GRADUATE STUDENT ORIENTATION

BE DARING. BE bold. BE FAU
WELCOME FROM THE
GRADUATE COLLEGE DEAN

Dear Graduate Student,

Congratulations on your admission to graduate school!

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

Pursuing a graduate degree is unlike the undergraduate experience. There are unique regulations and customs graduate students must follow to complete their degree, 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 fau.edu/graduate often to stay current on important updates.

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; and I hope you take part in one of our exciting, new university-wide initiatives, such as the Three Minute Thesis (3MT®) competition, and experience the amazing research at the University. 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 Appointments
- Tuition Waivers and Benefits for Research Assistants, Graduate Teaching Assistants, and Graduate Assistants

Admissions
- Graduate Application Processing (domestic and international applications)

Recruitment and Marketing
- Information Sessions
- Prospective and Current Student Communication
- New Graduate Student Orientations
- Recruitment Workshops and Events

Graduate Student Support
- Seminar for International Teaching Assistants (SITA)
- Graduate Teaching Assistant (GTA) Workshops
- Responsible Conduct of Research Workshops
- Thesis and Dissertation Formatting Workshops
- Graduate and Professional Student Association (GPSA)
- Graduation Celebrations
- Fellowship Awards

Degree Completion Services
- Thesis and Dissertation Formatting Support
- Plan of Study Approval and Processing
- Advancement to Candidacy Processing
- Request to Waive a University Requirement (Petitions)
- Applications for Degree
- Degree Audit and Final Degree Certifications
# TABLE OF CONTENTS

**Academic Information**
- Academic Colleges .......................................................... Page 5
- Quick Reference Guide ....................................................... Page 5

**Navigating the FAU Website**
- Accessing the FAU Catalog .................................................. Page 6
- Activate your FAUNet ID .................................................... Page 6
- How to login to MyFAU ....................................................... Page 6
- Academic Course Search ..................................................... Page 7
- How to Download the Owl Guide App ...................................... Page 7
- Course Registration ........................................................... Page 8
- How to Drop a Course ....................................................... Page 8
- How to Pay your Tuition and Fees .......................................... Page 9
- How to Obtain a Parking Decal .............................................. Page 9
- How to Access Canvas ........................................................ Page 10
- How to Obtain an Owl Card ................................................ Page 10

**General Information**
- Student Communications .................................................. Page 11
- Bookstore ........................................................................... Page 12
- Night Owls ........................................................................... Page 12
- On-Campus Employment .................................................... Page 12
- Email .................................................................................. Page 12
- Change of Address ........................................................... Page 13
- Registration ......................................................................... Page 13
- Traffic and Parking Tips ..................................................... Page 14

**Graduate Student Requirements**
- Academic Policies and Regulations ........................................ Page 17
- Continuous Enrollment ......................................................... Page 17
- Satisfactory Academic Performance and GPA ....................... Page 17
- Recency of Credits (10-Year Rule) ........................................ Page 17
- Honor Code, Irregularities, and Student Academic Grievances  Page 18
- Plan of Study ........................................................................ Page 18

**Graduate Student Resources**
- Graduate Student Support .................................................. Page 19
- Financing your Education ..................................................... Page 19

**Student Affairs**
- FAU Organization Listing with Descriptions ......................... Page 21
- Student Clubs and Organizations ......................................... Page 25
- FAU Glossary of Terms ....................................................... Page 26
### About FAU

**ACADEMIC COLLEGES**

<table>
<thead>
<tr>
<th>College</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>College for Design and Social Inquiry</td>
<td>561-297-2316</td>
</tr>
<tr>
<td>Dorothy F. Schmidt College of Arts and Letters</td>
<td>561-297-3800</td>
</tr>
<tr>
<td>Charles E. Schmidt College of Medicine</td>
<td>561-297-4828</td>
</tr>
<tr>
<td>College of Business</td>
<td>561-297-2545</td>
</tr>
<tr>
<td>College of Education</td>
<td>561-297-3570</td>
</tr>
<tr>
<td>College of Engineering and Computer Science</td>
<td>561-297-2790</td>
</tr>
<tr>
<td>Christine E. Lynn College of Nursing</td>
<td>561-297-6261</td>
</tr>
<tr>
<td>Charles E. Schmidt College of Science</td>
<td>561-297-3035</td>
</tr>
</tbody>
</table>

**FAU ORGANIZATION LISTING—QUICK REFERENCE GUIDE**

<table>
<thead>
<tr>
<th>Department/Service</th>
<th>Website/Link</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development Center</td>
<td>fau.edu/career</td>
<td>561-297-3533</td>
</tr>
<tr>
<td>Weppner Center for LEAD and Service</td>
<td>fau.edu/volunteer/index.php</td>
<td>561-297-3607</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>fau.edu/counseling</td>
<td>561-297-3540</td>
</tr>
<tr>
<td>Dining Services</td>
<td>dineoncampus.com/fau</td>
<td>561-297-3548</td>
</tr>
<tr>
<td>Division of Student Affairs</td>
<td>fau.edu/student</td>
<td></td>
</tr>
<tr>
<td>FAU Libraries</td>
<td>fau.edu/library</td>
<td></td>
</tr>
<tr>
<td>• Circulation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate College</td>
<td>fau.edu/graduate</td>
<td>561-297-3624</td>
</tr>
<tr>
<td>Graduate and Professional Student Association</td>
<td>fau.edu/sg</td>
<td>561-297-1170</td>
</tr>
<tr>
<td>Center for Global Engagement</td>
<td>fau.edu/iss</td>
<td>561-297-3049</td>
</tr>
<tr>
<td>Office of Student Financial Aid</td>
<td>fau.edu/finaid</td>
<td>561-297-3530</td>
</tr>
<tr>
<td>Office of Multicultural Affairs</td>
<td>fau.edu/diversity</td>
<td>561-297-3959</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>fau.edu/registrar</td>
<td>561-297-3050</td>
</tr>
<tr>
<td>Student Accessibility Services</td>
<td>fau.edu/sas</td>
<td>561-297-3880</td>
</tr>
<tr>
<td>Student Employment Office</td>
<td>fau.edu/hr/student_employment</td>
<td>561-297-6090</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>fau.edu/shs</td>
<td>561-297-3512</td>
</tr>
<tr>
<td>Traffic and Parking</td>
<td>fau.edu/parking</td>
<td>561-297-2771</td>
</tr>
<tr>
<td>University Police</td>
<td>fau.edu/police</td>
<td>561-297-3500</td>
</tr>
<tr>
<td>Writing Center</td>
<td>fau.edu/UCEW</td>
<td>561-297-3498</td>
</tr>
</tbody>
</table>
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 catalog.
1. Go to the Office of the Registrar’s site at: fau.edu/registrar.
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.

Activate your FAUNet ID

To activate your FAUNet ID, visit the FAU Account Self-Services portal. The following instructions will allow you to activate your FAUNet ID.
1. Go to the FAU Account Self-Services portal: accounts.fau.edu/SelfService.
2. Click on Activate your FAUNet ID.
3. Read the description and click on proceed.
4. Enter your last name, FAUNet ID, and date of birth.
5. Your account is now active.

Note: To look up your FAUNet ID, go to MyFAU: myfau.fau.edu and use the link labeled Lookup FAUNet ID/Username. It will display both your FAUNet ID and Znumber.

How to Login 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.
1. Go to the MyFAU website at: myfau.fau.edu.
2. To log into your MyFAU account you will need your FAUNet ID and password.

Note: An FAUNet ID is automatically assigned to you once you are officially admitted. Your FAUNet ID is your FAU email address (without the @fau.edu). Your initial default password is your birthday in MMDDYY format. For example, if your birth date is September 3, 1980, your initial password would be 090380.

If you are unable to log into your MyFAU account, contact the University helpdesk at: helpdesk.fau.edu, or 561-297-3999. For more information about MyFAU visit: 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 for (e.g. Fall 20XX).
   - **Campus**: Select your desired campus. If you would like to view online courses select ALL as your desired campus. Online courses are listed as DisL (Distant Learning) courses.
   - **College**: Select your FAU Academic College.
   - **Department**: Select the department.
   - **Level**: Select the graduate course degree level.
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 prerequisites and registration restrictions. The CRN is on the right side of the course listing.
7. Write down the CRN, the CRN will be used to register for classes.

   **Note**: 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).

How to Download the Owl Guide App

1. Log into the App Store from your personal device.
2. Search for FAU Owl Guides.
3. Download the App.
4. Once the App downloads, search for Graduate Student Guide, and download the guide.
Course Registration

2. 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 20XX).
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: fau.edu/registrar/registration/calendar.php).
How to Pay your Tuition and Fees

2. 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

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.

**Note:** Students should wait at least 24 hours after registering for classes before purchasing a parking decal.
How to Access Canvas

Canvas 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 enhances communication between students and faculty.

1. Go to the FAU home page: fau.edu.
2. Scroll over the Current Students Tab.
3. Click Canvas Login in the drop down menu.
4. Enter your FAUNet ID and password to login.
5. Next, refer to the information located on the right side of the screen.
6. The Dashboard section lists the courses you are enrolled in that utilize the Canvas system.
   Note: not all courses participate in the Canvas system.
7. Click on the course link to view specific course information.
8. The left section of the page provides information available about your course (Announcements, Course Information, Assignments, etc.).

How to Obtain an Owl Card

The OWL Card is the official photo identification and debit card for the Florida Atlantic University community and it is required for 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. In addition, ALL students need an OWL Card to access the University Library research article data-base 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: 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: fau.edu/business-services/forms/distance-learning-student.php.
General Information

Student Communications

University-wide Communications:

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

Graduate College Communications:

Graduate College eNews
Graduate College eNews is a newsletter, shared by email each month. We share upcoming events, information on funding, graduate school tips, graduate student and faculty achievements, messages from the dean, and more. 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 (graduatecollege@fau.edu) sends out periodic emails to currently enrolled graduate students spanning a variety of topics, including deadline reminders, event invitations, and graduate student workshops and programs.

MyFAU Graduate College Tab
The Graduate College Tab on MyFAU is a helpful resource for deadlines, policies, and other information. It is also the portal for entering MyPOS, the online Plan of Study system. The Graduate College Tab will become active after the drop/add period in your first semester.

Social Media
Follow us on Facebook (FAU Graduate College) and Twitter (@FAUgradcollege) for updates and reminders about deadlines, events, opportunities for graduate students, and much more. Graduate Assistantship positions and information about scholarships are also posted regularly.

Website
The Graduate College website, fau.edu/graduate is the hub for all Graduate College communications.
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 on campus or online. Additional information about the campus bookstores is located at: fau.bncollege.com.

Night Owls

Are you on the Boca Raton Campus late at night and walking alone? Contact Night Owls to help you get safely 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 Owls program is operated between 7:00 p.m. and 1:00 a.m. Call Night Owls at (561) 297-NOWL (6695) to have someone safely escort you to your destination.

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 Free Application for Federal Student Aid (FAFSA) form must be completed. Many departments offer graduate assistantships (research, teaching, and general graduate assistantships) for their graduate students; refer to page 20 for more information on assistantships.

Email

All FAU students are assigned an FAU email address. Please note 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. Student email can be accessed through the following link: 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.

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:

- fau.edu/registrar/
- OR myfau.fau.edu/cp/home/displaylogin

When registering, keep the following in mind:

- Early registration means 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 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: fau.edu/controller/student_information/.
Traffic and Parking Tips

All FAU students, faculty and staff are required to have a parking decal to park at any FAU campus. 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: myfau.fau.edu/. Visit the department website for additional information: www.fau.edu/parking/.

Note: Students should wait at least 24 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 easier:

- 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 can be 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 parking 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: fau.edu/parking/services.php.
- Consider alternative means of transportation. FAU offers bus service to and from the Deerfield Beach and Yamato Road Tri-Rail stations: fau.edu/intensive-english/transportation.php. Parking and Transportation now offers a Carpool Parking program, fau.edu/parking/services.php, with reserved parking for participants.
- 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.
Traffic and Parking Tips

Following are campus-specific parking tips for Davie, downtown Ft. Lauderdale, Jupiter and Boca Raton (main) Campuses.

Davie

The Davie campus has two entrances: College Avenue (main entrance) and 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 to and off campus during these special events.

The Jupiter campus’ Lifelong Learning Society (LLS), fau.edu/llsjupiter 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.
Traffic and Parking Tips

Boca Raton

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 often available in parking lot 5 — the long, narrow lot on the north side of campus, across from Palm Beach State 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.
**Graduate Student Requirements**

The graduate student experience is different from that of an undergraduate student. It is important for graduate students to manage their academic careers 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 catalogs General Information section. Visit the Registrar’s website at fau.edu/registrar to access the University Catalog.

**Continuous Enrollment:** Graduate students are required to enroll for at least one (1) credit during at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for their 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 (DIP) 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 requirement necessary for a graduate degree at Florida Atlantic University.

**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.

**Reency 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.
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 (POS) online. A POS is a list of all courses a student is required to take 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 their graduate degree. Typically, a POS is submitted no later than halfway through their required coursework and before enrolling in thesis/dissertation credits, if applicable. Students must have an approved POS on file with the Graduate College prior to the term they intend to graduate. All students receive electronic confirmation when their POS is approved by the Graduate College.

Plans of Study are submitted online through the MyPOS system. To access the online MyPOS system:

1. Log in to your MyFAU account: 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 MyPOS. Email graduatesupport@fau.edu for assistance.
Graduate Student Resources

Student Support

The Graduate College offers workshops and resources to assist graduate students throughout the course of their studies. Some of the regularly scheduled workshops include: Producing and Presenting Scholarly Work, Developing and Formatting Thesis 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: fau.edu/graduate/events/index.php.

Financing Your Education

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: fau.edu/graduate/current-students/fellowships-and-awards.php.

Scholarships

Thesis and Dissertation Scholarship
Are you close to graduating but need additional funds to finalize your thesis or dissertation? FAU’s Graduate College has scholarships available to assist graduate students with timely graduation. Scholarships are valued up to $500 and applications are reviewed on a rolling basis. Examples of expenses covered include expenses related, but not limited to: thesis and dissertation editing, final manuscript materials, printing, and other miscellaneous unexpected research costs.

Three-Minute (3MT®) Thesis Competition Scholarships
An 80,000 word thesis would take 9 hours to present. Their time limit...3 minutes. This exciting opportunity is open to all active graduate students in good academic standing at FAU. Winners are awarded 3MT® Competition Scholarships and all participants gain a unique and invaluable professional development experience. Scholarships include: $2,500 Overall Winner, $1,500 First Runner-Up, $1,500 People’s Choice and $1,000 Second Runner-Up.

Information regarding the above mentioned scholarships can be found on the Graduate College website: fau.edu/graduate/current-students/fellowships-and-awards.php.
Assistantships

Graduate Assistantships are a 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 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: 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.
**Student Affairs**

**FAU Organization Listing with 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: [fau.edu/counseling/](http://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: [dineoncampus.com/fau](http://dineoncampus.com/fau). A commuter meal plan is also available at the Boca Raton campus. For more information about the commuter meal plan, visit: [fau.edu/business-services/meal-plans](http://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 the 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 the RCR workshop series. More information can be found at: [fau.edu/research/responsible-conduct.php](http://fau.edu/research/responsible-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 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: 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.

S.E. Wimberly Graduate Student Lounge
A graduate student lounge is available for graduate students on the Boca Raton campus, S.E. Wimberly. The lounge is located in LY 245, and features restricted card access for graduate students, four study rooms, white boards, a conference table, and open space that will include two PCs, two Mac computers, and soft seating, all courtesy of the Wimberly Library.

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: fau.edu/graduate.

Center for Global Engagement
Each academic year, the Center for Global Engagement (CGE) provides programming and services for approximately 900 international students, scholars and their families, from more than 140 countries. CGE is an invaluable resource for international students and has convenient office locations on the Boca Raton, Davie, and Jupiter campuses; their website is: fau.edu/iss.s.

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
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 through 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.

FAU Student Accessibility Services
Student Accessibility Services (SAS) provides academic support services and accommodations for FAU students with documented disabilities. Students must be registered with SAS to receive authorized academic accommodations from the University. The SAS 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 SAS also has volunteer opportunities available. For additional information on volunteering or SAS services, please stop by the Boca Raton campus office or visit the SAS website at: fau.edu/sas/.

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’s 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. Visit their website at: fau.edu/oma.

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: 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: [fau.edu/student](http://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: [fau.edu/hr/Student_Employment/index.php](http://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: [wise.fau.edu/shs](http://wise.fau.edu/shs).

**University Police**
The Florida Atlantic University Police Department encompasses a full service police department with a 24 hour 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 University Police website, [fau.edu/police](http://fau.edu/police), contains crime prevention tips and a map of Blue Light telephones for the Boca Raton campus.

**Weppner Center for LEAD and Service**
If you are looking to get involved at FAU, the Weppner Center for LEAD and Service website is the ultimate tool for finding volunteer opportunities at FAU: [fau.edu/volunteer/Volunteer/VolunteerOpportunities.php](http://fau.edu/volunteer/Volunteer/VolunteerOpportunities.php). Interested students are also encouraged to stop by the office, located on the Breezeway in Room 224.
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 Jupiter 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: http://www.fau.edu/sg/programs/university-wide/gpsa/.

Campus Recreation
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.

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

FAU Athletics
FAU Athletics is the most comprehensive source for FAU Sports. FAU students have free admission to all FAU athletic events with a valid Owl card.

fausports.cstv.com

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

fau.edu/sg 561-297-3746

Student Involvement and Leadership

fau.edu/sil 561-297-3735
# FAU Glossary of Terms

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

<table>
<thead>
<tr>
<th>Terms</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 and Professional Student Association</td>
</tr>
<tr>
<td>GTA</td>
<td>Graduate Teaching Assistant</td>
</tr>
<tr>
<td>HBOI</td>
<td>Harbor Branch Oceanographic Institute (Fort Pierce campus)</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>OIT</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td>LLS</td>
<td>Lifelong Learning Society</td>
</tr>
<tr>
<td>MyPOS</td>
<td>Online Plan of Study</td>
</tr>
<tr>
<td>GRA</td>
<td>Graduate 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>Thesis and Dissertations</td>
</tr>
<tr>
<td>TA</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>UGC</td>
<td>University Graduate Council</td>
</tr>
</tbody>
</table>