Welcome/Announcements [Richard]

- Whitney Jensen is the new Math GPC.
- Next GrTS—“Creating a Lasting Impression,” Nov 18th
- For more information or to register, go to: http://grts.usu.edu/
- Dissertation Enhancement Funds (see below)—Funding for doctoral students. Students must have approved proposal, achieved candidacy, and attended USU grant writing workshop. Deadline for applications is November 30th, anticipate making 6-7 awards
- Plus 20 Form (see below)—If a student is on a ½ time assistantship and wants to work more hours at USU, they need to have this permission form approved. Form can be found at: http://rgs.usu.edu/graduateschool/forms/additional-forms
- Please send any web updates to Carol Shafer
- When you download applications from Recruiter, the application contains students’ social security number. Application can not be emailed or put on a computer’s desktop (unless encrypted), but rather need to be in Box. GPCs can redact/delete the social security number on downloaded application PDFs if they want to distribute the applications to others.

CRM Update [Joan Rudd]

- Application is (A)live, we have been receiving applications since October 30th. There are currently over 100 applications started or submitted. The back end of the Recruiter system is still being programmed. Training will be scheduled when all the programming is done. (see below for examples of what application will look like when downloaded)
- Contact your processor if you need to see an application before you have been trained.
- Make sure departments update the url for the application: www.applynow.usu.edu
- Student’s can not view status or complete application in the old application. If they started an application in the old system but did not pay the application fee, they need to submit a new application.
- If department doesn’t require letters of recommendation, put the GPC as the recommender.
- There will be a brief (few minute) delay after an application is submitted and before the required supplemental items appear on that screen.
- When a new student’s application comes in, the processor will create a folder in Box (last name, first name).
- For students who applied with the old application, we will continue to have the department spreadsheets with applicant information.
- SGS will be sending out acceptance letters for departments.
- Changes in processor departments (see below).
- If GPC needs access to the GPC folder in Box let Erin know.

Deadlines and Commencement vs Graduation [Kurt Adison]

- SGS link has information about deadlines, descriptions of various forms and the forms, checklists and final semester information (see below).
• Student can help to insure everything is in order, see below for steps student can take to make sure all requirements are met.

Defense Reminder [Logan]

• A week before defense, email goes out. No packet is mailed out anymore. Please read the email, it has important information with information about defense (see below).

Degree Verification Reminder [Erin Brewer]

• Students need to bring in diploma for degree verification to remove registration hold if they hadn’t completed their degree when they applied.
You want to introduce yourself to the brilliant speaker at that conference; you want to discuss your passion for your research; you want to create a lasting impression on all the professionals you meet but all this requires a moment of courage and a conversation with someone you don’t know.
This conversation doesn’t have to be awkward or intimidating. It can be natural and even enjoyable.
Come learn the tools you need to gain the confidence that will fuel your courage and make your professional conversations natural and memorable.
Dissertation Enhancement Funds
FY2016

Overview
This activity is supported by one-time funds that were provided by the State Legislature to enhance PhD programs. This opportunity is open to all PhD students who meet the eligibility requirements listed below. We anticipate making 6-7 awards.

Deadline
Proposals are due 5 PM (MDT) **November 30, 2015**.

Purpose
This is a competitive funding opportunity for PhD students to obtain up to $10,000 to augment their dissertation research. This program, which is modeled after an existing NSF best practice, **cannot serve as the primary source of funding for a dissertation**, but instead should **support a clearly defined activity that will enhance an existing body of research that comprises the core of the dissertation**.

Benefits
- Funding will improve the quality of dissertation research and should increase the number of publications resulting from that research.
- By enhancing research funding, the program could speed the time to completion.
- This will provide graduate students with an opportunity to apply skills that they learned in the graduate student grant writing workshop (see Eligibility item c).

Eligibility
Doctoral students are eligible to apply after they have:
- had their dissertation research proposal approved by their Graduate Advisory Committee,
- achieved candidacy in their PhD program, and
- attended a USU grant writing workshop, such as Getting Started as a Successful Proposal Writer and Academician.
A graduate student on a 0.5 FTE assistantship must request permission to work more than 20 hrs/week.
## Application From Recruiter

### Cover Page
- Full Name: Joan Rudd
- Birth Date: 1/18/1959
- Email Address: joan@rudy.com

### Application

#### Full Legal Name
- Legal First Name: Joan
- Legal Last Name: Rudd

#### Veteran Status
- Are you a veteran or service member? No
- Veteran Benefits No

#### Mailing Address
- Check if address is out of state
- Street Line: Street Line
- City: City
- State: State
- Zip: Zip

#### Contact
- Preferred Phone Number: Preferred Phone Number
- Main Phone Type: Main Phone Type
- Would you allow us to contact you at other phone numbers: Yes

#### Utah Residency
- Are you a resident of Utah? Yes
- Have you lived in Utah the last 2 years? Yes

#### Planned Course of Study
- Anticipated Entry Term: Fall 2016
- Academic Program: Master of Social Work

### Supplemental Information

#### Submission
- Supplemental Information Item: Letter of Recommendation 1
- Is Required: Yes
- Submission Status: Received
- Submission Date: 10/13/2015
- External Location:

#### Submission
- Supplemental Information Item: Letter of Recommendation 2
- Is Required: Yes
- Submission Status: Received
- Submission Date: 10/13/2015
- External Location:

#### Submission
- Supplemental Information Item: Letter of Recommendation 3
- Is Required: Yes
- Submission Status: Not Received
- Submission Date: 
- External Location:

### College/University Credit
- College/University Attended 1:
  - Attended From Month: Month
  - Attended From Year: Year
  - Attended To Month: Month
  - Attended To Year: Year
  - Graduated: Yes
  - Degree Date: Date
  - Degree Type: Type
  - Are you currently enrolled in the college: Yes
  - Was this for credit: Yes

### Additional Information
- Gender:
- Marital Status:
- Birth Date:
- Birth Country:
- Birth State/Province:
- Felony or Misdemeanor:
- Have you ever been arrested:

### Ethnic Information
- Ethnic Category:
- American Indian or Alaska Native:
- Asian:
- Black or African American:
- Native Hawaiian or Other Pacific Islander:
- White:

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*Note: The information provided is a sample of the application form and may not reflect the actual data entered by the applicant.*
# Processor Assignments

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<tr>
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<td>Will Moss</td>
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Fall 2015 Completion Deadlines

– Doctoral, Master’s Plan A, B
  • Successfully defend by 18 December 2015
  • Library notification of approval by 8 January 2016

– Professional/Plan C
  • Recommend students notify GPCs by 12 October 2015 ASAP
  • Professional/Plan C Completion Spreadsheet
    – Available for download on Additional Forms page
  • GPCs submits Completion Spreadsheet to SGS Plan C Completion Inbox by 26 October 2015 ASAP
  • Graduation Information Checklist will be sent in mid-November
    – Students will receive an automatic reply when completed from Qualtrics
Graduation Information Checklist

• Qualtrics Survey
  – Doctoral, Master’s Plan A, B – receive it from defense packet paperwork
  – Professional/Plan C – sent to students on Plan C Completion Spreadsheet
• Obtains Commencement Information
  – Name, Hometown, Attending
• Directions students to Enter a Diploma Address in Personal Information in Access Banner
• Instructions to have $15 Graduation Fee assessed to student’s account
  – Contact Registrar’s Office
• Policy regarding “Grace Semester”
  – Domestic – not required to register
  – International – USU 7777
• Policy regarding “Late Completion Fee”
  – Domestic - $100 per semester after Grace Semester
  – International – register for 3 graduate level credits to maintain visa status after Grace Semester
• Provides a AAA Survey and/or Survey of Earned Doctorates
Commencement vs. Graduation

- **Graduation** – degree posted to transcript and receive diploma
  - All coursework complete with letter grades and correct credits that match Program of Study
    - Doctoral, Master’s Plan A, B – library approves report/project/thesis/dissertation
    - Professional/Plan C – Letter of Completion
- **Commencement** – celebration and ceremony in Spring
  - Participation in Commencement does not mean student has graduated
  - What makes a student eligible to participate?
    - Doctoral, Master’s Plan A, B – successfully defend or approved *Early Commencement*
    - Professional/Plan C – name submitted on *Plan C Completion Spreadsheet*
      - See Semester Deadlines: [http://rgs.usu.edu/graduateschool/htm/forms](http://rgs.usu.edu/graduateschool/htm/forms)
Fall 2015 Degree Awarding Period
28 December 2015 – 1 February 2016

Recommend students check:

– Log on to Access Banner [http://banner.usu.edu](http://banner.usu.edu)
  • Check matriculation
  • Check approved Program of Study to USU transcripts
  • Confirm ALL courses have letter grades and correct credit totals
  • Enter Diploma Address in Personal Information
  • Check holds/fees on account

– Graduation Information Checklist completed
– $15 Graduation Fee assessed/paid
The Record of Exam form is now a downloadable and fillable form. The advisor, GPC, or student should complete and print the form, take it to the defense, get signatures after the defense, and then have the GPC upload a scanned version of the signed form to Box.com (Record of Exam Inbox).

For PhD and Plan A Students

After the student, the committee, the advisor, and the department reviewer have approved the form, the student should complete the form. The advisor, GPC, or student should complete and print the form, take it to the defense, get signatures after the defense, and then have the GPC upload a scanned version of the signed form to Box.com (Record of Exam Inbox).

Plan B Students

Please download, complete, and take to the library the Graduate Plan B Report/Creative Project Approval form from our website when your committee approves your final project.

Thank you,