



*Graduate Student  
Recruitment Handbook  
For Faculty*

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## Using your department's data to *drive* admissions and enrollment goals

It is extremely important to evaluate the admissions and enrollment data for your department.

### **Sources of data**

Admissions and enrollment data for your department are available. Please email Melissa Barry at [mjb14@uga.edu](mailto:mjb14@uga.edu) for this information. The Office of Institutional Research's FACTS database and Factbook are also useful sources of data.

### **Uses for these data**

You can use this data to identify application, acceptance, and enrollment goals that are appropriate for your department. Your department's application and enrollment yield data can be used to calculate the number of applicants and accepted students you will need in order to reach an enrollment goal.

### **Assess the effectiveness of your department's recruitment practices**

It is important to identify which recruitment activities are successful. Useful data include (1) number of inquiries, (2) source of information generating inquiry, (3) number and types of responses sent to each inquiry, (4) number of applicants, (5) number accepted, (6) number and type of correspondence after acceptance, and (7) number enrolled. This information can be used to review and improve recruitment practices.

## Effective Communication Processes for Graduate Student Recruitment

Communication can significantly impact whether or not a student applies and enrolls. Students often commit to the first university who contacts and admits them. Students need an average of 5-7 contacts through email or phone before making an enrollment decision.

### **Ongoing and timely communication**

Ongoing multi-modal communication with potential students at each stage of the recruitment process is a must. Call and email highly qualified candidates on a set schedule and answer inquiries quickly. The communication schedule (example below) should be distributed to recruitment volunteers.

*Initial contact:* After the initial inquiry from a potential student, a letter/email from the graduate coordinator and from a professor in the student's area of interest should be sent.

*Follow Up:* Unless a response from the potential student has already been received, an additional letter/email from the department head should be sent two weeks after the initial contact. Phone calls and emails from current graduate students and alumni can also occur during the follow-up process.

*Application Received:* A letter/email should be sent to the potential student to confirm that their application has been received. Calls and emails from faculty should also be made to the top students.

*Applicant Admitted:* Once admitted, the potential student should receive a letter/email and phone calls from faculty, the Graduate Coordinator, current students, and alumni encouraging enrollment.

### **Website**

A department's website is usually the first (and sometimes only) point of contact for potential students. Effective websites should be up to date and communicate detailed information about admissions, funding, research interests, as well as faculty, alumni, and student achievements. There should also be a link on each webpage to the Graduate Coordinator's contact information. Departments sometimes have their website available in other languages if they enroll a large proportion of international students.

### **CONNECT**

*CONNECT* is an electronic system that allows the Graduate School to maintain communication with potential students. Potential students automatically receive a series of emails about graduate education at UGA. We encourage departments to have their own emails in the *CONNECT* system. These emails are sent to students who have expressed interest and include department, faculty, and alum information. Graduate Coordinators receive Excel spreadsheets containing potential students and their contact information. Departments are encouraged to follow-up with the potential students.

### **Who can communicate information for recruitment purposes?**

Involve faculty, current students, and alumni in the recruitment process. Departments can develop a recruiting handbook and PowerPoint presentation as a resource for faculty, student, and alumni volunteers. The department can disseminate these resources to recruitment volunteers to ensure that the information communicated at each information session, seminar, and university visit is accurate and consistent.

## First stage of recruitment: Execute best practices to meet your department's applications goal

### **Maximize involvement of your faculty, current students, and alumni**

Personal connections make a difference! Encourage faculty, advanced graduate students, and alumni to take advantage of every opportunity to recruit students. Encourage them to be available for email or phone contact from potential students as well as recruit at professional conferences, graduate fairs, informal campus visits, and during research travel. Regional alumni can sponsor an informational event or provide names of promising students.

### **Use professional networks and establish new ones**

Departments can establish contacts with department heads at other institutions to generate a list of prospective students and exchange student referrals, especially since high quality undergraduates consult faculty at their undergraduate institution for recommendations about where to apply for graduate school. Departments can also visit with their colleagues at other institutions and send letters to colleagues in the fall of each academic year to describe current research activities and student opportunities within their graduate program.

### **Keep recruitment records**

Create a tracking database to determine where successful students are from, how they found out about your department, and who their undergraduate advisors were.

### **Campus visits for potential students**

*Campus visits hosted by the department:* Both a department and potential students can benefit from hosting prospects for a departmental campus visit. Potential students can meet with current students and faculty as well as tour the campus. The Graduate School can also attend department visits.

*Campus visits hosted by the Graduate School:* The Graduate School invites potential students with a GPA over 3.0 to a fall campus visit for potential applicants. The visit includes a campus tour, an information session (includes information about admissions, funding, Athens, UGA's amenities, etc.), and an opportunity to meet with their department of interest.

### **Registries of potential students**

Departments can acquire lists of prospects in order to expand their pool of prospective students. Examples are the GRE search service, Council on Undergraduate Research, McNair Scholars, Prospect 1000, and discipline specific listservs or databases.

### **Recruitment fairs**

Departments can connect with potential students attending discipline-specific recruitment fairs. The Graduate School attends recruitment fairs where they provide information about degree programs and department contact information. The Graduate School also gives recruitment materials to faculty who attend recruitment fairs or events.

### **Undergraduate feeder institutions**

Departments can identify the top undergraduate feeder schools, which are the institutions from which current graduate students complete their undergraduate education. Departments can nurture these pipelines, visit these institutions, and contact undergraduates from the feeder institutions. You can identify feeder schools for diverse students by consulting websites that list institutions graduating the largest number of underrepresented students, such as <http://diverseeducation.com/top100/>.

### **Current UGA undergraduates**

Recruiting the top UGA undergraduates is a successful strategy. Departments can contact their junior and senior undergraduates and provide information about graduate studies, host an open house, or serve as an academic or research mentor. Each fall the Graduate School invites all high achieving UGA undergraduates to a recruitment event where they can meet with faculty and current graduate students as well as learn about graduate studies, test preparation, admissions, and financial aid.

### **Information sessions, conferences, and research seminars**

Departments can host information sessions or receptions at conferences and the department's feeder schools. Whenever faculty members are invited to give research seminars at other universities they can take graduate program materials and conduct recruiting during their visit. Potential students can learn about degree programs, graduate coordinator contacts, and additional resources. The Graduate School also travels to other institutions to meet with potential students, give a presentation about graduate programs, and answer questions.

### **Webinars**

The Graduate School hosts "campus visit" webinars throughout the year to reach students who are not able to travel to UGA prior to applying. This is an interactive presentation about UGA's programs, Athens, admissions, and funding. Through a chat function, participants can ask questions addressed to Graduate School staff or a graduate student panel during the webinar. Departments may also host a webinar for potential students using the Graduate School's subscription.

### **Future Scholars Visitation Program (FSVP)**

The FSVP is a three-day event for underrepresented students with a 3.5 or higher undergraduate GPA. FSVP takes place in the fall and includes meeting with administrators, discussing program interests with faculty, networking with graduate students, and workshops about admissions, research, and funding. Participants receive lodging, meals, an application fee waiver, and are reimbursed for a portion of their travel expenses.

## Second stage of recruitment: Execute best practices to meet your department's new enrollee goal

### **Ongoing communication with admitted students**

Assign faculty (especially potential advisors, the graduate coordinator, and department head), current students, and successful alumni to make contact with admitted students after the original offer is made. Respond to prospective students within 24 hours of a call or email. Communicate that you are there to answer any questions they may have. Please let us know if you need a recruitment email/letter sample or a telephone script for this purpose.

Each spring the Graduate School contacts a select group of admitted students via email, telephone, and/or letter in an effort to answer questions, address concerns, and encourage enrollment.

### **Host an admitted students day or weekend**

Invite admitted students to campus for a department visit. Departments can provide a department and University tour, time with current students and faculty, and other activities to promote the value of a graduate degree from UGA. Graduate School staff can also attend a portion of an admitted student day.

The Graduate School recently began hosting an admitted student campus visit in the spring. Information about the University, Athens, funding, and student services is shared. Potential students particularly enjoy the Q&A sessions featuring faculty and student panelists.

### **Graduate Dean's Fund for Student Recruitment**

The Dean assists departments in bringing in their best and brightest prospective students each year. The purpose of this funding is for accepted students to visit campus, learn more about their program of interest, and meet the department's professors and current students. Information about the travel fund is sent to the Graduate Coordinators listserv by mid-February of each year.

### **Funding**

Funding is clearly a large factor that potential students consider. Through your department's website or a written guide, clearly communicate the types funding opportunities available, how to apply, and their deadlines.

Students can be funded through departments, research grants, Graduate School assistantships, the Presidential Fellows program, a Regent's out of state tuition waiver, the Graduate Recruitment Opportunities (GRO) assistantship, or a HBCU feeder school assistantship. The Graduate School occasionally hires graduate assistants for administrative tasks as does UGA Housing. There are many fellowships and scholarships listed at <http://gradschool.uga.edu/financial/index.html> and on the Office of the Vice President for Research's website.

### **Connect with current UGA undergraduates who have been admitted**

Make contact with UGA undergraduates who have been admitted into your graduate program. It is especially important to reach this group of students as they are more likely to attend graduate school at UGA than any other subgroup. Faculty and current graduate students can meet with accepted students and/or contact them through email, phone, or written letters.

The Graduate School also hosts an accepted student event specifically for UGA undergraduates each spring.

### **Assess your recruitment practices**

Survey students who were admitted into your program but did not enroll to determine why they did not enroll at UGA and at which university they decided to enroll. Likewise, survey students who do enroll to find out why they did enroll in your department. Departments can adjust their recruitment initiatives based on these answers.

### **Feeder programs**

The University has feeder agreements with five regional HBCUs (Morehouse, Spelman, Fort Valley State University, Albany State University, and Florida A & M University). In addition to receiving an application fee waiver, students from the feeder HBCUs can be nominated to receive a 21 month assistantship.

### **Webinars**

In spring 2012 the Graduate School hosted its first webinar for students accepted for fall 2012 who are not able to travel to campus. Information about graduate education at the University will be provided. Participants can ask questions addressed to Graduate School staff or a graduate student panel during the webinar. Departments may also host a webinar for potential students using the Graduate School's subscription. Department webinars are effective for sharing specific information about their programs, interactively answering questions from prospective students, and showcasing a panel of faculty, current students, and/or alums.

### Recruitment Plan Template

I. What are the admissions and enrollment goals for the department?

<b>Year</b>	<b>Applied</b>	<b>Accepted</b>	<b>Acceptance Rate</b>	<b>New Enrollees</b>	<b>Enrollment Rate</b>	<b>Total Enrollment</b>
<b>2007</b>						
<b>2008</b>						
<b>2009</b>						
<b>2010</b>						
<b>2011</b>						
<b>2012</b>						
<b>3 Year Average</b>						
<b>5 Year Average</b>						
<b>2013 Goal</b>						
<b>2014 Goal</b>						
<b>2015 Goal</b>						
<b>2016 Goal</b>						
<b>2017 Goal</b>						

*Notes: There are many types of baseline and goal tables. Examples are tables that take into account degree level, region, residency, international, race, gender, age, GRE score, etc. Additionally, there are tables in Excel that automatically calculate how many applicants and admitted students you would need based on your department's average acceptance and enrollment rates. Contact Melissa Barry at [mjb14@uga.edu](mailto:mjb14@uga.edu) to request more information about these more detailed tables.*

II. Strategies & Action Items

<b>Strategies</b>	<b>Action Items</b>	<b>Individual(s) Responsible</b>	<b>Timeframe</b>	<b>Outcome(s)</b>

III. Prospective Students

<b>Name</b>	<b>Contact Info.</b>	<b>Undergrad. Inst.</b>	<b>Referral Source</b>	<b># Times contacted via email</b>	<b># Times contacted via phone</b>	<b>Visited Campus?</b>	<b>Applied?</b>	<b>Accepted?</b>	<b>Enrolled?</b>

## Quick Facts

<i>Enrollment</i>		<i>Degree Objective</i>	
Graduate Enrollment	6,744	Masters	3,872
Professional Enrollment	1,676	Doctoral	2,872
Total	8,420	<i>Gender</i>	
<i>By College</i>		Male	2,823
Agri. & Env. Science	393	Female	3,926
Arts & Sciences	1,779	<i>FT/PT</i>	
Business	355	FT	5,071
Ecology	75	PT	1,673
Education	1,746	<i>Ethnicity</i>	
Env. Design	148	Black	680
Family & Cons. Sci.	153	Asian/Pac. Isl.	569
Forestry	191	Hispanic	153
Journalism	141	White	4,222
Law	11	Amer. Ind.	8
Pharmacy	65	Unknown	1,106
Public Health	255	<i>Citizenship</i>	
Public & Int. Affairs	254	Citizen	5,513
Social Work	247	Non-citizen	1,253
Vet. Medicine	161	<i>Residency</i>	
Engineering	14	Resident	3,724
<i>Extended Campus</i>		Non-resident	3,042
Buckhead	305	<i>Admissions</i>	
Gwinnett	460	Applied	8,623
Tifton	32	Admitted	3,280
Griffin	32	Enrolled	1,693

### *The University of Georgia...*

- is the 1<sup>st</sup> public university & has the 1<sup>st</sup> formal Graduate School in the nation.
- is the only land-grant & sea-grant university in Georgia.
- was the 4<sup>th</sup> highest ranked producer of Fulbright Scholars for 2011.
- was the only public university in America in 2007 to have two recipients of the prestigious Rhodes Scholarship.
- is 2<sup>nd</sup> in the nation for licenses among all U.S. universities, hospitals & research institutions
- is ranked 8<sup>th</sup> nationally by *Kiplinger* on its list of 100 best public colleges.
- is ranked 5<sup>th</sup> on the *Princeton Review*'s "Best Bang for your Buck" list.
- has been recognized by the *Wall Street Journal* as one of 16 "Hot Schools" in the United States due to its cost, safety, & academic quality advantages.
- is home of the Peabody Awards, the state's Botanical Garden, State Museum of Art, State Museum of Natural History, and the Georgia Writers Hall of Fame.
- has one of the largest & most comprehensive public service & outreach programs.

### *Academic offerings*

- Doctor of Philosophy in 79 disciplines
- Doctor of Education in 10 areas
- Professional doctoral degrees in education, music, and public health
- Master of Arts in 35 disciplines
- Master of Science in 51 disciplines
- Professional master's degrees in 32 areas
- Master of Education in 20 areas
- Specialist in Education in 19 areas
- An interdisciplinary certificate for university teaching
- Other certificate programs to add to a master's or doctoral degree

### *Academic Programs- National Rankings*

- The Master of Social Work program is ranked 4<sup>th</sup> in the Southeast & in the top 15% nationally.
- The Master of Public Administration program is ranked 4<sup>th</sup> nationally & the specializations in public finance & budgeting as well as in public management & administration are ranked 2<sup>nd</sup> nationally.
- The College of Pharmacy is ranked 22<sup>nd</sup> by *U.S. News & World Report*.
- The School of Law is ranked 10<sup>th</sup> for public law schools.
- The Grady College of Journalism & Mass Communication's graduate programs rank among the top in the nation, including 4<sup>th</sup> in public relations, 5<sup>th</sup> in advertising, 12<sup>th</sup> in radio/television & 17<sup>th</sup> in print.
- The Warnell School of Forestry & Natural Resources is among the top wildlife programs & the only to have a Center for Forest Business and a Wood Quality Consortium.
- The Master of Landscape Architecture program is ranked in the top five programs.
- The School of Ecology is the 1<sup>st</sup> school of ecology in the world & is ranked 10<sup>th</sup> in the nation.

- The College of Education's overall graduate programs are ranked 39<sup>th</sup> in the nation, 27<sup>th</sup> among public universities & 4<sup>th</sup> among public universities in the South.
- *Forbes* magazine ranked the Terry College's MBA program among business schools delivering the highest return on investment.
- The doctoral program in rhetoric in the speech communication department is ranked 1<sup>st</sup> in the nation.
- Microbiology, evolutionary biology, the MFA program in printmaking, and the number theory program in mathematics are all ranked 10<sup>th</sup> nationally.

### *Faculty*

- UGA is ranked 3<sup>rd</sup> in the Faculty Scholarly Productivity Index.
- UGA has approximately 1,600 graduate faculty who are highly regarded for their scholarship & research, with many receiving prestigious national & international honors, prizes & awards:
  - National Academy of Sciences members: 9 faculty
  - American Academy of Arts & Sciences members: 10 faculty
  - National Academy of Engineering members: 2 faculty
  - Institute of Medicine members: 1 faculty
  - MacArthur Foundation Fellowship recipient: 1 faculty
  - Pulitzer Prize recipients: 1 faculty, 9 alumni
- UGA is 8<sup>th</sup> in total number of African American faculty & has the 2<sup>nd</sup> highest percentage of African American faculty among the nation's state universities.
- The School of Law faculty includes authors of our country's leading legal scholarship, Fulbright scholars, judicial clerks to the U.S. Supreme Court as well as trial & corporate attorneys.

### *UGA's graduate programs have high national diversity rankings, including*

- 13<sup>th</sup> nationally for doctoral degrees awarded to African American students.
- 46<sup>th</sup> in the nation for doctoral degrees awarded to minorities.
- 15<sup>th</sup> for African Americans & 29<sup>th</sup> for minorities for doctoral degrees in Education.
- 4<sup>th</sup> for African Americans in the Physical Sciences.
- 7<sup>th</sup> for African Americans & 40<sup>th</sup> for all minorities in Psychology.
- 12<sup>th</sup> for all minorities in Literature, Foreign Languages & Linguistics.
- 4<sup>th</sup> for both African Americans & Asian Americans in Agriculture masters degrees.
- 23<sup>rd</sup> for African Americans & 43<sup>rd</sup> for minorities in Communication & Journalism masters degrees.
- 48<sup>th</sup> for African Americans for masters degrees in Public Administration.

## *Facilities*

- The \$43 million Miller Learning Center is one of the largest & most technologically advanced facilities on an American university campus.
- The Complex Carbohydrate Research Center is the 1<sup>st</sup> facility devoted to the study of complex carbohydrates.
- The new Center for Applied Genetic Technologies building houses the Georgia BioBusiness Center for businesses in biotechnology & pharmaceuticals.
- The Coverdell Center for Biomedical & Health Sciences opened in 2006. The 200,000-square-foot, \$40 million facility provides space for faculty to conduct research in biomedicine, agriculture, ecology & environmental sciences.
- UGA's libraries are ranked 36th among the nation's best research libraries. The Libraries own over 4.6 million volumes & 6.6 million microform units, & we subscribe to 7,000 print journals. We provide online access to over 48,000 electronic full-text journals, & approximately 400,000 full-text e-books. The law library ranks 8<sup>th</sup> nationally, with more than 390,000 titles.
- Graduate students also conduct research in highly developed research centers at the Georgia Experiment Station in Griffin, the Coastal Plain Experiment Station in Tifton, the Marine Institute at Sapelo Island, and the Institute of Oceanography in Savannah.
- The Ramsey Center is the largest and most comprehensive fitness/exercise facility for students and faculty in the country.

## Graduate Admissions

Applicants can apply online at [www.applyweb.com/apply/ugagrad/](http://www.applyweb.com/apply/ugagrad/). Applicants are responsible for submitting application materials required for admission. These items include, but are not limited to, the following:

- Application for admission
- Application-processing fee (\$75 for domestic applicants and \$100 for international applicants)
- Transcripts
- Entrance test scores
- Letters of recommendation
- Certification of finances forms (international applicants only)
- Any supplemental materials required by the department

Consider three sets of application deadlines. The application file should be complete and materials received by Graduate School Admissions and the department by the deadline(s).

1. *Departmental deadlines for admission and consideration for assistantship from department sources of funding:* Applicants must contact the academic department as many department deadlines are earlier than the Graduate School's deadline.
2. *Graduate School deadline for applicants seeking assistantship consideration through Graduate School funding and competition:* All general application admission materials must be received in the Office of Graduate Admissions by January 1. Applicants must be admitted as prospective degree candidates by February 15.
3. *Graduate School deadline for applicants not seeking assistantships and provided that the departmental deadline is not sooner.*

Fall: July 1 for domestic & April 15 for international

Spring: November 15 for domestic & October 15 for international

Pre-summer session: April 1 (domestic)

Summer: May 1 for domestic & February 15 for international

## Cost of Attendance & Financial Aid

Tuition and fees vary by graduate program. Tuition information for departments can be found at <https://busfin1.busfin.uga.edu/bursar/schedule.cfm>. The most common tuition and fees for students taking 12 or more hours are below are below.

	<i>Tuition</i>	<i>Fees</i>	<i>Total</i>
Resident	\$3,600	\$1,095	\$4,695
Non-resident	\$10,950	\$1,095	\$12,045

Athens has a low cost of living. A cost of living calculator can be found at:

<http://www.bestplaces.net/col/>

Financial Aid is broken into two categories: need-based and merit-based aid. Need-based Financial Aid consists of scholarships and grants (non-repayable gift assistance), loans (which must be repaid), and work-study. It is calculated by subtracting the parental contribution and student's contribution from assets and expected earnings from the total estimated cost of attendance. Parental and student contributions are determined through analysis of the Free Application for Federal Student Aid (FAFSA).

Merit-based aid consists of scholarships awarded to students for academic achievement. The Graduate School administers several of these fellowships, assistantships, and scholarships, but the majority of merit-based aid is allocated to departments and reserved for students in the specific major.

### *Departmental Graduate Assistantships*

Most departments and divisions of the University award teaching and research assistantships. In general, graduate students that are awarded an assistantship are granted a reduced tuition of \$25 each semester, but must pay all relevant fees. Information regarding departmental awards may be found at [www.grad.uga.edu/financial/deptfunding.html](http://www.grad.uga.edu/financial/deptfunding.html).

### *Presidential Graduate Fellowships*

This prestigious, highly competitive award is intended to recruit exceptionally qualified students to our doctoral programs. The nominations for this award are made by the department and submitted to the Graduate School in late January. This award is guaranteed for five years of support, contingent on satisfactory academic performance and progress toward degree completion. A maximum of twelve awards are made annually.

### *Graduate School Assistantships*

Graduate School assistantships are awarded each year on a competitive basis following a highly qualified student's nomination by their major department or school. Selections are made by a faculty panel based on the applicant's academic record, test scores, recommendations and other pertinent information. The Graduate School assistantships are awarded for the first two years of a student's academic study (including the first summer). Recipients of these assistantships must be fully admitted to the Graduate School in a degree seeking status. Students must continue to be a full-time student taking at least twelve hours of graduate credit per semester.

### *Graduate Recruitment Opportunities Assistantships*

The Graduate Recruitment Opportunities (GRO) assistantships were established for entering graduate students who are first generation, educationally or economically disadvantaged, or have some aspects of a uniquely diverse background to add to their discipline of study. Nomination for the GRO assistantship is made by the department and forwarded to the Graduate School for consideration in the competitive review process.

### *Dissertation Completion Assistantships*

The dissertation completion assistantships are available to doctoral students in their final year of study to allow the student to devote time to the completion of the dissertation. The student is expected to finish the dissertation and graduate within a year of receiving the award.

### *Division of Student Affairs Assistantships*

Several graduate assistantships are available through the Division of Student Affairs. University Housing offers Graduate Resident Assistantships to provide administrative, supervisory, programming and counseling services in a residence hall setting. Student Activities offers assistantships for supervising intramural sports and recreation programs.

### *Regents' Out-of-State-Tuition Waiver*

The Graduate School awards out-of-state tuition waivers to full-time students who are classified as non-residents of the State of Georgia. The awards are based on academic records and the recommendations of their major departments. The waiver renews on a semester basis contingent upon recipients earning at least a 3.0 GPA.

### *Doctoral Student Travel Funds*

Travel grants are available for doctoral students who are at an advanced stage in their graduate program and are presenting results of their dissertation research. Students receiving an invitation to present a paper at a professional meeting within the continental United States may submit a travel request to the Graduate School.

### *Dean's Award*

This competitive award is available to graduate students in the Arts, Humanities, and Social Sciences. It is intended to help defray the cost of conducting dissertation or thesis research, and can be used for collecting data or performing other aspects of research. Students are nominated by their major department or school.

Visit [www.grad.uga.edu/financial/index.html](http://www.grad.uga.edu/financial/index.html) for more information about funding resources.

### *Employment*

Students who do not receive assistantship support may contact the Student Employment Service for help in finding work on campus or in Athens. Assistance from this office is also available in finding full-time employment for the spouses of students who are attending the University. Additional information can be found by contacting [career@uga.edu](mailto:career@uga.edu) or [employ@uga.edu](mailto:employ@uga.edu).



# The University of Georgia

## College of Agricultural and Environmental Sciences

Participating Departments
Agribusiness (MAB)
Agricultural & Applied Economics (MS, PhD)
Agricultural Engineering (MS)
Agricultural Leadership (MAL)
Animal & Dairy Science (MADS, PhD)
Animal Nutrition (PhD)
Animal Science (MS)
Biochemical Engineering (MS)
Biological & Agricultural Engineering (PhD)
Biological Engineering (MS)
Crop & Soil Sciences (MS, PhD)
Dairy Science (MS)
Entomology (MS, PhD)
Environmental Economics (MS)
Environmental Engineering (MS)

Food Science (MS, PhD)
Food Technology (MFT)
Horticulture (MS, PhD)
Plant Breeding, Genetics & Genomics (MS, PhD)
Plant Pathology (MS, PhD)
Plant Protection and Pest Management-Crop & Soil Sciences (MPPPM)
Plant Protection and Pest Management-Entomology (MPPPM)
Plant Protection and Pest Management-Plant Pathology (MPPPM)
Poultry Science (MS, PhD)
Toxicology: Crop & Soil Sciences (MS, PhD)
Toxicology: Entomology (MS, PhD)
Toxicology: Foods & Nutrition (MS, PhD)
Toxicology: Plant Pathology (MS, PhD)

## College of Education

Adult Education (MEd, EdS, EdD, PhD)
Art Education (MAEd, EdS, EdD)
College Student Affairs Administration (Med, PhD)
Communication Sciences & Disorders (MA, Med, EdS, PhD)
Counseling & Student Personnel Services (PhD)
Counseling Psychology (PhD)
Early Childhood Education (MEd, EdS, PhD)
Educational Administration & Policy (MEd, EdS, PhD)
Educational Leadership (EdD, EdS,)
Educational Psychology (MA, MEd, EdD, PhD)
Elementary Education (PhD)
English Education (MA, MAT, MEd)
Higher Education (EdD)
Higher Education (MEd, PhD)
Human Resource & Organizational Development (MEd)
Kinesiology (MS, PhD)
Language & Literacy Education (EdS, PhD)

Learning, Design & Technology (MEd, EdS, PhD)
Mathematics Education (MAT, MEd, EdS, PhD)
Middle School Education (MAT, MEd, EdS, PhD)
Music Education (EdS, EdD, MMed)
Professional Counseling (MEd)
Professional School Counseling (EdS)
Reading Education (MA, MEd)
Recreation & Leisure Studies (MA, MEd, PhD)
School Psychology (PhD)
Science Education (MAT, MEd, EdS, EdD, PhD)
Social Foundations of Education (PhD)
Social Studies Education (MAT, MEd, EdS, PhD)
Special Education (MAT, MEd, EdS, PhD)
Teaching Additional Languages-Foreign Language Education (MAT, MEd)
Teaching English to Speakers of Other Languages (TESOL) (MAT)
Workforce Education (MAT, MEd, EdS, EdD, PhD)

### College of Engineering

Engineering (MS, PhD)
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### College of Environment & Design

Environmental Planning and Design (MEPD)
Historic Preservation (MHP)
Landscape Architecture (MLA)

### College of Family and Consumer Sciences

Child & Family Development (PhD)
Foods & Nutrition (MS, PhD)
Housing & Consumer Economics (MS, PhD)

Textiles, Merchandising, & Interiors (MS)
Textile Sciences (PhD)

### College of Pharmacy

BioPharma Regulatory Affairs (MS)
Clinical & Administrative Pharmacy (Clinical & Experimental Therapeutics)(PhD)
Clinical & Administrative Pharmacy (Pharmacy Care Administration)(PhD)
Pharmaceutical & Biomedical Sciences (MS, PhD)
Pharmaceutical & Biomedical Sciences

(Pharm.D.)-For additional information, please contact Susan Herda at <a href="mailto:admissions@rx.uga.edu">admissions@rx.uga.edu</a> .
Toxicology: Clinical & Administrative Pharmacy (MS, PhD)
Toxicology: Pharmaceutical and Biomedical Sciences (MS, PhD)

### College of Public Health

Environmental Health Science (MS, PhD)
Epidemiology (PhD)
Health Promotion & Behavior (PhD)

Public Health (MPH, DrPH)
Toxicology: Environmental Health Science (MS, PhD)

### College of Veterinary Medicine

Avian Health and Medicine (MAHM)
Avian Medicine (MAM)
Food Animal Medicine (MFAM)
Infectious Diseases (PhD)
Neuroscience (PhD)
Physiology (PhD)

Toxicology: Infectious Diseases (MS, PhD)
Toxicology: Physiology and Pharmacology (MS)
Toxicology: Physiology and Pharmacology (PhD)
Toxicology: Veterinary Pathology (MS, PhD)
Veterinary & Biomedical Sciences (MS)
Veterinary Pathology (MS, PhD)

### Daniel B. Warnell School of Forestry and Natural Resources

Forest Resources (MFR, MS, PhD)
Integrative Conservation & Forestry & Natural Resources (PhD)

Natural Resources (MNR)
Toxicology: Forestry & Natural Resources (MS, PhD)

### Eugene P. Odum School of Ecology

Conservation Ecology & Sustainable (MS)
Ecology (MS, PhD)

Integrative Conservation & Ecology (PhD)
Toxicology: Ecology (MS, PhD)

### Franklin College of Arts and Sciences

Anthropology (PhD)
Applied Mathematical Science: Computer Science (MAMS)
Applied Mathematical Science: Mathematics (MAMS)
Archaeological Resource Management (MS)
Art (PhD-Art Education)
Art (PhD-Art History)
Art History (MA)
Art-Ceramics (MFA)
Art-Drawing & Painting (MFA)
Art-Fabric Design (MFA)
Art-Interior Design (MFA)
Art-Jewelry & Metalwork (MFA)
Art-Photography (MFA)
Art-Printmaking (MFA)
Art-Sculpture (MFA)
Artificial Intelligence (MS)
Biochemistry & Molecular Biology (MS, PhD)
Bioinformatics (MS, PhD)
Bioprocessing and Biomanufacturing (MBB)
Cellular Biology (MS, PhD)
Chemistry (MS, PhD)
Classical Languages (Greek and Latin)(MA)
Classical Languages (Greek)(MA)
Classical Languages (Latin)(MA)
Communication Studies (MA, PhD)
Comparative Literature (MA, PhD)
Computer Science (MS, PhD)
English (MA, PhD)
French (MA)
Genetics (MS, PhD)
Geography (MA, MS, PhD)

Geology (MS, PhD)
German (MA)
History (MA, PhD)
Integrative Conservation & Anthropology (PhD)
Integrative Conservation & Geography (PhD)
Interdisciplinary Life Sciences Program (PhD)
Latin (MA)
Linguistics (MA, PhD)
Marine Sciences (MS, PhD)
Mathematics (MA, PhD)
Microbiology (MS, PhD)
Music (MA, DMA, PhD)
Music-Composition (MM)
Music-Conducting (MM)
Music-Music Literature (MM)
Music-Performance (MM)
Philosophy (MA, PhD)
Physics (MS, PhD)
Plant Biology (MS, PhD)
Psychology (PhD)
Religion (MA)
Romance Languages (MA, PhD)
Romance Languages (French)(PhD)
Romance Languages (Italian)(PhD)
Romance Languages (Portuguese)(PhD)
Romance Languages (Spanish)(PhD)
Sociology (MA, PhD)
Spanish (MA)
Statistics (MS, PhD)
Theatre and Film Studies (MFA)
Theatre (PhD)

Grady College of Journalism and Mass Communication

Journalism & Mass Communication (MA)

Mass Communication (PhD)

School of Law

Law (JD)-For additional information, please contact Joy Lester at [jnlester@uga.edu](mailto:jnlester@uga.edu).

Law (Graduate Legal Studies)(LLM)

School of Public and International Affairs

International Affairs (MA, PhD)

International Policy (MIP)

Political Science (MA, PhD)

Public Administration (MPA, PhD)

School of Social Work

Nonprofit Organizations (MA)

Social Work (MSW, PhD)

Terry College of Business

Accounting (MAcc)

Economics (MA, PhD)

Business Administration (MBA)-For additional information, please contact Dr. Richard Daniels at [rdaniels@terry.uga.edu](mailto:rdaniels@terry.uga.edu).

Internet Technology (MIT)

Marketing Research (MMR)

## Professional Development Programs

### *Emerging Leaders*

The Emerging Leaders Program is an invited leadership workshop sponsored and funded by the Graduate School at the University of Georgia. Held during Fall Break, this program is a two-day intensive professional development workshop designed for master's and doctoral students who are nearing completion of the *terminal* graduate degree in their discipline and who seek to gain or strengthen leadership capabilities.

### *Teaching Portfolio Program*

Many graduate students have found that preparing a teaching portfolio well before they begin their academic job searches has greatly helped them during the application process. Some credit a teaching portfolio for helping them get their jobs! Participants in the portfolio program not only get Graduate School recognition for their portfolios, but also receive feedback from faculty members on their individual portfolios. Additionally, the teaching portfolio is the cornerstone for the Graduate School's Interdisciplinary Certificate in University Teaching.

### *Interdisciplinary Certificate in University Teaching*

The Graduate School offers an Interdisciplinary Graduate Certificate in University Teaching. The goal of the Certificate is to provide doctoral and terminal professional degree students with a multifaceted program that supports the enhancement of the student's teaching skills, prepares them for future academic positions, and provides an academic credential that should enhance students' opportunities for academic employment.

### *Versatile PhD*

This resource demystifies non-academic careers, revealing many career paths and providing robust support for students who decide to prepare for a possible non-academic career. The focus is on humanities and social science careers, but STEM students can also benefit. The Versatile PhD is a web-based resource that students can use anytime, from any computer. It includes:

- A thriving, supportive web-based community where you can participate in discussions and network with actual "Versatile PhDs" (PhDs and ABDs outside the academy)
- A collection of compelling first-person narratives written by Versatile PhDs, describing how they established their non-academic careers
- Examples of successful CV-to-resume conversions that resulted in a real PhD or ABD in humanities or social science getting hired into his or her first non-academic position
- Archived panel discussions where Versatile PhDs working in a given non-academic field describe their jobs and answer questions from members. Past topics include Federal Government, Policy Analysis, Freelance Writing and Editing, and University Administration.

### *Professional Development Seminars*

Includes in-person and online seminars on topics in which our graduate students express interest, such as Learning How to Identify and Use Your Achievements for CVs, Resumes, and Interviews; Perfectionism and Procrastination in Graduate School; Making Every Graduate Class Count; Applying for Federal Jobs; Doing Research Right; Finding Work-Life Balance in Graduate School; and, Creating Teaching Portfolios.

## University Life

### *Transportation*

The Campus Transit System, funded by a transportation fee paid by all students each semester, provides bus service on a no-fare basis. The buses run on a regular schedule on the campus and adjacent residential areas. Students can also ride any Athens Transit System bus without charge. Parking permits are sold separately and prices vary depending on lot.

### *University Health Center*

The University Health Center provides one of the most comprehensive outpatient student health care programs in the country. In addition to the regular medical clinic, there are special clinics in acute care, dermatology, women's health, dentistry, physical therapy, allergy, and travel medicine. The mental health clinic offers individual, couples, and group therapy, a comprehensive eating disorders program, and a relaxation therapy training room.

### *Cultural Amenities*

Both Athens and UGA have excellent facilities capable of hosting a wide variety of cultural attractions. The Classic Center and the Morton Theatre serve as venues for company productions of Broadway plays and musicals. UGA houses a Performing Arts Center, the Georgia Museum of Art, the Hugh Hodgson School of Music and the Lamar Dodd School of Art.

### *Sports & Recreation*

UGA has a superb athletics program with 31 national championships. Graduate students at the University, who have paid their student fees, are eligible for student tickets to all University athletic events.

The Ramsey Student Center for Physical Activities offers amenities ranging from racquetball, weight training, swimming and basketball to rock climbing and indoor soccer. Outdoor sporting facilities include the Recreation Sports Complex with more than 35 acres of baseball, soccer and playing fields, tennis courts and running trails. The University golf course is considered among the best in the state. Lake Herrick, complete with a sandy beach area and pavilion, and the beautiful wooded Oconee Forest Park provide a natural setting for many outdoor recreational activities.

The University of Georgia offers a variety of intramural and club sports for students including outdoor and indoor soccer, basketball, flag football, volleyball, tennis, cycling, equestrian, lacrosse, rowing, rugby, sailing, running, sky diving, fencing, triathlon and water polo.

### *Food Services*

University Food Services operates four residential dining halls for general student use. Students may pay for each meal on a cash basis or may purchase meal plans on an academic year contract basis.

## Templates & Scripts

*Sample email text from a department. This email can be done through CONNECT, a faculty member, a staff member, a student, or an alum.*

Dear (Student's Name),

Thank you for your interest in the (Name of Program) graduate program at the University of Georgia. You can find out more about us at (Website). I am a(n) (alum/faculty member /staff/current student). As you know we have one of the top (Program/Area of Interest) programs in the country. Our faculty members work in several key areas, including (Examples of Areas).

You can visit (Admissions Section of Your Website) for information about department admissions, <http://grad.uga.edu/admissions/requirements.html> for Graduate School Admissions, and <https://www.applyweb.com/apply/ugagrad/> to apply online.

(Optional: Insert your department's information and webpage about financial aid, awards, magazine/online brochure.)

If you have any questions, please contact me at (phone number and/or email).

I look forward to hearing from you.

*Sample e-mail to an accepted student from an alum:*

(Student's Name),

My name is \_\_\_\_\_ and I am an alumnus/alumna of the University of Georgia. As a (occupation) for (corporation/school/etc), I understand the significance of a UGA degree in today's competitive workplace.

I am available to answer any questions you may have regarding UGA. You may reach me at (provide address, phone or e-mail). Please let me know if I can help in any way.

*Sample telephone calls:*

*Encouragement to complete an application-*

Introduce yourself as a UGA representative who is contacting local students who have expressed an interest in UGA.

“Hello, my name is \_\_\_\_\_. I am a UGA alum/student/faculty member. I wanted to let you know that I am a resource for you. Do you have any questions that I might be able to answer for you or point you in the right direction?”

Repeat that you are available to help. Leave phone number(s). Thank the student for his/her time and wish him/her well.

*Congratulatory phone call to admitted student:*

“Congratulations on your acceptance to The University of Georgia. I am a Georgia alum/student/faculty member in (Program/Department). I was calling to offer my congratulations and to see if I may be able to answer any questions that you have about UGA.”

“If you think of any other questions, I will be happy to try to answer them or at least direct you to someone who can, so please feel free to call me. Again, my name is \_\_\_\_\_ and my phone number and/or e-mail is \_\_\_\_\_. Thank you for your time and welcome to UGA.”

*Sample postcard to admitted student:*

(Name),

Congratulations on your acceptance to the (Department) department at the University of Georgia! As an alum/faculty member/student, I wanted to welcome you to the University. If you have any questions you can reach me at (phone and/or e-mail).

Again Congratulations!