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Recruitment, Admissions, Funding and Enrollment Management Updates

Recruitment Resources
Graduate School Admissions Counselors are available to support your recruitment efforts. Many program directors offer information sessions, open houses, GRE searches, and much more, and the counselors can provide guidance on how to implement successful events. Please reach out to one of the individuals listed below:
- Maryanne Maree-Sams, Graduate Admissions Counselor, 704-687-7243, mmareesa@uncc.edu
- Marianne Williford, Graduate Admissions Counselor, 704-687-7245, mwillif4@uncc.edu
- Allison Brinkley, Graduate Admissions Counselor for Business Programs, 704-687-7267, abrinkley@uncc.edu

Facebook Recruitment
Remember that UNC Charlotte Graduate Admissions hosts a Facebook page! Please send video clips, photos, and/or announcements to market your graduate programs to Mariannewilliford@uncc.edu. Also view the Facebook page "UNC Charlotte Graduate Admissions" and click "Like", especially if you host a page for your graduate program, so that your recruitment information can be more widely available on social media.

Early Entry Recruitment
The Graduate School is launching a campaign in late January to encourage more exemplary UNC Charlotte undergraduates to apply for admission as Early Entry students. Please reinforce these recruitment efforts to retain the best and brightest undergraduates by promoting Early Entry opportunities in your academic programs.

Admissions - Important Deadlines for 2016 Spring
GPDs are encouraged to check eGRAD (https://egrad.uncc.edu) to see if any 2016 spring applications are ready for review as the admissions office will continue processing applications through the last day to add a class (January 21).
Jan 1  | Last day a 2016 spring application can be submitted for a certificate or a degree program.
Jan 18 | Last day a 2016 spring application can be submitted for post-baccalaureate admission.
Jan 21 | Last day an applicant can be admitted to the 2016 spring term.
Jan 22 | 2016 spring applications still in a ready to review status will automatically be denied admission.
Jan 25 | CENSUS date for 2016 Spring Enrollment

**eGRAD Access and Training**

GPDs should email Ash Bowers at abower16@uncc.edu to request access for administrative staff and committee members.
Email Kathy Giddings at kathygiddings@uncc.edu to register for the January 14, 2016 eGRAD training session from 10am to 11am in Denny 101.

**Guide to the Use of GRE Scores**


The Educational Testing Service (ETS) provides details on the Graduate Record Examination (GRE) test as well as acceptable use of scores:

Use Multiple Criteria: Regardless of the decision to be made, multiple sources of information should be used to ensure fairness and to balance the limitations of any single measure of knowledge, skills or abilities. These sources may include undergraduate grade point average, letters of recommendation, personal statement, samples of academic work and professional experience related to proposed graduate study. A cut-off score (i.e., a minimum score) should never be used as the only criterion for denial of admission or awarding of a fellowship.

Use of multiple criteria is particularly important when using GRE scores to assess the abilities of educationally disadvantaged applicants, applicants whose primary language is not English and applicants who are returning to school after an extended absence. Score users are urged to become familiar with factors affecting score interpretation for these groups as discussed in this publication. (page 10)

**Subscribe to an Automated Applicant Data Report**

The Graduate School has an automated report that will provide you a snapshot of applicant data for your program(s), including test scores and education history. In addition to submitted applications, the report includes data for applications still “in progress”. The report is currently available to College Deans, Graduate Program Directors and others who submit admissions recommendations on behalf of programs. To subscribe to the automated report, please contact Ash Bowers in the Graduate School.

**Graduate Applications Snapshot as of 1-6-2016**

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</table>

Funding and Assistantships

https://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty

The following staff members are your contacts should you need assistance or information:

**Assistantships**
Tequilla Bennett, TCBennett@uncc.edu

**Funding**
Melissa "Missy" Peterson, MelissaPeterson@uncc.edu

**GASP Eligibility Deadline for Spring 2016: January 25, 2016**
Each student must be admitted, nominated for GASP, approved by the Graduate School to receive GASP support, registered for at least 9 credit hours, and have a qualifying assistantship or fellowship appointment **no later than 5 p.m. on the census date (the tenth day of classes) for the semester.** All GASP Scholars are expected to register for 9 or more credit hours until they have defended their dissertations. Review GASP Rules and Practices [HERE](http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty) as well as online at [http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty](http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty).

**Funding Information for New Graduate Students: Fall 2016**
Detailed information on merit and need-based funding opportunities for **new** students is available [HERE](http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty) as well as online at [http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty](http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty).

**New Tuition Support Nomination Form**
Use the new online form to nominate a newly admitted or continuing student for funding support. [https://docs.google.com/a/uncc.edu/forms/d/1p2hbDO8ve0KycZXy7y2j0Dioycjg1ZkH1dgJLF2dfiU/viewform](https://docs.google.com/a/uncc.edu/forms/d/1p2hbDO8ve0KycZXy7y2j0Dioycjg1ZkH1dgJLF2dfiU/viewform)

**Post an Assistantship Position**
If your program/department/school/college office would like to post a graduate assistantship position to the Graduate School's website, please send a PDF copy of the position description including submission guidelines to Karla Stanchina (kstanchi@uncc.edu). Positions are posted within five days of receipt and kept active on the Graduate School website for 30 days.

**Graduate School Assistantships for Veterans**
Veteran's Graduate Assistantships provide a graduate assistantship (teaching or research) for two academic years, resident tuition support (in accordance with the Veterans Access, Choice and Accountability Act) and health insurance (if needed), to three newly admitted graduate students (doctoral or master's) per year. For doctoral students, the assistantship stipend is $18,000 for 9 months; for master's student, the assistantship stipend is $12,000 for 9 months. The assistantships are available to veterans from any branch of the military with an honorable discharge who are newly admitted to any master’s or doctoral program. Please use the standard
Nomination Form to nominate your student by the deadline of **March 15, 2016**. Type the text “Veteran” in the comments box. For additional information contact Dr. Gil Hageman, Faculty Associate to the Graduate School.

**Philanthropic Award Competitions**

The deadline to apply for the Graduate School Philanthropic Awards is **March 1, 2016**. GPDs and faculty should recruit students for these awards and direct them to apply through the UNC Charlotte Scholarship portal at [http://scholarships.uncc.edu/](http://scholarships.uncc.edu/).

**Joanna R. Baker Memorial Graduate Fellowship**

Award: $2,000 plus $750 travel allowance for research presentation at a conference
- Master’s or doctoral student
- Applicant must demonstrate evidence of rigorous solutions (e.g. mathematical, computer science, or information technology based) applied to challenging public and social policy problems
- Two letters of recommendation, at least one written by UNC Charlotte faculty member/advisor, addressing eligibility criteria required

**Wayland H. Cato Jr. First-Year Doctoral Fellowship**

Award: $18,000 service-free stipend, full tuition support, all required fees, and health insurance
- Preference will be given to domestic students who show evidence of the potential to make a significant contribution to society by completing their terminal degree in their chosen discipline
- First generation graduate student
- Demonstrated Financial Need
- Minimum GPA of 3.0
- Must enroll full-time (9 or more graduate credit hours) fall and spring semesters
- Nomination by UNC Charlotte Graduate Program Director and a copy of graduate application

**Herschel and Cornelia Everett Foundation First-Year Graduate Fellowship**

Master’s student: $10,000 first year, service-free stipend; full tuition support for 2 years, health insurance
- Doctoral student: $15,000 first year, service-free stipend; full tuition support for 5 years, health insurance
- Minimum Undergraduate GPA of 3.2
- Preference will be given to North Carolina or South Carolina residents
- Letter of recommendation from UNC Charlotte Graduate Program Director addressing eligibility criteria

**Faye Jacques Memorial Graduate Fellowship**

Award: $1,000
- Master’s or doctoral student
- Determined financial need
- Preference given to a North Carolina or South Carolina student
- Letter of recommendation from a UNC Charlotte faculty member/advisor addressing eligibility criteria

**John Paul Lucas, Jr. Scholarship for Educational Leadership**

Award: $1,000
- Master’s degree seeking students in English or English Education with previous teaching experience
- Preference given to students with intentions of teaching in North or South Carolina
- Preference given to students with a concentration in writing
- Applicants should include a 300 word essay on their teaching philosophy and career goals
- Letter of recommendation from UNC Charlotte faculty member/advisor addressing eligibility criteria

**Zonta Club Scholarship**

Award: In-state tuition for one academic year
Female master’s or doctoral student
Preference given to women returning to education after some time away from school
Resident of North Carolina for tuition purposes
Demonstrated financial need
One letter of recommendation from a UNC Charlotte faculty member/advisor addressing eligibility criteria

Lucille P. and Edward C. Giles Dissertation-Year Graduate Fellowship - Deadline of May 1, 2016
Award: $20,000 fellowship plus $1,000 for travel, health insurance, and full tuition and fees (does not include tuition increments) US citizen or permanent resident
Advancement to candidacy prior to fall 2015 semester
Dissertation-year sufficient for candidate to complete all requirements during award year
Acceptance precludes other employment obligations
Must be on campus, engaged full-time (9 credit hours/semester)
Doctoral dissertation research credit only, fall and spring semesters
Dissertation topics restricted to disciplines

Application Requirements
1. Half-page autobiographical sketch
2. Two-page (maximum) dissertation synopsis written for a “lay audience;” synopsis must address significance of the student’s research to a field of study listed in the National Science Foundation Graduate Research Fellowship
Fields of Study
3. Academic timeline with projected date of completion – provide date of proposal defense
4. Letter of support from student’s advisor addressing how student meets program objectives and eligibility requirements (three-page limit)
5. Letter of endorsement from department chair or graduate program director

PEO International Peace Scholarship
The PEO is an international organization committed to increasing educational opportunities for women. The PEO International Peace Scholarship provides a maximum of $10,000 annually and is awarded to women from countries other than the US or Canada. Students must have a full year of coursework remaining (master’s or PhD), be enrolled for the entire year of the scholarship, and plan to return to their home country to apply what they have learned in graduate school in order to make a difference. Eligibility must be established before application materials are sent to applicants. The eligibility information is available from at any time but the completed form will be accepted electronically in the IPS Office only between September 15 and December 15, 2015. March 1, 2016 is the last day to submit completed application materials from applicants already enrolled in a graduate program. April 1, 2016 is the last day to submit completed application materials from applicants not yet enrolled in a graduate program. The announcements of awards will be made in May, 2016. Please have eligible students apply at http://www.peointernational.org/about-peo-international-peace-scholarship-ips.

Graduate Enrollment Management Outreach and Planning
Graduate Enrollment Management
Graduate Enrollment Management (GEM) is managed at UNC Charlotte by a collaborative work group whose mission is to help develop, communicate, and evaluate well-planned strategies to proactively shape graduate enrollment at UNC Charlotte in an effort to meet established enrollment goals. In support of Graduate Program Director efforts to recruit, enroll, retain, and graduate a diverse and exemplary graduate class, members of the Admissions and Enrollment Management staff are available for one-on-one and/or group meetings to support efforts to develop program-specific GEM Plans.
electronic Graduate Enrollment Management (eGEM) System Launched
www.egem.uncc.edu
The eGEM system is used to submit annual enrollment and graduation projections. Colleges have varying methods to populate the data, but every graduate program director has VIEW access to the projections once they are submitted. In the very near future, functionality to build and maintain program specific Graduate Enrollment Plans will be rolled out, so stay tuned for additional information. For questions about the system, contact Aaron Forsyth in the Graduate School. For questions about the process, contact Johnna Watson.

Graduate Academic Affairs Updates

Degree Works Pilot Programs Launch February 1

Degree Works Project Moving Forward
Several pilot programs have been selected and degree audits will be made available to those programs and their students beginning February 1st. To help pilot faculty become familiar with Degree Works training sessions have been scheduled in January and are open to any faculty interested in attending:
  - Thursday, 1/21 at 3:00
  - Tuesday, 1/26 at 2:00
In preparation for the May “go live” implementation of Degree Works, faculty are encouraged to sign up for a training session. The following sessions are open to all graduate faculty:
  - Thursday, 2/4 at 1:00
  - Thursday, 2/18 at 1:00
  - Thursday, 3/3 at 1:00
  - Thursday, 3/17 at 1:00
  - Thursday, 3/31 at 1:00
  - Thursday, 4/14 at 1:00
  - Thursday, 4/28 at 1:00
  - Friday, 5/6 at 10:00
  - Friday, 5/13 at 10:00
  - Friday, 5/20 at 10:00
  - Friday, 5/27 at 10:00
All training sessions will be held in Denny 101. Please email Janet Morse, jmorse9@uncc.edu to register or with any questions.

Graduation

The Graduate Academic Affairs staff is working to clear master’s and certificate students who applied for graduation in December. We expect to have degrees posted by the end of January. 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.

Students who miss the deadline or don’t complete their requirements for Fall 2015 graduation will need to apply for Spring 2016 graduation. Instructions for the Application for Graduation and Candidacy Application can be found at http://graduateschool.uncc.edu/current-students/graduation. Please note the deadline to apply for Spring 2016 graduation is January 21st.

Graduation Clearance
For the Spring 2016 term, graduation will be managed by:
Doctoral students - Julie Green; gradgraduation-doctoral@uncc.edu
Master’s thesis and non-thesis: James Birkett; gradgraduation-masters@uncc.edu
Forms
The Graduate School has recently revised and/or combined some of the forms for master’s and doctoral students. All of these forms can be found at [http://graduateschool.uncc.edu/current-students/forms](http://graduateschool.uncc.edu/current-students/forms).

- Defense Report for Doctoral Dissertation and/or Master’s Thesis/Project
- Proposal Defense for Doctoral Dissertation and/or Master’s Thesis/Project (formerly the Petition for Topic Approval)
- Remote Participation Approval form for Doctoral and Master’s
- Report of Comprehensive/Qualifying Exam, Portfolio Presentation, and Study Report for Doctoral and/or Master’s Student
- Submission and ETD Signature Form for Dissertation/Thesis

Upcoming Spring 2016 Deadlines

**January 21st, 2016** is the deadline to apply for graduation and to submit the Candidacy Application.

**Doctoral Students**

Forms due prior to January 16, 2016:
- Qualifying Exam Form
- Appointment of Doctoral Dissertation Committee Form
- Proposal Defense Form
- Plan of Study forms
- Transfer Credit applied for through the Graduate Academic Petition at [https://gpetition.uncc.edu/login](https://gpetition.uncc.edu/login).

February 18, 2016 is the deadline for the Proposal Defense Form, along with IRB Approval (if required) for a Master’s student.

Center for Graduate Life Updates and Upcoming Events

**Workshops & Events (all held in the Center for Grad Life unless otherwise noted)**

**Abstract Writing Workshop**

January 13, 12:30pm - 2:00pm

Facilitated by: Dr. Lisa Russell-Pinson, Graduate Writing Faculty, Center for Graduate Life

In this workshop, you will learn the best practices for crafting abstracts with particular emphasis on the 16th Annual Graduate Research Symposium. Dr. Russell-Pinson will provide an overview of the purposes of abstracts, introduce the different kinds of abstracts, give practice in recognizing the moves in informative abstracts, and talk about the writing process, with an emphasis on revising and editing abstracts. [Registration](#)

**Winter Dissertation Boot Camp**

Saturday-Monday, January 16-18, Center City Building Location.

Sponsored by the Center for Graduate Life.

Dissertation boot camps provide multi-day opportunities for doctoral students to devote focused time and attention to one goal: making progress on their dissertations. The boot camps offer a quiet space to work, structured writing time, and writing-related resources and support; because all participants are actively engaged in writing their dissertations, the boot camps also serve to decrease the sense of isolation that many doctoral students feel during the dissertation process. More information and [Registration](#) and more information. RSVP deadline: Jan. 13.

**Your Research Portfolio and Publishing in Peer-Reviewed Journals**
January 20, 12:30pm - 2:00pm  
Facilitated by Dr. Sarah Laditka, Associate Professor, Program Faculty, Health Services Research Doctoral Program.

For graduate students, navigating the publication process can be especially daunting. Which journal should you send your work to? The response to this question often frames the rest of your publishing career. How important is the "impact factor"? What are the best strategies for getting your work accepted? Learn the answers to these questions and more as Dr. Sarah Laditka, Associate Professor of Public Health, shares her valuable insights.  

Registration

Graduate Student Wine & Cheese Networking Event  
January 20, 6:30pm-8:30pm  
The Center for Graduate Life’s Grad Life Fellows are hosting a FREE wine and cheese graduate student meet and greet. Come mix, mingle and practice those networking skills. Prizes given away. Co-sponsored by Total Wine, Harris Teeter and Lowe’s Foods. RSVP on the UNC Charlotte CGL Facebook page.

Gender Bias in Academia Part I: Succeeding in Grad School  
January 27, 1:00-3:00pm, Atkins - Halton Reading Room  
This workshop is geared towards women in graduate school and focuses on issues that female students encounter while in their program. It will provide participants with information, tools, and strategies for managing issues more effectively. The goal is to empower young women in graduate programs across campus so they can take a more active role in their future, leading to success in their graduate program, as well as in their pursuit of a professional career. Welcome address by Provost, Dr. Joan Lorden. Registration required

Successfully Writing the Dissertation or Thesis in a US University: How to Negotiate Graduate Faculty’s Expectations  
January 28, 1:00pm-2:30pm  
This presentation for multi- and mono-lingual graduate students provides research that will clarify the writing expectations of faculty across multiple disciplines. Faculty working in any way with graduate students, including English language learners, are also invited. Sponsored by the Graduate School, ADVANCE, the University Writing Program and ELTI.

The Importance of Leadership in an Organization's Culture  
January 29, 10:00am - 12:00pm  
Facilitated by Dr. David Magee, Center for Graduate Life.

Whether you plan a career in academia or are seeking work in a corporate environment, your understanding of the leadership in that organization's culture is imperative. Knowing where one fits in that culture is crucial to achieving academic, personal and professional goals. Equally important is the ability to successfully navigate the expectations of this culture to achieve your goals. In this workshop students will learn expectations of leaders and how understanding expectations within the culture can improve effectiveness. Registration

Dissertation Writing Support  
The Center for Graduate Life (CGL) supports doctoral students who are actively writing their dissertations. Dr. Lisa Russell-Pinson, CGL's Faculty Associate for Graduate Writing, is available to help dissertation students improve their academic writing skills, understand the dissertation process, work more effectively with their chairs and committee members, manage their time, set realistic writing goals, and deal with barriers to writing, such as writer’s block and procrastination. Please email Dr. Russell-Pinson (lpinson@uncc.edu) to arrange an appointment.
**Doctoral Writing Fellow**
Each semester, the Graduate School funds a Doctoral Writing Fellow to work one-on-one with other doctoral students. The Doctoral Writing Fellow for Spring 2016 is J. Haadi Jafarian, a doctoral candidate in the Department of Software and Information Services. Haadi is a stellar academic writer who has published widely in his field of study. He is available to provide peer tutoring to other doctoral students interested in improving their academic writing for coursework, presentation, and publication. Please email Haadi (gradlifefellows@uncc.edu) to set up an appointment.

**Provost Doctoral Teaching Fellowship - Application Deadline: February 15, 2016**
The Office of Academic Affairs and the Center for Teaching and Learning collaborates with Ph.D. programs and the Graduate School to offer a Provost Doctoral Teaching Fellowship. The purpose of the Provost Doctoral Teaching Fellowship program is to introduce doctoral students to the teaching practices used in higher education instruction and to help prepare them to pursue careers in college-level teaching. Applicants must be a Ph.D. student in a doctoral program at UNC Charlotte with a demonstrated interest in an academic career. A graduate assistantship commitment from the applicant’s department is required. See the 2016-2017 Application and more information.

**On-going Programs in the CGL**
**Writing Assistance for Graduate Students**
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

**Individual Research Consultations**
Meet with an experienced research consultant from Project Mosaic to get the help you need with your research projects or thesis/dissertation. This service is focused on advising and improving the methodology and data analyses in graduate research. Drop-in for your individual consult! Contact ceohara@uncc.edu for more information.

**Monday Mindfulness & Yoga**
Begins January 25, 11:00am-12:00pm
Join doctoral student and certified Yoga instructor, Cara Blevins, for a complimentary 45-minute session of Yoga followed by 15 minutes of guided mindfulness meditation. Learn how to engage in mindfulness practices that are related to reductions in stress and increased well-being! Drop in!

**Ombudsman for Graduate Students**
The Ombudsman for graduate students is available to meet with students on a confidential basis. The Ombudsman provides guidance on process and policies, while directing students to appropriate resources. Dr. Julie Goodliffe, Interim Director of the Center for Graduate Life, currently serves as Ombudsman. She can be reached through the CGL.