

New Graduate Student Checklist



THE GRADUATE SCHOOL 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 The Graduate School

Welcome to The Florida State University from Dean Nancy Marcus and The Graduate School! The FSU Graduate School 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 Graduate School at <http://gradschool.fsu.edu>.

Phone: (850) 644-3501 Fax: (850) 644-2969

Email: gradschool@fsu.edu

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BEFORE ARRIVING AT FSU CHECKLIST

Contact your academic program for specific departmental information prior to arriving at FSU. Prospective students are encouraged to discuss the following topics with their respective departments: academic and/or registration policies, assistantships, and the date and time for your department's new graduate student orientation. Tuition waiver policies will also be an important topic for graduate assistants. For information regarding tuition waivers, see page 7.

Activate your FSUID/Email Account and FSUSN

Your FSUID is a unique login ID that gives you an official email account; access to the University network, Blackboard, and course registration; and online access to fees and fee payments. Getting your FSUID set up is an easy process. Go to <https://apps.oti.fsu.edu/FSUID/jsp/fsuidActivate.jsp> and select "activate your FSUID."

When you activate your FSUID, you will have access to your FSU email account. FSU email accounts can be accessed from anywhere in the world by using the FSU Webmail system at <http://webmail.fsu.edu/>. You can also forward email from your FSU email address to your personal email address.

FSU no longer uses your Social Security Number (SSN) on important forms or documents. Instead, a personalized "FSUSN" will be assigned to you. In order to retrieve your FSUSN, follow the steps listed below.

1. Log into Blackboard® at campus.fsu.edu
2. Click the **Secure Apps** tab
3. Read and accept the **Secure Applications Policy**
4. Click the **FSUID Identity Management** link
5. From **Quick Links**, click **See Your FSUSN**
6. Type your **FSUID** and **password** (i.e., your Blackboard® username/password) or your **FSUCard** number and your **SSN**
7. Click **Submit**
8. Your **FSUSN** appears in a yellow box

The Graduate School Blackboard® Site

The Graduate School has developed a Blackboard® site for graduate students. "[GradSpace](#)" houses important information such as the "In-State Residency" form. At the beginning of each semester, all current graduate students are enrolled in GradSpace. Much of the business you will conduct with the University will be done through the FSU Blackboard® system at <http://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. For more information contact The Graduate School at (850) 644-3501.

Health Insurance Policies and Subsidy Information

Required Health Information

Health History Form: As an incoming FSU student you are required by the state of Florida to complete the Health History Form (including immunizations) and return it to the Thagard Student Health Center before registering for classes. The required form can be found at <http://www.tshc.fsu.edu/forms.htm>. **All students must provide proof of immunization to the Thagard Health Center Immunization Department before they will be allowed to register for classes.** The Online Status Check located at <http://admissions.fsu.edu/statuscheck/> will indicate whether immunization records are complete and whether you are in compliance with the health insurance requirement.

Health Insurance: **All full-time main campus Florida State students are required to have health insurance.** You must either enroll in the university-sponsored plan or provide proof of comparable health insurance coverage. **You will be unable to register for classes until this requirement is met.** If you elect to enroll in the university-sponsored plan, charges will be assessed to your student account, and the cost of meeting this requirement will be included in your financial aid considerations. To learn more about the mandatory health insurance requirement and the costs associated with the university-sponsored plan, go to <http://studentinsurance.fsu.edu/>. (Please note that qualified graduate assistants will be provided a health insurance subsidy towards the purchase of the university-sponsored health insurance plan. For more information about the subsidy and to see if you qualify, go to <http://www.gradschool.fsu.edu/Funding-Awards/Health-Insurance>.)

Contact Information: For information about health insurance coverage contact the Thagard Insurance Office at 644-4250. For information about the health insurance subsidy for graduate assistants and fellowship holders contact The Graduate School, 644-3501 or gradschool@fsu.edu.

SPECIAL INFORMATION FOR ONLINE AND INTERNATIONAL STUDENTS

Special Information for Online (Distance Learning) Students

FSU distance learning students must complete an online orientation. The information contained in the online orientation covers pertinent topics such as academic advising, registration, ordering course materials and paying fees. Successful completion of the online orientation is required before you can register for courses. Access <http://learningforlife.fsu.edu/online/current/grad/index.cfm> for your online orientation and other helpful information.

International Students

The Center for Global Engagement's International Student and Scholar Services office assists international students with immigration matters and provides support services. If you are an international student requiring an F-1 or J-1 visa, you must submit the Certification of Financial Responsibility (CFR) form to the Center for Global Engagement. The CFR is online at <http://www.cge.fsu.edu/newstudents/cfr.cfm>. If you are coming to FSU from another institution in the U.S., also submit the Transfer In Form found at <http://www.cge.fsu.edu/newstudents/transferringtofsu.cfm>. Upon your arrival, you are required to report to the Center for Global Engagement to have your visa status validated in the Student and Exchange Visitor Information System (SEVIS) of the U.S. Department of Homeland Security. The Center for Global Engagement conducts a **required** New International Student Orientation. **All new FSU international students must attend the Center for Global Engagement's Orientation in order to register for FSU classes.** In addition, international students must purchase adequate health insurance and meet all immunization requirements before registering. Please note that international students are required to enroll in a full course of study each semester. For more information, visit the Center for Global Engagement website at <http://cge.fsu.edu/> or contact them at (850) 645-1424 or email CGE-NewStudents@admin.fsu.edu.

AFTER ARRIVING AT FSU CHECKLIST (chronological order)

University-wide New Graduate Student Orientation & Departmental Orientations

The New Graduate Student Orientation hosted by The Graduate School is a one-day orientation each fall semester that serves as an important guide for becoming familiar with FSU academic and extracurricular environments. Various campus offices and graduate student organizations host informational tables at this event. Information regarding registration for Orientation and individual workshops is available beginning in late July and can be found on the following website: <http://www.gradschool.fsu.edu/Information-For/New-Current-Students>. Individual departments may also hold their own orientations. It is important for students to contact their departments regarding this information since departmental orientations are often mandatory for new students.

Florida Insurance Requirements

Those students who are out-of-state will need to contact their respective insurance companies/agents to transfer their coverage to the state of Florida. Students should also be aware of the fact that each state may have different requirements regarding both automotive and renter's insurance.

Automotive Insurance

The state of Florida requires that drivers carry a minimum Personal Injury Protection (PIP) coverage of \$10,000. For those students who have previously been insured in states that did not require this coverage, insurance premiums may increase. Students should contact their insurers for more information.

Renter's Insurance

Due to Florida's potential for natural disasters (e.g., hurricanes) and subsequent damage to personal property, some insurance companies no longer offer renters' policies in Florida. Students will need to contact their insurers to find out more information. If a student's insurer does not offer renters' policies in Florida, students may want to seek other companies that can provide renter's insurance.

Obtaining a Florida Driver's License

Students who are new to the state of Florida may wish to obtain a Florida Driver's License. For more information, students should visit Florida Card's Go Gather Get site at <http://www.gathergoget.com/>.

Residency

If you are an in-state resident, make sure you complete and return the Florida Residency Classification form to FSU Graduate Admissions. You need to do this even if you were previously classified in-state by FSU or any other Florida institution. 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 on the graduate student Blackboard® site, GradSpace. At the beginning of each semester all current graduate students are enrolled in GradSpace.

The Florida State University — The Graduate School

FSUCard

The FSUCard is your official identification card. With your FSUCard, you can pay your fees, obtain a permit to park on campus, use facilities across campus, such as the Leach Student Recreation Center and the Student Life Cinema, ride the Star Metro city buses for free, and receive discounts in various establishments throughout Tallahassee. To learn about its many uses, go to <http://www.fsucard.fsu.edu>. You must be physically present on campus to get your card if you are admitted to a degree program that is offered on the main campus. It is not possible to get your card online or by telephone.

Register for classes

Meet with your departmental/program advisor prior to registering for classes. For FSU 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. **Please take note that there is a mandatory first class meeting attendance policy at FSU.**

Parking permits

To park on the FSU 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.** It is not necessary to pay for the permit at the time of procurement, as it is charged to the student by the Transportation Access Fee in the tuition bill. **For information about the various bus routes, on-campus parking, and regulations go to <http://www.parking.fsu.edu/>.** To apply for a parking permit, you will follow these steps:

- Sign into your FSU Blackboard® account
- Select the Secure Apps tab
- Select “Parking Permits” in the second column
- Select “Purchase a Parking Permit” and follow the steps listed.

Financial Aid & Assistantships

Florida State offers graduate students a wide range of financial support, including fellowships and teaching, research, or service assistantships. Information on funding opportunities may be obtained by visiting The Graduate School (<http://www.gradschool.fsu.edu/>) and the FSU Financial Aid (<http://financialaid.fsu.edu/>) websites. **A separate application is required for summer financial aid. Submit your financial aid materials early.** To learn more about tuition waivers for graduate assistants and employees of FSU and the State of Florida, visit <http://gradschool.fsu.edu/waivers.html>. **For domestic students, the graduate assistant tuition waiver will only cover out-of-state tuition for your first year.** Visit <http://www.gradstudies.fsu.edu/Funding-Awards/Tuition-Waivers-and-Fees>.

The Florida State University — The Graduate School

Pay fees

You are liable for tuition upon registration. A \$100 fee is assessed for late payments. Fee payment is normally due no later than the tenth day of classes. Information on graduate tuition rates, tuition payment deadlines, and installment contract deadlines are available through The FSU Office of Student Financial Services web site, at <http://www.sfs.fsu.edu>. 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 can live. For information on graduate student housing, go to the FSU Housing Office website 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 Oglesby Student Union. Students may purchase books in the store or online at <http://shop.efollett.com/htmlroot/storehome/floridastateuniversity208.html>. For more information, call (800) 255-FSU1 or (850) 644-2072.

Students with Disabilities

The FSU Student Disability Resource Center (SDRC) is the university's designated office for coordinating academic support services at no cost to qualified students with disabilities. To be eligible for services, you must have a diagnosed disability and provide appropriate documentation to and register with the Center. To learn more about the Center, go to <http://www.disabilitycenter.fsu.edu/>. You can also request information by emailing sdrc@admin.fsu.edu or by calling (850) 644-9566 (voice) or (850) 644-8504 (TDD).

Childcare Services

Florida State University has two childcare centers: The FSU Children's Center and the Infant and Toddler Child Development Center. Both were established to assist student parents in the care and education of their children so that they can attend classes, and to provide "hands-on" experience and training for various academic departments on campus. To learn more about these services, go to <http://www.childcare.fsu.edu/>

ADDITIONAL INFORMATION

Responsible Conduct of Research/Creative Endeavors Course

Offered each spring semester

Many students think that an understanding of the Responsible Conduct of Research applies primarily to behavioral and biomedical sciences, but the elements of the Responsible conduct of Research (RCR) applies to all disciplines of research and creativity (Science, Technology, Engineering, Mathematics, Arts, Humanities, Social Sciences and Behavioral Sciences). Who should enroll in this FSU graduate one-hour, Responsible Research course? Anyone planning to: publish, collect and/or share data, conduct collaborative research, avoid conflicts of interest (e.g., financial, intellectual), conduct human subject research, conduct animal research, mentor, or serve as a peer reviewer. The text for this FSU cross-disciplinary one-credit hour graduate course will be provided at no charge for each student regardless of the discipline of study. (limited to 90 students each Spring) Registration information will be available each fall semester prior to the opening of the registration windows. Questions? Please email Dr. Judith Devine at jdevine@fsu.edu.

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 The Scholars Commons, a quiet place to study for graduate students, post doctoral students, and faculty members, is located on the basement level of Strozier. 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

Make sure to request a hard copy or an electronic version of your academic program's Graduate Student Handbook. To view The Graduate School Handbook, access GradSpace on Blackboard®. The handbook will be located in under publications in GradSpace. 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.

Guidelines and Requirements for Theses, Treatises and Dissertations

All FSU Electronic Thesis, Treatise and Dissertation information, including the *Guidelines and Requirements for Theses, Treatises and Dissertations*, is located exclusively on The Graduate School's Blackboard® website, "[GradSpace](#)." The "Theses, Treatises & Dissertations" submenu is in the left navigation bar in "[GradSpace](#)." found on the left-hand side of the screen.

The Florida State University — The Graduate School

Professional Development Workshop Series

Professional development, improving and increasing one's skill sets, is important at every stage of graduate education and beyond. At FSU, numerous professional development opportunities are offered by academic departments/programs, the Center for Teaching and Learning, the Career Center, and The Graduate School. Working closely with outstanding research faculty, administrators and the Career Center, The Graduate School at Florida State University offers a wide range of free workshops designed to help graduate and postdoctoral students achieve their educational and career goals.

<http://www.gradschool.fsu.edu/Professional-Development/Professional-Development-Workshop-Series>.

Included are workshops for students in the Preparing Future Faculty Program, discussed on The Graduate School's website, <http://www.gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF>.

FSyou!

There is a one-stop shopping FSU website for students with 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 graduate student at FSU? Interested in looking for entertainment? Go to the website established for all FSU students, StudentsFirst FSyou! 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 website at <http://www.seetallahassee.com>, the City of Tallahassee Student Guide at http://www.talgov.com/residents/comm_services/student.cfm or visit Tallahassee's homepage at <http://www.tallahassee.com>.

For information regarding the current FSU academic calendar, please go to http://registrar.fsu.edu/dir_class/.