

Council of Graduate Coordinators and Staff (CGCS) Meeting

January 10, 2014

Agenda Items

- Speakers- Jennie Bayless & Debra Schatz: Admit and Denial Letters- Dept Input
- Graduate Studies Specialists- New Breakdown
- Graduate Enrollment & Pending Files
- Graduate Professional Development Program
- Upcoming events/reminders
- Open items



Graduate Admissions Letter and Email Revisions

Jennie Bayless, Assistant Director for Operations

Debbie Schatz, Assistant Director for Transfer

January 10, 2014

MISSOURI
S&T

Graduate Admit Letters

Summary of Proposed Changes

- Extensive revisions to improve organization and clarity
- Bulleted list of required documents
- Numbered list of action items
- Reference to academic department and graduate studies for appropriate information.

Graduate Admit Letter

CONGRATULATIONS! You have been admitted to the Missouri University of Science and Technology, one of the nation's premier technological research universities. Your admission is for the «AdmitTermDE1» to Missouri S&T's «AcadPlanDE11» program. Our faculty and staff are eager to assist you as you make this exciting transition. Please refer to the Graduate Catalog for further information relative to these categories and other requirements. Information regarding your chosen discipline may be obtained from the department or on the web at registrar.mst.edu.

If the academic department has attached any conditions to your acceptance they are listed below:

«**CommComments**»

As applicable, this acceptance is subject to the receipt of a final official transcript verifying the satisfactory completion of your baccalaureate degree and the grades reported were accurate. In addition you will need to forward transcripts covering any courses or degrees you may have in progress or have completed in addition to the baccalaureate degree. All required official transcripts must be received prior to matriculation.

A health history form is enclosed. For registration dates, please check the web at registrar.mst.edu

If I may be of further assistance, please contact me. Welcome to Missouri S&T! You will be part of a tradition of success that stretches back over 130 years and you will reap the benefits of attending of one of America's top universities. Our graduates are known for having changed the world for the better in multiple ways – we look forward to helping you make your mark!

CONGRATULATIONS! You have been admitted to Missouri University of Science and Technology, one of the nation's premier technological research universities. Your admission is for the «AdmitTermDE1» to Missouri S&T's «AcadPlanDE11» program. Admission is subject to the conditions listed below and is contingent upon the receipt of all required documents.

ADMISSION CONDITIONS

If your academic department has attached any conditions to your admission they are listed below. Please contact your academic department if you have questions about admission conditions. You will find contact information at grad.mst.edu by clicking on Graduate Programs:

«**CommComments**»

REQUIRED DOCUMENTS

All required documents and transcripts must be received prior to your registration and matriculation to Missouri S&T.

- Final, official transcript verifying the satisfactory completion of your baccalaureate degree.
- Official transcript verifying the accuracy of your reported grades.
- Final, official transcripts for all college or university courses or degrees you may have in progress or have completed in addition to the baccalaureate degree.

WHAT'S NEXT?

Establish your S&T identity at futurestudents.mst.edu/joess to access online student information and email.

1. **Complete and return the enclosed health history form.**
2. **Refer to the Graduate Catalog at catalog.mst.edu for information about your program and requirements.**
3. **Find contact information for your academic department at grad.mst.edu (click on Graduate Programs).**
4. **Check academic dates and deadlines at registrar.mst.edu/calendars.**

Welcome to Missouri S&T! We are delighted that you will be a part of the Missouri S&T family and our 140-year tradition of success. Our graduates are changing the world. We look forward to helping you make your mark!

Graduate Conditional Admit Letter

I am pleased to inform you of your acceptance to the Missouri University of Science and Technology graduate school for the «AdmitTermDE1». You will be classified as a probationary Master's student with a major of «AcadPlanDE11». Please refer to the Graduate Bulletin for further information relative to the probationary Master's category and other requirements. Information regarding your chosen discipline may be obtained from the department or on the web at registrar.mst.edu.

If the academic department has attached any conditions to your acceptance they are listed below:

«**CommComments**»

As applicable, this acceptance is subject to the receipt of a final official transcript verifying the satisfactory completion of your baccalaureate degree. In addition, you will need to forward transcripts covering any courses or degrees you may have in progress or have completed in addition to the baccalaureate degree. All required official transcripts must be received prior to matriculation.

A health history form is enclosed. For registration dates, please check the web at registrar.mst.edu/calendars/

If I may be of further assistance, please contact me. Welcome to Missouri University of Science and Technology!

CONGRATULATIONS! You have been admitted to Missouri University of Science and Technology, one of the nation's premier technological research universities, for the «AdmitTermDE1». You will be classified as a probational master's student with a major of «AcadPlanDE11». Please refer to the Graduate Catalog for further information relative to the probational master's category and other requirements.

ADMISSION CONDITIONS

If your academic department has attached any conditions to your admission they are listed below. Please contact your academic department if you have questions about admission conditions. You will find contact information at grad.mst.edu by clicking on Graduate Programs:

«**CommComments**»

REQUIRED DOCUMENTS

All required documents and transcripts must be received prior to your registration and matriculation to Missouri S&T.

- Final, official transcript verifying the satisfactory completion of your baccalaureate degree.
- Official transcript verifying the accuracy of your reported grades.
- Final, official transcripts for all college or university courses or degrees you may have in progress or have completed in addition to the baccalaureate degree.

WHAT'S NEXT?

1. **Establish your S&T identity at futurestudents.mst.edu/joess** to access online student information and email.
2. **Complete and return the enclosed health history form.**
3. **Refer to the Graduate Catalog at catalog.mst.edu** for information about your program and requirements.
4. **Find contact information for your academic department at grad.mst.edu** (click on Graduate Programs).
5. **Check academic dates and deadlines at registrar.mst.edu/calendars.**

Welcome to Missouri S&T! We are delighted that you will be a part of the Missouri S&T family and our 140-year tradition of success. Our graduates are changing the world. We look forward to helping you make your mark!

Important Elements of Acceptance Letters

What	Why
A very warm welcoming statement	Helps the student feel welcomed
Mention of some of the outstanding/excellent features of your graduate program including outstanding and/or award-winning faculty, award winning graduate students, state-of-the-art facilities, unique focal points of the department	Sets UBC apart from other institutions the student might be considering; gives the students lots of good reasons to select UBC; provides an ego boost (I'll be joining such an accomplished group of students - I must be pretty good)
Congratulations on getting accepted and on achievements thus far	Ego boost - a long-tested and very effective marketing strategy
Notification of financial award	One of the first and most significant questions is answered for students right away. Gives UBC significant competitive edge
The names and contact information of people who can help the student get adjusted, including the grad advisor. Every effort should be made to include contact information for currently attending grad students in the program	Provides sense of personal contact. The vast majority of respondents to FoGS surveys indicate that that they value advice from students currently in the program more highly than advice from anyone else. Give them a way to get that advice!
Conveyance of what it's like to be a student in the program (what is the atmosphere like? how do grad students fit into the picture? For instance, if faculty and grad students call each other by first names, mention faculty members by first name in the letter)	As students go through the decision making process, they almost always select the institution that has given them the clearest picture about what it is like to be a student there. If they can envision themselves as a student there, they will often select that university

Source: <https://www.grad.ubc.ca/faculty-staff/admin-resources-templates/acceptance-refusal-letters>

Important Elements of Refusal Letters

What	Why
A very warm welcoming statement	Helps the student feel welcomed
Regret that we were unable to accept the student	Gives a sense of personal connection
Assurance that application was carefully and completely reviewed	Conveys that the decision was taken seriously and with due care and diligence
Congratulations on achievements thus far	Makes the student feel good about him/herself leaving a positive perception of UBC and reinforces notion that application was thoroughly reviewed
Competition was very keen	Leaves perception that UBC is an excellent university which attracts the very top students; lets students know that although they were not among the very top, they are still strong students
Best wishes for future	Polite closure and conveys sincerity of regret

Source: <https://www.grad.ubc.ca/faculty-staff/admin-resources-templates/acceptance-refusal-letters>

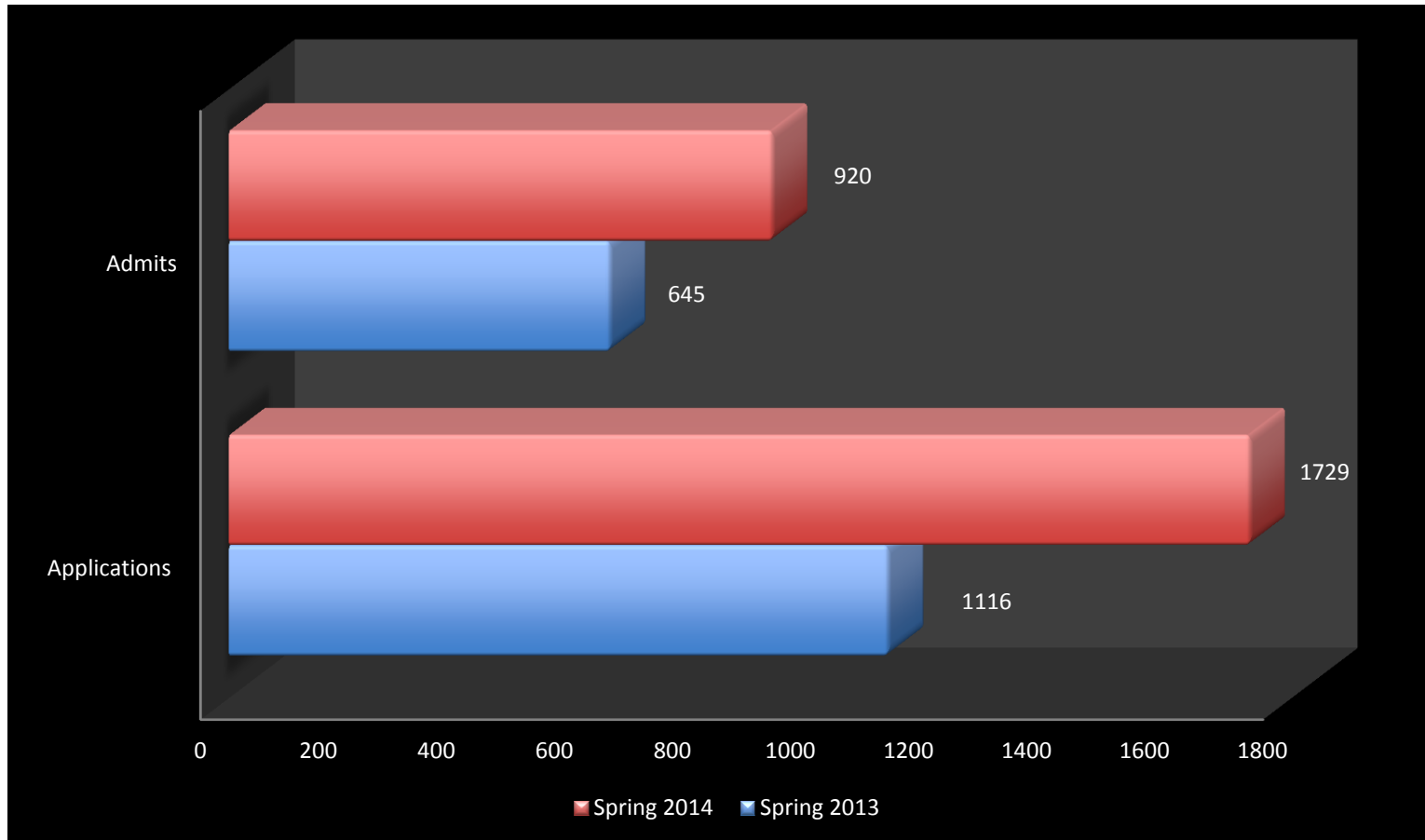
Graduate Studies Specialists New Alphabetic Breakdown

- Alphabet Breakdown Between Graduate Studies Specialists:
 - A-K: Crystal Wilson
 - L-Z: Vicki Hudgins

Fall 2013 Grad Enrollment Fast Facts

- Grad + UG enrollment 8130
- Total Grad enrollment 1984
- On-campus 1165
- Extended Learning 819
- PhD enrollment 555
- MS enrollment 1429

Spring Numbers



PENDING FILES

As of 1/8/14 we have

716

pending files

Pending File Breakdown

Files in the academic department **344**

Pending Files Procedure

Misty House will email the department biweekly/monthly with a list of files that are still in the department.

--Please check on these files and email me back with a status update. (Some files will cross paths)

Proper tracking is important in knowing where the file is.

Graduate Professional Development Program

- Each campus will be selecting a team of five graduate students to enroll in the GPD program.
- Aim of the program is to enhance students' "transferable skills" -- the high-demand skills that employers seek across academic, business, government, nonprofit and industry sectors.

Graduate Professional Development Program

- Topics will include project management, conflict resolution, data-driven decision making, problem solving, entrepreneurship and team work.
- Team members will participate in monthly seminars on their respective campus and travel to the other campuses for an overnight visit and extended training.

Graduate Professional Development Program

- A certificate will be awarded upon successful completion of the leadership program. This is an all expenses covered program.
- The GPD is being underwritten by the University of Missouri System.
- Weblink: <http://grad.mst.edu/professional-dev/>

Upcoming events/reminders

- January 17th- GLO Rubric Training/Brainstorming Retreat
 - 11:30am-1pm, Turner Room, Havener
- January 20th- Martin Luther King Jr. Day, Campus Closed
- January 21st- First day of Spring 2014 semester
- January 29th - Graduate Council Meeting
 - 12pm, 140 Toomey Hall
- February 5th- New Graduate Student Orientation
 - 5pm-8pm, St. Pat's Ballroom C, Havener

Reminder:

At least one week prior to their defense, students must send their defense information to their Graduate Studies Specialist so they can send the announcement to the Graduate Faculty.

Please remind your students of this.

Upcoming events/reminders

(continued)

Reminder:

At least one week prior to their defense, students must send their defense information to their Graduate Studies Specialist so they can send the announcement to the Graduate Faculty.

Please remind your students of this.

Open Items

Thanks for attending.

Next Meeting:

February 14th 12pm, 140 Toomey Hall