

Back to School Welcome!

**A welcome to our new team members
& a welcome back to our Admissions
Reps!**



Shout-out to our New Team!

On behalf of the Office of Admissions and Recruitment here at UW-Madison, we would like to welcome all new employees to our team! We are very excited to have you working with us and can't wait to get to know you throughout the year. Here at the Office of Admissions, we rely on each other to be able to ask questions, and overall create a better admissions process and environment for both current and prospective students.

Once again, welcome to the team and we look forward to getting to work with you all!

Additionally, we would like to give a warm welcome back to Emma Gottsegen- a student admissions rep as well as welcoming back all of our student Admissions Reps team. We're excited to have you back with us!

Meet our New Members!

Carole Alt-
Events Support Specialist
Kent Emerson-
Information Specialist
Hasan Rahman-
Information Specialist
Carissa Rideout-
Business Analyst
Shing Vang-
Admissions Counselor,
Asian American O&R

WHAT'S KICKIN IN ADMISSIONS

Monthly Email Newsletter curated by our team for our team



MEET JACKSON

College: Letters and Sciences

Major: English

Office role: Student Admissions Rep

Birthday: December 5th

Organizations you're involved with on campus:

Marching Band

Best resource(s) you've utilized on campus:

The Nat

Favorite spot on campus:

Office of Admissions

Favorite activity on campus or around Madison: Game days!

SOME FUN FACTS

Funniest/worst/weirdest experience in the office (phone call, request, walk-in, etc.):

Got an email from an international student who claimed to have developed the cure to Coronavirus and wrote us an academic paper about it. They then explained that this is why we should admit them.

STORY OF THE DAY



MEET ELLA

College: Letters & Sciences

Major: Political Science & English

Office Role: Student Admissions
Rep

Birthday: August 11th

SOME FUN FACTS

**Organizations you're involved
with on campus:**

Sigma Alpha Iota Fraternity, Young
Progressives

**Best resource(s) you've utilized
on campus:**

Career Advising Services

Favorite spot on campus:

Memorial Union Terrace

**Favorite activity on campus or
around Madison:**

Farmer's Markets

**Funniest/worst/weirdest
experience in the office (phone
call, request, walk-in, etc.):**

A father called and made me transfer him
to our COD because he "didn't trust an
undergrad student" answering his
questions, but he made the counselor
apologize to me for him afterwards!

STORY OF THE DAY



MEET KATIE DUNAGAN

Hometown: Granada Hills, CA & Waunakee, WI

Preferred Pronouns: She/ Her/ Hers

Office Role: Assistant Director,
International Recruitment

Birthday: January 6th

Favorite Thing About Working in The Office:

Being close to Fresh Market & their homemade potato chips. Also, joking around with colleagues.

Go to UW Fun Fact You give to prospective students:

Virgil Abloh, founder of Off-White and Kanye West's best friend, is a UW alumni. I usually mention this at college fairs abroad, especially when a student or parent is wearing Off-White.

Favorite activity on campus or around Madison:

Farmer's Market; Lapacek's Orchard in Fall

SOME FUN FACTS

Funniest/worst/weirdest experience in the office (phone call, request, walk-in, etc.):

My desk number is very similar to the UW Hospital admissions number, so I regularly get calls for patients where they disclose very personal information.

STORY OF THE DAY



MEET CAMILLE

Hometown: La Crosse, WI

Preferred Pronouns: She/ Her/
Hers

Office Role: Undergraduate
Admissions Counselor

Birthday: November 5th

**Favorite Thing About Working in The
Office:**

My co-workers are awesome!

**Go to UW Fun Fact You give to
prospective students:**

Ice cream, ice cream, ice creammmmm!

**Favorite activity on campus or around
Madison:**

All of the outdoor activities!

SOME FUN FACTS

**Funniest/worst/weirdest
experience in the office (phone
call, request, walk-in, etc.):**

A student has accidentally called
me "Camel" in an email.

STORY OF THE DAY

WHAT TO BE ON THE LOOKOUT FOR

Upcoming Birthdays

Teresa
Rutecki
September
1st

Kara
Zavada
September
2nd

Nicole
Dorshorst
September
16

Emilie
Dickson
September
23

And a Happy Belated Birthday to Ella Wolle! 8/11

Important Dates & Office Updates

August 17th: All staff retreat!

August 18-21: Admissions Reps Fall Training

August 25-31: Fall 2020 Campus Move in -
University Housing is open!

Update to Spring 2021 & Fall 2021 Applications:

On August 1st our applications opened for Spring 2021 and Fall 2021! We will not start processing applications and materials until September 1st. Encourage students who have already submitted their application to send additional/ remaining materials via email after this date.

Update for Phone Access:

We are working on getting all admissions counselors phone access (more information to come!)

Update on Admissions Reps Training:

Training for admissions reps will cover campus resources focused on diversity, navigating incoming phone calls and emails in the CRM, international application and document training, the Leadership Framework, and team bonding!

Update for UW system Transfers:

On the revised UW System Application, students transferring directly from any UW System institution with one year of enrollment at that institution will not be required to pay the application fee. Students applying to transfer from another UW System institution will only be required to submit the second essay prompt

Test Optional Update:

The Board of Regents extended the test-optional admissions policy through the *Summer 2023 term*.

THANK YOU'S & SPECIAL SHOUT-OUTS

MONTHLY SHOUT-OUTS TO MEMBERS OF OUR TEAM!

Here at the Office of Admissions, we want to acknowledge our team members by highlighting their hard work and going above and beyond in our office.



"Shout-Out to Katherine Dunagan for always being a QUEEN!"

"Shout out to Anna B. and Sebastian for all of their hard work on I-20's during this difficult time!"

"Thank you Emily Brix for sharing "Me" by Elton John! I finally finished. :)"

"I want to shout-out to Cameron Olson who has worked so hard to stay on top of the ever-evolving virtual event platforms out there. He's always up for testing things out and exploring new platforms to improve our events, and always with a smile on his face! He also has enthusiastically and positively trained campus partners and our staff using WebEx Events. Thanks, Cameron! You're an invaluable asset to the Events Team and the office as a whole!"

"Thank you to everyone who has jumped into the COD queue to help during busy times these past few weeks."

A PEEK INTO ADMISSIONS REPS TRAINING FOR FALL 2020

AN OVERVIEW OF WHAT WE ARE LEARNING FROM OUR TRAININGS AND GUEST
SPEAKERS

TIMELINE OF TRAININGS

WELCOME

KICK-OFF TRAINING & UW'S MISSION STATEMENT

- Welcome message from Andre Phillips- thanks Andre!
- Reviewing our mission statement & UW's statement on diversity
- Plans for the training/ upcoming semester

LEARNING ABOUT LEADERSHIP

- Introduction from Larry Jolon, Center for Leadership Involvement: Leadership Certificate overview
- Leadership framework & what it means for us
- Incorporating honoring culture and context, fostering bridge-building and collaboration, and moving ideas into action.
- Goal setting- individual and group goals



ALL THINGS INTERNATIONAL



- International Document Training with Anna Bryan and Sebastian Philipp
- Review of important roles in the office- who does what
- Common international documents & transcript rules
- English Proficiency Requirements & Waivers
- !-20's, Student Visas, and Terra Dotta Portal
- CRM best practices: where to move cases

CRM TRAINING & MOVING FORWARD

- Application Updates
- Resources for Working Remotely
- Customer Service and FERPA
- CRM Training
- Phone center scheduling

