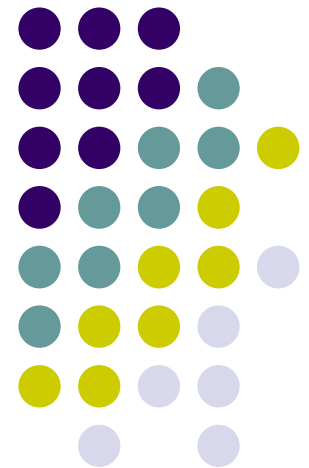
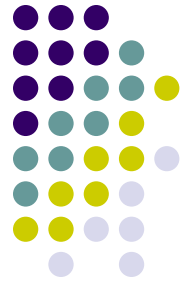


Essential Resources for Success

Orientation Fall 2010
August 17, 2010
Time 10:40 and 11:20



To quote a Graduate Student



- *“I never realized how many steps there were to completing my degree”*



Establish a working relationship with your academic advisor



- 1st priority
- Your advisor should be the first person you contact with questions about your degree requirements (listed on your admittance letter). They would also be the best person to ask about specific department/college requirements and/or deadlines.



Continued...

- Know their name and the name of the Department Chair
- Office hours and location
- Phone extension
- Email address
- Departments secretary's name
- Know the difference between a departmental requirement and a COGS requirement.



COGS website

- <http://www.utoledo.edu/graduate/>
- Here you will find all current announcements, information, workshops, and contact information for COGS staff.
- To insure that you always have the most current information use the COGS website for all forms and deadlines.
- COGS deadlines are firm.
- Please work with your advisor to ensure that all departmental/college deadlines are met so you are able to meet COGS deadlines



COGS website continued...

- Current Graduate Students
- <http://www.utoledo.edu/graduate/currentstudents/index.html>
- Broken into 6 separate areas
 - Academic Program Forms
 - Theses and Dissertations
 - Graduation
 - Professional Development
 - References and Resources
 - Graduate Assistantship





Academic Program Forms

- General, HSC, and MC forms.
- When to submit
- Signatures needed and what happens if the form doesn't contain the required signatures.
- Date stamped, verification that all information is correct. Scanned as a permanent record. Filed or destroyed.
- What if a student needs a copy?



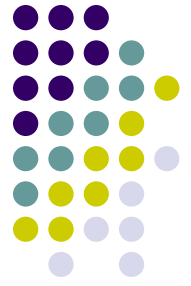
Theses and Dissertations

- Everything you ever wanted to know about the thesis and dissertation process.

- Deadlines
- Format reviews
- Uploading process on OhioLINK
- ProQuest for Doctoral Students
- Process to file an appeal to not use the handbook that was voted on and approved by the Graduate Council.



Graduation



- Application for Graduation (check deadlines)
- Check sheets for Master's and Doctoral students.
- Use your UTAD account to check your graduation status.
- Be sure to check your university email, this is the preferred address and information such as degree audit letters will be distributed to this address.

Professional Development



- Upcoming programs
- Past programs and workshops as PowerPoint's
- UT yearly calendar
- Resources





References and Resources

- Contains general information
 - Transfer credits
 - Change in Programs
 - Catalog
 - Handbook
 - Student organizations



Graduate Assistantships



- All information pertaining to an assistantship



- COGS is happy to answer questions or help in anyway.