

Council of Graduate Coordinators and Staff (CGCS) Meeting

January 16, 2009

Agenda

- **eLearners**
- **Authorization to Change Requirement Term (Graduate Certificate Programs)**
- **Change Conditional Admission to Probationary Admission**
- **April 17 meeting date change (originally scheduled for April 10)**

Agenda, continued

- **Policy II-20 updated**
- **Departmental Recruitment Efforts – conferences, companies, etc.**
- **Staff Share: Graduate File Processing**

eLearners

eLearners.com

Launched Dec. 17, 2008

- Includes Degree Landing pages; school site and
 - Inquiry form
 - Filters to ensure we get qualified inquiries.**
 - There are individuals who are actively seeking information about online graduate degree programs.******

Campaign turned off during holidays and was relaunched January 1

LEADS

- **Capped our inquiries at 20 leads per month**
 - Reached cap January 9.
 - Degree leads/ certificate leads – pay per lead
- **Focus of initial campaign: Online Engr. Degrees**
 - **Geotechnics; Manufacturing; Mining; Civil; Engr. Management; Environmental; Mechanical Engr; Systems Engr.**
 - **MBA; Computer Science & IST to be added at a later date**

RESULTS:

- 22 inquiries
 - Env Engr – 5 leads
 - Mech Engr – 5 leads
 - Mfg Engr – 5 leads (One **Hot prospect**)
 - Civil Engr – 3 leads (One **Hot prospect**)
 - Engr Mgt – 2 leads
 - GEOT – 1 lead
 - Sys Engr – 1 lead

PROCESS

- **Inquiries received from eLearners via email**
 - Sent to dce@mst.edu
 - **DCE Action:**
 - General email response including useful links & information
 - Information packet mailed to inquiries, if requested
 - Inquiries forwarded to department for follow-up
 - **Department Action**
 - Email
 - Phonecalls
 - Information mailed, as requested
 - **Once Hobsons is implemented,**
 - Some of this process will be automated
 - Housed in the database for tracking & reporting
 - Emails sent will not look like bulk email & can be sent from faculty account

BEST PRACTICES

- Students want fast responses and to be perceived as valuable and unique
- Follow-up is critical to turning prospects into students and to keep two-way communication
 - Telephone
 - Email –
 - Printed materials

AUTHORIZATION TO CHANGE REQUIREMENT TERM (GRADUATE CERTIFICATE PROGRAMS)

Upon receipt of the approved Authorization to Change Requirement Term (Graduate Certificate Programs) form, the Registrar's Office will officially change the requirement term for the student.

- Revisions in graduate certificate programs have caused the need for numerous course substitution forms
- Changing the requirement term will result in an accurate degree audit report
- Fewer course substitution forms will be required
- The form will be posted on the Office of Graduate Studies at the following link
<http://grad.mst.edu/currentstudents/gradforms.html>

ADMISSION STATUS

December 1, 2008

Graduate Faculty Meeting

**Consensus was to change
CONDITIONAL Admission to
PROBATIONARY Admission**

April Meeting

Changed from April 10th
to

April 17th

Policy Memo II-20

- **Material reorganized to create a more logical, comprehensible document.**
- **Identifies registration requirements for all graduate students without ambiguities.**
- **Addresses gray areas in old policy (F-1 or J-1 visa, federal aid enrollment requirements)**
- **Removed reference to commuting range**
- **Correctly identifies full-time load for regular semester as 9 hours and full-time summer session as 3 hours.**
- **Standardizes practices for intersession thesis/dissertation defense across all departments/programs from 4 previous schools.**

Graduate Recruitment

- Capture departments' efforts in recruiting to best utilize resources and funds.
- OGS Recruitment Calendar 117 Fulton Hall

Staff Share Session:
Graduate File Processing

Presented by Jennie Bayless

Graduate file processing

File tracking allows everyone involved in the file processing process to see where we are with the file so regardless of who the student contacts, they are able to be given the correct information

We aren't the only choice that students have so we want to provide clear, detailed information in the admit letter

File Tracking

In PeopleSoft you would follow this path

Campus Community > Checklists >
Person Checklist > Checklist
Management – Person

Graduate file processing

Sometimes the student applies for multiple majors so you need to be sure to look for the proper checklist. The checklists are marked so you would know which one to choose.

The wording you put in the comment section will be cut and pasted into a communication that will go into the admit letter




Graduate file processing

Checklist Management 1

Checklist Management 2

Joe Miner

ID: 77777777






Checklist Date Time:

01/12/2009 2:35:14PM


Variable Data

*Administrative Function:


ADMA 

Admissions Application

*Academic Institution:


Missouri S&T 

*Checklist Code:

ATRACK 


Admission File Tracking

*Status:


Initiated 

Status Date: 01/12/2009

Due Date:

01/01/1900 

Due Amount:


 Currency Code


Comments:


Basketweaving Engineering

 Dr. Jones wanted to deny but Dr. Smith wanted to accept so acccpeted for fall 2009 - PhD program. jlb


Save

 Return to Search

 Previous in List

 Next in List

Notify

 Add

Graduate file processing

January 12, 2009

Joe E Miner
blah blah
kenya, 666541
Angola

Student No. 77777777

Dear Joe:

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 2009 Spring Semester to Missouri S&T's Basketweaving MS 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. Please check the graduate admission file sheet included with this letter if there are any official documents needed from you.

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

Dr. Jones wanted to deny but Dr. Smith wanted to accept so accepted for fall 2009 - PhD program. jlb

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.

Graduate file processing

It is important that you make sure all of the dates are updated properly when you send a file on to the next part of the process.

That way regardless of who the student contacts, the correct information can be given out.

Graduate file processing

[New Window](#) | [Help](#) | [Customize](#)

Checklist Management 1

Checklist Management 2

Joe Miner
ID: 77777777

Checklist Date Time: 01/12/2009 2:35:14PM
Administrative Function: Admissions Application
Academic Institution: Missouri S&T
Checklist Code: Admission File Tracking


Status: Initiated
Status Date: 01/12/2009
Due Date: 01/01/1900

Checklist Item Table

*Sequence	*Item		*Status	*Status Date	*Due Date	
100	ADMS	Adm Office	Completed	01/01/2009	01/01/1900	+ -
		Responsible ID: 00999980	Name: Bayless, Jennifer L			







*Sequence	*Item		*Status	*Status Date	*Due Date	
200	MEEN	Mechanical	Completed	01/03/2009	01/01/1900	+ -
		Responsible ID: 00999980	Name: Bayless, Jennifer L			

Date Adm
sends file
to Dept.

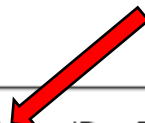


Checklist Date Time:	12/21/2008 6:19:53PM	
Administrative Function:	Admissions Application	Status: Completed
Academic Institution:	Missouri S&T	Status Date: 01/16/2009
Checklist Code:	Admission File Tracking	Due Date: 01/01/1900

Checklist Item Table

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100	ADMS  Adm Office	Completed ▾	12/31/2008	01/01/1900	
Responsible ID: 12316838 		Name: Surapaneni,Swetha			
*Sequence	*Item	*Status	*Status Date	*Due Date	+ -
200	RCPS  Comp Sci	Completed ▾	01/14/2009	01/01/1900	
Responsible ID: 00999992 		Name: Gibbons,Vicki A			
*Sequence	*Item	*Status	*Status Date	*Due Date	+ -
300	GRDST  GRDST	Completed ▾	12/21/2008	01/01/1900	
Responsible ID: 00999992 		Name: Gibbons,Vicki A			

Date not corrected



Graduate file processing

The clearer the information the less confusion the student will experience and the less questions they will be asking of the departments.

If a student is deferred and had conditions, the department must restate those conditions to reduce errors conveyed to the student.

We are all here to serve the student - they are our customers and we all want to make sure their experience is as positive as possible.

Graduate file processing

You all are doing a fantastic job to recruit great graduate students to Missouri S&T and the university is a better place because of this effort.

Graduate file processing

If any questions about the process or access
needed please don't
hesitate to contact us at the admissions office

Jennie Bayless

jbayless@mst.edu

4372

Q&A

Thanks for attending.

Next Meeting: February 13