

THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL
Recruitment Plan 2003-2004

OFF-CAMPUS EVENTS AND RECRUITMENT TRAVEL

Graduate and Professional Day Programs

PROGRAM	LOCATION	DATE
Tennessee State University	Kean Hall Gymnasium	September 23, 2003
Fisk University	Henderson Johnson Ctr.	September 23, 2003
Vanderbilt University	Stadium Club	September 24, 2003
University Memphis	Student Center	September 25, 2003
Rhodes College	Bryan Center	September 25, 2003
Alabama Minority Graduate Education Program	UAB / Hill Center	October 6-8, 2003
Attended by undergraduates at 10-12 Alabama colleges		
Huntsville Area Alabama A & M University Athens State University Oakwood College UAB University of North Alabama	Alabama A&M Campus	October 6, 2003
Birmingham Area Birmingham-Southern Miles College Samford University UAB University of Montevallo	Birmingham Southern Campus	October 7, 2003
Tuscaloosa Area Stillman College University of Alabama	Stillman campus	October 7, 2003
Auburn University	AU Haley Center	October 8, 2003
Montgomery Area Alabama State University Auburn University- Montgomery Faulkner University Huntington College Troy State Univ.- Troy Troy State Univ.-Dothan Troy State Univ.- Montgomery	Huntington College Campus	October 8, 2003

Mobile Area Spring Hill College University of Mobile University of South Alabama	Univ. South Alabama Student Center	October 9, 2003
Society of Women Engineers National Conference	Birmingham Civic Center	October 9-11, 2003
Mississippi State University	Colvert Student Union	TBA
Millsaps College	South Hall Atrium	TBA
Atlanta University Center Clark Atlanta University Spelman University Morris Brown College Morehouse College	Clark-Atlanta Center	October 14, 2003
Florida State University	University Union	October 13, 2003
Florida A&M	McNair Seminar	October 14, 2003
University of Florida	Reitz Student Union	October 16, 2003
Tuskegee University	Conference Center	TBA
Mississippi. State University	James Trotter Ctr.	TBA
Louisiana State University	Pete Maravich Assem. Ctr./ "L" Club	TBA
National Black Graduate Student Association	Atlanta	TBA
Mississippi University For Women	Hogarth Student Center	TBA

McNair Programs

The UA Graduate School conducts seminars for individual McNair programs on their campuses, hosts visits to our campus, exhibits at showcases at McNair Research Conferences, and recruits at the national Compact for Faculty Diversity Conference attended by McNair Scholars.

Alabama	Talladega College UAB University of Alabama	June, 2003 July 15, 2003 July 16, 2003
Mississippi	University of Southern Mississippi Jackson State University University of Mississippi	June 19, 2003 July 30, 2003 June 13, 2003
Tennessee	University of Tennessee Research Conference	July 10-13, 2003
Indiana	Indiana State University Research Conference	July 31-August 1, 2003
Pennsylvania	Penn State University Research Conference	July 31-August 1, 2003
Michigan, Wisconsin, and others	National McNair Conference	TBA
National Compact for Faculty Diversity Conference in Miami, Florida	McNair Scholars from across the United States	October 24-26, 2003

ON-CAMPUS EVENTS

The Graduate School will sponsor the following on-campus recruitment events:

- Graduate School Preview Day (September 25, 2003)
- Minority Student Seminar and Reception (March 2004)
- Other On-Campus Events (continuous): The Graduate School Admissions staff continues to participate in every possible opportunity for on-campus recruitment as well as speaking to various undergraduate and graduate organizations concerning admissions procedures and the benefits of investing in graduate education.
- Monthly Seminars (first Wednesday of each month)
- Graduate Department Recruitment Seminar (each semester)
- Seminar for new department chairs and staff about Graduate School Activities (September, 2003)

GRADUATE SCHOOL OFFICE AND DEPARTMENT ACTIVITIES

- The Graduate School will continue to update and use a variety of print materials in off-campus and on-campus recruitment activities, provide them to graduate departments for their targeted recruitment activities, and duplicate on the Graduate School's website.
- Publications to be produced and used include the UA Graduate Catalog (updated in 2002-2003), Graduate School brochure (to be updated in 2003-2004), the UA Graduate Student Financial Assistance Handbook (updated every semester), and Graduate School bookmark. The Graduate School will continue to maintain and use a number of prospect databases and national databases, including our primary prospect database, prospects identified at recruitment fairs, GRE database, McNair database, etc.
- The following steps will be used to enter students in the database and use the database for follow-up activities:
 1. Names, phone numbers and addresses are entered into the Graduate School Prospect Database.
 2. The graduate admissions officer mails a personal letter/email and other materials to each prospect.
 3. An electronic memo/file listing the students interested in each particular area/discipline is sent to each department chairperson requesting more specific information is sent to each student.
 4. The prospects are contacted by phone several weeks later to inquire about any additional needs.
- The Graduate School will enhance its follow-up activities and yield analyses with the databases, with a focus on the database of McNair Scholars.
- The Graduate School will conduct a number of direct mail/email activities with selected groups of UA undergraduate students and prospects on national databases including UA presidential scholars, outstanding UA juniors and seniors, and national McNair scholars.

- The Graduate School will continue to enhance the daily admissions and recruitment activities for domestic and international admissions by the Graduate School staff include phone calls, voice mail messages, sessions with individual students in office, processing applications, mailing applications, mailing catalogs, phone calls from faculty and other units, and responding to e-mail inquiries from faculty and students.
- The Graduate School will continue to provide rapid processing of graduate applications and will identify new methods to decrease the time in which applications are reviewed and acceptance decisions are made.
- The Graduate School will involve more department faculty in off-campus recruitment fairs and seminars.
- The Graduate School will involve more graduate students in the recruitment process at the university and departmental level.
- The Graduate School will continue to provide and improve resources to departments, including training for faculty and graduate chairpersons concerning the use of status reports and the SIS/Banner system in the recruitment process.
- The Graduate School will continue to provide resources and training seminars to assist faculty members in the graduate student recruitment process at the department level.
- The Graduate School's International Admissions Office will continue to enhance its activities to increase the number of international applications, assist departments with international recruitment, and increase the ease for international applicants to apply for graduate study and complete financial and visa documents.

WEB AND OTHER ELECTRONIC ACTIVITIES

- The Graduate School will continue extensive enhancements of the Graduate School website <http://graduate.ua.edu>.
- The Graduate School will continue to improve the on-line application on our internet site, increase the number of applications, and provide quicker, more efficient processing feedback to applicants.
- The Graduate School will enhance department integration with the online application process, including processes that will provide information to departments that will assist in recruiting high quality students and quicker recommendations for admission of students. We will continue to work with Hershey Business Systems to develop a workflow process for online review of graduate applications by department faculty.
- The Graduate School will continue to develop a number of electronic resources for use in its own recruitment activities and departmental recruitment. We will update our PowerPoint presentations and electronic slide shows. An electronic viewbook is being developed. A database template for use by departments in recruitment and admissions activities is being developed.

MINORITY RECRUITMENT

- The Graduate School will continue to expand and improve its extensive recruitment and support activities that contribute to high levels of enrollment and graduation of African-American graduate students, including recruitment visits to HBCUs in the state and region, attendance at important events such as National Science Foundation Diversity Continuum Programs and the national Compact for Faculty Diversity Conference, and use of national lists of minority scholars, such as the McNair Scholars and the National Physical Science Consortium.
- The Graduate School will expand its active participation in undergraduate activities at UA and other campuses that are designed to prepare minority and first-generation students for their application to and study in graduate school and will identify additional undergraduate initiatives to recruit the best and brightest from UA, Stillman, and other HBCUs.
- The Graduate School will continue individualized help in identifying graduate assistantships and other financial support for minority students. We will identify and publish new opportunities for internal and external sources of funding.

FINANCIAL SUPPORT ACTIVITIES

- The fellowship programs administered by the Graduate School will be continued and used in the recruitment of highly qualified new graduate students. Fellowship programs include Graduate Council Fellowships, National Alumni Fellowships, SREB/ACHE Minority Faculty Fellowships, Future Faculty Fellowships, and Joint Faculty Development Fellowships.
- The Graduate School will continue to identify department assistantships and will assist departments with identifying new opportunities for funding for graduate assistantships.

Updated September 9, 2003