JUMP START!
New Grad Coordinator Training

WORKSHOP 2: September 26th, 2018
JUMP START!
Introductions

Name
Program(s)
When you started
Most useful thing you learned in
Jump Start 1 Workshop
AGENDA

Admissions

• Applicant Review
• International

Academic Analysis, Planning & Assessment

BREAK - 15 minutes -

Campus Data Resources

Communications

Degree Process

Fellowships & Funding
Full agenda with numerous presenters
Quick questions
  – After each section
Complex question
  – Save for the end
Presenters will be around after the workshop for individual specific questions
Admissions

Judy Bauman
Director
Office of Admissions
Admissions Staff

• Judy Bauman, Director of Admissions
• Admissions Staff work by the first letter of the applicant’s last name:
  – Rebecca Chapman (A-H)
  – Debbie Klimek (I-O)
  – Kasey Fiske (P-Z)
• Randy Tackett, International Credentials Evaluator
Decentralized process at UW

- Program does initial review of applications
- Graduate School reviews applications recommended for admission by the programs.

Graduate School **minimum requirements**

- Undergrad GPA of 3.0 in the last 60 semester hours or Masters degree with 3.0 GPA
- Bachelors degree from regionally accredited US institution or a comparable degree from an international institution
- English proficiency for those whose native language is not English, or whose undergraduate instruction was not in English, must provide an English proficiency test score (TOEFL, IELTS, MELAB)
- International applicants are required to have adequate financial resources to cover expenses for the duration of their studies at UW-Madison
- If minimum requirements are not met, a pro sheet will be requested.
- **Please note:** The Graduate school does not require the GRE.
### Admissions Statistics

<table>
<thead>
<tr>
<th>FALL 2018</th>
<th>APPLICATIONS</th>
<th>RECOMMENDED BY PROGRAM</th>
<th>ADMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOMESTIC</td>
<td>9,597</td>
<td>3,294</td>
<td>2,721</td>
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<tr>
<td>INTERNATIONAL</td>
<td>9,509</td>
<td>1,742</td>
<td>863</td>
</tr>
<tr>
<td>TOTAL</td>
<td>19,106</td>
<td>5,036</td>
<td>3,584</td>
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</table>
Electronic Application (E-App)

- Applicants can apply up to 3 graduate programs
- The application fee is $75 for all
- International students pay an additional $6 document processing fee for I-20 related documents
- E-app has an inherent work flow
  - Adaptive display
  - The applicant must pay the application fee by credit card or fee grant, *before* submitting the application
Citizenship Information

Domestic

Place of Birth

- Country of Birth: United States
- City: Madison
- State: Wisconsin

Citizenship

- Country of Citizenship: United States

Do you have a US Social Security number? Yes

International

Place of Birth

- Country of Birth: China
- City: Beijing

Citizenship

- Country of Citizenship: China

Do you have a US Social Security number? Yes
- Do you have an International Taxpayer Identification Number? Yes

Will you be bringing dependents with you? Yes
Federally mandated that we ask as a two part question

If ethnicity is ‘Yes’, then additional values of Cuban, Puerto Rican, Mexican and other Hispanic appear. This is specific to UW-Madison.
Program Selection

» Program selection is term specific and will only appear if your program accepts applications in that term

» Applicants can apply to 3 programs
Supplemental Application

- Programs decide what questions they would like to ask their applicants
- For example a program can ask
  - What is your area of interest?
  - Which faculty member do you want to work with?
  - How many months of research experience do you currently have?
- Programs also decide how applicants answer the questions
  - Drop down list
  - Check boxes
  - Upload a document
- One question can appear in applicant review as a column
- If you don't have a supplemental applicant review or would like to update yours please contact Debbie Klimek by email debbie.klimek@wisc.edu
Two of the three programs have a supplemental app question
Statements and CV

- Programs listed are what applicant applied to earlier in the application
- One statement of purpose can be written for all the programs by copying and pasting
- The applicant can also choose to write individual statements of purpose for each program
- Programs inform students what information is needed in the statement of purpose on their website
- CV/Resume will be one document
Recommendations

» Programs listed are what applicant selected earlier in the application

» Applicants assign a recommender to each program

» Applicants can write a note to the recommender

» Programs inform the Graduate School how many recommendation letters are required
» Applicants can upload unofficial transcripts for program review
» After the applicant has been recommended for admission, the Graduate School will request official transcripts for final review and admission
» The final official electronic transcripts will then be made available in Applicant Review
» International applicants may still have to submit paper transcripts for review
Residency

- The residency menu will take applicants out of the E-App and to the residency smart app

- Residency asks specific questions to determine if the applicant is eligible for residency status

- Once the applicant has finished the residency questions they are taken back to the E-App
Admissions
Applicant Review

Rebecca Chapman
Office of Admissions
Tabs across top will always show

Create Checklist Items, Email Templates, Groups, Saved Filters, Review Scale, Teams, Table columns for each Tab

Click the Search button to find a particular applicant and show what tab they are under.
Almost All Tabs/Pages
• Page Description
• Upper blue filter box
• Action Buttons: Send Email, Add/Remove applicants in group, Download
• List of Applicants
Applicant Review: Pre-Review

- Applications that have been submitted but not yet moved to Review and Recommend
- Additional filters available in blue filter box
- Actions: Add/remove group, Download, Request GPA Eval, Assign, Move to review
  - Select Applicants
  - Click White move to Review Action button
• Applications that have been moved to review but not yet given a recommendation
• Assign applicants to a Team of faculty or an individual faculty for Review or to Recommend/Not Recommend
Applicant Review - Graduate School Review

- Applications that have been recommended but not yet reviewed by the Graduate School
- Includes applicants that are recommended on the previous tab
Applicant Review - Graduate School Review

Transcripts

- The email request for official transcripts is sent by the Graduate School after program recommendation.
- The email can be seen in the Email History section on the applicants details page.

Emails:

- **Activate Your Application Account for UW-Madison Graduate School**
  - Subject: Activate Your Application Account for UW-Madison Graduate School
  - Text Preview: Dear Kendra Bergstedt, This email is to confirm your new online application account for the University of Wisconsin-Madison Graduate School. You will receive further instructions from your program.
  - Date Sent: 11/25/2017

- **UW-Madison Graduate School Application Fee Payment Receipt - 504653**
  - Subject: UW-Madison Graduate School Application Fee Payment Receipt Name: Kendra Bergstedt Order Number: 504653
  - Date Sent: 12/15/2017

- **UW Madison G5 App Submission Confirmation #504653**
  - Subject: Your application (504653) has been successfully submitted. You will receive a confirmation email.
  - Date Sent: 12/15/2017

- **University of Wisconsin Graduate School**
  - Subject: Thank you for your interest in the University of Wisconsin-Madison. We look forward to reviewing your application.
  - Date Sent: 12/16/2017

- **UW-Madison Official Transcript Needed - DO NOT REPLY**
  - Subject: The University of Wisconsin-Madison Graduate School has a decentralized campus, therefore we cannot process transcripts for you.
  - Date Sent: 2/1/2018
The transcripts are sent directly to the Graduate School either electronically via one of our vendors or by paper directly from the applicants school.

After the transcripts are received the Graduate School will connect the official transcripts with the students application in Applicant Review. The official transcripts can be seen in the documents menu.

Then the Graduate School Admissions staff will review the official transcripts and process the students admission or request additional transcripts to be sent if needed.
Applicant Review - Final Processing

- Applications that have been reviewed by the Graduate School
- This also includes applicants that were ‘not recommended’ on the Review and Recommend Tab
- When that action is taken, the applicant is moved to final processing since no further action is needed. This tab will also includes all withdrawals
Online Status Check

• Used by Applicants to review information from both the Program and the Graduate School
• Lives in My UW or by Logging into the Application
• Information fed by the Academic Programs
  – Checklists: Shows if an application is complete or missing items
  – Communications: Shows emails sent via Applicant Review
  – Program Decisions: Shows if an applicant has been ‘recommended for admission’, withdrawn…
• Information fed by the Graduate School
  – Missing documents/information, e.g., official transcripts with degree posted OR for international applicants; the I20 was sent on …
  – Financial statement form-Available for international applicants upon recommendation for admissions
  – Shows Grad School Final Decision
Online Status Check

- From this screen the applicant selects ‘Review Status’ and they are directed to their status check.
Online Status Check

• The status check will be different depending on the program(s) the student has applied for.
• Programs can customize their checklist and it will show here on the applicants status check.
• This is where applicants can download their admit letter and other documents, such as a funding letter.
• The ‘Review Programs’ section shows applicants where they are in the application process.
• After an applicant is admitted they can also go into the ‘status check’ to either accept or deny the offer of admission. If they deny the offer a withdrawal code is entered into applicant review automatically.
Online Status Check

• ‘Graduate School Messages’ are specific messages that the admissions staff has written to the student
• ‘System Email History’ shows a copy of the emails that were sent to the applicant either automatically or via email template within applicant review
Applicant Review

Test:  https://stage.apps.grad.wisc.edu/ApplicantReview
Live:  https://apps.grad.wisc.edu/ApplicantReview

DataMart/Admission Queries

Live:  https://apps.grad.wisc.edu/DataMart
Admissions: International

Randy Tackett
International Credential Evaluator
Office of Admissions
What the International Credential Evaluator does

- Review academic records for the required level.
  - *Is it a Bachelor's degree or equivalent?*
- Review academic records for the required quality.
  - *Is it a "B" average or equivalent?*
- Review English proficiency requirements.
  - *Does the TOEFL or IELTS score meet our minimum requirement?*
Is a test required or is the applicant exempt?

Tests accepted are TOEFL, IELTS, or MELAB

- TOEFL=Test of English as a Foreign Language
- IELTS=International English Language Testing System
- MELAB=Michigan English Language Assessment Battery

Test score minimums, and ESLAT requirements:

> https://grad.wisc.edu/apply/requirements/
When do we evaluate?

- When department recommends for admission
- When department requests an evaluation:
  - Use code G83 (evaluation request),
  - or G84 (rush evaluation)
- When the evaluation is done it will appear as code G04.
Applicant home country, international Fall 2017

Chart Title

- **China**: 3947
- **India**: 2221
- **Korea**: 575
- **Taiwan**: 314
- **Iran**: 168
- **Saudi Arabia**: 53
- **Italy**: 39
Documents needed to admit

- Transcripts
- Degree certificates, if degree is finished
- Documents needed in native language, and English, unless the institution is exclusively English
- Admissions requirements page has information for each country
  - https://grad.wisc.edu/admissions/requirements/
- Funding letter, if you are funding
- The process for issuing I-20 for visa is separate, and comes after this academic document process
- Directory of International Institutions:
  - http://grad.wisc.edu/admin/gradcoordinators/iadmiss/index.html
Instruction on doing evaluations

- Seminar given in the fall
- Seminar will eventually migrate to Knowledge Base document
- For more information:
  - Randy Tackett
  - randall.tackett@wisc.edu
  - 262-0805
Training Goals

• Learn the Graduate school’s minimum requirements for international applicants.

• Evaluate international academic documents to determine if the applicant meets minimum admission requirements.
Office of Academic Analysis, Planning and Assessment

Assistant Dean
Joshua Morrill

Program Specialist Emily Reynolds
Academic Planning & Assessment

Josh Morrill
Assistant Dean for Academic Analysis, Planning & Assessment

Vacant
Policy & Planning Analyst

Peter Kinsley
Policy & Planning Analyst

Emily Reynolds
Academic Planning Specialist
What does Academic Planning do?

Academic Planning can help with all the changes your program might want to make to:

- Degrees/Majors
- Named Options
- Doctoral Minors
- Graduate/Professional Certificates
- Capstone Certificates
These changes include:

- Making a new program
- Changing an administrative home
- Renaming
- Moving online
- Discontinuing a program
- Suspending admissions
- Changing curriculum/requirements
- Changing admitting status
We will help you understand the Shared Governance process:

Contact us early in your planning to ensure all the information needed for governance is included in your plans.

<table>
<thead>
<tr>
<th>Governance Level</th>
<th>Who votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Program</td>
<td>Faculty Executive Committee or equivalent</td>
</tr>
<tr>
<td>School/College</td>
<td>Academic Planning Council</td>
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<tr>
<td>Graduate School</td>
<td>Graduate Faculty Executive Committee (GFEC)</td>
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<tr>
<td>Campus</td>
<td>University Academic Planning Council</td>
</tr>
<tr>
<td>UW-System <em>(for some actions)</em></td>
<td>Board of Regents</td>
</tr>
</tbody>
</table>
The Graduate Guide

- Online
- Updated 3x a year for governance actions (people, professional development and contacts box may be changed at any time)
- University Record: information must be accurate and changes are archived.
Guide Demo

- http://guide.wisc.edu/
What is Lumen Programs?

- New web-based tool to assist with shared governance
- Interactive smart form
- Automated workflow process notifies everyone in chain of governance
- Your department/program has a designated “Approver”
How do I edit Guide?

- Overview
- Admissions
- Funding
- Requirements
- Policies
- Professional Development
- Learning Outcomes
- People
- Accreditation

Edited in Guide by YOU: | Edited in Lumen Programs:
---|---
Overview | Admissions
Funding | Requirements
Professional Development | Policies
People | Learning Outcomes
*Contact Information box | Accreditation (if relevant)
Upcoming…

Guide/Lumen

• Guide Training
• Lumen Programs Training
• Guide Edit Window (opens late October, closes December 7)
Program Review Training

If you have a program review this year, there will be a Fall Workshop for you and your faculty. Keep an eye on your email for more information!

• Date/Time/Location TBD!

Materials are also posted online in the Vesta KB (maintained by Academic Planning and Institutional Research in the Provost’s Office):

• https://kb.wisc.edu/vesta/search.php?cat=5891
Learning Outcomes Assessment

Every program has learning outcomes. You can find them in the Graduate Guide.

What do we do with learning outcomes?
   – November 1, 2018 – Assessment Reports due

See: https://assessment.provost.wisc.edu/ for more information!
BREAK FOR 15 MINUTES
Campus Data Resources

Peter Kinsley
Policy & Planning Analyst
peter.kinsley@wisc.edu
We use information across campus, and that we collect to help provide a picture of our Graduate Student experiences in order to inform accreditation activities, Graduate School initiatives and departmental planning.

- Sometimes the Graduate School or Campus data reports will differ from Program’s own records.

- **Why?** We must follow campus/AAU/Federal definitions and guidelines to
  - ...have data consistency/integrity
  - ...enable peer data comparisons
Which program graduates the most students per year?

Which programs have the highest percent of targeted minority students?

Which program has the highest percent of international students?
Data Resources

Program Profiles
https://grad.wisc.edu/academic-programs/

Grad School Static Reports

Grad School Interactive Data
https://tinyurl.com/Grad-explorer

RADAR
https://search.data.wisc.edu/radar.php

Campus Data Resources

Ongoing Data Collection
https://kb.wisc.edu/grad/page.php?id=56327

Exit Surveys
https://kb.wisc.edu/grad/page.php?id=56327
Explorer Demo/ Walkthrough

• FULL Link: https://dataviz.wisc.edu/views/GraduateSchoolExplorer/HomePage?:embed=y &:showAppBanner=false&:showShareOptions=true&:display_count=no&:showVizHome=no

• Shortened Link: https://tinyurl.com/Grad-expplorer
Data Resources

- Program Profiles
  - https://grad.wisc.edu/academic-programs/

- GRAD SCHOOL STATIC REPORTS

- GRAD SCHOOL INTERACTIVE DATA
  - Grad School Navigator
    - https://tinyurl.com/Grad-Navigator

- CAMPUS DATA RESOURCES
  - RADAR
    - https://search.data.wisc.edu/radar.php

- ONGOING DATA COLLECTION
  - Post-Graduate Survey
  - Exit Surveys
RADAR Demo/ Walkthrough

Link:
https://search.data.wisc.edu/radar.php
- Training on using IDE (Offered by office of Data Management) (https://data.wisc.edu/)

- Demos/ Discussions on using the Graduate Explorer (Dec. 2019)

- Contact us anytime with data concerns or questions Joshua.Morrill@wisc.edu or Peter.Kinsley@wisc.edu
Communications

Meghan Chua
Communications Specialist
meghan.chua@wisc.edu
grad.wisc.edu
Primarily for prospective and current students
Communications

Website resources for programs
Communications

KnowledgeBase: kb.wisc.edu/grad
Communications

Major Areas of Study (MAS): [grad.wisc.edu/academic-programs](grad.wisc.edu/academic-programs)
Communications

MAS: [grad.wisc.edu/academic-programs](http://grad.wisc.edu/academic-programs)

**AGRICULTURAL AND APPLIED ECONOMICS**

423 Taylor Hall, Henry
427 Lorch St
Madison WI 53706
Campus Map »

Program contact: Mary Treleven
Phone: 608-262-9489
Fax: 608-262-4376
Email: admissions@aae.wisc.edu

<table>
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<th></th>
<th>Face-To-Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
<th>Add'l Assistantship And/or Enrollment Policy</th>
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<td></td>
</tr>
</tbody>
</table>

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Communications

Update MAS:  tools.grad.wisc.edu/greu/mas_update.html
Communications

Update MAS:
Communications

Unit Directory: [apps.grad.wisc.edu/unitdir](http://apps.grad.wisc.edu/unitdir)
## Communications

Unit Directory: [apps.grad.wisc.edu/unitdir](apps.grad.wisc.edu/unitdir)

### Edit Roles for G099

**Back To Home**  
**Back To List**

**Instructions:** Click here to review official role definitions, and assign roles appropriately for your program(s)

**Program:** Bacteriology  
**Adm Unit:** Bacteriology

<table>
<thead>
<tr>
<th>Role</th>
<th>NetID</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Search:</th>
<th>Add/Delete</th>
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<tr>
<td>Doctoral Coordinator</td>
<td>kpfrance</td>
<td>Katy France</td>
<td><a href="mailto:kathy.france@wisc.edu">kathy.france@wisc.edu</a></td>
<td>608-262-2975</td>
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<tr>
<td>Masters Coordinator</td>
<td>kpfrance</td>
<td>Katy France</td>
<td><a href="mailto:kathy.france@wisc.edu">kathy.france@wisc.edu</a></td>
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<tr>
<td>Director of Graduate Studies (DGS)</td>
<td>kmwassman</td>
<td>Karen Wassman</td>
<td><a href="mailto:karen.wassman@wisc.edu">karen.wassman@wisc.edu</a></td>
<td>608-262-3148</td>
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<td>Delete</td>
</tr>
<tr>
<td>Department/Unit Chair</td>
<td>ckwasper</td>
<td>Charles Kaspar</td>
<td><a href="mailto:ckwasper@wisc.edu">ckwasper@wisc.edu</a></td>
<td>608-263-6936</td>
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<tr>
<td>Department/Unit Administrator</td>
<td>kastraus</td>
<td>Karl Straus</td>
<td><a href="mailto:kari.straus@wisc.edu">kari.straus@wisc.edu</a></td>
<td>608-890-1108</td>
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<tr>
<td>Admissions Contact</td>
<td>kpfrance</td>
<td>Katy France</td>
<td><a href="mailto:kathy.france@wisc.edu">kathy.france@wisc.edu</a></td>
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<td>Add Person</td>
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<td>Payroll Contact</td>
<td>besta</td>
<td>Kimberly Besta</td>
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<td>Minority Graduate Student Recruitment</td>
<td>akthomp1</td>
<td>Abbey Thompson</td>
<td><a href="mailto:abbey.thompson@wisc.edu">abbey.thompson@wisc.edu</a></td>
<td>608-890-2308</td>
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Showing 1 to 10 of 10 entries

Add Person to Role  Subscribe to Role  Add Person Manually
Communications

Unit Directory: [apps.grad.wisc.edu/unitdir](apps.grad.wisc.edu/unitdir)

**Coordinator roles receive emails sent to the gradcoords@lists.wisc.edu listserv**
Unit Directory - Faculty Lists
  - Update annually

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<tr>
<th>Acad Prog</th>
<th>Description</th>
<th>Submitted</th>
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<td>G018</td>
<td>African Cultural Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G021</td>
<td>Agricultural and Applied Economics</td>
<td>Submitted: 11/08/2017</td>
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</table>
Communications

Graduate program coordinators are responsible for:
- Keeping MAS pages updated
- Keeping Unit Directory roles updated
- Keeping Faculty Lists updated

*Instructions available in the KB: See the New Graduate Program Coordinator checklist!*
Communications

Story ideas
– Graduate students
– Alumni
– Send to meghan.chua@wisc.edu

Distributed on:
– Grad.wisc.edu
– Graduate School social media
– news.wisc.edu
– Your department's website
  • Talk to your communicator or web manager
– Donor/board meetings
– Chancellor's speeches
Communications

Story ideas

IDEAS FOR GRADUATE STUDENT AND ALUMNI STORIES

**IMPACT**
Ideas that innovate, engage, and influence

**VARIETY**
Across disciplines, degrees, and demographics

**EXCITEMENT**
With passion and energy that draw you in

**CLARITY**
With messages that are concise, crisp, and direct

**STORYTELLING**
About real people, showing rather than telling

**VISUALITY**
That you can see via multi-media and high res photos.
Communications

Alumni profiles

ALUMNI CAREER PATHS

How do you visualize your future after graduate school? Did you start out thinking academia was where you wanted to be, only to realize your true passion is outside of a lab or classroom?

Your graduate school experience has given you a solid foundation for advancing your career path, whether that be in a wide assortment of exciting opportunities in the private sector or public service.

Your graduate degree will add value to any organization you join. You are leaving UW-Madison equipped with teaching, project management, analytical techniques, data collection, collaboration, and leadership.

We invite you to explore the variety of career paths open to you as a UW-Madison graduate by reading the success stories of some of our alumni.

ALUMNI CAREER PROFILES

Explore the variety of career paths open to you as a UW-Madison graduate by reading the success stories of some of our alumni.

Teddy Wiggins
Teddy Wiggins is a University of Wisconsin-Madison graduate from the School of Music, in violin performance. He is currently a co-concertmaster/principal violinist with the Civic Orchestra of Chicago, a training orchestra that develops musicianship and prepares musicians for professional careers.

Amy Powell
In 2005, Amy Powell arrived at the University of Wisconsin-Madison to pursue her MA in art history. Upon completion of her master’s in 2007, the Kentucky native decided to stay at the university to pursue her PhD in the same field.

Steven Wright
Steven Wright came to the University of Wisconsin-Madison in 2012 to pursue his MFA in creative writing.

Lori Gomick
When Lori Gomick began her Master of Music degree in string development, the deck seemed stacked against her.
Communications

Materials and publications

Links to the PDF and app available at grad.wisc.edu/new-students

Request from Office of Professional Development and Communications
Recruitment Folders and materials
  – Pre-application
  – Post-application (visit day)
Request as needed
  – Online survey in Qualtrics
Communications

Onboarding campaign for new grad students
Social media – stay informed about events, funding opportunities, student stories and more

@UWMadGSEd

facebook.com/uwmadgradschool

YouTube channel includes videos of past professional development events

UW-Madison Graduate School
Takeaways:

- Use the KnowledgeBase for internal information
- Keep your MAS page updated
- Keep your Unit Directory roles updated
- Keep your faculty lists updated
- Look out for important information coming out via the `gradcoords@lists.wisc.edu` listserv
- Continue to attend training and networking opportunities for programs
Degree Granting & e-Warrant Process

- Elena Hsu, Degree Coordinator,
  elena.hsu@wisc.edu, 890-2739
- Alexandra (Xania) Walter, Degree Coordinator
  alexandra.walter@wisc.edu, 262-3011
- Katie Block, Academic Services,
  katelyn.block@wisc.edu, 262-9209
Degree deadlines


Degrees are granted by the term or semester (Fall, Spring, Summer)

Fall 2018 deadlines:

- Tuesday, September 4th: Dissertator Eligibility Deadline for Fall 2018
- Friday, November 30th: Request for all Degree Warrants
- Friday, December 21st: Master's Degree Deadline
- Sunday, December 23rd: Doctoral Degree Deadline

Spring Degree Window Period**
- Monday, December 24th – Friday, January 18th (for the Master's)
- Monday, December 24th-Monday, January 21st (for the PhD)

Window period
- The time between the end of one degree period (ex: Fall) and the beginning of the next (ex: Spring)
- Students must have been registered for the previous semester (ex: Fall for the Spring Window)
- If all degree requirements are met by the end of the window period, the degree will be granted for the following semester (ex: Spring degree)
- However, the student will not have to register or pay fees for the next semester (ex: Spring)
Grad School degree coordinators:
- check and verify information on the warrant and student transcript
- clear the degree

Office of the Registrar:
- Get degree info from the Grad School
- Post degree to student account at the end of each semester
- Provide degree verification to the student (if needed)
At least 3 weeks before the defense/exam
GREU is the system used to request e-warrants
  - [https://my.gradsch.wisc.edu/greu/sara.html](https://my.gradsch.wisc.edu/greu/sara.html)

Types of warrants
  - Prelim
  - Master's
  - Ph.D. and D.M.A.
  - Professional Doctoral

By requesting a warrant you are verifying that the student has met all of the MAJOR PROGRAM requirements

The Graduate School will then confirm that the student has met all of the GRADUATE SCHOOL requirements
Search in GREU for your student and term of degree
  – Select the appropriate plan for the student (ex: PhD 499 L&S)

Eligibility checklist for Graduate School minimum degree requirements
  – Enrolled in proper number of credits during that semester
  – No deficient grades (No report-NR, Incomplete-I, etc.)
  – Minimum cumulative GPA
  – Passed minimum number of credits

Fill out warrant request online, submit

Degree coordinator reviews e-warrant request
  – Approve or deny
  – Email to coordinator with link if approved
Grad Coordinator prints the e-warrant from the email notification

E-Warrants training document available in the KB: https://kb.wisc.edu/grad/page.php?id=34566
# Signed Warrant

<table>
<thead>
<tr>
<th>Masters Prelim Professional Doctoral</th>
<th>PHD or DMA</th>
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</thead>
<tbody>
<tr>
<td>• GRAD COORDINATOR sends to Grad School</td>
<td>• STUDENT UPLOADS to ProQuest as part of dissertation deposit</td>
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</table>
Completing Your Degree

- Masters
- [https://grad.wisc.edu/current-students/masters-guide/](https://grad.wisc.edu/current-students/masters-guide/)
- What you need to do
- Things you need to know
- Other information about your graduation
- Contact: Elena Hsu, Degree Coordinator
Completing Your Degree

• Doctoral
  • [https://grad.wisc.edu/currentstudents/doctoralguide/](https://grad.wisc.edu/currentstudents/doctoralguide/)
  • Formatting Requirements
    – Producing Your Dissertation
    – Format Requirements
    – Additional Guidelines
    – Embargo/Delayed Release

• Checklist

• Contact: Alexandra (Xania) Walter
Doctoral Degree Checklist

1. Precheck (OPTIONAL)
2. Request Warrant
3. Pay Dissertation Deposit Fee
4. Complete Exit Surveys
5. Electronic Deposit to ProQuest (UPLOAD SIGNED WARRANT)
6. Final Review (OPTIONAL)
Degree Completion Letter

- [https://registrar.wisc.edu/degree_completion_letters.htm](https://registrar.wisc.edu/degree_completion_letters.htm)
- Request from the Office of the Registrar before degree is posted
- final grade must be posted
Transcripts & Diploma

- Degrees are posted by the Office of the Registrar
- 4-6 weeks after the end of the semester
- Degree will show in MyUW student center
- Order transcripts online
  - [http://ordertranscript.wisc.edu/](http://ordertranscript.wisc.edu/)
- Diplomas will be sent to the MyUW address 8-12 weeks after the end of the semester
Commencement

- Completely separate from the degree granting process at the Graduate School
- Coordinated by the Chancellor’s Office
- 2 ceremonies per year: May and December
- August graduates can attend the May or December ceremony
- All grad students must “apply to graduate” through their MyUW student center by the deadline each semester if they want their name printed in the commencement program
- [http://www.commencement.wisc.edu/](http://www.commencement.wisc.edu/)
Fellowships & Funding

Cassandra Rademaekers
Fellowship Director
Recruitment and Retention Through Fellowship Support

Graduate Student Support Competition (GSSC)

- Focus on Recruitment and Retention promising practices
- Funding may be used to provide full fellowship support, summer support, or stipend supplementation, welcome-checks, and general graduate student support, etc.
- Launched in October, due in early November. Same application for all 4 divisions
Graduate Student Support Competition (GSSC) cont.

- **AOF Recruitment Funds**: Recruitment Funds, through the GSSC application, that are aimed at underrepresented, first generation students, funds can be used for:
  a. Advertising to targeted audiences
  b. Visits to campus
  c. Sending UW-Madison staff to recruiting events
  d. Other inventive ways to attract qualified underrepresented graduate students to campus (coordinate with your [GRS community](#) or the Graduate School on ways to leverage these funds and/or recruiting opportunities).
Recruitment and Retention
Through Fellowship Support

External Fellowships supported through the UW-Madison:

- Mellon/ACLS Dissertation Completion Fellowship
- ACLS Robert H. N. Ho Family Foundation Program in Buddhist Studies Fellowship
- BTAA/Smithsonian Institution Fellowship Program (only those winners affiliated with the Big Ten Academic Alliance competition)
- Charlotte W. Newcombe Fellowship
- Ford Foundation Fellowship Programs
- Hertz Foundation Fellowship
- Mellon – Council for European Studies Dissertation Completion Fellowship
- National Physical Science Consortium Fellowship
- National Science Foundation Graduate Research Fellowship Program
- NIH Training Grants and NRSA Fellows
- Robert Wood Johnson Health Policy Research Scholars Program
- Social Science Research Council (SSRC) Fellowships
  - International Dissertation Research Fellowship (IDRF)
- Spencer Dissertation Fellowship
- Rome Prize (American Academy in Rome)

Academic programs may request supplementation from the Graduate School for external fellowships that are not on the approved supplementation list. [External Agency Supplement Request Form]
Other Recruitment Support

Fee Grants (https://grad.wisc.edu/fee-grant/)

- For domestic applicants who participated in a pipeline program, grew up in a low income family (verification form), or were impacted by a natural disaster. Programs can purchase coupon codes with the coupon code purchase form to provide to applicants. Questions send to: feeegrants@grad.wisc.edu.

Competitive Enhancement Awards

- One-time award available to programs when applicant is trying to decide between UW-Madison and another institution; decided on a case-by-case basis. Availability announced in February, administered by the Associate Dean, Lisa Martin.
Other Recruitment Support

Collaborative Recruitment Fund (in the spring)
- Program competition designed to encourage strong collaborative partnerships that are geared to recruiting top candidates to the PhD, DMA, and MFA programs in all four divisions across campus. Competition opens in *early spring*.

Going to a Recruiting Event?
- Share your event information on the Graduate School Recruitment calendar.

Need Recruiting Supplies?
- Contact the Graduate School (at least 3 weeks before the event) for: *Fliers (e.g., SROP), Folders with inserts, Tablecloths with GS logo, etc.*
The end.

Questions?

• Time for questions as a large group
• Presenters will also be available for 10 minutes to answer individual questions