

Graduate Student Link Directory

Academic Deadlines

[Academic Dates & Deadlines](#) – List of important class registration, withdraw, refund, grade, financial aid, etc. deadlines by term.

[Calendar Dates & Deadlines](#) – Same important deadlines as above, but as a calendar.

Academic Forms

[SOJC Graduate Forms](#) – All forms our SOJC Graduate Program Office uses internally (pre-authorization form, JCOM 604 internship form, terminal project/thesis/dissertation proposal approval forms, defense scheduling form, CMS petition course waiver and course transfer petitions, GDRS, GE workload and evaluation forms, and doctoral funding forms.

[Division of Graduate Studies Forms](#) – General petitions, Master's, Doctoral, GE (Graduate Employee), and Concurrent Degree/Graduate Certificate/Specialization forms.

[Add/Swap After Deadline Petition](#) - Use this form to petition to add or swap a course. Swap refers to changing sections of the same course or adjusting the level in a language, math or science sequence. (Fees apply: \$25 to add course after the add deadline; \$100 during initial registration after week 4 of the term; \$50 add course for a prior term.)

[Late Drop/Withdrawal After Deadline Petition](#) - Use this Petition to Drop Without a Recorded W, or Withdraw with a Recorded W, after the drop deadline of the term. (Approved petitions are subject to a fee of \$25-\$50. If the petition is for initial registration for the term, a \$100 late registration fee may apply after the 4th week of the term.)

[Refund Petition](#) - This petition is for an exception to established university policy and requires supporting documentation for petitioning.

Advising

[Ducks on Track and Degree Guide are problematic and do not reflect accurate degree progress.](#)

For guidance on electives, terminal projects, portfolios, and internships, please contact your faculty advisor, if applicable, or the director of your program.

For guidance on academic policies, procedures, and degree progress, [book an advising appointment with Amy Boutell](#): <https://uo.campus.eab.com/pal/d2kEQ9iHYq>

Please review your respective program section for degree requirements in the [SOJC Graduate Student Handbook](#).

Billing

[Student Billing](#) – Direct fee, billing, and other student-billing questions to this department.

[Refund Schedule](#) – Refund schedule that shows the amount that can be refunded based on the date you take action in DuckWeb (adding/dropping a course, reduction of credits, complete withdrawal, and refund petition.)

Canvas

<https://canvas.uoregon.edu> – An online portal for registered classes each term. Check here for syllabi, due dates, discussions, grades, etc. Access by logging in with your Duck ID (first half of your UOregon email address).

Class Registration

If you encounter a registration error on [DuckWeb](#) (signified by **red text**), please take a screenshot and send it to Annie McVay (amcvay@uoregon.edu) for assistance.

[Pre-Authorization Form](#) – Complete this form if the “**JCOM***” class you want to register for requires instructor approval (*after* receiving approval from the instructor), or *after* you submit the signed form for the respective course (JCOM 609/604/503/603).

****Our office can only pre-authorize for JCOM courses***

The forms below must be completed and returned to our office *before* you complete the pre-authorization form and may register. Please email completed forms to sojcgrad@uoregon.edu

JCOM 609 [Terminal Project Proposal Approval Form](#) – Requires a minimum of one signature from your head advisor or committee member.

JCOM 503 [Thesis Proposal Approval Form](#) – All thesis committee member signatures required.

JCOM 603 [Dissertation Proposal Approval Form](#) – All dissertation committee member signatures required.

JCOM 604 [Internship Tracking Form](#) – Requires a faculty member to supervise the internship. (Students are responsible for securing their own internships; See “Internship” section below for professional development resources.)

Class Schedule

[Class Schedule](#) – Check here for courses offered each term.

Degree Deadlines

[Completing Your Graduate Degree](#) – A complete list of doctoral and master’s degree completion information (minimum degree requirements, deadlines, graduation checklist, residency).

[Doctoral Degree Deadlines](#) – Deadlines by term for graduation, dissertation, oral defense, committee approval, degree conferral, and statements of completion from our department.

[Master’s Degree Deadlines](#) – Deadlines to apply for graduation and degree conferral. (final versions of terminal projects must be emailed to sojcgrad@uoregon.edu by the last day of finals week. Please review your program requirements in the [SOJC Graduate Student Handbook](#) for your programs specific required number of credits. *SOJC graduate programs require **more** credits than the DGS minimum of 45 credits.*

Direct Deposit & Refunds

[Direct Deposit](#) – Step-by-step instructions.

[Refunds and Direct Deposit](#) – General information about student billing processes.

Dissertation

[Defense Information Form](#) - Complete this form when scheduling your dissertation defense. (This form is *required* for the announcement to the SOJC community.) The form must be completed *at least two weeks* before your defense is scheduled to take place.

[Doctoral Degree Completion Deadlines](#) - Review to make sure you apply to graduate on time and meet all final oral defense requirements.

Emergency Support

[Find Support](#) – Resources and guidance compiled by the Care & Advocacy Program.

- [University of Oregon Police](#): 9-1-1 (non-emergency: 541-346-2919)
- [University Counseling](#): 541-346-3227
- [University Health Services](#): 541-346-2770
- [SAFE Hotline](#): 541-346-7233
- Suicide and Crisis Hotline: 9-8-8

[Grad OneStop](#) – Resources for Academic Support, Graduate Employment, Financial, Housing & Food, Dreamer & International, Mental & Physical Health, Safety & Emergency, Families, and Campus & Community Life, compiled by the Division of Graduate Studies.

Financial Aid

[Financial Aid](#) – Direct financial aid questions to this department.

[Financial Aid Refund Distribution Schedule](#)

Forms

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Funding

SOJC Student Experiential Learning Support

- [Mini-Grant Requests \(up to \\$500\)](#) - Apply to help pay for experiences that add to your course work and/or professional preparation (Travel for an article, software purchase for a project, interview/networking expenses, and conference attendance). Applications are accepted any time through the term.
- [Large Experiential Learning Requests \(\\$500+\)](#) - Applications are **open from the**

Friday of Week 1 through Monday of Week 3 of the term. It should be for an experience taking place 1–2 terms away (e.g., applying in fall for winter and spring support). Exceptions to the timeline and application period may be made for sudden, unforeseen opportunities.

[Doctoral Student Conference Travel Funding Request](#) – Complete this form to request conference travel funding. After you have secured your advisor and the Doctoral Program Director’s signatures, email the scanned form to Annie McVay (amcvay@uoregon.edu).

[Doctoral Student Research Funding Request](#) – Complete this form to request research funding. After you have secured your advisor and the Doctoral Program Director’s signatures, email the scanned form to Annie McVay (amcvay@uoregon.edu).

Graduate Student Handbook (SOJC)

[SOJC Graduate Student Handbook](#) – details about program and degree requirements, academic policies and procedures, and resources.

Grad OneStop

[Grad OneStop](#) – Resources for Academic Support, Graduate Employment, Financial, Housing & Food, Dreamer & International, Mental & Physical Health, Safety & Emergency, Families, and Campus & Community Life, compiled by the Division of Graduate Studies.

Graduation

[Defense Information Form](#) - Complete this form when scheduling your final defense (terminal/capstone project, portfolio, thesis, or dissertation). (This form is *required* for the announcement to the SOJC community.) The form must be completed *at least two weeks* before your defense is scheduled to take place.

[Completing Your Graduate Degree](#) – A complete list of doctoral and master’s degree completion information (minimum degree requirements, deadlines, graduation checklist, residency).

Internship

[JCOM 604 Internship Form](#) – Must be completed and returned to our office before registering for JCOM 604 internship credits. The [pre-authorization form](#) must also be completed, so the correct instructor supervising your internship credits is assigned.

Graduate students can [book appointments with the Career Advisor](#) at the Career Center, explore internships on [Handshake](#), and explore Division of Graduate Studies [professional development programming](#).

I.T. Services & Help

[General UO Service Portal](#) – Phone (541-346-4357),

[Help for Students](#) – Duck ID, Canvas, Wi-Fi, UO VPN, DuckWeb, Computer Lab Support, Printing, Email, Microsoft Office 365, Computer and Devices, Microsoft Teams, and ResNet Network Support.

JCGSA (Journalism & Communication Graduate Student Association)

The JCGSA plans events for the SOJC graduate students. Please contact the co-presidents for more information about events, elections, participation, and more.

Co-Presidents: Álvaro Del Pozo (adelpozo@uoregon.edu) & McKenna Pace (mpace@uoregon.edu)

Legal Services

[Legal Services](#) – ASUO Legal Services, Student Survivor Legal Services, Student Advocacy Program, UO Dreamers Working Group Legal Resources List, Lane County Legal Aid Office (Oregon Law Center), and Oregon Law Help resources.

Map

[Interactive University of Oregon Campus Map](#) – Use this to find classroom locations, buildings, and more!

Petitions

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[General Petition](#) – This petition may be used to *request exceptions to Division of Graduate Studies regulations only*, not program specific exceptions. The petition must be endorsed by your graduate advisor and by the head of your school or department before it can be submitted to the Division of Graduate Studies for action.

[Petition for Reinstatement](#) – If you have missed one or more terms without filing for on-

leave status, use this form to request reinstatement to your graduate program.

[Refund Petition](#) – This petition is for an exception to established university policy and requires supporting documentation for petitioning.

[Removal of Incomplete Petition](#) – The SOJC policy requires that graduate students not have incompletes in more than two classes.

Scholarships

[SOJC Graduate Scholarships](#)

[Campus-Wide Graduate Scholarships](#)

Terminal Project

[Terminal Project \(JCOM 609\) Proposal Approval Form](#) – This form must be completed and returned to our office *before* you register for any JCOM 609 credits. The [pre-authorization form](#) must also be completed, so the correct instructor supervising your terminal project credits is assigned.

[Defense Information Form](#) - Complete this form when scheduling your terminal project defense. (This form is *required* for the announcement to the SOJC community.) The form must be completed *at least two weeks* before your terminal project defense is scheduled to take place.

Thesis

[Thesis \(JCOM 503\) Proposal Approval Form](#) – This form must be completed and returned to our office *before* you complete the pre-authorization form and may register.

[Defense Information Form](#) - Complete this form when scheduling your thesis defense. (This form is *required* for the announcement to the SOJC community.) The form must be completed *at least two weeks* before your defense is scheduled to take place.

Transportation

[Explore Transportation Options](#) – Bike, bus, EMX, Park & Ride, Car, Duck Rides

[Duck Rides](#) – Duck Rides is a free evening shuttle program for all university students, staff, and faculty that is dedicated to safety, accessibility, and reducing nighttime travel risks. Rides are scheduled in the app.

[UMO LTD Bus Pass](#) – Students and Employees have access to a *free* bus pass! Lane Transit District (LTD) uses Umo to validate fare and riders will need to show a valid pass in the

Umo App or use a Touchpass tap card.

Tuition & Fees

[Graduate Program Tuition & Fees](#) – A handy tuition and fee estimator by credit and graduate program.

[Refund Schedules](#) & [Refund Petition](#) – Understand the add/drop deadlines and the financial impacts of adding and dropping courses during the term.

Were you looking for something else? Please email suggestions to sojcgrad@uoregon.edu