NORTHERN ARIZONA UNIVERSITY
GRADUATE COLLEGE

GRADUATE COORDINATOR TRAINING

Thursday, August 27  10:00 AM – 2:00 PM
Friday, August 28   9:30 AM – 1:30 PM

Applied Research and Development Building – Large Pod
Karen Cornelius – Program Coordinator (Residency and International)
Alex Coleman – Program Coordinator (Theses & Dissertations, Financials)
Sheri Gordon – Business Analyst, Principal
Shannon Henley – Program Coordinator (Graduation and Candidacy)
Megan Ruiz – Administrative Assistant (Admissions and Front Desk)
John Masserini – Associate Dean
Maribeth Watwood – Dean
Dana Middlebrook – Program Coordinator Sr. (Assistantships & Tuition Waivers)
Kelly Janacek – Administrative Specialist Sr. (Front Desk)
Kirsten Slaughter-Rice – Assistant to the Dean
David Spivey – Director (Marketing and Recruitment)
Tina Sutton – Admissions Coordinator
Gail Westerlund – Associate Director (Applications and Technology)
## Email the Graduate College

<table>
<thead>
<tr>
<th>Category</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td><a href="mailto:graduate@nau.edu">graduate@nau.edu</a></td>
</tr>
<tr>
<td>Graduate Academic Issues</td>
<td><a href="mailto:gradsuccess@nau.edu">gradsuccess@nau.edu</a></td>
</tr>
<tr>
<td>GA and Tuition Waivers</td>
<td><a href="mailto:gatw@nau.edu">gatw@nau.edu</a></td>
</tr>
<tr>
<td>Graduate Student Admissions</td>
<td><a href="mailto:gradadmissions@nau.edu">gradadmissions@nau.edu</a></td>
</tr>
<tr>
<td>Graduate Student Graduation</td>
<td><a href="mailto:gradgradation@nau.edu">gradgradation@nau.edu</a></td>
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<tr>
<td>Graduate Student Residency</td>
<td><a href="mailto:gradresidency@nau.edu">gradresidency@nau.edu</a></td>
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<tr>
<td>International Graduate Students</td>
<td><a href="mailto:gradinternational@nau.edu">gradinternational@nau.edu</a></td>
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<tr>
<td>Marketing and Recruitment</td>
<td><a href="mailto:gradstudies@nau.edu">gradstudies@nau.edu</a></td>
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<tr>
<td>Thesis and Dissertation</td>
<td><a href="mailto:etd@nau.edu">etd@nau.edu</a></td>
</tr>
<tr>
<td>Graduate Student Government</td>
<td><a href="mailto:gsg@nau.edu">gsg@nau.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.nau.edu/gradcol">www.nau.edu/gradcol</a></td>
</tr>
</tbody>
</table>
Graduate Coordinator
Roles & Responsibilities

John Masserini, Associate Dean
“Go-to” people for your department/program

Policies
Procedures
Curriculum
Admissions
Thesis/Dissertation/Capstone/Internships/Final Projects
Student Issues
Recruitment
Graduation

Visit our websites specifically tailored for:
Faculty and Staff
Graduate Coordinators
Applying to the Graduate College

Gail Westerlund, Associate Director
Where is my application?

nau.edu

New format/design.

When can I request an update?
Graduate College Admissions
Tina Sutton, Admissions Coordinator
APPLICATION \(\Rightarrow\) ON-LINE APPLICATION

\[\downarrow\]

GRADUATE COLLEGE

\[\downarrow\]

DEPARTMENT

\[\downarrow\]

GRADUATE COLLEGE
TIMELINES

PROGRAMS WITH:

ROLLING ADMISSIONS - 1 TO 6 WEEKS (Best Case Scenario)

APPLICATION (2 BUSINESS DAYS) ➔

➔ DEPARTMENT REVIEW (Usually 2-4 WEEKS) ➔

➔ ADMISSION RECOMMENDATION (2 BUSINESS DAYS) ➔

➔ TRANSCRIPTS (1 DAY – 3 WEEKS FOR RECEIPT) ➔

➔ ACTIVATION & ADMISSION LETTER (1 BUSINESS DAY)

STATIC DEADLINES - 3 TO 4 WEEKS AFTER PROGRAM RECOMMENDATION
ROLES

DEPARTMENT

DOWNLOAD APPLICATIONS & LETTERS OF RECOMMENDATION

TEST SCORES (IF REQUIRED)

DEPARTMENT-SPECIFIC REQUIREMENTS

REVIEW & MAKE ADMISSION RECOMMENDATION

ENTER INTO GRADUATE ADMISSIONS RECOMMENDATION (GAR) IN LOUIE

GRADUATE COLLEGE

MAKES OFFICIAL OFFER OF OR DENIES ADMISSION
RESOURCES

ADMISSION RECOMMENDATION GUIDE

NAU ACADEMIC CATALOG

GRADUATE ADMISSIONS POLICY
Residency and International Admissions
Karen Cornelius, Program Coordinator
• Residency status is determined at the time of application
• A change in residency classification is never automatic
  – Students must initiate the petition or waiver
• For complete information regarding residency, please visit:
  • http://nau.edu/registrar/student-resources/arizona-residency/
• Never assume residency status. If you have questions about residency, please contact:
  – Karen.Cornelius@nau.edu
• NAU offers 11 separate waivers to receive in-state tuition:
  – Company Transfer, Military, Full or part-time teacher, Native American, Good Neighbor, Immigrant/visa status, AZ spouse, DD214, Arizona Border Patrol, DACA (Deferred Action for Childhood Arrivals), AZ Dependent
WESTERN REGIONAL GRADUATE PROGRAM (WRGP) – FOR STUDENTS

- Offers in-state tuition to some out-of-state students
  1. Who are residents of specific states or US Territories, and
  2. Enrolled in specific programs
- For information and eligibility, see [www.nau.edu/wrgp](http://www.nau.edu/wrgp)
- Qualifying master’s students who qualify receive 6 consecutive semesters of in-state tuition
- Qualifying certificate students receive 3 consecutive semesters of in-state tuition
- **WRGP rates ONLY apply to incoming students**
- WRGP rates cannot be granted to currently enrolled students
- Qualifying students should complete the WRGP Application as part of the on-line graduate application
INTERNATIONAL APPLICANTS

- Graduate College deadlines for international student applications are:
  - March 1st for Fall admissions
  - October 1st for Spring admissions
- Departments may have earlier deadlines for international students
- International students cannot be admitted unless the Graduate College receives:
  - Graduate Admissions Application
  - Official transcripts
  - Graduate College minimum score of either the TOEFL or IELTS. A recommendation will be made if applicant meets the Graduate College minimum score requirement. Please note applicants are informed of some departmental requirements of TOEFL only and higher score requirements.
Time is of the essence if you are accepting an international student!

• Depending on what country the incoming student is from, receiving a F-1 or J-1 visa can take anywhere from 3-6 months

• Notify the Graduate College at the time of the admission decision if you will award a graduate assistantship or tuition waiver

• As of Fall 2014 per U.S Immigrations & Customs Enforcement policy 4.1.4 (8 CFR 214.3(k)(3) -
  – Graduate students can not be conditionally admitted.
  – A conditionally admitted student does not meet all standards of admission. Therefore, a DSO (Designated School Official) cannot issue a I-20 form.
15 minute break

Questions? Feel free to ask us!
Graduate Assistantships and Tuition Waivers

Dana Middlebrook, Program Coordinator, Sr.
Graduate Assistantships and Tuition Waivers

Funding:

• Tuition Scholarship Waivers and Assistantships
• Process: **Advertise/Select** (3.0 & admitted)/**Sign LOA**/**Initiate Epar**

Department Payment Request Form (DTPR)
  [http://nau.edu/FinAid/Other-Programs/Department-Requests/](http://nau.edu/FinAid/Other-Programs/Department-Requests/)

Allocations for next academic year decided by beginning of March. **Start sending LOA and TWs after April 15th**

Graduate Coordinator/Admin Support Staff Training every March

GA and TW faculty forms and resources please visit: [http://nau.edu/GradCol/Financing/Grad-Assistantships/](http://nau.edu/GradCol/Financing/Grad-Assistantships/)
Helping Students Succeed and Graduate

John Masserini, Associate Dean
Graduate Coordinator Manual and Other Resources

**Websites** and Student-Related **Forms**

Departmental Handbooks

**Programs of Study**  
**Academic Improvement Plan Templates**  
**Dismissal Templates**

Common Academic Processes **Flowchart**

**Student Success Resources**  
**Career Planning Resources**
Financial Aid Issues

Jeff Tellin, Program Coordinator
45 minute lunch

Questions? Please find one of our team members for an answer!
Graduate Student Government
Brenda Loritz, GSG President
Graduate College Initiatives
Maribeth Watwood, Dean
Thesis, Dissertation, and Doctoral Candidacy

Alex Coleman, Program Coordinator
THESIS AND DISSERTATION PROCEDURES

ETD@NAU.EDU – One Stop Shop

• Now the main Graduate College POC for doctoral processes
• ETD coordinator supports all processes from committee recommendation to defense

THESIS AND DISSERTATION FORMS

• Defense Scheduling Form
• Defense Forms Part 1 and Part 2

Form Submission

• The Graduate College now has all electronic files.
• Please scan and attach forms as PDF to etd@nau.edu
• Mail/Walk-in Forms Will No Longer be Accepted.
• Your Department will house the original form.

ETD/ProQuest Process

• ETD submission: www.etdadmin.com/nau
  • Profile must attach to @nau.edu address
Doctoral Candidacy

Importance

- Demonstrates completion of coursework, exams etc. – “All But Dissertation”
  - A significant academic milestone
  - An important administrative check-point

Application

- We expect to see applications for candidacy immediately following the completion of the requirements, or very soon thereafter
  - Candidacy can take significant time to assess; please do not delay

Requirements

- Approved committee
- Approved topic
- Approved prospectus
- Successful comp. exams
- Research/language proficiency
- Residency

Point of Contact: ETD@NAU.EDU
## Dates and Deadlines

### Fall 2015

- Sep 18 – Applications for doctoral candidacy due for December graduation
- Nov 20 – last day to submit dissertation defense scheduling form
- Nov 25 – last day to submit ETD format check
- Dec 4 – last day for dissertation defense in Fall Term
- Dec 16 – final ETDs due in ProQuest

### Spring 2016

- Feb 12– Applications for doctoral candidacy due for May graduation
- Apr 15 – last day to submit dissertation defense scheduling form
- Apr 22– last day to submit ETD format check
- Apr 29 – last day for dissertation defense in Spring Term
- May 11– final ETDs due in ProQuest
Graduation & Petitions
Shannon Henley, Program Coordinator
GRADUATION APPLICATION DEADLINES:

Spring & Summer Deadline: December 1

Fall & Winter Deadline: May 1
**WHAT ARE THE GRADUATION DATES?**

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Graduation Application Deadline</th>
<th>Changes or Additions to the Commencement Booklet Deadline</th>
<th>Last Day to Submit an Application for Degree Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>December 18, 2015</td>
</tr>
<tr>
<td>Winter 2015</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>January 15, 2016</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>December 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>December 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>August 9, 2016</td>
</tr>
</tbody>
</table>
GRADUATION APPLICATION STATUS
Viewable by Departments

Electronic Advising Notebook
GRADUATION APPLICATION STATUS

Viewable by Students

- Applied
- Pending
- Approved
NEW GRADUATION APPLICATION 2016

Students Apply through their LOUIE Student Center:

- Once Eligible they will see “Apply for Graduation”
NEW GRADUATION APPLICATION 2016

Apply for Graduation
Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application or to check your application status. If the link is not visible you may not be eligible to apply for graduation at this time. Please see your Academic Advisor for more information.

<table>
<thead>
<tr>
<th>Program: GRAD-Degree Seeking</th>
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<tbody>
<tr>
<td>Northern Arizona University</td>
</tr>
<tr>
<td>Degree: Graduate Certificate</td>
</tr>
<tr>
<td>Certificate: Public Management</td>
</tr>
<tr>
<td>APPLY FOR GRADUATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Social and Behavioral Sci-Grad</th>
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</thead>
<tbody>
<tr>
<td>Northern Arizona University</td>
</tr>
<tr>
<td>Degree: Master of Arts</td>
</tr>
<tr>
<td>Masters: Sustainable Communities</td>
</tr>
<tr>
<td>View Graduation Status</td>
</tr>
</tbody>
</table>

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<tr>
<th>Program: GRAD-Degree Seeking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Arizona University</td>
</tr>
<tr>
<td>Degree: Doctor of Philosophy</td>
</tr>
<tr>
<td>Doctoral: Political Science</td>
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<tr>
<td>View Graduation Status</td>
</tr>
</tbody>
</table>

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<tr>
<td>Northern Arizona University</td>
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<tr>
<td>Degree: Graduate Certificate</td>
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<tr>
<td>Certificate: Interdisciplinary Health Policy</td>
</tr>
<tr>
<td>APPLY FOR GRADUATION</td>
</tr>
</tbody>
</table>

SELECT APPROPRIATE PROGRAM
NEW GRADUATION APPLICATION 2016

UPLOAD PROGRAM OF STUDY

Program of Study-Doctoral Program

Please verify your Academic Plan below and upload a copy of your graduate program of study (POS) for your program. If there is a change to your POS, please upload the latest version here. You and your advisor may reference your POS at any time. A Final approved program of study must be uploaded prior to being eligible to apply for graduation.
How to View a Submitted Application:

### Student Milestones

<table>
<thead>
<tr>
<th>Academic Institution:</th>
<th>Northern Arizona University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Program:</td>
<td>GRAD-Degree Seeking</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

**Effective Date:** 07/09/2014

**Milestone:** POS-DOCT

**Milestone Status:** Not Completed

**Academic Plan:**

**Description:** Program of Study-Doctoral

**Formal Description:** Program of Study-Doctoral Program

**Comment:**

- [ ] Hide Comment on Stdnt Self Svc
- [ ] Manage Milestone Documents

**Term Required:**

**Anticipated Term:**

**Transcript Level:** Not Print

**Print Milestone Details:** Never

### Advisors

<table>
<thead>
<tr>
<th>Advisor/Evaluator</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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</table>
NEW GRADUATION APPLICATION 2016

### Student Milestones

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Description</th>
<th>View</th>
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</thead>
<tbody>
<tr>
<td>TEST_POS.docx</td>
<td>TEST_POS.docx</td>
<td>View</td>
</tr>
</tbody>
</table>

### Graduation Tracking

- **Graduation Review Status**: Grad App - Applied
- **Status Date**: 08/10/2015
- **Last Modified On**: 08/10/2015 9:00:33AM
- **Updated By**: sh972

### Academic Plan

<table>
<thead>
<tr>
<th>Plan Seg</th>
<th>Acad Plan</th>
<th>Description</th>
<th>Acad Plan Type</th>
<th>Acad Subplan</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EDLSLMED</td>
<td>EDL-InstrLd K12 SchLdsp (MED)</td>
<td>Masters</td>
<td></td>
<td>Master of Education</td>
</tr>
</tbody>
</table>
FALL 2015 GRADUATION APPLICATION

Remains the same

Separate Applications for Graduation:

• Master’s and Doctoral Degrees
• Graduate Certificates
• Experiencing difficulties: instructions on opening the application

Both applications must include:

• Program of Study
  • http://nau.edu/GradCol/Degrees-and-Programs/Programs-of-Study-Page/
    – Legend Update: New Code for an Internal Transfer
    – IT = Graduate level coursework taken as undergraduate; not applied to undergraduate degree
• Copy of Unofficial Transcript

Changes to a Graduation Application:

• Graduation Addendum

Graduation@nau.edu

(Please do not save any forms. Students need to use the most up to date version.)
STUDENT SUCCESS

Types of Forms:
- Leave of Absence
- Extension of Time
  » Separate form for Masters, Doctorate, or Certificate
- Withdraw After Deadline (Registrar’s website)
- Transfer Credit

Graduate College Website > Policies and Forms > Forms

GradSuccess@nau.edu

(Please do not save any forms. Students need to use the most up to date version.)
Marketing and Recruitment

David Spivey, Director
Marketing and Recruitment

What do we do?

• Recruitment Plans and Departments
• Program to Prospect Communication
• Workshop Series for Undergads/Grads
• Campus Visits
• Graduate Fairs
• Email and Phone Call Campaigns
Marketing and Recruitment

Recruitment Plans
• Each semester
• Meet to determine application enrollment goals
• Provide ideas and measures to meet goals
• Provide support
• PARTNERSHIP is key to success!
Marketing and Recruitment

Next Steps:
• Send out Emails for Recruitment Meetings
• Look at trend data
• Determine application and enrollment goals
• Execute plans

Full Presentation:
http://prezi.com/yaha5pdnuevd/present/?auth_key=g9s8ky6&follow=gz0soo5fgori&kw=present-yaha5pdnuevd&rc=ref-759678

Graduate Recruitment:
www.nau.edu/graduaterecruitment
Closing Remarks

Maribeth Watwood, Dean
Question and Answer Session