GRADUATE STUDENT ORIENTATION

MAKING WAVES IN GRADUATE EDUCATION
Dear Graduate Student,

Congratulations on your acceptance to graduate school!

Whether you are a new student, or returning after completing an undergraduate degree here, welcome to Florida Atlantic University. The information found in this packet will be a valuable resource for you during your graduate studies at FAU.

Pursuing a graduate degree is unlike the undergraduate experience. There are unique regulations and customs that graduate students must follow in order to complete their degrees, and the Graduate College plays a critical role in this process.

This packet includes information on a range of topics, some of which will be of immediate use; others will be more relevant as you progress through your degree program. I encourage you to visit our website at www.fau.edu/graduate often to stay current on important updates in the Graduate College.

Other resources such as the online University Catalog will also be helpful as you learn more about requirements to complete your degree. Should you have questions or concerns, the Graduate College staff is here to assist you.

I wish you success as you advance through your graduate degree at FAU. The journey may be challenging at times, but the rewards will certainly be worth the effort.

Sincerely,

Dr. Deborah L. Floyd
Dean and Professor
Graduate College
SERVICES PROVIDED BY THE GRADUATE COLLEGE

Administrative:
- Graduate Faculty
- Tuition waivers/benefits for Research Assistants, Graduate Teaching Assistants, and Graduate Assistants

Admissions:
- Graduate Application processing (both domestic and international applications)

Recruitment and Marketing:
- Information Sessions
- Prospective Student Communication
- New Graduate Student Orientation
- Recruitment Workshops and Events

Graduate Student Support:
- Seminar for International Teaching Assistants (SITA)
- Graduate Teaching Assistant (GTA) Workshop
- Responsible Conduct of Research Workshops
- Workshops on writing/formatting theses/dissertations
- Graduate and Professional Student Association (GPSA) support
- Recognition for departing graduate students at Commencement
- Fellowship Award coordination

Degree Completion Services:
- Thesis and dissertation assistance
- Plan of Study approval and processing
- Advancement to Candidacy processing
- Request to Waive a University Regulation/Petitions
- Degree Audit and Final Degree Certification
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About FAU

ACADEMIC COLLEGES

College for Design and Social Inquiry 561-297-2316
Dorothy F. Schmidt College of Arts & Letters 561-297-3800
Charles E. Schmidt College of Medicine 561-297-2216
College of Business 561-297-2545
College of Education 561-297-3570
College of Engineering and Computer Science 561-297-2492
Christine E. Lynn College of Nursing 561-297-3887
Charles E. Schmidt College of Science 561-297-3035

FAU ORGANIZATIONAL LISTING—QUICK REFERENCE GUIDE

Career Development Center http://www.fau.edu/cdc/ 561-297-3533
Center for Civic Engagement and Service http://fau.edu/volunteer/index.php 561-297-3607
Counseling Center http://www.fau.edu/counseling 561-297-3540
Dining Services http://www.dineoncampus.com/fau 561-297-2041
Division of Student Affairs http://www.fau.edu/student
FAU Libraries http://www.fau.edu/library
  • Circulation
  • Reference
Graduate College http://www.fau.edu/graduate 561-297-3624
Graduate and Professional Student Association http://www.fau.edu/sg/ 561-297-1170
International Student and Scholar Services www.fau.edu/issss/ 561-297-3049
Office for Students with Disabilities www.osd.fau.edu 561-297-3880
Office of Student Financial Aid www.fau.edu/finaid 561-297-3530
Office of Multicultural Affairs http://www.fau.edu/oma/ 561-297-3959
Office of the Registrar http://www.fau.edu/registrar/ 561-297-3050
Student Employment Office http://www.fau.edu/hr/Student_Employment/
  561-297-6090
Student Health Services http://wise.fau.edu/shs/ 561-297-3512
Traffic and Parking www.fau.edu/admin/traffic 561-297-2771
University Police www.fau.edu/police 561-297-3500
Writing Center http://www.fau.edu/UCEW/WC/ 561-297-3498
Navigating the FAU Website

Accessing the FAU Catalog

The FAU Catalog is the official source for current academic policies and regulations for the university. The following instructions will help you access the online university catalogs.

2. Scroll to the bottom of the page and select University Catalogs.
3. Select the option: To view FAU Current University Catalog. You can also view past FAU catalogs by clicking on View Past FAU Catalogs.
4. Click on Academic Programs, Course Descriptions, or General Information.

How to log-in to MyFAU

MyFAU is the University’s web portal which provides centralized access to e-mail, calendars, administrative services, classroom tools, and information. The following instructions will allow you to gain access to your personal MyFAU account.

2. To log into your MYFAU account you will need your FAUNet ID and your password.
   Note: A FAUNet ID is automatically assigned to you once you are officially admitted.
   Your FAUNet ID is your FAU email address (without the @fau.edu). You can look up your FAUNET ID by visiting https://banner.fau.edu/FAUPdad/lwgkznum.P_DisplayID.
   Your initial default password is your birthday in MMDDYY format. For example: if your birth date is September 3rd, 1980, your initial password would be 090380.
If you are unable to log into your MyFAU account, contact the university helpdesk at https://helpdesk.fau.edu. You can also find more helpful information about MyFAU at www.fau.edu/oit/myfau/index.php.
Navigating the FAU Website

Academic Course Search


2. Click Current Departmental Schedule on the left side of the screen, in the Self Service box.

3. Enter the following information (you must start with the term):
   - **Term**: Select the term you want to register (e.g. Fall 2015).
   - **Campus**: Select your desired campus. If you would like to view online courses select ALL as your desired campus. Online courses are called DisL (Distant Learning) courses.
   - **College**: Select the FAU Academic College offering the desired course.
   - **Department**: Select the department offering the desired course.
   - **Level**: Select the course’s degree level (e.g. graduate or undergraduate).

4. Click **Select**

5. Scroll down until you find the desired course.

6. Find a time that fits into your schedule and still has seats available. Click on the 5 digit Course Reference Number (CRN) to view more detailed information regarding the course, including pre-requisites and registration restrictions. The CRN is on the right side of the course listing.

7. Write down the CRN.
   - If the Lecture class you are taking also includes a Lab or Discussion, make sure you find a time for the associated lab and discussion and write down the CRN for both the Lecture and Lab (or Discussion).
Course Registration

1. Login to MyFAU (https://myfau.fau.edu).

2. After logging in, click FAU Self-Service on the left side of the screen.

3. Click Student Services.

4. Click Registration.

5. Click Add or Drop Classes.

6. Select your term from the drop down menu. (e.g. Fall 2015).

7. Enter ALL of your CRNs in the boxes AT THE SAME TIME.

8. Click Submit Changes.

9. You have registered successfully when you see “Web Registered” under the Current Schedule Status.

   Note: To view your course schedule click the Student Services tab at the top of the screen. Click on Registration, then My Schedule. You can also view and purchase your textbooks online by clicking the “Order Books For Your Registered Classes” link on the top of the registration screen.

How to Drop a Course

1. Follow steps 1-6 from above.

2. Select Web Dropped from the Action column. The end of the first week of classes is the last day to add/drop course (see Academic Calendar).
How to Pay your Tuition and Fees

1. Login to MyFAU (https://myfau.fau.edu).

2. After logging in, click FAU Self-Service on the left side of the screen.

3. Click Student Services.

4. Click Student Account.

5. Select Account Detail for Term (select the applicable term).

6. Click the Pay Your Bill or Review Your Statement to pay by credit card or web check.

   Note: You can also make payments by mail or by using the drop box on the Boca Raton campus. If paying by check or money order mail to Florida Atlantic University. Payments should be addressed to FAU, Cashier’s Office, Student Support Services-Bldg. 80, 777 Glades Road, Boca Raton, FL 33431. Please make the check payable to Florida Atlantic University and include your student ID number, name, address and telephone number on your check; checks must be made out correctly to be considered on time. The postmark on your payment will be used to determine timeliness of the payment. If you would like to submit your payment in the drop box, it is located at the Cashier’s Office in the Student Support Services Building (SU-80, first floor) on the Boca Raton Campus.

How to Obtain a Parking Decal

1. Login to MyFAU (https://myfau.fau.edu).

2. Click on Money Matters!

3. Scroll down to the Parking and Transportation Services box on the lower right side of the webpage.

4. Click on the “Click here for your FAU Parking & Transportation Account” link.

5. Click Purchase Permits.
How to Access Blackboard

Blackboard is a web-based course-management system that allows instructors to put their syllabi, lecture notes, and assignments online for students to access at any time. It also includes interactive features, such as discussion boards and virtual chat rooms, which enhance communication between students and faculty.

1. Go to the FAU home page www.fau.edu

2. Scroll over the **Current Students** Tab.

3. Click **Blackboard Login** in the drop down menu.

4. Enter your login information. Your user name and password are the same ones used to log into MyFAU.

5. After logging in, refer to the information located on the right hand of the screen.

6. The **My Courses** section lists the courses in which you are enrolled that are using the Blackboard system. The first course will be Blackboard 9 Student Orientation. It is highly recommended that all students review this information.

7. Click on the courses to view specific course information.

8. Use the left section of the page to view the information available about your course (Announcements, Course Information, Assignments, etc.) for more course-related information.
Navigating the FAU website

How to Obtain an Owl Card

The OWL Card is the official photo identification and debit card for the Florida Atlantic University community; it is required of all students. Your OWL Card also acts as your library card, dorm building key and ticket to events. If you are a former FAU student and still have your old OWL card, you will need to obtain a new OWL Card; your OWL Card may have been deactivated. Also, ALL students need an OWL Card to be able to access the university library research article database on a non-university computer.

1. To obtain an OWL Card, you will need a photo ID and be registered for at least one course within the current semester.

2. OWL Card Services are available on most campuses. To view locations and hours of operation visit http://www.fau.edu/business-services/owl-card/locations.php

3. Online Students: To obtain an OWL Card complete the Distance Learning OWL Card Request form at http://www.fau.edu/business-services/forms/distance-learning-student.php
About FAU

STUDENT COMMUNICATIONS

University-level Communications:

University Press (newspaper)
http://www.upressonline.com/
University Press is a student-run, weekly newspaper distributed free to FAU students. The newspaper is printed and distributed throughout six campuses and contains information on special events, activities and other happenings.

Owl Radio (WOWL)
http://www.fauowlradio.com/
Owl Radio is a College/University radio station with an Internet live broadcast from FAU. Visit their website to see the program schedule, events and sports.

Graduate College Communications:

Graduate College eNews
Graduate College eNews is an e-newsletter produced regularly by the Graduate College. The primary audience is the FAU graduate student population. Graduate College eNews is available online; please visit the Graduate College website to view past issues.

Email
The Graduate College sends out periodic emails to currently-enrolled graduate students ranging on a variety of topics to include deadline reminders, graduate student workshops and programs, and event invitations. Develop the habit of checking your FAU email frequently.

MyFAU Graduate College Tab

The Graduate College Tab on my FAU is a helpful source for deadlines, policies, and other information.

Facebook
“Like” the Graduate College at www.facebook.com/FAUGraduateCollege to receive regular updates about events and programing. Graduate Assistantship positions and information about scholarships are also posted regularly.
About FAU

BOOKSTORE

Barnes and Noble operates bookstores on the Boca Raton and Davie campuses; the Jupiter campus bookstore is a pop-up location with certain days/hours during the semester. Students may purchase academic materials or FAU athletic apparel either on campus or online. Additional information about the campus bookstores is located at http://fau.bncollege.com/.

NIGHT OWLS

Are you on the Boca Raton campus late at night and walking alone? Contact Night Owls to help you safely get to your car or class. The Night Owls program was created by the Student Government to promote student safety on campus after dark. This program (separate from campus police) employs trained students to help ensure the safety of those on campus at night. The Night Owl program is operated between 7 p.m. and 1 a.m. Call Night Owls at (561) 297-NOWL to have someone safely escort you to your destination.

OWL CARD

The Owl Card is the official student ID card for FAU students. The Owl Card can be used for a variety of purposes: identification, debit card, library card, access to athletic events, and meal card. For information on obtaining and using an Owl Card, please visit the following website: http://www.fau.edu/business-services/owl-card/ An Owl Card is needed to access the library database on a non-university computer.

ON-CAMPUS EMPLOYMENT

There are a number of opportunities for graduate students to work on campus. Interested students should check with Human Resources, Student Employment, the Financial Aid Office and their individual departments. To be eligible for work-study positions, a FAFSA form must be completed. Many departments offer assistantships (Research, Teaching and general assistantships) for their graduate students. Refer to page 22 for more information on assistantships.
About FAU

TIPS ON TRAFFIC AND PARKING

All FAU students, faculty and staff are required to have a parking decal to park on any of FAU’s campuses. Parking decals and permits are only available online through MyFAU. The link to Parking and Transportation is found under the Money Matters tab in MyFAU: https://myfau.fau.edu/. Visit the department website for additional information: http://www.fau.edu/parking/. Please note: Students should wait at least twenty four hours after registering before purchasing a parking decal.

With a student population of over 30,000, finding available parking can be a challenge. The following tips will help make parking on campus an easier experience:

- Allow adequate time to park and walk to your destination, as parking lots can fill up fast (especially during the fall and spring semesters).
- Be flexible in your choice of parking locations. Don’t pick a “favorite” parking spot and always go to that location. Know your options regarding on-campus parking and always have a back-up plan.
- Be willing to walk a moderate distance to get to class.
- Pick a central location and park for the day. Driving around campus between classes searching for parking is stressful. Once you’ve found a parking spot, plan on leaving your car there and walk from building to building to attend your classes. Your heart will benefit from both the exercise and the reduced stress!
- Know which lots are available to students. Most of the parking lots on the main FAU campus are “All Decal” lots and can be utilized by anyone with a current parking decal. Look for blue signage to identify the “All Decal” lots.
- Use the OWL Express Shuttle Service when on the Boca Raton campus: www.fau.edu/parking/owlexpress.php
- Blue Light Phones. For emergency help of any kind, do not hesitate to use the Blue Light phones mounted on bright yellow poles. Blue Light phones are located in all parking lots and throughout each FAU campus.
- Keep your cool. The most important thing to remember when parking on any campus is to stay calm; there will be days you have trouble finding parking or somebody takes “your” parking place.
TIPS FOR TRAFFIC AND PARKING, cont’d:

Following are campus-specific parking tips for the main Boca Raton campus, Davie, downtown Ft. Lauderdale, and Jupiter:

DAVIE

The Davie campus has two entrances: the main entrance on College Avenue and the Davie Road entrance. The College Avenue entrance offers the closest access to the FAU buildings with parking lots available on both sides of the road from the College Avenue entrance. If the parking lots are full, continue east to the overflow area to locate additional parking.

Traffic and activity on the Davie campus peaks Monday through Thursday before and after the following class times:

- 9:30 a.m. to 12:20 p.m.
- 4:00 p.m. to 7:00 p.m.
- 7:00 p.m. to 10:00 p.m.

DOWNTOWN FT. LAUDERDALE

Parking is available in the City of Ft. Lauderdale parking garage on the seventh floor. The parking garage can be accessed from either the SE First Avenue entrance or the SE Second Avenue entrance. After 5 p.m., student parking is available at the ground-level lot accessed from the SE First Avenue entrance. Mondays are the busiest days for traffic and activity at the downtown Ft. Lauderdale campus. A valid OWL card is required to gain entrance to the parking garage and parking lot.

JUPITER

The city of Jupiter hosts several special events during the year that impact traffic around the Jupiter campus. During special events such as Arti-Gras, the Italian food festival, classic car and bike shows, and spring training at Roger Dean Stadium, traffic becomes very congested around Parkside Drive, Central Boulevard and Main Street and is occasionally re-routed. It is best to allow additional time to get on and off campus during these special events.

The Jupiter campus’s Lifelong Learning Society (LLL) holds several sessions during the academic year and has an impact on parking. Allow additional time to locate parking during the times the Lifelong Learning Society is in session.
TIPS FOR TRAFFIC AND PARKING, cont’d:

BOCA RATON

Remember that the Boca Raton campus has five entrances. Instead of joining the daily crowd at the Glades Road entrance every day, head for one of the other entrances located at NW 13th Street, NW 20th Street or Spanish River Boulevard. The least-used entrance is the two-lane road just east of the main Glades Road entrance — it is adjacent to the pond and fountain.

Additional tips for parking on the Boca Raton campus:

- Use the OWL Express Shuttle Service. Parking and Transportation provides a free shuttle service on the Boca Raton campus, making several stops along the campus perimeter.

- Try to avoid the area around the A.D. Henderson University School during peak traffic times. The school is located on the east area of the campus near the 20th Street entrance. Traffic peaks from 7:00 a.m. to 8:00 a.m. and again from 2:15 p.m. to 3:00 p.m. daily.

- The parking lots closest to the classroom buildings fill quickly. However, parking is always available in parking lot 5 — the long, narrow lot on the north side of campus, across from Palm Beach Community College.

- Avoid parking lots 15 and 16, unless you have to transact business in the Student Support Services building. Parking lots 15 and 16 are always crowded because of the number of people who frequent the Student Union and the large number of employees who work in the Student Support Services building and the Student Union.
GENERAL INFORMATION

EMAIL
All FAU students are assigned an FAU email address. Please note that the FAU email address is the official email address and the ONLY email address utilized by the University for communication with students. Students should check their FAU email address on a regular basis AND confirm storage space is available to receive email.

Student email can be accessed through the following link: https://myfau.fau.edu/.

CHANGE OF ADDRESS
Students are responsible for maintaining current address information for communication with the university. Students may also specify whether they want their information released to the directory. The Office of the Registrar coordinates student address changes:

- Please submit all address changes to the Office of the Registrar.
- Address changes must be made via https://myfau.fau.edu/

REGISTRATION
The preferred method of registering for classes is online. The online schedule of classes shows the course availability and can be accessed through either of these websites:

http://www.fau.edu/registrar/ OR https://myfau.fau.edu/cp/home/displaylogin

When registering, keep the following in mind:

- Early registration = greater course availability
- Administrative holds must be cleared prior to registering and can only be cleared by the FAU office that issued the hold. Be sure you contact the appropriate office for assistance in removing registration holds.
- Students with outstanding fees, etc. will not be allowed to register until payment is rendered.

For information regarding deadlines to pay tuition/fees or last day to add/drop courses without being fee liable, visit the Controller’s Office website at: http://www.fau.edu/controller/student_information/
**Graduate Student Requirements**

The graduate student experience is different from that of the undergraduate. It is important for graduate students to manage their academic career and stay knowledgeable about current graduate requirements and guidelines. It is beneficial for students to familiarize themselves with these requirements early in their course of study. Doing so enables students to progress seamlessly toward their degrees while maintaining full compliance with University graduate student requirements. For assistance with graduate policies, please contact your academic department or the Graduate College.

**ACADEMIC POLICIES AND REGULATIONS**

There are a number of University regulations that govern graduate education at FAU. The online University catalog is the most comprehensive resource regarding University, College-specific, and graduate degree program information. At a minimum, graduate students should review “Additional Policies for Graduate Students” under Academic Policies & Regulations and “Graduate Degree Requirements” within the Degree Requirements section. These sections can be found under the catalog’s General Information section. Access to the University Catalog through this link: [http://www.fau.edu/registrar/registration/catalog.php](http://www.fau.edu/registrar/registration/catalog.php).

Following are a few of the most frequently encountered academic policies and regulations:

- **CONTINUOUS ENROLLMENT**: Graduate students are required to enroll for at least 1 credit during at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for the degree. Students who have been admitted to candidacy normally should enroll in the thesis or dissertation course in their departments. Those who have not yet been admitted to candidacy, but do not need to take additional courses, should enroll in an appropriate Directed Independent Study course or Advanced Research course.

- **SATISFACTORY ACADEMIC PERFORMANCE and GPA**: To remain in good academic standing, each graduate student at Florida Atlantic University must maintain a satisfactory record. For all graduate students a satisfactory record is defined as an average of “B” or higher on all work attempted (3.0 on a 4.0 scale) at Florida Atlantic University by the end of the second term of enrollment and all subsequent terms. This is the minimum quality necessary for a graduate degree at Florida Atlantic University. **Please note**: Individual degree programs may have stricter requirements for maintaining satisfactory academic performance and these requirements must be met. There is also no grade forgiveness policy for graduate students.

- **RECENCY OF CREDITS (10 YEAR RULE)**: No credit that is more than ten years old at the time the Florida Atlantic University graduate degree is awarded may be counted toward that degree. Credits transferred into or applied to an FAU program are considered earned in the first semester of enrollment at FAU.
Graduate Student Requirements

HONOR CODE, IRREGULARITIES, AND STUDENT’S ACADEMIC GRIEVANCES

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of ethical standards as it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Students with a grievance against an instructor regarding academic matters should follow the Academic Grievance Procedure under the Academic Policies and Regulations section of the University Catalog.

PLAN OF STUDY

After enrolling in a degree program at FAU, all degree-seeking students are required to complete a Plan of Study online. A Plan of Study is a list of all courses that a student is required to take in order to meet the requirements for their degree. It serves as a contract between the student and FAU by clearly communicating the courses needed to obtain the graduate degree. Typically, a Plan of Study is submitted no later than halfway through their required coursework and before enrolling in thesis/dissertation credits, if applicable. Students must have an approved Plan of Study on file with the Graduate College prior to the term in which they intend to graduate. All students receive written confirmation when their Plan of Study is approved by the Dean of the Graduate College.

Plans of Study are submitted electronically through the MyP.O.S. system. To access the electronic MyP.O.S. system:

1. Log in to your MyFAU account: https://myfau.fau.edu/cp/home/displaylogin
2. Click on the Graduate College Tab in top row
3. Click on the MyPOS button at the top left
4. Follow the prompts

The Degree Completion staff at the Graduate College can answer your questions about the Plan of Study. Email graduatesupport@fau.edu for assistance.
Graduate Student Resources

STUDENT SUPPORT

The Graduate College offers workshops and resources to assist graduate students while completing their degree. Some of the regularly scheduled workshops include: Producing and Presenting Scholarly Work, Developing and Formatting Theses and Dissertations, and the Responsible Conduct of Research (RCR) series. There are various other professional and personal development workshops offered to students throughout the year. For a list of upcoming workshops, please visit: www.fau.edu/graduate/events/index.php

FELLOWSHIPS

The Graduate College administers the application and award process for several graduate fellowships. Please visit the Graduate College website to view a comprehensive list of fellowships available to FAU graduate students, http://www.fau.edu/graduate/current-students/fellowships-and-awards.php

ASSISTANTSHIPS

Graduate Assistantships are one way for graduate students to finance their educational studies at Florida Atlantic University. Assistantships are intended to attract high quality, degree-seeking students and provide them with professional experiences while at FAU that will prepare them for their future work. For a position to be classified as a graduate assistant and for the employee to be eligible for tuition benefits, the duties performed must directly contribute to the graduate student’s program of study. The graduate assistant must perform duties under the supervision of at least one faculty member and/or university employee experienced in the discipline.

The University offers assistantships to enrolled, degree-seeking graduate students as follows:

Graduate Teaching Assistantship (GTA): Graduate Teaching Assistants are responsible for assisting faculty members with teaching, course preparation, grading assignments, and activities related to the student’s academic program such as, but not limited to, teaching an undergraduate level course, co-teaching, tutoring, being a classroom assistant or teaching lab assistant, or other roles directly related to classroom or laboratory instruction.
Graduate Student Resources

Graduate Research Assistantship (GRA): Graduate Research Assistants perform research duties under the supervision of an appropriate faculty member or FAU administrator. Such research duties may include, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, collecting data, analyzing data using software analysis programs, data presentation, and/or writing draft research reports. For some Graduate Research Assistant positions, special qualifications may be required, such as completion of a specified number of graduate credit hours or a master’s degree or specialization in an appropriate area of research.

Graduate Assistantship (GA): Graduate Assistants may be employed in any administrative unit of the University that performs professional duties outside of teaching or research assignments. Duties performed must directly contribute to the graduate student’s program of study. It is the responsibility of the hiring unit to ensure duties of the position complement the degree program; however, for students employed in non-academic offices, prior approval by the Dean of the Graduate College is required.

The process of obtaining an assistantship is competitive. Assistantships are available in many academic departments and administrative offices, although availability varies by the field of study, type of degree, and degree level. Students interested in applying for an assistantship should contact their graduate programs directly. Some general assistantship opportunities may be posted on the FAU Graduate College’s Facebook Page and on the Human Resources Employment Opportunities Page.

Compensation for assistantships includes a partial or full tuition waiver and a stipend. For more information about graduate assistantships, please see the Tuition Benefits Policy for Graduate Students, http://www.fau.edu/graduate/tuition-benefits/index.php.

Important Note: Tuition waivers may reduce financial aid awards and it is the student’s responsibility to notify the Office of Student Financial Aid.
About FAU

FAU ORGANIZATIONAL DESCRIPTIONS

Counseling Center: The FAU Counseling Center provides caring, confidential counseling free of charge to currently enrolled students at counseling centers conveniently located on the main Boca Raton campus, the Davie campus and the Jupiter campus. The Center also provides several workshops each semester specifically for graduate students. Please visit their website for additional information and resources: http://www.fau.edu/counseling/.

Dining Services: Chartwells operates on-campus dining for FAU and offers a wide variety of food choices. The dining services website provides detailed information about campus dining options, hours of operation, places to eat, menus, recipes, and even nutritional information. Visit their website to learn more: www.dineoncampus.com/fau. A commuter meal plan is also available at the Boca Raton campus. For more information about the commuter meal plan, visit http://www.fau.edu/business-services/meal-plans.

Division of Research: The Division of Research at Florida Atlantic University was established in 2001 to support faculty and student research and sponsored program funding efforts. We encourage, promote and nurture scholarly creativity, and provide an array of services to support research at our University. Among the services we provide include:

- Supervising and administering sponsored programs
- Facilitating programs to enhance interdisciplinary research
- Overseeing and ensuring research compliance with all research-related policies
- Translating faculty discoveries into new products, methods and services
- Serving as the University’s representative and advocate on research issues
- Communicating research accomplishments to the University and the community

Of particular importance to graduate students is our Responsible Conduct of Research (RCR) program. Any student who is working on research funded by the National Science Foundation or the National Institutes of Health is required to complete RCR. This program is coordinated through the Graduate College. More information can be found at http://www.fau.edu/research/research_conduct.php

Research is a cornerstone of FAU’s mission and our faculty and students are the key to our success. Across disciplines, campuses, departments, centers and institutes, we are working on critical societal issues ranging from climate change and conservation, to public health and national security. Through interdisciplinary research and complementary strengths, we are cultivating a research culture that supports innovation and leads to discoveries that will transform society.
FAU ORGANIZATIONAL DESCRIPTIONS, cont’d:

**FAU Libraries:** The following campuses all have libraries: Boca Raton, Davie, Ft. Lauderdale, Harbor Branch, and Jupiter. There are numerous library resources and programs available to FAU students, many of which may be accessed online: [http://www.fau.edu/library](http://www.fau.edu/library). Be sure to check out the numerous tutorials, webcasts, and virtual tours offered online ranging from accessing the library services to organizing your research.

**Graduate College:** The Graduate College is the central unit that handles all administrative aspects of graduate education at FAU. Charged with promoting quality graduate education across multiple campuses, the college works in conjunction with the University Graduate Council, Faculty Senate, and the individual college deans to ensure academic standards are maintained. The Graduate College is responsible for coordinating graduate recruitment efforts, processing graduate student admissions, facilitating graduate programs and workshops, ensuring university policies are followed, distributing tuition benefits to graduate assistants, awarding fellowships, certifying all degree requirements are met for graduation, and awarding graduate degrees. Visit the website at: [www.fau.edu/graduate](http://www.fau.edu/graduate).

**International Student and Scholar Services:** Each academic year, the Office of International Student and Scholar Services (ISSS) provides programming and services for approximately 900 international students, scholars and their families, from more than 140 countries. ISSS is an invaluable resource for international students and has convenient office locations on the Boca Raton, Davie, and Jupiter campuses; their website is [www.fau.edu/isss](http://www.fau.edu/isss).

**Office of the Associate Vice President and Dean of Students:** The Office of the Associate Vice President and Dean of Students is open to any student needing assistance in matters of general welfare and/or information about FAU. The office provides assistance or refers you to other student and academic services that can further help you. Services offered include:

- Exceptional Circumstances/Medical Withdrawal Assistance
- Student Code of Conduct
- Faculty Resource — Responding to Classroom Disruption
- Parental Notification
- Publication of Student Handbook
- Reference/Discipline Clearance
- Student Crisis Intervention
- Student Government Advising
- Fraternity and Sorority Advising
- Student Leadership
FAU ORGANIZATIONAL DESCRIPTIONS, cont’d:

**Office for Student Conduct:** The mission of the Office for Student Conduct (OSC) is to promote a safe and secure university community of civility, integrity, and student learning and development, as well as responsible, healthy behavior, and to provide fairness in the student discipline process. The OSC fulfills this mission by:

- Developing, disseminating, interpreting, and enforcing the Student Code of Conduct
- Educating students about their rights and responsibilities as university community members
- Supporting students during these experiences in an effort to foster maturity, independence, confidence, and life-long learning skills
- Encouraging students to assume self and social responsibility
- Offering educational and leadership opportunities for students who participate in the operation of the Student Conduct System

The OSC is also responsible for investigating alleged violations of University Regulations and Policies and for implementing the student conduct process. An educational and holistic approach to student conduct is employed whenever possible. Students, faculty, and staff who believe there has been a violation can contact the OSC at the Associate Vice President and Dean of Students Office to discuss options available for reporting incidents to the appropriate authorities. Office staff also assists victims of assault or harassment by a University student, and they are also available for educational programs on a variety of related topics.

**Office for Students with Disabilities:** The Office for Students with Disabilities (OSD) provides academic support services and accommodations for FAU students with documented disabilities. Students must be registered with the OSD in order to receive authorized academic accommodations from the University. The OSD has offices on three campuses: Boca Raton, Davie, and Jupiter; however disability services are available for students attending any FAU campus. For students looking to get involved, the OSD also has volunteer opportunities available. For additional information on volunteering or OSD services, please stop by the Boca Raton campus office of visit the OSD website at [http://www.osd.fau.edu](http://www.osd.fau.edu).

**Office of Multicultural Affairs:** The Office of Multicultural Affairs, a division of Student Affairs, is committed to promoting diversity and extending the educational experience of Florida Atlantic University constituency with particular emphasis on the enhancement of knowledge and the acquisition of skills that will prove useful during and after matriculation, through the utilization of support services and retention programs; their website is: [http://www.fau.edu/oma](http://www.fau.edu/oma).
FAU ORGANIZATIONAL DESCRIPTIONS, cont’d:

Office of the Registrar: The Office of the Registrar is responsible for student records at FAU, from registering for classes, processing grades to issuing transcripts. In addition to student record-keeping, the Office of the Registrar also coordinates the Academic Calendar, Class Scheduling and Commencement. The central office is located on the Boca Raton campus with additional office locations on the Davie, and Jupiter campuses. See their website for a complete listing of services and office hours: www.fau.edu/registrar

Student Affairs: The Division of Student Affairs offers a wide range of opportunities for students to become active participants on-campus and beyond. Please visit their website to learn more about involvement and activities on all FAU campuses: http://www.fau.edu/student

Student Employment Office: Student Employment is administered through Human Resources. Please visit the following website for regulations governing student employment at FAU: http://www.fau.edu/hr/Student_Employment/index.php.

Student Health Services: The mission of Student Health Service (SHS) is to provide and promote quality health care, wellness education, and resources essential for the academic and personal success of the members of our diverse university community. Quality healthcare, dental care and a pharmacy are available to FAU students at a nominal charge on any of the university’s campuses. Students must be registered for at least one credit hour per semester to have access to health services. For a complete listing of services and locations, please visit the website at: http://wise.fau.edu/shs.

University Police: The Florida Atlantic University Police Department encompasses a full service police department with a twenty-four dispatch. All FAU police officers are state certified officers that have met the minimum mandatory training requirements and the continuing education requirements required by state statute. All officers receive advanced, ongoing training in excess of the minimum mandatory requirements and many hold advanced or specialized certifications. Officers are responsible for enforcing Florida criminal and traffic statutes, as well as FAU rules and regulations. The website, www.fau.edu/police, contains crime prevention tips and a map of Blue Light telephones for the Boca Raton campus.

Weppner Center for Civic Engagement and Service: If you are looking to get involved at FAU, this website is the ultimate tool for finding volunteer opportunities at FAU: http://www.fau.edu/volunteer/Volunteer/VolunteerOpportunities.php. Interested students are also encouraged to stop by the office, located in the Student Union Building 31, Room 218.
About FAU

STUDENT CLUBS AND ORGANIZATIONS

This is a partial listing of the numerous student organizations available at FAU. Many of the graduate degree programs and colleges have program-specific student organizations that may also be of interest. Check with your individual college to learn more.

Graduate and Professional Student Association

The Graduate and Professional Student Association (GPSA) is an active body of students providing representation for FAU’s graduate student population. The GPSA works to enrich the graduate student experience by providing academic support resources, social programming, networking opportunities and sponsoring graduate student travel to conferences. Simply by being a graduate student, you are a member of the GPSA. The GPSA’s main office is located on the Boca Raton campus in the Student Union building in Room 234. There are also GPSA directors and offices on the Northern and Davie campuses. The GPSA is one of your best resources for active engagement with other graduate students at FAU. Visit the GPSA website to find information on upcoming events, student travel funding and available graduate assistantships at FAU.

Campus Recreation
http://www.fau.edu/campusrec
http://www.fau.edu/student/broward/wellnessbroward
561-297-4512
954-236-1018

The mission of Campus Recreation is to enhance the quality of life of the FAU community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities. The centerpiece of Campus Recreation is the new Recreation & Fitness Center — stop by and check it out! Please note that a valid FAU ID (Owl card) is required to use all recreation facilities.

FAU Athletics
http://fausports.cstv.com
This website is the most comprehensive source for FAU Sports. FAU students have free admission to all FAU athletic events with a valid Owl card.

Student Government Association
www.fau.edu/sg
561-297-3746

Student Government works with Student Development and Activities and the Budget Office to fund and support student-centered activities and services at FAU.

Student Involvement & Leadership
http://www.fau.edu/sil
561-297-3735
## FAU Jargon

Following is a list of terms and acronyms commonly encountered at FAU:

<table>
<thead>
<tr>
<th>Jargon</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP</td>
<td>Academic Progression Plan</td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors. The State University System’s Governing Board.</td>
</tr>
<tr>
<td>BOT</td>
<td>FAU’s Board of Trustees</td>
</tr>
<tr>
<td>Breezeway</td>
<td>One of the main walkways on the Boca Raton campus. On this north-south route, students will see a BB&amp;T branch, classrooms, eating facilities, the Alumni Center, and the Recreation Center. The Breezeway serves as the gateway to Innovation Village.</td>
</tr>
<tr>
<td>CDSI</td>
<td>The College for Design and Social Inquiry</td>
</tr>
<tr>
<td>CMP</td>
<td>Center Marketplace—one of FAU’s dining centers</td>
</tr>
<tr>
<td>FACTS</td>
<td>Florida’s Academic Counseling and Tracking for Students</td>
</tr>
<tr>
<td>FAU Self-Service</td>
<td>The online system, accessed by students through MyFAU, is used to manage records, register, order transcripts, process payments, etc.</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>GPSA</td>
<td>Graduate Professional Student Association</td>
</tr>
<tr>
<td>GTA</td>
<td>Graduate Teaching Assistant</td>
</tr>
<tr>
<td>Innovation Village</td>
<td>FAU’s recreation, residence, and retail center on the north side of the Boca Raton campus.</td>
</tr>
<tr>
<td>IRM</td>
<td>Information Resource Management</td>
</tr>
<tr>
<td>LLS</td>
<td>Lifelong Learning Society</td>
</tr>
<tr>
<td>MyPOS</td>
<td>Plan of Study</td>
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<tr>
<td>RA</td>
<td>Research Assistant</td>
</tr>
<tr>
<td>RCR</td>
<td>Responsible Conduct of Research</td>
</tr>
<tr>
<td>SeaTech</td>
<td>The Institute for Ocean and Systems Engineering (Dania Beach campus)</td>
</tr>
<tr>
<td>SITA</td>
<td>Seminar for International Teaching Assistants</td>
</tr>
<tr>
<td>SUS</td>
<td>State University System, Florida’s 11 public universities</td>
</tr>
<tr>
<td>T&amp;D</td>
<td>Theses and Dissertations</td>
</tr>
<tr>
<td>TA</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>UGC</td>
<td>University Graduate Council</td>
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</tbody>
</table>