

12-3-2012

UA58/5 Monthly Newsletter

WKU Graduate School

Jim Berger

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records



Part of the [Higher Education Commons](#)

Recommended Citation

WKU Graduate School and Berger, Jim, "UA58/5 Monthly Newsletter" (2012). *WKU Archives Records*. Paper 2573.
http://digitalcommons.wku.edu/dlsc_ua_records/2573

This Newsletter is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

From: Jim Berger
To: Faculty-All; Staff-All
Subject: Monthly Newsletter
Date: Mon. 12/3/2012

Hi Folks,

This is the latest monthly e-mail from Graduate Studies and Research. Be sure to let me know if you have any questions.

New Hire

First, some good news. We have hired Laura Upchurch who begins today. Laura will eventually replace Kaye Gordon in the Winter 2013. When you have questions regarding Graduate Records (Form B/C, Form D, Form E, etc.), you may find that you work with Laura, Kaye, or Colette. We welcome Laura and look forward to working with her in her new position.

Commencement Fall 2012

Commencement for Graduate Students will take place Saturday, December 15th in E. A. Diddle Arena based on their respective colleges. CEBS, GFCB and PCAL will take place at 9:30 a.m. while CHHS, UC, and Ogden will take place at 2:00 p.m. To find out more information, please visit the commencement website at: http://www.wku.edu/commencement/fall_graduate_ceremony.php

Admission Application Information Available Online

As Graduate Studies and Research continues to work to make information available to you, we have been able to develop reports that let you know when you have incomplete application packets in the queue and when you have admission applications that are waiting to be signed. If you sign into Infoview (<http://infoview.wku.edu>) and click on Document List> Public Folders> WKU Campus Community > Admissions > Graduate Admissions, you will see several reports. Two of them that will be helpful in getting students into your program are 1) APP – Students with an Outstanding Application in the Department(s) by Term/College. And 2) APP DEPT – Incomplete/Missing Requirements – Graduate Applications by Dept. The first report lets you know who has submitted all of the application materials but are waiting on approvals from people at the university. The second report is a list of applicants who have applied but have not sent in all of their supplemental materials. Examining both of these can let you know what remains in order for the student to be admitted into your program.

Highlighting Graduate Student Accomplishments

Earlier, I made a request for folks to let our office know about the latest accomplishments of your graduate students so we could highlight them on our webpage. We have had a few entries but I want to encourage you to send more. We have received great feedback from the campus community and this is a great way of showing off the wonderful things are graduate students are doing. For those of you who may not be aware, we have hired a new Graduate Assistant under the Minority Assistance Program. Ashlee has been helping us update the website and create and moderate Graduate Studies Facebook and Twitter pages. You can link to them and join from our home page, <http://www.wku.edu/graduate/>

Graduate Assistantship Process to Change

Just a heads up that the application and approval process for recruiting and hiring graduate assistants will be changing. The new changes will allow for faster recruiting and speed up the application process. Look for more details in the weeks to come.

Please let me know if you have any questions/concerns.

I look forward to hearing from you.

Take care and have a Happy Holidays!

Jim