Major Events to plan during the year:

**New Student Orientation** – currently the Monday before the first day of Fall Quarter, 9/21/2020. AD is lead planner with lots of support from program assistant, ambassadors, and director. Faculty should expect to join for the first two hours, through lunch. Invite 3-5 current students to do a Q&A with incoming students.

**Thesis Idea Fair** – Usually week 5 or 6 of fall quarter. Start promoting to agencies/orgs in summer, and to students in September

**Admitted Student Day** – Sometime in spring quarter. For 2020 it is Friday, May 1. This date needs to be confirmed by the time first round admissions letters are mailed. See past agendas in the Admits folder on the O Drive

**Hooding Ceremony** – the Friday of eval week spring quarter. Planning should start early in spring quarter to confirm speakers (keynote – director should find, faculty, and student). You’ll need to make some sort of RSVP form for students to confirm the number of guests they are bringing and if anyone has access issues. Consult your budget to see if you can buy any refreshments. Usually starts around 10am and goes until about 12.

Other events to support/promote:

* Rachel Carson Forum
* Thesis Presentations (quarterly, but majority in spring quarter)
* Special Topics in GIS Presentations
* Case Study Poster Presentations

September:

* Student Handbook updates should be finalized
* Any updates to Application web pages should be complete early this month at the latest
* Ambassador Training – middle of month; at least a week before Orientation
* All provisional admits need to provide proof of bachelor’s degree by early September at the latest. Work with Lori Klatt (or new Assistant Director of Reg?) to get these updated. This is VERY important because it impacts financial aid.
* Orientation – doing this the Monday before the first day of the quarter keeps MES students away from the undergraduate orientation craziness (particularly parking) Tuesday-Friday, and makes reserving a space much easier. Historically we haven’t done this on a weekend…harder to get faculty to join, but would make it more convenient to folks that work full time (the number seems to be increasing…)
* Continuing students will need help finalizing registration for internships and ILCs – all approvals must be in before 4pm on the first Friday of the quarter. Director can also support this, but only on campus.
* Inevitable last-minute financial aid crises. Second half of September is busy!
* Plan on an information session sometime this month. May be other outreach events to join, too
* Start of recruitment season!
* Academic retreat is usually 10 days before new quarter. Might be helpful to attend to meet UG faculty. It is two days, so attending just one day would be worth the time.
* Historically we have done a welcome/welcome back potluck the first Tuesday of the Fall quarter…try to get the 1107 room next to the gCORE classroom for this. MES usually provides drinks/plates/napkins/etc.

October:

* Application opens October 1!
* At least one information session (maybe 2!)
* Train Ambassadors in Radius tasks (documenting conversations, meetings, etc.)
* Build list views for student staff access (Amanda Mobbs can help with this)
* Idealist Fair, UW Fair, AASHE, Evergreen Grad Fair…lots of events to attend! Program Assistant and/or Ambassadors should join/share load as budgets allow.
* Thesis Idea Fair usually week 4, 5, or 6 of the quarter (Events folder on O Drive)
* Thesis Handbook, timeline, etc. should be updated for Case Studies students…ideally before quarter begins
* Lots of student meetings, phone calls, and emails – utilize Ambassadors as much as possible
* Really encourage local prospects to attend an information session versus doing an individual meeting with each inquiry (though sometimes can’t be helped!)
* FAFSA for next academic year opens!

November:

* Continued recruitment
* Send targeted emails to prospective students – 2 month reminder; Thanksgiving; upcoming events; etc.
* Fall thesis presentations may be last week of the month
* Confirm winter break time off with director and program assistant – continuous coverage not needed, but good to not have huge gaps

December:

* Winter registration opens Week 10
* One month to application deadline! – send a check in email to prospective applicants
* Information session early in month
* Update Financial aid award information on Costs and Financial Aid page
* MES Financial Assistance Application should be posted in early December at the latest – aim for November if possible. Check with David McAvity for updates on foundation scholarships and tuition waivers for the next school year and update Costs and Financial Aid webpage
* (possibly in November) Send Registration list of winter quarter thesis students so CRNs can be built and shared with students by the spring quarter registration opening

January:

* (completely optional) promote an MES team for the Geoduck Gallop! Usually the first Saturday in February. If you have some staff/faculty/student interest, promote to alumni, too!
* Application deadline!! – this has been Jan. 15 for the last 3 cycles….there are pros and cons. The major pro is that the deadline is before Evergreen’s FAFSA filing deadline on February 1.
* The week leading into, and the week after the deadline can be super busy. Plan to have flexibility in your schedule to support Graduate Admissions and respond to a lot of phone calls and inquiries from panicking applicants
* Expect a high percentage of apps to be submitted in the 48 hours before deadline.
* For 2019 and 2020, we extended the priority deadline through the week, and gave a 5-7 day grace period for external materials like transcripts and letters of recommendation. Make the call based on what your deadline numbers look like.
* Help with GPA calculations; file building, letter printing, etc. in Graduate Admissions Office
* Gather faculty on admission committee in early January/near the deadline for overview meeting to talk about standards, review sheets, deadlines for reviewing files, teams for review, etc. New faculty will have lots of questions about process. It can be helpful to ask everyone to review the same few files (no more than 3) so everyone can discuss and get a better understanding of what we’re looking for in applicants and what can be a concern
* FAFSA deadline is February 1 – remind all prospective students and applicants, and all continuing students (over and over!). Include in every communication starting in November.
* Reach out to previous year’s deferrals to confirm if they plan to join the program the next year, remind about financial aid deadlines

February:

* FAFSA deadline – February 1!! – promote this a ton to current students and prospective students
* Admissions review should be completed by mid-month
* Send short emails to everyone who is offered admission as soon as possible (no emails to denials or waitlists)
* Send paper letters to everyone. Examples in O Drive
* Set tuition deposit deadline, usually April or May (May 15 for 2020)
* Start building out schedule for Admitted Student Day in April/May – should have this mostly figured out by the time you send out admissions letters so you can encourage folks to RSVP right away
* Update Admitted Student Day webpage with updated details before sending out admission letter
* MES Financial aid deadline – historically due around President’s Day
* All college mentoring day – faculty should sign up for an MES focused session or table
* Send out WQ alumni newsletter – confirm content with Director and Advancement (Jess Thrift) at least two weeks before the send date
* Do another information session
* Send Registration list of spring quarter thesis students so CRNs can be built and shared with students by the spring quarter registration opening

March:

* Order food for Admit Day, including coffee (order through Aramark, don’t try to do it yourself through Costco, etc. It’s way too much work)
* Send thesis students, including CRNs to Lori Klatt (maybe also Tricia Bateman?) in Week 6 or 7 of WQ to get CRNs
* Set second round deadline for early in the month
* Special Topics in Advanced GIS final presentations – promote to alumni and prospective students
* Keep doing information sessions each month
* Recruit current students to help with Admitted Student Day – presenters, student panel, have Ambassadors join to support and answer questions
* Check in with MESA about RCF planning
* Spring registration opens Week 10

April:

* In the past the AD has helped with resume/cover letter/interview training in Thesis Workshop
* Spring quarter registration closes
* Rachel Carson Forum in late April/early May – be in touch with MESA about what help they need, how planning is going, what promotion MES should be doing (For 2020 is on April 30)
* Students should be applying to graduate
* Thesis drafts due
* Hooding Ceremony student speaker nominations from faculty
* Order Hooding Ceremony programs from Tumwater Printing as soon as you have the keynote, faculty, and student speakers selected. Program Assistant can do. File is in O Drive

(MPA prints their own…chat with Dhara about their costs – it is significantly less expensive, but possibly more work)

May:

* Tuition deposit deadline for new admits is May 15. You should be sending check-ins and reminders to students leading up to this. Reach out directly to students you haven’t heard from to give them a new deadline and withdraw them if they don’t meet it (they can be reinstated if needed and you still have space in the cohort)
* Decide on food/refreshments for graduation based on budget (talk with Tina Pearson about Costco purchasing). **Don’t do a potluck.**
* RSVP forms for Hooding due mid-month – work with web team to make a survey and include student speaker nominations
* Request to present forms/request to extend thesis research due to Director
* Lots of graduation communication – visit Thesis Workshop
* Make sure thesis students understand submission requirements – due Friday of Week 10!
* Spring Alumni newsletter
* If cohort full – pause information sessions for May and June
* Get volunteers for Hooding Ceremony

June:

* Thesis submissions – Program assistant should be lead on this, AD backup as needed. Ideally, theses are submitted by the end of Week 10. There will definitely be folks that submit during Eval Week. Make sure students understand your expectations for making appointments, etc.
* Graduation details – decorations, seating, garbage cans, picking up Costco food, confirming who the campus leadership speaker is (usually President or Provost)
* The day before graduation is the worst. Be prepared and take time to drink water and eat food. Things you’ll be doing: setting up chairs and decorations in Recital Hall, blocking out seats for MES faculty, finding a podium, getting as many day-of supplies into the green room as possible (programs, outreach supplies, any non-perishable snacks, etc.), buying food at Costco if that fits in your budget, etc.

July:

August: