ORIENTATION FOR NEW GRADUATE STUDENTS
Outline

1. What to do before the first semester starts?
2. What to do during the first semester?
3. What to do during the break between the first semester and the second semester?
4. What to do in the second semester?
5. What to do after the second semester?
Before first semester starts

1. Get University ID card
2. Apply for health insurance
3. Apply for Social Security Number
4. Get computer account
5. Attend department math/computer classes
6. Attend orientation in the International Center
7. Register for classes
8. Get your text-books
9. Attend University orientation
10. Attend T.A. Training Workshop
11. Review University general bulletin
12. Sign paperwork to get financial aid
13. Review ChE graduate handbook
**FSU Card**

- The FSU card can be obtained from the FSU card center which is next to the FSU Bookstore on Woodward Avenue.

- You need to take the admission letter that you got from the FSU admissions office and your passport.

- If you do not have this letter, please tell them your student ID number (the one that begins with 999).
Health Insurance

- You need to go to the Thagard Health Center which is located on Woodward Avenue, next to the FSU Union (behind the swimming pool). Please take the following items with you:
  1. Passport
  2. I-20
  3. Health form that was sent to you with your admission documents

- Submission of these documents will clear the “holds” on your registration.
• You need to go to another counter in the same building to buy health insurance.
Social Security Number

- Please go to the following office to get your Social Security Card:

  Suite 2070, N. Bronough St.
  Tallahassee, FL 32301

  This office is across the street from the Leon County public library and you can take a bus to this place.

- It takes several days to get this card; so please apply ASAP.

- **DO NOT** lose this card and **DO NOT** disclose this number to anybody unless it is required to do so.
Computer Account

- Computer accounts can be obtained from the Computing and Communications Services, Room 332, COE

- Email Ms. Liberty Thomas at lothomas@eng.fsu.edu and let her know what your email address is.

- Check your email regularly (at least once a day) as this is the most efficient way for people in the department to reach you.
Department math/computer classes

- These classes are available on-line.
- These classes will help you to prepare for the graduate courses in the first semester.
Orientation in International Center

- The international center is conducting an orientation for new international students in the Student Life Building (SLB) which is in the corner of Wildwood and Park.

- This orientation is **MANDATORY** for all international students.

- Please see the website www.internationalcenter.fsu.edu.

- You will be able to register for classes only after you (1) get health insurance and (2) attend the orientation in the international center.
Register for Classes

- You need to register for the following classes:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adv. Thermo.</td>
<td>ECH 5126</td>
<td>3</td>
</tr>
<tr>
<td>Partial Diff. Eq.</td>
<td>MAP 5345</td>
<td>3</td>
</tr>
<tr>
<td>Adv. T.P.</td>
<td>ECH 5261</td>
<td>3</td>
</tr>
<tr>
<td>Res. Meth.</td>
<td>ECH 5052</td>
<td>3</td>
</tr>
<tr>
<td>Seminar</td>
<td>ECH 5935</td>
<td>0</td>
</tr>
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</table>
• All the above courses have only one section (section 1).

• Please use the web registration procedure or the phone registration procedure.

• You need to input a PIN number along with your Student ID number. The PIN number is a four digit number which is obtained from the month and year of your birth. So if you were born in April 1980, your PIN is 0480.
Text-Books

- Text books are available at the following locations:
  1. FSU Bookstore
  2. Bill’s Bookstore
  3. FAMU Bookstore
- You need to know the course number to find out the required text-book from the bookstore.
- It is a good idea to get the text-books early and start reviewing material for the Fall semester.
FSU Orientation

- Details of FSU orientation can be found in the attached flyer.
The T.A. training workshop is conducted by the Program for Instructional Excellence (PIE) at FSU. Attending this workshop is MANDATORY for all students and is a requirement for your Ph.D. Details of the workshop are given in the attached flyer.
Review FSU Bulletin

Please go to the following website:
http://registrar.fsu.edu/bulletin/grad/apdefault.htm

1. University Notices:

2. Financial Information:

3. Housing:

4. Office of Registrar:

5. Academic Regulations:

6. Department of Chemical Engg.:
Paperwork for Financial Aid

- Please see Ms. Liberty Thomas (Office Manager, ChE) if you are receiving financial aid.
- You need to bring your passport and your I-20.
Review Graduate Student Handbook

- Go to the department website (www.eng.fsu.edu/cheme) and click on “information for current students”.

- Review the graduate student handbook for information regarding requirements for graduate degrees.
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5. What to do after the second semester?
What to do during the first semester

1. Coursework
2. Teaching assistantship duties
3. Selection of thesis advisor for unassigned Ph.D students
4. Doctoral Qualifying Examination
You need to sign up for 12 credits of coursework.

You need to maintain a B average; otherwise you go on probation.

No more than one C counts in the graduate program.

If you are on probation, you will not be assigned an advisor and you may lose part or all of your financial aid in the following semester.

Please review the FSU general bulletin for Honor Code violations.
T.A. Duties

- T.A. assignments will be made by the first day of class.
- You are encouraged to attend the class for which you are a T.A.
- T.A. duties involve the following:
  1. Grading homeworks
  2. Having office hours to answer student queries
**Advisor Selection Process and Qualifying Exam.**

- Faculty members who have openings in their research groups will present brief seminars to the students in late October.
- Students have the opportunity to talk to all the faculty members who have openings.
- Students will turn in their choice of 3 faculty members in early December.
- Students will be assigned the doctoral qualifying examination problem in mid-December.
Outline

1. What to do before the first semester starts?

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3. What to do during the break between the first semester and the second semester?

4. What to do in the second semester?

5. What to do after the second semester?
Winter Break

- Work on your doctoral qualifying exam problem.
- **DO NOT** make plans to leave the country. If you have to go in an emergency, you need to notify me and Ms. Liberty Thomas.
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Second Semester

• 9 or 12 credits of coursework

• Doctoral Qualifying Exam (DQE) Report due in the first week of January

• DQE oral presentations in the second week of January

• DQE results and advisors assigned in the third week of January
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After the second semester

1. Ph.D students
   - Need a total of 30 credits of coursework and 24 credits of research for Ph.D.
   - Proposal defence
   - T.A. the undergraduate lab course once
   - Department seminar
   - Thesis defence

2. M.S. students
   - Need a total of 33 credits of coursework
Frequently Asked Questions

1. Can I switch from Ph.D to M.S.?
   No

2. Can I switch from M.S. to Ph.D?
   Yes

3. Can I switch from M.S. (non-thesis) to M.S. (thesis)?
   Yes, but you need to first complete 7 courses in the first two semesters.

4. Can I switch from Chemical Engg. to Biomed Engg. or vice versa?
   Yes, but you need to speak to the concerned
graduate program coordinators first.

5. Can I change thesis advisors?
   Yes, but you need to speak to the concerned graduate program coordinator as well as the concerned faculty members first.
What does graduate school life involve?

• Work on problems whose solution is not known
• Work on the “cutting edge”
• Opportunity to push the frontiers of science and technology
• Opportunity to innovate
• HAVING FUN
Where do our graduates go?
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Grad. Year</th>
<th>Advisor</th>
<th>Initial Placement</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Krothapally</td>
<td>1998</td>
<td>Palanki</td>
<td>Dow Chemical</td>
</tr>
<tr>
<td>2.</td>
<td>Sampath</td>
<td>1998</td>
<td>Palanki</td>
<td>BF Goodrich</td>
</tr>
<tr>
<td>3.</td>
<td>Bosse</td>
<td>1998</td>
<td>Arce</td>
<td>Academia, Chile</td>
</tr>
<tr>
<td>4.</td>
<td>Svhila</td>
<td>1999</td>
<td>Peters</td>
<td>U. of Louisville</td>
</tr>
<tr>
<td>5.</td>
<td>Kolavennu</td>
<td>1999</td>
<td>Palanki</td>
<td>Honeywell</td>
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<td>6.</td>
<td>Galban</td>
<td>1999</td>
<td>Locke</td>
<td>NIH</td>
</tr>
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<td>7.</td>
<td>Grymonpre</td>
<td>2001</td>
<td>Locke</td>
<td>Primax</td>
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<tr>
<td>8.</td>
<td>Huang</td>
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</tr>
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<td>9.</td>
<td>Park</td>
<td>2001</td>
<td>Gibbs</td>
<td>St. Jude</td>
</tr>
<tr>
<td>10.</td>
<td>Vemuri</td>
<td>2004</td>
<td>Palanki</td>
<td>Intel</td>
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</table>