

COORDINATOR ORIENTATION 2022



AGENDA

- ▷ Overview of the role
- ▷ Overview of the Graduate School
- ▷ Graduate Faculty Status
- ▷ Graduate Recruitment and Admissions
 - ▷ International Admissions
- ▷ Thesis/Dissertation Assistance and Forms
- ▷ Degree Audit



Overview of Coordinator Role

- Oversee recruitment and admission
- Manage degree completion and forms
- Manage the probation, dismissal and extension to degree
- Monitor thesis/dissertation forms
- Knowledge of graduate education policies
- Allocate department tuition waivers
- Manage the program review process



COORDINATOR RESOURCES

- Graduate Coordinator Handbook
- Microsoft Teams
- Graduate Coordinator Listserv
- Coordinator Meetings/Lunches
- Recruitment Toolkit

Overview of The Graduate School

01

Graduate
Admissions
and
Recruitment

02

Workshops
and
Professional
Development

03

Graduate
Council
and
Curriculum

04

Thesis and
Dissertation
Assistance
and Forms

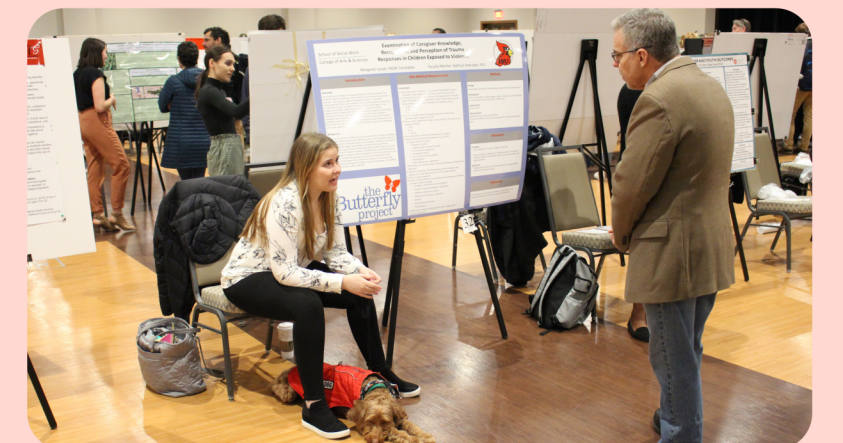
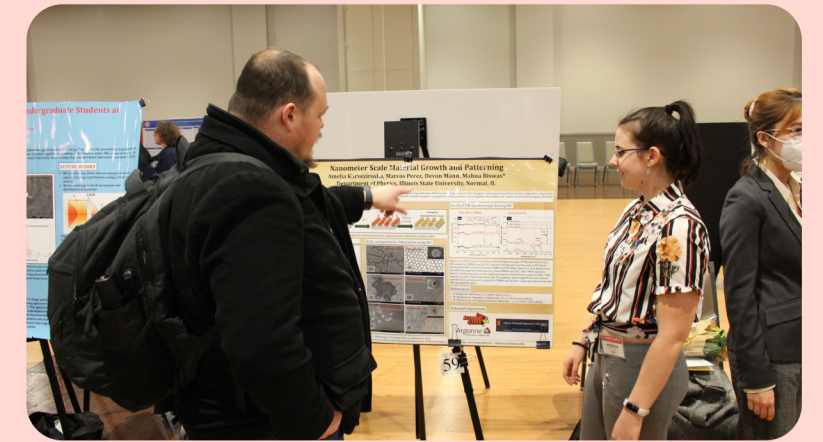
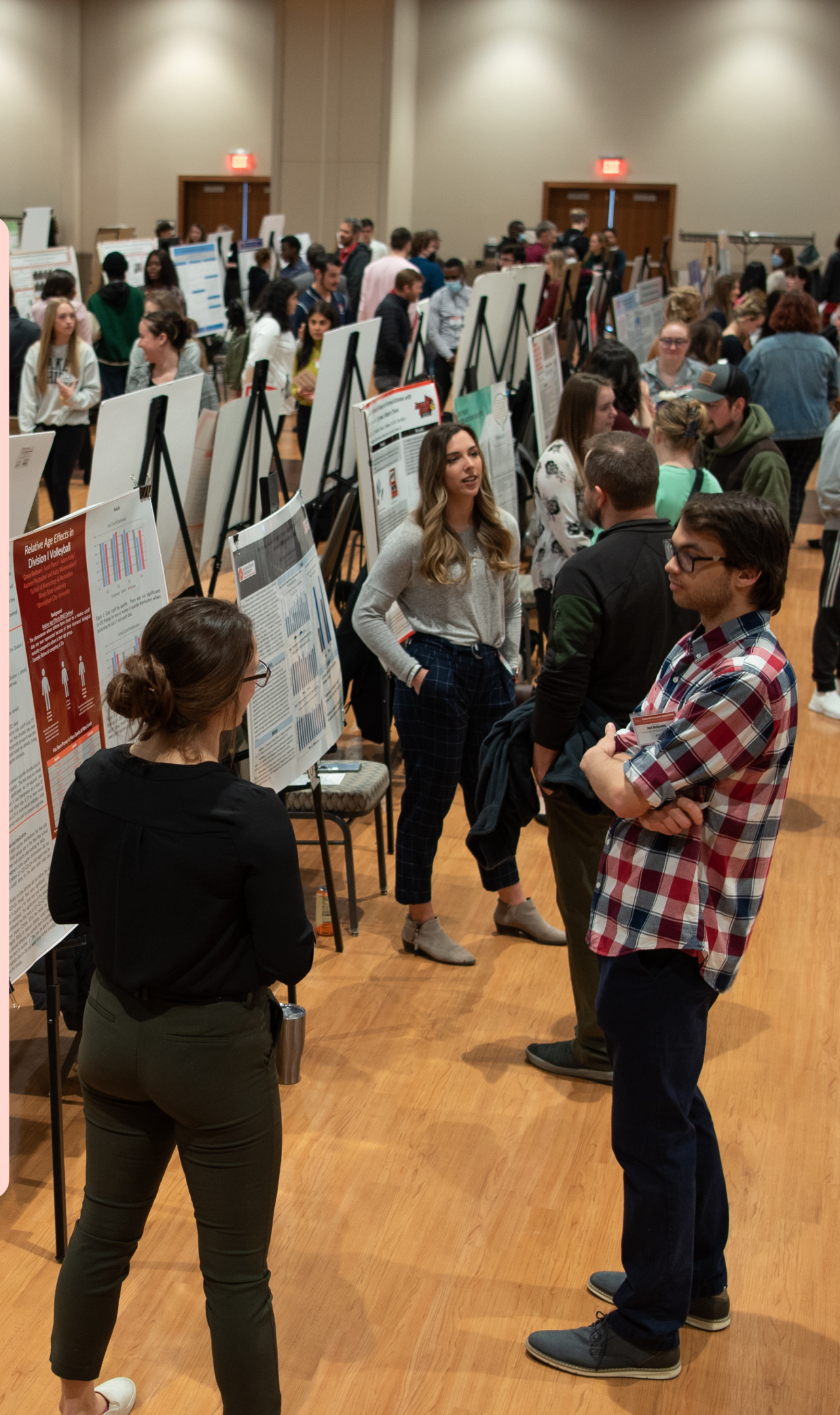
The Research Symposium

- Held each spring (April 14, 2023)
- Students present what they have learned through their research, scholarship, and creative endeavors
- Attendance is open to everyone
- Symposium research grant

Email: Symposium@IllinoisState.edu

Learn more:

grad.illinoisstate.edu/events/symposium/index.shtml





THREE MINUTE THESIS

3MT

February 23, 2023

- Research communication competition
- Describe research topic & its significance in 3 mins
- Vote for your favorite 3MT
- Prizes
- First place: \$750
- Second place: \$500
- People's choice: \$750



[Grad.illinoisstate.edu/events/three-minute-thesis/](https://grad.illinoisstate.edu/events/three-minute-thesis/)

The background of the top half of the slide features a repeating pattern of cardinal heads in a dark red color, facing right. The text is centered over this pattern.

the GRADUATE SCHOOL *at* ILLINOIS STATE UNIVERSITY

WEEKLY NEWSLETTER

- Emailed every Tuesday during the semester
- Contains events, workshops, important deadlines
- Features students and is shared on all our social media platforms





GRAD BIRD SCHOLAR



GradBird Scholar is an initiative recognizing graduate students for their scholarly endeavors.

How it works:

- Illinois State graduate students can submit their research, business plans, and artwork or other examples of creative expression.

Each month, a committee of students, faculty and staff will choose a new GradBird Scholar, who will be highlighted on social media and receive a monetary award.

Nominees will be judged on the following criteria:

- Level of explanation
- Use of non-specialist language
- Organization
- Benefit to the greater good of society

Nomination Deadlines

- The deadline is the last day of the month to be featured for the following month. The recipient will be notified within two weeks of the monthly deadline.

grad.illinoisstate.edu/students/gradbird-scholar/

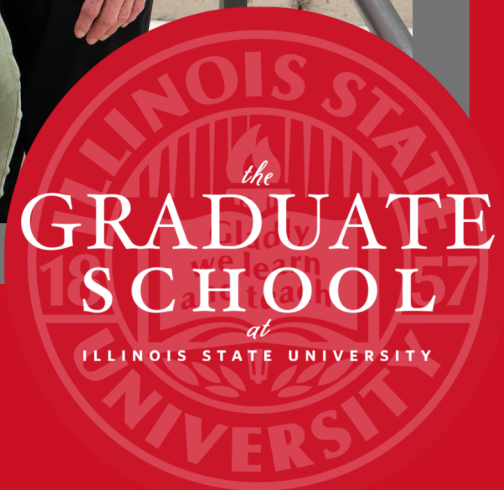
Other Graduate School Initiatives

➤ Reggienet Site for Graduate Students

✍ Writing Support

👤 Graduate Education Manager

⚙ CAS - Application System



GRADUATE

FACULTY

STATUS

- Fall Application deadline is October 1
Spring Application deadline is February 6
- Encourage new faculty and associate status to apply
- School director or chair and dean need to approve before deadline
- Notified at the end of the semester

Nomination Link:

ilstu.infoready4.com/#competitionDetail/1868732



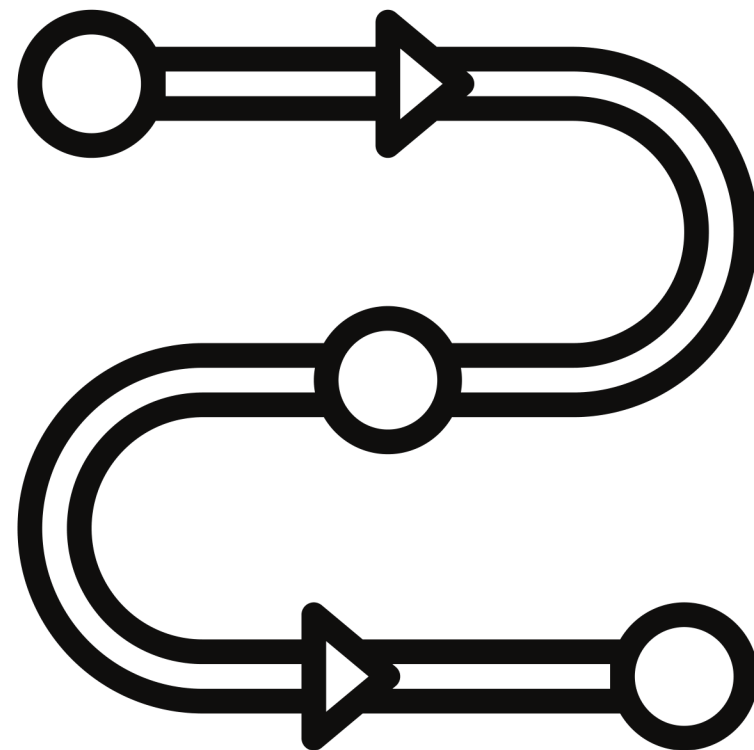
GRADUATE RECRUITMENT

New Recruitment Toolkit

- Recruitment Assistance Program
- Request materials for students visiting campus
 - Meal or parking vouchers & brochures
- Hosting department events
- Graduate School visits
 - Virtual information sessions
 - Admitted Student Day
 - One on one visits
 - Bone Student Center table visit
- Update program information
 - Deadlines, new coordinator or admissions requirements on Academics page
 - Connect with us in the Graduate School



GRADUATE ADMISSIONS PROCESSING



Unofficial transcripts and test scores

Other materials

- Admissions versus program
- Admissions: Transcripts, test score (if applicable)
- Program: Supplemental materials (resume, essay, writing sample, etc.)

Current ISU undergraduate students

Applying to a program versus certificate

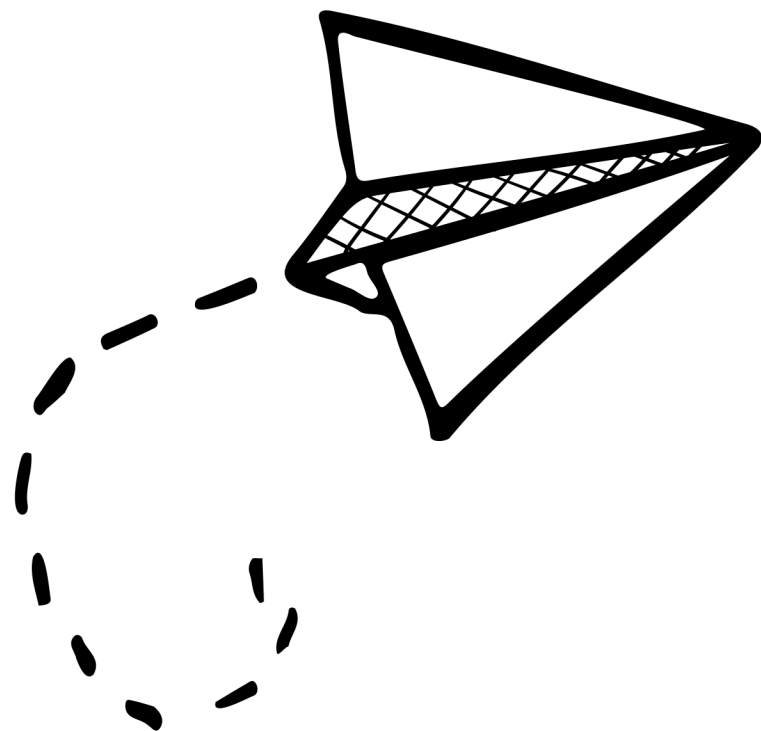
Domestic Graduate Admissions Processing Staff

GraduateAdmissions@ilstu.edu

Denise Fries-Romack, Processor/Evaluator

Frank Korte, Processor/Evaluator

INTERNATIONAL ADMISSIONS



Additional materials required

- English proficiency
- Duolingo, TOEFL, TOEFL Essentials, IELTS
- Waiver of English proficiency – country list
- GTA English proficiency
- Declaration of Finances
- Passport

Pathway programs

International Requirements website



International Admission Staff

InternationalAdmissions@ilstu.edu

Kayla Carroll, Director of International Admissions

Bridget Langdon, Processor/Evaluator

Kimiko Takeda, Processor/Evaluator

Meghan Christianer, Processor/Evaluator

Megan Tromp, Processor/Evaluator

Rebecca Brown, Office Manager

THESIS / DISSERTATION ASSISTANCE

- Important dates and deadlines
- Review the process (PAF, RTD, Deposit)
- Committee makeup requirements
- Templates
- Forms

All Thesis or Dissertation forms go to:
Dissert@ilstu.edu

Learn more:
Grad.illinoisstate.edu/students/thesis-dissertation/



REGISTRAR / DEGREE AUDIT



- Responsibilities of student versus coordinator
- Helpful tips
- Applying for graduation - certificate versus degree
- Frequently Asked Questions

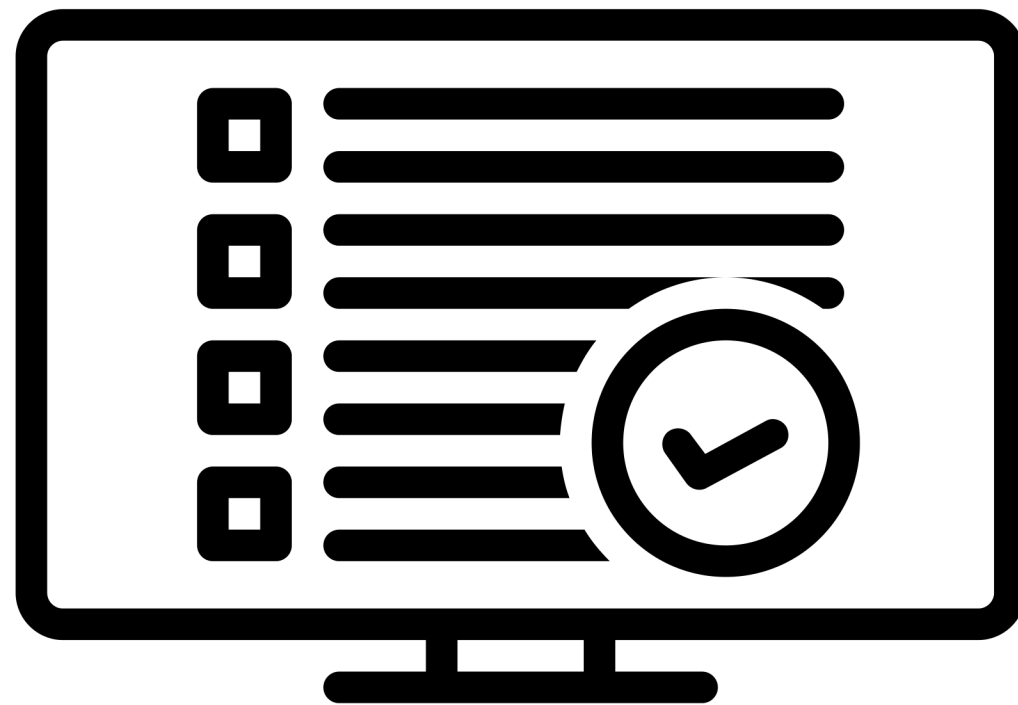
Questions? Reach out to Grad.Degree.Audit@ilstu.edu.

Chris Bray, Registrar's office

Michael Castillo, Registrar's office

STUDENT

STATUS



- Probation
- Dismissal
- Discontinued
- Re-admission



GRADUATE STUDENT FUNDING

- Partial Tuition Waivers
- Merit Fellows
- Graduate Assistantships
- Scholarships



THANKS FOR COMING!

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