INSTRUCTIONS FOR USING THE GA SPREADSHEET

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The GA spreadsheet template is located on the web, under the Graduate Assistant tab on this page.

Header Information:
1. Enter your Department Name in the box at upper left. That is for the benefit of the Dean's Office staff.
2. Enter the number of GA lines allocated to your department in the "Ogden GA Lines Allocated" box. If you are not sure what this number is, you should check with your department chair/director or with Sheryl or the Dean in the Dean's Office. Once you enter this number, you should notice the same number appear in the "Ogden Lines Remaining" box automatically.
3. The "AY" box should already have the relevant academic year entered. If not, enter or update it.
4. The "Ogden Lines Used" box will update automatically as you input data.
5. If you scroll to the right, you'll find the "Initial Submission Date" box: please enter the date when you first submit this file to the Dean's office (See below for instructions for submitting).
6. If you modify the file, please put the latest modification date in the "Date of Latest Modification, if different" box, near the right side of the sheet before re-submitting.
7. "Final?" Box: Enter "no" if you are still waiting to make some offers or receive some acceptances. Enter "yes" if complete.

Student Data:

NOTE: THE FIRST TWO LINES ARE SAMPLES TO HELP GUIDE YOU. DO NOT ERASE THEM OR WRITE OVER THEM!

NOTE: You should only need to fill out areas that are within the green borders. Other information should fill in for you or will be taken care of by Dean's Office Staff.

For each GA, returning or new, enter the following:
1. Last name, first name, WKU ID. For students to whom you are making offers, you may not have the WKU ID# yet – you can leave that empty in such a case. Note that once you enter the last name, a sequential number will appear in the first column, counting your GAs – you do NOT have to enter this number. Also note that any entered ID# will be checked for consistency with WKU's 800-number identification scheme. Numbers outside the valid range will highlight in red.

2. Enter the semester the student entered or will enter in a format like "Fall 25." Using a similar format, indicate the expected graduation semester. Enter the student's status: a "Current" student is already here; "Offered" indicates you've sent an offer to this student; "Accepted" indicates the student has accepted and plans to be with us; "Planned" indicates you are intending to make an offer. By the time you submit the final version of your spreadsheet, all students should be either current or accepted. Also indicate the appointment type: GTA-only, GRA-only, Mixed, or Other. Other should rarely be used and should be discussed in advance with the Dean. If you select GTA or GRA, that same selection should automatically appear under "Fall Semester Type" and "Spring Semester Type."

3. Enter the expected Credit hours to be taken in the fall semester (it does not have to be an integer number). If the number is 9 or smaller, the cell will turn green. Higher numbers will result in the cell turning yellow. Yellow does not mean illegal – it is a flag to make sure you are aware that you've entered a larger than 'standard' number. **Note that the GA position can only pay for classes needed for the degree program – we are not paying for personal interest courses, so do not enter credit hours not related to completing the degree.** If the fall semester type is not already selected, select GTA, GRA, Mixed, or Other, for the Fall semester. Other should generally not be used. Under "Percent Ogden Support Fall" select the appropriate value. See examples below if unclear on this. If you chose 100%, you should have nothing more to enter for the Fall semester and can proceed to the next step. If you are providing stipend and/or tuition funds from other sources, you should record the dollar amounts of each in the appropriate column. Note that if the department is pitching in money to make the stipend higher, such as for a fellowship, the dollar amount should be added in the "Department Stipend Fall" and/or "Department Stipend Spring" boxes.

4. Do the same things for the Spring semester.

5. Note that the "Total Stipend," "Total Tuition," and "Unpaid Tuition" boxes are automatically calculated. The "Total Stipend" box sums up all stipend sources and shows what the student will be paid for the academic year. The "Total Tuition" shows the total tuition support identified through all sources for the student. If the total tuition support is not equal to the total tuition needed based on the number of credit hours specified, the difference will appear in the "Unpaid Tuition" column, highlighted in red. The red highlight is to call your attention to this amount. Please comment on this in the "Proposed source to cover Unpaid Tuition." An appropriate comment may be "Student will pay the remainder of tuition" or "We have a half assistantship we have not used – please use to cover tuition," or something similar.

6. You may use the "Department Comments" for any comments that may be helpful to you or to the Dean's Office.

7. Don't touch anything under "College Information" – this is for Dean's office use.

Submission of the Spreadsheet:

The spreadsheet should be placed in your departmental dropbox on the Shared drive, located at:
S:\COLLEGE-SHARED-OC\Staff Information\Grad Assistantships\GA Contract Drop Box\

In this directory you'll find a subdirectory for the appropriate fiscal year and inside that, a subdirectory for your department. We would like your initial submission by May 15, even if not finalized. This will allow us to begin planning. We would like to have finalized spreadsheets by June 30 to the extent possible. If you cannot have a finalized version by that date, please communicate with Sheryl or Dave in the Dean's office.

EXAMPLES:

1. This is the easiest and perhaps most common scenario: the student will hold a full Ogden GTA position for the full academic year. In this case, select "GTA" for the Appointment Type, which should automatically select GTA for Fall and Spring. Enter the expected credit hours for Fall and Spring for a typical student at the appropriate point in their studies. Enter 100% for the fall and 100% for the spring.

2. In the second scenario, we consider a student you will support with a half assistantship as a GTA. First, you have to realize that a half assistantship can be done in different ways, such as a full assistantship for half the year or half an assistantship for the full year. (There are other ways to get to a half assistantship, such as a 75% assistantship in Fall and a 25% assistantship in Spring, etc., but you should have a really good reason before getting too complicated). Let's say you are supporting the student with a full assistantship as a GTA in the Fall semester only. You would select "GTA" for the Fall Semester Type. Select 100% for the Percent Ogden Support Fall. You do not need to enter any information for the Spring semester but you might enter a comment, such as "Graduating in December" or "Student receiving support only for Fall."

3. Let's consider a more complicated example. We have a student who will be a GTA in the Fall but in the Spring will have some grant support to work as a GRA. In this example, the grant support is not enough to fully cover the semester, so the student will be half Ogden GTA and half grant-supported GRA for the Spring. For this student you will select "Mixed" for the Appointment Type. Enter the expected number of credit hours for Fall and Spring. For Fall Semester Type, select GTA and 100% for Percent Ogden Support Fall. For Spring Semester Type, select "Mixed" and 50% for Percent Ogden Support Spring. Then you'll specify the spring Stipend and Tuition payments to come from the Grant. Grant Stipend Spring should be at least $2,500 and Grant Tuition Spring should be enough to cover half the spring credit hour cost. While it is not required, it would be good recordkeeping to add a comment about the grant providing the support.

4. Let's consider the same case as in example 3, but the grant won't cover tuition costs, which is not uncommon for our funding agencies. In this case you would put at least $5,000 under "Grant Stipend Spring" and nothing under "Grant Tuition Spring." This will then report some Unpaid Tuition. You can then add a comment under "Proposed source to cover Unpaid Tuition" such as "Use grant to pay spring stipend, move college stipend funds to cover spring tuition."

Questions can be directed to the Dean.