

coffee talk



fall



november 2, 2016







admissions

Utilizing Ivy for Int'l Document Review

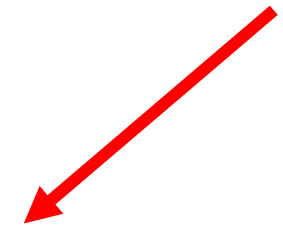
Financial Certificate : [View](#)  

Proof of Funds : [View](#)  

Int'l Document Review Form :  

Department Func : [View](#)  

	Start Date	End Date	Unofficial Transcript	Official Transcri
ity of Science and Te...	2011-09-01	2015-07-01	View	



Yujian (Ivy) Wang
Culbertson 408
Office of International Programs
International Credential Evaluator
yujian.wang@montana.edu
406-994-7765



INTERNATIONAL DOCUMENT REVIEW FORM

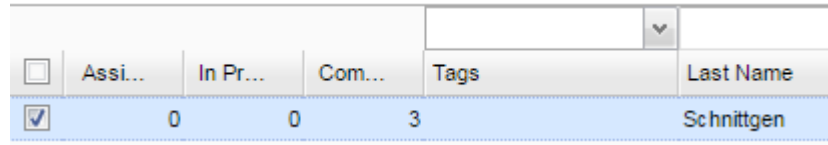
Proof of English Proficiency					
	Yes <input checked="" type="checkbox"/>				
	No <input type="checkbox"/>				
Required	Waived by:				
Test	TOEFL PBT	TOEFL iBT	IELTS	MELAB	PTE
	Other:				
Remarks	Inadmissible <input type="checkbox"/>	ESL Required <input type="checkbox"/>	Proficient <input type="checkbox"/>	Superior <input type="checkbox"/>	
Academic Credentials					
Degree	Bachelor of Veterinary Sciences & Animal Husbandry	Degree			
US Equivalent	Bachelor of Sciences	US Equivalent			
Degree Conferred Date	October 2015	Degree Conferred Date			
Institution	College of Veterinary Science, Tirupati	Institution			
Cumulative GPA	2.73	Cumulative GPA			
Other Institutions Attended					
Transcript	Final Y/N	Remarks	Years	GPA	



Apps can be reviewed immediately before department review!

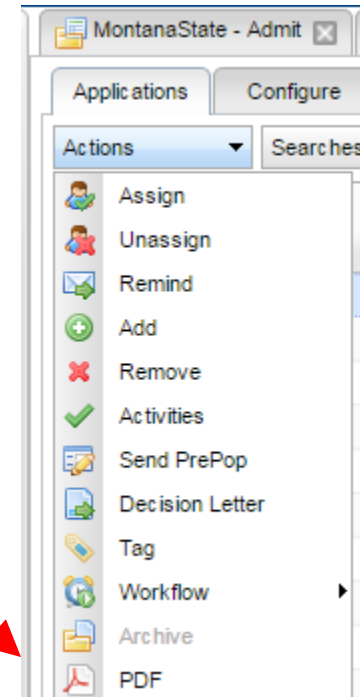
How to create a department KNOX folder from CN

1) Download the pdf from CN



<input type="checkbox"/>	Assi...	In Pr...	Com...	Tags	Last Name
<input checked="" type="checkbox"/>	0	0	3		Schnittgen

then



2) Set up a secure KNOX folder within your department

3) Naming convention suggestion:

Last, first GID and/or TERM of admission



Using the Graduate Assistantship Tab in CN

ials Decision Email Activity Graduate Assistantship Letter S

Graduate Assistantship dept fill ins
Reminder: Stipends for 19 hr appointments must be no less than \$650/month.

APPOINTMENT TYPE :

STIPEND OF \$XXXX PER MONTH :

DURATION OF ASSISTANTSHIP IN MONTHS :

HOURS PER WEEK :

DEPARTMENT HEAD OR RESEARCH ADVISOR (IN CHARGE OF ASSISTANTSHIP) :

TUITION WAIVER CREDIT # :

\$ AMOUNT OF TUITION WAIVER IF NOT BY CREDIT :

TERM(S) OF TUITION WAIVER :

MANDATORY MSU FEES COVERED? :

STUDENT HEALTH INSURANCE COSTS COVERED? :

Graduat
Please fill i
DEADLIN
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applic able
Departme
DEPARTM

- **Use the tab when you know you are offering an assistantship at the time of acceptance**
- **Do not need to provide the source of funding**
- **Fill in dropdowns**
- **When the G.S. creates the offer letter, the TA/RA letter will be generated!**



Graduate Assistantship letter template

Please see the following template for all graduate assistantship letters. Corresponding [Fields] will need to be filled in by the department accordingly. Fields indicated by *asterisks* will automatically populate using information found in the application.

Date

Dear *Student Name*:

The Graduate Studies Committee in the Department of *Department Name* has reviewed your application for admission to our graduate program. I am pleased to inform you that you have been recommended for admission to the *Degree* program for *X* Term.

Also, I am pleased to offer you an appointment as a [Appointment Type] in the Department of *Department name* at Montana State University. The assistantship will provide a stipend of [Stipend] per month for [Duration of Assistantship] months. The [Appointment Type] is for [Hours per week] of work per week (averaged over the appointment term) performing on the duties associated with the assistantship. Assistantship work assignment will be made by the [Department Head/Research Advisor].

Total Compensation Package:

- Additional Payment- In addition to the stipend, an additional payment of \$130/month (academic year only) will be provided. This payment is described in Article 8.01 (B) of the Graduate Employee Organization collective bargaining agreement and is intended "to defray costs including, but not limited to, living and healthcare costs".
- Tuition will be provided for [Tuition Waiver Credits] credits per term or [\$ amount of tuition waiver (if not by credit)] in [Terms of Tuition Waiver]
- Mandatory MSU Fees [Mandatory Fees Are/Are Not] covered
- Student Health Insurance costs [Student Health Insurance Costs Are/Are Not] covered

The assistantship is offered with the understanding that you are working towards the completion of your graduate degree and making satisfactory progress towards your degree. The [Hours per week] hours/week required for the assistantship does not include the time required for the academic and research work necessary to make satisfactory progress towards your degree.

This appointment is a union-represented position. You will be a member of the Graduate Employee Organization (GEO) bargaining unit, represented by MEA-MFT. The Collective Bargaining Agreement for this position can be found at <http://mus.edu/hr/cba/collbarg.asp>. You are bound by the terms and conditions in the Collective Bargaining Agreement, applicable policies of the University and Board of Regents, and applicable state and federal laws.

As a member of the Bargaining Unit you will be required to pay either membership dues or representation fees. Beginning with your first stipend payment, you will be assessed the representation fee. You have the option of paying membership dues, a union representative will contact you regarding this option. By accepting this appointment you agree that you understand that the

Graduate Assistantship dept fill ins

Reminder: Stipends for 19 hr appointments must be no less than \$650/month.

APPOINTMENT TYPE :

STIPEND OF \$XXX PER MONTH :

DURATION OF ASSISTANTSHIP IN MONTHS :

HOURS PER WEEK :

DEPARTMENT HEAD OR RESEARCH ADVISOR (IN CHARGE OF ASSISTANTSHIP) :

TUITION WAIVER CREDIT # :

\$ AMOUNT OF TUITION WAIVER IF NOT BY CREDIT :

TERM(S) OF TUITION WAIVER :

MANDATORY MSU FEES COVERED? :

STUDENT HEALTH INSURANCE COSTS COVERED? :

Graduate Assistantship Dates and Deadlines

Please fill in information regarding Department deadlines.

DEADLINE: ACCEPTANCE OF OFFER :

DEADLINE: REGISTRATION :

DEADLINE: ARRIVAL TO CAMPUS (leave blank if not applicable) :

Department Offering Assistantship :

DEPARTMENT HEAD :





2016-02-11

Dear Michael,

Congratulations! The Graduate School is pleased to inform you that you have been given formal admission into The Graduate School at Montana State University. You can take great pride in your admission as it reflects not only your past academic achievements but also your potential to contribute to your discipline of study unique scholarly knowledge.

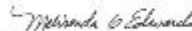
The Graduate School hopes that you will give the offer of admission in Montana State University careful consideration. MSU faculty and staff are dedicated to providing a challenging, collegial, and supportive environment. We look forward to welcoming you into our community and to helping you achieve your academic goals.

To complete the admissions process, The Graduate School requests that you inform us whether or not you will be attending as soon as possible. Close this letter and complete the online decision form.

We are excited for your future here at Montana State University. To understand your next steps as a new student, see the [New Student Information](#) page on The Graduate School website. This link will provide important information for the registration process.

If you have questions, do not hesitate to contact us.

Sincerely,


Melissa Edwards, M.S.
Graduate Admissions Director
Office of Admissions, The Graduate School

Student ID:
Degree:
Semester:
Admission Status:
Residency:
Alternate Pin #:

The Graduate School | 106 Montana Hall | P.O. Box 172580 | Bozeman, MT 59717-2580 |
www.montana.edu/gradschool/
Tel (406) 994-4145 | Fax (406) 994-4733 | Email gradschool@montana.edu



2016-02-11

Dear Michael:

The Graduate Studies Committee in the Department of Mathematical Sciences has reviewed your application for admission to our graduate program. I am pleased to inform you that you have been recommended for admission to the Master of Science in Mathematics program for Fall 2016 Term.

Also, I am pleased to offer you an appointment as a Graduate Teaching Assistantship (GTA)* in the Department of Mathematical Sciences at Montana State University. The assistantship will provide a stipend of \$1445.00 per month for 10 months. The Graduate Teaching Assistantship (GTA) is for 10 hours of work per week (averaged over the appointment term) performing on the duties associated with the assistantship. Assistantship work assignment will be made by Dr. Lisa Davis.

This appointment is a union-represented position. You will be a member of the Graduate Employee Organization (GEO), represented by MRA-MPT. The Collective Bargaining Agreement for this position can be found at <http://mas.edu/hr/cha/collbarg.asp>. You are bound by the terms and conditions in the Collective Bargaining Agreement, applicable policies of the University and Board of Regents, and applicable state and federal laws.

As a member of the Bargaining Unit you will be required to pay either membership dues or representation fees. A union representative will contact you regarding these payments. By accepting this appointment you agree that you understand that the payment of dues/fees is a condition of employment.

Total Compensation Package:

- **Additional Payment:** In addition to the stipend, an additional payment of \$120/month (academic year only) will be provided. This payment is described in Article 8 of the Graduate Employee Organization collective bargaining agreement and is intended "to defray costs including, but not limited to, living and healthcare costs".
- Tuition waiver of 6 Credits will be provided for Fall and Spring Terms.
- **Mandatory Fees ARE NOT covered.**
- **Student Health Insurance costs ARE NOT covered.**

The assistantship is offered with the understanding that you are working towards the completion of your graduate degree and making satisfactory progress towards your degree. The 10 hours/week required for the assistantship does not include the time required for the academic and research work necessary to make satisfactory progress towards your degree.

Deadlines:

- **Acceptance of this offer of assistantship:** 04/15/2016
- **Registration for courses for the first term:** 09/01/2016. You must be registered before the university can provide for the tuition costs. This registration deadline ensures that the tuition benefit included above can be provided to you.
- **Campus arrival:** You must be on campus prior to the start of the term to attend required orientation meetings unless other arrangements have been made with your Department Head/Research Advisor.

Orientation Meetings for New Graduate Assistants:

- Graduate School New Student Orientation: (Please see Orientation Website: <http://www.montana.edu/gradschool/admissions/orientation.html>)

- Graduate School GTA Orientation: (Please see Orientation Website: <http://www.montana.edu/gradschool/admissions/orientation.html>)

I am delighted that you have chosen The Department of Mathematical Sciences at Montana State University to continue your studies. We look forward to providing you with an exciting, challenging, and rewarding academic experience.

Sincerely,

Dr. Robert Mokys
Department Head
Department of Mathematical Sciences

cc: Dr. Karlene Hox, Dean, Graduate School

*General Duties of Graduate Teaching Assistants (GTA):

GTA's are those graduate students who are involved in instruction, usually of undergraduates. Qualified GTA's perform instructional duties in an area of their expertise, most often within their home departments. MSU faculty oversee all GTA teaching duties. General duties include: actual instruction in classroom setting, instruction in recitation sections, assisting with laboratory setup, conducting help sessions and holding office hours to advise students on class assignments, grading papers, exams, lab reports, and homework.

*General Duties of Graduate Research Assistants (GRA):

GRAs often conduct research in a relevant area of their major course of study under the direction of a faculty. The research is usually a component of the faculty advisor's research that is directly supported by external funding. GRAs generally are expected to carry out a specific research project, which often forms the basis for a thesis or dissertation. GRA general duties include: performing experiments, calculations, analyzing results and disseminating knowledge orally or in written publications, reflecting on the state of the field and proposing new research problems, attending conferences to present results, training and supervision of less experienced research personnel.



admissions reminders:

- **All international decisions need to be made**
- **Dissertation Award: deadline November 21**
- **Updates on the Catalog:**
 - **Due Feb. 1st**
 - **Please DELETE any text that is repetitive within your pages. Why?**
 - **Every page is printed out into the paper catalog.**
 - **Example: do not need to repeat “how to apply” if the process is the same within every one of your programs.**



degree programs & certificates

Amanda Brown \ Lead Specialist x 6673

Lauren Cerretti \ Specialist x 5312

Montana Hall, Rm 9

degreesandcertificates@montana.edu



revised program of study and committee form

Graduate representative optional, p 1

****My signature is an acknowledgement of service on this committee and it certifies that the student's coursework Program of Study meets the minimum requirements for the degree at Montana State University. ****

Graduate Committee Appointment: If the committee includes a co-chair, please indicate on line #2.

1.	_____	_____	_____	_____
	Name (please print) (Chair)	Signature	Date	E-Mail
2.	_____	_____	_____	_____
	Name (please print)	Signature	Date	E-Mail
3.	_____	_____	_____	_____
	Name (please print)	Signature	Date	E-Mail
4.	_____	_____	_____	_____
	Name (please print)	Signature	Date	E-Mail
5.	_____	_____	_____	_____
	Name (please print)	Signature	Date	E-Mail
6.	_____	_____	_____	_____
	Name (Optional Graduate Representative)	Signature	Date	E-Mail

Department Head Signature

Date

The Graduate School

Date



revised program of study and committee form

Exam and defense estimated schedule, p 3

Student Name/ID#: _____ Term of Acceptance into Degree Program: _____

Exam and Defense Estimated Schedule: Indicate exam and/or defense as required by the department.

Exam / Defense Type	Year	Term		
		F	S	Su
Master's Qualifying Exam				
Master's Comprehensive Exam				
Master's Defense of Thesis				

Exam / Defense Type	Year	Term		
		F	S	Su
Doctoral Qualifying Exam				
Doctoral Written Exam				
Doctoral Oral Exam				
Doctoral Defense of Dissertation/Scholarly Project/Paper				

Research Credits:

Professional Paper/Project (575), Master's Thesis (590), Doctoral Dissertation (690), or Scholarly Paper/Project (675)

Plan A: Thesis or Dissertation Plan B: Professional Paper/Project

Rubric & Course #	Course Title	Instructor	Year	Number of credits each term			Office use
				F	S	Su	Grade



upcoming dates and deadlines

- **Nov 28** Last day for master's and doctoral comprehensive examination or thesis/dissertation defense if student plans to graduate Fall 2016
- **Nov 28** Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library by formatting advisor).
- **Dec 16** Last day to withdraw Graduation Application and to apply for One-credit Extension into spring 2017
- **Dec 16** deadline for submitting Program of Study (if due fall 2016)
- **Jan 11** One-credit Extension completion deadline



review of one-credit extension process

To use the One-credit Extension, the student must do the following:

- **Withdraw their Graduation Application for the original term of graduation on the Graduate School website;**
- **Submit a new Graduation Application for the following term indicating the one-credit extension; and**
- **Register for one (1) credit the following term.**
- **Degree conferred following term;**
- **If deadline not met, must register for two (2) additional credits.**



CRM implementation

customer relationship management

- **Customer relationship management (CRM) is a term that refers to practices, strategies and technologies that companies use to manage and analyze customer interactions and data throughout the customer lifecycle, with the goal of improving business relationships with customers, assisting in customer retention and driving sales growth. CRM systems are designed to compile information on customers across different channels -- or points of contact between the customer and the company -- which could include the company's website, telephone, live chat, direct mail, marketing materials and social media.**



ways to collect prospect information

- Inquiry forms
- Email
- Phone calls
- Social Media
- In person visits



communication plans

- Welcome
- **Academics***
- **Research and Discover***
- Bozeman
- **Financing your education***
- Visit
- Student Success
- Engage
- Unique Attractions
- Student Life

*** I will need your department to write and send text to use for these topics.**



questions?

thank you for coming!

