571 Summer Quarter TA
9572 Summer Quarter RA
9573 Summer Quarter Admin Fellow
9575 Summer Session TA w/o Tuition Ben
9535 Prof. Program Assistants
9539 Legal Proj Asst. w/out TB

NOTE: Students on non-tuition bearing class titles who have a 25% appointment may be eligible to receive resident-rate reduction. Please contact the GAO.

Tuition benefits for individuals working summer quarter appointments will continue to be calculated at twice the percentage of time worked and prorated for appointments between 12.5%* and 50% time.(i.e. 25% apt x 2=50% tuition benefit x\$1,700 =\$850 etc.) Tuition benefits for summer session appointments are figured somewhat differently, see the Summer '97 Summer Tuition Benefit Chart disseminated to your department which distinguishing between summer quarter and summer session benefits.

*Only during the summer quarter does the minimum qualifying appointment for a tuition benefit lower to 12.5% time. During fall, winter and spring quarters the minimum qualifying appointment for a tuition benefit is 25%.

Important !

**Summer tuition benefits are manual!
You must complete the Summer Tuition Benefit Request form attached.**

Summer Registration:

Registration is not required to hold a graduate assistantship if you were adequately registered the previous spring quarter or semester or you are admitted for the next fall quarter. FICA withholding will be assessed on students who choose not to register.

You must inform your department of your summer registration plans and any subsequent changes to your summer registration.

Biweekly Payroll Conversion

All Graduate Assistants will be converted to Biweekly Payroll beginning summer quarter: Most graduate students will move to fixed hourly appointments that have a percentage attached and do not require the use of time cards.

Graduate Assistants may be eligible for No-Interest Loans. A separate memo addressing the no-interest loan application process will be coming out from the Graduate School. Please watch for this document.

FICA Withholding for Summer

FICA withholding rules remain unchanged from last summer. You must be registered for a total of six credits during any combination of summer sessions, and work no more than 50% time to be exempt from FICA taxes. (Doctoral candidates need to register for a minimum of 1 credit to be exempt from FICA.) The first test for FICA exclusion for summer pay will be **June 23 for Semi-monthly Payroll** (No students will be allowed to remain on semi-monthly payroll after the June 30 check.) and **June 25 for Biweekly Payroll.**

Non-Refundable fees.

Since the tuition benefit program will no longer cover the non-refundable fees, it is imperative that students do their cancel/adds in one action and during the 100% refund period or be responsible for any non-refundable fees.

IMPORTANT DATES FOR SUMMER:

6-17-97 First term classes begin
6-20-97 1st Summer Session billing mailed
7-4-97 University Holiday
7-15-97 First bill due date
7-22-97 End of first term
7-24-97 Second term classes begin
7-25-97 2nd summer session billing mailed
8-12-97 Second bill due date
8-15-97 Final billing due

Make sure all adjustments have been made to your account by July 14th or late payment fees will be assessed. You must contact the GAO by July 11th if an assistantship adjustment has not been made.

The GAO cannot waive late fees.

If you are wondering whether an adjustment has been made to your account you may check your e-mail for a credit fee statement or enter the self-registration system to view your credits. NOTE: The resident rate reduction appears as GA NR WAIVER, and the tuition benefit appears as GA TUIT BEN. If you are not a Minnesota resident, both of these credits must show on your fee statement. Contact the GAO at 624-7070 if you have questions.

Extension Classes Tuition Benefits

Course level and other restrictions apply to tuition benefits for Extension Classes

All Extension Classes tuition benefits **must be** manually processed by the GAO. The *Application for University College Tuition Benefit* is available from your department or the GAO. Complete the form, walk it to the GAO for authorization. (Applications must be accompanied by the current PAF.) Applications are good for one quarter only. Detailed instructions and a complete list of restrictions are available on the form and in the current Handbook for Graduate Assistants.

GA Job Announcements

Graduate Assistants Job announcements are available on-line at:

<http://www.umn.edu.ohr/gao/>

Graduate Assistant Directory

Council of Graduate Students
405 Johnston Hall
626-1612

Graduate Assistant Insurance Office
N323 BHS
625-5001

Students Accounts Receivable
20 Fraser Hall
625-8500

This material is available in alternative formats upon request. Please call the Graduate Assistant Office, (612) 624-7070. The University of Minnesota is an equal opportunity educator and employer.

Summer PAF(s) must be attached, Payroll Distribution Documents may not be substituted

Summer '97 Request for Tuition Benefits

Registration: check all that apply

Day school Registration

SSI _____ credits SSII _____ credits

Special Term: _____ Credits _____ begin date _____

Evening (University College) Registration

SS1 SS2

Special Term; begin date _____

Summer Appointment: Please indicate the class titles of all summer appointments (titles listed on PAF)

Tuition Bearing Titles	Non-Tuition Bearing Titles
<p><u>\$1,700 max benefit</u></p> <p><input type="checkbox"/> 9511 Teaching Assistant</p> <p><input type="checkbox"/> 9521 Research Assistant</p> <p><input type="checkbox"/> 9531 Admin Fellow</p> <p><input type="checkbox"/> 9574 Summer Ses. TA w/t. ben.</p> <p><input type="checkbox"/> 9553 Dental Fellow</p> <p><input type="checkbox"/> 9554 Med Fellow</p>	<p><u>\$309 max benefit</u></p> <p><input type="checkbox"/> 9519 Ph.D. w/36 TA</p> <p><input type="checkbox"/> 9529 Ph.D. w/36 RA</p> <p><input type="checkbox"/> 9533 Ph.D. w/36 AF</p> <p><input type="checkbox"/> 9538 Legal Project Assistant (benefit to be decided)</p>
	<p><u>\$0 benefit</u></p> <p><input type="checkbox"/> 9571 Summer Qtr TA</p> <p><input type="checkbox"/> 9572 Summer Qtr RA</p> <p><input type="checkbox"/> 9573 Summer Qtr AF</p> <p><input type="checkbox"/> 9575 Summer Session TA w/o t. ben</p> <p><input type="checkbox"/> 9535 Prof. Program Asst.</p> <p><input type="checkbox"/> 9539 Legal Proj. Asst. w/o t. ben</p>

Student Type: Please indicate your school of registration

<input type="checkbox"/> Graduate ¹	<input type="checkbox"/> Dentistry ²	<input type="checkbox"/> Other _____
<input type="checkbox"/> Law ³	<input type="checkbox"/> Pediatric Dentistry (if yes indicate which year)	
<input type="checkbox"/> Medical ⁴	<input type="checkbox"/> 1 st year	<input type="checkbox"/> 2 nd year

Student Information: Please complete and sign

Name (Print)	ID#	Social Security #
Signature	Campus phone	Home phone

GAO USE ONLY	Completed By _____	Date _____
<p>First Appointment</p> <p><input type="checkbox"/> 9511, 9521, 9531 <input type="checkbox"/> 9574 <input type="checkbox"/> 9538</p> <p><input type="checkbox"/> 9519, 9529, 9533 <input type="checkbox"/> 9553 <input type="checkbox"/> 9554</p>	<p>Second Appointment</p> <p><input type="checkbox"/> 9511, 9521, 9531 <input type="checkbox"/> 9574 <input type="checkbox"/> 9538</p> <p><input type="checkbox"/> 9519, 9529, 9533 <input type="checkbox"/> 9553 <input type="checkbox"/> 9554</p>	
TB % _____ TB \$ _____	TB % _____ TB \$ _____	
SS1 \$ _____ SS2 \$ _____	SS1 \$ _____ SS2 \$ _____	
Change Date _____		
TB % _____ TB \$ _____	TB % _____ TB \$ _____	
SS1 \$ _____ SS2 \$ _____	SS1 \$ _____ SS2 \$ _____	

¹ Graduate students refer to Summer 97 Tuition Benefit chart

² Non-pediatric dentistry students follow the Summer '97 Tuition benefit chart, Pediatric Dentistry students should consult with Michelle at 625-8445 for eligibility details.

³ Law students in tuition bearing class titles during their summer quarter must work a minimum of 130 hours between 5-16-97 and 8-15-97 to become eligible for benefits. Tuition benefits begin at 50% and are prorated up to 100% for 260 hours of work. Specific dollar amount of benefits is yet to be determined.

⁴ Medical students in tuition bearing class titles during summer quarter must work a minimum of 130 hours between 6-16-97 and 9-14-97 to become eligible for tuition benefits. Most Medical students are restricted to 25% and will be eligible for tuition benefits in the amount of \$850.

Tuition Benefit Processing

All summer tuition benefits are processed manually. Follow the steps listed below

APPLICATION STEPS:

1. Students must complete the Summer '97 Request for Tuition Benefit Form.
2. Attach a copy of the summer appointment PAF(s)* and submit both forms to the GAO.

APPLICATION OPTIONS:

1. Departments may collect the completed Summer Request forms, attach photocopies of the summer PAF(s) and submit them in a batch to the GAO using the Summer Tuition Benefit Batch Request Form.
(NOTE: The GAO will confirm receipt and tuition benefit completion dates to the department if they have requested it.)
2. Individual Summer Requests accompanied by a copy of the appropriate PAF(s) may be Faxed, mailed or walked to the GAO by the student or department.
3. Departments are allowed to submit the Summer Request forms with the original PAF (as the PAF is being routed to Payroll and HR). We however recommend the use of option 1.

Departments are urged to forward as many requests as possible in batches. The GAO will begin placement of Tuition Benefits into the registration system as early as **May 8, 1997**.

***Payroll Distribution Documents may not be substituted for the PAF.**

FICA WITHHOLDING DURING THE SUMMER

FICA withholding rules remain unchanged from last summer, students must be registered for a total of six credits during any combination of summer sessions, and work no more than 50% time to be exempt from FICA taxes. (Doctoral candidates need register for a minimum of 1 credit to be exempt from FICA.) The first test for FICA exclusion for summer pay will be **June 23 for Semi-monthly Payroll*** and **June 25 for Biweekly Payroll**. The FICA Exclusion table below is provided to clarify the relationship between registration dates, credits and FICA Exclusion.

***No students will be allowed to remain on semi-monthly payroll after the June 30 check.**

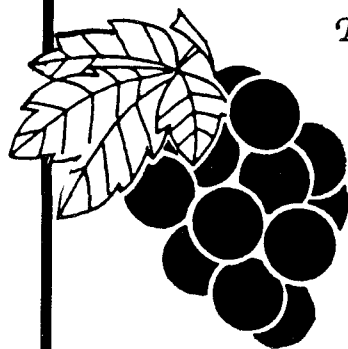
Registration Deadline		<u>Masters and Ph.D. Students</u>		
SS1	SS2	# of credits SS1	# of credits SS2	Break
6-23		6 or more exempt	0 Exempt	Exempt
6-23		0 Exempt	6 Exempt	Exempt
6-23	8-06	3 Exempt	3 Exempt	Exempt
6-23	8-06	4 Exempt	2 Exempt	Exempt
	8-06	0 Not Exempt	3-5 Exempt	Not Exempt
6-23		3-5 Exempt	0 Not Exempt	Not Exempt
<u>Ph.D. Candidates</u>				
6-23		1 Exempt	0 Exempt	Exempt
6-23		0 Exempt	1 Exempt	Exempt
	8-06	0 Not Exempt	1 Exempt	Exempt

Tuition Benefits for Extension classes: The completed Application for University College Tuition Benefit and the Summer '97 Request for Tuition Benefit form, plus the appropriate summer PAF(s), must be submitted to the GAO for authorization. The GAO will electronically notify University College when tuition benefits have been approved.

Adjusting Tuition Benefits: It is not necessary for individuals to complete a new Summer '97 Request for Tuition form to modify their benefits. To change an original request, simply make changes in writing to the GAO. Requests for adjusting benefits must include a copy of the new PAF (if applicable). All written requests for changes should include name, ID # and phone number for possible questions.

Graduate Assistant Office walk-in service: Suite 1-41 Donhowe Building, 319-15th Ave. S.E., Mpls. MN 55455
Campus mail: Suite 200 Donhowe Fax: (612) 625-9801 Phone: (612) 624-7070

The Graduate Assistant



GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS
Fall '97

Graduate Assistant Office (GAO)
Office of Human Resources

For walk-in assistance:

1-41 Donhowe

For Mailing:

319-15th Ave. SE, Suite 200

Minneapolis, MN 55455

Phone: (612) 624-7070

Fax: (612) 625-9801

Email: gaoinfo@gold.tc.umn.edu

WWW <<http://www.umn.edu/ohr/gao/>>

Students required to register for six credits will receive a maximum tuition benefit of \$1,660, if eligible for a 100% tuition benefit. Students required to register for one credit will receive a maximum tuition benefit of \$290 if eligible for a 100% tuition benefit.

Your tuition benefit eligibility is based on the total percentage of your assistantship. You become eligible for tuition benefits by working a minimum 25% time (130 hours per quarter or 195 hours per semester equivalent) graduate assistantship, and benefits are calculated at twice the percentage of time worked.

FALL DATES

09-15 Tuition benefits began to appear on records

09-25 Fall classes began

10-04 Last day to cancel without non-refundable fees

10-11 Last day to register

10-21 First Bills Due

11-27 & 28 Thanksgiving Holiday University Closed

Examples:

<u>Assistantship %</u>	<u>Tuit. Ben. %</u>	<u>6 credits</u>	<u>1 credit</u>
50%	100%	\$1,660	\$290
30%	60%	\$996	\$174
25%	50%	\$830	\$145

NOTE: Tuition benefits may not directly relate to the number of credits you take or to the program you're in. In other words, students working 25% time receive a \$830 benefit. In the graduate school this will cover all but \$610 of 6 credits, while in architecture it will cover all but \$704.50 of 6 credits. The benefit is based on dollars not on the number of credits you take.

!! MAJOR CHANGES 97-98!!

Restructuring of the Tuition Benefit Program
Involves Major Policy and Practice Changes

- Tuition Benefit Based on Dollar Amount Not Number of Credits
- Non-refundable Fees Students' Responsibility
- New Job Classifications Developed
- New Registration Requirements
- Student Loan Alert
- All Graduate Assistants on Bi-weekly Payroll

For more detailed information on these and other issues refer to the *97-98 Handbook for Graduate Assistants*.

Tuition Benefit Based on Maximum Dollar Amount!

Students holding graduate assistantships are divided into two categories; those required to register for six credits or for one credit.

NON-REFUNDABLE FEES STUDENTS' RESPONSIBILITY

Effective Summer '97 the tuition benefit program no longer covers any non-refundable fees assessed to graduate assistants. You must cancel and add in one action or be responsible for any non-refundable fees which ensue. You must also pay any non-refundable portion of your fees if you cancel after the 100% refund period. (October 4 for fall qtr.)

New Job Classifications and Their Registration Requirements.

New graduate assistant job classifications have been developed to distinguish students who are in advanced stages of their degree program from those still doing coursework. Students eligible for these advanced classifications will be allowed to register for one graded, pre-thesis or thesis credit each quarter, all other graduate assistants will be required to take a minimum of six credits (of which a minimum of one must be graded coursework, pre-thesis or thesis credit).

Six credit registration requirement, \$1,660 maximum*

9511 Teaching Assistant

9521 Research Assistant

9531 Admin Fellow

One credit registration requirement, \$290 maximum*

9518 Advanced Masters TA

9528 Advanced Masters RA

9532 Advanced Masters AF

9519 Ph.D. Cand. w/36 Thesis Credits TA

9529 Ph.D. Cand. w/36 Thesis Credits RA

9533 Ph.D. Cand. w/36 Thesis Credits AF

Additional Professional School Titles; six credit registration requirement,

\$1,660 maximum*

9553 Dental Fellow

9554 Medical Fellow

\$4,330 maximum*

9558 Legal Project Assistant w/T.Ben.

*Maximums are based on 50% appointments, if you work

less than 50% your benefit is prorated.

Advanced Status Job Classifications Definitions

Advanced Masters Assistants are students who have degree program forms approved by and on file with the Graduate School; all coursework included on the degree program form is complete, with grades posted on the Graduate School transcript; and, if Plan A, the master's thesis credit requirement (16 xxxx-8777 thesis credits) is complete. Students who complete these eligibility requirements become eligible for advanced masters status the following quarter. See your Director of Graduate Studies or refer to the 97-98 Handbook for Graduate Assistants, for procedures on how to file for this advanced graduate status, this status is not granted automatically and there are deadlines for applying.

Ph.D. Candidates W/36 Thesis Credits are students who have passed the preliminary oral examinations and have completed the doctoral thesis credit requirement (36 xxxx-8888 thesis credits). The quarter a Ph.D. Candidate completes the 36 thesis credits the Graduate School will place a "GT" tracking flag into the student's

computer record. Effective the following quarter the student's work department may move the student to the new advanced job classification. For more details see your Director of Graduate Studies or refer to the 97-98 Graduate Assistant Handbook.

Student Loan Alert

Although some students may qualify for one of the advanced status job categories this fall quarter, only registering for one credit may require you to begin repayment on your student loans. The University is moving to correct this problem but there will be nothing in place Fall '97 to prevent this. Preliminary information on the problem and the Universities solution has been provided to Directors of Graduate Studies, Deans, Directors and Department Heads. Detailed information will be coming out from the Graduate School during fall quarter on the implementation of the new procedures.

Editorial Comment

In an effort to control the costs of the tuition benefit program this year, numerous changes are going into effect. It will become increasingly necessary for you to develop close ties with your departments' administrative unit (i.e. administrators and payroll officers). These people, as well as your advisors and supervisors, may begin requesting information on your registration plans well in advance of a quarter, or an academic year. It is extremely important that you respond to these requests in a timely manner, and to remember to advise your department if you make subsequent changes to those plans. Changes to your registration plans which are not communicated to your department until after a quarter has begun, may create additional paperwork for your department and impact your tuition benefit.

Graduate Assistants on Bi-weekly Payroll

Effective Summer '97 it became necessary for all graduate assistants to be paid on bi-weekly payroll due to changes in the recovery of tuition benefit program costs. This has not created any changes in tuition benefit processing, as most students have moved to percentage based, fixed hourly appointments which do not require the use of time cards.

FICA

FICA (Federal Insurance Contributions Act) includes Social Security and Medicare taxes. Graduate assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

1) enrolled for a minimum of six credits for the quarter or semester;

OR

enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the Ph.D. degree);

AND

- 2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% (or more than 40 hours) in a bi-weekly pay period in any combination of appointments which exceed half-time and/or who have not met the registration requirement, will have FICA withheld at the rate of 7.65% withholding on gross salary. An equal FICA tax must be paid by the employing department(s). It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period. International students should refer to the International Student section of *The Handbook for Graduate Assistants* for more detailed information.

Graduate Assistants should be advised that the University is awaiting written guidance from the National Office of the Internal Revenue Service on FICA withholding for students. This written guidance may become available within fall quarter, and changes to current policy may occur within the 97-98 academic year. If any changes do occur you will be notified through your department immediately.

University College, Extension Classes Tuition benefits

All Extension Classes tuition benefits must be manually processed by the GAO. The *Application for University College Tuition Benefit* is available from your department or the GAO. Complete the form, and walk it to the GAO for authorization. (Applications must be accompanied by the current PAF.)

Applications are good for one quarter only. Detailed instructions and a complete list of restrictions are available on the form and in the current Handbook for Graduate Assistants. Students who register in both day and evening classes will have their tuition benefit applied to day school first, any tuition benefit remainder may then be used towards covering Extension classes.

Graduate School Fellowship Office

Alison Skoberg, GSFO

Graduate School, 321 Johnston Hall (612) 625-7579

The Graduate School Fellowship Office has announced competitions for the awards listed below. Applications are available upon request in the Fellowship Office.

Luce Scholars Program provides one-year internships in Asia to 18 persons nationally. Persons from all fields

except Asian affairs may apply. Applicants must be under 30 years of age when the program begins.

Deadline: November 3, 1997

Special Grants for Doctoral Dissertation -- Students who have passed both written and oral prelims by the end of fall quarter may apply for grants up to \$1500 for dissertation research expenses.

Deadline: November 3, 1997.

The Council of Graduate Students

Wendy Crone Grebner, COGS

Graduate students at the University of Minnesota have a voice in University governance through the Council of Graduate Students (COGS). COGS fills a variety of roles by: serving as the official channel whereby recommendations from graduate students are brought to the Dean; nominating graduate student representatives to all appropriate councils and committees of the Graduate School and to other University groups; collecting and disseminating pertinent information to graduate students; initiating policies that benefit graduate students; addressing the special needs and concerns of graduate students throughout the University and building a sense of graduate student community; increasing graduate student involvement in Graduate School governance; informing students about local, state and national policies that affect graduate students; working with other organizations on issues of mutual concern; acting as a clearinghouse for graduate student concerns; and cooperating with regional and national organizations of graduate and professional students.

In the last year COGS has made significant progress for the benefit of graduate students, including:

- shepherding the document on "Mutual Responsibilities for Graduate Education at the University of Minnesota" through the Graduate School, which became policy this Spring;
- hosting the very successful Midwest Regional Conference of the National Association for Graduate and Professional Students;
- developing a workshop on writing effective proposals with the Graduate School Fellowship Office;
- lobbying successfully for increased upper credit limit for the graduate assistant tuition band;

COGS provides graduate students with an excellent opportunity to get involved and make a difference. In COGS you can improve the lives of graduate students, cross program lines and get to know people in other disciplines, develop a better understanding of how the U works, glimpse other aspects of the faculty role, improve the U

rather than just complain about it, and take advantage of service and leadership opportunities.

COGS is always looking for graduate students interested in getting involved. You can be a COGS Representative for your program, serve on a University committee, the University Senate, or the Graduate School Policy and Review Council. In particular COGS needs a vice-president for Finance for 1997-8.

To become a COGS Representative for your program, talk to your DGS or contact the COGS Office. To become involved in any way with COGS, contact the COGS office:

405 Johnston Hall

626-1612

cogs@gold.tc.umn.edu

<http://www.grad.umn.edu/grad/cogs.html>

Financial Aid

Maureen Andrew, OSFA

The Office of Scholarships and Financial Aid (OSFA) assumes that graduate students will have a 50% appointment, (thus receive full tuition benefits), before awarding student loans. Tuition benefits are a form of financial aid that OSFA must consider when determining eligibility for student loans.

After graduate students apply for financial aid, OSFA will mail a Financial Aid Notification that lists an "estimated tuition benefit," loans, if eligible, and other assistance that is known by OSFA at that time. The loans offered will be the eligible amounts after considering the assumed tuition benefit and other aid. If the full tuition benefit will not be available, students can inform OSFA of this by making a notation on the FAN which includes the correct amount of the tuition benefit, and may also request additional loans if eligibility remains.

Caution should be exercised whenever requesting an adjustment to the financial aid package that results in increased loans. OSFA is required by law to reduce loans throughout the year if a tuition benefit or other assistance increases or becomes available. This can create a difficult situation for students who may have already spent their loan money. In the process of reducing a loan, the University will debit the student's tuition account for the overaward and return those funds to the student loan program. This reduces the debt due the lender, but creates a bill that must be repaid to the University.

The risk of consequences can be reduced if students report all forms of expected assistance as soon as those

are known. It is far easier to reduce a loan before it is ever disbursed than after.

Graduate Assistant Insurance

Graduate Assistant Insurance Office,
N323 Boynton Health Service
(612) 625-6936

The University of Minnesota provides subsidized medical insurance coverage to graduate assistants with appointments of at least 25% time (130 hours per quarter/195 hours per semester). The University pays a portion of the premium equal to twice the appointment percentage.

The medical insurance plan is called Medica Choice Classic and is provided through Medica Health Plans. It offers comprehensive medical benefits available through a broad network of providers including Boynton Health Service and University providers, pharmacies and hospitals. Medica is known for its service and care quality.

If you are an eligible graduate assistant, you must apply by the enrollment deadline during the first quarter of your appointment; you will not need to re-enroll each quarter. To apply, you must complete an enrollment form available from your department or from the Graduate Assistant Insurance Office, room N323 Boynton Health Service, 410 Church Street SE, (612) 625-6936. If you lose eligibility for coverage, you must cancel your participation in the group plan by completing a cancellation form, also available in the Graduate Assistant Insurance Office in Boynton Health Service. To re-enroll after cancellation, you must once again complete the enrollment form.

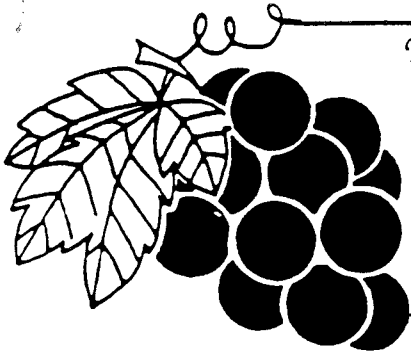
Dependent coverage is available from Medical Health Plans, but you must pay the full cost of the coverage. For more information on dependent coverage, contact Medica Customer Service at (612) 945-8000 or 1-800-952-3455.

Students who pay the student services fee will receive a \$21 credit to their account at Student Accounts Receivable after the end of the quarter.

For more information on enrollment or plan benefits, contact the Graduate Assistant Insurance Office.

ALSO: Graduate assistants must complete the insurance portion of the self-registration screen. Failure to do so will result in insurance charges to the student's account. Refer to the class schedule or call the Graduate Assistant Insurance Office (612) 625-6939 if you have questions.

This material is available in alternative formats upon request. Please call Ruby Payne, the Administrator in the Graduate Assistant Office, 612-624-7070. The University is an equal opportunity educator and employer.



GRAPEVINE

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

ATTENTION GRADUATE ASSISTANTS IMPORTANT SUMMER 1998 ISSUES!

Summer Processing and Rules are Different for Registration, Tuition Benefits, and FICA Withholding.

Summer Tuition Benefit and Employment Differences.

- You must request Summer Tuition Benefits using the Summer Request for Tuition Benefit Form (copy attached).
- The Office of Human Resources will not place a tuition benefit into your STARS Account for the summer unless a Summer Request Form is received.
- Tuition Benefits will be capped at \$1,660 or \$290 this summer.

Continued on page 2

New FICA Practices for Summer Employment.

FICA exempt during both Summer Sessions
(June 16-August 26) OR the Summer Quarter
(June 15-September 13).

Continued next column

IN THIS ISSUE

- 1 Summer Benefit / Employment Differences
- 1 New FICA Practices for Summer
- 1 Advanced Degree Students /summer registration
- 2 Miscellaneous FICA Information
- 2 Summer Information Available from Departments
- 2 FICA for Law Students
- 2 Your Department Needs Your Help

Graduate students who are enrolled for a combined total of 4 credits for both sessions with at least 1 credit during each session will be exempt from FICA on employment earnings during the entire summer academic period. (See exception for certain Ph.D. Candidates and Advanced Masters students page 2.)

FICA exempt during one Summer Session Only.

Graduate students who are enrolled during only one summer session will be exempt from FICA during that session if enrolled for at least 2 credits. (See exception for certain Ph.D. Candidates and Advanced Masters students page 2.)

Advanced Degree students may choose to pay FICA rather than register during the summer.

In some cases Advanced Masters students and Ph.D. Candidates (as defined on page 2 under Exception to FICA practices) may find it less expensive to pay FICA than to register during the summer. Since the University does not require registration during the summer, it is appropriate for students in these class titles to analyze whether paying FICA withholding is less expensive than paying out-of-pocket tuition costs. Students can then plan accordingly.

A maximum tuition benefit of \$290 is given to students in the advanced degree titles;

9518, 9528, 9532 Advanced Masters

and

9519, 9529, 9533 Ph.D. Candidates with 36 Thesis Credits

continued on page 2

Registration Choices / continued from page 1

if you hold a 50% time appointment for the full 13 week summer quarter. (Appointments of lower percentage and less time are a prorated percentage of \$290.)

Registering for two credits in each summer session according to the new FICA practices will cost \$520 (grad school rates). You will be responsible for paying the difference between \$290 and \$520 in this situation. In some case your FICA withholding for the summer may be less.

SUMMER INFORMATION AVAILABLE FROM YOUR DEPARTMENT!

An Office of Human Resources memo dated April 29, 1998 has been disseminated to departmental payroll officers and Directors of Graduate Studies. Detailed instructions on procedures, required forms, and a complete schedule of FICA deadlines is now available from your department. If you plan to register this summer please contact your payroll officer to receive a complete set of instructions and forms.

New FICA Practices / continued from page 1

Ph.D. and Advanced Masters Exception to FICA Practices.

Ph.D. Candidates (i.e. students who have passed the preliminary oral examination for the Ph.D. Degree)

Advanced Masters students who hold job class job class titles of 9518, 9528, 9532 **and** register for thesis credit 8333.

These graduate students need only **one** credit each summer session they are employed to be exempt from FICA.

Graduate Assistant Insurance for Summer

GA's enrolled in the GA Health Insurance Plan for Spring 1998 are automatically enrolled for the summer. Contact the Graduate Assistant Insurance Office at 612-624-0627 if you need information on the University's contribution to the plan.

NOTICE: Effective Fall 1998, the GRADUATE ASSISTANT GRAPEVINE will be published on the WEB. Look for it and other useful employment information at <http://www.umn.edu/ohr/gao/>

Miscellaneous FICA Tidbits!

- Registration for a ten week or special term course in which registration appears in Summer Session 1 will not exempt students from FICA withholding in Summer Session 2. (The registration term for each course is indicated in the class schedule.)
- Registration for non-credit courses (0XXX) will not qualify a student for FICA exemption.
- Students not sufficiently registered for Fall quarter by October 1, 1998 will have FICA withholding from wages related to the first pay period of the quarter (beginning September 14, 1998), payable on October 7, 1998.
- The first test for FICA exclusion for Summer quarter pay will be June 25, 1998. The first test for FICA exclusion for Summer Session 1 pay will be July 9, 1998.

Summer Tuition Benefit / Continued from page 1.

- You are not required to register during the summer in order to hold an assistantship.
- DO NOT submit a Tuition Benefit Request Form if you are not registering.

FICA Withholding for Law Students

Law students registered for 4 credits during summer term will be exempt during the summer semester May 18, 1998 through August 16, 1998. The first test for FICA exclusion for Law Summer Semester pay will be May 28, 1998 and for Law Fall Semester September 2, 1998.

YOUR DEPARTMENT NEEDS YOUR HELP!

Your department needs to know your registration plans for this summer. If you are not planning to register but will continue to be employed, the department has the option of placing you on a non-tuition bearing class title during the summer. **Make your plans now and communicate them to the payroll officer in your work department.** Communicating your plans and not making subsequent changes will save your department a lot of effort.

This material is available in alternative format upon request. Contact the Job Center, 612-624-7070, Suite 170, Donhowe Building for walk-in assistance, or mail requests to; Suite 200, 319 -15th Ave. SE, Mpls, MN 55455.

The University of Minnesota is an equal opportunity educator and employer.

Summer 1998 Request for Graduate Assistant Tuition Benefits

Registration: Please indicate number of credits per session

Day School Registration SS1 _____ SS2 _____ Special Term _____ begin date _____	Evening (University College) Registration SS1 _____ SS2 _____ Special Term _____ begin date _____
--	--

Summer Appointment: Do not submit Requests or DD forms for non-tuition bearing titles (9571, 9572, 9573, 9575, 9535, 9539)

Graduate Assistantship Titles -- Check as many as appropriate and attach relevant DD forms	
<u>\$1,660 max benefit</u> <input type="checkbox"/> 9511 Teaching Assistant <input type="checkbox"/> 9521 Research Assistant <input type="checkbox"/> 9531 Admin Fellow <input type="checkbox"/> 9574 Summer Ses. TA w/t. ben. <input type="checkbox"/> 9553 Dental Fellow <input type="checkbox"/> 9554 Med Fellow	<u>\$290 max benefit</u> <input type="checkbox"/> 9519 Ph.D. w/36 TA <input type="checkbox"/> 9529 Ph.D. w/36 RA <input type="checkbox"/> 9533 Ph.D. w/36 AF <input type="checkbox"/> 9518 Adv. Mast. TA <input type="checkbox"/> 9528 Adv. Mast. RA <input type="checkbox"/> 9532 Adv. Mast. AF <input type="checkbox"/> 9538 Legal Project Assistant (Benefit Max \$2,888)

Student Type: Please indicate your school of registration

<input type="checkbox"/> Graduate ¹	<input type="checkbox"/> Dentistry ²	<input type="checkbox"/> Other _____
<input type="checkbox"/> Law ³	<input type="checkbox"/> Pediatric Dentistry (if yes indicate which year)	
<input type="checkbox"/> Medical ⁴	<input type="checkbox"/> 1 st year	<input type="checkbox"/> 2 nd year

Student Information: Please complete and sign

Name (Print)	ID#	Social Security #
Signature	Campus phone	Home phone

JOB CENTER USE ONLY	Completed By _____	Date _____
First Appointment <input type="checkbox"/> 9511, 9521, 9531 <input type="checkbox"/> 9574 <input type="checkbox"/> 9538 <input type="checkbox"/> 9519, 9529, 9533 <input type="checkbox"/> 9553 <input type="checkbox"/> 9554 9518, 9528, 9532	Second Appointment <input type="checkbox"/> 9511, 9521, 9531 <input type="checkbox"/> 9574 <input type="checkbox"/> 9538 <input type="checkbox"/> 9519, 9529, 9533 <input type="checkbox"/> 9553 <input type="checkbox"/> 9554 9518, 9528, 9532	
TB % _____ TB \$ _____	TB % _____ TB \$ _____	
SS1 \$ _____ SS2 \$ _____	SS1 \$ _____ SS2 \$ _____	
Change Date _____		
TB % _____ TB \$ _____	TB % _____ TB \$ _____	
SS1 \$ _____ SS2 \$ _____	SS1 \$ _____ SS2 \$ _____	

¹ Graduate students refer to Summer 98 Tuition Benefit chart

² Non-pediatric dentistry students follow the Summer '98 Tuition benefit chart, Pediatric Dentistry students should consult with Michelle at 625-8445 for eligibility details.

³ Law students in tuition bearing class titles during their summer quarter must work a minimum of 130 hours between 5-18-98 and 8-16-98 to become eligible for benefits. Tuition benefits begin at 50% and are prorated up to 100% for 260 hours of work

⁴ Medical students in tuition bearing class titles during summer quarter must work a minimum of 130 hours between 6-15-98 and 9-13-98 to become eligible for tuition benefits. Most medical students are restricted to 25% and will be eligible for tuition benefits in the amount of \$830.

Department and student information: To be copied on the back of the Summer 1998 Request for Tuition Benefit Form

Tuition Benefit Processing

All summer tuition benefits are processed manually. Follow the steps listed below

APPLICATION STEPS:

1. Students must complete the Summer 1998 Request for Tuition Benefit Form.
2. Attach a copy of the summer appointment Distribution Documents (DDs) and submit both forms to the Job Center – Services for Graduate Assistants.

APPLICATION OPTIONS:

1. Departments may collect the completed Summer Request forms, attach photocopies of the summer DD(s) and submit them in a batch to the Job Center – Services for Graduate Assistants using the Summer Tuition Benefit Batch Request Form.
(NOTE: The Job Center will confirm receipt and completion dates to the department if so requested.)
2. Individual Summer Requests accompanied by a copy of the appropriate DD(s) may be Faxed, mailed or walked to the Job Center – Services for Graduate Assistants by the student or department.
3. Departments should not submit the Summer Request forms with the original DD to HRIS this year. (Due to the multiple transitions occurring this summer [conversion to HRMS and DD Forms] we do not recommend this option.)

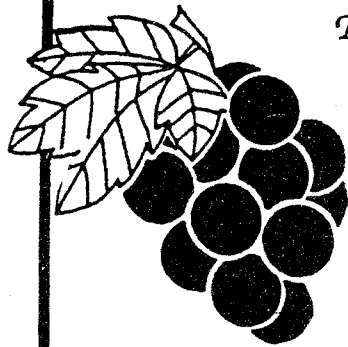
Departments are urged to forward as many requests as possible in batches. The Job Center – Services for Graduate Assistants will begin placement of Tuition Benefits into the registration system as early as **May 11, 1998**.

Tuition Benefits for Extension or University College classes: The completed Application for University College Tuition Benefit and the Summer 1998 Request for Tuition Benefit form, plus the appropriate summer DD(s), must be submitted to the Job Center – Services for Graduate Assistants for authorization

Late Adjustments to Tuition Benefits: It is not necessary for individuals to complete a new Summer 1998 Request for Tuition Benefit form to modify their benefits. To change an original request, simply make changes in writing to the Job Center – Services for GAs. Requests for adjusting benefits must include a copy of the new DD (if the appointment has changed). All written requests for changes should include name, ID # and phone number for possible questions.

**Job Center – Services for Graduate Assistants
Office of Human Resources
Walk-in service: Suite 170 Donhowe Building, 319-15th Ave. S.E., Mpls. MN 55455
Campus mail: Suite 200 Donhowe
Fax: (612) 625-9801 Phone: (612) 624-7070**

The Graduate Assistant



GRAPEVINE

Winter '98

A NEWSLETTER FOR
GRADUATE ASSISTANTS
ON TWIN CITIES CAMPUS

Graduate Assistant Office (GAO)
Office of Human Resources
For walk-in assistance:
1-41 Donhowe
For Mailing:
319-15th Ave. SE, Suite 200
Minneapolis, MN 55455
Phone: (612) 624-7070
Fax: (612) 625-9801
Email: gaoinfo@gold.tc.umn.edu
WWW <<http://www.umn.edu/ohr/gao/>>

Winter Tuition Benefits

Winter benefits began appearing at Registration on STARS accounts on December 17, 1997. First bills will be issued January 9 by Student Accounts Receivable and are due February 3, 1998. Make sure all adjustments have been made to your account by February 3rd or late payment fees will be assessed. You must contact the GAO by January 30 if an assistantship adjustment has not been made. **The GAO cannot waive late fees.**

If you are wondering whether an adjustment has been made to your account you may check your e-mail for a credit fee statement, or enter the self-registration system to view your credits. NOTE: The resident rate reduction appears as GA NR WAIVER, and the tuition benefit appears as GA TUIT BEN. If you are not a Minnesota resident, both of these credits must show on your fee statement. Contact the GAO at 624-7070 if you have questions.

Quarter dates completing graduate assistantship hours for winter are: 12-15-97 through 3-15-98. Spring semester dates are: 1-1-98 through 5-16-98. Students registering in the quarter system must complete 130 hour between

the quarter dates. Students registering in the semester system must complete 195 hours between the semester dates.

Beginning Summer '97, the tuition benefit is based on a maximum dollar amount. Students holding graduate assistantships are divided into two categories; those required to register for six credits or for one credit. Students required to register for six credits will receive a maximum tuition benefit of \$1,660, if eligible for a 100% tuition benefit. Students required to register for one credit will receive a maximum tuition benefit of \$290 if eligible for a 100% tuition benefit.

Your tuition benefit eligibility is based on the total percentage of your assistantship. You become eligible for tuition benefits by working a minimum 25% time (130 hours per quarter or 195 hours per semester equivalent) graduate assistantship, and benefits are calculated at twice the percentage of time worked.

NOTE: Tuition benefits may not directly relate to the number of credits you take or to the program you're in. In other words, students working 25% time receive a \$830 benefit. In the graduate school this will cover all but \$610 of 6 credits. while in Architectural it will cover all but \$704.50 of 6 credits. The benefit is based on dollars not on the number of credits you take.

Tuition benefits will be adjusted on any assistantship that change within the quarter. Bills may be generated for any appointments that start late or end early. See *The 1997-98 Handbook for Graduate Assistant* for more detailed information

!!! DATES !!!

Winter

- 12-11-97 Deadline to register for FICA exclusion
- 12-17-97 Tuition benefits began to appear on STARS.
- 12-17-97 Last day to register without a late fee
- 1-10-98 Last day to cancel with 100% refund
- 1-17-98 Last day to register to maintain assistantship
- 1-19-98 Martin Luther King's Birthday-no school
- 1-31-98 Registration-orientation for new graduate students

Spring

- 3-17-97 Tuition benefits began to appear on STARS
- 3-19-98 Deadline to register for FICA exclusion

NON-REFUNDABLE FEES STUDENTS' RESPONSIBILITY

Effective Summer '97 the tuition benefit program no longer covers any non-refundable fees assessed to graduate assistants. You **MUST** cancel and add in one action or be responsible for any non-refundable fees which ensue. You must also pay any non-refundable portion of your fees if you cancel after the 100% refund period (**January 10, 1998, winter quarter**).

Graduate Assistants Must be Registered!

Graduate assistants must remember to register each quarter they hold an assistantship, and maintain that registration even if they graduate mid-quarter. Failure to comply with the registration requirement may result in lengthy delays in receiving pay, heavy taxation, termination of assistantship appointment(s), plus loss of tuition benefits.

It is critical that you notify your departmental personnel of your registration plans and any changes to your registration during the quarter.

Extended Resident Tuition Privilege

Extended Resident Rate Privilege is a reduction to resident rates for family members of concurrent graduate assistants. It can also be a reduction to resident rates for former graduate assistants (and family members) who no longer hold an assistantship title.

For complete information about GA policies and procedures, refer to your Handbook for Graduate Assistants 1997-98.

FICA

FICA (Federal Insurance Contribution Act) includes Social Security and Medicare taxes. Graduate assistants qualify for the student exclusion from FICA taxes if both of the following tests are satisfied. You must be:

1) enrolled for a minimum of six credits for the quarter or semester;

OR

enrolled for a minimum of one credit registration for doctoral candidates (those who have passed the preliminary oral examination for the Ph.D. degree);

AND

2) employed for no more than 50% time or twenty hours per week.

Graduate assistants paid more than 50% (or more than 40 hours) in a bi-weekly pay period in any combination of appointments which exceed half-time and/or who have not met the registration requirement, will have FICA withheld at the rate of 7.7% withholding on gross salary. An equal FICA tax must be paid by the employing department(s). It is important that you complete and return promptly any material relating to appointment documents and time cards because retroactive pay will be added to current pay and may result in loss of the student exclusion for the pay period. International students should refer to the International Student section of *The Handbook for Graduate Assistants* for more detailed information.

Graduate Assistants should be advised that the University is awaiting written guidance from the National Office of the Internal Revenue Service on FICA withholding for students. This written guidance may become available within winter quarter, and changes to current policy may occur within the 1997-98 academic year. If any changes do occur you will be notified through your department immediately.

Graduate School Fellowship Office

Alison Skoberg
321 Johnston Hall

Applications for the following competitive awards are available in the Fellowship Office, 321 Johnston Hall, (612) 625-7579, unless otherwise indicated.

Endowed Fellowships

Approximately 25 fellowships with varying eligibility requirements and stipends are available. Applicants must be enrolled in the U of M Graduate School at the time of application and continue registration each quarter of the 1997-98 academic year.

Deadline: February 13, 1998

Doctoral Dissertation Fellowship

\$12,000 stipend for the 1997-98 academic year to help assure timely completion of the degree by enabling recipients to devote full-time attention to dissertation research and writing. Applicants must have passed the written and oral preliminary examinations by April 10 and have completed all program coursework by the end of spring quarter 1998. Departmental nomination is required. Application and details about internal nomination procedures are available from the Director of Graduate Studies in the respective graduate programs.

Nomination Deadline: April 10, 1998

Special Grants for Doctoral Dissertation

Up to \$1500 for dissertation research expenses for students who have passed both written and oral preliminary examinations by the end of spring quarter 1998.

Deadline: April 24, 1998

Student Loan Reductions Due to Tuition Benefits and Fellowships

Maureen Andrew, Associate Director
Office of Scholarship and Financial Aid

Graduate students who have already applied or plan to apply for student loans are reminded that tuition benefits, fellowships and stipends are required to be considered when determining loan eligibility. These must be considered and loans adjusted regardless of when during the year that the financial aid office learns of the benefit, fellowship, and/or stipend.

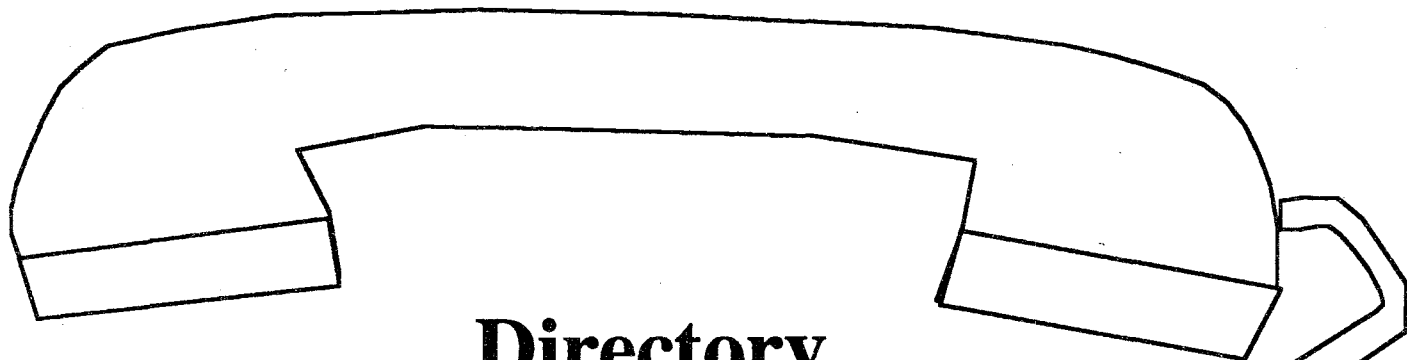
The Office of Scholarship and Financial Aid (OSFA) historically has depended on students to self report their expected tuition benefits and fellowships at which point, loans are adjusted if necessary.

OSFA has developed a computer program to obtain information about tuition benefits, fellowships, and stipends that have previously gone unreported. In many cases, after OSFA includes the tuition benefits, fellowship and/or stipends in the aid package, the student's loan eligibility is reduced. Often, when loan eligibility is reduced, the University will return ineligible loan amounts to the federal loan program. This result in reducing student loan debt but creates a bill due the University that must be paid within 30 days.

Students are encouraged to report any expected tuition benefits or fellowship to OSFA as soon as it is known. Loan adjustments are far easier to deal with before any funds are disbursed, and will result in less inconvenience to students.

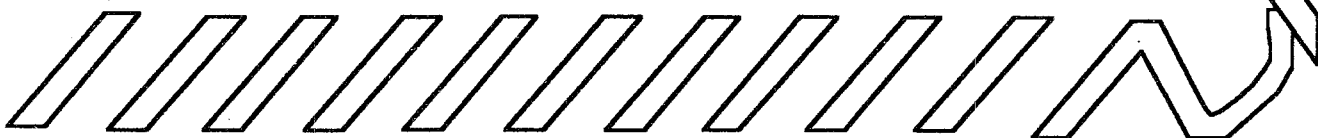
Students who have questions concerning their financial aid package and the impact of tuition benefits, fellowships, and stipends on student loan eligibility may call OSFA at (612) 624-1665.

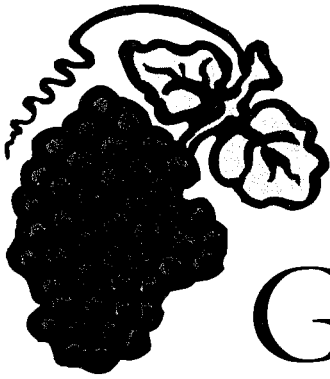
This material is available in alternative formats upon request. Contact GAO, Ruby Banks-Payne, 1-41 Donhowe Building for walk-in assistance, or mail requests to: Suite 200, 319-15th Ave. S.E., Minneapolis, MN 55455. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.



Directory

Reciprocity	240 Williamson	625-6330
Ctr. Teaching/Lrn.	120 Fraser Hall	625-3041
Council Grad.Students	405 JohH	626-1612
Grad.& Prof.Stud.A.	203b CMU	625-2982
Grad.School. (Dean's)	420 JohH	625-3394
Grad.Assistant Ins.	N323 Boyton Svc.	625-6936
Fellowship Office	321 JohH	625-7579
Internal Rev.Office		1-800-829-3676
Office of Register	150 Williamson	625-5333
International Students	Mayo	626-7100
Office of Disability	16 JohH	624-4037
Scholarships & Fin. Aid	210 Fraser Hall	624-1665
Students Accts Rec	20 Fraser Hall	625-8500
Dispute Resolution	321 CMU	625-5900
University College	150 Wesbrook	625-3333





0-2018/05-15/16

Spring 1998

The Graduate Assistant

GRAPEVINE

A NEWSLETTER
FOR GRADUATE
ASSISTANTS ON
TWIN CITIES
CAMPUS

New FICA Practices for Graduate Assistants

Students No Longer Limited to a 50% Workload

Effective January 16, 1998, the University modified its practice in applying Social Security and Medicare (FICA) taxes to Graduate Assistants. These modifications were made in response to IRS Revenue Procedure 98-16 issued the same date. Graduate Assistants will be exempt from FICA withholding exemption if they meet the following tests for exclusion.

As you will note, the University will no longer limit students to a 50% workload to qualify for FICA exemption.

continued on page 2

Summer Alert!

Be Prepared. Summer is Different!

Summer tuition benefits will not automatically be applied to your STARs account if you register. You must request assignment of your tuition benefit to a specific summer session(s) before any benefits will appear in your account. Be prepared for this. Application forms and instructions will be disseminated to your departments in the spring. We will also publish a summer *Grapevine* with full instructions.

Also be aware that your department may request information from you in the next few weeks regarding your summer registration plans. If you will not be registering during the summer your department will want to place you on a non-tuition bearing summer title. Make your summer plans early and be mindful that your department may not be able to accommodate any changes you make to those plans after they have processed your appointment documents. ❖

INSIDE THIS ISSUE

1	New FICA Practices for Graduate Assistants
1	Summer Alert: Tuition Benefits are applied to your account differently
2	Spring Tuition Benefit Information
3	Fellowships and Assistantships may affect your student loan: Read for guidelines
4	Important Spring Dates
4	Work Study Student Employment
4	Summer Course offered through PFF

U of M Job Center Services for Graduate Assistants

Office 170 Donhowe

Mailing 319 15th Avenue S.E.
Suite 200
Minneapolis, MN 55455

Phone 612-624-7070

FAX 612-625-9801

E-Mail gaoinfo@gold.tc.umn.edu

WWW <http://www.umn.edu/ohr/gao/>

International Students should consult the International Student and Scholar Services at 612-626-7100 for FICA practices on Visa holders.

✓ Spring Quarter 1998

- Enrolled for a minimum of 4 credits per quarter

(Ph.D. Candidates [those who have passed the preliminary oral examination for the Ph.D. degree] or Advanced Masters students [holding an Advanced Masters job class title of 9518, 9528, or 9532 and registered for thesis credit 8333] need one credit per quarter.)

If you do not sufficiently register for spring quarter by April 2, 1998, you will have FICA withholding from wages related to the first pay period of the quarter, payable on April 8, 1998.

✓ Summer Quarter 1998

You will be exempt from FICA withholding on your University wages during the summer periods identified below if you meet the enrollment tests described:

FICA exempt during employment in both summer sessions or the summer quarter (June 16 through August 26 or September 13).

- Graduate Assistants must be enrolled for a combined total of four credits for both sessions with at least one credit during each session.

(Ph.D. Candidates [those who have passed the preliminary oral examination for the Ph.D. degree] or Advanced Masters students [holding an Advanced Masters job class title of 9518, 9528, or 9532 and registered for thesis credit 8333] need one credit each summer session.)

FICA exempt during employment in one summer session only.

- Graduate assistants must be enrolled for a minimum of two credits each summer session they are employed.

(Ph.D. Candidates [those who have passed the preliminary oral examination for the Ph.D. degree] or Advanced Masters students [holding an Advanced Masters job class title of 9518, 9528, or 9532 and registered for thesis credit 8333] need one credit each summer session they are employed.)

✓ Break

FICA exempt during employment between Summer Session II and fall quarter (August 27 – September 23).

- Students who sufficiently register according to the above guidelines for Summer Session II and are **eligible** to enroll for fall quarter classes will be exempt from FICA withholding during the break period.

If you do not sufficiently register for fall quarter by October 1, 1998, you will have FICA withholding from wages related to the first pay period of the quarter, payable on October 7, 1998. ❖

Spring Tuition Benefit Information

▼ Tuition Benefit Placement

Spring tuition benefits began appearing on the registration database March 16. First bills will be issued April 3 and will be due April 28. You must confirm that proper adjustments have been made to your Student Accounts Receivable (STARs) account prior to April 24 or be subject to late payment fees.

▼ Confirm Your STARs Account

You may confirm your STARs account status through the self-registration system by following instructions provided on page 4 of the Spring Class Schedule. Note: the resident rate reduction (for non-Minnesota residents) is listed on your fee statement "GA NR wvr" and the tuition benefit appears as "GA TUIT BEN". If you are not a Minnesota resident both credit lines must show on your fee statement.

▼ Late Fee Alert 🌟*

Contact Graduate Assistant Services at 612-624-7070 immediately if your billing statement needs adjusting. Look for the billing statement to arrive at your home address approximately April 10. If your account needs adjusting, and you do not contact Graduate Assistant Services prior to April 24, you will be assessed Late Payment Fees which cannot be waived.

▼ Quarter Dates/Semester Dates

Spring quarter dates for tuition benefit purposes run from March 16 through June 14. You must hold a 25% time minimum percentage appointment through these dates or work an equivalent 130 hours to be eligible. Spring semester

dates for tuition benefits purposes run from January 1 through May 17. You must hold a 25% time minimum percentage appointment through these dates or work an equivalent 195 hours to be eligible.

▼ Dollar Value of Tuition Benefits

Tuition benefits relate to the maximum dollar tuition benefit associated with your job class and not the number of credits you take. Refer to your *Handbook for Graduate Assistants* for further details.

▼ Tuition Benefit Reversals

If your assistantship changes within the quarter or semester your tuition benefit will be adjusted. This may result in bills or credits to your STARS account.

▼ Register OR Lose Your Job and Benefits!

Graduate Assistants who are not holding Advanced Masters or Advanced Ph.D. Candidate job class titles must be registered for six credits each quarter unless they have filed the Special Graduate Assistant Registration Status with their Director of Graduate Studies. The six-credit registration requirement on the Teaching Assistant, Research Assistant, and Administrative Fellow titles is monitored by the Graduate School.

The Office of Human Resources will monitor all Graduate Assistant titles for failure to register for a minimum of one graded course, thesis, or pre-thesis credit. If any assistant fails to register or subsequently withdraws from all valid registration, he/she will lose the assistantship retroactive to the beginning of the quarter, and all benefits previously received will be taken away. This affects resident rate reductions, tuition benefits, and health benefits.

▼ University College Tuition May Not be Covered by your Tuition Benefit.

Maximum tuition benefits are \$1,660. If you are taking seven or more credits (the plateau) as a graduate student in day school and are eligible for a 100% tuition benefit, all tuition benefits will be applied to day school costs. If you are taking UC classes as well, there is no additional benefit available to cover those costs. If you are taking fewer than seven credits as a graduate student in day school and are eligible for a \$1,660 tuition benefit you may apply any unused portion from your day school tuition benefit to University College. Contact Graduate Assistant Services for instructions. ❖

Student Loans Can be Adjusted

Students who are awarded fellowships or other Tuition Benefits may find their loan decreased

Graduate students who have applied or plan to apply for student loans are reminded that tuition benefits, fellowships, and stipends reduce student loan eligibility regardless of when the Office of Scholarships and Financial Aid (OSFA) learns of these and other types of assistance.

Students are encouraged to report any expected tuition benefits, fellowships or stipends as soon as they are known.

OSFA uses a computer program to obtain information about tuition benefits and other monies provided to graduate students from the STARS and payroll systems. OSFA uses this information to review all loan recipients' financial aid packages to ensure that these funding sources had been included when determining student loan eligibility. If OSFA discovers resources that had not been considered when loans were approved, the loans will be reduced and ineligible amounts returned to the lender. The students must repay the University, usually within 30 days.

Students are encouraged to report any expected tuition benefits, fellowships, or stipends as soon as they are known. Loans are far easier to adjust with less inconvenience to students before funds are disbursed.

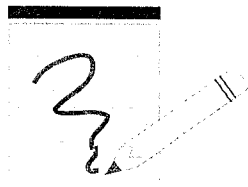
Students who have questions about the effect of graduate tuition benefits and other assistance on student loan eligibility may call OSFA at 612-624-1665. ❖

Graduate School Fellowships Offered

- \$12,000 stipend to help assure timely completion of the degree by enabling recipients to devote full-time attention to dissertation research and writing. Application and details about nomination procedures available from the Director of Graduate Studies in the respective graduate programs. Deadline April 10.
- Up to \$1,500 for dissertation research expenses for students who have passed both written and oral preliminary exams by the end of spring quarter. Deadline: April 24. FFI: 612-625-7579

Important Spring Dates **Mark your calendar now**

- April 2** Deadline to Register for FICA exclusion
- April 3** 1st Spring Bills Issued
- April 11** Last day to register
- April 28** 1st Spring Bill Due
- May 14** Summer Registration opens
- May 18** Early Fall Registration opens
(No tuition benefits applied until September)
- May 25** Memorial Day Observed



Remember: You must apply for summer tuition benefits from U of M Job Center, Services for Graduate Assistants.

Summer Course Offered

Preparing Future Faculty

Preparing Future Faculty (PFF) welcomes graduate students from all disciplines to its three graduate level courses in teaching and preparing for the faculty role.

GRAD 8100: **Teaching in Higher Education** will be offered Summer Session I on Tuesdays and Thursdays from 1 to 4 p.m. on the Minneapolis campus. This three-credit course explores effective teaching skills for different classroom settings as well as issues and challenges affecting teaching and learning within the context of a stimulating and supportive environment. To enroll, attend a PFF enrollment meeting at 135 Fraser Hall offered on:

- Tuesday, May 5, 3:30 to 5 p.m.
- Thursday, May 14, 10 to 11:30 a.m.

FFI: Sang Le at 625-3811 or pff@tc.umn.edu ❖

Academic Work Study Student Employment

Funding for Graduate Assistantships

Office of Scholarships and Financial Aid

The Office of Scholarships and Financial Aid (OSFA) assumes that every graduate student who applies for financial aid is receiving full tuition benefits. This assumption appears on the Financial Aid Notification as "Tuition Remission," but this does not mean that OSFA has awarded you an assistantship. It simply means that any financial aid offer you receive is based on the assumption that you have a 50% graduate assistantship. If you do not have any assistantships or you have less than a 50% assistantship, you may request a revision to your financial aid package with the Office of Scholarships and Financial Aid. If you wish to fund your assistantship with Work Study funds, you must demonstrate financial aid need enough for both a tuition waiver and a Work Study award.

Guidelines for Work Study Awards

To use your Work Study award in your assistantship, you must present a copy of your Financial Aid Notification (FAN) to the hiring department. Discuss the terms of employment with the supervisor. Give the supervisor a signed statement allocating the amount of the Work Study award you are designating to the department. If you have more than one assistantship, it is your responsibility to divide the Work Study award as you desire.

You are responsible for maintaining proper registration of at least three credits per quarter. If you fall below the required credits, it is your responsibility to inform your employer.

You are responsible for informing your employing department of any changes to your financial aid package that may influence your Work Study award.

WS funds cannot cover any of your fringe benefit costs. The hiring department must pay all tuition waivers and health care coverage. Refer employers to Graduate Assistant Services (624-7070) with questions concerning the cost of the fringe benefits. ❖

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University of Minnesota Graduate Assistant Employment



The Graduate Assistant Grapevine

A Newsletter for Graduate Assistants and University Departments on the Twin Cities Campus
Spring Semester 2001

Graduate Assistant Employment

Office of Human Resources

170 Donhowe Building

319-15th Ave SE

Mpls, MN 55455

Phone: 624-7070

Fax: 625-9801

e-mail: gaoinfo@tc.umn.edu

WWW: <http://www.umn.edu/ohr/gao/>

Graduate Assistant Employment is a division of the Office of Human Resources.

Official Pay Period dates for Twin Cities Campus 2000-01

Fall Semester 2000

8/28/00-1/10/01

Spring Semester 2001

1/11/01-5/27/01

Official Law School Pay Period Dates

Fall Semester 2000

8/14/00-12/26/00

Spring Semester 2001

12/27/00-5/13/01

Graduate Assistant Hourly Pay Range 00-01

\$12.74 - \$19.51

Maximum Tuition Benefits 00-01

Teaching Assistant (9511)	\$2658.75
Research Assistant (9521)	\$2658.75
Administrative Fellow (9531)	\$2658.75
Advanced Masters TA (9518)	\$443.25
Advanced Masters RA (9528)	\$443.25
Advanced Masters AF (9532)	\$443.25
Ph.D. TA w/36 Thesis Cr. (9519)	\$443.25
Ph.D. RA w/36 Thesis Cr (9529)	\$443.25
Ph.D. AF w/36 Thesis Cr. (9533)	\$443.25

Student Services Fees, Late Registration, and any Non-Refundable fees assessed are the responsibility of the student and are not covered under tuition benefits.

Graduate Assistant Employment Website

We are frequently revising our web site. Let us know what you think! We welcome any comments or suggestions! We have also included a section under the Guidelines category called "Frequently Asked Questions". Let us know what else you would like.

Advanced Degree Class Titles

Students may be appointed to the advanced degree class titles (Advanced Masters & Ph.D. Candidate) the semester AFTER the tracking flag has been placed on the student's record by the graduate school. Students may not be appointed to the advanced degree class title the same semester in which the tracking flag has been placed on the student's record.

It is NOT advisable to change a student's classification title mid-semester. This kind of change may have financial implications for both the student and the department. If a student is appointed on a class title allowing \$2658.75 in tuition benefits, then changed to a class title with tuition benefits of \$443.25, the student will be required to pay back the difference in tuition for which they are then not eligible. The payment of fringe by the department is also affected. The department will have overpaid fringe costs and will not be refunded the difference in fringe costs.

Helpful Hints For Avoiding Common Problems

--Students dropping all credits during a term in which they hold an assistantship may be billed back for all of their tuition benefits at the non-resident rate, if applicable. If a student resigns an assistantship or is terminated, the student is no longer eligible for tuition benefits and will be billed back on their student account.

--Deadlines for drop/add or changes in registration are printed in the current semester Class Schedule book.

If you are anticipating making changes, please refer to the current Class Schedule book for deadline dates or call the Office of the Registrar at 625-5333. If you make changes after the deadlines, you are automatically billed non-refundable fees. We suggest that you make your changes with assistance from the Registrar's Office in person should you have confusion about the process.

If your tuition benefits are not reflected on your billing statement, contact our department and your departmental payroll person immediately. Tuition benefits are contingent upon your department entering your graduate assistant appointment on the

PeopleSoft system. A tuition benefit is then automatically/electronically generated to your student account. **DO NOT IGNORE THE FIRST BILLING STATEMENT.** If you do nothing, you may be assessed late fees after the first deadline when bills become due--whether you are entitled to tuition benefits or not. You are responsible for knowing if your billing statement is correct. If a mistake has occurred, we will be happy to assist you in resolving the problem so your tuition benefits may be applied.

--Please carefully read the section from the **Office of Scholarships & Financial Aid** regarding loan eligibility requirements while holding a graduate assistantship.

Registration Requirements for Student's Holding Graduate Assistantships

Teaching Assistants, Research Assistants, and Administrative Fellows

Students holding class titles 9511, 9521, or 9531 must register for a minimum of six course, pre-thesis, or thesis credits during each semester of the academic year in which they hold any of these job titles.

Special Graduate Assistant Registration Status (SGARS) - Exemption from the 6 credit registration requirement:

Students holding class titles 9511, 9521, or 9531 who meet the specific criteria established and monitored by their graduate program, may register for 1-5 credits in select semesters by applying for an exemption. Students who feel their circumstances merit an exemption from full-time registration must obtain approval from their employer, faculty advisor, and the Director of graduate studies. Obtain the appropriate SGARS form from the department in which you are employed or you may print a copy from the web: www.grad.umn.edu/forms/sgars.pdf. (requires Acrobat Reader). If you do not already have it you can download the Acrobat Reader.

REDUCED REGISTRATION CATEGORIES

*Advanced Masters Assistants

*Ph.D. Candidates with 24 Thesis Credits

Students holding class titles 9518, 9528, or 9532 (Advanced Masters Assistants) or 9519, 9529, or 9533 (Ph.D. Candidates with 24 Thesis Credits) must register for a minimum of one graded, pre-thesis, or thesis credit during each semester of the academic year in which they hold that job title.

Failure to Maintain 1 Credit Registration

Graduate assistants must be registered for at least 1 credit per semester in order to hold a graduate assistant title and be eligible for tuition benefits. If you fail to register or drop courses falling below 1 credit during any semester in which you hold a graduate assistant class title, your graduate assistant appointment **MAY BE TERMINATED**. When Graduate Assistant Employment learns of non-registration, the department will be contacted, as well as notice sent to the student. The student will have 5 days to properly register. There are no exceptions to this policy unless approval has been granted from the Graduate School Dean.

Workload Restriction Policy

Graduate assistants may not work more than a total of 75% time (30 hours per week) during the nine-month academic year (with the exception of break periods). You must have prior approval from the Graduate School Dean. As Graduate Assistant Employment learns of workload violations, the student's employing department(s) will be contacted, as well as notice sent to the student. The student/department will have 5 days to adjust their work hours, or one or a portion of the assistantship will be reduced.

Graduate Assistant Insurance Office
N323 Boynton Health Service
Phone: (612) 624-0627
(612) 625-6936 (voice mail only)
Fax (612) 626-5183

The Graduate Assistant Insurance Office (GAIO) has worked enthusiastically with Blue Cross and Blue Shield of Minnesota to facilitate enrollment into the new health insurance plan.

IMPORTANT NOTICE: Benefits through Gerber Life Insurance Company terminated on August 31, 2000. All Graduate Assistants and their dependents **MUST HAVE ENROLLED** for the new Graduate Assistance Insurance Plan provided by Blue Cross and Blue Shield of Minnesota which began September 1, 2000.

During the registration process please follow the prompts. Indicate that you are covered by Blue Cross and Blue Shield and enter in your policy number. Your policy number is your student ID number. This will insure that you are NOT charged for the Student Insurance Plan (\$458.00) on your tuition bill.

Enrollment deadlines are based on the starting date of your appointment, fellowship, or traineeship (as certified by the hiring department). The enrollment form should be received at the GAIO within two weeks of your starting date.

The sooner you turn your enrollment form into the GAIO, the sooner you will receive your Blue Cross Blue Shield identification card and be able to access care.

Be sure that your home address is correct in the University database (<http://hrss.umn.edu/>) for future mailings.

Office of Scholarships & Financial Aid

210 Fraser Hall

Phone (612) 624-1665

Fax (612) 624-9584

OSFA monitors aid awarded to graduate and professional students throughout the year and adjusts student loans accordingly. Tuition benefits, waivers, other tuition awards, fellowships, scholarships, departmental aid, and agency funding all impact student loan eligibility.

OSFA periodically reviews student records to ensure that all aid sources were considered when determining loan eligibility. In cases where loans were received without having all aid sources considered, loans were re-calculated and ineligible funds are debited from student's tuition accounts and returned to their lender. This usually results in creating a bill due to the University.

If you are a student loan recipient and also receive a tuition benefit, fellowship, departmental or other type of academic financial support, refer to your Financial Aid Award Notification provided to you from OFSA. Please ensure your additional aid was included in determining your loan eligibility. You may also obtain information on a walk-in basis at the Student Services Center, 200 Fraser hall, East Bank, 8:00am-5:00pm, Monday-Wednesday; 9:00am-5:30pm Thursday; and 8:00am-4:00pm Friday. St. Paul Campus: 130 Coffey Hall, 12:30-3:00pm, Monday, Wednesday, and Thursday. You may also call (612) 624-1665.

Important dates regarding Financial Aid can be found on the web at: www.onestop.umn.edu under Student Finances.

Graduate Student Work-Study Employment

170 Donhowe

Phone (612) 625-2000

Fax (612) 626-7158

The Office of Scholarships & Financial Aid (OSFA) assumes that every graduate student who applies for financial aid is receiving full tuition benefits. This assumption appears on the Financial Aid Award Notice (FAAN) "Estimated Tuition Benefit," but this does not mean that OSFA has awarded you an assistantship. It simply means that any financial aid offer you receive is based on the assumption that you have a 50% assistantship. If you do not an assistantship or you have less than a 50% assistantship, you may request a revision to your financial aid package with OSFA. If you wish to fund your graduate assistantship with Work-Study (WS) funds, you must demonstrate financial need enough for both a tuition waiver and a WS award.

Student jobs are posted on the web at: www.umn.edu/ohr/employ.html, 170 Donhowe Building, Minneapolis campus, and 130 Coffey Hall, St. Paul campus. Graduate students without assistantships may apply for student jobs as directed on the web. Students with WS must secure a WS job before the given deadline or your WS award may be cancelled.

Graduate students in assistantships or fellowships are eligible to use WS awards to fund their positions as well. If you are a graduate assistant, you must provide a copy of your Financial Aid Award Notice (FAAN) to prospective employers. Please advise your hiring department(s) to send a photocopy of your payroll document to the WS Office, U of M Job Center, 200 Donhowe Building, Minneapolis Campus.

You are responsible for maintaining proper registration of at least 3 credits per semester. If you fall below the required credits, it is your responsibility to inform your employer. You are also responsible for informing your employing department of any changes to your financial aid package that influences your WS award.

Please call Nate Gronewold (626-8608) at the U of MN Job Center if you have questions.

Hiring Departments

1. You must request a copy of the Financial Aid Award notice (FAAN) from the graduate student applicant. Discuss the terms of employment with the student. Obtain for your records a signed statement from the student stating the amount of the Work-study award the student is designating to the department.

WS funds cannot cover any of the graduate student's fringe benefits. The hiring department must pay all tuition waivers and health care coverage. Fringe tables can be found on the GAE website at: www.umn.edu/ohr/gao.

2. Enter payroll information into PeopleSoft for a new hire, including sub object code '50'. Departments should no longer send Distribution Documents to Payroll Services.

3. E-mail the WS Placement Form to Janelle Moody, Work-Study Coordinator. This form is located [online](#).

4. Use the Work-Study Monitoring Worksheet to monitor a students' Work-Study award. This form can be found [online](#).

Nate Gronewold
Work-Study Office, U of M Job Center
200 Donhowe Building

Graduate School Fellowship Office

321 Johnston Hall
Phone (612) 625-7579
Fax (612) 625-6002

No new information was received prior to publication. Please contact the Fellowship office for additional information.

Compleat & Practical Scholar Program

206 Wesbrook Hall
Phone (612) 624-8880
Fax (612) 624-5891

Graduate Students: An opportunity to broaden your teaching experience without concern for grades, papers, or exams! The Compleat Scholar Program in the College of Continuing Education, offers paid, part-time, temporary, teaching positions to advanced graduate students in a variety of liberal arts disciplines. The program seeks noncredit course proposals designed for adult learners (often already having degrees) who seek lifelong learning through a variety of interesting topics. Course categories include: art history, architecture, studio arts, music, photography and film, writing and literature, social sciences and humanities, natural and physical sciences, computer technology and graphic design, horticulture and landscape design, consumer and health issues, and academic skills and graduate school test preparation. To review current course listings, visit our web site at <http://www.cce.umn.edu/scholars>

Program development for summer and fall 2001 courses will begin in early November 2000. We invite you to submit a course proposal for consideration. (Early submission is encouraged!) Call **612-625-7777** for an application or write: Part-Time Instruction.

Compleat Scholar Program, 360 Coffey Hall, 1420 Eckles Ave, St. Paul, MN 55108-6084.

Deadlines for programming periods are included in the application packet.

Preparing Future Faculty

120 Fraser Hall

Phone (612) 625-3811

Fax (612) 625-3382

PFF welcomes graduate students from all disciplines to its three graduate level courses in teaching and preparing for the faculty role. This three-credit course explores effective teaching skills for different classroom settings as well as issues and challenges affecting teaching and learning within the context of a stimulating and supportive multidisciplinary environment. Participants experience active learning, develop their critical thinking about teaching, prepare a teaching portfolio documenting and reflecting upon their experience as teachers, co-facilitate one class session, and practice teaching techniques in cooperative learning groups.

For further information please visit the website at: <http://www.umn.edu/ohr/teachlearn/>

The Council of Graduate Students at the University of Minnesota (COGS)

405 Johnston Hall

Phone (612) 626-1612

E-mail: cogs@tc.umn.edu

COGS office hours are 10:00am to 4:00pm, Monday-Friday, except holidays.

Information About COGS

Graduate students at the University of Minnesota have a voice in University governance through the Council of Graduate Students (COGS). COGS fills a variety of roles by:

- Serving as the official channel whereby recommendations from graduate students are brought to the Dean
- Nominating graduate student representatives to all appropriate councils and committees of the Graduate School and to other University groups
- Collecting and disseminating pertinent information to graduate students
- Initiating policies that benefit graduate students.
- Addressing the special needs and concerns of graduate students throughout the University and building a sense of graduate student community.
- Increasing graduate student involvement in Graduate School governance.
- Informing students about local, state, and national policies that affect graduate students
- Working with other organizations on issues of mutual concern
- Acting as a clearinghouse for graduate student concerns; and cooperating with regional and national organizations of graduate and professional students.

COGS provide graduate students with an excellent opportunity to get involved and make a difference. In COGS you can improve the lives of graduate students, cross program lines, and get to know people in other disciplines. COGS can help you develop a better understanding of how the U of MN works, glimpse other aspects of the faculty role, improve the U rather than just complain about it, and take advantage of service and leadership opportunities. COGS is always looking for graduate students interested in getting involved. You can be a COGS Representative for your program, serve on a University committee, the University Senate, or the Graduate School Policy and Review Council. To become a COGS Representative for your program, talk to your DGS or contact the COGS office.



[Back to the Graduate Assistant Employment Home Page](#)

Privacy Statement

The University of Minnesota is an equal opportunity educator and employer.

AUG 2001

The Graduate Assistant Grapevine
A Newsletter for Graduate Assistants and University Departments
on the Twin Cities Campus
Fall Semester 2001

Graduate Assistant Employment

Office of Human Resources

200 Donhowe Building
319 – 15th Ave. SE
Minneapolis, MN 55455
Phone: (612) 624-7070
Fax: (612) 625-9801
e-mail: gaoinfo@tc.umn.edu
URL: <http://www.umn.edu/ohr/gao/>

Official Pay Period Dates for Twin Cities Campus 2001-2002

Fall Semester 2001	8/27/01-1/9/02
Spring Semester 2002	1/10/02-5/26/02

Official Law School Pay Period Dates

Fall Semester 2001	8/13/01-12/25//01
Spring Semester 2002	12/26/01-5/12/02

Graduate Assistant Hourly Pay Range 01-02

\$13.12 - \$21.85

Maximum Tuition Benefits 01-02

Teaching Assistant (9511)	\$2931.60*
Research Assistant (9521)	\$2931.60*
Administrative Fellow (9531)	\$2931.60*
Medical Fellow-Grad Program (9554)	\$2931.60*
Medical Resident-Grad Program (9559)	\$2931.60*
Dental Fellow (9553)	\$2931.60*
Advanced Masters TA (9518)	\$488.60*
Advanced Masters RA (9528)	\$488.60*
Advanced Masters AF (9532)	\$488.60*
Ph.D. Candidate Graduate Instructor w/24 Thesis Cr. (9517)	\$488.60*
Ph.D. Candidate Graduate Research Project Assistant w/24 Thesis Cr. (9527)	\$488.60*
Ph.D. RA w/24 Thesis Cr. (9529)	\$488.60*
Ph.D. AF w/24 Thesis Cr. (9533)	\$488.60*
Legal Project Assistant w/Tuition Benefits (9538)	\$5477.40*

Student Services Fees, Late Registration, and any Non-Refundable fees assessed are the responsibility of the student and are not covered under tuition benefits.

* See “What’s New!”, below.

Graduate Assistant Employment Website

We are frequently revising our web site. Let us know what you think! We welcome any comments or suggestions! We have included a section under the “Guidelines” category called *Frequently Asked Questions*. Let us know what else you would like.

What’s New!

Beginning fall semester 2001 all students will be assessed a University Fee. The University fee will help cover infrastructure and administrative costs in a wide variety of areas. All or a portion of the University fee will be added to and included with tuition benefits depending on the percent time of graduate assistant appointment and the number of credits registered for. A 25% time graduate assistant appointment will allow for one-half of the University fee as appropriate to number of credits registered for. Information regarding the University fee may be found online at <http://onestop.umn.edu/Finances/tuitionrates/2001-02>.

Advanced Degree Class Titles

Students may be appointed to the advanced degree class titles (Advanced Masters & Ph.D. Candidate) the semester AFTER the tracking flag has been placed on the student’s record. Students may not be appointed to the advanced degree class title the same semester in which the tracking flag has been placed on the student’s record.

It is NOT advisable to change a student’s class title mid-semester. This kind of change may have financial implications for both the student and the department. If a student is appointed on a class title allowing \$2931.60 in tuition benefits, then changed to a class title with tuition benefits of \$488.60 the student will be required to pay back the difference in tuition for which they are then not eligible. The payment of fringe by the department is also affected. The department will have overpaid fringe cost and will not be refunded the difference in fringe costs.

Helpful Hints for Avoiding Common Problems

- Students dropping all credits during a term in which they hold an assistantship may be billed back for all of their tuition benefits at the non-resident rate, if applicable. If a student resigns an assistantship or is terminated, the student is no longer eligible for tuition benefits and will be billed back on their student account.
- Deadlines for drop/add or changes in registration are printed in the current semester Class Schedule book.

- If you are anticipating making changes, please refer to the current Class Schedule book for deadline dates or call the Office of the Registrar at 625-5333. If you make changes after the deadlines, you are automatically billed non-refundable fees. We suggest that you make your changes with assistance from the Registrar's Office in person should you have confusion about the process.
- If your tuition benefits are not reflected on your billing statement, contact our department and your departmental payroll person immediately. Tuition benefits are contingent upon your department entering your graduate assistant appointment on the PeopleSoft system. A tuition benefit is then automatically/electronically generated to your student account. **DO NOT IGNORE THE FIRST BILLING STATEMENT.** If you do nothing, you may be assessed late fees after the first deadline when bills become due – whether you are entitled to tuition benefits or not. You are responsible for knowing if your billing statement is correct. If a mistake has occurred, we will be happy to assist you in resolving the problem so your tuition benefits may be applied.
- Please carefully read the section from the Office of Scholarships & Financial Aid regarding loan eligibility requirements while holding a graduate assistantship.

Registration Requirements for Students Holding Graduate Assistantships

Teaching Assistants, Research Assistants, and Administrative Fellows

Students holding class titles 9511, 9521, or 9531 must register for a minimum of six course, pre-thesis, or thesis credits during each semester of the academic year in which they hold any of these job titles.

Special Graduate Assistant Registration Status (SGARS) - Exemption from the 6 credit registration requirement

Students holding class titles 9511, 9521, or 9531, who meet the specific criteria established and monitored by their graduate program, may register for 1-5 credits in select semesters by applying for an exemption. Students who feel their circumstances merit an exemption from full-time registration must obtain approval from their employer, faculty advisor, and the director of graduate studies. Obtain the appropriate SGARS form from the department in which you are employed or you may print a copy from <http://www.grad.umn.edu/forms/sgars.pdf> (requires Acrobat Reader).

Reduced Registration Categories

- Advanced Masters Assistants
- Ph.D. Candidates with 24 Thesis Credits

Students holding class titles 9518, 9528, or 9532 (Advanced Masters Assistants) or 9519, 9529, or 9533 (Ph.D. Candidates with 24 Thesis Credits) must register for a minimum of one graded, pre-thesis, or thesis credit during each semester of the academic year in which they hold that job title.

Failure to Maintain 1 Credit Registration

Graduate assistants must be registered for at least 1 credit per semester in order to hold a graduate assistant title and be eligible for tuition benefits. If you fail to register or drop courses falling below 1 credit during any semester in which you hold a graduate assistant class title, your graduate assistant appointment **MAY BE TERMINATED**. When Graduate Assistant Employment learns of non-

registration, the department will be contacted, as well as notice sent to the student. The student will have 5 days to properly register. There are no exceptions to this policy unless approval has been granted from the Graduate School dean.

Workload Restriction Policy

Graduate assistants may not work more than a total of 75% time (30 hours per week) during the nine-month academic year (with the exception of break periods). You must have prior approval from the Graduate School Dean. As Graduate Assistant Employment learns of workload violations, the student's employing department(s) will be contacted, as well as notice sent to the student. The department must adjust work hours effective the next pay period.

Graduate Assistant Insurance Office

N323 Boynton Health Service

Phone: (612) 624-0627

Fax: (612) 626-5183

E-mail: gradins@bhs.umn.edu

The insurance program for the Graduate Assistant Medical Plan is still Blue Cross/Blue Shield of Minnesota.

Graduate assistants currently enrolled in the GA plan and still employed as a GA in Fall 2001 do not need to re-enroll unless you have enrolled dependents. All dependents (**and the associated GA**) must re-enroll. If you elect to add dependent coverage during this period you can obtain an enrollment form from the Graduate Assistant Insurance Office at Boynton Health Service, room N323 (eligibility begins September 1). The University has increased its contribution from 55% to 60% of the premium for the lower cost dependent plan.

Enrollments for Dependents

Dependents can only be enrolled: 1) At the same time the graduate assistant is enrolling, 2) Within 31 days of involuntary loss of other coverage, 3) Within 31 days of marriage, birth or adoption. Enrollment of dependents at any other time subjects the insured dependent to the pre-existing condition exclusion of this plan.

During the Web registration process please follow the prompts as it appears on the registration screen. Indicate that you are covered by Blue Cross/Blue Shield and enter in your policy number. Your policy is your student ID number. This will insure that you are NOT charged for the Student Health Benefit Plan (\$498.00) on your tuition bill.

If you are uncertain of your current status or have any other questions about the GA plan, please call or email the Graduate Assistant Insurance Office (GAIO).

Office of Student Finance (Financial Aid)

210 Fraser Hall

Phone (612) 624-1665

Fax (612) 624-9584

The Office of Student Finance (OSF) monitors aid awarded to graduate and professional students throughout the year and adjusts student loans accordingly. Tuition benefits, waivers, other tuition awards, fellowships, scholarships, departmental aid, and agency funding all impact student loan eligibility.

OSF periodically reviews student records to ensure that all aid sources were considered when determining loan eligibility. In cases where loans were received without having all aid sources considered, loans were re-calculated and ineligible funds are debited from student's tuition accounts and returned to their lender. This usually results in creating a bill due to the University.

If you are a student loan recipient and also receive a tuition benefit, fellowship, departmental or other type of academic financial support, refer to your Financial Aid Award Notification provided to you from OFS. Please ensure your additional aid was included in determining your loan eligibility. You may also obtain information on a walk-in basis at the Student Services Center, 200 Fraser hall, East Bank: 8:00am-5:30pm, Monday-Thursday and 8:00am-4:00pm Friday. West Bank: 130 West Bank Skyway, 8:00am-4:00pm Monday-Friday. St. Paul Campus: 130 Coffey Hall, 8:00am-4:00pm, Monday-Friday. You may also call (612) 624-1665.

Important dates regarding Financial Aid can be found online at <http://www.onestop.umn.edu> under *Student Finances*.

U of M Job Center – Student Employment

170 Donhowe

Phone (612) 625-2000

Fax (612) 626-7158

The Office of Student Finance (OSF) assumes that every graduate student who applies for financial aid is receiving full tuition benefits. This assumption appears on the Financial Aid Award Notice (FAAN) "Estimated Tuition Benefit," but this does not mean that OSF has awarded you an assistantship. It simply means that any financial aid offer you receive is based on the assumption that you have a 50% assistantship. If you do not have an assistantship or you have less than a 50% assistantship, you may request a revision to your financial aid package with OSF. If you wish to fund your graduate assistantship with Work-Study (WS) funds, you must demonstrate financial need enough for both a tuition waiver and a WS award.

Student jobs are posted online at <http://www.umn.edu/ohr/employ.html>, 170 Donhowe Building, Minneapolis campus, and 130 Coffey Hall, St Paul campus. Graduate students without assistantships may apply for student jobs as directed on the posting. Students with WS must secure a WS job before the given deadline or your WS award may be cancelled.

Graduate students in assistantships or fellowships are eligible to use WS awards to fund their positions as well. If you are a graduate assistant, you must provide a copy of your Financial Aid Award Notice (FAAN) to prospective employers. Please advise your hiring department(s) to send a photocopy of the departmental Personnel Action Worksheet (PAW) to the WS Office, U of M Job Center, 170 Donhowe Building, Minneapolis Campus.

You are responsible for maintaining proper registration of at least 3 credits per semester. If you fall below the required credits, it is your responsibility to inform your employer. You are also responsible for informing your employing department of any changes to your financial aid package that influences your WS award.

Please call James Ware (626-8608) at the U of MN Job Center if you have questions.

Hiring Departments

1. You must request a copy of the Financial Aid Award notice (FAAN) from the graduate student applicant. Discuss the terms of employment with the student. Obtain for your records a signed statement from the student stating the amount of the Work-study award the student is designating to the department.

WS funds cannot cover any of the graduate student's fringe benefits. The hiring department must pay all tuition waivers and health care coverage. Fringe tables can be found on the GAE website at: <http://www.umn.edu/ohr/gao/>.

2. Enter payroll information into PeopleSoft for a new hire, including sub object code '50'. Departments should no longer send Distribution Documents to Payroll Services.
3. Place the student in the Work-Study placement panel. Call James Ware at 626-8608 if you have questions.
4. Use the Work-Study Monitoring Worksheet to monitor a students' Work-Study award. This form can be found online at <http://process.umn.edu/groups/hr/documents/Form/1525p.pdf>.

James Ware
Work-Study Office, U of M Job Center
170 Donhowe Building

Graduate School Fellowship Office

321 Johnston Hall

Phone (612) 625-7579

Fax (612) 625-6002

E-mail: gsfellow@tc.umn.edu

The Graduate School has announced competitions for the following awards. Applications are available upon request in the Fellowship Office.

Doctoral Dissertation Special Grants: Grants of up to \$2,500 to support dissertation research are available to students who have passed written and oral preliminary exams. Deadline: October 1, 2001.

The Luce Scholars Program provides one-year internships in Asia to 18 persons nationally. Applicants must be U.S. citizens under thirty years old. Persons from all fields except Asian studies may apply. Deadline: November 1, 2001.

Endowed Fellowships: Approximately 10 fellowships with varying eligibility requirements and stipends are available. Applicants must be enrolled in the U of MN Graduate School at the time of application and be registered each semester of the 2002-03 academic year. Deadline: December 3, 2001.

German Academic Exchange Service (DAAD): Provides 10 months of study or research in Germany for graduate students and postdoctorals. Must be U.S. or Canadian citizens who are registered in the U of MN Graduate School. Deadline: November 26, 2001.

Compleat Scholar Program

360 Coffey Hall

Phone (612) 625-7777

Fax (612) 624-6210

Graduate Students: An opportunity to broaden your teaching experience without concern for grades, papers or exams! The Compleat Scholar Program, Department of Personal Enrichment Programs in the College of Continuing Education offers paid, part-time, temporary and teaching positions to advanced graduate students in a variety of liberal arts disciplines. The program seeks noncredit course proposals designed for adult learners (who often already have degrees) who seek lifelong learning through a variety of interesting topics. Course categories include: art history architecture, studio arts, music, photography and film, writing and literature, social science and humanities, natural and physical science, computer technology and graphic design, horticulture and landscape design, consumer and health issues, and academic skills and graduate school test preparation. To review current course listings, visit our web site at <http://www.cce.umn.edu/scholars/>.

Program development for Summer and Fall 2002 courses will begin in early November 2001. We invite you to submit a course proposal for consideration. (Early submission is encouraged!) Call (612) 625-7777 for an application or write: Part-Time Instruction, Compleat Scholar Program, 360 Coffey Hall, 1420 Eckles Ave St Paul, MN 55108-6084.

Preparing Future Faculty

120 Fraser Hall

Phone (612) 625-3811

Fax (612) 625-3382

Preparing Future Faculty (PFF) welcomes graduate and postdoctoral participants from all disciplines. PFF helps participants acquire information about the teaching and learning process and the faculty role at a variety of institutions of higher education. Gain a realistic perspective on the skills required for success as a faculty member. Examine a fit with a teaching career in higher education; work with a faculty mentor in a teaching opportunity at a local college or university; demonstrate, document and reflect on teaching skills and how to market oneself for faculty or other professional positions.

To receive a letter of recognition and certification of program participation from the Graduate School, participants must complete Grad 8101-Teaching in Higher Education and Grad 8102-Practicum for Future Faculty. Other credit courses on teaching and learning or the faculty role may be recognized by PFF as substitutes for Grad 8101 or Grad 8102.

PFF is a program of the Graduate School, administered through the Center for Teaching and Learning Services (CTLS) in the Office of Human Resources. For information on program enrollment, contact PFF at (612) 625-3811 e-mail: pff@tc.umn.edu, drop by CTLS in 120 Fraser Hall or visit the web site at <http://www.umn.edu/ohr/pff/>.

The Council of Graduate Students at the University of Minnesota (COGS)

405 Johnston Hall

Phone (612) 626-1612

E-mail: cogs@tc.umn.edu

URL: <http://www.cogs.umn.edu>

COGS office hours are 10:00am to 4:00pm, Monday-Friday, except holidays.

Information About COGS

Graduate students at the University of Minnesota have a voice in University governance through the Council of Graduate Students (COGS). COGS fills a variety of roles by:

- Serving as the official channel whereby recommendations from graduate students are brought to the Dean of the Graduate School.
- Nominating graduate student representatives to all appropriate councils and committees of the Graduate School and to other University groups
- Collecting and disseminating pertinent information to graduate students initiating policies that benefit graduate students.
- Addressing the special needs and concerns of graduate students throughout the University and building a sense of graduate student community.
- Increasing graduate student involvement in Graduate School governance.
- Informing students about local, state, and national policies that affect graduate students
- Working with other organizations on issues of mutual concern
- Acting as a clearinghouse for graduate student concerns; and cooperating with regional and national organizations of graduate and professional students.

COGS provide graduate students with an excellent opportunity to get involved and make a difference. In COGS you can improve the lives of graduate students, cross program lines, and get to know people in other disciplines. COGS can help you develop a better understanding of how the U of MN works, glimpse other aspects of the faculty role, improve the U rather than just complain about it, and take advantage of service and leadership opportunities. COGS is always looking for graduate students interested in getting involved. You can be a COGS Representative for your program, serve on a University committee, the University Senate, or the Graduate School Policy and Review Council. To become a COGS Representative for your program, talk to your DGS or contact the COGS office.

COGS General Assembly meetings will be the 1st Thursday of every month this fall (first meeting is September 6th), from 5-7pm, in BSBE 2-10. All grad students are welcome to attend and enjoy our free food!

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The Graduate Assistant Grapevine

The Graduate Assistant Grapevine

A Newsletter for Graduate Assistants and University Departments on the Twin Cities Campus

Spring 2004

Graduate Assistant Employment

Office of Human Resources

200 Donhowe Building

319 – 15th Ave. SE

Minneapolis, MN 55455

Phone: (612) 624-7070

Fax: (612) 625-9801

e-mail: gaoinfo@tc.umn.edu

URL: <http://www.umn.edu/ohr/gao/>

Official Pay Period Dates for Twin Cities Campus 2003-2004

Spring Semester 2004 1/8/04-5/23/04

Fall Semester 2003 8/25/03-1/8/04

Official Law School Pay Period Dates

Spring Semester 2004 12/25/03-5/9/04

Fall Semester 2003 8/11/03-12/24/03

Graduate Assistant Hourly Pay Range 03-04

\$13.51 - \$22.51

Maximum Tuition Benefits 02-03

Teaching Assistant (9511)	\$3681.36*
Research Assistant (9521)	\$3681.36*
Administrative Fellow (9531)	\$3681.36*
Graduate Instructor (9515)	\$3681.36*
Graduate Research Project Assistant (9526)	\$3681.36*
Medical Fellow-Grad Program (9554)	\$3681.36*
Medical Resident-Grad Program (9559)	\$3681.36*
Dental Fellow (9553)	\$3681.36*
Advanced Masters TA (9518)	\$613.56*

Advanced Masters RA (9528)	\$613.56*
Advanced Masters AF (9532)	\$613.56*
Ph.D. Candidate Teaching Assistant w/24 Thesis Cr. (9519)	\$613.56*
Ph.D. Candidate Graduate Instructor w/24 Thesis Cr. (9517)	\$613.56*
Ph.D. Candidate Graduate Research Project Assistant w/24 Thesis Cr. (9527)	\$613.56*
Ph.D. RA w/24 Thesis Cr. (9529)	\$613.56*
Ph.D. AF w/24 Thesis Cr. (9533)	\$613.56*
Legal Project Assistant w/Tuition Benefits (9538)	\$7115.40*
None	

Student Services Fees, Late Registration, and any Non-Refundable fees assessed are the responsibility of the student and are not covered under tuition benefits.

* See "University Fee", below.

*What' s NEW!

- Information regarding tuition rates and University fee may be found online at <http://onestop.umn.edu/Finances/tuitionrates/2003-04/>.
- UM Pay - Electronic Billing & Payment Services for Students. The University of Minnesota now offers electronic billing and payment of your student account bills (tuition, fees, housing, books, etc.) Beginning with the October 18, 2003 fall semester bill, electronic billing is the official means of generating tuition bills to all University of Minnesota students. This means that paper bills will no longer exist for enrolled students. The new UM Pay electronic billing and payment system will automatically send an e-mail notification to the student's U of M e-mail address when the bill is ready to be viewed online. Students will need their U of M Internet ID and password to login to the UM Pay system. Authorized payers will need to use the login name and password provided by their student. Please visit the provided link and log in for more information at <http://onestop.umn.edu/Finances/ebillinfo.html>.
- **Graduate Assistant Insurance Benefits and Plan Design Changes.** Please see the Graduate Assistant Insurance Office information below for in depth details.

IMPORTANT INFORMATION

Language Proficiency Requirements for Nonnative English Speaking Teaching Assistants

All nonnative English speaking Teaching Assistants (TAs) must demonstrate proficiency in spoken English appropriate to the demands of their teaching assistantship. This proficiency will be assessed by 1) the SPEAK test (Spoken Proficiency in English Assessment Kit); 2) the TSE (Test of Spoken English); or 3) an English Language Proficiency rating earned through coursework with the Center for Teaching and Learning Services.

Reason for the policy: To comply with a request from the Minnesota Legislature in their 1985 First Special Session Laws/ Chapter 11, Section 7 subdivision. To promote high quality undergraduate education for University of Minnesota Twin Cities students; and to insure the continuing cooperation of each academic department in maintaining high standards of English language

communication skills for all nonnative speakers of English who provide instruction on the University of Minnesota Twin Cities Campus.

For questions contact the Program Director for Initiatives for Nonnative Speakers of English at (612) 625-3885. To register for the SPEAK test contact the Center for Teaching and Learning Services located at 120 Fraser Hall, or e-mail: teachlrn@tc.umn.edu. You may also call (612) 625-3041.

University Fee

All students are assessed a University Fee. The University fee will help cover infrastructure and administrative costs in a wide variety of areas. All or a portion of the University fee will be added to and included with tuition benefits depending on the percent time of graduate assistant appointment and the number of credits registered for. A 25% time graduate assistant appointment will allow for one-half of the University fee as appropriate to number of credits registered for.

Information regarding the University fee and how it is calculated may be found online at <http://onestop.umn.edu/Finances/tuitionrates/2003-04/>.

12.5% Graduate Assistant Appointment

The Office of Human Resources and the Graduate School lowered the eligibility threshold for Graduate Assistant tuition benefits from 195 hours per payroll semester (25% appointment for a full semester) to 97.5 hours (12.5% appointment). This change became effective fall semester 2002. There are no budgetary consequences for departments or research grants because they have already been paying tuition fringe charges for every hour of GA employment, even on those appointments below the previous 25% threshold.

A small number of students whose total GA appointments fall between 12.5 and 25% (97.5 and 195 semester hours of work) will receive partial tuition benefits, pro-rated according to their total hours worked. But please notice that the minimum appointment level for waiver of non-resident tuition and for eligibility to enroll in the GA health insurance plan will remain at the 25% level (195 semester hours).

Advanced Degree Class Titles

Students may be appointed to the advanced degree classification job series (Advanced Masters & Ph.D. Candidate) the semester AFTER the tracking flag has been placed on the student's record by the Graduate School. Students may not be appointed to the advanced degree class title the same semester in which the tracking flag has been placed on the student's record.

It is NOT advisable to change a student's classification title mid-semester. This kind of change may have financial implications for both the student and the department. If a student is appointed on a classification allowing \$3681.36 in tuition benefits, then changed to a classification with tuition benefits of \$613.56 the student will be required to pay the difference in tuition for which they are then not eligible. The payment of fringe by the department is also affected. The department will have overpaid fringe cost and will not be refunded the difference in fringe costs.

Graduate Assistant Employment Website

We are frequently revising our web site. Let us know what you think! We welcome any comments or suggestions! We have included a section under the "Guidelines" category called *Frequently Asked Questions*. Let us know what else you would like. We welcome your input, please take a moment to complete the GAE Client Survey.

Helpful Hints for Avoiding Common Problems

- Entering Graduate Assistant Insurance policy information at the time of registration is very important, otherwise you will be charged for the BHS Student Health Benefit Plan. You must go back to One Stop, click on "View/Change Hospitalization Insurance" to either view your current information or to indicate that you have Graduate Assistant Insurance. This option is only available up to two weeks from the start of a new semester.
- Students dropping all credits during a term in which they hold an assistantship may be billed back for all of their tuition benefits at the non-resident rate, if applicable. If a student resigns an assistantship or is terminated, the student may no longer be eligible for tuition benefits (if billed non-refundable tuition costs) and will be billed back on their student account.
- Deadlines for drop/add or changes in registration are printed in the current semester Class Schedule book or may be found online at One Stop <http://onestop.umn.edu/Student/index.html>.
- If you are anticipating making changes, please refer to the current Class Schedule book online for deadline dates or call the Office of the Registrar at 624-1111. If you make changes after the deadlines, you are automatically billed non-refundable fees. We suggest that you make your changes with assistance from the Registrar's Office in person should you have confusion about the process.
- If your tuition benefits are not reflected on your billing statement, contact our office and your departmental payroll person immediately. Tuition benefits are contingent upon your department entering your graduate assistant appointment on the PeopleSoft system. A tuition benefit is then automatically/electronically generated to your student account. **DO NOT IGNORE THE FIRST BILLING STATEMENT.** If you do nothing, you may be assessed late fees after the first deadline when bills become due -- whether you are eligible for tuition benefits or not. You are responsible for knowing if your billing statement is correct. If a mistake has occurred, we will be happy to assist you in resolving the problem so your tuition benefits may be applied.
- Please carefully read the section from the Office of Scholarships & Financial Aid regarding loan eligibility requirements while holding a graduate assistantship.

Registration Requirements for Students Holding Graduate Assistantships

Teaching Assistants, Graduate Instructors, Research Assistants, and Administrative Fellows

Students holding class titles 9511, 9515, 9521, 9526 or 9531 must register for a minimum of six course, pre-thesis, or thesis credits during each semester of the academic year in which they hold any of these job titles.

Special Graduate Assistant Registration Status (SGARS) - Exemption from the 6 credit registration requirement

Students holding class titles 9511, 9515, 9521, 9526 or 9531, who meet the specific criteria established and monitored by their graduate program, may register for 1-5 credits in select semesters by applying for an exemption. Students who feel their circumstances merit an

exemption from full-time registration must obtain approval from their employer, faculty advisor, and the director of graduate studies. Obtain the appropriate SGARS form from the department in which you are employed or you may print a copy from <http://www.grad.umn.edu/forms/sgars.pdf> (requires Acrobat Reader).

Reduced Registration Categories

- Advanced Masters Assistants
- Ph.D. Candidates with 24 Thesis Credits

Students holding class titles 9518, 9528, or 9532 (Advanced Masters Assistants) or 9517, 9519, 9527, 9529, or 9533 (Ph.D. Candidates with 24 Thesis Credits) must register for a minimum of one graded, pre-thesis, or thesis credit during each semester of the academic year in which they hold that job title.

Failure to Maintain 1 Credit Registration

Graduate assistants must be registered for at least 1 credit per semester in order to hold a graduate assistant title and be eligible for tuition benefits. If you fail to register or drop courses falling below 1 credit during any semester in which you hold a graduate assistant class title, your graduate assistant appointment MAY BE TERMINATED.

When Graduate Assistant Employment learns of non-registration, the department will be contacted, as well as notice sent to the student. The student will have 5 days to properly register. There are no exceptions to this policy.

*Registration for Grad 0999 does not meet the registration requirement to hold a graduate assistantship.

Workload Restriction Policy

Graduate assistants may not work more than a total of 75% time (30 hours per week) during the nine-month academic year (with the exception of break periods). The employing department must seek prior approval from the Associate Dean of the Graduate School, Dr. George Green. As Graduate Assistant Employment learns of appointments over 75% time, the student's employing department(s) will be contacted, as well as notice sent to the student. The department must adjust work hours effective the next pay period.

Graduate Assistant Insurance Office

N323 Boynton Health Service

Phone: (612) 624-0627

Fax: (612) 626-5183

E-mail: gradins@bhs.umn.edu

The insurance company for the Graduate Assistant Medical Plan is Blue Cross Blue Shield of Minnesota. Boynton Health Service and several University of Minnesota Medical School clinics are part of the Blue Cross Blue Shield network of providers.

Graduate assistants currently enrolled in and still employed as a GA in spring 2004 do not need to re-enroll. If you elect to add dependent coverage during the enrollment period you can obtain an enrollment form from the Graduate Assistant Insurance Office at Boynton Health Service, room N323.

Enrollment for Dependents: Dependents can only be enrolled 1) At the same time the graduate assistant is enrolling, 2) Within 31 days of involuntary loss of other coverage, 3) Within 31 days of marriage, birth or adoption, 4) During this open enrollment period, through September 30, 2003. Enrollment of dependents at any other time subjects the insured dependent to the pre-existing condition exclusion of this plan.

As part of the University's response to its severe budget crisis, both the UPlan for University faculty and staff and this GA plan have been redesigned to address the budget issues. The GA plan now has a \$10 office visit co-pay and the pharmacy co-pay schedule has been revised slightly and its annual out-of-pocket maximum increased from \$150 to \$300 per person. Dependent Plan II has a \$25 office visit co-pay (up from \$10 last year). Based on actual claims experience and trend inflation in medical costs, Blue Cross Blue Shield has also increased its premiums on both the GA plan and the dependent plans.

Beginning with the next plan year on September 1, 2004, enrollees in the GA health insurance plan will be expected to pay a percentage of premium costs.

During the registration process please follow the prompts as appear on the registration screen. Indicate that you are covered by Blue Cross and Blue Shield and enter in your policy number. Your policy number is your student ID number. This will insure that you are NOT charged for the Student Health Benefit Plan (\$591.00) on your tuition bill.

If you have any questions, please feel free to call the Graduate Assistant Insurance Office at (612) 624-0627.

Office of Student Finance (Financial Aid)

210 Fraser Hall

Phone (612) 624-1665

Fax (612) 624-9584

The Office of Student Finance (OSF) monitors aid awarded to graduate and professional students throughout the year and adjusts student loans accordingly. Tuition benefits, waivers, other tuition awards, fellowships, scholarships, departmental aid, and agency funding all impact student loan eligibility.

OSF periodically reviews student records to ensure that all aid sources were considered when determining loan eligibility. In cases where loans were received without having all aid sources considered, loans are re-calculated and ineligible funds are debited from student's tuition accounts and returned to their lender. This usually results in creating a bill due to the University.

If you are a student loan recipient and also receive a tuition benefit, fellowship, departmental or other type of academic financial support, refer to your Financial Aid Award Notification provided to you from OFS. Please ensure your additional aid was included in determining your loan eligibility. Important reminder: Report graduate assistant appointments and any changes made to the appointment. You may also obtain information on a walk-in basis at the Student Services Center, 200 Fraser hall, East Bank: 8:00 a.m.-5:30 p.m. Monday -Thursday and 8:00 a.m.-4:00 p.m. Friday. West Bank: 130 West Bank Skyway, 8:00 a.m.-4:00 p.m. Monday-Friday. St. Paul Campus: 130 Coffey Hall, 8:00 a.m.-4:00 p.m. Monday-Friday. You may also call (612) 624-1111. Important dates regarding Financial Aid can be found online at <http://www.onestop.umn.edu> under *Student Finances*.

U of M Job Center – Student Employment/Work Study

170 Donhowe

Phone (612) 625-2000

Fax (612) 626-7158

The Office of Student Finance (OSF) assumes that every graduate student who applies for financial aid is receiving full tuition benefits. This assumption appears on the Financial Aid Award Notice (FAAN) "Estimated Tuition Benefit," but this does not mean that OSF has awarded you an assistantship. It simply means that any financial aid offer you receive is based on the assumption that you have a 50% assistantship. If you do not have an assistantship or you have less than a 50% assistantship, you may request a revision to your financial aid package with OSF. If you wish to fund your graduate assistantship with Work-Study (WS) funds, you must demonstrate financial need enough for both a tuition waiver and a WS award.

Graduate students in assistantships or fellowships are eligible to use WS awards to fund their positions as well. If you are a graduate assistant, you must provide a copy of your Financial Aid Award Notice (FAAN) to prospective employers. Please advise your hiring department(s) to send a photocopy of the departmental Personnel Action Worksheet (PAW) to the Work-Study Office, U of M Job Center, 170 Donhowe Building, Minneapolis Campus. Student jobs are posted online at <http://www1.umn.edu/ohr/employment/index.html>. You may also visit the Job Center at 170 Donhowe Building, Minneapolis campus, or 130 Coffey Hall, St Paul campus. Graduate students without assistantships may apply for student employment jobs as directed on the posting. Students with Work-Study must secure a Work-Study job before the given deadline or your Work-Study award may be cancelled.

You are responsible for maintaining proper registration of at least 3 credits per semester. If you fall below the required credits, it is your responsibility to inform your employer. You are also responsible for informing your employing department of any changes to your financial aid package those influence your Work-Study award.

Please call the Work-Study Coordinator at 626-8608 at the U of MN Job Center if you have questions.

Hiring Departments

1. You must request a copy of the Financial Aid Award notice (FAAN) from the graduate student applicant. Discuss the terms of employment with the student. Obtain for your records a signed statement from the student stating the amount of the Work-study award the student is designating to the department.

2. Work-Study funds cannot cover any of the graduate student's fringe benefits. The hiring department must pay all tuition waivers and health care coverage. Fringe tables can be found on the GAE website at: www.umn.edu/ohr/gao under "Financial Information". Enter payroll information into PeopleSoft for a new hire, including sub-object code ' 50' . Departments should no longer send Personnel Action Worksheets to Payroll Services.

3. Place the student in the Work-Study placement panel. Call the Work-Study Coordinator at 626-8608 if you have questions.

4. Use the Work-Study Monitoring Worksheet to monitor a students' Work-Study award. This form can be found online at <http://process.umn.edu/groups/hr/documents/Form/1525p.pdf>

Graduate School Fellowship Office

314 Johnston Hall

Phone (612) 625-7579

Fax (612) 625-6820

E-mail: gsfellow@tc.umn.edu

The Graduate School has announced competitions for the following awards. Applications are available upon request in the Fellowship Office.

Doctoral Dissertation Research Grants: Grants of up to \$2,500 to support dissertation research, such as domestic travel and expenses for fieldwork. Deadlines: Please see Graduate School web site: www.grad.umn.edu/fellowships/index.html

Doctoral Dissertation International Research Grants: Grants of up to \$5,000 are available to U.S. citizens or permanent residents to conduct research abroad for six weeks to six months.

Deadlines: Please see Graduate School web site: www.grad.umn.edu/fellowships/index.html

Compleat Scholar Program

360 Coffey Hall

Phone (612) 625-7777

Graduate Students: An opportunity to broaden your teaching experience without concern for grades, papers, or exams!

The Compleat Scholar's Program in the College of Continuing Education offers paid, part-time, temporary teaching positions to advanced graduate students in a variety of liberal arts and sciences disciplines.

The program seeks non-credit course proposals designed for working professionals, retirees, and other adult learners who want to continue learning; but are not interested in degrees, credits, or exams. Course topics include art history, architecture, design, visual art, theatre, film, music, photography, philosophy, religion, history, anthropology, archaeology, geology, humanities, writing, literature, natural and physical sciences, career development, gardening and landscape design, as well as lifestyle topics such as health and nutrition.

If interested in teaching for the program, visit www.cce.umn.edu/scholars and click on "Join Our Faculty." Applications are accepted on an ongoing basis throughout the academic year.

The University of Minnesota is an equal opportunity educator and employer.

Preparing Future Faculty

120 Fraser Hall

Phone (612) 625-3811

Fax (612) 625-3382

Preparing Future Faculty (PFF) welcomes graduate and postdoctoral participants from all disciplines. PFF helps participants to:

- Acquire information about the teaching and learning process and the faculty role at a variety of institutions of higher education.
- Gain a realistic perspective on the skills required for success as a faculty member.
- Examine a fit with a teaching career in higher education.
- Work with a faculty mentor in a teaching opportunity at a local college or university.
- Demonstrate, document and reflect on teaching skills and how to market oneself for faculty or other professional positions.

To receive a letter of recognition and certification of program participation from the Graduate School, participants must complete Grad 8101-Teaching in Higher Education and Grad 8102-Practicum for Future Faculty. Other credit courses on teaching and learning or the faculty role may be recognized by PFF as substitutes for Grad 8101 or Grad 8102.

As a way to deepen discussion, analysis, and teaching philosophies/strategies related to teaching and learning topics in higher education, PFF is now offering GRAD 8200: Teaching and Learning

Topics in Higher Education. A one-credit course, topics will include teaching for learning (an on-line course for new TAs), active learning in the sciences, teaching with technology, multicultural teaching and learning across the disciplines, teaching in clinical settings, and learning-community course design. See OneStop for additional information on this and all other PFF courses.

PFF is a program of the Graduate School, administered through the Center for Teaching and Learning Services (CTLs) in the Office of Human Resources. For information on program enrollment, contact PFF at (612) 625-3811 e-mail: pff@tc.umn.edu, drop by CTLs in 120 Fraser Hall or visit the web site at <http://www.umn.edu/ohr/pff/>.

The Council of Graduate Students at the University of Minnesota (COGS)

405 Johnston Hall

Phone (612) 626-1612

E-mail: cogs@tc.umn.edu

URL: <http://www.cogs.umn.edu>

Information About COGS

Graduate students at the University of Minnesota have a voice in University governance through the Council of Graduate Students (COGS). COGS fills a variety of roles by:

- Serving as the official channel whereby recommendations from graduate students are brought to the Dean of the Graduate School.
- Nominating graduate student representatives to all appropriate councils and committees of the Graduate School and to other University groups
- Collecting and disseminating pertinent information to graduate students initiating policies that benefit graduate students.
- Addressing the special needs and concerns of graduate students throughout the University and building a sense of graduate student community.
- Increasing graduate student involvement in Graduate School governance.
- Informing students about local, state, and national policies that affect graduate students
- Working with other organizations on issues of mutual concern
- Acting as a clearinghouse for graduate student concerns; and cooperating with regional and national organizations of graduate and professional students.

COGS provide graduate students with an excellent opportunity to get involved and make a difference. In COGS you can improve the lives of graduate students, cross program lines, and get to know people in other disciplines. COGS can help you develop a better understanding of how the U of MN works, glimpse other aspects of the faculty role, improve the U rather than just complain about it, and take advantage of service and leadership opportunities. COGS is always looking for graduate students interested in getting involved. You can be a COGS Representative for your program, serve on a University committee, the University Senate, or the Graduate School

Policy and Review Council. To become a COGS Representative for your program, talk to your DGS or contact the COGS office.

General Assembly meeting dates for fall semester 2003: September 4th, October 2nd, November 6th, and December 4th at 5:00 p.m. in Basic Sciences & Biomedical Engineering, 312 Church Street (BSBE 2-101). Free (good) food & beverages will be served. All graduate students are welcome at COGS General Assembly (GA) meetings -- come and participate in student governance in action.

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