FAQ – Graduate students and Faculty

**Graduate students on Graduate Assistantships**

Insurance:

* Health – You will automatically be enrolled
	+ Dependents will have to be enrolled each semester here - <https://myaccount.relationinsurance.com/StudentPortal?PolicyId=30517>
* Waiver – If you wish to waive your health insurance: <https://hr.msu.edu/benefits/graduate-assistants/health/waiver.html>
* Dental – Sign up here: <https://hr.msu.edu/benefits/graduate-assistants/dental.html>
* Vision – Sign up here if: <https://hr.msu.edu/benefits/graduate-assistants/vision.html>

Payroll schedule: see on main HR page here

Parking pass: <https://permits.police.msu.edu>

Grad plan: <https://student.msu.edu/splash.html>

* Use this link to enroll for classes, submit your program plan and committee

Deadline for Thesis/Dissertation submission: <https://grad.msu.edu/etd/etd-deadline-dates>

Commencement: <https://commencement.msu.edu/>

Apply to graduate: <https://reg.msu.edu/StuForms/GradApp/GradApp.aspx>

Handbook: <https://www.canr.msu.edu/psm/degree_cerficate_programs/#graduate>

RCR: <https://grad.msu.edu/rcr> , this will be logged in grad plan, graduate secretary will have physical tracking form.

Endowments – Mackenzie will send the announcement for Endowments available January/February of every year.

Dissertation Completion Fellowships – Only available for PHD students who are finishing that semester. If awarded you will receive one lump sum, could be $3,500-$7,000 depending on the College funds. If the DCF is your only support that semester you will not receive health insurance or a tuition waiver. You advisor will have the option to pay for your final credit if they wish, using an unrestricted account number. Please let Mackenzie know ASAP if they want to pay your credit.

**Faculty**

* Cost of ½ time graduate assistant for 1 year, 12 months. If your student will not be on an assistantship for summer semester, minus the summer tuition cost.
* Fall 2021: Stipend - $10,054.29, tuition - $6,877.00, health - $1,548.00
* Spring 2022: Stipend - $9,835.71, tuition - $6,877.00, health - $1,548.00
* Summer 2022: Stipend - $6,528, tuition - $2,331.00
* Total - $45,599
* Fall 2022: Stipend - $10,251.43, tuition - $6,877.00, health - $1,548.00
* Spring 2023: Stipend - $10,028.57, tuition - $6,877.00, health - $1,548.00
* Summer 2023 Stipend - $ $6,834.29, tuition - $ $2,331.00
* Total - $46,295.29
* Admitting a student?
* Have the applied
* Do they have required documents – 3 letters of recommendation, official degree granting transcripts, personal and academic statements, area of interest clearly stated.
* Let Mackenzie know you are interested in student, the Graduate Programs Committee (GPC) will need to review application and approve for admission.
* If student is approved, Mackenzie will send you a draft of offer letter. Mackenzie will need offering stipend amount (PSM minimum offer amount - $1,020/ biweekly, ~$27,100 annually)