GRADUATE ORIENTATION

2014
Presentation available on Graduate Studies page
http://webs.purduecal.edu/gradschool/

WELCOME

- Joy Colwell
  - Professor of OLS
  - Director of Graduate Studies
- Associate Vice Chancellor for Research and Graduate Studies, Dr. Chenn Q. Zhou--Welcome
Topics
- About us
- Campus resources
- Graduate student requirements for course work and degree
- Making the most of your graduate education

Graduate Studies Office
- Graduate Studies Office is located in Lawshe 242
- Satisfaction of conditions for transcripts, documents, etc.
- Process fee remissions for grad aides
- Admissions, plans of study, graduation
- grad@purduecal.edu
Welcome

- To the Purdue Graduate School
- Resources on our web page
  - http://webs.purduecal.edu/gradschool/
- Resources on Purdue.edu page
  - http://www.gradschool.purdue.edu/welcome/accept.cfm
  - Selected information relevant to PUC

Graduate Studies Office Staff

- Peggy Greer
- Nikki Voiklis
- Rose Sicinski
Registration and Advising

- **Academic program** (program of study) can assist you with registration and advising—graduate coordinator or faculty advisor can identify which classes are on your plan of study
- **Self-register** through myPUC—but make sure the courses you sign up for will count toward your degree (plan of study)

Graduate Student Handbook

- [http://www.gradschool.purdue.edu/downloads/GradEd.pdf](http://www.gradschool.purdue.edu/downloads/GradEd.pdf)
- Program specific handbooks are available on your department’s website
- Orientation handbook is also on the Graduate Studies web site.
Student IDs

- Need photo ID and schedule to get a student ID
- If you have a grad aide position, need to get your ID through University Police
- Your undergrad ID is still valid if you are now a grad student
- SUL 104B (Campus Life office)

Student Logins

- Single sign in through myPUC—on the home page
- Username is also known as your career account name
- If you are a former undergrad, and it has been more than 2-3 years since you were last here, your username may have changed
Student Logins

- Access info is printed on schedule
- Email from PUC with authentication info was sent after admission email was sent
- Help with passwords is available on the myPUC login page

Student Email

- **University communications are sent to you through your student email** (careeraccountname@purduecal.edu)
- Check your email often
- You may forward a copy of your student emails to an email address you do check often
- Class emails also go to your university email address
Student Email

- Instructions are available on the GS website [www.purduecal.edu](http://www.purduecal.edu/)
- See handout for tonight for instructions
- [http://webs.purduecal.edu/gradschool/files/2012/07/How-to-forward-your-PURDUECAL.pdf](http://webs.purduecal.edu/gradschool/files/2012/07/How-to-forward-your-PURDUECAL.pdf)

Financial Aid

- Office is located in Lawshe Hall, Room 130
- Phone: 989-2301 or website
- finaid@purduecal.edu
- Graduate financial aid/support generally involves the Graduate Distinction Scholarship, scholarships from other specific sources, loans, or grad aide positions and student worker positions. Your employer may also offer tuition reimbursement as a benefit.
Graduate Aide Positions

- Offered around campus for teaching, research or other campus functions
- Fee remission covers tuition (except for flat amount and fees) and small monthly stipend
- .25 grad aide position = 10 hrs week work
- Competitive
- Contact departments, CareerTrax

Plans of Study—Degree-Seeking

- Graduate education is controlled by a plan of study which sets out which courses you will take for your degree, along with any other requirements for graduation/degree
- ePOS is the electronic Plan of Study system, and can be found through myPUC portal (Plan of Study Generator)
Plans of Study

- ePOS will be available to new students after about 1 semester of enrollment
- ePOS instructions are available on the websites and academic programs also have additional information available.
- Credit hours required vary by degree

Blackboard Learn

- Learn is used for online courses or for support for classroom-based courses
- Blackboard Learn—uses your student email account!
- Available through myCourses through myPUC or from the home page
Library Resources

- It is strongly suggested that you make an appointment with a reference librarian to learn about the resources that are available to you at the library for your master's level studies.
- Many sources are available online, or through interlibrary loan.

Writing Resources

- Online writing lab: Purdue OWL, at http://owl.english.purdue.edu/
- PUC Writing Lab on campus: Writing Center, CLO Room 265. Please check the website for hours. http://www.purduecal.edu/writingcenter/writingcenterpuc.html
Additional Writing Resources

- Writing resources can also be found at [http://www.purduecal.edu/writingcenter/resources.html](http://www.purduecal.edu/writingcenter/resources.html)
- **Citation Management Software** (e.g., EndNote) either free or purchased (available through the bookstore)
- Investigate the usefulness of the software and start using early in your studies

Student Software

- Software may be available at educational discount
- Some software titles are available at [https://www.psts.itap.purdue.edu/Shop/Index.aspx](https://www.psts.itap.purdue.edu/Shop/Index.aspx) through PWL
Software--Antivirus

- MacAfee Anti Virus is available through the campus
- [http://www.purdue.edu/securePurdue/download/index.cfm](http://www.purdue.edu/securePurdue/download/index.cfm)

Technical Support and Customer Service

- 989-2888
- The CTIS Customer Service Center in Gyte 133.
- Blackboard Learn issues should be addressed to myCourses@purduecal.edu
Parking

- Students may park in open lots and the parking garage
- Gated lots are for employees and require a pass
- Some posted faculty/staff spots are open to students after 4:30pm

Summer Classes

- Summer offerings are available but are more limited
- For best selection and availability, register early for summer courses
- Summer registration opens in March after spring break
Thesis Info

- Your program can also assist you
- \LaTeX{} is used for the engineering theses
- Janice Novosel in IPO is the thesis coordinator and helps students with thesis deposit
- She offers workshops for students

Student Health Center

- Information about the Student Health Services Center can be found at http://webs.purduecal.edu/healthcenter/
- Gyte Annex 034
- Pricing for office visits and services, along with clinic hours, are on the website
Counseling Center

- The Center is located in Gyte 005.
- More information about the Counseling Center at http://webs.purduecal.edu/counseling/
- Assistance and support with academic, vocational, personal and interpersonal issues available
- Confidential

Graduate Student Association

- There is a Graduate Students Association
- Watch for more info and events
- If you are interested, there is a sign-up sheet circulating
Follow us

- Announcements and Reminders
- Student email (official communication method)
- Facebook
  http://www.facebook.com/#!/pages/Purdue-University-Calumet-Graduate-Studies/229688310385866
- LinkedIn
  http://www.linkedin.com/in/rgsatpuc
- myPUC Grad Students channel
- Website

Making the most of your time as a graduate student

- You will be taking the lead in your education
- Opportunity to really focus in depth on your subject
- Grad courses rely on the students for more participation, preparation, presentation, leadership and discussion
- Make your studies a priority—plan to do well, make your academics a focus
Making the most of your time as a graduate student

- Take advantage of opportunities to participate in research or presentations
- Learn from your peers
- Get to know your professors and academic advisor
- Find the resources here that are helpful in your discipline (know the library)
- We have lots of resources—ask!

International Student Orientation

- Mandatory for International Students
- See International Programs Office for additional information
- Health Insurance is mandatory for international students
Questions?