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Handbook
Published by:  OGS – Angela Ezell  
              OIT – Ron Roberson

Revised 12/4/2012
Introduction
The primary objective of this document is to introduce you to the basic policy and procedure regarding Graduate Assistantship Processing. Graduate Assistantship Processing requires that you understand the academic requirements for a student to hold an assistantship, use MyMav to apply service indicators, access reports in Discoverer Viewer, and process HRMS appointments.

Document Objectives
After reading this document, you will:

- Be aware of the student requirements for graduate assistantships
- Apply service indicators
- Be familiar with the outcomes of the automated process
- Access reports available from Discoverer Viewer to determine the outcome of the automated processes
- Be aware of the exception processing procedure
- Be familiar with creating an appointment in HRMS

Why Do We Need Graduate Assistantship Processing?
The Graduate Assistantship Processing procedures and policies assure that each graduate student receiving an assistantship has met the minimum standards of federal, state and university policy. Each student receiving an assistantship must:

- Have an appropriate Action Reason (student status) code
- Meet UT Arlington enrollment criteria
- Meet minimum GPA requirements
- DS-PRO requirement (doctoral and doctoral-bound students only)
- Meet English proficiency, required for accreditation (GTA only)
- Meet the Texas Higher Education Coordinating Board 99 Hour Rule requirements

Student Requirements
Each prospective assistantship appointee must meet the following requirements:

- Action Reason (student status) of GUNC (Graduate Unconditional) or GPRB (Graduate Probationary)
- Enrolled in 9, 6 or 3 hours depending on the program and term
- Minimum GPA of 3.00 or higher
- GTAs must meet one of the English Proficiency requirements:
  - Minimum SEA (Spoken English Assessment) score of 45
  - Minimum TSE (Test of Spoken English) score of 45
  - ELI (English Language Institute) score of P
  - Minimum IBTOEFL (IBT_SP) online English Proficiency score of 23
  - Minimum IELTS (International English Language Testing System) score of 7
  - Minimum SPEAK (historical institutional test) score of 45
- 99 Hour Rule (Doctoral students only)
  - ≤ 12 long terms of graduate enrollment, master’s and doctoral, (starting Fall 2012)
  - ≤ 99 doctoral hours enrollment
Graduate School Catalog Definition of 99 Hour Rule

The "99 hour rule" refers to the implementation of Senate Bill 961, passed by the Seventy-fifth Legislature. It is the rule that students admitted during the fall semester of 1999 and thereafter who complete more than 99-hours of doctoral level study may be required to pay out-of-state tuition for every subsequent semester. UT Arlington does not automatically change tuition rates when a doctoral student passes the 99-hour mark. The policy of the University is as follows: Doctoral students who enrolled under the Summer 1999 or subsequent catalogs will be charged non-resident tuition under the following conditions: A doctoral student must pay non-Texas resident tuition beginning the first long semester in which a) the student has been enrolled previously as a graduate student for 12 or more long semesters, AND b) the student has accumulated more than 99 semester credit hours of doctoral study at UT Arlington. Students exceeding both limits will not be eligible for assistantships supported by state funds. Individual exceptions for students exceeding these criteria who are nearing degree completion are considered. **Note… Beginning Fall 2012, the number of semesters will be modified to 12 or more long semesters.**

What Are the Steps of Graduate Assistantship Processing?

Programs identify students they wish to appoint to an assistantship (GRA or GTA). Program staff will place a service indicator and indicator reason code (see page 7) for assistantship (GAS – Graduate Assistant Selected) on the identified student(s). Each night an automated process will run that evaluates the student’s academic credentials and places a service indicator (GAA – Graduate Assistant Approved) on qualified students’ records. After the GAA service indicator is placed, a second process will run that adjusts the student’s residency for tuition purposes and recalculates the student’s tuition and fees.

Staff members who complete training will have access to a GS Reporter report in Discoverer Viewer. This report will list the students identified with GAS service indicators.

If a student fails to meet the requirements, program staff will either contact the student to correct enrollment or the staff will submit a completed *Assistantship Exception (AssistEX)* form to the Office of Graduate Studies. The Office of Graduate Studies will review the exception request and apply the service indicator (GAA) with the appropriate reason code if the exception is granted. A nightly process will run and adjust the student’s residency for tuition purposes, and recalculate the student’s tuition and fees.
How Do I Begin the Process?

Apply the GAS (Graduate Assistant Selected) service indicator code and indicator reason code to the student’s record in MyMav.

ALL GRA/GTA/EGTA students must be given the GAS.

How Do I Apply the GAS Service Indicator?

Procedure

The steps for applying the GAS service indicator and indicator reason to a student follow:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Campus Community link.</td>
</tr>
<tr>
<td></td>
<td>Campus Community</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Service Indicators (Student) link.</td>
</tr>
<tr>
<td></td>
<td>Service Indicators (Student)</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Manage Service Indicators link.</td>
</tr>
<tr>
<td></td>
<td>Manage Service Indicators</td>
</tr>
</tbody>
</table>
### Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

<table>
<thead>
<tr>
<th>Limit the number of results to (up to 300):</th>
<th>300</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Empl ID:</strong></td>
<td>begins with ▼</td>
</tr>
<tr>
<td><strong>Academic Career:</strong></td>
<td>▼</td>
</tr>
<tr>
<td><strong>National ID:</strong></td>
<td>begins with ▼</td>
</tr>
<tr>
<td><strong>Campus ID:</strong></td>
<td>begins with ▼</td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td>begins with ▼</td>
</tr>
<tr>
<td><strong>First Name:</strong></td>
<td>begins with ▼</td>
</tr>
</tbody>
</table>

- **Case Sensitive**
- **Clear**
- **Basic Search**
- **Save Search Criteria**

---

<table>
<thead>
<tr>
<th><strong>Step</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Note! The ID number may automatically populate based on previous activity in the system. Verify that the ID number matches that of your student. If the ID number does not match, replace the existing ID number with the correct ID number. Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Note! Your student may have active service indicators. You should not delete or edit these existing service indicators. When you are ready to add the GAS service indicator, click <strong>Add Service Indicator</strong></td>
</tr>
</tbody>
</table>
Step | Action
---|---
6. | Enter GAS in the *Service Indicator Code field.
7. | Click the *Service Indicator Reason Code look up button.
The reason codes associated with the GAS service indicator allow you to specify the type of assistantship appointment. Following are valid reason codes and their associated definitions:

**GTA** = Teaching Assistant 50% (20 hour) appointment  
**EGTA** = Enhanced Teaching Assistant 50% (20 hour) appointment  
**EGT2** = 1st time EGTA who has passed Comp Exams 50% (20 hour) appointment  
**GRA** = Research Assistant 50% (20 hour) appointment  
**TA3-6** = GTA 3-6 hours final term non-thesis student 50% (20 hour) appointment  
**ETA36** = Enhanced GTA 3-6 hours final term non-thesis student 50% (20 hour) appointment  
**TA6TD** = GTA 6 hour thesis/dissertation research only 50% (20 hour) appointment  
**ETA6** = Enhanced GTA 6 hour thesis/dissertation research only 50% (20 hour) appointment  
**RA3-6** = GRA 3-6 hours final term non-thesis student 50% (20 hour) appointment  
**RA6TD** = GRA 6 hour thesis/dissertation research only 50% (20 hour) appointment  
**TRA** = Combination of Teaching/Research assistant equal to 50% (20 hour) appointment  
**TAPT** = Teaching assistant less than 50% appointment or less than 20 hours work per week (no tuition adjustment for part time)  
**RAPT** = Research assistant less than 50% appointment or less than 20 hours work per week (no tuition adjustment for part time)  
**TRAPT** = Teaching/Research assistant less than 50% appointment or less than 20 hours work per week (no tuition adjustment for part time)  
**STA50** = STEM GTA 50% (20 hour) appointment  
**STR50** = STEM GRA 50% (20 hour) appointment  
**SUMTA** = Graduate Summer Teaching Assistant 50% (20 hour) appointment  
**SUMRA** = Graduate Summer Research Assistant 50% (20 hour) appointment  
**SUSTA** = Summer STEM GTA 50% (20 hour) appointment  
**SUSRA** = Summer STEM GRA 50% (20 hour) appointment

**Note!** The department MUST require an international student to request an approved Request for Less than Full-time Enrollment Waiver form from the Office of International Education. The department will need to retain this form for immigration criteria.

### Table of Commonly Used GAS Reason Codes

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA6TD or TA6TD or ETA6</td>
<td>Funded &amp; unfunded students enrolled in appropriate levels of thesis or dissertation hours</td>
</tr>
<tr>
<td>RA6TD or TA6TD or ETA6</td>
<td>Funded &amp; unfunded students who have passed their Comprehensive Examinations, master’s students enrolled in 5698 courses, doctoral students enrolled in 6699 courses</td>
</tr>
<tr>
<td>DOC GRA/GTA 9 hour or Master’s</td>
<td>Final Semester Thesis master’s students must enroll in 5698 and doctoral students must enroll in 6699, 6999 or 7399</td>
</tr>
<tr>
<td>TA3-6 or RA 3-6 or ETA36</td>
<td>Non-thesis students in their final semester may enroll in as few as 3 graduate hours to complete their degree requirements</td>
</tr>
</tbody>
</table>
The reason codes associated with the GAS service indicator allow you to specify the type of assistantship appointment. Following are valid reason codes and their associated definitions. Note: Full time enrollment is a requirement for all assistantship students UNLESS they're in their final semester. In final semester cases only the following indicators will be used to reflect 3-6 hours of enrollment: TA3-6, ETA36, TA6TD, ETA6, RA3-6, and RA6TD.

<table>
<thead>
<tr>
<th>Service Ind Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT2</td>
<td>Enhanced GRAD w/Comp Exam</td>
</tr>
<tr>
<td>EGTA</td>
<td>Enhanced GRAD Assistantship</td>
</tr>
<tr>
<td>ETA36</td>
<td>Enhanced GRAD TA 3-6 units NT</td>
</tr>
<tr>
<td>ETA6</td>
<td>Enhanced GRAD TA 6 units T/D</td>
</tr>
<tr>
<td>CRA</td>
<td>GRAD Research Assistantship</td>
</tr>
<tr>
<td>GTA</td>
<td>GRAD Teaching Assistantship</td>
</tr>
<tr>
<td>RA3-6</td>
<td>GRAD RA 3-6 units FT NonTh</td>
</tr>
<tr>
<td>RA6TD</td>
<td>GRAD RA 6 units thesis/diss</td>
</tr>
<tr>
<td>RAPT</td>
<td>GRAD RA less than 50%</td>
</tr>
<tr>
<td>SUMRA</td>
<td>GRAD SUMMER RA</td>
</tr>
<tr>
<td>SUMTA</td>
<td>GRAD SUMMER TA</td>
</tr>
<tr>
<td>TA3-6</td>
<td>GRAD TA 3-6 units NonTh</td>
</tr>
<tr>
<td>TA6TD</td>
<td>GRAD TA 6 units thesis/diss</td>
</tr>
<tr>
<td>TAPT</td>
<td>GRAD TA less than 50%</td>
</tr>
<tr>
<td>TRA</td>
<td>GRAD Combination TA/RA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Select the appropriate value from the <strong>Search Results</strong> table.</td>
</tr>
</tbody>
</table>
Add Service Indicator

Sam Maverick 1000xxxxx

*Institution: UTAAL University of Texas, Arlington
*Service Indicator Code: GAS GRAD Assistantship
*Service Ind Reason Code: GTA GRAD Teaching Assistantship
Description: Teaching Assistant 50% (20-hour) appointment

**Step** | **Action**
--- | ---
9. | Enter the appropriate term into the **Start Term** field. For example, enter “2128” for Fall 2012. You can also select the term from a list by clicking the look up button.
10. | Enter the appropriate term into the **End Term** field. This should be the same as the Start Term. For example, enter “2128” for Fall 2012. You can also select the term from a list by clicking the look up button.
11. | Click the **OK** button.

You complete only those four fields. Do not enter information into any other fields.
What Happens After the GAS Service Indicator Has Been Placed?
An automated process will run beginning the night that grades have been officially posted. To access the Final Grade Reports Schedule, please visit http://www3.uta.edu/registrar/final_grade_report.asp. The automated process that detects the records of students with GAS service indicators will run each night. This process will run nightly through 10pm of census date. The process evaluates the student’s credentials and determines if the student satisfies all criteria to hold an assistantship position. If the student has satisfied all requirements, the automated process will apply the GAA (Graduate Assistant Approved) service indicator with a reason code of MAR (Meets All Requirements).

After the GAA service indicator has been placed, a second process will run that adjusts the student’s tuition residency and recalculates the student’s tuition and fees for the current term.

Note! If you place the GAS service indicator before census date, the automated process will automatically apply the GAA. However, if you wait until after census date, the GAA will need to be added manually by the Office of Graduate Studies staff. It is your responsibility to notify OGS if you place the GAS after census date. Tuition will not be adjusted to the in-state rate after census date.

How Do I Know if My Student Has Satisfied the Assistantship Requirements?
Students who have satisfied the assistantship requirements will have the GAA (Graduate Assistant Approved) with reason code MAR (Meets All Requirements).

What Happens If the Student Does Not Satisfy the Assistantship Requirements?
If the student does not have the GAA/MAR service indicator applied, they have not satisfied one or more requirements. You should access the Discoverer Viewer report to determine what requirement(s) were not met. At that point, the student should adjust their enrollment or you should submit a completed Assistantship Exception (Assist EX) form to the Graduate School.

How Do I View the Discoverer Report?
To view the Discoverer Report, go to the MyMav Project Team Links page at http://www.uta.edu/oit/eis/software/enterprise/mymav-links.php and select the Oracle Discoverer Viewer link.
MyMav Project Team Links

Campus Solutions (v8.9)
- Development
- Test
- QA
- Production

CRM (v9.0)
- Development
- Test
- Production

Enterprise Portal (v8.9)
- Development
- Test
- Production

People Books
- CRM
- Campus Solutions
- EPM
- Enterprise Portal

Reporting
- Oracle Discoverer Viewer
- Oracle Discoverer Plus
**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <code>gs_reporter</code> into the <strong>User Name</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter <code>gsreporter</code> into the <strong>Password</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter <code>rds90prd</code> into the <strong>Database</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Go</strong> button.</td>
</tr>
</tbody>
</table>
1. Click on RDS Refresh Statistics

2. Click on Today’s Processing

When “Status” is **Successful** on each area, you are ready to proceed. Click the back arrow to return to the previous page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click on the <strong>ADMG GRAD Assistantship – Fellowship</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Select the Assistantship worksheet for assistantship appointees.</td>
</tr>
</tbody>
</table>

**Parameters Needed**

Select values for the following parameters:

- **Term**: Required code (2075, 2076, 2082, etc.)
- **Academic Year Code**: Optional College Code (ARCH, BIOG, CRIG, SCE, URPA, etc.)
- **Department Code**: Optional WyMax Department Code(s) (ACHIT, ANTH, etc.)
- **Employee Last Name**: Optional Employee Last Name

**Note!**

- You may optionally filter by college, department, and last name of operator.
- These codes are case sensitive.
# College & Department Abbreviations

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>College</th>
<th>Department</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ARCH</td>
<td>LART</td>
<td>LART</td>
<td>SCIE</td>
<td>BIOL</td>
</tr>
<tr>
<td>ARCH</td>
<td>LARC</td>
<td>LART</td>
<td>ANTH</td>
<td>SCIE</td>
<td>CHEM</td>
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<td>LART</td>
<td>LART</td>
<td>ART</td>
<td>SCIE</td>
<td>EES/GEOL</td>
</tr>
<tr>
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<td>ACCT</td>
<td>LART</td>
<td>CLAS</td>
<td>SCIE</td>
<td>MATH</td>
</tr>
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<td>COMM</td>
<td>SCIE</td>
<td>PHYS</td>
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<td>ECON</td>
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<td>CRCJ</td>
<td>SCIE</td>
<td>PSYC</td>
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<td>BUSA</td>
<td>FINA</td>
<td>LART</td>
<td>ENGL</td>
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<td>MILS</td>
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<td>INTS</td>
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<td></td>
<td>LART</td>
<td>MODL</td>
<td></td>
<td>SUPA</td>
<td>URPA</td>
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<tr>
<td>EDUC</td>
<td>EDCI</td>
<td>LART</td>
<td>MUSI</td>
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<td></td>
</tr>
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<td>KINE</td>
<td>LART</td>
<td>PHIL</td>
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</tr>
<tr>
<td>EDUC</td>
<td>LEAD</td>
<td>LART</td>
<td>POLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LART</td>
<td>THEA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR</td>
<td>ENGR</td>
<td>LART</td>
<td>WOMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR</td>
<td>BME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR</td>
<td>CE</td>
<td>NURS</td>
<td>NURS</td>
<td></td>
<td></td>
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<tr>
<td>ENGR</td>
<td>CSE</td>
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</tr>
<tr>
<td>ENGR</td>
<td>MSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Graduate Assistant Report Legend

Description of the fields appearing on the GAS report:

**ID** = 10 digit UTA ID number

**LST NM** = Last Name

**FST NM** = First Name

**ADMT TRM** = Admit term is the term in which the student was admitted to UTA

**PROG** = The Academic Program. Valid PROG values are DOCT (Doctoral) and MASTR (Masters)

**COLL** = College/School

**DEPT** = Department

**PLAN** = Student Academic Plan

**GAS RSN** = The reason code associated with the GAS (Graduate Assistant Selected) service indicator. This reason code specifies the type of assistantship.

**GAA** = Yes/No column indicating if GAA (Graduate Assistant Approved) service indicator has been applied to the student’s record.

**GAA RSN** = The reason code associated with the GAA (Graduate Assistant Approved) service indicator.

**CUM GPA** = Cumulative GPA (current GPA)

**DSP** = Doctoral Student Progress Report Online

**HRS ENROL** = The number of hours of current enrollment

**MILESTONE** = Student key date of achievement

**CLASS 7399** = Dissertation completion Course

**ACT RSN** = Student Status. Values will be GUNC (Graduate Unconditional) or GPRB (Graduate Probationary), or GPRV (Graduate Provisional)

**LNG TRMS** = Number of long semesters of graduate enrollment

**99-HR Rule** = Number of doctoral hours

**IBTSP** = Internet-based TOEFL English Proficiency score – Speaking section (minimum score 23)

**TSE** = Test of Spoken English score (minimum score 45)

**SEA** = Spoken English Assessment score (minimum score 45)

**SPEAK** = SPEAK test score (Historical English) (minimum score 45)

**ELI** = English Language Institute test score - P

**IELTS** = International English Language Testing System (minimum score 7)

**TUIT RES EXCPT** = Display of tuition residency exception – Resident if processed, Out of State or Foreign if not processed

**COMMENTS** = Comments that were entered on the Service Indicator Data screen. If it is necessary for you to enter a comment, keep it to a minimum, as space on the Discoverer Report is limited.

---

Tuition Residency Exception Codes

Description of the fields appearing under the TUIT RES EXCPT column:

**Resident** = Texas Resident

**Resident ETRAXX** = Non-Resident whose tuition was adjusted to the resident rate because of a GRA or GTA position

**Resident ECASXX** = Non-Resident whose tuition was adjusted to the resident rate because of a competitive academic scholarship of $1,000 or more

**Resident EACMXX** = Non-Resident whose tuition was adjusted to the resident rate because of participation in the Academic Common Market
How Do I Submit an Exception Request?

Instructions for processing Assistantship Exception Request form in WebNow

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Go to webpage <a href="https://imagenow1.uta.edu/webnow">https://imagenow1.uta.edu/webnow</a>, and sign in using your net ID and password.</td>
</tr>
</tbody>
</table>
Step 2  
After clicking on the + (plus sign) to the left of the Workflow icon, a list of departments will be displayed. Click the + (plus sign) next to your department name and open the workflow queue Assist EX.

Step 3  
In each department Assist EX queues are approximately 50 blank Assistantship Exception Request Processing Tuition Adjustment forms.
AssistEx Legend (In No Particular Order)

Description of the fields appearing on the Assistant Exception Form:

- **Time in Queue** = How long document has been in queue
- **Priority** = Flag most important document(s) in order to complete in timely manner
- **UTA ID #** = 10 digit student’s UTA ID number
- **Last Name, First** = Student’s last name, first name
- **Plan Code** = Student’s Academic Program/Plan – this automatically populates
- **Notes** = Additional notes or comments you may have
- **Workflow Queue** = Queue document is currently in
- **Pages** = Number of document pages
- **Serial #/Description** = This automatically populates
- **Document Type** = Name of document
- **Field 3** = This automatically populates
- **Added** = Date document created in queue
- **Added By** = Name of person who added the document
- **Status** = Status of document – Idle: no one working on or document is not opened at this time
- **Created** = Date document is created
- **Created By** = Name of person who created the document
- **Routed** = Date the document is routed
- **Last Event** = Last time the document was opened

The following columns will not be populated at this time:
Project Name - Project Type - Project Status

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Double click on the first blank form. Using the text feature in WebNow (the letter T) type in the student’s information on the form. Using the check mark feature (✓) of WebNow, mark the appropriate blanks. Use the text feature in WebNow (the letter T) to type in your name as the signature or use your “user stamp” to sign the document.</td>
</tr>
</tbody>
</table>
The Office of Graduate Studies
Assistantship Exception Request Processing Tuition Adjustment for Enhanced Graduate Teaching Assistants, Graduate Teaching Assistants and Graduate Research Assistants

Please complete the following information including signatures. Upon approval, the student will receive the G approval. Students not currently receiving the in-state tuition rate will be given the GAA approval and the in-state tuition adjustment. Please do not process assistantship appointments in HRMS until the Discoverer View report displays a “Y” in the GAA column.
Please complete the following information as it appears in MyMav and HRMS.

Student’s Name: ________________________________ UT Arlington Student ID: __________
(last) (first) (middle initial)

1. Degree Program: ___ACCT__________ ___Master’s ___Doctoral

2. This request is for the ________ term and ________ academic year.

3. GPA ___________ Hrs. Enrolled ____________

4. Admission Status ________GUNC ________GPRB ________GPRV ________GP&P

5. Type of Assistantship: ________EGTA ________GTA_______GRA ________GTA&GRA

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Complete page 1. Double click on page 2 (at bottom) to complete.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6</td>
<td>Once pages 1 and 2 of the Assistantship Exception Request form has been completed route forward, click on right arrow (→), below 2nd thumbnail icon at bottom) to <strong>Assist EX Return</strong> queue. Once in the Assist EX Return queue, the form will route automatically to the Office of Graduate Studies.</td>
</tr>
</tbody>
</table>
The Office of Graduate Studies
Assistantship Exception Request Processing Tuition Adjustment for Enhanced Graduate Teaching Assistants, Graduate Teaching Assistants and Graduate Research Assistants

Please complete the following information including signatures. Upon approval, the student will receive the GAA approval. Students not currently receiving the in-state tuition rate will be given the GAA approval and the in-state tuition adjustment. Please do not process assistantship appointments in HRMS until the Discoverer Viewer report displays a “Y” in the GAA column. Please complete the following information as it appears in MyMav and HRMS.

Student’s Name: __________________________________ UT Arlington Student ID: 1000__________

(last)                  (first)            (middle initial)

1. Degree Program: ________________________    _____Master’s    _____Doctoral

2. This request is for the _____________term and__________ academic year.

3. GPA _____________ Hrs. Enrolled ______________

4. Admission Status:        __________GUNC __________GPRB __________GPRV __________GP&P

5. Type of Assistantship: __________EGTA __________GTA__________GRA __________GTA&GRA

For Bioengineering only:
The student is concurrently enrolled at ______________ for __________________ hours for this term.
Attached is the signed concurrent enrollment form.

Exception Processing Requests and Acknowledgments – Please select ALL that apply:

_____1. The student has not satisfied English proficiency requirements for appointment as a first-time Graduate Teaching Assistant. In order to hold a Graduate Teaching Assistantship (GTA), the student must satisfy English proficiency requirements. Please note the exception is to allow the student one-semester to satisfy the English proficiency requirements and will be granted only once during a student’s career.

_____2. The student is a new first semester graduate student admitted provisionally for final transcript showing award of a required degree. This exception may be granted only to students in their first semester in graduate school.

_____3. The student is on academic probation because their GPA is less than 3.0. An exception may be granted once during the student's academic career. The Graduate Advisor must complete the recommendation section listed below for the student. Additional documents may be attached electronically to this form.

_____4. The student does not meet the GAS reason options for less than full-time enrollment. The Graduate Advisor must complete the recommendation section listed below for the student. Additional documents may be attached electronically to this form. If the request is for an international student, the department must have a copy of a completed signed Full-Time Enrollment Waiver Form from the Office of International Education. Please supply the date on which this waiver was granted ______________. Additional documents may be attached electronically to this form. *ETGA students must be enrolled in at least nine credit hours unless they are in their final semester.*

A brief explanation of program recommendation(s) by Graduate Advisor.

A brief explanation of program recommendation(s) by Graduate Advisor.

Revised 12/4/2012
Authorization/Acknowledgement Statement for Tuition Adjustment and Exception Processing:

Advisor Signature: ____________________________

Title/Position: ____________________________ Email: ____________________________

Departmental Contact Person: ____________________________ Office Telephone: ____________

Graduate School Processing:

_______ Approved for Tuition Adjustment and/or Exception Processing

_______ Denied for Tuition Adjustment and/or Exception Processing

Graduate School Dean or Designee: ____________________________

Keys to facilitate processing:
1. Complete all information including obtaining the required signatures.
2. Attach all completed exception requests to this form for tuition adjustment processing.
3. Tuition adjustment processing for completed paperwork will require a minimum of 72 hours.
4. The department is responsible for student follow-up on all supporting documentation and signatures.
5. All incomplete exception processing requests will be returned to the department for completion.
6. Use the student’s name as it appears in MyMav records. Please include any additional information that will expedite the review process.
7. Deadline for processing is the Census Date of each semester.
8. Exception processing and tuition adjustments are approved on a semester-by-semester basis.
9. Departments must monitor the Discoverer Viewer Report for GAA to assure student is qualified to hold the appointment and receive a tuition adjustment.
10. The HRMS document may be processed after exceptions are approved. Such approval is indicated when GAA appears on the student’s record in the Discoverer Viewer Report.
11. Attend MyMav GA processing training sessions to become familiar with the system and receive the security necessary for access.

Check List:
_______ Departmental Request for Exception Processing form is complete including signatures.

_______ All applicable exception processing documents and forms are completed and attached to the Departmental Request for Exception Processing Request and Tuition Adjustment form.

_______ The request for Full-Time Enrollment Waiver Form from the Office of International Education is on file in the program/department (if applicable).

_______ Attached is the e-mail response granting a one-semester English proficiency exception for students holding first time graduate teaching assistantships (if applicable).

_______ Attached is the e-mail response granting a one-semester provisional status exception for students (if applicable).

Revised: October 14, 2011

Revised 12/4/2012
Upon review and approval of the *Assistantship Exception (AssistEX)* form, the Graduate School will manually apply the GAA (Graduate Assistant Approved) service indicator with the appropriate reason code. The automated process which runs nightly through census date will update the tuition residency and recalculate the student’s tuition and fees.

The reason codes associated with the GAA service indicator allow the Office of Graduate Studies to specify the type of assistantship appointment. Following are valid reason codes and their associated definitions:

- **APE** = 1 Term Academic Probation Exception
- **APE3** = 1 Term Academic Probation (3-6 hours enrollment)
- **APE6** = 1 Term Academic Probation (6 hour thesis/dissertation)
- **ENA3** = 1 Term English Proficiency Exception (3-6 hour enrollment)
- **ENA6** = 1 Term English Proficiency Exception (6 hour enrollment)
- **ENAP** = 1 Term English Proficiency and Academic Probation Exception
- **ENP6** = 1 Term English Proficiency and Provisional Status Exception (6 hour enrollment)
- **ENPR** = 1 Term English Proficiency and Provisional Transcript Exception
- **EPE** = 1 Term English Proficiency Exception
- **EPE3** = 1 Term English Proficiency Exception (3-6 hours enrollment)
- **EPE6** = 1 Term English Proficiency Exception (6 hour enrollment)
- **MAR** = Meets All Requirements
- **OTHER** = Other Non-Academic Reason
- **PFT** = New Student Provisional Transcript Exception
- **PFT6** = New Student Provisional and 6 Hours Thesis/Dissertation

**Note!** The department MUST require an international student to request an approved Request for Full-time Enrollment Waiver form from the Office of International Education. The department will need to retain this form for immigration criteria.
Creating the HRMS Appointment

You will need HRMS access and training to process the employment appointment. You must see the GAA code on the Discoverer Viewer report before initiating HRMS processing. Departments create HRMS documents setting salary, term, job code and account to be paid from. The HRMS appointment follows standard procedure as it is routed through the hiring department.

Next, the HRMS appointment routes to Sandra Elliott (Asst. VP for Academic Financial Affairs). Ms. Elliott verifies that the department has sufficient funds in the account. The HRMS appointment will then be routed to the Office of Graduate Studies. OGS will verify that the GAA code is present on the student’s record. If the GAA code is not present, the document will be returned to the department with additional instructions.

Finally, the HRMS appointment will be routed to Budgets and HR.

To ensure that the students meet all criteria to receive a tuition adjustment and meet payroll deadlines, all appointments should be processed as quickly as possible. Appointments submitted at census date may not meet all routing criteria to meet payroll and tuition adjustment deadlines.

Monthly payroll deadlines are located at http://www.uta.edu/policy/procedures/1-1

HRMS processing must be completed by the close of census date to assure qualified students will be paid. If the appointment is not finalized by census date, the Office of Accounting & Business Services will add the out of state differential to the student’s account.

Standard practice for OABS stipulates that to receive a tuition adjustment, students must be hired by census date and work the entire semester. Enrollment audits will be performed periodically and tuition adjustments will be revoked within the semester as they are found. Departmental contacts will be sent a memo regarding adjustment to student accounts.
Commonly Asked Questions

Does my Graduate Research Assistant have to be enrolled in 6 hours for Summer?

Yes. One of the requirements to hold an assistantship is that the student must be enrolled in six hours for the Summer and nine hours for the Fall/Spring semesters. The student can be hired as just a 0095 Research Assistant. In that case the student is not required to enroll in classes and they can even be paid hourly, but they will not qualify for the in-state tuition rate or the health benefits.

Do international students need to get permission from the Office of International Education if the student plans to enroll in fewer than 9 hours (or 6 hours depending on term and program)?

Yes. All international students must request permission from OIE to enroll in fewer than 9 hours (or 6 hours depending on term and program). OIE and the appointing department must retain copies of the approvals and supporting documentation needed to justify under-enrollment.

Do I need to contact the Office of Graduate Studies if the graduate assistant is seeking more than 20 hours of employment?

No. You do not need to contact OGS in this situation. However, graduate advisors, academic and non-academic hiring departments, and OIE can ensure that the student is not employed at a level that will negatively impact degree completion or exceed employment limits set by law.

Federal law dictates that international students may not work more that 20 hours a week in long semesters. OIE notifies international students about this 20 hour limit at their mandatory orientation sessions. Academic and non-academic hiring departments are responsible for determining if international student already holds other forms of employment. Current CPT and OPT policies are not affected by this change.

CONTACTS:
Fellowships and GA processing – Angela Ezell, OGS – ezell@uta.edu
Financial Aid – Karen Krause, FAO – kkrause@uta.edu
OIT technical problems – OIT help desk – helpdesk@uta.edu
MyMav Training – Ron Roberson, OIT – rroberson@uta.edu
Security Access – Rita Thompson, OGS – rthompson@exchange.uta.edu
Mital Naik, OGS – mital@uta.edu
WebNow – Michelle Williams, OGS – mwilliam@uta.edu