



ISSUE #3, SPRING 2025

Hello, DGS's, DGC's, and Graduate Staff!

Welcome to *The DGS 411 Insider Volume 3* - updates specifically for you, addressing important information, ongoing technical changes, and key reminders. Please make it a habit to read each issue, which we plan to release quarterly. We hope this will help keep everyone apprised of "behind the scenes" improvements. Thank you for all you do to support the graduate students of UK!

Sincerely,
Padraic Kenney

P.S. - Please consider sharing this with all graduate faculty and staff

What's in this issue?

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New Communications: Graduate students will now receive automated registration reminders.

[MORE >>](#)



GSAS

Last date to edit the Universal Tuition account field in the GSAS system is:
February 21

In-state Universal Tuition recharge will occur **before the end of March**

[GSAS Page](#)



The Essential Tool for Graduating Your Students

DGSs, associates, and assistants can monitor students' progress in their programs and identify any exceptions necessary for the audit to turn 'green,' thus clearing the student for graduation:

- **Regularly track** your students' progress
- **Play an essential role** in supporting student success
- **Ensure the timely completion** of graduate programs

University training for the [myGPS](#) audit is available [here](#), and colleges may arrange to schedule trainings as well.

New Workflow Forms (Not PDFs)

Assistantship Overload Request Form

to request > 0.5 FTE work for grad students

Fellowship Overload Request Form

to request additional assignments or fellowships for students who are already supported by a Graduate School Fellowship

Extra Course Request Form

for when funded graduate students in 757 or 767 wish or need to take an additional course

(form is complete and will be posted soon)

The Graduate School is continuously improving PDF forms to turn them into electronic workflows. We will share new workflows as they are developed. [Faculty & Staff Forms >>](#)



for DGSs, DGCs,
and Graduate
Program Staff

VIRTUAL OPEN OFFICE HOURS

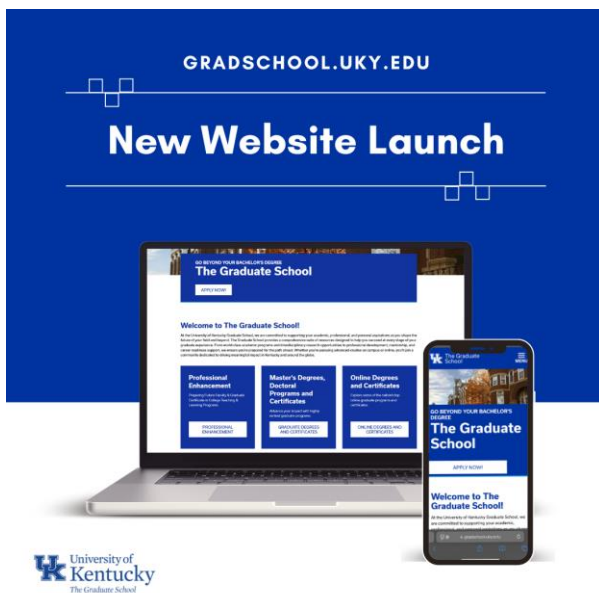
Wednesday, Feb. 26 @ Noon

Hosted by: Academic Services

TEAMS INVITE SENT 2/6/25
to all Graduate Program
Resource Hub Members

Virtual Open Office Hours on 2/26 is a Teams meeting for **all DGS/DGC and Graduate staff who would like to chat directly with staff from the Office of Academic Services.** This can especially be useful for newer DGSs, graduate staff, etc. We will focus on Graduate School **Application for Degree, however, please bring any questions you may have!**

We look forward to providing these sessions at least quarterly, with a rotation of Graduate School offices that will host.



New Website Launch!

gradschool.uky.edu

We have updated our website for the best user experience, and you are one of our most important users!

Please take a look:

[DGS and DGC Resources](#)
[Faculty & Staff Resources](#)

[Slate](#) (New Help Form and Improvements!)
Try utilizing the ['search'](#) function at the top to locate a specific item

Google and old bookmarks may lead to pages not found

If you have any feedback, we always love to [hear from you!](#)

Offer Letters

Updated offer letter templates plus guidance are now available in the [Funding Channel files of the Graduate Program Resource Hub on Teams](#).

767 Auto-enroll

The Graduate School identified 65 students who were required to be enrolled in 767, but were not registered, and managed enrollment for them.



Monitoring Federal Policy Changes

To learn about how federal policies affect our institution, please visit [Monitoring Federal Changes 2025](#) provided by [UK's Office of the President](#).

For research specifically, including NIH guidance please visit [2025 Federal Changes](#).

Upcoming DGS Monthly Meetings

Friday, **March 7** via Zoom
9am-10am

<https://uky.zoom.us/j/89514568964>

Friday, **April 4** at Esports Lounge in Cornerstone & Zoom
9am-10:30am

<https://uky.zoom.us/j/88978729183>

Friday, **May 16** via Zoom
9am-10am

<https://uky.zoom.us/j/82924079914>

Miss the February Meeting?

[Review Slide Deck](#)