

Lisitza, Lori

From: Graduate and Postdoctoral Studies <university.announcements@usask.ca>
Sent: Tuesday, September 6, 2022 12:05 PM
Subject: CGPS Operational Bulletin - Issue 19

Follow Up Flag: Follow up
Flag Status: Flagged



Important graduate studies information for programs and units

Welcome to the Fall 2022 Term!

Deadline to Submit Final Theses/Dissertations to the ETD site – September 19th

The deadline for students planning to convocate in the fall to submit final theses/dissertations to the ETD site is September 19th. However, the add/drop deadline for the fall term is September 15th. Please be sure to remind any of your students who are finishing over the next few weeks that if they upload their ETD after September 15th, they will be required to pay tuition and receive the prorated refund following submission (they will be assessed tuition for the month of September).

Arm's Length Examiner Approvals

Please be sure to include approval requests for non-USask arm's length examiners for master's defences within the Memo to Schedule a Graduate Defence form within the CGPS Service Desk. There is no need to submit a separate ticket exclusively for approval of the arm's length examiner. Keeping all the defence-related information within one ticket will help to ensure the timely processing of all pieces related to an upcoming defence.

Maintenance of Status

MSTA 001 Requests

The Jira system is able to accommodate MSTA 001 requests. MSTA 001 requests can be submitted through Jira by the department/unit, including all relevant information such as student name and student number in the request using the [Request a Class Override Form](#).

MSTA 001 = inactive term registration that carries tuition and provides the continuous registration requirement.

Registrations for MSTA 001 are completed by Student Central.

Requests for registration in MSTA 001 will come to Student Central via the department/unit (not CGPS) through a Jira request.

MSTA 000 and 002 Requests (approved leaves) are still requested through CGPS.

Important Changes to the Application to Graduate

As a follow-up to the various training sessions that have been held by SIS, the training manual for the new unit process related to convocation checks and the processing of applications to graduate is available [here](#) under the Category: Convocation – Academic History and Sub-category: Convocation Academic History. The Manual is titled “Project-Thesis Title Maintenance (April 2022)”.

The new process also requires graduate administrators to have access to the Convocation folder in Crystal Reports. If you do not already have access to this folder in Crystal reports, you can request it by emailing sis_support@usask.ca.

- If you currently have access to Crystal reports, you need to have your supervisor (department head level or higher) send an email to sis_support@usask.ca and request that you be granted access to the College Convocation folder. The email needs to include your name and NSID.
- If you do not currently have access to Crystal reports, use the SIS SharePoint site and the Access Requests link to find the Student Information Reporting Access Request Form. The Convocation folder is not listed as an option so include in the Additional Comments that the request is for access to the College Convocation folder. As some continue to work remotely, the form doesn't need to be signed physically but can be done electronically instead. Return the completed form to us at sis_support@usask.ca.

When department/unit staff access is granted to maintain degree records you will be able to enter the thesis/project title for your students. For Fall Convocation 2022, access will be given on the morning of September 12th and removed on the afternoon of October 12th.

Questions can be directed to the Convocation Office at convocation@usask.ca or Student Information Systems at sis_support@usask.ca.

CGPS Office Closure – September 22nd

The CGPS Office will be closed on the afternoon of Thursday, September 22nd for a staff retreat. We will resume our normal business hours at 8:30 am on Friday, September 23rd.

Opportunities for new and returning graduate students

There are several opportunities for graduate students to engage with the USask community. Please share the attached posters with your students/colleagues.

The CGPS Operational Bulletin is sent to Graduate Administrators and Graduate Chairs

 **Attachments:**

[lunchandlearnmenu.pdf](#)

[GPS981poster.pdf](#)