

Frequently Asked Questions about the Reorganization of the Graduate School

1. Why did the reorganization take place, and how does it affect me?

The reorganization of the Graduate School took place to provide an improved centralized services umbrella to better serve our students. The reorganization shifts the focus of the Graduate School to improving and strengthening graduate programs and furthering the research and teaching missions of New Mexico State University.

The reorganization will improve student services. You will most likely be visiting Graduate Student Services or Human Resources for many of your needs instead of the Graduate School.

2. What groups are part of the reorganization? Where are they located?

Graduate Student Services, was created under this reorganization. Graduate Student Services is located in the space where the Graduate School was located in the Educational Services Building. International Student Services will soon be located in the same offices of Graduate Student Services. Both of these departments are now parts of Student Success/Enrollment Management.

The Graduate School is now housed on the first floor of Anderson Hall (PSL). Our offices are located in Rooms E1010-E1014. The Graduate School is under the Vice President for Research.

Human Resources is located in Hadley Hall.

3. What does the Graduate School do?

- Implement Policies in the Graduate Catalog
 - a. Grade Appeals
 - b. Grad Student employment appeals for increased hours
 - c. Grievances
 - d. Probation and suspensions
 - e. Degree completion requirements

- Planning awards for enrolled graduate assistants
 - a. Mike Watts awards—Leadership, \$2,000
 - b. NM HED awards—\$7,200 with match
 - c. Merit Enhancement awards—\$4,000
 - d. Outstanding GA awards—\$1,000
 - e. Conference Travel awards—up to \$250
 - f. Diversity and McNair Awards

- Theses and Dissertation Review
 - a. Web based guidelines for theses and dissertations
 - b. Training workshops
 - c. Review for Format
 - d. Approval signature

- Provide Workshops
 - a. Professional Development
 - b. Preparing Future Faculty
 - c. How to Succeed in Graduate School
 - d. How to Finance Graduate School
 - e. GA Training workshop
- Additional functions
 - a. Graduate Faculty Reviews
 - b. Approve minors, concentrations, joint degree proposals
 - c. Certification proposals
 - d. New degree proposals
 - e. Monitoring student success
- Update publications of the Graduate School

4. What does Graduate Student Services do?

- Process admissions applications
 - a. Provides certificate of admissions
 - b. Contact point for final transcripts
- Add or drop classes
- Web site for Online Graduate Catalog
- Recruitment Activities
- Graduation Requirements/Deadlines
 - a. Program of Study
 - b. Transfer of Credit
 - c. Letter of Completion
 - d. Assists with application for graduation
 - e. Oral exam forms
- Degree Certification

5. What does the Office of Human Resources Do?

- They process all e-hires they receive from departments. If there are special requests, those are sent to the Graduate School.
- They process in-state and out-of state tuition for graduate assistants.
- Their office is in charge of graduate assistants health insurance.

6. I need to add or drop a class after the deadline. How do I do this?

You will need to visit Graduate Student Services in the Educational Services Building. They have a form you will need to complete. Memos concerning situations or retroactive cases need to be addressed to Valerie Pickett.

7. Who do I speak to concerning issues with SPCD or TOEFL requirements?

You will need to speak with Mary Jaspers at International Student Services. Contact Mary Jaspers via email at marjaspe@nmsu.edu. You can also visit the ISS website at <http://www.nmsu.edu/~ip/ISSS/ForeignAdmissions.html>

8. Where do I go to inquire about health insurance? Where do I turn in my form?

Graduate Health insurance is managed by Benefit Services of Human Resources in Hadley Hall, Room 17. You will want to read the material at <http://hr.nmsu.edu/benefits/gradhealth/index.html>

Enrollment for benefits is located online at the same website.

9. I did not get paid correctly as a Graduate Assistant. Where do I go and who do I talk to?

Please contact your department to verify the hiring process for the graduate assistantship was completed properly. If the information the department submitted to HR Services does not match what you were paid, have the department contact HR Services at 646-8000 to correct the data.

10. Who do I contact if I am an out of state resident, but should be paying instate resident tuition rates? How do I change this or find out information about this?

If you are a graduate student and have questions concerning instate tuition rates, please contact the Registrar's Office. You can call 646-3411.

If you are an out of state student and part of a special tuition rate program, please see a representative from Graduate Student Services. You can call 646-2736 or 646-7568.

If you have received a graduate assistantship and should be paying the instate tuition rate as part of your assistantship, please contact HR Services at 646-8000.

11. Who do I contact about the Graduate Assistants orientation?

Please contact Jenny Torres, the grad assistant in the Graduate School concerning the registration for the orientation, the certificate exam and the certificate award, (575) 646-1381, jeoverby@nmsu.edu.

12. Who should I contact if I want to work more than 20 hours a week as a Graduate Assistant?

Have the unit or department that wants you to work additional hours to write a letter or memo requesting the additional hours to the Graduate School.

The letter or memo will need to be approved by the department head.

The letter or memo should be addressed to Associate Dean Dr. Luis Vázquez. He will review the request. The request will either be approved or denied. You can contact Associate Dean Dr. Luis Vázquez at (575) 646-7606 or lvazquez@nmsu.edu.

13. Who is part of the Graduate School and how can I meet with them?

The Graduate School offices of Dean Lacey, Associate Dean Dr. Luis Vázquez, Polly Powell, Debra Bebbs, and Milen Bartnick are now located on the first floor of Anderson Hall (PSL).

If you need to meet with a member of the Graduate School, please set an appointment. For appointments with Dean Lacey, please contact Polly Powell at (575) 646-5746. For meetings with Dr. Luis Vázquez or Milen Bartnick, please contact Debra Bebbs at (575) 646-7606.

14. Where do I turn my thesis or dissertation in for review?

Paper review is conducted by the Graduate School. You will submit a hardcopy of your paper with appropriate forms to Milen Bartnick for review. You may contact Milen with questions by emailing mbartnic@nmsu.edu or calling (575) 646-1432.

Milen's office is located on the first floor of Anderson Hall (PSL). You will leave the thesis or dissertation with Debra Bebbs to be reviewed by Milen. You may contact Debra at (575) 646-7606, dbebbs@nmsu.edu. For questions, please see the website at <http://www.gradschool.nmsu.edu/Guidelines/>

15. Where do I submit the completed paperwork for various comprehensive and final exams? Where do I go to make sure I will graduate on time?

Graduate Student Services.