



UNIVERSITY OF NEBRASKA AT OMAHA  
GRADUATE STUDIES

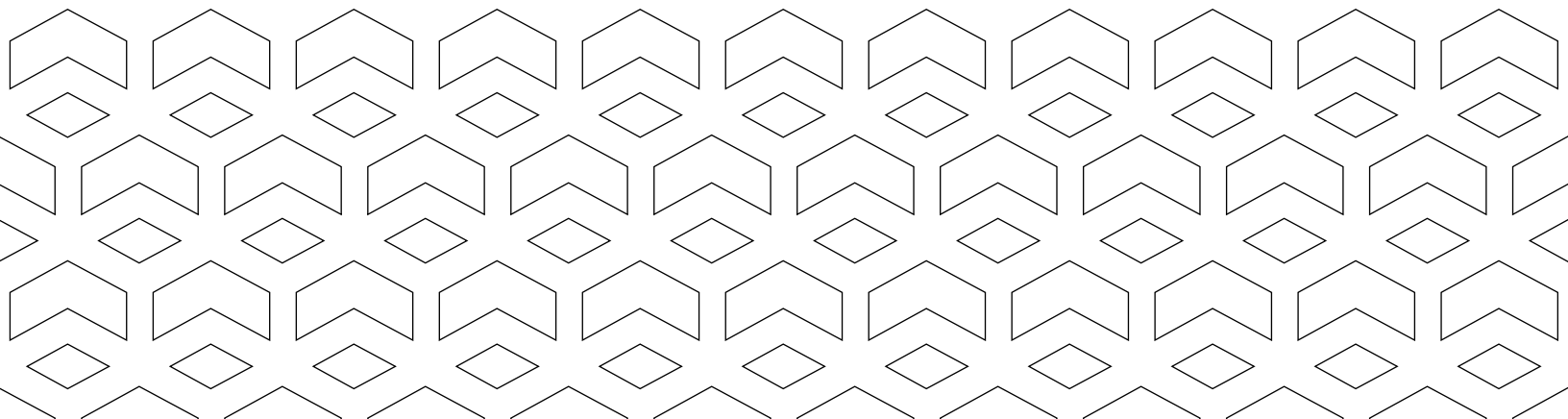
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# GRADUATE PROGRAM CHAIR RESOURCE GUIDE 2019-2020

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*What can Graduate Studies do for you?*

*Updated October 2019*





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# ACCESS TO EXCEPTIONAL GRADUATE STUDIES ADMINISTRATION

## Graduate Assistantships

Graduate assistantships are available for students with demonstrated high academic performance. Graduate assistantships include a tuition waiver, monthly stipend, and subsidized health insurance. Graduate assistants must be in good standing within the program and enrolled in at least 6 credit hours fall and spring semester. The graduate assistant workload should average 20 hours per week and students are discouraged from holding additional jobs which may interfere with assigned duties.

## Writing Center, Speech Center, and Social Science Research Commons

Graduate Studies partners with the Writing Center and Speech Center to provide customized assistance to students for writing projects in classes and for scholarship including publications and conference presentations. Graduate level specialists on staff are familiar with discipline specific writing guidelines (e.g., APA, MLA, Chicago, ASA). In addition, the Social Science Research Commons is available for all students looking for help with research methodologies and statistical assistance. Additional information about these valuable graduate student resources are available at:

- [unomaha.edu/college-of-arts-and-sciences/writing-center](https://unomaha.edu/college-of-arts-and-sciences/writing-center)
- [unomaha.edu/college-of-communication-fine-arts-and-media/speech-center](https://unomaha.edu/college-of-communication-fine-arts-and-media/speech-center)
- [unomaha.edu/college-of-arts-and-sciences/sociology-and-anthropology/research/ss-research-commons.php](https://unomaha.edu/college-of-arts-and-sciences/sociology-and-anthropology/research/ss-research-commons.php)

## Travel Grants

We are pleased to be able to provide travel support for graduate students who are presenting at a conference. For the 2019-2020 AY funding is available at up to \$400 per student. Travel grants may be applied for by completing the Graduate Studies Conference Presentation Proposal through NuRamp (formerly MavGrants). Additional information is available at:

- [unomaha.edu/graduate-studies/current-students/forms-resources.php](https://unomaha.edu/graduate-studies/current-students/forms-resources.php)

## Working with Doctoral Chairs

As we continue our efforts to support our doctoral programs, Associate Dean Juan Casas will be scheduling some group meeting with doctoral chairs to discuss common issues programs are facing, opportunities for growth, and how our office can best sustain program efforts.

## Graduate Studies Website

Please review all of the resources available for faculty at:

- [unomaha.edu/graduate-studies/graduate-faculty](https://unomaha.edu/graduate-studies/graduate-faculty)

## Further Assistance and Feedback

We also welcome your questions and feedback about graduate studies practices or policies. If there are policies and/or practices that you do not understand or think should be reviewed and potentially changed, we want to hear from you. We also want to make sure that you understand the why behind policies and practices. Please do not hesitate to contact Dean Deb Smith-Howell or Associate Dean Juan Casas for assistance.



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# ACCESS TO EXCEPTIONAL GRADUATE ENROLLMENT SERVICES

## Enrollment Specialists and Programs

Each enrollment specialist has a specific set of programs to provide consistent and knowledgeable support:

### **Kiki McCraw**

*Advanced Writing Certificate, Athletic Training, Biomechanics, Counseling, Critical and Creative Thinking, Educational Administration, Educational Leadership, Elementary Education, English, Health and Kinesiology, Instruction in Urban Schools Certificate, Kodaly Certificate, Literacy, Music, Non-Degree, Secondary Education, Special Education, Speech Language Pathology, TESOL Certificate, Technical Communication Certificate, Writing*

### **Paola Briones**

*Accounting, Biology, Biomedical Science Certificate, Business Administration, Business Administration: Executive MBA, Business for Bioscientists Certificate, Business in Health Administration Certificate, Communication, Communication Certificate, Criminology and Criminal Justice, Exercise Science, Geographic Information Science Certificate, Geography, Gerontology, Gerontology Certificate, History, History Certificate, Human Resources and Training Certificate, Managing Juvenile and Adult Populations Certificate, Nonprofit Management Certificate, Public Administration, Public Management Certificate, Social Gerontology, Social Work, Sociology, Supply Chain Management Certificate, Urban Studies, Dual Degree: MPA/MSW and MSW/CRCJ*

### **Sam Wagner**

*Applied Behavior Analysis, Applied Behavior Analysis Certificate, Artificial Intelligence Certificate, Biomedical Informatics, Communication Networks Certificate, Computer Science, Computer Science Education, Computer Science Education Certificate, Cybersecurity, Data Analytics Certificate, Economics, Executive Master in Information Technology, Global Information Operations Certificate, Government, Industrial-Organizational Psychology, Information Assurance Certificate, Information Technology, Intelligence and National Security Certificate, IT Innovation, Language Teaching, Master of Arts for Teachers of Mathematics, Mathematics, Management Information Systems, Political Science, Project Management Certificate, Psychology, School Psychology, Software Engineering Certificate, Systems Analysis and Design Certificate, Systems and Architecture Certificate, Dual Degree: MBA/MIS and MPA/MIS*

## Cohort Enrollment Support

Our office is available to provide support and resources for cohort enrollment sessions, including:

- Detailed step-by-step guides on how to apply to a graduate program
- If you are planning to host a group application or enrollment session, we would be happy to attend in order to assist your cohort with the application process

## Graduation Services

Some graduate programs have students complete a thesis/dissertation/EdS field project as the exit requirement for a degree. To support those students, we offer the following workshops each semester: Thesis/Dissertation Requirements and Resources, One-on-One Formatting Appointments, and Open Hours for Thesis/Dissertation Submission.

### **Graduation Deadlines**

Last day for filing applications for degrees to be conferred:

- Fall 2019 | October 18      Spring 2020 | March 13      Summer 2020 | July 10

Last day to submit Comprehensive Exam results, all Incomplete and In Progress grades from previous terms, and final copies of theses, thesis-equivalent projects, EdS field projects and dissertations:

- Fall 2019 | December 5      Spring 2020 | April 23      Summer 2020 | July 30



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A C C E S S   T O   E X C E P T I O N A L

# GRADUATE RECRUITMENT & MARKETING

## Recruitment Strategy

Graduate Studies supports the recruitment of all graduate programs at UNO. Several ongoing recruitment strategies occur throughout the year. These include career fairs and graduate school events at other academic institutions, employer higher education events, paid and organic social media campaigns, presentations to campus organizations and community groups, hosted events to promote the understanding of graduate education and the application process, and sponsorships at high-impact events. Programs can suggest events for Graduate Studies to include on the recruitment calendar, send specific materials with recruiters, or coordinate special presentations to undergraduate classes at other institutions with existing faculty relationships.

## Marketing Consultation

If you feel your graduate program would benefit from promotional materials refresh, a brainstorming session to identify new marketing initiatives, targeting a new audience, or just want to understand current overall marketing plans, please contact Richard Larson. There are several ways Graduate Studies can help market your program:

- Program brochure, poster or flier designed in compliance with University Communications branding guidelines
- Graduate Studies booth at your event
- Swag and viewbooks to accompany you when traveling
- Promotional email to an acquired contact list or to prospective students in the RFI database
- Funds or materials to support orientation sessions or hosted events

## Communications

### Prospective Students

Graduate Studies uses Salesforce to effectively communicate with prospective student leads. Automated email campaigns have been developed to target prospective students, depending on their progress in the application and admissions cycle. These messages market the value of graduate education at UNO, notify applicants of deadlines and action items, and remind admitted students to enroll. Each campaign is designed with an action item to lead the prospective student through the process. A campaign consists of a series of emails and follow a specific schedule. Campaigns exist for students in the inquiry, incomplete application, complete application, submitted application, and admitted/not enrolled stages.

### Current Students

For prominent communications to enrolled students, Graduate Studies uses an email communications system called Emma. Used sparingly, Emma helps to promote academic workshops and resources, graduation checklist information, and remind students to enroll for future semesters. Graduate Studies also mails postcards to remind current students to enroll, helping to retain students and capture those taking a semester or year away from coursework.

## Campus Visits

Graduate Studies often receives appointment requests from prospective students to help select a program, explore the application process, understand financial resources, take a concentrated tour of campus, and meet with a graduate program faculty or staff representative. You may receive an appointment request following a student's visit with Graduate Studies. You may also send a student to Graduate Studies for related assistance following an appointment with your program.



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# ACCESS TO EXCEPTIONAL GRADUATE SYSTEMS & REPORTING

## System Access

Below are the systems you should have access to as a Graduate Program Chair:

- Analytics: Primary area for reporting
- CollegeNet: Applications for graduate school are processed in this system
- Courseleaf: Used to update the course catalog each year
- Degree Works: Degree audit system for UNO
- ImageNow (Perceptive Experience): To view images relating to applications
- PeopleSoft: Student Information System
- WebFOCUS: Secondary reporting, check the analytics area first

If you do not have access to one of these systems, please contact Chris Trabold.

## Reports

All reporting resources can be found at:

- <https://www.unomaha.edu/analytics/index.php>

Once logged into the analytics page all the reports that are available to you will be shown. If your screen is blank or you do not see the report you are looking for your access level may need to be adjusted. Contact Chris Trabold in the graduate studies office for assistance. Below are three reports we suggest you review, keep in mind that admissions reports reflect application counts, which may differ than enrollment.

### Admissions

This report is an admission summary that can be used for both Graduate and Undergraduate students. It includes admissions trends and international students by term, career, college, department, plan, sub plan, admit type and application career center. It also includes Graduate incomplete applications and applicants admitted but not enrolled by term, application career center and college.

### Graduate Admissions Comparative

This report allows you to see your admissions data for current and future admissions terms. It is a snapshot report in which the current year is compared to the same day in the previous year. The report provides college-level and program-level information. The admissions data can be viewed for domestic students, international students or a combination of both.

### Enrollment Dashboard

For comprehensive headcount analysis by College, Department, Plan, Sub Plan, IPEDs Ethnicity, Gender, Learning Community, Admit Type, Academic Career, etc. This is a must use tool for multiple types of analysis, such as student lists for enrolled and not enrolled (but eligible to enroll), GPA analysis, trend analysis, as well as Comparative Enrollment headcounts by days offset from the first day of classes.

Questions about a report or not sure where to go to find the information? Contact Chris Trabold for assistance.

### Prospective Students

Have a student interested in your program? Complete the internal Graduate Request for Information (RFI) form. By completing the form the student will be placed in the prospect pool within the system and will receive recruitment communications.

- <https://webapp.unomaha.edu/request-for-information/graduate-new-lead-login.php>

### Prospective Student Data

We can provide your program with a list of new prospective students once a month. The list is based off the students in the prospect system and so it is imperative that their information be entered through the RFI form. To get this report sent to you on a regular basis, please contact Chris Trabold in the graduate studies office.



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# STAFF ROSTER

[graduatestudies.unomaha.edu](http://graduatestudies.unomaha.edu)

[gradschool@unomaha.edu](mailto:gradschool@unomaha.edu)

402.554.2341

## LEADERSHIP & ADMINISTRATION

**Deborah Smith-Howell, Ph.D.**  
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*Dean for Graduate Studies*  
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**Juan Casas, Ph.D.**  
*Associate Dean for Graduate Studies*  
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**Nicole Kersten**  
*Assistant to the Dean*  
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## RECRUITMENT, MARKETING & EVENTS

**Richard Larson, M.P.A.**  
*Director, Graduate Recruitment and Marketing*  
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**Brieland Fripp**  
*Special Projects Associate*  
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## OPERATIONS & SUPPORT

**Penny Harmoney, M.S.**  
*Director of Operations*  
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**Christopher Trabold**  
*Enrollment Management Analyst*  
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## ENROLLMENT SERVICES

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