The Graduate School “Coffee Talk”

December 17th, 2013

SUB 233 at 2pm.

Please RSVP at this link:  <http://www.montana.edu/gradschool/rsvp/rsvp.html>

The agenda is:

* Degree Works – Updates
* College Net – Updates:
	1. Currently in the process of securing NetID as a login; approving the applications behind the scene. Once NetID is up, we can transition out of Royall and into CollegeNet.
	2. Training of Admit portal should happen by late Feb or March.
* MSU Calendar – How to add a defense announcement to the MSU Calendar
* Content Management System (CMS) coming
	1. This will help streamline everyone’s webpages. While updating through CMS (a more user friendly system) consider making CourseLeaf, CollegeNet, DegreeWorks all the same.
* CourseLeaf – updates
	1. Deadline is Feb. 3rd. This is to have all the department/program pages updated and submitted.
	2. Melis’ role is to double check the editing and format the pages prior to going live.
* Departmental website updates
	1. The G.S. is asking departments to update their own websites as they work on their Degree Works as well as CourseLeaf.
	2. Streamline everything so no matter where a student looks; they have accurate information.
* Review of Program of Study deadline and registration hold
	1. This is not a new “stipulation”
	2. This was voted in years ago; The Graduate School is only now tapping into this policy, however had it converted at the UGC meeting to be a bit more student friendly (past: student was put on probation; NOW, a hold until the program of study is filed).
* Steps to Completing  a Graduate Degree
	1. Steps were handed out to all participants at the meeting
	2. Also a link on The Graduate School website
* New Administrative Assistant meet and greet/training sessions.\
	1. Reminded admis that if they were new – to schedule time with us. We are happy to train them on all the processes that have to do with The Graduate School
* Open Q & A