Associate-In Appointment File Training
Summer Session 2015
Nov. 21, 2014
Q & A

If you have additional questions, please let us know.

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1. **Question: When will ASES be available to upload summer appointments?**

   Answer: ASES is expected to be available in January. The Graduate Division will email the grademp list-serve with details.

2. **Question: Do CAPES need to be uploaded to ASES?**

   Answer: Click on the Document icon to confirm if CAPES are in ASES. If not, include them in your upload along with the other required documents.

3. **Question: When should Summer Graduate Teaching Scholar appointment files be submitted and what do we submit?**

   Answer: Please submit after the graduate student is approved to receive an award. Then submit the nomination packet that was approved by the SGTS Committee.

4. **Question: Can supplemental duties be uploaded to ASES?**

   Answer: Not at this time. The Graduate Division has requested this feature and the project is pending.

5. **Question: If I have started a file but not yet completed it, is there a "Save" feature so I don't need to start all over?**

   Answer: Yes. Click on the "Save" button. Please do not click on "Submit" button until the application is complete.