Succeeding in Graduate School: Policies and Resources

New Graduate Student Orientation
20 January 2018

Dr. Katherine Powers
Office of Graduate Studies
Welcome!

To

California State University, Fullerton
Chancellor’s Office

State Policies for Education
CSUF structure

- Structure:
  - 6 divisions
  - 8 Colleges
    - ARTS, COMM, MCBE, ECS, COE, HHD, HSS, NSM
  - 55 graduate degree programs
  - 5200 graduate students (Census in Fall 2017)
  - Graduate degree program: MA, MS, and “professional” degrees: MBA, MFA, etc.
Welcome to California State University Fullerton's graduate education programs!

Production Information for the 2013-2015 Graduate Student Handbook:
Graduate Assistant Editor: Melisa Montaño-Ochoa (Spanish).
Layout and design: Shirin Isadvastar (Art, Graphic Design).
Photography: Shirin Isadvastar (Art, Graphic Design).
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This Graduate Student Handbook serves as your introduction to graduate student experience at Cal State Fullerton. For a more detailed explanation, please see the 2013-2015 University Catalog Online at: http://fullerton.edu/catalog.

Each program or department has a designated faculty Graduate Program Adviser. This Adviser, as well as your faculty committee and department support staff, are your first points of contact through your graduate studies.

If you have any questions along the way—ASK!

Cal State Fullerton offers 52 graduate degrees, including two doctorates (the Doctorate in Education, (Ed.D.), and the New Doctor of Nursing Practice, (D.N.P.), across diverse disciplines in eight colleges, guided by 1670 full and part-time faculty—scholars, researchers, teachers, writers, composers, artists, and mentors.

Your years as a graduate student will likely be some of the most important in your life! The personal connections you make, the knowledge you gain, and the experiences you have will inform your life and work for years to come.

Take full advantage of all the opportunities and resources available to you at CSUF!

Office of Graduate Studies
www.fullerton.edu/graduate
McCarthy Hall room 112

Open hours:
• 8am to 5pm, M, Th, F
• 8am to 7pm, T & W
What is the Office of Graduate Studies?

- Serves entire University: all students, faculty...
- Collaborates with...
  - Admissions
  - Colleges
  - Int’l Programs & Global Engagement
- Implements Policies for Graduate Students
  - Monitor your academic progress
  - Support/assist your dept. advisers
  - Confer your degree—graduate you at the end
Office of Graduate Studies

“We don’t make the rules....”

- Adherence to:
  - California state regulations: Title 5 of the California Code for Education
  - Chancellor’s Office policies: Executive Orders
  - University Policy Statements: Academic Senate
  - CSUF Presidential Directives
Office of Graduate Studies

- Provides **Support** for Graduate Students…
  - Communication—handbook, newsletters, emails
  - Advising
  - Tutoring (writing, study skills, class presentations, stats, etc.)
  - Workshops
  - Mentoring Program
  - Funding: fellowships, travel grants, GA-ships, etc.
  - Graduate Student Success Center
    - Library PLS room 365
Graduate Program Adviser

- Faculty member
- Each Department or Program
- Assists you with:
  - First semester advisement
  - Study Plan filing
  - Any other questions you may have about academic status, courses to take, etc.
- Staff might also help.
- Other important faculty…
<table>
<thead>
<tr>
<th>Program</th>
<th>Dept. Ext.*</th>
<th>Adviser</th>
<th>Room</th>
<th>Email &amp; Program website</th>
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</thead>
<tbody>
<tr>
<td>Accountancy, M.S.</td>
<td>278-3622</td>
<td>Dr. Fatima Alali Contact Diane Mazzev</td>
<td>SGMH-4210</td>
<td><a href="mailto:dmazzey@fullerton.edu">dmazzey@fullerton.edu</a> <a href="http://business.fullerton.edu/accounting/">http://business.fullerton.edu/accounting/</a></td>
</tr>
<tr>
<td>American Studies, M.A.</td>
<td>278-3564</td>
<td>Dr. Erica Ball Contact Diane Mazzev</td>
<td>UH-313</td>
<td><a href="mailto:eball@fullerton.edu">eball@fullerton.edu</a> <a href="http://hss.fullerton.edu/amst/">http://hss.fullerton.edu/amst/</a></td>
</tr>
<tr>
<td>Anthropology, M.A.</td>
<td>278-3626</td>
<td>Dr. Mitch Avila Contact Debra Redsteer</td>
<td>MH-426</td>
<td><a href="mailto:mavilla@fullerton.edu">mavilla@fullerton.edu</a> / <a href="mailto:dredsteer@fullerton.edu">dredsteer@fullerton.edu</a> <a href="http://anthro.fullerton.edu/">http://anthro.fullerton.edu/</a></td>
</tr>
<tr>
<td>Art, M.F.A., M.A.</td>
<td>278-3471</td>
<td>Prof. Mike McGee Contact Laura Garcia</td>
<td>VA-102</td>
<td><a href="mailto:lagarcia@fullerton.edu">lagarcia@fullerton.edu</a> / <a href="mailto:mmcghee@fullerton.edu">mmcghee@fullerton.edu</a> <a href="http://www.fullerton.edu/arts/">http://www.fullerton.edu/arts/</a></td>
</tr>
<tr>
<td>Biology, M.S.</td>
<td>278-3614</td>
<td>Dr. Paul Stapp Contact Karen Lau</td>
<td>MH-282</td>
<td><a href="mailto:klaus@fullerton.edu">klaus@fullerton.edu</a> / <a href="mailto:pstapp@fullerton.edu">pstapp@fullerton.edu</a> <a href="http://biology.fullerton.edu/">http://biology.fullerton.edu/</a></td>
</tr>
<tr>
<td>Biotechnology, M.Bi.</td>
<td>278-3614</td>
<td>Dr. David Dyer Contact Karen Lau</td>
<td>MH-282</td>
<td><a href="mailto:klaud@fullerton.edu">klaud@fullerton.edu</a> / <a href="mailto:ddyer@fullerton.edu">ddyer@fullerton.edu</a> <a href="http://biology.fullerton.edu/">http://biology.fullerton.edu/</a></td>
</tr>
<tr>
<td>Business Administration, M.B.A.</td>
<td>278-3622</td>
<td>Contact Diane Mazzev</td>
<td>SGMH-4210</td>
<td><a href="mailto:dmazzey@fullerton.edu">dmazzey@fullerton.edu</a> <a href="http://business.fullerton.edu/">http://business.fullerton.edu/</a></td>
</tr>
<tr>
<td>Chemistry, M.A., M.S.</td>
<td>278-3621</td>
<td>Dr. Zhuangjie Li</td>
<td>MH-580</td>
<td><a href="mailto:zli@fullerton.edu">zli@fullerton.edu</a> <a href="http://chemsrvr2.fullerton.edu/">http://chemsrvr2.fullerton.edu/</a></td>
</tr>
<tr>
<td>Civil Engineering, M.S.</td>
<td>278-3012</td>
<td>Dr. Uksun Kim</td>
<td>E-100D</td>
<td><a href="mailto:ukim@fullerton.edu">ukim@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">http://www.fullerton.edu/ecs/</a></td>
</tr>
<tr>
<td>Communications, M.A.</td>
<td>278-3518</td>
<td>Dr. Andi Stein Contact Liz Regan</td>
<td>CP-400</td>
<td><a href="mailto:lregan@fullerton.edu">lregan@fullerton.edu</a> / <a href="mailto:andistein@fullerton.edu">andistein@fullerton.edu</a> <a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
</tr>
<tr>
<td>Communicative Studies, M.A.</td>
<td>278-3617</td>
<td>Dr. Gary Ruud</td>
<td>CP-420</td>
<td><a href="mailto:gruud@fullerton.edu">gruud@fullerton.edu</a> <a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
</tr>
<tr>
<td>Computer Disorders, M.A.</td>
<td>278-3617</td>
<td>Dr. Ying-Chiao Tsao</td>
<td>CP-420</td>
<td><a href="mailto:ytsao@fullerton.edu">ytsao@fullerton.edu</a> <a href="http://communications.fullerton.edu/">http://communications.fullerton.edu/</a></td>
</tr>
<tr>
<td>Computer Science, M.S.</td>
<td>278-3700</td>
<td>Dr. Chang-Hyun Jo Contact Sandra Boulanger</td>
<td>CS-522</td>
<td><a href="mailto:sboulanger@fullerton.edu">sboulanger@fullerton.edu</a> / <a href="mailto:cja@fullerton.edu">cja@fullerton.edu</a> <a href="http://www.fullerton.edu/ecs/">http://www.fullerton.edu/ecs/</a></td>
</tr>
<tr>
<td>Counseling, M.S.</td>
<td>278-3042</td>
<td>Dr. David Shepard Contact April Grinder (Admissions)</td>
<td>EC-450</td>
<td><a href="mailto:applycounseling@fullerton.edu">applycounseling@fullerton.edu</a> / <a href="mailto:dshepard@fullerton.edu">dshepard@fullerton.edu</a> <a href="mailto:aqigley@fullerton.edu">aqigley@fullerton.edu</a>, <a href="http://hhd.fullerton.edu/counsel/">http://hhd.fullerton.edu/counsel/</a></td>
</tr>
<tr>
<td>Economics, M.A.</td>
<td>278-3622</td>
<td>Dr. Dipankar Purkayastha</td>
<td>SGMH-4210</td>
<td><a href="mailto:dipankar@fullerton.edu">dipankar@fullerton.edu</a> <a href="http://business.fullerton.edu/economics/">http://business.fullerton.edu/economics/</a></td>
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<tr>
<td>Education, M.S.</td>
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<tr>
<td>Elementary Curric., Bilin, &amp; Ed. Tech.</td>
<td>278-4731</td>
<td>Dr. Michelle VanderVeldt</td>
<td>EC-324</td>
<td><a href="mailto:mvanderveldt@fullerton.edu">mvanderveldt@fullerton.edu</a>, <a href="http://ed.fullerton.edu/edel/">http://ed.fullerton.edu/edel/</a></td>
</tr>
<tr>
<td>Educational Admin.</td>
<td>278-4023</td>
<td>Dr. Keni Cox</td>
<td>CP-520</td>
<td><a href="mailto:kroxc@fullerton.edu">kroxc@fullerton.edu</a>, <a href="http://ed.fullerton.edu/EdLeadership/">http://ed.fullerton.edu/EdLeadership/</a></td>
</tr>
<tr>
<td>Higher Education</td>
<td>278-4023</td>
<td>Dr. Eugene Fujimoto Contact Crystal Barnett</td>
<td>CP-520</td>
<td><a href="mailto:crfbarnett@fullerton.edu">crfbarnett@fullerton.edu</a>, <a href="http://ed.fullerton.edu/EdLeadership/HigherEdMS/">http://ed.fullerton.edu/EdLeadership/HigherEdMS/</a></td>
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<tr>
<td>Reading</td>
<td>278-3497</td>
<td>Dr. Rosario Ordonez-Jasis</td>
<td>CP-570</td>
<td><a href="mailto:rordonezj@fullerton.edu">rordonezj@fullerton.edu</a>, <a href="http://ed.fullerton.edu/reading/reading/masters.htm">http://ed.fullerton.edu/reading/reading/masters.htm</a></td>
</tr>
<tr>
<td>Secondary Ed.</td>
<td>278-7769</td>
<td>Dr. Chris Street</td>
<td>CP-600</td>
<td><a href="mailto:cstreet@fullerton.edu">cstreet@fullerton.edu</a>, <a href="http://ed.fullerton.edu/SecEd/GraduateProg/">http://ed.fullerton.edu/SecEd/GraduateProg/</a></td>
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<tr>
<td>Special Ed.</td>
<td>278-4106</td>
<td>Dr. Adrian Woo Jung</td>
<td>CP-570</td>
<td><a href="mailto:ajung@fullerton.edu">ajung@fullerton.edu</a>, <a href="http://ed.fullerton.edu/sped/graduate.htm">http://ed.fullerton.edu/sped/graduate.htm</a></td>
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<tr>
<td>TESOL</td>
<td>278-3534</td>
<td>Dr. Nathan Carr</td>
<td>H830D</td>
<td><a href="mailto:ncarr@fullerton.edu">ncarr@fullerton.edu</a>, <a href="http://hss.fullerton.edu/mll/ms_tesol.asp">http://hss.fullerton.edu/mll/ms_tesol.asp</a></td>
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<tr>
<td>Educ. Leadership, Ed.D.</td>
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<tr>
<td>• PreK-12 Leadership</td>
<td>278-4023</td>
<td>Dr. Ron Oliver</td>
<td>CP-520</td>
<td><a href="mailto:roliver@fullerton.edu">roliver@fullerton.edu</a></td>
</tr>
<tr>
<td>• Community College</td>
<td>278-4023</td>
<td>Dr. Dawn Person</td>
<td>CP-520</td>
<td><a href="mailto:dperson@fullerton.edu">dperson@fullerton.edu</a></td>
</tr>
<tr>
<td>Electrical Engineering, M.S.</td>
<td>278-3103</td>
<td>Dr. Mostafa Shiva</td>
<td>E-100A</td>
<td><a href="mailto:mshiva@fullerton.edu">mshiva@fullerton.edu</a> <a href="http://www.fullerton.edu/eecs/">http://www.fullerton.edu/eecs/</a></td>
</tr>
<tr>
<td>English, M.A.</td>
<td>278-3163</td>
<td>Dr. Marlin Blaine</td>
<td>UH-323</td>
<td><a href="mailto:mbleine@fullerton.edu">mbleine@fullerton.edu</a> <a href="http://hss.fullerton.edu/english/">http://hss.fullerton.edu/english/</a></td>
</tr>
<tr>
<td>Environmental Engineering, M.S.</td>
<td>278-2805</td>
<td>Dr. Jeff Kuo</td>
<td>E-219</td>
<td><a href="mailto:ikuo@fullerton.edu">ikuo@fullerton.edu</a> <a href="http://www.fullerton.edu/eecs/">http://www.fullerton.edu/eecs/</a></td>
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<tr>
<td>Environmental Studies, M.S.</td>
<td>278-5775</td>
<td>Dr. Peter Fashinger</td>
<td>H-420</td>
<td><a href="mailto:pfashing@fullerton.edu">pfashing@fullerton.edu</a> <a href="http://www.fullerton.edu/envstud/">http://www.fullerton.edu/envstud/</a></td>
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GRADUATE DEPARTMENT RECOMMENDATION

MS Biology

MASTER'S OBJECTIVE:

☑ Admit — Meets the departmental standards for admission to the objective declared.

☐ Conditional Admit — Does not meet the published departmental standards.

☐ Student Withdrawal

☐ Deny — Does not meet the departmental standards and is denied admission.

☐ Inadmissible — Select reason below:

☐ Program Size Limitation

☐ Missed Deadline

☐ Incomplete Department Application

CREDENTIAL OBJECTIVE:

☐ Admit — Meets the departmental standards for admission to the objective declared.

☐ Conditional Admit — Does not meet the published departmental standards.

☐ Student Withdrawal

☐ Deny — Does not meet the departmental standards and is denied admission.

☐ Inadmissible — Select reason below:

☐ Program Size Limitation

☐ Missed Deadline

☐ Incomplete Department Application

CERTIFICATE PROGRAM:

☐ Admit — Meets the departmental standards for admission to the objective declared.

☐ Conditional Admit — Does not meet the published departmental standards.

☐ Student Withdrawal

☐ Deny — Does not meet the departmental standards and is denied admission.

☐ Inadmissible — Select reason below:

☐ Program Size Limitation

☐ Missed Deadline

☐ Incomplete Department Application

Coursework / Test / GPA Deficiencies

1. Must complete classes by Fall 2012 semester with a grade of B or better.
2. Must submit final transcript reflecting Undergraduate Degree to department as soon as available.

Department Chair or Graduate Adviser: ____________________________
Phone Ext.: ____________________________

Department Name: ____________________________
Date: ____________________________

Copies: White – Evaluations; Yellow – Student; Pink – Department

10/07/09
Prerequisites /“bridge” courses

- Courses that provide stronger foundation for required classes for degree
- Normally taken in first semester/year of program
- Might require minimum of “B” grade
What is Graduate Studies like?

- Greater student responsibility for learning
- Integrated, organic, intense curriculum
- 30 units = 10 courses (subjects)
- “full time” study is 6-9 units = 2-3 courses / semester
Graduate Education

- Courses meet
  - Once per week for 3 hours, OR
  - Twice per week for total 3 hours
- Courses:
  - Lectures
  - Independent study
  - Group study
- Study expectations:
  - Each unit = 1 hour of class and 3 hours of private study
  - 6 units = 6 hours class PLUS 18 hours weekly study
- Course assignments: long projects, papers, exams
  - In-class, outside class
- Co-hort vs. Defined vs. Elective-based
- Discover—Define—Create new knowledge
Study Plan

- 1-page form listing all classes and requirements.
- Available from Graduate Program Adviser.
- File plan before completing 13 units.
- “Classified” status.
- Possible to change later....
<table>
<thead>
<tr>
<th>Study Plan Requirements*</th>
<th>Units</th>
<th>Grade</th>
<th>Sem/Yr</th>
<th>Ext.</th>
<th>Comments</th>
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<tr>
<td>REQUIRED ELECTRICAL ENGINEERING COURSES (9-15 units)</td>
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<td>ELECTIVES (15 units)</td>
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<tr>
<td>*EGGN 403 Computer Methods in Numerical Analysis</td>
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<tr>
<td>CULMINATING EXPERIENCE (0-6 units)</td>
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<tr>
<td>THESIS 598 (3-6 units) or</td>
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<tr>
<td>PROJECT 597 (3 units) or</td>
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<tr>
<td>Comprehensive Exam</td>
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<td>TOTAL UNITS REQUIRED</td>
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<td>(Minimum one-half 500 level)</td>
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</table>

EGEE 580 is required for the degree and must be included on the study plan.
*EGGN 403 and EGEE 580 are math courses required for the degree. EGEE 518 may be substituted if either course was previously completed.

CLASSIFIED STANDING recommended by committee (prerequisites met and Study Plan approved):
Members: ______________________
Faculty Adviser ______________________ Date _______ Adviser ______________________ Date _______
Reviewed in Graduate Office ______________________ Date _______
CLASSIFIED GRADUATE STANDING GRANTED ______________________ Date _______

Associate Vice President, Academic Programs

Rec'd Graduate Studies Office: ___ Copies Sent: ___
### Core Courses (11 units)
- Psych 501 Professional/Legal Issues in Clinical Psych** 3
- Psych 510 Experimental Design 3
- Psych 520T Advanced Topics in Psychological Research 3
- Psych 599 Independent Graduate Research 2

### Clinical Courses (28 units)
- Psych 545 Advanced Psychopathology** 3
- Psych 547 Theories of Psychological Intervention** 3
- Psych 548 Psychotherapy Techniques** 3
- Psych 549 Marriage, Family and Child Therapy** 3
- Psych 560 Child and Adolescent Treatment** 3
- Psych 561 Clinical Psychological Assessment 3
- Psych 568 Substance Abuse 1
- Psych 569 Cross Cultural Psychology** 3
- Psych 594A Fieldwork** 3
- Psych 594B Fieldwork** 3

### Electives (15 adviser-approved units)

### Thesis (6 units)
- Psych 598 Thesis 3, 3

### Total Units Required
60

*Minimum of "B" (2.7) or better in all study plan classes and maintain a B (3.0) grade point average overall.

** Required by BBS for MFT licensure. Please see Program Coordinator for additional course work necessary for MFT License.

CLASSIFIED STANDING recommended by committee (prerequisites met and Study Plan approved):

** Members:
- MS Coordinator
- Reviewed in Graduate Office

CLASSIFIED GRADUATE STANDING GRANTED

[Signature]
Associate Vice President, Academic Programs
- Grades: tests, quiz, assignment, paper = graded (letter grade or points)
- Each letter grade has a designated number of grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Grade</th>
<th>Grade Points</th>
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<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
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<tr>
<td>A-</td>
<td>3.70</td>
<td>C-</td>
<td>1.70</td>
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<tr>
<td>B+</td>
<td>3.30</td>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<td>2.70</td>
<td>D-</td>
<td>0.70</td>
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<tr>
<td>C+</td>
<td>2.30</td>
<td>F</td>
<td>0.00</td>
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</tbody>
</table>

- Each course is assigned a numeric unit value: 3 units
- GPA stands for Grade Point Average
- The Grade-Point Average is determined using the total grade points and the unit value
Other grades are:
- CR: “credit”
- NC: “no-credit”
- RP: “Work in progress”
- W: “Withdrawal”
- WU: “Unauthorized Withdrawal”
- I: “Incomplete”
- IC: “Incomplete Charged”

Negative Effect on GPA (anything below B):
- B- and below: 2.70 and lower grade points
- WU = 0.00 grade points
- IC = 0.00 grade points

International students: visa status: GRADES!
ACADEMIC STANDARDS FOR GRADS

- GPA must be maintained at a minimum of 3.00 (no averaging: 2.99 ≠ 3.00)
- GPA 2.99 and below = Academic Probation
- Courses 100, 200, 300 not included in Grad GPA, some but not all 400 level courses are included.
## Transcript Sample

### Spring Semester 2010

<table>
<thead>
<tr>
<th>Dept/No</th>
<th>Course Title</th>
<th>Unts</th>
<th>GR</th>
<th>GP</th>
<th>Footnotes</th>
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<tbody>
<tr>
<td>FIN 517</td>
<td>Managerial Finance</td>
<td>3.0</td>
<td>B+</td>
<td>9.9*</td>
<td></td>
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<tr>
<td>MGMT 518</td>
<td>Legal Ethical Environ-Bus</td>
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Enrollment Dates: Jan 23, 2010 to May 14, 2010

<table>
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<tr>
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<th>GPA-Units</th>
<th>GRD-PT</th>
<th>Acad-GPA</th>
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### Fall Semester 2010

<table>
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<tr>
<th>Dept/No</th>
<th>Course Title</th>
<th>Unts</th>
<th>GR</th>
<th>GP</th>
<th>Footnotes</th>
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<tbody>
<tr>
<td>ECON 515</td>
<td>Microecon Perspectv for M</td>
<td>3.0</td>
<td>B</td>
<td>9.0*</td>
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<tr>
<td>ISDS 265</td>
<td>Intro Info Sys &amp; Appli</td>
<td>3.0</td>
<td>A</td>
<td>12.0</td>
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<tr>
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Enrollment Dates: Aug 21, 2010 to Dec 10, 2010

<table>
<thead>
<tr>
<th>Term</th>
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<th>GPA-Units</th>
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## Transcript

### Spring Semester 2015

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<th>GP</th>
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<tr>
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<td>Reinforced Concrete Design</td>
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<td>B-</td>
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<td>EGCE 430</td>
<td>Structural Steel Design</td>
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<td>B-</td>
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<td>EGCE 533</td>
<td>Matrix Meth Struct Analys</td>
<td>3.0</td>
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<tr>
<td>EGCE 575</td>
<td>Data Mining in Sustainabi</td>
<td>3.0</td>
<td>B+</td>
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### Enrollment Dates: Aug 21, 2012 to Dec 10, 2012

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<th>GPA-Units</th>
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<tbody>
<tr>
<td>Term</td>
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<td>12.00</td>
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<tr>
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<td>12.00</td>
<td>12.00</td>
<td>32.10</td>
<td>2.68</td>
</tr>
</tbody>
</table>

### Grad GPA

| 6.00 | 6.00 | 6.00 | 15.90 | 2.65 |

**Graduate Probation May 28, 2015**
Grad Studies ≠ Undergrad

- Academic policies are stricter for Graduate Students
- Course Repetition
  - Must repeat a course if you earn less than the minimum grade required (normally a C is the minimum)
- No “grade forgiveness” for graduate students
  - Retaking a course earning a better grade will NOT remove the first grade from the grade-point average calculation.
  - Both grades are included in the grade-point average as separate grades
- Can only repeat a course once
“How can I have high grades?”

- 6 units = 6 hours in class & 18 hours study / WEEKLY!
- Establish a DAILY SCHEDULE FOR YOUR STUDY
- Read textbooks BEFORE class lecture
- Find group of smart friends to study with
- Meet with Graduate Adviser
- Choose courses carefully
  - Difficult vs. less difficult courses
  - What are your academic strengths? Weaknesses?
  - Math? Writing? Test-taking?
- Visit Professor and ask content questions related to lecture
Develop your Faculty

- Strong faculty connections bring....
  - Chance to see insides of academia: life as a professor
  - Increased chances for other opportunities—internships, jobs, awards, grants, etc., etc.
  - Mentoring
  - Faculty letters of reference—develop your faculty
    - Faculty personal understanding of student
    - Student interests—interests
TITANium (Moodle)

- For course materials
  - Syllabus
  - Homework materials
  - Mass emails from professor
  - Etc.
- As a “virtual community”
  - Class participation: discussions
  - Part of a professional student group, etc.
  - Emails, communications, postings, etc.
Welcome to CSUF TITANium

Previous semester courses are available at the bottom of this page

Copying Course Materials into Spring 2014 Courses
Course materials can now be easily copied from previous semesters into Spring 2014 courses using the simple restore block. Instructions are available at QRG-How_to_Copy_Course_Materials_Using_Simple_Restore_Block.pdf.

YouTube and Titanium
YouTube is a useful site for posting and sharing videos. A guide for uploading videos to YouTube and linking them to Titanium is available at QRG_How_to_use_Youtube_to_add_Videos_to_a_Titanium_Course.

Making Courses Available to Students
Topic 1
- Syllabus and other documents
- Term Paper: Literature Review
- Other class reading
- Other course readings

Topic 2
- Materials for 11/12
- Reading for 11/12

Topic 3
Every Grad Student: “Culminating Experience”

- “Capstone Course” or “Exit Option”
  - Thesis
  - Project (often in a class)
  - Comprehensive Exam

- Master’s Thesis:
  - Archived in national database
  - University Thesis/Dissertation Reader
Procedure: Graduation Check

- “Grad check” to ensure you graduate.
- Apply online before 1st day of class the semester you will graduate.
- Enter Spring 2018—graduate Fall 2019?
- Apply for “grad check” before end of August 2019.
Continuous Enrollment / 5-Year Time Limit

- Be enrolled every Fall and Spring semester
- Must complete degree with 5 calendar years—10 consecutive semesters
- Possible extension to 7 years
“GRAD 700” Course

- **After** you have enrolled in “Culminating Experience” course (thesis, project, comprehensive exams)
- **If** you have no other courses to enroll
- Maintains your university status and “continuous enrollment”
- Domestic U.S. residents: do not need to enroll in summer
- **International**: must enroll if/when graduating in summer
Leave of Absence

- Domestic U.S. residents
- Students who need break for medical, personal, professional reasons:
  - Military service
  - Professional opportunity
  - Medical
  - Pregnancy
  - Severe financial
- International students: only medical
- Clock continues to tick on 5 (7) year limit!
- Must apply for LOA with OGS
Student Responsibility

- Know the rules, policies and deadlines—*play by the rules*…
- Meet with your Graduate Program Adviser.
- Read your campus email!
- Keep your own copy of all papers, homework, documents, etc.
- Check your record in your Student Portal.
- Keep your address updated.
- Ask questions!!
Library Hours and Services

- The Pollak Library offers a variety of services for students:
  - research assistance, interlibrary loan, etc.

- Library Hours for Spring Semester 2017
  - 7AM to 10PM
  - Friday the library closes at 5PM
  - Weekends

- Pollak Library = portal for research from home:
  - search engines, databases, online subscriptions, etc.
Library Services

- **Book Paging:** Due to the closure of the Pollak Library South, the Library has instituted a book paging service. There is a **24 hour** turnaround period for requests made **Monday-Friday by 3 p.m.** Any requests made after **3 p.m.** on **Friday** will be paged on Monday. Faculty, staff and students are welcome to paged a book by requesting the book through the Interlibrary Loan.

- **Research Assistance:** Reference Librarians can assist you with research through a number of methods to suit your schedule and preferences.
Library Services Cont.

- **Interlibrary Loan**: Students may borrow books, journal articles, and other library materials from partner lending libraries if the Pollak Library does not own a copy of a requested item. All Interlibrary Loan (ILL) requests are made electronically through our [ILLiad service](#).
Get the most out of grad school

- Get involved—peer groups, events, workshops, campus resources...
- Keep informed
  - [www.fullerton.edu/graduate](http://www.fullerton.edu/graduate)
  - Newsletters: Graduate Studies Matters
  - Social media: CSUF Office of Graduate Studies
  - Twitter: @CSUFGradStudies
- Take advantage of learning resources:
  - Grad Student Success Center
  - Graduate Learning Specialist (GLS)
  - Workshops / Lectures
Graduate Student Success Center

- Study space—tables, couches, study carrels, “genius bar”
- Printing, computers, wifi, Apple TV, white board
- Workshops
- Tutoring/academic coaching
- Advising
- Resources: Peer networking / Bulletin Board
- Free coffee, snacks
- Food Pantry
- Hours:
  - Mon-Thurs: 10am-10pm
  - Fri-Sat: 10am-5pm
  - Sun: 12pm-5pm
Grad Studies Office

- Resources for students
  - Website
  - Emails to grad students
  - Graduate Student Handbook
  - Faculty/Grad Student Mentoring Program
- Academic support:
  - Workshops for graduate students
  - Tutoring in writing, statistics, research, class presentations, grant proposals, etc.
  - Learning communities & study groups
- Opportunities:
  - Graduate Assistantships
- Newsletter
More information

- [www.fullerton.edu/graduate](http://www.fullerton.edu/graduate)