

Graduate College Virtual New Student Orientation



Graduate College Virtual New Student Orientation

Welcome to FAU!

The information provided in this virtual orientation is intended to provide new students with the information needed to successfully transition into their graduate degree program. Please be aware that this virtual orientation also contains audio. Click on the Slide Show tab and click "From Beginning" to view the PowerPoint with audio.



Graduate College Virtual New Student Orientation

Graduate College Dean



Dr. Barry T. Rosson
Vice President for Research
Dean of the Graduate College



Graduate College Virtual New Student Orientation

Graduate College



Student Support Services
Building (SU -80), Suite 101
777 Glades Road
Boca Raton, FL 33341

561 -297-3624



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MyFAU



MyFAU is the University's web portal. It is a web-based tool that provides centralized access to e-mail, calendars, administrative services, classroom tools, and other information.



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Functions of MyFAU

- Email
- Registration
- Financial Aid
- Direct Deposit
- FAU Catalog
- Transcripts
- Student Account
- Student Records
- Purchase Textbooks
- Enrollment Verification
- Update Personal Information
- Graduate College Tab



For more information on using MyFAU, check out the online Help icon in the upper right corner of the MyFAU window.



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FAU Email Account

Your FAU email account is the official method of communication used by the University's faculty and staff.

University announcements and Graduate College correspondence will not be sent to non-FAU email accounts.

Be sure to check your FAU email daily for important announcements and information.



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Financial Aid

Florida Atlantic University offers numerous funding opportunities for graduate students; including teaching assistantships, research assistantships, graduate assistantships, fellowships, and financial aid.

[Free Application for Federal Student Aid \(FAFSA\)](#)

[Fellowships and Awards](#)

[Graduate Assistantships](#)

[Office of Student Financial Aid](#)



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Tuition and Fee Payment

To view and accept your financial aid award, visit the Money Matters tab in MyFAU.

Tuition and fees can be paid by check or credit card using MyFAU Self Service (only MasterCard, Discover, and American Express are accepted). Students may also pay by placing a check or money order in the drop box located in the Student Support Services Building on the Boca Raton campus.

- Financial Aid
561-297-3530
<http://www.fau.edu/finaid/>
- Cashier's Office
561-297-3105
http://www.fau.edu/controller/student_information/



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University Catalog



<http://www.fau.edu/academic/registrar/catalog/>



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Academic Calendar

The academic calendar is available on the university website. Students should review the academic calendar every semester. The academic calendar lists important dates, deadlines, and university holidays. A website link has been provided below.

<http://www.fau.edu/registrar/pdf/Docs/acadcal1213.pdf>



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Academic Advising

All degree programs have different advising practices.

Contact your academic department to obtain your academic advisor's name and contact information. As a graduate student you should meet with your advisor frequently throughout your graduate studies.



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Graduate College Forms

- All Graduate College Forms are available on the Graduate College website under the "Current Students" tab in the Academic Planning box.

Newly Admitted Students	Policies and Procedures
New Graduate Student Checklist New Graduate Student Orientation Communication New GTA Workshop New Graduate Student Handbook Florida Residency	University Catalog Academic Calendar Self-Aid Graduate College Tab Request to Suspend a University Requirement
Academic Planning	Professional Development
Academic Calendar Academic Advising Graduate College Forms Program of Studies Thesis & Dissertation Guidelines Graduate Handbook	New GTA Workshop Request for International (A) Graduate Seminars Graduate Student Association Thesis & Dissertation Association Career Services Student Ambassadors
Financing Your Education	Helpful Links
Tuition and Fees Graduate Study Internships Financial Aid Financial Aid Types of Financial Aid	Library Helpdesk Blackboard Facebook

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Graduate College Academic Forms

Graduate College Forms

NOTE: Adobe Reader 9.0 or higher is required to download and enter information into these forms. Once you have entered information on a form, you can then save it as a PDF document on your local computer. It is recommended that you use Internet Explorer as a browser when saving the forms to your computer. If you do not have Adobe Reader 9.0 or higher, click here.

- Form 1: Graduate Faculty Status Application
- Form 5: Plan of Study for the Doctoral Degrees
- Form 6: Plan of Study for Master's Degree
- Form 7: Plan of Study for Specialist Degree
- Form 8: Admission to Candidacy for the Doctoral Degree
- Form 9: Revision to Existing Plan of Study
- Form 10: Request to Waive a University Requirement
- Form 11: Academic Progression Plan
- Form 12: Research Compliance and Safety
- Form 13: Request to Waive CLEA Training

Other Forms:
Application for Degree



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Graduate College Forms

There are two forms that every graduate student will use:

1. The Plan of Study Form
 - Forms 5, 6, & 7 depending upon the level of degree you are seeking: Doctoral, Master's, or Specialist.
2. The Application for Degree Form



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Plan of Study Form: Three things you need to know

1. The Plan of Study is your contract with the University outlining the required courses for your degree program.
2. It is the single document used to perform a final degree audit in order to certify your degree – therefore, it must be accurate.
3. The Plan of Study form cannot be submitted in the same semester that you graduate. Know your deadline.



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Plan of Study Submission Deadlines

<u>Graduation Semester</u>		<u>Deadline for Submission</u>
May graduation	➡	last day of fall semester
August graduation	➡	last day of spring semester
December graduation	➡	last day of spring semester

Failure to meet these deadlines will result in a delay of graduation.



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Application For Degree

- o An Application for Degree is required for each student intending to graduate. It is signed by the student and the college's representative prior to being submitted to the Graduate College.
- o The deadline to submit your Application for Degree is in the first month of your final semester.
- o If you do not graduate then you must submit a new Application for Degree for the next semester.



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Key Graduate Student Responsibilities

It is your responsibility as a graduate student:

- To be informed of all rules, requirements, policies, and procedures relating to your graduate program, including deadlines.
 - FAU's policies and regulations can be found in the University Catalog - which is available online.
- To consistently check your FAU e-mail account.
- To submit a Plan of Study no later than the semester before your graduate.
- To submit an Application for Degree in the first month of your final semester.



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Degree Completion Services

Degree Completion Services
Graduate College
Student Support Services Bldg.
SU-80 , Room 106
Boca Raton Campus
561-297-1174

Graduatesupport@fau.edu
www.fau.edu/graduate



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Owl Card

The OWL Card is the official student identification card for FAU and it is required of all students. The OWL Card also acts as your library card, debit card, and grants you access to university events.



The OWL Card enables you to check materials out of the library and access online electronic databases and journals off-campus.

To obtain an OWL Card visit <http://www.fau.edu/business-services/forms/dl.php>.



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GSA Programming

Educational

- Owl Awards
- Research Day
- Leadership Workshops
- Etiquette Event

Professional Development

Network Development

- Thesis/Dissertation Workshops
- Art of Academia
- Commencement Reception
- Homecoming Tailgate
- Travel Funds
- Mixers

Learn more about the GSA at <http://www.fau.edu/sp/GSA/index.php>.

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Additional Orientation Materials

In addition to the virtual orientation, the Graduate College also has a [New Graduate Student Checklist](#) and an [Orientation Manual](#) available on the Graduate College website under the [Current Students tab](#).

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Questions?

If you have any additional questions, feel free to contact the Graduate College at 561-297-3624 or graduatecollege@fau.edu.

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