Graduate Enrollment Management (GEM)

The Graduate School staff reviewed enrollment and graduation projections, and their associated enrollment management plans, in eGEM and appreciates the efforts made to effectively establish goals and implement plans to achieve them. Programs with projections and plans submitted by the deadline were reviewed to identify strategic opportunities for funding consideration, based on availability of sufficient information. Recommendations for funding will be shared with senior leadership soon. We encourage you to continually engage with your graduate enrollment plan as you work to achieve enrollments for new and continuing students and graduated students in 2017. If you need assistance to further create your program’s enrollment management plan, please contact Associate Dean Johnna Watson.

Recruitment and Admissions

Important Deadlines for 2017 Spring Applications

For Prospects:

- Jan 1 - Final Date an Application may be Submitted (for a degree program)

For Graduate Program Directors:

- Nov 15 - Recommend admission for students who require a visa and reside OUTSIDE the US.
- Dec 15 - Recommend admission for students who require a visa and reside INSIDE the US.
- Jan 11 - Final Date to Recommend Admission

Graduate Academic Affairs, Graduation and DegreeWorks

Upcoming Fall 2016 Deadlines

December 2nd: Master’s thesis defense deadline
December 7th: Last day to submit master’s theses to ProQuest for December graduation
Full graduation checklists for both master’s and doctoral students are now available on the Graduate School’s website: http://graduateschool.uncc.edu/current-students/graduation.

Reminder: Students must be enrolled in order to graduate. Students who have completed all requirements and expect to defend within the first four weeks of the Spring semester may request to register for GRAD 7999 or GRAD 9999.

Fall Graduation
We are hopeful to post fall degrees by Wednesday, December 21, 2016. This should allow students needing a final transcript which shows their degree to order one on December 22, 2016 before the University closes for the winter break.

Fall Commencement Events
December 15th - Doctoral Graduate Rehearsal - 3:15 Halton Arena
December 15th - Winter Doctoral Celebration - 6pm, Bioinformatics Atrium
December 17th - Commencement

Spring Graduation
The deadline to apply for Spring 2017 graduation is February 6th, 2017 at 11:59pm. Please make sure that your students are aware of this deadline.

Thesis AND Dissertation Committees
The Graduate School began tracking thesis committees this fall. According to the catalog, thesis committees must include at least three faculty members with current graduate faculty appointments. Thesis Committee Forms are due to the Graduate School prior to a student’s Proposal Defense. The Graduate School is working to put committee members in Banner so that they will appear on a student’s audit in DegreeWorks.

Dissertation Defense Announcements
Students can now submit their own Dissertation Defense Announcements at http://graduateschool.uncc.edu/current-students/graduation/submit-your-dissertation-defense-announcement. The link to the Graduate School’s Dissertation Defense Announcements will be sent out by Academic Affairs on Monday morning instead of the entire list of defense announcements. Announcements are housed on the Graduate School website. Remember that dissertation defenses must be announced publicly 10 days prior to the defense.

All Graduate Faculty serving as advisors should check DegreeWorks to verify that the audits are accurate for their students. Reminder -- audits reflect the approved curriculum in the Graduate Catalog. If your program sees a repeated error, please check the catalog to make sure the course or rule is included.

Accessing DegreeWorks
DegreeWorks can be accessed through my.uncc.edu. The link for faculty can be found on the Faculty tab, under Course Related Resources & Policies. The link for students can be found on the Student tab, under Academic Resources. If you have trouble with access, please contact the Help Desk. Other questions may be directed to degreeworks@uncc.edu. General information can be found on our website graduateschool.uncc.edu/dgreeworks.

Update Advisors in Banner
DegreeWorks will automatically populate with the list of students that you advise when you log in. However, this list is only as good as the data in Banner. It’s important to take the time to verify that the the students you advise have you identified as such in Banner. Detailed instructions for updating the advisor for a student can be found at http://advising.uncc.edu/advisor/banner/option-a.

Academic Petition Tool
The implementation of DegreeWorks has necessitated additional petitions to update degree audits. In some cases, students need multiple course substitutions or exceptions in order to update their audit. When there are
multiple requests of the same type, they may be included on ONE petition. We hope this lessens the burden on students and faculty.

**DegreeWorks Usage**
The following shows the number of different students and advisors who accessed DegreeWorks over the last 6 weeks.

![Graduate DegreeWorks Usage Chart](chart.png)

**Training**

**DegreeWorks Training**
DegreeWorks training for departments or programs will be held on request. Email [degreeworks@uncc.edu](mailto:degreeworks@uncc.edu) to schedule a time.

A DegreeWorks Quick Reference Guide is now available on our website [graduateschool.uncc.edu/degreeworks](http://graduateschool.uncc.edu/degreeworks).

**eGRAD Training**
Learn how to use eGRAD for recruitment and admissions. Email [kathygiddings@uncc.edu](mailto:kathygiddings@uncc.edu) to schedule a time.

**eGEM Training**
Utilize this new online space to develop your program’s enrollment management plan. Email [johnnawatson@uncc.edu](mailto:johnnawatson@uncc.edu) to schedule a time to meet.

**FYI**

**Fulbright Outreach Lecturing Fund**
To deepen international perspectives in your classroom, consider hosting a Fulbright Visiting Scholar as a guest lecturer, panelist or speaker. Fulbright's [Outreach Lecturing Fund](http://OutreachLecturingFund) provides full travel funding for Fulbright Visiting Scholars to speak to your classes and participate in academic events you might be planning. This collaborative effort is designed to enrich cultural understanding among Fulbright Scholars, students, and faculty. Taking advantage of this program will also help familiarize your faculty and students with Fulbright opportunities, and it could lead to the development of collaborative relationships with international scholars in your field. Visit the link [Outreach Lecturing Fund](http://OutreachLecturingFund) to learn more about the program and to explore the database of visiting scholars. On
the site, you will find a simple-to-search database of scholars by country, host institution, discipline and specific specialty. The site provides straightforward application instructions, a downloadable application form and even a promotional flier template. Contact Alan Freitag in the Graduate School, x77312 with questions.

Graduate Assistantships for Veterans
Three more veterans will receive substantial financial support for graduate study at UNC Charlotte next year. The Graduate School is offering assistantships designated exclusively for veteran students beginning graduate studies in fall 2017. Each two-year assistantship is valued at $37,000 (master's degree) to $49,000 (doctoral degree) and includes full tuition, health insurance and an assistantship stipend (tuition and health insurance are not provided if paid through veteran benefit programs).

The UNC Charlotte Graduate School's assistantship program for veterans is now entering its third year. The Graduate School began the program with the 2015-16 academic year. Under the program, one veteran has completed her master's degree, and two more will complete their master's degrees at the end of this academic year. In fall 2016, two more veterans began master's programs and a third began her doctoral studies.

The assistantships are open to military veterans from any branch of service with an honorable discharge admitted to any UNC Charlotte master's or doctoral degree program. The assistantships may involve either teaching responsibilities or assisting faculty with research projects. The award obligates the recipient to perform these duties up to 20 hours per week, and recipients may not be otherwise employed on or off campus. Recipients must enroll in at least six credit hours (typically two classes) each term.

Application for the 2017-18 assistantships must be received by March 1, 2017, in the Graduate School; applicants must have submitted all required materials by March 15. Graduate Program Directors must nominate candidates eligible for the awards; an endorsement e-mail to the Graduate School (Assistant Dean Dr. Alan Freitag, arfreita@uncc.edu) will constitute nomination. Graduate School Dean Tom Reynolds will notify selectees April 1.

Details on the application process are on the web (http://graduateschool.uncc.edu/funding/graduate-school-funding). For students using the Post 9/11 GI Bill, this award can impact those benefits. For more information on how the award and veteran benefits work together, applicants should contact UNC Charlotte Veteran Student Services at http://uncdsso.uncc.edu/org/veteranstudentservices.

Funding for Your Students

Graduate School Philanthropic Award Competitions
The 2017-18 Graduate School Philanthropic Awards are available through the NinerScholars Portal. Three fellowships for new students will require a Graduate Program Director nomination in order for students to apply. Students will not see these awards unless they are nominated. These are the Wayland H.Cato Jr. First-Year Graduate Fellowship, Herschel and Cornelia Everett Foundation First-Year Graduate Fellowship for a Master's Student, and the Herschel and Cornelia Everett Foundation First-Year Graduate Fellowship for a Doctoral Student. Based on eligibility criteria, students will be matched to the other fellowships - Joanna R. Baker Memorial Graduate Fellowship, Dr. Craig R. Brown Graduate Fellowship, DRRreaM Graduate Fellowship, Faye Jacques Memorial Graduate Fellowship, John Paul Lucas, Jr. Scholarship for Educational Leadership, and the Zonta Club Scholarship.

The deadline for completed applications is March 1, 2017, with the exception of the Giles Fellowship which has a deadline of April 15, 2017. Students and faculty can access the awards from http://scholarships.uncc.edu/. Please visit the Graduate School’s Funding page for a complete list of the awards and eligibility requirements at http://graduateschool.uncc.edu/funding/graduate-school-funding.

External Fellowships

Check our website regularly for opportunities in order of deadline!
For Your Students - Please share

Center for Graduate Life Updates and Upcoming Student Events

TA Training for New Spring TAs
UNC Charlotte’s accreditation standards require that all Graduate Teaching Assistants (GTA) receive training prior to the start of their TA contract. Beginning this spring, all new GTAs will be expected to complete an online training designed to provide them with important information and policies relevant to their new role. Topics to be covered in the online training include: FERPA, Discrimination/ADA, Common First Amendment Issues, Title IX/Sexual Harassment, Syllabus Policies/Resources, Classroom Management, Active Shooter on Campus guidelines, General Teaching Practices and Canvas Basics to name a few. Face-to-face workshops will be scheduled (and repeated) throughout January as part of an effort to expand the online learning portion. Please check the gradlife.uncc.edu/events calendar in January!

New Graduate Student Spring Orientation
Friday, January 6, 2:30-4:30pm, McKnight Auditorium, Cone University Center
The Graduate School's "Orientation for New Students" is designed to introduce you to the University, the graduate community and the broad range of resources and services available to support your success. Admitted students register via the Graduate School’s Admissions Application Portal. Join the Center for Graduate Life for a graduate student panel and networking/resource fair reception.

Three Minute Thesis (3MT) Competition
Thursday, January 19, 2017 11:30 AM-1:30PM
An 80,000-word dissertation can take nine hours to present. Come watch our students do it in 3 minutes. The Graduate School invites you to attend our Three Minute Thesis (3MT) Competition pilot in the Halton Reading Room at Atkins Library. Please RSVP to attend:

The Pouch Project
January 28, After Hours Cone University Center, 11:00 am
The Graduate Life Fellows raised over $2,500 as a result of the fall UNC Charlotte’s Got Your Back crowdfunding initiative. Join them in lending a hand to help replenish a child's backpack with the basic school supplies they need to succeed in the classroom. They will be assembling pencil pouches, art kits, STEM kits and wellness kits as well as writing letters of encouragement to the next generation of students in higher education. Food will be provided for volunteers. (Organized by the CGL’s Grad Life Fellows).

17th Annual Graduate Research Symposium (GRS)
Abstract Submission - Please encourage your graduate students to submit their abstracts by February 3rd in order to have the opportunity to share their research at the Graduate Research Symposium on March 27, 2017. More information and submission guidelines. Call for GRS Judges - The Graduate and Professional Student Government invites members of the UNC Charlotte graduate faculty to participate as judges in the poster and oral presentations. Morning session is scheduled between 9:00 am- 12:30 pm; afternoon session is scheduled for 11:30am-3:30pm. A brief training with the judging rubrics will be provided at the start of each session! Sign up to become a judge.

Professional Development for Graduate Students - January 2017 Calendar Coming Soon!

Improve Your Methodology and Data Analysis - Last Day for Fall is Dec. 14
Mondays: 9:00am – 12:00pm, Wednesdays: 4:00-6:00pm, Center for Graduate Life, Cone 268
The Center for Graduate Life has partnered with Project Mosaic to provide consultation to graduate students in need of assistance with their research projects or thesis/dissertations. The service is focused on advising and improving the methodology and data analyses in graduate research. No appointment needed.

Writing Assistance in the Center for Graduate Life - Last day for Fall is Dec. 7
Center for Graduate Life, Cone 268 – Mondays-Wednesdays: 2:00-5:00pm, Thursdays: 2:00-4:00pm. Meet individually with a Senior Writing Assistant to discuss your writing project at any stage of development. The goal of the writing assistance is not to fix or edit papers, but to develop better writers. The CGL has a dedicated computer but feel free to bring your own laptop. Book an Appointment

GRAD courses - Spring 2017
Add value to your degree with these excellent “GRAD” Courses!

NEW! - “Essentials for Success and Work Life Through Leadership” GRAD 6040 (2 credits)
Wednesdays: 3:15-5:15 pm, Center for Graduate Life, Cone 268
Taught by Keith Andrews, experienced trainer and coach with over 30 years industrial experience. Mr. Andrews will bring his expertise in corporate leadership to this course. Students participating in this course will gain an insight into the major concepts facing leaders and individuals in today's workplace regardless of the discipline of study they are pursuing. Whether they pursue a leadership path or a role as an individual contributor; by understanding these essential concepts they will improve their contribution to their organizations and enhance their work life.

Workplace Communications - GRAD 6030 (2 credits)
Wednesday: 12:15-2:15 pm, Center for Graduate Life - Cone 268
Jonathan Craig Paddock, School of Communication Studies

Career Lab: Developing Core Career Competencies - GRAD 6020/8020 (2 credits)
Monday, 4:00-6:00 pm, Center for Graduate Life - Cone 268
Dr. Patrick Madsen, Director of the University Career Center

Teaching at the University Level - GRAD 6001/8001 (section 001) (3 credits)
Wednesday: 9:30am-12:15pm, Center for Graduate Life - Cone 268
Dr. Judith Krauss, Faculty for Graduate Teaching

Teaching at the University Level - GRAD 6001/8001 (section 002) (3 credits)
Thursday: 9:30am-12:15pm, Center for Graduate Life, Cone 268
Dr. Judith Krauss, Faculty for Graduate Teaching

Responsible Conduct of Research - GRAD 6002/8002 (section 001) (2 credits)
Friday: 3:30-5:15pm, College of Health & Human Services Bldg, 147
Dr. Julie Goodliffe, Interim Director, Center for Graduate Life

Responsible Conduct of Research - GRAD 6002/8002 (section 002) (2 credits)
Friday: 12:30-2:15pm, Grigg Hall, 132
Dr. Jo Ann Lee, Faculty for Graduate Research

Visit http://gradlife.uncc.edu/what-we-offer/academic-courses for more information about all GRAD courses. Register at: my.uncc.edu

Dissertation Support -- Dissertation Consulting
Procrastinating? Feeling discouraged? Don’t know how to start? Don’t know where to turn for help? Dissertation Consulting is a free service that supports students in the dissertation process. UNC Charlotte doctoral students who are working on their dissertation proposals, writing their dissertations, or preparing for their dissertation
defenses are invited to meet with Dr. Lisa Russell-Pinson, Faculty for Academic Writing in the Graduate School. Make an appt: lpinson@uncc.edu today by emailing: Tgibso30@uncc.edu.

The GPD Newsletter is also available for download on the Graduate School's website.