Graduate Enrollment Management (GEM)

Thank you for submitting over 100 sets of enrollment and graduation projections, and almost as many graduate enrollment plans, in eGEM. The Graduate School staff is reviewing the information submitted and will provide Deans, Associate Deans, Chairs/Directors and Graduate Program Directors with feedback by the end of November. 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.

<table>
<thead>
<tr>
<th>Event/Activity</th>
<th>Audience</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>eGEM Summit</td>
<td>Everyone</td>
<td>September 15, 2016</td>
</tr>
<tr>
<td>Enrollment/Graduation Projections</td>
<td>GPDs/Chairs/Associate Deans</td>
<td>October 15, 2016</td>
</tr>
<tr>
<td>Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Management Plans Due</td>
<td>GPDs/Chairs/Associate Deans</td>
<td>October 15, 2016</td>
</tr>
<tr>
<td>Projection and Plan Feedback</td>
<td>Graduate School Staff to Academic Units</td>
<td>November 2016</td>
</tr>
<tr>
<td>Enrollment Management Plan</td>
<td>GPDs</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Implementation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recruitment and Admissions

Host an Information Session for Prospective Students
Hosting an Information Session or Open House is an excellent opportunity for prospective students to visit campus, meet currently enrolled students, alumni, faculty and staff, tour a program’s facilities, and learn what makes a program unique. Better yet, host an on campus AND an online Information Session to reach prospective students both near and far. No worries, the Graduate School has the tools and expertise necessary to support these efforts and will collaborate with you every step of the way.

Contact Maryanne Maree-Sams in the Graduate School to arrange a Prospective Student Information Session. It’s important to plan ahead so the event can be marketed in a myriad of ways. The Graduate School utilizes AdmissionPro’s Event Management System for prospective students to electronically RSVP for the Information Session.

Admissions Counselors Available to Help with Recruitment Efforts
The Graduate School Admissions Counselors are available to assist with your recruitment efforts and support prospective students with the application process. Counselors can assist Graduate Program Directors with program specific information sessions, open houses, GRE searches, and much more. Please feel free to reach out to us.

Maryanne Maree-Sams, Graduate Enrollment Counselor, 704-687-7243, MaryanneMaree-Sams@uncc.edu
Marianne Williford, Graduate Enrollment Counselor, 704-687-7245, mwillif4@uncc.edu

Have Open House dates, events or videos about your program that you want to share with prospective students? Send information (with visual content preferred) to Marianne Williford mwillif4@uncc.edu for inclusion in the Graduate Admissions Facebook page.

GRE, GMAT, MAT Waivers
The Graduate School encourages a holistic review of applications. For some programs, a standardized test may be necessary to effectively evaluate applications for admission. But if you find test scores have little to no value in your admissions decision and are not predictive of a student’s success in your graduate program, consider waiving the GRE, GMAT, or MAT for select applicants, or removing it as a requirement for your program. Begin a discussion with your graduate faculty and college and initiate a proposal in Curriculog. Contact Johnna Watson or Kathy Giddings via email for questions or guidance.

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

eGRAD Tip of the Month - Recruit Your Admits
Use the “Decisioned” tab and the filter to view students offered admission. In the grid, you will see an “Enrollment” column that reflects an applicant’s enrollment intention. Call, Skype, and/or email admitted students who have not submitted the Enrollment Form and ask them if they plan to enroll. Students can indicate their intention by logging into their student portal (https://mygradschool.uncc.edu) and responding to the “intends to enroll” question.

Graduate Applications Snapshot as of 10-26-2016

<table>
<thead>
<tr>
<th>Application Status</th>
<th>SPRING</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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### Table

<table>
<thead>
<tr>
<th>Category</th>
<th>2017</th>
<th>2016 (as of 1-6-2016)</th>
<th>2017</th>
<th>2016 (census)</th>
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<tbody>
<tr>
<td>Total Apps</td>
<td>2,660</td>
<td>3,085</td>
<td>1,846</td>
<td>11,483</td>
</tr>
<tr>
<td>In-Progress (not submitted)</td>
<td>1,191</td>
<td>1,148</td>
<td>1,532</td>
<td>3,745</td>
</tr>
<tr>
<td>Accepted</td>
<td>649</td>
<td>1.144</td>
<td>19</td>
<td>3,708</td>
</tr>
<tr>
<td>Denied</td>
<td>311</td>
<td>449</td>
<td>43</td>
<td>3,398</td>
</tr>
<tr>
<td>Intends to Enroll</td>
<td>467</td>
<td>882</td>
<td>7</td>
<td>2,515</td>
</tr>
<tr>
<td>Does Not Intend to Enroll</td>
<td>7</td>
<td>60</td>
<td>0</td>
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</tr>
</tbody>
</table>

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**Graduate Academic Affairs, Graduation and DegreeWorks**

**Upcoming Fall 2016 Deadlines**
- November 7th: Dissertation defense deadline for December graduation
- November 14th: Last day to submit doctoral dissertations to ProQuest for December graduation
- November 21st: Master’s thesis formatting review deadline
- 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](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 working to pre-clear students for the Fall graduation. Please encourage students to submit academic petitions in order to update their audit, if needed. As a reminder, we will use DegreeWorks to clear students for graduation.

**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](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/degreeworks.

**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 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](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.

**Training**

**DegreeWorks Training**
DegreeWorks training for departments or programs will be held on request. Email degreeworks@uncc.edu to schedule a time.

A DegreeWorks Quick Reference Guide is now available on our website graduateschool.uncc.edu/degreeworks.

**eGRAD Training**
Learn how to use eGRAD for recruitment and admissions. Email kathygiddings@uncc.edu to schedule a time.

**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://advising.uncc.edu/advisor/banner/option-a) 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://advising.uncc.edu/advisor/banner/option-a) 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.
Fulbright Workshop, November 18
Faculty and students considering applying for Fulbright fellowships should attend the Friday, November 18 Fulbright Workshop sponsored by the Office of International Programs. Program options, application procedures and competitive recommendations will be shared through panels, presentations and discussions. Faculty and students will also have an opportunity to discuss their individual interests with a visiting Fulbright representative. The event is to be held in Cone 210 from 9:30 - 1:45, lunch included. Participants must RSVP by Wednesday, November 16, by e-mailing intent to attend to international@uncc.edu or by calling x77755.

Faculty Awards - Deadlines Approaching
Please be sure to nominate faculty for the Harshini V. de Silva Graduate Mentoring Award or the First Citizen’s Bank Scholars Medal. Deadlines are early November.

3MT Competition- Coming Soon!
The Graduate School will pilot a 3MT competition this year. The competition will be held in January and is open to doctoral students. The winner will be entered in the Council of Southern Graduate Schools competition in February. Details are available on the CGL website, http://gradlife.uncc.edu/3mt-unc-charlotte

Funding for Your Students

Graduate School Philanthropic Award Competitions
The 2017-18 Graduate School Philanthropic Awards will be 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, DRRreaM Graduate Fellowship, Faye Jacques Memorial Graduate Fellowship, John Paul Lucas, Jr. Scholarship for Educational Leadership, and the Zonta Club Scholarship.

We will notify GPDs when these awards are available in the portal. Expect to hear from us by the beginning of November. The deadline for completed applications is March 1, 2017, with the exception of the Giles Fellowship which has a deadline of April 15, 2017. Once posted, students and faculty may 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. The awards will be available through the NinerScholars Portal later this month.

External Fellowships

National Academy of Education
The National Academy of Education is accepting applications for the NAE/Spencer Postdoctoral Fellowship Program, which supports early-career scholars working in critical areas of educational scholarship. Fellows will receive $70,000 for one academic year of research, or $35,000 for each of two contiguous years, working half time. International applicants are also welcome to apply. Applications are due November 3.

2017-18 Presidential Scholars Position Announcement (Formerly Presidential Internship Program)
Presidential Scholars serve a one-year appointment and provide a wide range of professional functions for the University of North Carolina General Administration. With access to high ranking university officials, scholars have the opportunity to explore the inner workings of an institution that has transformed North Carolina’s economy and is critical to our state’s future. This position lends itself to motivated, intellectually curious May 2017 UNC system baccalaureate graduates who are not afraid to take risks. This position will have regular interaction with members of the Board of Governors and senior leadership and will work to research, write, and implement policy.

Preference for graduates with an interest in policy, higher education, finance, economic development, and the future of North Carolina. To apply for this position, please complete the online application no later than January
23, 2017. A resume, cover letter, unofficial transcript, and letter of recommendation is also required at the time of application. For questions or more information, please contact Dr. Bethany Meighen, Director for Student Development and UNC ASG Advisor, at presinterns@northcarolina.edu. Finalists will be interviewed in February with an anticipated start date of July 2017.


The U.S. Department of Homeland Security (DHS) Science and Technology Directorate Office of University Programs sponsors a 10-week summer internship program for students majoring in homeland security related science, technology, engineering and mathematics (HS-STEM) disciplines. The program provides students with quality research experiences at federal research facilities located across the country and allows students the opportunity to establish connections with DHS professionals. It is open to undergraduate and graduate students in a broad spectrum of HS-STEM disciplines and DHS mission-relevant Research Areas.

**10-week research experiences are offered at:** Coast Guard Research and Development Center ● Customs and Borders Protection ● Engineer Research and Development Center ● Federal Emergency Management Agency ● Immigration and Customs Enforcement, Health Service Corps ● National Security Technologies ● National Urban Security Technology Laboratory ● Naval Research Laboratory ● Office for Interoperability and Compatibility ● Transportation Security Laboratory ● DOE National Laboratories: Argonne, Berkeley, Idaho, Livermore, Los Alamos, Oak Ridge, Pacific Northwest, and Sandia

**Areas of research:** Engineering, computer science, mathematics, physics, chemistry, biological / life sciences, environmental science, emergency and incident management, social sciences, and more.

Graduate students receive a $7,000 stipend plus travel expenses. U.S. citizenship required. Application deadline: December 7, 2016, 11:59 PM EST

How to Apply: Applications and supporting materials must be submitted at https://www.zintellect.com/Posting/Details/2595

Program Information: Detailed information about the internships can be found at http://www.orau.gov/dhseducation/internships/

And here's a note from the Institute for Broadening Participation:

This is the time of year we at IBP try to remind students of upcoming grad fellowship and undergraduate scholarship deadlines. Many programs have application deadlines in the coming weeks and months! Please share the following information with your students!

Students can browse 77 different fellowship and scholarship listings here:


Or the advanced search feature to narrow down selections:


**For Your Students - Please share**

**Spring 2017 New Graduate Student Orientation**
Friday, January 6, 2:30-4:30pm
McKnight Auditorium, Cone University Center
More information at: gradlife.uncc.edu/events
Tentative schedule for Spring ITA Testing for Spring - (All in CHHS 280)
  ● Thursday, Jan 5, 9:30-12:30; Tuesday, Jan 10, 1:00-4:00 ; Friday, Jan 13, 1:00-4:00

NEW this coming Spring!

Essentials for Success and Work Life Through Leadership - GRAD 6040
Wednesday: 3:15-5:15 pm, Center for Graduate Life - Cone 268
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. Open to all master's and certificate and/or post-baccalaureate students. For more information on this new class, email ceohara@uncc.edu

Descriptions for GRAD Courses Below can be found at: gradlife.uncc.edu/what-we-offer/

Workplace Communications - GRAD 6030
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
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

Academic Integrity - Required of all New Doctoral Students - GRAD 8990 (non-credit)
Online Tutorial in Moodle2

Professional Development Workshops - CGL
Designing Your Proposal Budget
November 2, 12:30 - 1:45 PM, College of Health & Human Services, 145
Facilitated by Lesley Brown, Director of Proposal Development, Office of Research & Economic Development
This session will help you learn how to calculate project costs. It will provide an introduction to budgeting terminology used by funding agencies, including a discussion of allowable costs, cost sharing, and the difference between direct and indirect costs. We will also discuss the importance of writing a strong budget justification. While this session is intended for those who are new to writing proposals, it may also be useful for those who want a refresher on allowable costs, cost sharing and other issues related to proposal budgets. Open to all doctoral students and postdoctoral researchers. Register

Leveraging LinkedIn to Market Your Professional Brand
November 2, 3:00 - 4:30 PM, Center for Graduate Life, Cone 268
Facilitated by: Dr. Carrie Silver, Program Manager, University Career Center
Once you understand your leadership brand, how do you communicate it? We will discuss various communications mediums, including face-to-face networking, social media (LinkedIn in particular), and career communications (such as cover letters and emails). We will also review how to prepare effective elevator pitches and practice them in a safe environment. When you leave the workshop, you will have a plan for how to communicate your brand in a way that will help you when you seek your "next step" in academia or career. Need a LinkedIn photo? Come dressed professionally for a complimentary shoot. Register

Avoiding Pitfalls, Preparing for the Unexpected
November 8, 12:30 - 2:00 PM, Center for Graduate Life, Cone 268
What kinds of questions can Academic Search Committees ask and not ask candidates? How do you handle implicit bias as a result of a Skype interview? What kinds of things do you need to be concerned about once invited for a phone interview? If you are considering a career in academia, you need to be aware of the 'dark side' of the academic search process. Join Dr. Suzanne Boyd, Associate Professor of Social Work, for answers to these common questions and more. Bagels and coffee served. Register

A GTA Workshop: How to Write a Teaching Philosophy
November 10, 12:30-1:45, Center for Graduate Life, Cone 268
This Graduate Teaching Assistant workshop will present suggestions for writing a personal teaching philosophy. Teaching philosophies are often requested at academic job interviews and, even if you've never taught, creating one can be a helpful exercise for your professional development. Open to all students. Register

Friendly Peer Safe Zone Training for Grad Students
November 17, 12-1, Location: TBD
Details and registration are forthcoming. For more information email cblevi14@uncc.edu. Also, new Graduate Student PRIDE Association forming! Email pwilli78@uncc.edu for sign-up information.

‘The Monthly Grind’ - Lunch, Learn and LinkedIn - November, Exact Date/Time is TBD
The theme for this month's ‘Monthly Grind’ is leveraging LinkedIn to search for jobs. Learn how to make the network work for you. More details and registration, email bgordo18@uncc.edu

Weekly & On-going:

Dissertation Writing Consultations
Dr. Lisa Russell-Pinson, Faculty Associate for Graduate Writing provides one-on-one support for dissertation writers to 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 effectively with issues related to procrastination, perfectionism and imposter syndrome. Email lpinson@uncc.edu to schedule an appointment.

Doctoral Writing Consultations
Doctoral students interested in improving their academic writing are encouraged to meet individually with Haadi
Jafarian, CGL’s Doctoral Writing Fellow, about coursework, presentation and publications. Email gradlifefellows@uncc.edu to schedule your 45-minute appointment today.

**Research Consultations with Project Mosaic - Drop in for yours today!**
Mondays, 1:00-3:30 PM & Wednesdays, 4:00-6:00 PM, Center for Graduate Life, Cone 268
Are you a graduate student in need of assistance with your research design, methodology or choosing specific software? Not sure how to implement your statistical analyses or interpret your theses and dissertations results? Take advantage of this free drop-in research consultation service provided by [Project Mosaic](#). Meet individually with Chen Chen, Graduate Consultant with Project Mosaic!

**Tranquil Tuesdays: Mindfulness & Yoga**
Facilitated by: Cara Blevins, Health Psychology Doctoral Student and 2015-17 Graduate Life Fellow
Looking for a way to stay healthy and centered throughout the semester? Please join us for a complimentary 45 minutes of Yoga followed by 15 minutes of guided mindfulness meditation every Monday! You will have the opportunity to practice Asanas and guided breathing with a certified Yoga instructor as well as engage in mindfulness practices that are related to reductions in stress and increased well-being. Please bring a towel or your own mat.

**Writing Assistance in the Center for Grad Life**
Mondays-Wednesdays: 2:00-5:00 PM, Center for Graduate Life
Meet with a Senior Writing Tutor from the Writing Resources Center in the Center for Graduate Life on an individual basis. Discuss your writing at any step in your project. Your tutor’s goal is to help you become a better writer, not just to improve a specific paper. By [appointment](#) only.

**Speaking Resources Center**
Tuesdays, 10:00 AM-12:00 PM, 5:00-7:00 PM, Atkins Library Room G33
Thursdays, 5:00-7:00 PM, Atkins Library Room G33
Have you ever been intimidated while giving an oral presentation in a class? Do you need some pointers for organization? Delivery? Content? Research? Or just want some extra aid in polishing up your speeches in order to take them to the next level? The Speaking Resources Center, sponsored by Communication Across the Curriculum (CxC) and cosponsored by the Center for Graduate Life, aims to provide students with aid in crafting oral presentations across a plethora of majors and courses at UNC Charlotte. Book your appointment today by emailing: Tgbso30@uncc.edu.

The GPD Newsletter is also available for download on the [Graduate School's website](#).