

Interoffice Memo

Date: _____

Subject: Name: _____
E#: _____

To: Graduate Assistants and Tuition Scholarship Students.
Dept: _____
Box: _____

From: Queen Brown, Office Manager, School of Graduate Studies.

RE: Graduate Assistants/Tuition Scholarship

Graduate Assistants and Tuition Scholarship recipients are required to register for **nine graduate hours and be admitted to a degreed program** before a contract can be processed. Reasons a contract can not be processed are as follows:

- Not registered _____
- Not registered for enough hours -- Need _____ more hours.
- Not admitted to a degree program.
- No Oral Proficiency Interview (OPI) ---- Contact Dr. Elhindi, 439-5992; B310 Burleson Hall for appointment. OPI must be completed within the first **two** weeks of the semester.
- Signatures missing.
- Registered in wrong 4xx7/5xx7 class.
- Account number not specified.
- GA salary not listed.
- Contract dates missing.
- No residency form.
- Other _____

If you have any questions, please contact me via e-mail at browng@etsu.edu, or phone 96146.

Confidential