Grad Rep & Support Staff Workshop

Monday, September 10 – 1:30-3 p.m.
Monday, September 17 – 9:30-11 a.m.

(Erin)
Changing Grad Reps, Support Staff, or Program Information

• If you are leaving your current role, or have new staff coming in, pls contact your Graduate School (GS) Admissions Examiner

• GS will provide a Contact Form to be completed and signed; pls return the form to the GS

• GS will update the Grad Rep/Support Staff database with new info, which updates:
  – email listservs
  – contact information (including for the website)
  – Radius (prospective students)
  – Milestones database
  – Panthera application system
  – and admission letters

(Joan)
Recruitment for your Programs

• Radius – What is it? Why do we have it? Is someone in your department using it currently?
  – Elizabeth Farrow can tell you who is “using it” in your program currently
  – System review; Event registrations
  – Notify Elizabeth of changes in order to revoke access; (Access closes by default after 1 year of inactivity)

• Our Radius experiment

• Elizabeth conducts training by appointment:
  – farrow@uwm.edu
  – 414-229-6267

(Elizabeth)
Recruitment for your Programs

• GRE Name Buying – What is it? How can you participate? What does it cost?
  – Success story

• GS Campus Tours (different than UG Visitor Center tours!)
  – Personalized to graduate student focus and interests
  – GS schedules one-on-one meetings between prospective student and grad program
  – Student Ambassador Program
  – Also, we can facilitate a GS tour to your program’s information session

Campus Visit Yield Rates: April 1, 2016 – August 14, 2018 → 606 Attendees
  59% Started an application
  48% Completed an application
  38% Admitted
  29% Enrolled

(Elizabeth)
Recruitment for your Programs

• GS Off-Campus Recruitment Schedule
  – Elizabeth sets her Fall recruitment schedule in July/August
  – Schedule is shared at the first Grad Reps meeting of the Fall term (and sent via listserv following meeting); pls share with your colleagues at those universities to encourage their students to stop by
  – Request for program materials; Let us know if you have new materials!
  – Interested to travel with Elizabeth? Please reach out and she will accommodate on a first-come, first-served basis

• Diversity Recruitment Spring 2019
  – Dr. Ramona Tenorio rtenorio@uwm.edu; 414-229-6618

• CIE Recruitment
  – Academic year schedule set by July/August
  – Keep international audiences in mind when you produce new materials
  – Have faculty/staff travelling internationally? We can provide materials.
  – Have international partnership ideas? Let us help you!

(Elizabeth/Jennifer/ Katja)
Recruitment for your Programs

Graduate School - Fall 2018 Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ohio State University</td>
<td>9/19/2018</td>
</tr>
<tr>
<td>Heartland McNair Conference</td>
<td>9/21/2018</td>
</tr>
<tr>
<td>Indiana University at Bloomington</td>
<td>9/25/2018</td>
</tr>
<tr>
<td>SUNY College of Environmental Science and Forestry</td>
<td>9/25/2018</td>
</tr>
<tr>
<td>University of California - Berkeley</td>
<td>9/26/2018</td>
</tr>
<tr>
<td>Cornell University</td>
<td>9/26/2018</td>
</tr>
<tr>
<td>Bowling Green University</td>
<td>9/27/2018</td>
</tr>
<tr>
<td>Binghamton University</td>
<td>9/27/2018</td>
</tr>
<tr>
<td>Syracuse University</td>
<td>9/27/2018</td>
</tr>
<tr>
<td>Idealist Fair Washington DC</td>
<td>10/1/2018</td>
</tr>
<tr>
<td>Purdue Big 10+ Grad Expo</td>
<td>10/1/2018</td>
</tr>
<tr>
<td>Rose-Hulman Institute of Technology</td>
<td>10/1/2018</td>
</tr>
<tr>
<td>Earlham College</td>
<td>10/2/2018</td>
</tr>
<tr>
<td>University of Wisconsin – Milwaukee Career Fair</td>
<td>10/4/2018</td>
</tr>
<tr>
<td>Idealist Fair Chicago</td>
<td>10/4/2018</td>
</tr>
<tr>
<td>University of Illinois - Chicago</td>
<td>10/5/2018</td>
</tr>
<tr>
<td>Butler University</td>
<td>10/5/2018</td>
</tr>
<tr>
<td>University of California - Santa Cruz</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>University of California - Davis</td>
<td>10/17/2018</td>
</tr>
<tr>
<td>University of Illinois – Urbana Champaign</td>
<td>10/17/2018</td>
</tr>
<tr>
<td>Florida Atlantic University</td>
<td>10/18/2018</td>
</tr>
<tr>
<td>Florida International University McNair</td>
<td>10/19/2018</td>
</tr>
<tr>
<td>Western Michigan University</td>
<td>10/22/2018</td>
</tr>
<tr>
<td>Michigan State University</td>
<td>10/23/2018</td>
</tr>
<tr>
<td>Augustana College</td>
<td>10/23/2018</td>
</tr>
<tr>
<td>Grand Valley State University</td>
<td>10/24/2018</td>
</tr>
<tr>
<td>Monmouth College</td>
<td>10/24/2018</td>
</tr>
<tr>
<td>Knox College</td>
<td>10/24/2018</td>
</tr>
<tr>
<td>Bradley University</td>
<td>10/25/2018</td>
</tr>
<tr>
<td>Millikin University</td>
<td>10/26/2018</td>
</tr>
<tr>
<td>Purdue Midwest Summit</td>
<td>10/27/2018</td>
</tr>
<tr>
<td>California Forum for Diversity in Graduate Education</td>
<td>10/27/2018</td>
</tr>
</tbody>
</table>
Recruitment for your Programs

CIE Fall 2018 Schedule

- India
- Uganda
- Nigeria
- Canada
- Egypt
- China
- South Korea
- UAE
- Agents
- University Partners
- School Visits
- Fairs
- Virtual Fairs

(Jennifer/Katja)
Recruitment for your Programs

• Graduate Recruiter Network – All schools and colleges who have a (graduate or UG/grad) recruiter or staff or faculty member who assists in recruiting are welcome
  – Meetings
  – Listserv
  – Best practices

• Graduate School Open House (November 1st this year)
  – What is it?
  – All schools and departments participate; Table skirt was provided (should have)
  – How does the application fee waiver work for this event?

GS Open House Yield Rates:

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendees</th>
<th>Completed Apps</th>
<th>Admitted</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>538</td>
<td>231</td>
<td>131*</td>
<td>81*</td>
</tr>
<tr>
<td>2016</td>
<td>553</td>
<td>275</td>
<td>225</td>
<td>181</td>
</tr>
<tr>
<td>2015</td>
<td>558</td>
<td>279</td>
<td>187</td>
<td>150</td>
</tr>
<tr>
<td>2014</td>
<td>511</td>
<td>262</td>
<td>203</td>
<td>167</td>
</tr>
</tbody>
</table>

(Elizabeth)
Marketing for your Programs

• Templates for your use (and your students) on our website: https://uwm.edu/graduateschool/marketing-presentation-templates/

• If you want to promote student, faculty, or alumni stories/successes, contact Steve Strehlow at strehlos@uwm.edu; 229-7270
Your Graduate School Admission Examiner

Molly Wierzbicki
Engineering
Freshwater Science
Natural Sciences
mkwierz@uwm.edu

Joan Hayes
Arts
Criminal Justice
Letters & Science Non-degree
Social Welfare
Social Work
hayes7@uwm.edu

Whitney Smith
Business
Education
Nursing
Off-campus
Sustainable Peacebuilding
smithwm@uwm.edu

Chris Parks
Architecture
Information Studies
Social Sciences
ccp2@uwm.edu

Kate Negri
Health Sciences
Humanities
Public Health
kmnegri@uwm.edu

(Erin)
Admission Policies

Anyone who completes an application is entitled to be reviewed by the program, whether they are admissible or not.

- GS only requires the application, transcripts, reason statement, and application fee ($75 for all degree apps, $25 for nondegree, certificate, and re-entry) for all applicants
- If the overall GPA is below 2.75, applicants must provide additional evidence in order to be admitted (according to GFC policy)
- A program may RECOMMEND admission. The official decision is made by the GS.
  - You may notify your applicant that you intend to recommend them for admission, but you must let the applicant know that the decision is not official until the GS admits the student.
  - We do not admit students on Probation nor with Course Deficiencies. If a department determines a course deficiency, it must be monitored by the department.
- Admitted students may defer their admission for up to 1 year if you allow it from the initial term of admission
- Any questions? Contact your Admissions Examiner

(Whitney/Chris)
Denying Applicants

• To refuse an application, you must add a Deny tag with the reason for the refusal in Panthera. This is important because it determines what the official denial letter will say.

• The GS cannot provide commentary to applicants on why they were denied. That falls on the program, as each applicant’s circumstances are unique, and they may want to know from you what they can do in order to become admissible to your program.

• It is important to never promise admission to anyone if they complete certain tasks. It is better to say they will be eligible for reconsideration.

Whitney/Chris
Admitting Your Students

- Panthera – How did we get here?
  - Training is VITAL; Email with dates will be sent out
  - Grad Reps are responsible for updating your application (add new questions, application deadlines, etc.); Contact Ellen Daly (ecdaly@uwm.edu) or 229-1171 for updates
  - Grad Reps should contact Chris Parks (ccp2@uwm.edu) or 229-6332 for additions and changes for Panthera Reviewer access

- PAWS vs. Panthera
  - Panthera is the application system
  - PAWS is the student database

- What will be accepted as a transcript:
  - Unofficial (or official, but that costs more) transcript copy issued by the institution

- What is NOT acceptable for a transcript:
  - Advising copy or degree audit
  - Unreadable snapshots, photos, drawings, cut & paste, Word documents

(Ellen)
Your Program Data

https://uwm.edu/graduateschool/graduate-school-program-data/
Application Status and What they Mean

- **Pending & New Pending** – Not in PAWS

- **Application** – Goes into PAWS & the earliest status that test scores can be added to PAWs & Panthera

- **Waiting Admission Evaluation** – Now in Examiner queues for review (GPA calculations)

- **Applicant Missing Information** – Examiner contacts applicant for necessary materials that are missing

- **Transcript Review Complete** – Examiner review is complete, waiting for program recommendation and tags (do not delete any GS tags)

- Examiner does one last review of materials and processes decisions in both Panthera and PAWS

(Molly)
Working with the Center for International Education

• Center for International Education (CIE) processes all applications with foreign credentials and/or English proficiency review

• English proficiency:
  – English study/work, TOEFL, IELTS, CAE
  – Regular, Dual or Conditional admission

• Katja Maertens-Wilsing
  (katjam, x3604)

• Jen Singer (jksinger, x2276)
• TBD

(Jennifer/Katja)
Graduate Students with Dual Admission

Coursework:
• Six credits of academic coursework
  and
• Assigned EAP course:
  – EAP 420 Advanced Reading, Writing and Grammar Tune-up for International
    or
  – EAP 435 Advanced Speaking, Listening and Note taking for Internationals

How to achieve full admission:
• B or higher in assigned EAP 420 or 435 and a passing portfolio
  and/or
• Submit a qualifying TOEFL, IELTS, or CAE/CPE test score before start of semester
  *Must achieve within 3 semesters

Contact Rosemarie Feiza-Lenz (rflenz, x5757) ESL Programs

(Rosemarie)
Withdrawing, Declining and Deferring

• After admission, an applicant should accept or decline admission in Panthera.

• If an applicant contacts you to decline admission, you can add an application tag in Panthera.

• Applicants can withdraw their own application at any time; Don’t be afraid to recommend this to them for speed!

• At the end of the term, all incomplete applications are withdrawn by GS staff.

• *An applicant can request a term change at any time within a year of their initial application, and not pay the application fee or lose the app data.

• Admitted students may defer their admission for up to 1 year (if you allow it) from the initial term of admission.

(Kate)
Residency for Tuition Purposes

- Students must have residency coding in PAWS to register
- MSEP – list states
- **Students claiming to be WI residents** need to complete the “Tuition Evaluation – Information Required” section in Panthera
- It may take 24-48 hours for residency files to be created in ImageNow
- Residency files may require the Residency Specialist to review/evaluate
- GS does not have the ability to activate PAWS prior to completion of the Residency Specialist review
- Residency is updated in PAWS

(Ellen)
Student Records - Monitoring

• Academic Monitoring – Students with a cumulative G.P.A. below 3.00 receive a “Dean’s OK” action and hold (We will email you a list of your students who fall into this category; and we email the student directly); Students with a semesterly G.P.A. below 3.00 receive an Academic Warning.

• Doctoral Monitoring –
  – 5 year time limit to prelims is monitored by GS Doctoral Retention Advisor and a hold will be placed if this expires
  – Dissertator enrollment is monitored in accordance with the UW-System continuous enrollment policy
Graduate Student Appeals & Grievances

- Academic appeals
- Academic misconduct appeals
- TA/RA/PA employment grievances

Graduate Dean

- Graduate non-academic misconduct
- Graduate hourly employment grievances

Dean of Students

- Research Misconduct

Office of Research

- Complaints related to harassment, bias & discrimination

Office of Equity & Diversity

https://uwm.edu/graduateschool/academic-misconduct/
Student Records - Forms

• Find forms here: https://uwm.edu/graduateschool/forms-downloads/

• Request for Exceptions (RFE) – Common Requests:
  – Dean’s OK
  – Credit Overload
  – Late registration changes (incl. adds/drops/swaps)
  – Time Limit Extensions
  – Transfer Credit exceptions

• Required: justification from student and department w/ appropriate signatures; all sections must be completed to be reviewed

• Process and timing

• Intercampus mail is NOT preferable; please drop off or email (lots of lost forms, and a lot of personal/confidential data)

• How I see RFEs - by Erin Fox

(Erin)
Student Records - Forms

- **Registration Change form** is used for adds, drops, swaps, course scheduling conflicts, changing the grading basis or credit amounts after published deadlines. It is NOT used:
  - For withdrawing from all classes; must use the “Withdrawal Form”
  - If it is more than a week past the deadline; if so, the Registration Change form must be accompanied by a RFE
  - Department must sign in the “Course Instructor/Department Approval” area, then the GS will sign the “School/College Approval” area, if approved
Student Records – Grade Changes

• The preferred way to change a grade is in PAWS
• Paper grade changes are only needed when there are restrictions in the online grade change process, as follows:
  – An online grade change cannot be submitted for administrative grades, such as a W, F, EI, and PI
  – An online grade change cannot be completed for students who have graduated. A “Change of Grade Form” may be submitted within 30 days of the final degree conferral.
  – An online grade change cannot be processed for a student whose course enrollment is processed after the beginning of the grading cycle.
• When completing the Grade Change form for incompletes, remember to write the work completion day/month/year
• To complete the grade change, please obtain a paper “Change of Grade” form from the Registrar’s Office or GS (by a dept. rep; students cannot pick up), complete the form with appropriate signatures and forward to GS

(Chris/Joan)
Student Records – Transfer of Credit Evaluation (TCE)

Master’s TCE:
- Must submit official transcripts from prior institution(s)
- Non-degree and previous UWM program ARE considered transfer credits
- Read TCE form for the explicit criteria

*Doctoral students will mostly likely not ever need a TCE. See Doctoral Requirements for details. Check with Shane Haensgen if you have questions at haensgen@uwm.edu or 229-4495

(Jenna/Shane)
Fellowships

Intramural fellowship programs for graduate students:
• Distinguished Graduate Student Fellowship
• Distinguished Dissertator Fellowship
• R1 Finishing Fellowship Initiative

• CGSA Awards: https://uwm.edu/graduateschool/chancellors-graduate-student-awards/

Extramurally supported grants for UWM students:
• Advanced Opportunity Program Fellowships (State)
• R1 AOP Finishing Fellowship Initiative (State)
• McNair Fellowships (Federal)
• Graduate Student Excellence Fellowships (Philanthropic)

*Graduate School Fellowships require nominations from the programs and are awarded through a competitive process led by university governance*

(Erin)
Graduate Assistant Resources

- Policies & Procedures, sample appointment letters, stipend schedules, etc, available at: https://uwm.edu/graduateschool/graduate-assistant-resources/

- Graduate Assistant Justification form: use this form for TAs, PAs, RAs requesting exceptions to credit load requirements and/or employment percentages.
Doctoral Milestones

• [https://uwm.edu/graduateschool/doctoral-milestones/](https://uwm.edu/graduateschool/doctoral-milestones/)

• All PhD students are required to complete both the Preliminary Exam and Proposal Hearing Doctoral Milestones, even if the program combines them.

• All milestones are tracked in the Online Doctoral Milestones System. New system is currently under construction.

• If you have any questions, please contact Shane Haensgen [haensgen@uwm.edu](mailto:haensgen@uwm.edu) or 229-4495
Graduation

• All students (even certificate students) must apply to graduate online via PAWS by the graduation deadline

• Work (including incompletes) must be completed by the last day of the term or they are not eligible to graduate in that term

• Graduation applications are only valid for one term

• Graduation applications/processing (done by GS) are separate from the graduation commencement ceremony (organized by SECU)

• All Graduation Applications should be signed and returned marked “Recommended” or “Not Recommended” (if someone is not graduating, we need to know that, too)
Graduate Faculty Governance
Through spring 2019

- Graduate Program Reviews Subcommittee
- Graduate Course and Curriculum Subcommittee
- Graduate Fellowships Subcommittee

Graduate Faculty Committee

(Erin)
GS Events

• Graduate Diversity & Inclusion McNair Visit Day 7/27/18

• New Graduate Student Orientation – 8/27/18

• Graduate Student Fellowship Celebration – 9/26/18; 4:30-6:30 p.m.

• Graduate School Open House – 11/1/18; 5-7 p.m.

• Spring: Pack of Panthers Dinner - TBD

• Spring: 3 Minute Thesis - TBD
Thank you!
What topics didn’t we cover?

foxe@uwm.edu