F.A.Q.’s & General Info
Policy and Rules for Assistantships

Fall 2015 Spring 2016

HR / Mail Stop 238
(775) 784-1258
Revised 06/16/2015
# Table of Contents

The Purpose and Benefit of this Booklet 1

Getting Started 1

**Questions:**

How and when does the Insurance cover me? 2

What about GIA/Fee waivers? 3

How Many Hours can I work as a Graduate Student? 4

What is the policy for getting and keeping an assistantship? 5

Can I get a GIA/Fee waiver for Summer Classes? 6

Can I work more than 20 hours during the Summer Break? 7

Do I have to work during ANY Semester Break? 7

What if I need to pay my fees and my contract hasn’t been processed? 8

What if an assistantship opens during the middle of the semester? 8

Do I HAVE to take the Insurance? 8

**General Information:**

What if I am not a Resident of Nevada? 9

Will I have to Pay “Out of State” Fees? 9

Do I HAVE to take Grad 701? 10

HR and Grad School Staff (Your Resources!) 11

---

***Although every effort is made to ensure accuracy, the content of this student handbook is subject to change without notice. Because circumstances frequently change within an educational institution, new decisions may affect the accuracy of published information. Please contact HR for the most current information Liz 784-1258***
The Purpose and Benefit of this Booklet

The purpose of this booklet is to give students an understanding of a graduate assistantship— including insurance, compliance with policy and requirements to maintain the assistantship

Getting Started

- The Graduate Programs offer students the assistantships. Department personnel generate all hiring documents. After documents are signed by all required persons, the hiring packet, or extended contract documents are forwarded to HR.

- Program departments are responsible for making sure funds are budgeted for the stipend and benefits.

- Assistantships are jobs to help financially with your goal to earn a Master’s, Doctorate or both. HR wants you to know that your education is very important. This is why we monitor your progress on an assistantship.

- HR and Grad School staff are available to help you with any questions or problems during your career at UNR. For information specific to assistantships, please contact: Liz Carl 784-1258
How and When does the Insurance Cover Me?

If your assistantship is an annual contract of 9-12 months, you are covered for one year. For example, coverage will be from 8/15/2014 through 8/14/2015 (following year). The Department you work for should include both Fall and Spring GIA’s with HR documents.

Insurance dates for semester are as follows:

**Fall Semester**
08/15/20xx through 01/14/20xx

**Spring/Summer (Continuous coverage-no lapse)**
01/15/20xx through 08/14/20xx

Please keep in mind that changes in insurance companies can happen every year. The best time to call about changes is prior to the start of the semester. Check for preferred provider list changes, this can become costly if your provider is not on the new provider list.
What about GIA/Fee waivers?

- Your insurance coverage is initiated when your GIA/Fee waiver is received by the Cashier’s Office and students name is transmitted to the insurance company. For 10-hour and 15-hour per week Assistantships, students are required to pay a portion of the insurance premium Fall.

- All GIA/Fee waivers are generated by departments in the online form available on the HR website. Check with your employer department to ask if generated.

- **DO NOT** wait for GIA/Fee waivers to pay on your student account.

- Students must pay their portion and mandatory fees on MyNevada or go to the Cashier’s Office. If you wait and are assessed late fees you will have to pay the late fees.

- Check MyNevada to see if the cost adjustments have posted.

- Students who have a 20-hour per week Assistantship will pay portion per credit (plus mandatory fees) and must enroll in 6 graduate level credits. Not more than 12 graduate level credits per semester.

- Students who have a 10-hour per week assistantship pay portion per credit and must enroll in 6 graduate level credits. Not more than 12 graduate level credits per semester, undergrad credits are included in total of 12 credits.

- **GIA/Fee waivers will not pay UNDERGRAD CLASSES.**

- **GIA/Fee waivers are capped to pay up to 9 credits starting Fall 2011.**

- If the grant funding the Graduate Assistantship does not allow tuition costs, the exclusion will be noted on the Payroll Action Form (FAF).
How many Hours can I work as a Graduate Student?

- On campus, as a Graduate Student, you may work 20 hours per week. If you want to work as a Student worker, Letter of Appointment (LOA), Casual Labor, or another assistantship that will require you to work 1 to 10 hours on top of your regular 20 hour assistantship, you will need permission from the Dean of the Grad School. An OVERLOAD MEMO completed and signed by your advisor, stating as to why the student is capable of maintaining GPA (minimum of 3.0) and work performance to stay at acceptable levels. Memo also require signatures of all supervisors/jobs to accept/approve additional work load of student.

- Please read the policy for overloads. If you accept any job category this is NOT student employment or an assistantship you will lose student status and FICA WILL be deducted from stipend/pay.

- HR will not enter an assistantship that will incur a work week more than 20 hours without the OVERLOAD MEMO. It would expedite job entry, and your pay/stipend, if your department has submitted the memo for approval as soon as you know that you want to work another job.

- **INTERNATIONAL STUDENTS (F-1, J-1 ETC.) CANNOT WORK MORE THAN 20 HOURS PER WEEK, NOT EVEN WITH AN OVERLOAD MEMO WHILE CLASSES IN SESSION.**
What is the Policy for getting and keeping an assistantship and what happens if I do NOT comply with the policy?

- To be awarded an assistantship, you must continually be enrolled in 6 graduate level credits during the Fall and the Spring.
- You must be admitted to a degree granting program.
- If GPA drops below 3.0, the student becomes ineligible for an assistantship.
- If the student does not register for 6 graduate level credits, HR will terminate the Assistantship.
- For Insurance eligibility - must register for minimum of 6 grad credits.

- In the event the graduate student assistantship is terminated the following schedule applies:
  * Prior to 8th week of semester* (under review as of 5/15/15) Assistantship revoked and all fees become the student’s responsibility
  * 8th to 14th week of the semester* Fees will be prorated based on the number of weeks completed. Any tuition charges that are deemed to be allowable costs on a sponsored account will become the responsibility of the department that hired the student.

- The Dean of the Graduate School will review on a case by case basis and determine whether the student should reimburse an amount or non-reimburse the university.
Can I receive a GIA/Fee waiver for Summer Classes?

- If your department utilized a state account (1101 or 1104) for stipend/pay, please go to work department to have a GIA/fee waiver generated and hard copy sent to HR.

- All other accounts are contingent on funding. Departments are not obligated to furnish a summer GIA. Student can go to the hiring department to ask for summer GIA. If department can furnish summer GIA, department would need to follow the usual procedures and send signed hard copy of summer GIA/Fee waiver to HR.

- Summer registration is Not Mandatory

- If you have a contract to work during the summer and not registered that is OK, however, to keep student status while working during the summer, you must register for 1 (one) credit. It can be for the first or second summer session, does not have to be for both. If you decide NOT to register for one credit, FICA will be deducted from your paycheck. Register no later than June 15th for the second session to insure FICA IS NOT DEDUCTED FROM YOUR PAY. FICA deduction can be about $150.00 (7%) if not registered for the first or second summer session for June and July pay period (mini session does not count).

- Only 1 (one) credit for summer session is needed to maintain your student status (for payroll/tax deduction purposes FICA). International students in USA less than five years are exempt from this FICA rule. International students do need to register for summer courses and FICA will not be deducted from pay.
Can I work more than 20 hours per week during the summer breaks?

- All students can work up to 40 hours during the summer, spring and winter breaks. THAT INCLUDES INTERNATIONAL STUDENTS. No student can work more than 40 hours per week. Spring break is approximately 5 days, winter break - 22 days and summer break - 3 months. Please refer to the Academic Calendar or call 784-1258

Do I have to work during the breaks?

- All time off should have been negotiated with your department. It is to your benefit to inquire what is expected during the holidays. If you are not sure, contact the hiring department to inquire what hours are needed during the breaks to fulfill your contract.

Wintermester- Can I receive GIA/Fee waiver? Yes

- Wintermester GIA form is contingent on Spring Assistantship being processed.

- On state funds (1101 and 1104) your spring GIA/Fee waiver can be used for Wintermester and Spring semester. The Cashiers office will have GIA/fee waiver on file to apply when ready to register for Spring classes. Please remember the Spring GIA is only for a total of 9 credits when used for both Wintermester and Spring courses.

- All others check with department who employs you.
What if I need to pay my tuition fees and my contract has not been processed? I do not want to pay LATE FEES!!

- No need to panic. You should know how many hours you are scheduled to work. Pay your portion and mandatory fees (20-Hr. wk. $60.96 per credit, 10-Hr wk. $162.48 per credit). You may follow-up by checking your account on MyNevada.
- Do not wait for the GIA/Fee waiver to pay your portion of tuition and mandatory fees.

What if an assistantship opens up in the middle of the semester or month? Will there be any problems with tuition or benefits?

- Your stipend will begin with your first day of work. Your GIA/Fee waiver will be transmitted to cashiers to start insurance coverage and adjustments to your student account will be made. Students follow-up by checking MyNevada.

Because of AFFORDABLE CARE ACT everyone has to have insurance. The insurance offered by UNR or NEVADA HEALTH LINK.

Graduate students will have an opportunity to seek a waiver if already insured by another source other than UNR. Students will be automatically charged, but can log on to UNR website to wave insurance. Once approved you will receive printable waiver to show waived. Cashiers will remove insurance charge when waiver is approved.

Link:
General Information

What if I am not a resident of Nevada? Will I have to pay out-of-state tuition fees?

- One of the benefits of having an assistantship is that you WILL be considered a Nevada Resident, and out-of-state fees will NOT be assessed. You will pay tuition as a Nevada Resident as long as you are on an assistantship.

- International students are required to communicate to Human Resource when updating your work/visa expiration dates, permanent Social Security Card # and if your status is changing (Permanent Resident Card and EAD cards). Visa/work expiration dates are monitored.

Sexual Harassment Training Class

- Like all employees, Graduate Teaching Assistants and Graduate Research Assistants will also be required to attend the Discrimination and Sexual Harassment Training Class. Contact Affirmative Action @ 784-1547 for the training schedule.
I am going to accept a teaching assistantship. Do I have to take the Grad 701 class?

- Grad 701 is a requirement for TEACHING assistants. If you have experience teaching or have taken another teaching class, you may consider asking your department about an exception to policy memo. These memos are considered on a case by case basis.

- If you are an International Student, and English is not your country’s primary language, UNR requires International students to take a SPEAK TEST at the IELC department 784-6075. The cost is $60.00 per test.

- The Grad 701 class does include the Discrimination and Sexual Harassment Training.

NEW HIRE INTERNATIONAL STUDENTS
To be employed on campus, a Social Security number is required. To get a temporary Social Security number to allow Human Resources to process employment, follow OISS instructions. When payroll issues a temporary SS#, the department can submit New Hire Documents to Human Resources to process for employment. When your permanent Social Security Card is received from Social Security, HR and Payroll requires that you bring to both offices to update your student information.
Grad Assistantships

Dr. David Zeh
VP for Research
Dean of the Grad School
Phone: (775) 784-6869
Email: read@unr.edu

Kara Cleveland
Grad School Manager
Phone: (775) 784-6869
Email: karac@unr.edu

Cara Nero
Degree Completion
Graduate Progression
Phone: (775) 784-6340
Email: caran@unr.edu

Kathryn Burns
Administrative Assistant for the Grad School
Phone: (775) 784-1257
Email: kathrynburns@unr.edu

Pam Moore
Administrative Assistant for the Grad School
Phone: (775) 784-6106
Email: moorep@unr.edu

Michele Sanberg
International /Domestic Grad Admissions
Phone: (775) 784-7026
Email: msandberg@unr.edu

Graduate School Address:
University of Nevada, Reno
Mails stop/ 326

The Grad School is located in the Fitzgerald Student Services Building (Bldg. #084), Room 225  mail stop 238
Open M-F 8AM-5PM

HR is located in the Artemesia Building, Room 1
Open M-F 8AM-5PM

Elizabeth (Liz) Carl HR for Job types - GA and CT
Located at
Artemisia Bldg. room 1
70 Artemesia Way
Phone: (775) 784-1258
Email: ecarl@unr.edu
The Grad School and HR would like to WELCOME you to UNR and congratulate you on your ASSISTANTSHIP.

All negotiations for time off (holiday, etc.) and number of specified credits on GIA/Fee waiver are between YOU and the Department that hired you to teach or do research.

Please call HR with any and all questions!

FYI

The Grad School is accessible from the beginning, during progression and finishing of your degree, so take ADVANTAGE!
Please Remember these Requirements for Students

- Students must be admitted to a degree granting program
- Continuous enrollment (Fall and Spring) of a minimum of 6 graduate level credits for the duration of the assistantship. There is a maximum of 12 graduate credits including undergrad credits.
- Minimum cumulative GPA of 3.0
- International Students must submit current documentation of work eligibility expiration dates. Changes in status- Permanent Resident Cards and EAD cards
- All students awarded teaching assistantships must successfully pass GRAD 701. If the student has experience teaching, an exception to policy memo may be submitted for approval to waive Grad 701
- International students who have been awarded a teaching assistantship where English is not the country’s primary language, a Speak Test is required at IELC 784-6075. The cost per Speak Test is $60.00.
- Insurance is not an automatic transaction. The cashiers need to manually enter the insurance deduction. Please check and make sure this has been done. You should receive insurance card in about 4 weeks. If you have not received your insurance card, please call the Student Health Center.
- Any student who has applied for financial aid is required to report all assistantship pay and benefits to UNR and UNLV
Grad Assistantships

NOTES