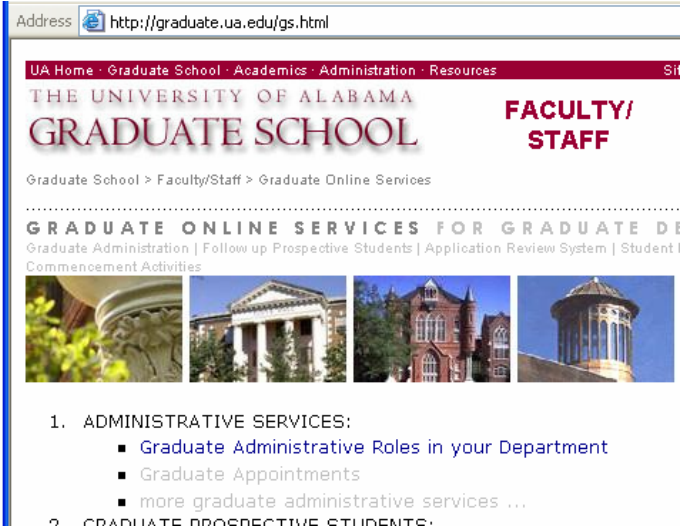


GRADUATE ADMINISTRATIVE ROLES: Guidelines for Departments

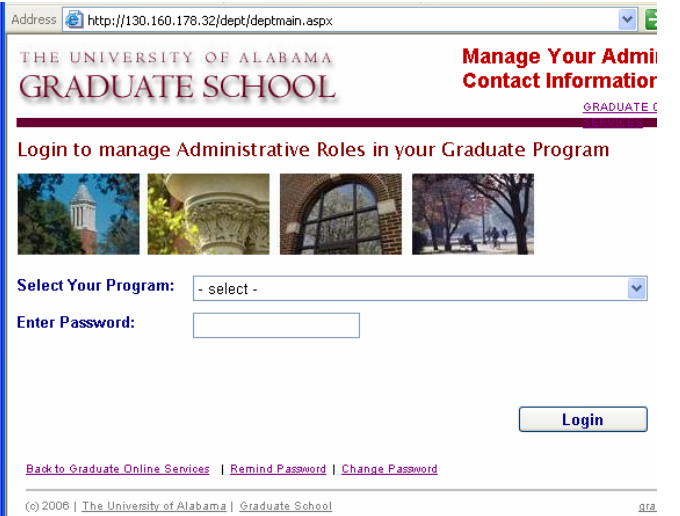
A. LOCATE THE WEB LINK:

- Graduate School Web site: <http://graduate.ua.edu/>
- Faculty/Staff Webpage: <http://graduate.ua.edu/facultystaff.html>
- Graduate Online Services: <http://graduate.ua.edu/gs.html>
(Click on login Icon at upper right side)
- Click on Admin Roles:
<http://130.160.178.32/dept/deptmain.aspx>



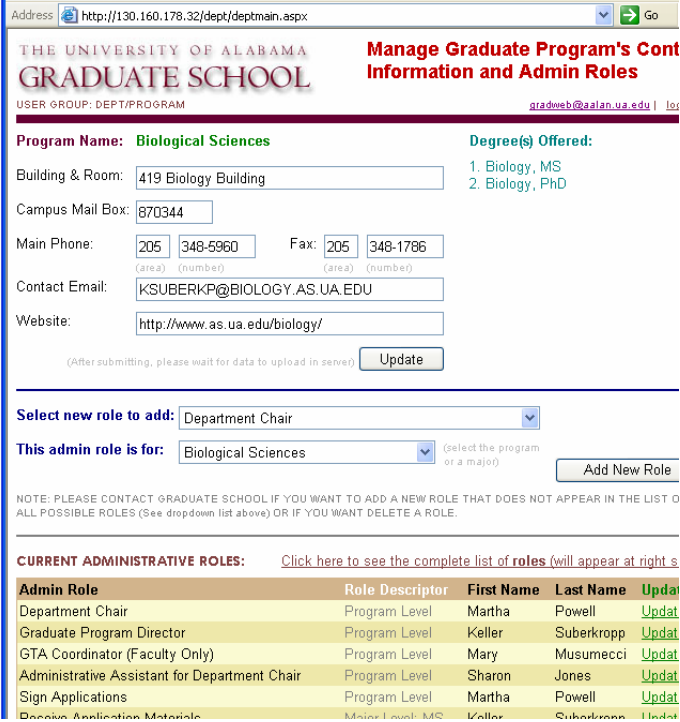
B. LOGIN FROM GRADUATE ONLINE SERVICES

1. Select the admin roles program from the list of Graduate Online Services (as described in Section A)
2. Now you will see the login page; select your department and password to login (if you have questions about the generic login for each department, please contact graduate school)
3. Note that you have option to indirectly remind about the password
4. You may also change your password, provided that you already know the current password.



C. VIEW PROGRAM DETAILS

1. Upon successful login, you will see details of department information: such as contact information, office location, degree programs offered, option to add or update administrative roles.
2. If there's any change in department contact information, then please fill-in the form with updated info and press UPDATE.
3. You may select a role to add and associate it with a program or degree level descriptor. See Section E for more information on adding a new admin role.
4. At the bottom of the page, you will see currently assigned admin roles with 'update' link on each row. For more information on UPDATE see section F.
5. You may see the list of currently active admin roles by clicking the marked text just above the table. The next section D shows current admin roles. If you want to add a new type of graduate administrative role, please contact graduate school at gradweb@aalan.ua.edu



D. LIST OF ACTIVE GRADUATE ADMINISTRATIVE ROLES FOR GRADUATE PROGRAMS

1. DEPARTMENT CHAIR: Performs roles as the head of a department
2. GRADUATE PROGRAM DIRECTOR: Directs the graduate program(s)
3. GRADUATE ADVISOR: Advisor of graduate students in general
4. GTA COORDINATOR (FACULTY ONLY): Coordinates graduate teaching assistants at the department level (must be a faculty)
5. ADMINISTRATIVE ASSISTANT FOR DEPARTMENT CHAIR: Assist/help in jobs of a Department Chair
6. ADMINISTRATIVE ASSISTANT FOR PROGRAM DIRECTOR: Assist/help in jobs of a Graduate Program Director
7. ADMINISTRATIVE ASSISTANT FOR GTA COORDINATOR: Assist/help in jobs of a GTA Coordinator
8. SIGN APPLICATIONS: Officially sign graduate applications, Evaluation Sheets, etc.
9. RECEIVE APPLICATION MATERIALS: Receive applicant data sheet, transcripts, SOP, letter of ref., etc.
10. RECEIVE PROSPECTIVE STUDENT INFORMATION: Receive information about prospective students, such as test scores, contact information, emails, etc. so that dept may follow up and initiate their recruitment activities
11. DEGREE REQUIREMENTS CONTACT: Handles inquiries concerning degree requirements at the department level
12. PA FORMS MANAGER: Manages PA Forms at the department level

NOTE: Graduate School utilizes this system to contact respective administrative persons. Some of the examples are: Application materials (app data sheet, SOP, test scores, etc.) are sent to the app materials recipients, graduate program directors and contacts for prospective students are enlisted on the graduate school website. GTA coordinators and their assistants are responsible for providing the new GTAs for the annual GTA workshop. Therefore, it is important to maintain the up-to-date list of such contacts.

E. ADD NEW CONTACT INFORMATION OF A ROLE:

1. When you have selected a new admin role to add and associate it with a program/major level descriptor (See fig. at Section C), click the 'Add new role' button to insert faculty/staff contact information for this role.
2. The figure here shows the role title, description and the data form.
3. Note that you may add any suitable descriptor for this role.
4. Click submit to add this new role.
5. When you go back to details page, you will see this new role added in the table.

The screenshot shows a web browser window with the address bar displaying 'http://130.160.178.32/dept/deptform.aspx'. The page header includes 'THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL' and 'Form: Assign Administrative Role to a Graduate Faculty or Staff'. The user group is 'DEPT/PROGRAM' and the contact information is '348-0052 | gradweb@aalan.ua.edu | back to program data'. The 'Graduate Program' is 'Biological Sciences'. The 'Admin Role Name' is 'Receive Prospective Student Information'. The 'Role Descriptor' is 'Major: BY,PHD'. The 'About this Role' section states: 'Receive information about prospective students, such as test scores, contact information, emails, etc. so that dept may follow up and initiate their recruitment activities'. The 'Assign the administrative role to a Graduate Faculty/Staff' section includes fields for 'Full Name' (First Name, MI, Last Name), 'Contact Email', 'Building & Room', 'Campus Mail Box' (870), and 'Office Phone' (205 area, 348 number). A 'Submit' button is at the bottom right. The footer contains '(c) 2005 The University of Alabama Graduate School | (205) 348-0052 | gradweb@aalan.ua.edu'.

F. UPDATE CONTACT INFORMATION OF A ROLE:

1. When you click the 'Update' link on a row of the admin roles table (See figure at Section C), you will be able to change the contact information for that particular role.
2. Click 'Update' when you entered the new information.

The screenshot shows a web browser window with the address bar displaying 'http://130.160.178.32/dept/deptform.aspx'. The page header includes 'THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL' and 'Form: Assign Administrative Role to a Graduate Faculty or Staff'. The user group is 'DEPT/PROGRAM' and the contact information is '348-0052 | gradweb@aalan.ua.edu | back to program data'. The 'Graduate Program' is 'Biological Sciences'. The 'Admin Role Name' is 'Graduate Program Director'. The 'Role Descriptor' is 'Program Level'. The 'About this Role' section states: 'Directs the graduate program(s)'. The 'Assign the administrative role to a Graduate Faculty/Staff' section includes fields for 'Full Name' (First Name: Keller, MI, Last Name: Suberkropp), 'Contact Email' (ksuberkp@biology.as.ua.edu), 'Building & Room' (A224 Beville Building), 'Campus Mail Box' (870206), and 'Office Phone' (205 area, 348-1795 number). An 'Update' button is at the bottom right. The footer contains '(c) 2005 The University of Alabama Graduate School | (205) 348-0052 | gradweb@aalan.ua.edu'.