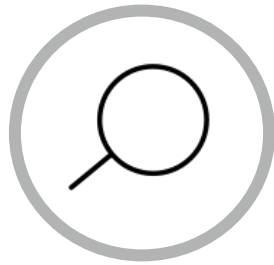
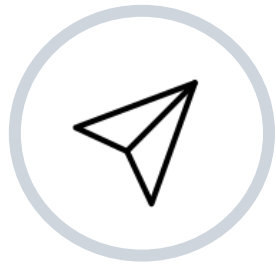


Graduate Contracts Process Flow



1 Submit

The Department submits the graduate contract electronically via OnBase.

The supervisor(s) listed on the contract will receive an email notification upon contract submission.

2 Review

The contract may undergo review by the Office of Graduate Studies (OGS) and/or International Student and Scholar Services (ISSS) if one or more of the following is true:

- Lecturer Contract
- Poor Academic Standing
- Overloaded on Hours
- Multiple Contracts
- F-1 or J-1 Visa Type

3 Authorize

The student is sent an email notification, including a link to the contract for review and authorization.

This link can be used to view the contract at any point in the process.

4 Verify

Upon contract authorization, a system check is done to verify registration and employment requirements are met.

The student will receive an email notification if any requirements are not met.

5 Process

Following requirements verification, the contract is routed to one or more of the following units for payroll and award allocation (depending on the type of contract):

- Mines Administrative Processing Services (MAPS)
- Financial Aid
- Bursar's Office



6 Ready to Work