WELCOME TO UMASS BOSTON GRADUATE ASSISTANTSHIP ORIENTATION

• TODAY’S AGENDA
  – VICE PROVOST FOR RESEARCH, DEAN OF GRADUATE STUDIES
  – OFFICE OF GRADUATE STUDIES (OGS)
  – GRADUATE STUDENT ASSEMBLY (GSA)
  – GRADUATE EMPLOYEE ORGANIZATION (GEO)
  – FINANCIAL AID
  – BURSARS OFFICE
  – UNIVERSITY HEALTH SERVICES (UHS)
  – OFFICE OF RESEARCH & SPONSORED PROGRAMS (ORSP)
  – INTERNATIONAL STUDENT & SCHOLAR OFFICE (ISSO)
  – OFFICE OF DIVERSITY, EQUITY & INCLUSION (ODEI)
  – HUMAN RESOURCES (HR)
Contact Information

- **Paul M. Mullane**
  Director of Financial Management for Research and Graduate Studies
  Quinn Administration Building, 1st Floor, 7-7879, Paul.Mullane@umb.edu

- **Rebecca Hanson**
  Assistant Director of Financial Management for Research and Graduate Studies
  Quinn Administration Building, 1st Floor, 7-5594, Rebecca.Hanson@umb.edu

- **Jody Smith**
  Administrative Assistant, Graduate Studies and Admissions
  Quinn Administration Building, 1st Floor, 7-6400, Jody.Smith@umb.edu

- **Annette Cameron**
  Administrative Assistant, Vice Provost for Research & Dean of Graduate Studies
  Quinn Administration Building, 1st Floor, 7-5361, Annette.Cameron@umb.edu
Office of Graduate Studies

- Manages the processing of graduate assistantships at UMass Boston
  - Ensures all students are entered accurately into the University payroll system
  - Processes all Graduate Assistant Benefits
    - Tuition Credit Waivers (if eligible)
    - New Payroll Deduction for Tuition & Fee Payments (if eligible)
    - Student Health Insurance Payments (if eligible)
    - New Student Dental & Vision Plan Payments (if eligible)
  - Works with Graduate programs and departments to ensure all assistantship data is correct
Graduate Assistantship Definitions

- **Teaching Assistant I (TA I)** – A graduate student who is primarily assigned to instructional support activities.

- **Teaching Fellow (TF)** – A graduate student that is an instructor of record for a lecture section of a course and has independent responsibility for its teaching and grading.

- **Research Assistant (RA)** – A graduate student who performs work primarily related to academic research or other similar work.

- **Administrative Assistant (AA)** – A graduate student who performs work of an administrative or technical nature.
Assistantship Eligibility

- Matriculated doctoral, master’s and CAGS
- Students in graduate certificate programs not eligible
- Good academic standing (GPA ≥ 3.0)
- International students must hold F-1 visa
Graduate Assistant Stipend Rates

### AY18-19 Appointment Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall Term Appointments</th>
<th>Spring Term Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/2/18 - 1/5/19</td>
<td>1/20/2019 - 5/25/2019</td>
</tr>
</tbody>
</table>

Full Year = 36 Weeks/18 Pay Periods

### AY18-19 Stipend Rates & Waivers

<table>
<thead>
<tr>
<th></th>
<th>Standard Contractual Hours</th>
<th>Grad FTE</th>
<th>Bi-Weekly Stipend</th>
<th>Total Stipend</th>
<th>State Tuition Waiver</th>
<th>CAPS Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAI, RA, &amp; AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Asst.</td>
<td>18.00</td>
<td>1.00</td>
<td>$985.33</td>
<td>$17,736.00</td>
<td>100%</td>
<td>50%</td>
</tr>
<tr>
<td>3/4 Asst.</td>
<td>13.50</td>
<td>0.75</td>
<td>$739.00</td>
<td>$13,302.00</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>1/2 Asst.</td>
<td>9.00</td>
<td>0.50</td>
<td>$492.67</td>
<td>$8,868.00</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>1/4 Asst.</td>
<td>4.50</td>
<td>0.25</td>
<td>$246.33</td>
<td>$4,434.00</td>
<td>35%</td>
<td>25%</td>
</tr>
<tr>
<td>Teaching Fellow (previously Teaching Assistant II)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Classes per Term</td>
<td>18.00</td>
<td>1.00</td>
<td>$1,068.67</td>
<td>$19,236.00</td>
<td>100%</td>
<td>50%</td>
</tr>
<tr>
<td>1 Class Per Term</td>
<td>9.00</td>
<td>0.50</td>
<td>$534.33</td>
<td>$9,618.00</td>
<td>50%</td>
<td>25%</td>
</tr>
</tbody>
</table>

There is a two week unpaid period in January between semesters.
Insurance credits follow the semesters of appointment.

Half of the annual benefit amount (as shown above) is posted to the student account in the fall semester. The other half is posted to the student account in the spring semester, if the appointment continues into spring.
GRADUATE STUDENT ASSEMBLY

gsassembly@umb.edu
www.gsa.umb.edu
Campus Center 3rd Floor, 3404.01

Grants
Professional Development
Social Events
GRANTS

▸ Spayne (Master’s Thesis) and Bollinger (Doctoral Dissertation) Grants
  ▸ Awarded to assist students with defraying research expenses associated with their thesis or dissertation, respectively.
  ▸ Up to 3 grants each, both in the fall and spring semesters
  ▸ Up to $1,500 award

▸ Research Funding Grant
  ▸ Awarded to assist graduate students in defraying research expenses not covered by our other grant programs
  ▸ Submit any time throughout the academic year
  ▸ Up to $500
Past Winners!

**Bollinger Grant Winners:**
- Shannon Peters, Counseling and School Psychology, PhD – *Medicalization in an Era of Neoliberalism: Rape Crisis Center Therapist Perspectives*
- Meaghan McKinnon, Chemistry – *Tuning the Outer Coordination Sphere for Selective Electrocatalytic CO2 Reduction*

**Spayne Grant Winners:**
- Julie Freschl, Developmental and Brain Sciences – *Visual temporal processing in toddlers with and without autism spectrum disorder*
PROFESSIONAL DEVELOPMENT

- Professional Development Grants (PDGs)
  - Funding to cover attending or presenting at conferences
    - Up to $250 to attend
    - Up to $400 to present
  - First-come, first-served
  - Conference must be between September-May, and application must be submitted at least 28 days prior

- Professional Development Events on Campus
  - Grant-writing workshops
  - Resume/CV workshops
SOCIAL EVENTS

▸ Recognized Professional Associations (RPAs)
  ▸ Graduate Student Clubs
  ▸ Receive funding for club meetings and events
  ▸ Over 20 for you to join, or start your own

▸ Events for all Graduate Students
  ▸ Past events: bowling night, game room night
  ▸ Weekly GSA Meetings, come join us!
CONTACT US

▸ Best way: email us gsassembly@umb.edu

▸ Join GSA mailing list
  https://umb.campuslabs.com/engage/organization/graduatestudentassembly

▸ Join our weekly meetings (time and location on website) to learn about how we can help you!

▸ Visit us at Campus Center 3rd Floor, 3404.01-02

▸ Leave us a comment on www.gsa.umb.edu or Facebook @umassgsa or Instagram @graduatestudentassembly
Welcome to UMass Boston’s Graduate Employee Organization!
What is the GEO?

- Represents all Teaching, Research, and Administrative Assistants at UMass Boston
- Operates as an affiliate of UAW Local 1596
- Offers active representation of Graduate Assistants through the Organizing Committee and membership involvement
What does the GEO do?

▶ Bargains with the university to represent Graduate Assistants’ benefits and interests
▶ Advocates for your rights as an employee
▶ Provides financial support for GAs to attend conferences
▶ Promotes solidarity among Graduate Assistants and the campus community
Notable Gains

- More than a 50% increase in GA stipends since the first GEO contract
- Guaranteed tuition and fee waivers
- 85% subsidy for the Student Health Plan
- 10% reduction in working hours without a reduction in pay
- Free access to proprietary software through the university
FAQs

▸ What are union dues?
  ▸ A small deduction from each GA’s paycheck to cover the GEO’s administrative and representation costs.

▸ Why am I asked to waive my FERPA rights?
  ▸ As student employees, we have dual roles at the university. UMass uses FERPA to classify us as students and retain your employment information, which greatly assists the GEO during contract negotiations.

▸ How do I resolve a job or pay dispute?
  ▸ Contact the GEO and we will assist you with dispute resolution.

▸ Why be a member?
  ▸ Receiving dues from our members allows us to be effective on campus, which means more benefits, information, and events for you—like SSF, social events, and more.
Current and Upcoming Activities

- Elections
- GEO Events and Information Sessions
- Semester Kickoff Party
How You Can Get Involved

- Join the Organizing Committee
- Represent your program as a Steward
- Attend a GEO social event or monthly meeting
- Raise a concern about your employment or education
- Publish your ideas in the *Graduate Advocate*
- Participate in actions and campaigns
- Spread awareness about the GEO’s contract
Learn More

Visit www.geoumb.org to:

▸ Review the pay and benefits you receive through the GEO contract
▸ Understand your rights as a GA
▸ Learn more about the GEO’s history
▸ Submit a Scholarly Support Fund (SSF) application
▸ Pitch an article to the Graduate Advocate
▸ View the GEO’s meeting schedule
▸ Find labor-related resources
Connect with Us Anytime!

- Visit: Quinn, 2nd Floor (catwalk), Room 81
- Call: (617) 287-3109
- Email: geo@umb.edu
- Follow: www.facebook.com/GEOUMB
- Contact:
  - Kathy Melish
    President, UAW Local 1596
    (781) 821-8100 x12
  - Warren Hinckle
    Office Director, UMass Boston GEO
    (347) 834-2523
FINANCIAL AID SERVICES

Location:
Campus Center, 4th Floor
617.287.6300, finaid@umb.edu
Matriculating graduate students who complete a FAFSA (www.fafsa.ed.gov) and enroll at least half time (6 credits) could be eligible to borrow up to $20,500 per academic year in a Direct Unsubsidized Loan.
Complete your Online Entrance Counseling and Master Promissory Note (MPN) at www.studentloans.gov
GRADUATE ASSISTANTSHIPS

The addition of a graduate tuition credit can cause a change in an award.

Other reasons for award adjustment:

- Enrollment change
- Tuition credit percentage change
How Other Aid May Affect Your Award

Student’s Total Budget: $57,627
Graduate Assistantship Level : R1 (100% Tuition Credit)
Original FA Award Amount: $20,500
Fall Enrollment: 12 ST credits 0 CE credits
Spring Enrollment: 12 ST credits 0 CE credits
How Other Aid May Affect Your Award

Student’s Total Budget: $57,627
Graduate Assistantship Level: R1 (100% Tuition Credit)
Original FA Award Amount: $20,500
Fall Enrollment: 12 ST credits 0 CE credits
Spring Enrollment: 12 ST credits 0 CE credits
Additional Aid Options

• Graduate PLUS Loan
  https://finaid.umb.edu/apply/forms

• Private Student Loan
  www.elmselect.com

*International Students can apply for a private student loan with a creditworthy cosigner who is a U.S. citizen or permanent resident.

• Private Grants and Scholarships
  www.fastweb.com
CONTACT INFORMATION

Assistant Director, Graduate Counselor:
Timothy Hunt
(P) 617-287-6378
(E) timothy.hunt@umb.edu

General Financial Aid Contact Information:
(P) 617-287-6300
(F) 617-287-6323
(E) finaid@umb.edu

Website: https://finaid.umb.edu
Bursar’s Office

Location:
Campus Center, 4th Floor
617.287.5350, bursar@umb.edu
### Tuition & Fee Bill Statement

**Due Date:** 8.1.2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Tuition In-State</td>
<td>Fall</td>
<td>$6,180.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>Fall</td>
<td>$125.00</td>
</tr>
<tr>
<td>Student Activity</td>
<td>Fall</td>
<td>$36.00</td>
</tr>
<tr>
<td>Combined New Student Fee</td>
<td>Fall</td>
<td>$643.00</td>
</tr>
<tr>
<td>Lab Fee - Biology</td>
<td>Fall</td>
<td>$52.00</td>
</tr>
<tr>
<td>CE Course Fee</td>
<td>Fall</td>
<td>$1,095.00</td>
</tr>
<tr>
<td>CE Lab Fee</td>
<td>Fall</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Health Insurance (Waivable)</td>
<td>Fall</td>
<td>$2,095.00</td>
</tr>
<tr>
<td>MPIRG (Waivable)</td>
<td>Fall</td>
<td>$9.00</td>
</tr>
<tr>
<td>Mass Media (Waivable)</td>
<td>Fall</td>
<td>$17.00</td>
</tr>
<tr>
<td><strong>Total Charge</strong></td>
<td></td>
<td>$10,127.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments &amp; Credits</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Credit Card NS Dep - Fall</td>
<td>Fall</td>
<td>($200.00)</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Fall</td>
<td>($1,500.00)</td>
</tr>
<tr>
<td>Fed Direct Subsidized Loan</td>
<td>Fall</td>
<td>($3,200.00)</td>
</tr>
<tr>
<td><strong>Total Payment</strong></td>
<td></td>
<td>($5,757.00)</td>
</tr>
</tbody>
</table>

**Estimated Aid**

<table>
<thead>
<tr>
<th>Description</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Unsubsidized Loan</td>
<td>Fall</td>
<td>$3,800.00</td>
</tr>
<tr>
<td>Fed Direct PLUS Loan</td>
<td>Fall</td>
<td>$4,200.00</td>
</tr>
<tr>
<td><strong>Total Estimated Aid</strong></td>
<td></td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

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This bill includes fall charges. Fall aid may not reflect current enrollment. Any inquiries for aid, please contact the Office of Financial Aid directly.

***Enroll and Waive Health Insurance on/before 9/1/2018.***

Pay in full by due date to avoid late fees, bursar hold and collection charges. Bursar hold blocks all enrollments for upcoming semesters and transcript requests.

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**John Smith**

Student ID: 12345678

Amount Due: $2,127.00

Due Date: 8.1.2018

Amount Enclosed: __________

Make checks payable to: University of Massachusetts Boston

Remit to: Bursar’s Office

Campus Center, 4th floor

100 Morrillsey Blvd

Boston, MA 02125

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UMass Boston has a fund set up that is an endowment dedicated to scholarships for UMass Boston students. You can participate in the endowment by contributing $10 in one of two methods:

- Yes, I wish to contribute and am including a separate check made payable to UMASS Boston Endowment in the amount of $10
- Yes, I wish to contribute but would like to pay later. I can be contacted for payment options at:

  (email or phone)  

  [ ] Check to donate $7 to UMass Renewable Energy Fund
Bursar’s Office
Paying the Bill

* Payment Options
  * Cash
  * Credit Card
  * Check/Bank Check
  * Financial Aid
  * In-House Payment Plan

*Enroll by September 1st for 4 month plan*
Finance Center

UMass Boston - Student Financials

Account Management
- Account Summary
- View All Invoices
- Waivable Fees
- Enroll in Direct Deposit

Payment Options
- Credit Card
- Electronic Check
- International Wire Transfer

Health Insurance
- Waive/Enroll in Health Insurance

Tax Info
- 1098T - (2016)
- 1098T - (2015)
- 1098T - (2014)

Additional Information
- View Your Holds
- View Your To Do List
- Visit Our Website
## Account Detail for Term

**2018 Spring**

### Charges

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/05/2017</td>
<td>CE - Art Lab Spring</td>
<td>112.00 USD</td>
</tr>
<tr>
<td>12/05/2017</td>
<td>CE - Course Fee Spring</td>
<td>3,458.10 USD</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Tuition Credit InState</td>
<td>-214.54 USD</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>MPRG - Spring (Waivable)</td>
<td>9.00 USD</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Technology Fee-Undergraduate</td>
<td>31.50 USD</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Tuition InState-Undergraduate</td>
<td>1,687.95 USD</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Mass Media - Spring (Waivable)</td>
<td>17.00 USD</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Undergrad Student Activity Fee</td>
<td>9.60 USD</td>
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</table>

**Total Charges:**

6,340.61 USD

### Payments Received

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Total Payments:**

0.00 USD

### Financial Aid

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/07/2018</td>
<td>Federal Pell Grant</td>
<td>-2,960.00 USD</td>
</tr>
<tr>
<td>02/07/2018</td>
<td>Federal SEOG Grant</td>
<td>-400.00 USD</td>
</tr>
<tr>
<td>02/07/2018</td>
<td>Mass Grant - Spring</td>
<td>-800.00 USD</td>
</tr>
<tr>
<td>02/07/2018</td>
<td>Mass Cash Grant</td>
<td>-600.00 USD</td>
</tr>
<tr>
<td>02/07/2018</td>
<td>UMass Boston Grant</td>
<td>-700.00 USD</td>
</tr>
<tr>
<td>02/07/2018</td>
<td>Fed Direct Subsidized Loan</td>
<td>-2,293.00 USD</td>
</tr>
<tr>
<td>02/07/2018</td>
<td>Fed Direct Unsubsidized Loan</td>
<td>-1,973.00 USD</td>
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</table>

**Total Financial Aid:**

-9,726.00 USD

### Estimated Aid

<table>
<thead>
<tr>
<th>Item Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00 USD</td>
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</tbody>
</table>

**Total Estimated Aid:**

0.00 USD

### Refunds

<table>
<thead>
<tr>
<th>Refund Nbr</th>
<th>Status</th>
<th>Long Name</th>
<th>Address Type</th>
<th>Item Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3395-49</td>
<td>AP Interface Created</td>
<td>Accounts Payable</td>
<td>PERIM</td>
<td>3385.39 USD</td>
</tr>
</tbody>
</table>

**Total Refunds:**

3,385.39 USD

As of Date: 06/07/2018
- Health Insurance
  Must opt in or out by October 1st
- Book Voucher Program
- SOGO Food Cards
- Excess Funds – enroll in Direct Deposit
- Parking Passes
- Student Account Holds
  late fees assessed, prevents enrollment activity and access to grades
UMB.EDU/BURSAR

Bursar@umb.edu
617-287-5350

Shirley Condon
Associate Bursar
Shirley.Condon@umb.edu
617-287-5354
Questions

Questions
University Health Services

Health & Wellness Care for the Entire Student Body
General Medicine

UHS provides primary and episodic (illness) care to enrolled students at UMass Boston. Same day appointments are available to students with an episodic illness or injury.

Our services include primary preventative care, annual physical examinations, women’s and men’s health care are available by appointment. Our select specialties include travel medicine, sports physicals, nutrition counseling, laboratory services, and an immunization and TB screening clinic.

UHS General Medicine currently accepts and can bill a variety of commercial health insurance plans. Same day appointments are available. Call 617-287-5660 to schedule an appointment with a UHS healthcare provider.

› your health care online at My Health Beacon.
Counseling Center

Common Issues For Which Students Seek Support from the Counseling Center

- Stress
- Academic Performance
- Managing Time
- Sleep issues
- Balancing work, school, and personal relationships
- Coping with anxiety and depression
- Greif and loss
- Identity issues
- Cultural adjustment issues
Counseling Center

The UHS Counseling Center provides

- Focused individual therapy
- Group therapy
- Consultations
- Crisis intervention
- Education/outreach
- Referral assistance for mental health symptoms and concerns.

The first step is to make an appointment by calling 617-287-5690.

The process begins with a consultation with clinician and the development of a plan to address current concerns. The plan may include a referral to off campus resources. Services provided by the Counseling Center are included in the student health fee.
Health Education and Wellness

The UHS Health Education and Wellness program provides health information and outreach about priority health issues affecting college students, for example:

▸ alcohol and other drugs
▸ stress management
▸ mental health problems including depression
▸ stress and anxiety
▸ mental health & wellness
▸ reproductive & sexual health
▸ & tobacco cessation.

Recovery Support Services for students in recovery from a substance use or mental health problem, including peer support.

We also offer a comprehensive selection of online resources including screening tools to help you to manage your personal health and wellbeing.
Koru Mindfulness at UMass Boston

Wake up your mind! Renew your energy!

Learn to Manage Your Stress: Mindfulness for Busy Students

For more information email Koru@umb.edu
Immunization Requirements

University Health Services is pleased to welcome you. You are joining a community that values your health and the health of the entire campus. Please take a moment to review this important information, contact us if you have questions.

In order to protect the health of our entire community, and in keeping with Massachusetts public health regulations and university policy, all of the following students must provide proof of immunization compliance before the start of classes:

All matriculated students (undergraduate, graduate, part-time, and full-time, all full-time and part-time health science students, all non-matriculated full-time students (e.g., non-degree), any full-time or part-time student attending any postsecondary institution while on a student or other visa, including international students attending or visiting classes as part of a formal academic visitation or exchange program. (Translation: All Students)

In order to insure that all students are able to comply with the immunization policy and avoid administrative holds on their accounts, immunization forms and the schedule for campus immunization clinics are available on our web site.

Immunization Questions please call UHS General Medicine 617-287-5660
Insurance Requirements

Massachusetts State law requires students enrolled in 75% of full-time curriculum in any Massachusetts institution of higher education to participate in a school-sponsored student health program (“SHP”) or an alternate health plan with comparable coverage.

▸ UMass Boston's Student Health Plan is offered through Blue Cross Blue Shield of Massachusetts and administered by University Health Plans, Inc.

▸ The cost for the upcoming AY is $2,178 for the plan year (8/1/18-7/31/19).

▸ Students should review plan documents carefully to understand deductibles, co-insurance and network discounts.

▸ There are no out of pocket charges when using the student health plan at University Health Services (UHS).

▸ Students with other health insurance coverage should consult with their plan about out of pocket expenses and whether they need a referral to use UHS.

▸ Students who have MassHealth may be automatically enrolled in the SHP when they submit their insurance waiver.

Insurance Questions visit our web site and click on the Student Health Plan link.
What if I already have insurance?
If you have comparable coverage under another medical insurance plan, you can waive the SHP. Proof of comparable coverage is required to waive the SHP. For more information about the insurance requirements and how to waive the SHP please visit our web site: http://www.umb.edu/healthservices/insurance

Students can not waive the SHP until AFTER they have actually been billed for it. The electronic waiver is on WISER and more information is available on the Bursar’s web site. The deadline to waive is October 1, 2018.
New Student Health & Wellness To Do List

- Complete immunization form and TB Screening form prior to the start of classes and mail or fax to UHS
- Review health insurance requirements
- If opting out of the SHP complete online waiver
- Visit UHS web site to learn about the services and programs available on campus
Questions

Visit the New Student Page on the UHS web site

Visit our New Student Page for additional information:
http://www.umb.edu/healthservices/information_for_new_students
Introduction

The Office of Research and Sponsored Programs (ORSP) manages a wide range of services to support sponsored projects and research initiatives.

- We manage the process of sponsored projects and provide guidance on federal and state rules and regulations.
- ORSP provides Administrative Support during the proposal process as well as through the life cycle of an award.
- Compliance matters like IRB/IACUC and Conflicts of Interest are also handled within ORSP.
Finding Funding

- ORSP offers a basic class in the various databases used by UMB faculty, staff and graduate students to search for funding opportunities. You can sign up for the training class on the ORSP training webpage.
- You can search for funding on the ORSP website: https://www.umb.edu/orsp/find_funding

Find Funding

There is a wide range of funding opportunities for the UMass Boston research community to apply to within the federal government, foundations, nonprofit organizations, and corporations. To assist you in identifying external funding opportunities, the Office of Research and Sponsored Programs (ORSP) provides all members of UMass Boston with access to funding opportunities databases. For an introduction on how to use these databases please contact ORSP.

Enter your search term(s) below for quick searches directly from this page.

Federal  Pivot  Foundation

Search Federal Funding
COS Pivot sign up

- UMB uses COS Pivot database to help identify funding opportunities. Once you register you can create a profile to help you identify opportunities and track opportunities you are interested in.
- To register, while on the UMB network, go to:
  - https://pivot.cos.com/register
- Use your UMB email address in the email field, and create a password. Once completed you can create a profile to help you identify possible funding.
- ORSP is available to help you register and offer assistance in how to use the site.
Grant Forward

- To register, while on the UMB network, go to:
  - https://www.grantforward.com/signup
  - Use your UMB email address in the email field, and create a password. Once completed you can create a profile to help you identify possible funding.
- ORSP is available to help you register and offer assistance in how to use the site.
NIH and NSF Graduate Program Opportunities

▸ NIH Ruth L. Kirschstein National Research Service Awards (Pre Doc F31, Post Doc F32 Awards)
   ▸ Work with your GPD to discuss your research ideas and to guide you towards preparing an NIH application.
   ▸ ORSP is available to assist in preparing parts of the application.
   ▸ ORSP submits the application.

▸ NSF Graduate Research Fellowship Program
   ▸ Work with your GPD to discuss your research ideas and to guide you towards preparing an NSF application.
   ▸ ORSP is available to assist in preparing parts of the application.
   ▸ Individual Students submit the application.

▸ ORSP Provides Administrative Support to fellows who receive funding.
Proposal Process

- Work with your GPD to identify programs for funding and to discuss project ideas.
- Contact ORSP when you decide to apply for a specific program/announcement. The sooner you contact ORSP the better.
- ORSP will help guide you through the submission of the proposal and help you to understand what pieces they can assist with and which are your responsibility.
- If you have any questions at all please feel free to contact ORSP.
Training and Education

- UMass Boston uses www.CITIprogram.org for a series of electronic trainings. These trainings are used for:
  - Human Subjects Research
  - Animal Use in Research
  - Responsible Conduct of Research (RCR)
  - Export Controls

- ORSP offers comprehensive training and education programs to meet the research needs of faculty, staff, post-docs, and students involved in the conduct of research at UMass Boston. Upcoming trainings can be found on the training portal: www.umb.edu/training
Contact Us

- Please reach out to ORSP with any sponsored project or research related inquires.

- Matthew Meyer, Associate Vice Provost for Research and Director of ORSP
- Shala Bonyun, Assistant Director of ORSP

617 287 5370
- orsp@umb.edu
- umb.edu/orsp

You can find a full list of ORSP employees here: https://www.umb.edu/orsp/contact_us
INTERNATIONAL STUDENT & SCHOLAR OFFICE (ISSO)

Location:
Campus Center, 2nd Floor
617.287.5586, isss@umb.edu
This unit serves as your resource for all immigration matters. The office is the university’s liaison to the U.S. governmental agencies concerned with matters relating to international students and scholars studying and working in the United States. Our advisers can assist you with anything that concerns your immigration and employment status. Through advising sessions, scheduled workshops, and information seminars, you will learn to easily navigate your way through the immigration system that governs your stay in the U.S. and focus on your academics, making valuable connections in your community and enjoying your stay in Boston.

http://www.umb.edu/academics/global/isss
Social Security Numbers & SEVIS Registration

No F-1 international student will exist in the Social Security Administration database until that F-1 student has been registered in the Department of Homeland Security database.
To obtain a SSN, you must:

1. Attend Mandatory Immigration Clearance

1. Fill out Social Security Letter Request in ISSS Office

Office of Diversity, Equity, and Inclusion

Location:
Quinn Administration, 3rd Floor
617.287.4818, diversity@umb.edu.
Committed to providing a living, learning, and working environment for its students, staff, and faculty that is free from discrimination, harassment, and retaliation, including sexual discrimination.

- **Title VII**: race, color, religion, national origin, sex, disability, age, veteran status, gender
- **Title IX**: sexual discrimination, including sexual assault/sexual violence, sexual harassment and sex-based discrimination in educational settings.
- **VAWA, Clery**: Report domestic violence, dating violence, stalking incidents and other crime categories in annual security reports
Who Is A Responsible Employee?

• An employee who must report known or possible incidents of sexual violence or any other sexual misconduct by students or employees, including the known details of the incident and the name(s) of the alleged victim(s) and respondent(s) to the Title IX Coordinator or designees

• Those who have the authority to take action to redress sex discrimination

• Those who have supervisory responsibilities or who have the authority to address or remediate misconduct

• Those whom students might reasonably believe have such supervisory responsibility or authority
What’s a Responsible Employee’s Job? TELL DOS or ODEI

**BEFORE THE STUDENT DISCLOSES ANY DETAILS:**

- Inform the victim or the reporter that you must report this to the Title IX Coordinator/Staff.
- Notify them of their option to report to a Confidential Employee.
- Promptly report incidents of sexual and gender-based harassment, sexual violence, stalking and related retaliation to the Title IX Coordinator.

Responsible Employees *are not* permitted under any circumstances to maintain a Complainant’s information in confidence and must report the incident.
Office of Diversity and Inclusion Complaint Form

This form is used to report information necessary to initiate an investigation of alleged discrimination, harassment, sexual or gender-harassment, domestic or dating violence, stalking or retaliation pursuant to the Equal Opportunity, Diversity and Sexual Harassment Policy and/or the Student Code of Conduct.

Please be aware that this does not constitute filing an official police report. To file an official police report, please contact the University of Massachusetts Boston Department of Public Safety at 617-287-1212 or in person at 7-1212. For incidents occurring off-campus in the City of Boston, please call 617-343-4730.

IF THIS IS AN EMERGENCY, PLEASE CALL 617-287-1212 OR 911 FROM A LANDLINE!

It is unlawful to retaliate against a student, employee or any other person affiliated with the University for filing a complaint or for cooperating in an investigation of a complaint.

Background Information

If you are submitting this form on behalf of yourself, please know that you must fill out the Involved Parties section of the form, which is below.

Enable additional features by logging in.

Your full name: 

Your position/title: 

Your phone number: 

Your email address: 

Date of incident YYYY-MM-DD

Time of incident: 

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office of Diversity and Inclusion</strong></td>
<td>This form is to be used for reporting information necessary to initiate an investigation of alleged discrimination, harassment, sexual or gender-harassment sexual assault or other sexual violence, stalking or retaliation pursuant to the Discrimination and Harassment Policy and/or the Student Code of Conduct.</td>
</tr>
<tr>
<td><strong>CARE Team Referral Form</strong></td>
<td>This form is for faculty, staff and students to voluntary report students who are experiencing crisis, displaying odd or unusual behaviors, or engaging in other behaviors that may be perceived as being harmful to themselves and/or others.</td>
</tr>
<tr>
<td><strong>Student Conduct Referral Form</strong></td>
<td>This form is used to report suspected violations of the Student Code of Conduct and other behavioral concerns.</td>
</tr>
<tr>
<td><strong>Student Referral Program Form (SRP)</strong></td>
<td>This form is to be used if you have concerns about a student’s classroom academic performance. Typical referral reasons include: excessive absences, low test grades, writing or organizational challenges, unresponsiveness to faculty outreach, and/or personal issues affecting performance. For more information see the Student Referral Program website.</td>
</tr>
<tr>
<td><strong>U-ACCESS Referral Form</strong></td>
<td>This form is to be used if you have concerns regarding temporary homelessness, emancipation from foster care, chronic poverty, chronic hunger, and financial hardship.</td>
</tr>
<tr>
<td><strong>Dean of Students Referral Form</strong></td>
<td>If you are not sure which form to use to report an issue, please select this form and it will be routed to the appropriate office for follow up.</td>
</tr>
</tbody>
</table>
CONTACT US:
Diversity@umb.edu
617-287-4148
www.umb.edu/odei

Dean.Students @ umb.edu
617-287-5800

www.umb.edu/sexualrespect
HUMAN RESOURCES

Location:
Quinn Administration Building, 3rd Floor
617.287.5150
Help Us Help You Get Paid!

- Student Completes Pre-Employment Paperwork (sent by Office of Graduate Studies)
- Student takes completed packet to Office of Graduate Studies
- Payment directly deposited in your bank account
Accessing HR Direct and Employee Self Service

1) Login Path

1. Navigate to [www.umb.edu/hr](http://www.umb.edu/hr)
2. Click the HR Direct Login link
3. Enter your username which is your firstname.lastname
4. Enter your password which is the same as your email password
5. Select “Boston” as your campus from the drop down menu
6. Click the [Login] button

2) ESS Mobile Device

[ESS Mobile Device Screen Shot]
UMass Boston Emergency Alert System

- The UMass Boston Alert System is a communications service that allows university officials to notify the campus community of emergencies via text, voice, and email alerts. The system is not used for routine communications.

- Visit [www.getrave.com/login/umb](http://www.getrave.com/login/umb)

  1. Log in following the directions on the screen. Note: Your username is your email address without the @umb.edu.
  2. Add your mobile number to your user profile.

Welcome!