Graduate Enrollment Management Summit

It’s been two years since the Eduventures report on graduate enrollment planning was completed and the Graduate School is hosting a community forum on the progress made in graduate enrollment management since that report was published. This half-day event will be held on September 15 from 9:00 am to 12:20 pm in the Cone University Center. 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 outreach efforts. The General Session will start at 9:00 am in Cone 210 and focus on the goals and objectives of the graduate enrollment plan, the progress in meeting those objectives and what remains to be done. Provost Joan Lorden will be a featured speaker at this session. At 10:30 am and again at 11:30 am there will be breakout sessions on topics such as eGem, DegreeWorks, recruitment and marketing strategies for graduate programs, and student success opportunities.

This Summit will be of particular interest for Graduate Programs Directors and Department Chairs but students faculty, and staff are invited. 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.

Upcoming Deadlines

Substantive Changes Due Dates
Note the new dates for substantive changes http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf
In particular, off-campus sites and departures from current degrees can only be submitted twice a year now. Programs have been asked to plan accordingly. The substantive due date is for our regional accrediting body, SACS and questions should be addressed to Christine Robinson in the Office of Assessment and Accreditation [http://assessment.uncc.edu].

January 1 for 7/1-12/31 implementation
July 1 for 1/1-6/30 implementation

2016 Fall Application for Admission:
August 15, 2016 - Last Day for Applicants to Submit a Graduate Certificate, Master’s, or Doctoral Application
August 22, 2016 - Last Day for Applicants to Submit a Post-Bac Application

Assistantship Deadlines:
August 18, 2016 - Assistantships (where the student’s hire date is in August) must be approved by all entities.

Need Data?

Enrolled Student List
To find a list of students enrolled in your program, log in to Report Express ([https://reportexpress.uncc.edu](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/](http://ir.uncc.edu/)), or contact IR directly for your data needs.

Recruitment and Admissions

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, mwillif4@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.

UNC Charlotte Fall Career & Internship Fair
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 at: [https://careerfairs.uncc.edu/attending.php?fair=21](https://careerfairs.uncc.edu/attending.php?fair=21).

The Graduate School will have a table. Please contact Maryanne Maree-Sams if you have an interest in partnering.

**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.

**Hobsons EMS Vendor Services Available**
Extending your graduate program's marketing, recruitment and student service capabilities is important in the competitive Higher Education world. Through personalized offerings such as strategy development, technology and analytics, Hobsons EMS can assist you and your programs in two specific areas:

**Marketing Services:** Compete for prospective students in Google, Bing and other social media networks with cutting-edge digital marketing campaigns.

**Consulting Services:** Improve student recruitment, student retention and graduation rates with strategic consulting services such as Market Segment Understanding (where and how to reach your target audience), Program Viability Analysis (analysis of data that influence your program’s ability to attract its target audience), or Job Market Demand Analysis (based on education and job opportunities in your target geographic area, which programs will or won't be in demand).

The Hobsons EMS representative is available to provide you with more information and estimated costs in any of these areas. Please contact Todd Hall (todd.hall@Hobsons.com) if you are interested in learning more about these services.

**Graduate Applications Snapshot as of 8-4-2016**

<table>
<thead>
<tr>
<th>Application Status</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
</tr>
<tr>
<td>Total Apps</td>
<td>11,428</td>
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<tr>
<td>In-Progress (not submitted)</td>
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<tr>
<td>Accepted</td>
<td>3,430</td>
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<tr>
<td>Denied</td>
<td>3,337</td>
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<tr>
<td>Intends to Enroll</td>
<td>2,284</td>
</tr>
<tr>
<td>Does Not Intend to Enroll</td>
<td>609</td>
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What’s New with DegreeWorks

A few new features have been added to DegreeWorks in recent weeks which we expect to be especially useful to students:

**Link to Graduation Page.** A link to the Graduate School’s graduation page has been added to the Degree section of all graduate audits. This provides quick access to answers to your questions about graduation and commencement.

**Link to Academic Calendar.** A link to the current Academic Calendar has also been added to the Degree section of all graduate audits. Direct access to the academic calendar makes it easy for students to be sure they don’t miss important deadlines.

**Link to Graduate Academic Petition.** To facilitate the submission of academic petitions, we have added a link to the petition system right on the audit page in DegreeWorks. Course substitutions, concentration changes, and catalog year changes can all be requested easily while viewing a student’s audit.

**Warning when courses are nearing expiration.** A warning message will now display for any graduate student who has courses within a year of expiration. This means for doctoral programs, courses between 7 and 8 years old; for Masters programs, courses between 5 and 6 years old; for Certificate programs, courses between 3 and 4 years old.

DegreeWorks, Graduation and Graduate Academic Affairs

**DegreeWorks is Live!**
DegreeWorks is now live for all graduate students and faculty. 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 including training schedules 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.

**Graduation**
Effective 1st Summer 2016, DegreeWorks is the definitive source for graduation clearance. The Graduate School highly recommends that graduate program directors, program faculty, and/or administrative staff attend DegreeWorks training. Programs are encouraged to review student audits over the summer in preparation for Fall 2016. Please note: 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](http://graduateschool.uncc.edu/current-students/graduation).

**Forms**
Several of our forms have changed. Please be sure you have the newest version of our forms from the Graduate School’s website: [http://graduateschool.uncc.edu/current-students/forms](http://graduateschool.uncc.edu/current-students/forms).
**Thesis AND Dissertation Committees**
Beginning in Fall 2016, the Graduate School will track **thesis committees**. Please use the thesis committee form to request committee membership **before** a student defends. As a reminder, all committee members must hold current graduate faculty appointments.

**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.

**Spring Suspensions and Terminations**
Each term some students are suspended or terminated due to poor grades or lack of progress. Programs should send exam reports to the Graduate School as soon as they are complete so that we may contact students in a timely manner. While students may submit appeals of both a suspension and a termination, it is unlikely that they will be reinstated before the fall semester.

**Training**

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

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

**FYI**

**New Faces**
Please join us in welcoming Dr. Alan Freitag to the Graduate School. Alan’s role of Assistant Dean, will include veteran initiatives and strategic public relations communication for the Graduate School. His office is 240 Cato Hall.

**Atkins Library Improvements Benefit Graduate Students in a Variety of Ways**
Dr. Anne Cooper Moore, University Librarian, gave an update on library service enhancements at the GPD Roundtable event in July, and following are notable items:

- New websites for graduate students and faculty
- Graduate-student-only study space
- Family Friendly study space where children have access to toys, books, a drawing wall and more in the room while the parent studies
- Ask Atkins: Suite of services including live chat, email, texting, and even Atkins Roamers, students that will find and deliver library materials directly to you at any library location
- Lockers in the study area and increased tech equipment ready for use and checkout.

Dr. Moore expressed her willingness to meet with any department to discuss individual needs in detail. Please contact her at amoor168@uncc.edu or 704-687-0145. If you would like a copy of the PowerPoint presentation from July 15, please contact Marianne Williford at mwillif4@uncc.edu.
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 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

English Pronunciation Strategies for International Graduate Students - New! This Fall!
The Office of International Programs will be offering a six-week seminar for graduate students who are interested in developing English pronunciation strategies needed for making themselves more understood in university settings. Topics to be covered include: negotiating meaning, the American English vowel and consonant systems, word and phrasal stress, and intonation.
Instructors will provide individual pronunciation assessment for each student. Students will apply course skills using material from their own disciplines. This pilot course is non-credit bearing.

Registration coming August 10 at: gradlife.uncc.edu/events

Section 1: Sept 7 - Oct. 19, Mondays and Wednesdays, 3:00-4:30pm, CHHS 280
Section 2: Oct. 20 - Dec. 1, Tuesdays and Thursdays, 3:00-4:30pm, CHHS 280

Cost: There is no tuition to pay, but students must commit to attending for the full 6 weeks. Contact Meriam Brown at mmbrown@uncc.edu with questions.

Important August Upcoming Events

New Graduate Teaching Assistant Training - August 19, 9:00 am - 12:30 pm, Fretwell 100
Coffee and registration at 8:30 am

UNC Charlotte's accreditation standards require that all GTAs receive training prior to the start of their TA contract. The Graduate School is conducting a training session for all new Graduate Teaching Assistants on Friday, August 19, 2016. The fall training will offer important information about legal issues in teaching, identifying troubled students, and how to manage various teaching responsibilities including grading writing, using Moodle or Canvas to grade, and classroom strategies for working with students. Pre-register here.

Orientation for New Graduate Students - August 20, 10:00 am - 1:30 pm in the McKnight Auditorium. Please send your departmental orientations to Coren O'Hara cehara@uncc.edu. We will include these in our information to new students. Registration and more information can be found in the Admissions Pro portal. Please encourage your new students to download the app for Orientation - https://guidebook.com/app/UNCC/guide/unccharlottecgl/ - which has many resources for students.

Annual Fall Grad Student Welcome Wine & Cheese - August 25, 6:30 pm - 9:00 pm, Center for Graduate Life
To kick off the fall semester, the Center for Graduate Life's Graduate Life Fellows and GPSG are hosting a FREE wine and cheese graduate student meet and greet on August 25! Come mix, mingle and meet new people and make new friends. Win prizes and free giveaways. Co-sponsored by Harris Teeter, Food Lion, Total Wine & more. Registration opens August, 12.

Students can take these courses to supplement their professional development. Classes are filling quickly!

Career Lab: Developing Core Competencies - GRAD 6020/8020 (2) - Note new day!
Students taking this course will gain practice and knowledge around non-cognitive skills such as grit, leadership, lateral thinking, innovation, professional branding, effective communication, and organizational evaluations as it relates to their professional career. Students will obtain one-on-one career coaching, CV/resume development, salary negotiation practice, personal brand development, and much more.
Days/Times/Location: Monday, 4:00-6:00 pm, Center for Graduate Life - Cone 268
Instructor: Dr. Patrick Madsen, Director, University Career Center

Graduate Level Writing for International Students - GRAD 6010/8010 (3)
Days/Times/Location: Tuesday/Thursday: 1:00-2:30pm
Center for Graduate Life - Cone 268

Teaching at the University Level - GRAD 6001/8001 (3)
Wednesday: 9:30am-12:15pm, Center for Graduate Life - Cone 268
Dr. Judith Krauss, Faculty for Graduate Teaching
Teaching at American Universities: Perspectives for International Students - GRAD 6011/8011 (3)
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 (2) - Two Sections!
Friday: 3:30-5:15pm, College of Health & Human Services Bldg
Dr. Julie Goodliffe, Interim Director, Center for Graduate Life

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

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

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