



## *Tips, Tools & Tactics* Workshops for Graduate Educators

*You are invited to participate in a series of workshops focused on key topics in graduate enrollment management. These informal sessions will provide valuable insights and practical strategies to enhance recruitment, admissions, and enrollment efforts in your graduate programs. Each workshop will cover timely topics and will be presented by Graduate School staff and/or colleagues on campus. Connect with peers and learn and share best practices to support the growth and success of your graduate programs!*

### **New Graduate Program Director and Affiliate Staff Training**

January 22, 2025, 12:00 - 1:00 pm, [REGISTER](#) (In person, Reese 524)

Kathy Giddings, Julie Goodliffe, Katherine Hall-Hertel, Lauren Coffey, Johnna Watson

- **Focus:** Just in time training on the core functions graduate program directors and affiliated staff need who are new to their roles.
- **Key Topics:** A broad overview of the key policies and tools utilized to admit, fund, enroll, and support/advise graduate students. [Tools - SLATE](#), [eGPS](#), [NinerWorks](#), [Academic Petition](#)

### **Understanding Academic Policies and Implications**

January 23rd, 12:00 - 1:00 pm, [REGISTER](#) (Zoom)

Lauren Coffey

- **Focus:** Understanding milestone policies by degree level, as well as how policies support academic quality
- **Key Topics:** Milestone policies, rules for transfer credit, student status, and more (DegreeWorks, graduation clearance)

## Recruitment Strategies for Graduate Programs

January 29, 2025, 1:15 - 2:00 pm, [REGISTER](#) (Zoom)

Sabrina Brown

- **Focus:** Developing effective and targeted recruitment strategies to attract a diverse pool of high-quality applicants.
- **Key Topics:** Identifying target audiences, recruitment cycle planning - events + travel, and nurturing leads.

## Demystifying the [Financial Certification Form \(FCF\)](#), I-20, and Visa Processes for New International Students

Tarek, Amy

January 30, 2025, 1:15 pm - 2:00 pm, [REGISTER](#) (In person, Reese 524)

- **Focus:** Understanding the complexities of enrolling new international students.
- **Key Topics:** International Financial Certification Form (FCF) requirements, I-20 obtainment, visa and immigration processes for new international students.

## New Graduate Student Funding

February 3rd, 2025, 1:00 - 2:00 pm, [REGISTER](#) (Zoom)

Julie Goodliffe

- **Focus:** Understanding the timeline and process of making offers of funding to recruit new and retain continuing students for the fall semester.
- **Key Topics:** Managing assistantships, GASP, MTART, understanding the timeline, how to check the status of funding, communications that students receive.

## Career Development: Integrating Career-Focused Skills into Graduate Curricula, Dr. Patrick Madsen

February 7, 2025, 9:00 am - 10:00 am, [REGISTER](#) (Zoom)

March 21, 2025, 10:00 am - 11:00 am, [REGISTER](#) (In person, Reese 524)

- **Focus:** Equipping students with the tools and resources to translate their academic experience into career success.
- **Key Topics:** Career development, embedding career preparedness into the graduate curricula, program ROI.

## Early Entry Recruitment, Admissions, & Academic Policy

February 7, 2025, 3:30 - 4:30 pm, [REGISTER](#) (Zoom)

Hannah Adam, Lauren Coffey, Kathy Giddings, Michelle Hypki

- **Focus:** Recruit eligible undergraduate students. Review applications for early entry eligibility and discuss when exceptions can be made to the GPA and earned hours, clarify when the applicant needs to apply vs when they should enroll in a graduate course. How can the student double-count a course and other academic policies to consider.
- **Key Topics:** recruitment, admissions, double-counting credits
- **Audience:** invite GPDs who have a program that offers early entry admission

### Optimizing the Graduate Admissions Process

February 10, 2025, 1:30 - 2:30 pm, [REGISTER](#) ( In person, Reese 524)

Kathy Giddings, Johnna Watson

- **Focus:** Enhancing the admissions process to be more efficient, transparent, accessible, and applicant-friendly.
- **Key Topics:** Streamlining application processes, holistic review methods, managing rolling admissions, reducing bias in admissions, and best practices for reviewing applicants.

### Early Intervention: Identifying and Supporting Academic At-Risk Graduate Students

February 19 - 12:00-1:00 pm, [REGISTER](#) (Zoom)

Lauren Coffey

- **Focus:** How to recognize early warning signs of struggling students and implement intervention strategies.
- **Key Topics:** Academic performance monitoring, proactive advising, and academic support services.

### Best Practices in Advising Graduate Students

February 26th, 12:00 - 1:00 pm, [REGISTER](#) (Zoom)

Dr. Patrick Madsen, Dr. Katherine Hall-Hertel

- **Focus:** Supporting student success through seamless and transparent advising.
- **Key Topics:** Setting expectations, creating an inclusive environment, maximizing opportunities, aligning study to support career goals

## Accessing and Using Data for Informed Decision Making

March 10, 2025, 12:30 - 1:30 pm, [REGISTER](#) (In person, Reese 524)

Katherine Hall-Hertel, Johnna Watson

- **Focus:** Accessing and using data to make informed decisions about recruitment, admissions, enrollment, and retention.
- **Key Topics:** Enrollment metrics, retention and graduation data/achievement metrics, DegreeWorks progress reports, and time-to-degree.

## Supporting Graduate Students through Effective Mentorship

March 12, 2025, 12:30 - 1:30 pm, [REGISTER](#) (In person, Reese 524)

Dr. Katherine Hall-Hertel, Dr. Jill Huerta

- **Focus:** Best practices in advising to guide students academically and professionally.
- **Key Topics:** Effective mentoring relationships, setting academic and career goals, and developing personalized academic plans for student success.

## Graduate Faculty Appointments and Privileges

March 25, 12:30 - 1:30 pm, [REGISTER](#) (In person, Reese 524)

Katherine Hall-Hertel, Michelle Hypki

- **Focus:** Understand the various faculty categories and who is eligible to hold them
- **Key topics:** committee assignments, curriculum review, mentoring
- **Audience:** new Department Chairs and GPDs

## Building a Culture of Belonging: Fostering Graduate Student Engagement

April 8, 2025, 12:00 - 12:45 pm, [REGISTER](#) (Zoom)

Dr. Jill Huerta

- **Focus:** Explore strategies for creating inclusive academic environments where students feel supported and connected.
- **Key Topics:** Peer mentoring programs, community-building activities, faculty-student engagement, and fostering success for all students.
- [Petition](#), [DegreeWorks](#).

## Enhancing Graduate Program Visibility and Branding with Effective Webpages

April 16, 2025, 12:00 - 1:00 pm, [REGISTER](#) (Zoom)  
Sam Carboni

- **Focus:** Building and communicating a strong program identity to stand out in a competitive marketplace.
- **Key Topics:** Crafting compelling program messaging, digital branding, engaging faculty and alumni as program ambassadors, and utilizing content marketing to highlight faculty research and student success.