Table of Contents

Annual Faculty and Mentoring Competitions Underway

GPD Brown Bag Training Opportunities and Workshops

Recruitment, Admissions, Funding and Enrollment Management Updates

Funding and Assistantships

Graduate Enrollment Management Outreach and Planning

Graduate Academic Affairs Updates

Deadlines

Center for Graduate Life Updates- for Students

Annual Faculty and Mentoring Competitions Underway

The Graduate School is pleased to announce the 2016 competitions for the First Citizens Bank Scholars Medal and the Harshini V. de Silva Graduate Mentor Award are now underway. The First Citizens Bank Scholars Medal recognizes outstanding scholarship, creativity and/or research among senior full-time faculty members. Each year the University with support from First Citizens Bank, present this award in order to recognize and foster the advancement and diffusion of knowledge and creative endeavors. The Harshini V. de Silva Graduate Mentor Award was established in memory of Dr. Harshini de Silva, an associate professor of Biology, who was noted for her deep dedication to the academic and professional development of graduate students. Each year, the Chancellor’s Office and the Graduate School present this award to a full-time member of the graduate faculty who evinces the qualities of outstanding graduate mentoring. For submission details on each award, visit the Graduate School website.

GPD Brown Bag Training Opportunities and Workshops

Brown Bag Workshops have been changed a bit so that staff from both graduate admissions and enrollment management and graduate academic affairs will be on hand at each session. Please join us for the following GPD training opportunities and workshops. Support staff are also welcome. Each session will include a brief presentation from staff, followed by open discussion of any topic. RSVP online.

Recruitment/Admissions/Funding
Friday, October 16th, 1:00pm - 2:00pm
Cato Hall 228
Staff will discuss a topic on recruitment/admissions or funding.

Best-Practices in Mentoring
October 30th, 10:30 - location TBD
Dean Robin Coger, College of Engineering, NC A&T
Sponsored through the Chancellor’s Diversity Grant and co-hosted by the Graduate School, College of Engineering and ADVANCE.
Dean Coger has received awards for outstanding mentoring. She will host a conversation with faculty to talk about the challenges and opportunities in graduate mentoring.

**Early Entry**
Friday, November 20th, 1:00pm - 2:00pm
Cato Hall 228
Staff will discuss current issues regarding Early Entry. Programs who currently offer Early Entry and those hoping to add it in the future are both encouraged to attend.

**Recruitment/Admissions/Funding**
Friday, December 11th, 1:00pm - 2:00pm
Cato Hall 228
Staff will discuss a topic on recruitment/admissions or funding.

**Optional Practical Training (OPT) and Curricular Practical Training (CPT) Workshops**
Several workshops offered throughout the fall semester; see the link for details and to RSVP.
The ISSO is hosting several immigration-based informational workshops this semester to provide information on the requirements and application procedures for both OPT (Optional Practical Training) and CPT (Curricular Practical Training).

While these workshops are held to inform and educate international students on the procedures and regulations involved in applying for employment authorization, the ISSO welcomes Graduate Program Directors to attend a workshop so you and others in your department may learn more about these opportunities.

http://isso.uncc.edu/international-students/information-current-international-students/employment-ssn-and-taxes/employm-3
Virtual Fairs: You’re Invited to Participate

**Military and Veteran’s Virtual Fair: October 13th**

Join Graduate School Admissions Counselors on October 13th anytime during the hours of 9:00 am and 4:00 pm, for a “Virtual Education Fair” for active duty military members and veterans considering opportunities in graduate education. The Graduate School has paid and registered for the event on behalf of UNC Charlotte, and the structure of the event permits multiple campus representatives to engage with participating service members and veterans. Graduate program directors and admissions counselors can chat “virtually” with prospective students. If you’re interested in participating, contact Dr. Gil Hageman (ghageman@uncc.edu) in the Graduate School.

**Engineering Virtual Fair: October 14th**

The Graduate School and several Graduate Program Directors from the College of Engineering are participating in a virtual fair October 14th through the Association for Graduate Admissions Professionals (NAGAP) to recruit prospective students to graduate programs in engineering. If you’re interested in participating and have not already communicated your intent with Marianne Williford (MarianneWilliford@uncc.edu), please do so as soon as possible.

**Recruitment Resources**

The Graduate School Admissions Counselors would like to build a relationship with you to determine how we can assist with your recruitment efforts and support your candidates through the process of applying. We can assist with program specific information sessions, open houses, GRE searches, and much more. Please feel free to reach out to us. We look forward to working with you.

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

**New Graduate Admissions Website**

Graduate Admissions has created a new website to dedicated strictly to Admissions. http://gradadmissions.uncc.edu premieres September 4, 2015. Please ask your website administrators to update your program pages/websites to http://gradadmissions.uncc.edu. The eGrad portal has not changed so please continue to encourage your prospects to begin the application process at https://mygradschool.uncc.edu. The Graduate School website (http://graduateschool.uncc.edu) continues to be the web resource for current students, faculty-staff, graduation, forms, student and academic affairs, graduate student alumni and advancement. If you have any questions, please contact our Manager of Communications, Karla Stanchina at kstanchi@uncc.edu.

**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)

**GRE Factoids**

http://news.ets.org/assets/content/LO03_GRE_repeat_info_FINAL.pdf

1 out of 4 people take the GRE more than once

- The number of people of took the GRE a second time grew 15% in 2014
- Most people who took the GRE a second time scored higher

**2015 Graduate Applications Snapshot as of 8-28-2015**

<table>
<thead>
<tr>
<th>Application Status</th>
<th>FALL 2016</th>
<th>FALL 2015 (census)</th>
<th>SUMMER 1 2016</th>
<th>SUMMER 1 2015 (census)</th>
<th>SUMMER 2 2016</th>
<th>SUMMER 2 2015 (census)</th>
<th>SPRING 2016</th>
<th>SPRING 2015 (census)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Apps</td>
<td>754</td>
<td>10,565</td>
<td>259</td>
<td>1,610</td>
<td>19</td>
<td>489</td>
<td>1,949</td>
<td>2,839</td>
</tr>
<tr>
<td>In-Progress (not submitted)</td>
<td>622</td>
<td>3,400</td>
<td>233</td>
<td>668</td>
<td>17</td>
<td>177</td>
<td>1,004</td>
<td>1,005</td>
</tr>
<tr>
<td>Accepted</td>
<td>6</td>
<td>3,408</td>
<td>3</td>
<td>684</td>
<td>2</td>
<td>265</td>
<td>182</td>
<td>1,215</td>
</tr>
<tr>
<td>Denied</td>
<td>1</td>
<td>3,178</td>
<td>1</td>
<td>187</td>
<td>0</td>
<td>20</td>
<td>111</td>
<td>467</td>
</tr>
<tr>
<td>Intends to Enroll</td>
<td>3</td>
<td>2,399</td>
<td>1</td>
<td>587</td>
<td>0</td>
<td>218</td>
<td>121</td>
<td>1,034</td>
</tr>
<tr>
<td>Does Not Intend to Enroll</td>
<td>0</td>
<td>579</td>
<td>0</td>
<td>49</td>
<td>0</td>
<td>27</td>
<td>1</td>
<td>100</td>
</tr>
</tbody>
</table>

**Funding and Assistantships**

On July 1, 2015, responsibility for funding and assistantships moved to the Admissions and Enrollment Management unit within the Graduate School. The following staff members are now your contacts should you need assistance or information:

**Assistantships**
Tequilla Bennett, TCBennett@uncc.edu, Admissions and Funding Specialist

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

**Post An Assistantship Position**
If your 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), Manager of Communications for the Graduate School. Positions are posted within five days of receipt and kept active online for 30 days.
Graduate Enrollment Management Outreach and Planning

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 will be available for one-on-one and/or group meetings to support efforts to develop program-specific GEM Plans.

Based on the Graduate School's long-range enrollment report was developed over the course of the 2013/14 academic year in cooperation with UNC Charlotte's colleges and an outside research company, Eduventures, a primary recommendation in the report was to use enrollment plans as a foundation for integrating graduate education into the University's long-range strategic planning, budgetary requests, and annual reporting.

Graduate Academic Affairs Updates

Graduation Clearance

With the reorganization of the Graduate School and training of staff members who are new to the role of graduation clearance, we are manually clearing students for graduation. We have asked that all doctoral students submit a Plan of Study that has been approved by their Graduate Program Director. The Plan of Study will map out a student’s completion of required courses, making it easier to reconcile the Candidacy form. Using the Plan of Study will reduce the number of emails and questions and will expedite the graduation clearance audit. A student’s Plan of Study can be submitted in any format approved by their department. Thank you for your patience during this transition.

For the Fall 2015 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
Graduate Certificate - Anita Smith; gradgraduation-certs@uncc.edu
General graduation inquiries - Misty Auton; gradgraduation@uncc.edu

Doctoral and Master’s Graduation Checklist-Fall 2015

Full checklists for both master’s and doctoral students are now available on the Graduate School’s website http://graduateschool.uncc.edu/current-students/graduation.

Doctoral Committees - Graduate Faculty Representatives

Students and faculty often recommend a faculty member to serve as “Graduate Faculty Representative” on a doctoral committee. While recommendations are appropriate, it is important that the purpose of the GFR be kept in mind. The GFR role is intended to ensure that the process if fair and consistent. It may be difficult for a non-tenured junior faculty member to effectively serve this role on a committee, depending on the composition. Please consider whether or not the recommended faculty member can serve this function.

Degree Works: A Campus-Wide Initiative

Academic Affairs has decided to adopt the Graduate School’s recommendation to implement Degree Works. An executive committee, chaired by Chris Knauer, will develop a comprehensive plan for campus-wide implementation. However, since the Graduate School has already laid the foundation, we still expect to launch the Graduate School programs as a pilot this Spring. The pilot will give faculty and staff access to student audits in Degree Works. Students will be given access when the graduate programs to live in Summer.
To this end, the Graduate School will be scheduling individual program meetings to introduce Degree Works and begin the process of validating program requirements and student audits with the departments. We will begin with the doctoral programs and hope to present all doctoral programs before the end of October. As those presentations are scheduled, Graduate Program Directors will be notified. Additional information about what to expect will be provided as the meetings are scheduled. Any questions can be directed to Janet Morse, jmorse9@uncc.edu.

**Suggested Plan of Study forms**

Last year, the Graduate School created plans of study for each graduate program in a fillable PDF format. While we are not maintaining those plans of study, they are available to be used as a template for anyone who might wish to use them. You are welcome to save them, edit them, and use them as you wish. Please understand that these were built using the best information we had at the time. If you would like your plans of study resent to you, just let us know.

**Deadlines**

**Dissertation Deadlines**
October 14, 2015..... Doctoral dissertation pre-defense formatting deadline.

**November 4, 2015**... **Doctoral dissertation defense deadline**.
November 16, 2015...Last day to submit doctoral dissertations for December 2015 graduation.

*If students cannot defend by the deadline, they need to apply for Spring graduation.

**Thesis Deadlines**
November 23, 2015...Master's thesis formatting deadline.
December 2, 2015......Master's thesis defense deadline.
December 9, 2015......Last day to submit master's thesis for December 2015 graduation.

**Center for Graduate Life Updates**

**For Students**

**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.

**October Professional Development for Graduate Students**
This month is packed with excellent workshop offerings. Please encourage your students to attend!

**Dissertation Day: Managing Time**
Friday, October 2, 10:00am - 4:00pm, Center City Building, Room 905
Dissertation Days are offered on the final Fridays of each month. These writing retreats provide an opportunity for doctoral students to devote focused time and attention to one goal—making progress on their dissertations. Dissertation Days provide structured writing time, offer writing-related support and resources and promote community among dissertation writers. Register by September 30 to reserve your spot! Note the downtown location. See the full agenda! Two-hour complimentary parking at 7th Street Station next to the Museum. Register

**Using Self-Compassion to Handle Emotionally-Challenging Times**
October 6, 10:30am - 12:00pm, Center for Graduate Life, Cone 268
Facilitated by: Dr. Jennifer Webb, Associate Professor, Psychology, UNC Charlotte
Do you often engage in negative self-talk? Do you substitute meals with a cup of coffee? Have you been procrastinating on starting that huge research paper? You know you need to make some serious changes; your health depends on it! In this workshop, participants will learn the latest research evidence supporting self-compassion as an adaptive approach to self-regulation, as well as engage in self-compassion practices developed by internationally-reknown mindfulness and self-compassion scholar practitioners. Participants will have the opportunity to discuss their experiences and learn more about additional self-compassion resources.

**NSF Graduate Research Fellowship Information Session**
October 6, 3:00pm - 4:00pm, Center for Graduate Life, 268
First-year science graduate students, domestic or permanent residents: Compete for a $46,000/year, 3-year fellowship from the National Science Foundation. If you are a **first-year graduate student** in an NSF STEM (Science Technology Engineering Math) research program, come learn about the NSF GRFP on one of two equivalent workshops explaining the program (RSVP not required).

*The NSF Graduate Research Fellowship Program (GRFP) provides students (domestic and permanent resident) with a 3-year fellowship consisting of a $34,000/year stipend, and $12,000/year payment to the University for tuition and fees. The Graduate School will cover any remaining tuition and fee payments; NSF Fellows may not be charged tuition or fees by the University. More info: [https://www.nsfgrfp.org/](https://www.nsfgrfp.org/)*

**A GTA Workshop: Managing Difficult Students**
October 7, 12:30pm - 2:00pm, Center for Graduate Life, Cone 268
Facilitated by: Dr. Judith Krauss, Faculty for Graduate Teaching, Center for Graduate Life.
Graduate teaching assistants and Instructors of Record sometimes encounter difficult or challenging students in their classrooms, which can be stressful for all involved. Dr. Judith Krauss will lead a workshop to discuss strategies and suggestions for managing such situations, with the aim of improving outcomes for both teachers and students. [Register](#)

**Fall Dissertation Boot Camp**
October 11, 12, 13 - Sunday: 12:30-5:00p.m., Monday: 9:30a.m.- 3:30p.m., & Tuesday:  9:30a.m. - 3:30p.m.
Center for Graduate Life, Cone 268
Are you struggling to find time to work on your dissertation? Do you find yourself procrastinating or losing focus of your writing goals? Do you feel alone in the process? If you answered yes to any of these questions, and you are actively writing your dissertation, the [Center for Graduate Life](#) (CGL) invites you to consider committing to a multi-day dissertation boot camp being offered this fall. The CGL will provide you with the necessary space and writing resources to make significant progress on a chapter of your dissertation. Some students may even complete a chapter. [More information and registration](#).

**Competitive Grant Writing in the STEM Fields**
October 15, 12:30pm - 1:45pm, College of Health & Human Services Bldg, 128
Facilitated by: Ms. Lesley Brown, Director of Proposal Development, Office of Research and Economic Development.
This workshop is targeted to graduate students who are interested in academic careers or research positions. Along with the basics of grant writing, participants learn how to effectively write a competitive grant proposal. Open to all students and post-doctoral researchers. [Register](#)

**On Leadership: 88 Keys to Success!**
October 22, 3:30pm - 4:45pm, Center for Graduate Life, Cone University Center 268
Facilitated by: Dr. Dylan Savage, Bosendorfer Concert Artist, Associate Professor, Department of Music.
In this unique graduate student professional development workshop, Dylan Savage, Bosendorfer Concert Artist, author, and UNC Charlotte music professor, will give a talk about leadership from the perspective of a musician. Speaking and performing at the keyboard, Savage will cover leadership elements such as: structure, knowing
Identifying Your Communication Style, Improving Your Professional Network
October 23, 10:00am - 12:00pm, Center for Graduate Life, Cone 268
Facilitated by: Ms. Shawn Smith, RN, MSN, Organizational Development Consultant, Carolinas Healthcare System; Associate Graduate Faculty, UNC Charlotte.
Want to learn what communication style you prefer? This workshop will provide you with a self-assessment to determine your personal communication style as well as explore "positives" and "negatives" of various styles. By identifying personal communication styles, participants will be able to improve interpersonal networking skills as they seek career opportunities. Participants will also walk away with a better understanding of "do's" and "don'ts" for communicating with peers and co-workers. Register

Building Real World Skills for Landing Your Dream Job
October 27, 3:30pm - 5:00pm, Center for Graduate Life, Cone 268
Ms. Maryalicia Johnson, Executive Director of External Relations, College of Computing & Informatics
Registration coming soon!

Individual Weekly Sessions for Students

Improve Your Methodology and Data Analysis: Individual Research Consultations through Project Mosaic.
Mondays: 9:00am – 12:00pm, Wednesdays: 4:00-6:00pm, Center for Graduate Life, Cone 268
This fall, 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. Book your appointment here! Note – all appointments must be made at least 48 hours in advance. Select “Chen Chen” as the consultant for appointments in the Center for Grad Life.

Individual Speech Coach Appointments
Each Thursday, 5:30-6:30pm, Center for Graduate Life (Cone 268)
Meet individually with professional speech coach, Ms. Maryalicia Johnson, to obtain the appropriate tools and resources needed to become a more confident public speaker. Commit to learning how to manage your public speaking anxiety and improve your presentation skills with these one-on-one sessions. Email ceohara@uncc.edu to book an appointment!

Writing Assistance in the Center for Graduate Life
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

Weekly Meditation Sessions
11:00am-12:00pm, Center for Graduate Life, Cone 268
Facilitated by: Cara Blevins, Health Psychology Doctoral Student
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. No registration required.