Graduate Education Orientation

Fall 2020

Maribeth Price, Dean of Graduate Education

Important things to know as you get started
We’re glad you’re here!
Some important things grad student do at Mines

• You do ground-breaking research
• You create new inventions and patents
• You challenge faculty in graduate classes
• You engage with your fellow students
• You help teach undergraduates
The Office of Graduate Education
C 2201

• Maribeth Price
  • Dean of Graduate Education

• Rachel Howard
  • Admissions, applications, assistantships

• Stephen Detlefs
  • Student progress, POS processing, degree audits, thesis/dissertation processing

We’re here to help you!
Where is the Office of Graduate Education?

We are here:

Graduate Education Office
2201 CBEC (Chemical and Biological Engineering and Chemistry)
South Dakota School of Mines and Technology
501 East St. Joseph Street
Rapid City, South Dakota 57701-3995

Phone: (605) 355-3468
E-mail: Graduate.Admissions@sdsmt.edu
How is graduate school different from undergraduate?

• Challenging classes to grow your expertise
• Freedom to explore what interests you
• Exposure to real-world problems & solutions
• Self-discipline and self-sufficiency
• Colleague more than student
Graduate Advising

• Non-thesis Master’s degree
  • Primarily or exclusively coursework
  • You are assigned an advisor
    • Help you choose courses and plan your degree

• Thesis Master’s degree and PhD
  • Coursework AND research requirements
  • You may be assigned an initial advisor
  • You choose a major professor and assemble a committee
    • Assist you in selecting courses
    • Mentor you in your research
Academic catalog

• Your go-to guide
• Policies
• Program requirements
• Course descriptions

http://ecatalog.sdsmt.edu/

For course schedules, search in Banner Self Service or consult with your advisor or department secretary.
Program of Study (POS)

• Due in second semester
  • First semester, if you are in an accelerated MS

• Developed by you in consultation with your major professor/advisor

• Declares thesis or non-thesis MS option

• Establishes the committee, if applicable

• Plans courses to be used for degree completion (ok if they change)
Research degree milestones

• Start courses
• File Program of Study
• Write a research proposal
• Complete courses
• Complete exams
• Do your research
• Write your MS thesis or PhD dissertation
• Defend and complete thesis/dissertation

• MS typically 2-3 years; 5 year limit
• PhD typically 5-7 years, 8 year limit
DegreeWorks

- A degree audit system
- Tracks your progress
- Evaluates your courses against degree requirements
- Available in Banner Self Service
- Review each semester before you register
Registration

• Full-time registration is 9 credits/semester

• Students must register for at least 2 credits each fall and spring until degree is complete

• Students on assistantships must be registered for at least 9 credits—no exceptions!
  • Consult the Grad Office before dropping courses, or you may end up owing more tuition.

• Register for next-semester courses before the previous semester ends
Grade requirements

• Must maintain a 3.0 cumulative GPA of ALL graduate level courses taken
• C grade or better in all graduate level courses applied to the degree
• If you do not meet requirements, you
  • may be placed on probation
  • are not eligible for assistantship funding without special approval
  • may require special approval to continue your program (after one year on probation)
Leave of Absence (LOA)

• If a situation arises that prevents you from making progress, you can request one
• Stops the clock on your time limit
• If you just disappear without filing an LOA
  • You may need to reapply to return
  • You may not be allowed to return
• International students—see the Ivanhoe International Center
• Be familiar with the Graduate Education policies
  • In the academic catalog: http://ecatalog.sdsmt.edu/

• Grad ed forms can be found on our website:
  • http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/

• Additional forms for the Registrar including Permission of Instructor
  • http://www.sdsmt.edu/Academics/Registrar/RAS/RAS-Forms/

• Thesis writing workshops are held every semester (invitations are sent via e-mail). Thesis writing guidelines are available online:
  • http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/
Resources and responsibilities

• Student code of conduct
  • http://www.sdsmt.edu/Campus-Life/Student-Resources/Student-Handbook/

• Student issues and complaints
  • https://www.sdsmt.edu/Campus-Life/Student-Complaint-Process/

• Counseling
  • https://www.sdsmt.edu/Campus-Life/Student-Support/Counseling/ADA/

• You ALWAYS have the right to talk to Human Resources (HR), the Dean of Students, the Graduate Dean, or Public Safety about any issues that YOU deem important.
Get involved!

- Become a part of the campus community
- Make friends in and across departments
- Build your support system
- Use the gym
- Hike in the Black Hills
- Join campus groups
- Join professional societies
- Strive to learn and experience all that you can

Mt. Rushmore trip of the award-winning Graduate Student Society
Where to find it

- Grad Ed Policies
- Grad Ed Forms
Sources of help and advice

• Your Advisor or Major Professor
• Your Program’s Graduate Coordinator
• Your Committee
• Your Department Secretary
• Your Department Head
• The Office of Graduate Education
  • Rachel and Stephen are extraordinarily helpful and knowledgeable.
• Thesis/Dissertation Writing Workshop
  • Once every semester; watch for announcements
Dates to remember

- **Aug 28** - Last day to add/drop courses with a refund
  - Courses listed on your registration after this date cannot be changed
- **Aug 28** - Last day to make payment arrangements
  - You will be dropped from your courses if arrangements are not made
- **Oct 30** - Last day to withdraw from courses
  - May affect your assistantship eligibility and increase your tuition bill
  - Please visit with the Grad Office before withdrawing from any courses
Are you ready?

- Activate your Mines email account—VERY IMPORTANT – this is the account that SD Mines uses to communicate with you!

- Complete the attendance confirmation on Banner Self-Service (BSS)

- Register for courses on BSS

- Complete assistantship paperwork (if applicable)

- Obtain a parking permit (sign up online)

- Obtain your student ID (cashier’s office, Surbeck Center)

- Arrange tuition payment
Thanks for listening

We want this to be you in a few years!