

## New Graduate Student Checklist



GRADUATE STUDIES AT FSU

*"Graduate study is a time of exploration and immersion in a particular specialty. It is a time for the free exchange of ideas, acquisition of new skills, and creation of new knowledge. It is a time when professors change from being your teachers to being mentors and colleagues."*

*- Nancy Marcus, Dean of Graduate Studies*

Welcome to Florida State University from Dean Nancy Marcus and the Office of Graduate Studies! The FSU Office of Graduate Studies is located in the Westcott Building on Copeland Avenue. We hope the information included in this New Graduate Student Checklist will help you as you prepare to attend FSU. If you have questions, contact your academic department or program, FSU Graduate Admissions at <http://www.admissions.fsu.edu> or the Office of Graduate Studies at <http://www.gradstudies.fsu.edu>.

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# Florida State University Office of Graduate Studies

## BEFORE ARRIVING AT FSU CHECKLIST

Contact your academic program for specific departmental information prior to arriving at FSU. Topics to discuss are your program's academic, assistantship, and registration policies and the date and time for your program's new graduate student orientation. Tuition waiver policies will also be an important topic for graduate assistants. For information regarding tuition waivers, visit <http://gradstudies.fsu.edu/waivers.html>.

### Transcripts

If you recently completed your degree, request that your official transcript be sent from your previous institution to your new department/academic program and to FSU Graduate Admissions to show proof-of-degree. If you have any questions contact Graduate Admissions at <http://www.admissions.fsu.edu>.

### FSUID (username) and Blackboard

Much of the business you will conduct with the University will be done through the FSU Blackboard system at <https://campus.fsu.edu/webapps/login>. Academic and non-academic resources, course information and registration, and other tools are housed at the Blackboard site under the "Secure Apps" tab to protect your identity and secure your privacy. You must activate your FSUID (username) and create a pin to access these services. To activate your FSUID (username) go to the University Computing Services website at <http://www.ucs.fsu.edu> and click "Get Started." You can also activate your FSUID (username) via the FSU Blackboard system at <https://campus.fsu.edu>. For help activating your FSUID (username), contact the FSU Technology Help Desk at (850) 644.HELP or [help@otc.fsu.edu](mailto:help@otc.fsu.edu).

### FSU email account

Your FSU email account is the official form of communication for the University as well as for many academic programs. You may forward e-mail from your FSU email address to your personal email address. FSU email accounts can be accessed from anywhere in the world by using the FSU Webmail system at <https://webmail.fsu.edu>. You must activate your FSUID (username) before receiving an email account. To activate your FSUID (username) and obtain an email address, go to the University Computing Services website at <http://www.ucs.fsu.edu> and click "Get Started." You can also activate your FSU email account via the FSU Blackboard system at <https://campus.fsu.edu>. For help activating your FSU email account, contact the FSU Technology Help Desk at (850) 644.HELP or [help@otc.fsu.edu](mailto:help@otc.fsu.edu).

## SPECIAL INFORMATION FOR ONLINE AND INTERNATIONAL STUDENTS

### Online students

If you will be enrolled in an online degree program, access <http://online.fsu.edu> for your online orientation and other helpful information.

### International students

The International Center provides opportunities for FSU international students to meet students from other countries. The International Center conducts the required New International Student Orientation, provides information on financial assistance, visa documents and housing, and hosts social activities. *International students will not be allowed to register for classes until health insurance is purchased.* To find out more about the International Center, visit its website at <http://www.fsu.edu/~fsu-isc>. **All new FSU international students must attend the International Center's Orientation.**

# Florida State University Office of Graduate Studies

## AFTER ARRIVING AT FSU CHECKLIST (chronological order)

### FSUCard

With your FSUCard, you can pay your fees, obtain a parking permit to park on campus, use facilities across campus, such as the Leach Center and the Student Life Cinema, ride the Star Metro city buses for free, and receive discounts in various establishments throughout Tallahassee. First, go to the FSUCard Center website at <http://www.fsucard.fsu.edu>. You will find the office hours, where the FSUCard Center is located and what you need to bring with you to get a card. There will be a \$10 fee included with your course registration fees. You must be physically present on campus to get your card if you are admitted to a degree program that is offered on site. It is not possible to get your card through the Web or through telephone service.

### University-wide New Graduate Student Orientation

This one-day orientation hosted by the FSU Dean of Graduate Studies each fall and spring semester serves as an important guide for becoming familiar with both the FSU academic and extracurricular environments. Various campus offices and graduate student organizations will host informational tables at this event. Online registration for the **Fall 2008 New Graduate Student Orientation** will open June 2008.

### Health forms and proof of immunization

Complete and return the health forms to the Thagard Health Center that you received with your acceptance packet. In order to register, you must submit the required health forms. For more information, access the Thagard Health Center at <http://www.tshc.fsu.edu>.

### Health insurance

#### Requirement

Effective fall 2007, all new, full-time main campus graduate students carrying at least nine (9) hours graduate credit hours are required to show proof of adequate health insurance or enroll in the University sponsored plan. Online students are exempt from this requirement.

#### Subsidy

To help graduate assistants and fellows with the new health insurance requirement, a subsidy will be available toward the purchase of the university sponsored health insurance plan. Enrollment will be available on an annual or semester basis: annual subsidy \$500, semester subsidy \$167. At the time of enrollment for health insurance, the subsidy will be applied towards the cost of the insurance. Early enrollment is encouraged as funds are limited and will be awarded on a first come first serve basis.

#### Subsidy Eligibility

- Qualifying Graduate Assistants (Teaching, Research)
- Qualifying Fellows (McKnight, Gubernatorial, Non-Duty College Teaching, Interdepartmental, and Auzenne Fellows)

Must be enrolled for a minimum of nine (9) graduate credit hours

#### Enrollment

For information on cost, coverage, how and when to enroll for the university sponsored health insurance visit the FSU Thagard Health Center website at <http://www.tshc.fsu.edu>.

Note: At the time of enrollment, qualified graduate students will have the health insurance subsidy applied toward the cost of the health insurance.

#### International Students

International Students who are graduate students may go to the Thagard Student Health Center's Insurance Office for a deferment in order to register.

# Florida State University Office of Graduate Studies

## Register for classes

Meet with your departmental/program advisor prior to registering for classes. For registration information, visit the Registrar's Office website at <http://registrar.fsu.edu>. Course information and registration is online through the FSU Blackboard site at <https://campus.fsu.edu/webapps/login>. You will also use this site to obtain your class schedule, check your grades, print out unofficial transcripts, and update your records.

## Parking permits

To park on campus, each vehicle is required to have a parking permit. Permits are valid for one year: September 1 through the following August 31. Permits become available the third week in August. You must have a valid FSUCard and be registered for classes to obtain a parking permit. You may view all of the parking regulations and fill out an online parking permit application at the Parking and Transportation website at <https://parking.fsu.edu/cmnl/auth.asp>. It is not necessary to pay for the permit at the time of procurement, as it is charged to the student via the Transportation Access Fee on the tuition bill. For a map showing where to park on campus, visit <http://parking.fsu.edu/PMap/ParkMap.asp>.

## Residency

If you are an in-state resident, make sure you complete and return the Florida Residency Classification form to FSU Graduate Admissions. Florida Residency Classification forms are available at <http://admissions.fsu.edu/images/pdf/residency.pdf>. For questions regarding Florida residency, please contact registrar@admin.fsu.edu or (850) 644.1050. Florida Residency forms for graduate assistants are available at [http://gradstudies.fsu.edu/forms/instate\\_residency.pdf](http://gradstudies.fsu.edu/forms/instate_residency.pdf).

## Financial aid

To obtain financial aid information and deadlines, go to the FSU Financial Aid Office Website at <http://www.finaid.fsu.edu>. This website offers a link to the Free Application for Federal Student Aid (FAFSA). For information on various funding opportunities for FSU graduate students, please visit the Office of Graduate Studies Funding Opportunities web page at <http://gradstudies.fsu.edu/funding.html>. To learn more about tuition waivers for graduate assistants and employees of FSU and the State of Florida, visit <http://gradstudies.fsu.edu/waivers.html>.

## Pay fees

Fee payment is normally due no later than the tenth day of classes. The Office of Student Financial Services web site, found at <http://www.sfs.fsu.edu>, provides complete information on fee payment, including tuition payment deadlines and installment contract deadlines by semester. The site also includes information on financial aid disbursement as well as how to pay fees online using a credit card.

## Housing

On-campus housing for graduate students is limited. There are two buildings on campus reserved for single graduate students in apartment-style living, Rogers Hall and Ragans Hall. There is also another apartment community, Alumni Village, located about one-and-one-half miles from campus where single students, married students and students with families live. For information on graduate student housing, go to the Housing Office web site at <http://www.housing.fsu.edu>. For information about off-campus housing, visit <http://www.fsu.edu/~sga/och>. To find information about connecting utilities in the City of Tallahassee, visit <http://talgov.com/you/service/faq.cfm> or for general information about living in Tallahassee visit <http://www.talgov.com/visit.cfm>.

## Purchase textbooks

The FSU Bookstore is located in the main level of Parking Garage 1, across from the Student Union. Students may purchase books in the store or online at <http://shop.efollett.com/htmlroot/storehome/loridastateuniversity208.html>. For more information, call (800) 255.FSU1 or (850) 644.2072.

# Florida State University Office of Graduate Studies

## ADDITIONAL INFORMATION

### Computing resources

Florida State University provides a wide variety of computing resources for those who are joining the FSU community as a student, faculty member, or staff. The Computing Resources website, <http://www.fsu.edu/staff/computing.html>, provides information about the following: Connecting to the internet on and off campus, FSU email accounts, computer security, web applications, etc.

### Library resources

The Florida State University Libraries include Strozier Library, Dirac Science Library, Goldstein Information Studies Library, Law Library, Medical Library, and the Warren D. Allen Music Library. The Strozier Library offers two graduate student study rooms for FSU graduate students only. For more information about the University Libraries including hours, circulation, off-campus access procedures, and more, visit <http://www.lib.fsu.edu/>.

### FSU Graduate Student Handbook

Access [http://gradstudies.fsu.edu/forms/graduate\\_handbook.pdf](http://gradstudies.fsu.edu/forms/graduate_handbook.pdf) to view FSU's Graduate Student Handbook. This handbook contains information needed to complete graduate studies at FSU: finance tools, degree requirements, thesis, treatise, and dissertation guidelines and requirements, university and community academic resources, and other miscellaneous information.

### FSyou!

There is a one-stop shopping FSU website for students that has links to numerous, valuable websites. Looking for registration information? Want to look at the *Graduate Bulletin*? Looking for a bank? Looking for a building on campus? Want to know more about life as a student at FSU? Interested in looking for entertainment? Go to the website established for students, StudentsFirst FSyou! information central at <http://www.studentsfirst.fsu.edu>.

### Life in Tallahassee

There are numerous activities in Tallahassee throughout the year. To find out what goes on in and around Tallahassee, go to <http://marquee.fsu.edu>, the City of Tallahassee website at <http://www.talgov.com>, the Leon County Visitor's Guide, the City of Tallahassee Student Guide or visit <http://www.tallahassee.com>.

### Helpful Hints

- Request a copy of your academic program's graduate student handbook.
- A separate application is required for summer financial aid. Submit your financial aid materials early!
- To access the FSU campus map go to <http://www.fsu.edu/Campus/newmap>.
- Students must have a valid FSUCard to obtain a "W" student parking permit.

### Important Information

- All students must provide proof of immunization to the Thagard Health Center Immunization Department before they will be allowed to register.
- Effective fall 2007, all new, full-time main campus students are required to show proof of adequate health insurance.
- Will you have a graduate assistantship? If so, for domestic students, the tuition waiver will only cover out-of-state tuition for your first year. Contact your academic department/program for more information.
- There is a mandatory first class meeting attendance policy at FSU.