

## PhD Onboarding Schedule Fall 2025

| Dates               | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| As soon as possible | <p><b>Official Acceptance</b><br/>Please make sure to work with your Graduate Admissions Advisor (<a href="#">you can find your advisor here based on your last name</a>) on obtaining your official acceptance into the <a href="#">UK Graduate School</a>. In order for your acceptance to be official, you will need to have your official transcripts sent to the Graduate School. Please make sure to order your official transcripts before the semester begins.</p> <p><b>Official transcripts</b> should be sent to:</p> <ul style="list-style-type: none"> <li>• If sending <u>electronically</u> - gradtranscripts@uky.edu</li> <li>• You can direct <u>hard copy</u> transcripts mailings to:</li> </ul> <p style="text-align: center;">Graduate Admissions<br/>202 Gillis Building<br/>Lexington, KY 40506-0033</p> <p>You may also choose to use the National Student Clearinghouse, which most institutions send transcripts securely.</p> |
| As soon as possible | <p><b>LinkBlue Account</b><br/><a href="#">Activate your LinkBlue account and create your email account.</a></p> <p><b><i>You will need your g.uky.edu account to access your instructional materials and submit assignments. Please do NOT forward your g.uky.edu email to any other account.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| As soon as possible | <b>Listserves</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



Department of Arts Administration

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|                                    | <p>Email Alesia Efflandt (<a href="mailto:alesia.efflandt@uky.edu">alesia.efflandt@uky.edu</a>) using <a href="#">your new g.uky.edu account</a> and ask her to sign up for the PhD listserv with your g.uky.edu email address.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| As soon as possible, if applicable | <p><b>Student Name Changes &amp; Pronoun Additions</b></p> <p><b>Change your Preferred Name with the Registrar</b><br/>         You can visit the <a href="#">Registrar's website</a> to change your name in MyUK - this link also allows for changes to your pronouns in MyUK.</p> <p><b>Change your UKY Email Address to a Different Name</b><br/> <a href="#">Learn how to change your UKY email address</a> via the <a href="#">Account Manager</a> so your email address reflects your name change.</p> <p><b>Pronouns in Canvas</b><br/> <a href="#">This tutorial</a> will walk you through how to choose and display your pronouns in Canvas. This is helpful for discussion boards in your courses.</p> <p><b>Change Your Name for Department of Arts Administration Emails</b><br/>         The department maintains its own email system, so even if you change it using the steps above, you will still need to complete the <a href="#">Student &amp; Alumni Contact Information</a> form to update your preferred name, preferred pronouns, or email address.</p> |
| As soon as possible                | <p><b>Graduate Certificate Application</b><br/>         Apply for the <b>Graduate Certificate in Research Methods in Education</b>. Apply through the <a href="#">UK Graduate School</a> using your uky.edu email. As an add-on to your degree program, the application fee should be waived.</p> <p>For your statement of purpose, you simply need to upload a document stating that you have been accepted to the PhD in Arts Administration. If you have questions about the application process, please contact your <a href="#">Graduate Admissions Advisor</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



# College of Fine Arts

*Department of Arts Administration*

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| As soon as possible             | <b>Student ID</b><br>Apply for your <a href="#">Distance Learning WildCard ID</a> .                                                                                                                                                                                                                                                                                                                                                                                  |
| As soon as possible             | <b>*Financial Aid</b><br>If you intend on using federal financial aid, <a href="#">complete the FASFA</a> .<br>UK Title IV Code: 001989.<br><br>Contact your <a href="#">financial aid counselor</a> for questions and advice.                                                                                                                                                                                                                                       |
| As soon as available            | Complete Federal Direct Student Loan Requirements.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| May 16, 2025<br><br>12:00 PM ET | <b>Meet &amp; Greet + Cohort Advising</b><br>All doctoral students will meet together with Dr. Shane and Dr. Jung for initial introductions and to discuss the program and registration.<br><br>Connect via Zoom: <a href="https://uky.zoom.us/j/85279247904">https://uky.zoom.us/j/85279247904</a>                                                                                                                                                                  |
| As soon as possible             | <b>Tech Meeting</b><br><a href="#">Schedule a one-on-one Tech Meeting with Joe French</a> in order to ensure your technology is prepared for the online program. Please sign up for the meeting using your g.uky.edu account. You will meet with Joe using a Zoom link provided to you after you schedule your appointment.                                                                                                                                          |
| July 21-25, 2025                | <b>PhD Online Orientation</b><br>Join your fellow doctoral cohort for the five-day PhD Orientation Course. This orientation will prepare you to navigate the learning management system, become comfortable with Google Drive, and learn about UKY resources. Be prepared to devote 60 minutes each day (asynchronously) for the orientation course.<br><br>Access orientation on <a href="#">Canvas</a> . You will need to sign in with your LinkBlue and password. |
| July 26- August 22              | <b>Micro-Course: Library Literacy</b><br>In preparation for your doctoral studies, you will work with the Fine Arts Librarian to complete our Canvas Micro-Course on Library                                                                                                                                                                                                                                                                                         |



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|           | <p>Literacy. There is no charge for this course. Be prepared to devote time each day (asynchronously) to the course.</p> <p>Access the micro-course on <a href="#">Canvas</a>. You will need to sign-in with your LinkBlue and password.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| August 1  | <p><b>Textbooks</b></p> <p>Order your textbooks. Textbooks for <i>all Arts Administration courses</i> can be found in our <a href="#">Textbook Document</a>. The textbooks are listed in numerical order. In the fall, you will take <i>AAD 655: Cultural Policy</i>. For your research methodology course, the book will be available online.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| August 15 | <p><b>*Financial Aid Disbursement</b></p> <p>Review financial aid disbursements and payment options. The 2023-24 FASFA award applies to fall 2023, spring 2024, and summer 2024. Graduate students are eligible for an annual total (fall, spring, summer) of \$20,500.</p> <p>You will want to <u>divide your financial aid for all THREE semesters</u> as you are required to enroll fall, spring, and summer. <b>Please note, you will have to contact your <a href="#">financial aid counselor</a> to divide the allocation into three semesters.</b></p> <p>For instance, if you are taking the full loan available (\$20,500), you will want to disperse approximately \$6,830 each of the three semesters. In 2021-22, the average cost for Arts Admin grad students for 6-credit hours per semester was \$4,250. The university will issue you a refund in the amount over the cost of tuition and fees (as in the example above \$2,580).</p> <p>Contact your <a href="#">financial aid counselor</a> for questions and advice on disbursement.</p> |
|           | <p><b>*Direct Deposit</b></p> <p>If your financial aid exceeds your charges for the term, you will be issued a refund by Student Account Services so you can pay for</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



Department of Arts Administration

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|                                      | any other educational expenses. Enroll in direct deposit for refunds via myUK > My Info > Direct Deposit.                                                                                                                                                                                                                                                                                                                                                                                                    |
| August 29                            | <b>Online AAD Courses Open</b><br>Arts Administration online courses always open the Friday before the first day of class. Access courses on <a href="#">Canvas</a> .                                                                                                                                                                                                                                                                                                                                        |
| EPE: August 25<br><br>AAD: August 30 | <b>First Day of Classes!</b><br>AAD and EPE courses operate on a slightly different schedule. <a href="#">Arts Admin. Fall 2024 Semester Calendar - Online Courses</a><br><br><b><u>Please make note of the different start dates.</u></b> <ul style="list-style-type: none"> <li>• EPE 557: Gathering, Analyzing, and Using Education Data (start date: Aug. 25)</li> <li>• AAD 680: Doctoral Writing and Critical Reasoning (start date: Aug. 30)</li> </ul><br>Access courses on <a href="#">Canvas</a> . |
| TBD<br><br><i>Synchronous</i>        | <b>Doctoral Colloquium</b><br>Doctoral Colloquium is a synchronous aspect of your doctoral studies. Once per month, students are invited to a synchronous session which will feature researchers, field professionals, and doctoral students.<br><br>Be on the lookout for an email requesting information on availability for Doctoral Colloquium dates.                                                                                                                                                    |

**\*NOTE:** Blue highlighted boxes reference federal financial aid deadlines and requirements. If you are not using federal financial aid, this will not be relevant to you.