Graduate Enrollment Management Summit - RSVP!

As a reminder, please join the Graduate School for this half-day event on September 15th, from 9:00 am to 12:20 pm. GPD’s and Department Chairs will benefit by acquiring insights into new tools for efficient management of graduate programs as well as techniques to strengthen recruitment and retention efforts. Provost Joan Lorden will be our featured speaker. A preliminary agenda and RSVP form can be found on our website at: http://graduateschool.uncc.edu/events/graduate-enrollment-management-summit. We ask participants to register no later than September 9.

2016 Fall Enrollment Sets All-Time Record

5,317 graduate students enrolled in the fall semester, beating the record enrollment of 5,308 students enrolled in fall 2010 prior to the recession. Kudos to everyone who worked throughout the year to recruit the new class of scholars and retain the continuing students.

Need Data?

Enrolled Student List
To find a list of students enrolled in your program, log in to Report Express (https://reportexpress.uncc.edu). Click on the Student Tab. Select “Enrolled by college, major.” Select your program from the Major drop-down, and select your Report Output.

Historical Data for Accreditation Purposes or External Reporting
Obtain data from the Fact Books published by Institutional Research (http://ir.uncc.edu/), or contact IR directly for your data needs.

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.

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.

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, mwillif@uncc.edu
Allison Brinkley, Graduate Enrollment Counselor for Business Programs, 704-687-7267, abrinkley@uncc.edu

The Graduate School has received invitations for representatives to participate in Graduate School Fairs, primarily at other colleges and universities. If you are interested in registering to attend a recruitment fair, contact Maryanne Maree-Sams at MaryanneMaree-Sams@uncc.edu.

Showcase Your Program on the Graduate Admissions Facebook Site
Send recruitment and program information to mariannewilliford@uncc.edu for inclusion in the Graduate Admissions Facebook page. The site can provide additional promotion for your scheduled recruitment travel, Open Houses, information sessions, as well as spotlight faculty and research updates.

UNC Charlotte Fall Career & Internship Fair
Sponsored by Career Services
The Fall Career & Internship Fair gives you the opportunity to network directly with students and alumni from all majors. Find more information about the event to be held on Friday, September 16th at: https://careerfairs.uncc.edu/attending.php?fair=21. The Graduate School will have a table at the Fair. Please contact Maryanne Maree-Sams if you have an interest in participating.

Graduate Applications Snapshot as of 9-6-2016

<table>
<thead>
<tr>
<th>Application Status</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016 (census)</td>
</tr>
<tr>
<td>Total Apps</td>
<td>11,483</td>
</tr>
<tr>
<td>In-Progress (not submitted)</td>
<td>3,745</td>
</tr>
<tr>
<td>Accepted</td>
<td>3,708</td>
</tr>
<tr>
<td>Denied</td>
<td>3,398</td>
</tr>
</tbody>
</table>
Intends to Enroll | 2,515 | 2,399
Does Not Intend to Enroll | 687 | 579

DegreeWorks, Graduation and Graduate Academic Affairs

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.

All Graduate Faculty 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.

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.

Graduation
DegreeWorks is now the definitive source for graduation clearance. The Graduate School highly recommends that graduate program directors, program faculty, and/or administrative staff arrange for DegreeWorks training. Please note: all students must apply to graduate. The deadline to apply for FALL graduation is September 19th.

Checklists
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.

Forms
Several of our forms have changed. The Topic Approval form has been replaced by a Proposal Defense form. Note that departments should send these forms to the Graduate School within 48 hours of completion. Please be sure you have the newest version of our forms from the Graduate School’s website: http://graduateschool.uncc.edu/current-students/forms.

Thesis AND Dissertation Committees
Beginning in Fall 2016, the Graduate School will track thesis committees 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 at the time of 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.
Training

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

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

FYI

Build Your Graduate Enrollment Management Plan in eGEM
www.egem.uncc.edu
University Goal 1 in UNC Charlotte's 2016 – 2021 Institutional Plan, to "Deliver a high-quality, accessible, affordable, and integrated academic experience that produces responsible citizens and a competitive workforce," includes an objective (1.2) to "Implement the ….. graduate enrollment management plans, which integrate the degree attainment goals of the UNC system with respect to the capacity of UNC Charlotte to accommodate and house additional…… graduate students, such implementation to take place through Fall 2020."

Graduate Program Directors may build and implement an enrollment plan (in eGEM) for each program of study at the graduate level. The Graduate Enrollment Plan should be informed by the strategic plan of the academic college, and directly reflect efforts to integrate graduate education at the University and proactively shape enrollment to meet established enrollment and graduation projections. Advantages of projecting enrollment and graduation goals and managing a Graduate Enrollment Plan in eGEM:

• Online space to develop and manage goals, objectives and tasks required to achieve enrollment and graduation projections. The Graduate Enrollment Plan should be a working, action-oriented document that is routinely updated and modified.
• Opportunity to identify resources required to achieve enrollment and graduation goals; this effort should be made through your Department Chair/School Director or Dean.
• Access to information: The Graduate Enrollment Plan is stored in the cloud so anyone with an interest and/or need to know the information can see it.
• Focus on retention to graduation efforts (persistence) as much as recruitment of new students. Ability to document marketing and recruitment activities to determine effective efforts, as well as mentoring and advising activities.

Funding

GASP Eligibility Deadlines
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 fall 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 as well as online at http://graduateschool.uncc.edu/faculty-and-staff/funding-information-faculty.

External Fellowship
The National Academy of Education is accepting applications for the NAEd/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.

Fulbright U.S. Student Program
The campus deadline is 5:00 pm on September 19, 2016, and graduate students are encouraged to apply. For details, contact the Fulbright Program Adviser for UNC Charlotte, Mr. Brad Sekulich, at 704-687-7747 or sekulich@uncc.edu, http://us.fulbrightonline.org/applicants
For Your Students

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 - begins September 26!**
This Fall’s hours are: Monday - Wednesday from 2:00-5:00pm (by appt. only). Need help before 9/26? Meet with a writing assistant in the Writing Resources Center in Cameron or Atkins! More info

Professional Development Workshops

**Time to Start Your NSF Grant Research Fellowship Application**
September 8, 4:00-5:00 PM, Center for Graduate Life, Cone 268
Facilitated by: Dr. Julie Goodliffe, The Graduate School and the Center for Grad Life
Learn how to apply for a $34,000 stipend/year fellowship from the National Science Foundation. Dr. Goodliffe has administered the NSF Graduate Research Fellowship program on campus for the past two years and wants to help you obtain your fellowship. Application deadlines begin October 24, so don't put it off any longer! Light snacks and refreshments provided. Register

**Introduction to EndNote for PC Users**
September 14, 1:00-2:15 PM, Center for Graduate Life, Cone 268
Facilitated by: Ms. Beth Scarborough, MLIS, J. Murrey Atkins Library.
EndNote X7.5 is a citation management software available to UNC Charlotte students, faculty and staff. In this session, participants will learn how to download and install EndNote on a PC, create a library of references, add and export references to an EndNote library and find full text pdfs of articles. They will also learn how to create groups in EndNote, add references from an EndNote library to a Word document and share an EndNote library with a colleague. Register (Please bring your laptop or rent one from Atkins!).
Understanding the Academic Search Process
September 20, 3:00-4:30 PM, Center for Graduate Life, Cone 268
In this workshop, Dr. Suzanne Boyd, Associate Professor of Social Work, will describe the academic job search process from the very beginning (e.g., faculty opening identified; position description is written) to the end (e.g., contract negotiations; accepting a position). Participants will learn how policies and procedures guide the Search Committee process and timeline. Helpful strategies for successful communication with Search Committee members will also be addressed. Register

A Mentees' Rights and Responsibilities
September 21, 12:30-2:00 PM, Center for Graduate Life, Cone 268
Facilitated by: Dr. Jo Ann Lee, Faculty for Graduate Research and Ethics. Professor Emerita of Psychology.
What are the differences between an advisor and a mentor? Navigating relationships with these persons can be tricky. Yet, these relationships have major impacts on the productivity of a student’s graduate career. Do cultural and gender differences play a role? This workshop will address issues such as: choosing a mentor, expectations of the mentee-mentor relationship, expectations of the advisee-advisor relationship, as well as handling conflict and uncomfortable situations. Discussion of case studies and role-playing will be used. Register

Cracking the Cover Letter Mystery
September 22, 3:30-4:45 PM, Center for Graduate Life, Cone 268
Facilitated by: Ms. Sharon Thorpe, Associate Director, University Career Center
When should you include a cover letter with your resume or job application? What are some of the most recommended formats for effective cover letters? What can you do to help set your letter apart from the competition? Ms. Sharon Thorpe, Associate Director of the Career Center, will share answers to these questions and more, as she addresses cover letter writing step by step, including hands-on exercises. Be sure to bring a job advertisement that interests you. It is not required that you plan to apply for the position. Register

The Art of Networking
September 20, 5:30-7:00 PM - Registration required
The Graduate School invites you to attend a special networking event hosted by, Premier, Inc. and the Graduate School Advisory Board. Practice networking with corporate professionals! Meet UNC Charlotte alumni; work on your communication and networking skills; gain valuable experience in a professional setting. Registration is required. Email your RSVP to Daniel.Jones@uncc.edu no later than September 12. Space is limited. Transportation to Premier, Inc. will be provided by the Graduate School. Please note: this is not a recruiting event. Professional business attire is expected.

Introduction to EndNote for Mac Users (same content as 9/14 session)
September 29, 3:30-4:15 PM, Center for Graduate Life, Cone 268
Bring your laptops or rent one from Atkins! Register

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