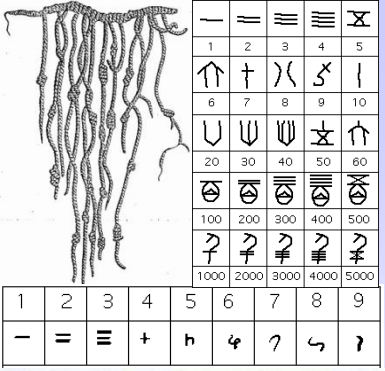
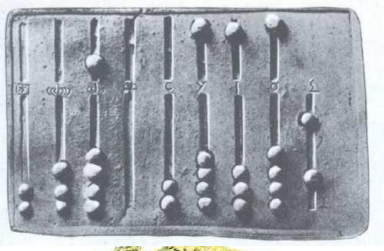
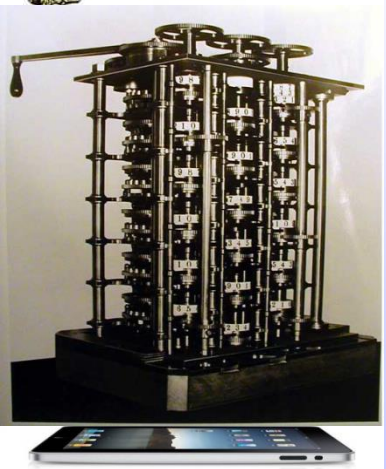





Florida State University Department of Computer Science

Graduate Students
Welcome and Orientation

"If you don't work on important problems – it is unlikely you will do important work."
– Richard Hamming, Bell Labs

Overview

- Welcome and Advice from the Chair
- Introduction of Faculty Members
- Introduction of Staff
- Degree Programs and Academics
- Policies and Procedures
- Advisement and Class Registration
- Computer and Network Security Brief
- Responsibilities of Teaching and Research Assistants
- Paychecks, Tuition Waivers, Establishing State Residency

Welcome

- Welcome to the CS department
  - Enrollment: 800 UG students, 64 MS students, 78 PhD students
  - Degrees awarded: 185 BS, 42 MS, 7 PhD
  - 24 tenure-track faculty and 8 specialized teaching faculty members
  - Doctoral university with highest research activity
  - Graduates from our graduate programs have been placed in all major computing and technology related companies: Google, Facebook, Amazon, Microsoft, ……
  - MS graduates are often offered more than $100K salary.

Advice from the Chair

- Don't underestimate the effort to complete graduate courses.
- Consider the thesis option for the MS degree if possible.
- Take your teaching assistantship seriously.
- Strive to become a research assistant.
- Take your research assistantship seriously.

Advice from the Chair (cont.)

- Publications matter!
  - Publications are important to graduate with a PhD.
  - Expands your opportunities when you graduate.

- Avoid honor code violations.

Advice from the Chair (cont.)

- Unsupported graduate students who wish to obtain support:
  - You must have an English proficiency test on record (either iBT speaking score of 23 or higher or FSU SPEAK test of 45 or higher). FSU SPEAK test scores of 50 or higher will result in a higher priority for appointment.
  - When additional TA positions are available, priority will be mainly based on your GPA and the number of software and systems core courses taken at FSU. Cheating or other unacceptable behavior will disqualify a student from consideration.
  - Should consider seeking employment in other departments or units on campus.

Introduction of Faculty Members

"We all agree that your idea is crazy…but is it crazy enough?"
- Niels Bohr

Faculty Members

- Full Professors

Aggarwal

Burmester

Liu

Mascagni

Tyson

A. Wang

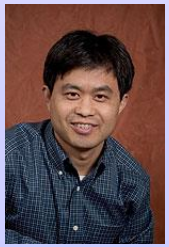
Whalley

Yu

Yuan

Z. Zhang

- Associate Professors

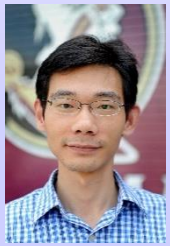

Duan

Haiduc

Kumar

Schwartz

Z. Wang


Yang

Zhao

Faculty Members (cont.)

- Assistant Professors

Chakraborty

Fedyukovich

Gao

Gubanov

Hoang

Kuhnle

J. Zhang

- Specialized Faculty

Dorai

Jayaraman

Langley

Mills

R. Myers

M. Myers

A. Tyson

Y. Wang

Faculty CS Research Area Coverage

- Algorithms and theory
  - Sudhir Aggarwal
  - Viet Tung Hoang
  - Alan Kuhnle
  - Piyush Kumar
  - Michael Mascagni
- AI/Machine Learning/Vision/Graphics
  - Shayok Chakraborty
  - Xifeng Gao
  - Xiuwen Liu
  - Daniel Schwartz
  - Jiawei Zhang
  - Alan Kuhnle

Faculty CS Research Area Coverage

- Computer Architecture and Operating Systems
  - Gary Tyson
  - Andy Wang
  - Zhi Wang
  - David Whalley
  - Weikuan Yu
  - Xin Yuan
- Databases and Data Engineering
  - Michael Gubanov
  - Jiawei Zhang
  - Peixiang Zhao

Faculty CS Research Area Coverage

- Mobile Computing
  - Gary Tyson
  - Jie Yang
- Networking and Data Communications
  - Sudhir Aggarwal
  - Zhenhai Duan
  - Weikuan Yu
  - Xin Yuan
  - Zhenghao Zhang
- Programming Languages and Compilers
  - David Whalley
  - Grigory Fedyukovich

Faculty CS Research Area Coverage

- Parallel and Distributed Systems
  - Weikuan Yu
  - Xin Yuan
- Scientific Computing
  - Michael Mascagni
  - Weikuan Yu

Faculty CS Research Area Coverage

- Security
  - Sudhir Aggarwal
  - Michael Burmester
  - Viet Tung Hoang
  - Xiuwen Liu
  - Zhi Wang
  - Jie Yang
- Software Engineering
  - Sonia Haiduc
  - Grigory Fedyukovich

Introduction of Staff

Staff

- Alisabet Valdes
  - Manages Department Administration
  - Business Manager
  - 253B Love Building
  - 644-5439
  - afvaldes@cs.fsu.edu
- Edwina Hall
  - Student Appointments
  - Program Assistant
  - 203 Love Building
  - 644-0672
  - ehall@cs.fsu.edu

Staff

- Lori McFadden
  - Grants Specialist
  - 253B Love
  - 645-8598
  - mcfadden@cs.fsu.edu
- Wendy Blanco
  - Department Contact Point
  - Administrative Support Assistant
  - 253 Love
  - 644-2644
  - wblanco@cs.fsu.edu

Staff

- Kenyetta Neale
  - Graduate Affairs, add/drop
  - Graduate Assistant
  - 253A Love Building
  - 644-2360
  - kneale@cs.fsu.edu

Staff

- Lauren Higbee
  - Undergraduate Advisor & Academic Program Specialist
  - 203C Love Building
  - 644-8700
  - lhigbee@cs.fsu.edu
- Casey York
  - Academic Advisor
  - 203B Love Building
  - 644-3768
  - cyorks@fsu.edu

Staff

- Daniel Clawson
  - Graduate Advisor & Academic Program Specialist
  - 203D Love Building
  - 645-4975
  - clawson@cs.fsu.edu
- ~~Gabe dela Pena~~
  - ~~System Administrator~~
  - ~~208E MCH~~
  - ~~644-5439~~
  - ~~delapena@cs.fsu.edu~~

- 2:45pm Dr. Nick Ruhs, STEM Research and Learning Librarian
- 3:00pm, Rob Cole, University Action Chair, UFF FSU GAU
- 3:15pm Nadia Daneshparvar, Department Liaison, Graduate Women in Science

Degree Programs and Academics

PS. all of the following information can be found on department and university web pages!

Degree Programs

- PhD Degree requirements
- MS major in Computer Science
- MS major in Cybersecurity
- MS major in Computer and System Network Administration (CSNA)
- MS in Computer Criminology

PhD Degree Requirements

- Finish required graduate course work. Students must finish at least 4 of the courses in the required core areas with one course from each area during some period in their graduate career.
  - With Masters (at least 4 additional courses past the masters)
  - Without Masters (at least 9 additional courses)
  - Courses required by your PhD committee
- Maintain and update your portfolio
- Pass qualifying exam (student portfolio defense)
  - Must pass four core course exams
  - Must pass at least one course in each of the three core areas
  - Exempt from an exam if get an A in the course at FSU
  - If fail one or more core course oral exams, then need to pass in the following (Fall/Spring) semester
- Pass PhD preliminary exam (area exam)
- Write and defend a prospectus
- 24 hours of dissertation
- Write and defend a dissertation.
- PhD students must complete the qualifying exam before applying for an MS degree.
- Other requirements: teaching, publication, scholarly engagement (CIS5920)

MS CS Basic Degree Requirements

- 30 Hours of Graduate Course work
  - DIS, supervised teaching, supervised research, and courses that start with CGS may not be counted as part of the 30 hours.
  - At least a 3.0 GPA (Not 2.999999999)
  - All courses passed with at least a B-.
  - Written and defended a thesis/project for those tracks.
    - Register for thesis/project defense or comprehensive exam.
  - Applied for graduation.
  - There is a seven year time limit from the time you start the degree program until completion.

MS CS Basic Degree Requirements

- Software (Select one or more)
  - COP 5570 Concurrent, Parallel, and Distributed Programming
  - COP 5621 Compiler Construction
  - COP 5725 Database Systems
- Systems (Select one or more)
  - CDA 5155 Computer Architecture
  - CNT 5505 Data and Computer Communications
  - COP 5611 Advanced Operating Systems
- Theory (Select one or more)
  - COT 5310 Theory of Automata and Formal Languages
  - COT 5405 Advanced Algorithms
  - COT 5507 Analytical Methods

PhD Students Obtaining an MS Degree

- A PhD student cannot obtain an MS CS degree if he/she has an MS in Computer Science or an MS in Computer Engineering from another institution.

Masters of Science (116610)

- Thesis Option
  - 3 Core Courses 9 Hours
  - 4 Graduate Electives 12 Hours
  - CIS 5970r Thesis 9 Hours
  - CIS 8976 Thesis Defense 0 Hours
- Project Option
  - 3 Core Courses 9 Hours
  - 5 Graduate Electives 15 Hours
  - CIS 5915r Project 6 Hours
  - CIS 8974 Project Defense 0 Hours
- Course Only Option
  - 3 Core Courses 9 Hours
  - 7 Graduate Electives 21 Hours
  - CIS 8966 Comp. Exam 0 Hours
  - Must earn a grade of B+ or higher in 6 of the 10 courses taken to graduate.

NOTE: This is the basic program for the 116610 major but each MS CS degree major has these options.

Masters of Science (Cybersecurity – 116640)

- Students are required to take the following courses which (*) satisfy the general core course requirements:
  - CIS 5370 Computer Security
  - CIS 5371 Cryptography
  - CNT 5412 Network Security, Active and Passive Defenses
  - CNT 5505 Data and Computer Communications*
  - CNT 5605 Computer and Network Administration
  - Plus one of the following:
    - CDA 5140 Fault Tolerance and Reliability
    - COP 5570 Concurrent, Parallel, and Distributed Programming*
    - COP 5611 Operating Systems *
    - COT 5310 Theory of Automata and Formal Languages*
    - COT 5405 Advanced Algorithms*

Masters of Science (Computer Criminology 116660)

- The general degree requirements will include 4 graduate criminology courses and 6 graduate computer science (CS) courses related to information assurance and computer security for a total of 30 hours.
- Criminology Courses from Which MS CC Students Are Required to Take at Least Three:
  - CCJ 5016 Crimes of the Powerful (3)
  - CCJ 5285 Survey of Criminal Justice Theory and Research (3)
  - CCJ 5606 Survey of Criminological Theories (3)
  - CCJ 5607 History of Criminological Thought (3)
  - CCJ 5636 Comparative Criminology and Criminal Justice (3)
- Computer Science Courses Required for MS CC Students:
  - CIS 5370 Computer Security (3)
  - CNT 5412 Network Security, Active and Passive Defenses (3)
  - CNT 5505 Data and Computer Communications (3)
  - CNT 5605 Computer and Network Administration (3)
  - COP 5611 Advanced Operating Systems (3)
  - COP 5725 Database Systems (3)

Masters of Science (Computer and Network System Administration 116620)

- The general degree requirements will be 30 hours, just like the MS CS degree. The 30 hours can be from a thesis, project, or course-only option, just like the MS CS degree.
- In addition, the MS CNSA degree program has an experience requirement to complete system administration internship, which may be fulfilled by working for the CS Department systems group or other local system administration internships on campus.
- Computer Science Courses Required for MS CNSA Students:
  - CDA 5155 Computer Architecture (3)
  - CNT 5412 Network Security, Active and Passive Defenses (3)
  - CNT 5505 Data and Computer Communications (3)
  - CNT 5605 Computer and Network Administration (3)
  - COP 5611 Advanced Operating Systems (3)
  - COP 5570 Concurrent, Parallel, and Distributed Programming (3)

Academic Regulations

All of the following information can be found on Department and University Web Pages

The Following is an excerpt from the University Web site: "***Remember . . .***

Information about FSU policies and procedures is available on the University's website and the School's website. "I didn't know" is NO excuse. Stay informed! Be proactive!"

Suspension, Dismissal, and Reinstatement

- Students who have missed any two consecutive terms must apply for readmission.
  - Note: You cannot apply for graduation if you are not an active student.
- Students who fall below a 3.0 during one term will be placed on academic probation.
- Students who fall below a 3.0 for two consecutive terms will be automatically dismissed by the University.
  - The student's major professor may petition the academic dean and the Dean of the Graduate School for consideration of Special Circumstances.
  - It is very rare that a student be allowed more than one additional term of probation.

Withdrawal from University

- Dropping all classes does not constitute withdrawal from the University.
- Withdrawals are initiated in the Withdrawal section of the Registrar's office.
- Students must be passing the course at the time of withdrawal to receive a "W" otherwise an "F" is given as a grade.
- Students may not be automatically dropped from classes they do not attend and you cannot automatically be withdrawn from the University.
- The Department nor the University can drop you from your last class.
  - The Department nor the University can withdraw you from the University. You must initiate this action yourself.
- Medical Withdraws cannot be applied to selective classes. They must be applied to all classes for that term.

Drop/Add of Classes

- The deadline for students to drop a course without the Dean's permission or grade liability is at the end of the 7th week of classes.
- Courses may be dropped through the 7th week of classes.
- Students are financially liable for tuition for all courses that appear on their schedule after the 4th day of classes (the end of the official drop/add period).
- Approval of the Academic Dean is still required to reduce the academic load below 12 semester hours (9 hours for those on assistantships) or increase the academic load above 15 semester hours.

Withdrawal

- Note: Rule 6C7.002(9)(b) stipulates that 25% adjustment in tuition is only through the end of the 4th week of classes.
  - Student withdraws during 1st week of classes - no grade or tuition liability.
  - Student withdraws during 2nd to 4th week of classes - no grade liability and 25% adjustment in tuition.
    - You are liable for 75% of the tuition.
  - Student withdraws during 5th to 7th week of classes - no grade liability and full tuition liability.
  - After the 7th Week, full grade liability and full tuition liability

Grade Descriptions

P	Passing	NGP
S	Satisfactory	NGP
U	Unsatisfactory	NGP
I	Incomplete	NGP
IE	Incomplete Expired	0.00
NG	No Grade	NGP
GE	No Grade Expired	0.00
W	Withdraw Passing	NGP
WD	Withdraw Dean's Perm	0.00

Full Time Student Requirement

- Normal Full-Time Load – 12 hours
- Fellowship Students – 12 hours
- Teaching and Research Assistants – 9 or 12 hours
- Maximum Load without Dean's Approval – 15 hours
- Maximum Waiver (Florida Residents) – 12 hours
- Maximum Waiver (Out-of-State) – 9 hours
- All full-time CS students are required to take at least 12 hours unless given permission by the Department to be a part time student, is on an assistantship, or is an international student.
- All teaching assistants, research assistants, and those on fellowship must be full-time students.

Common Mistakes to Avoid

- Skipping more than one term before defending a project or thesis.
  - Must reapply for admission.
- Taking only undergraduate courses (CGS5xxx)
  - Automatic probation (no GPA for the semester)
- Dropping the only graduate course for the semester
  - Automatic probation (no GPA for the semester)
- Not completing all UG prerequisites.
- Not completing all required courses.
  - Taking more electives.
- Individuals on research committee that have no standing at FSU.
- Not applying for graduation before the deadline.
- Not registering for thesis defense, dissertation defense, or comprehensive exam.

Fall Term Important Dates

- Aug 24– Drop/Add begins
- Aug 26 – Classes begin, late registration for those who had not registered for any class
- Aug 29– Last day to submit department waivers, last day to add courses without permission, last day to cancel enrollment and have fees removed, Last day to drop/add classes and have fees adjusted, Last day to pay or defer fees for all students without a $100 late fee
- Sept 2– Labor Day. No classes.
- Sept 13– Last day to file for Fall 2019 graduation.
- Sept 15 – Open enrollment for Fall only or annual student health insurance and dental plan ends.

Fall Term Important Dates

- Oct 22– Last day to reduce load ***without*** Dean's permission. Last day to drop a course without receiving a grade. Last day to withdraw without receiving a grade. Last day for PHD students to pass prelim (area survey) exams to convert to or add dissertation hours for the current semester.
- Nov 11 – Veterans' Day. No classes
- Nov 15--Last day for late drop ***with*** Dean's permission.
- Nov 27-30 – Thanksgiving Day Holiday. No classes
- Dec 6– Last day of classes. Last day to petition dean for reduction in course load.
- Dec 9-13– Final exam week.
- Dec 13– Final manuscript deadline.

Registration

- DIS/Thesis/Project/Dissertation Hours
  - Courses must be created for each individual student and must be done before the start of the term.
  - Forms can be obtained in Room 203 Love and returned to Kenyetta Neale.
  - Forms must be completely filled out and signed by the major professor.

Registration

- Defense of Project/Thesis/Dissertation
  - For Project/Thesis/Dissertation defense, the student must take at least two hours of Project/Thesis/Dissertation in the semester of graduation.
  - You must create and sign up for Thesis Defense (CIS8976), Project Defense (CIS 8974), Comprehensive Exam (CIS 8966) or Dissertation Defense (CIS8985).
  - You must also apply to graduate in the term you wish the degree. If for some reason you do not graduate, you must apply to graduate again.
    - Example: You apply to graduate in the current term and you are not able to finish your thesis but you have registered for Thesis Defense. You must apply to graduate again and you must register for the Thesis Defense a second time. Your previous Thesis defense course will be dropped by us.
  - In your last semester if you are not on support and you just need to complete your project, thesis, or dissertation, then you need to sign up for at least 2 hours.

Misc. Policies and Regulations

- Thesis/Dissertation Students must consult the Grad School webpage for a complete list of deadlines and required documents in the semester they intend to graduate.
- Project Defenses must be done by the last day of class in order to qualify for graduation.

Computer and Network Security

Yu Wang

CS E-mail

- You should check your CS account (@cs.fsu.edu) e-mail at least once a day as this is how the department will communicate with you.
- You will also have an FSU e-mail account (@my.fsu.edu) provided by the University.

Teaching/Research Assistants

Eligibility

- Full time student and admitted to the department.
- Good Academic Standing (3.0+ GPA) at all times.
  - Students on academic probation are not considered students in good standing by the University.
- Continue to make progress towards a degree in the Computer Science Department.
- Perform duties to the satisfaction of the Department and/or your assigned supervisor.

Limitations on Department Support

- Department Support means an assignment as a Teaching Assistant (M9184), Grader (W9185), or System Administrator (Z9185).
- Lower priority for support will be given to students who have been in the program too long:
  - –Master Degree - 2 Years
  - –PhD (with Masters) – 5 Years
  - –PhD (without Masters) – 6 Years
  - –PhD students must also meet intermediate milestones.
- See

  http://www.cs.fsu.edu/academics/department-rules

  http://www.cs.fsu.edu/academics/graduate-programs/phd-progress

University Requirements for TAs

- For international students, certification in spoken English is required (a passing IB-TOEFL or SPEAK test score)
- PIE Conference or departmental TA training
  - We currently require all TAs to attend the PIE conference once, in the first year you are a TA
- Sexual Harassment Training session
  - Available at the PIE Conference
- These policy trainings are required for ALL FSU TAs!!!

TA Job Levels

- Level 1: Grader
  - May include grading, course management duties, office hours. No larger direct contact with students.
- Level 2: Recitation Instructor
  - May involve leading recitations or larger student help sessions, help lab, as well as Level 1 type duties
- Level 3: Primary Instructor for lower-level course
  - Instructor of record for a 1000- or 2000-level courses
  - TA must have 18+ hours of grad credit in CS
- Level 4: Primary Instructor for upper-level
  - Instructor of record for a 3000- or 4000- level course
  - TA must have 30+ hours of grad credit in CS (or hold an MS already)

Language Requirements

- A 23 or above on the IBT/TOEFL meets the Spoken English requirement
- SPEAK test scores:
  - 45 (or 23-24 IBT/TOEFL) qualifies TA for grading (Level 1)
  - 50 qualifies TA for Level 2 (or higher).
- Exemptions to this policy must be approved by the Director of the Center for Intensive English Studies and the Graduate School. If granted, students **must** meet the standards after the first semester.

What We Look for in TAs

- Excellent English and communication skills.
- Higher then average academic performance.
  - Average GPA is 3.5
- Strong computer science background.
- Specific technical or academic background.
- Strong work ethic.
- Punctuality.
- Honesty and integrity.

Probable Causes for Dismissal

- Failure to make academic progress.
- Failure to perform duties.
- Failure to show up for assigned class periods.
- Failure to show up for required meetings.
- Failure to report to school on the required date.
- Inappropriate, rude, or abusive behavior in the classroom.
- Inappropriate or rude communication with students within or outside the classroom.

Probable Causes for Dismissal

- Unauthorized absence from school during your appointment
  - Example: Switching sections in the summer term with other TAs. Leaving FSU before the end of your appointment. Arriving at FSU after your appointment starts.
- Low academic performance
- Breaches of academic honor code
- Breaches of Federal or State laws

Appointment Papers

- Each student must be appointed to the position each term and must sign an appointment paper.
- The Appointment Paper is a contract of employment which states begin and end dates, hours per week, and salary.
- Appointment Papers are signed in room 253C with Ms. Edwina Hall.
- All students must have a social security number and must have applied for direct deposit.
- Graduate Assistants are expected to be in Tallahassee and available for work for the duration of their appointment. You should not leave before the deadline to turn in the grades.

Other Employment

- A graduate student supported by an assistantship providing >= $7500 during the semester cannot have other employment or a fellowship without the department chair's permission.
- A graduate student supported by a fellowship providing >= $7500 during the semester cannot have other employment or a university assistantship without the department chair's permission.

TA Duties and Responsibilities

- Regular meetings with assigned faculty
- Design course
- Compile syllabus
- Hold office hours
- Respond to e-mail from students and the course supervisor in a timely manner
- Grade exams/papers/projects
- Duplicate materials
- Present new material
- Keep class records
- Proctor exams
- Assign course grades
- Other duties as assigned by faculty

Graduate Student Financial Support Policy

- The department gives priority to students who were admitted with full financial support (20-hour TA/RA appointment or fellowship) and PhD students who were admitted without support, but have passed the PhD Preliminary exam. The general departmental policy is to continuously support such students in the Fall and Spring semesters (the department has very few TA positions in the summer) until they graduate, provided that sufficient funds are available. Typical duration of continuous support for Fall and Spring semesters is as follows.
  - 6 years for PhD students who entered the program without an MS degree in CS
  - 5 years for PhD students who entered the program with a CS MS degree
  - 2 years for MS students

Requirements for continuous TA funding support for PhD students

For continuous TA support, PhD students have three levels of priorities: Tier 1, Tier 2, and Tier 3, with Tier 1 being the highest priority. As of Spring 2018, all students in all of the three levels of priorities are funded by the department (but this may change in the future). All students in any priority group for TA support must meet the following requirements:

- Making minimum satisfactory progress toward the degree as specified in **http://www.cs.fsu.edu/academics/graduate-programs/phd-progress/**
- Satisfying all university requirements for being a teaching assistant, including passing the English speaking test for foreign students.
- Performing assigned duties (e.g TA/RA duties) satisfactorily and reliably.
- Informing the department in sufficient advance the desire to be supported and the commitment to the duties assigned by the department.

Requirements for continuous TA funding support for PhD students cont.

A PhD Student who (1) was admitted with full financial support (20-hour TA/RA appointment or fellowship), or (2) was admitted without financial support, but has passed the PhD Preliminary exam, is in the **Tier 3 priority group** if the student meets the above requirements.

- A PhD student who meets the above requirements is in the **Tier 2 priority group** if the student is identified by a tenure-track faculty as a Tier 2 TA.
- A PhD student who meets the above requirements is in the **Tier 1 priority group** if the student is identified by a tenure-track faculty as a Tier 1 TA.
- The department maintains the tier-3 list. Tenure-track faculty must identify their tier-1 and tier-2 TAs by July 1 for the Fall semester and October 15 for the Spring semester.

Requirements for continuous TA funding support for MS students

MS students admitted with financial support are defaulted to the **Tier 1 priority group** for the same level of support when admitted. As of Spring 2018, all students in the priority group are funded by the department. To remain in the top priority group, an MS student must

- Make minimum satisfactory progress toward the degree: maintaining a 3.0 GPA and completing the degree within 2 years.
- Satisfy all university requirements for being a teaching assistant, including passing the English speaking test for foreign students.
- Perform assigned duties (e.g TA/RA duties) satisfactorily and reliably.
- Inform the department in sufficient advance the desire to be supported and the commitment to the duties assigned by the department.

Lower Priority for Continued TA Support

- International Students
  - Obtained only a 45 on the SPEAK test.
- MS students
  - Have been in the MS program for 2 full years.
- PhD students with MS elsewhere
  - Not passed qualifying exam after 2 years.
  - Not passed qualifying+preliminary exams after 3 years.
  - Not completed degree after 5 years.
- PhD students starting with BS or MS here
  - Not passed qualifying exam after 3 years.
  - Not passed qualifying+preliminary exams after 4 years.
  - Not completed degree after 6 years.

RA Duties and Responsibilities

- Regular meetings with assigned faculty
- Conduct research in accordance with direction from assigned faculty member
- Hold regular office hours
- Maintain proficiency in assigned technical area
- Make progress on assigned research area
- Other duties as assigned by faculty

Paychecks

- Initial paychecks typically come within four weeks after you initially start work or sign appointment papers.
- All Fellowship Students, Teaching Assistants, Research Assistants, and Student Workers MUST HAVE DIRECT DEPOSIT.

Tuition Waivers

There are three items that are required before tuition waivers are entered:

1. Appointment as a graduate assistant with an appointment code of M9182, M9184, W9185, Z9185, or N9185
2. Full time student registered for at least nine hours of graduate credit. (12 if you are an in-state FL resident)
3. Your schedule must be firm by the add/drop deadline close of business. (Classes may change but the number of hours must remain the same).

Completed Tuition Waiver Receipt

- Daniel Clawson will send e-mail to grads when they are ready.
- You **must** go to his office (Love 203) and sign your waiver form!

Appointment Codes

- M9182 – Research Assistant working with a faculty member on a grant within the Department or School of Computational Sciences
- M9184 – Graduate Teaching Assistant with responsibility for teaching their own class (Levels 3-4)
- W9185 – Graduate Assistant in Teaching is usually a lab recitation leader or grader. This is most everyone (Level 1-2)
- Z9185 – System people or webmaster. You know who you are.

What does the Tuition Waiver Pay?

- The tuition waiver does not cover ALL expenses, only tuition. Students are required to pay the "Fees" portion of their tuition liability.

Health Insurance Supplement

- Students on an assistantship with a tuition waiver are eligible for a health insurance supplement.
- Must be a full-time student.
- The supplement is applied towards the University-Sponsored health insurance plan only.
- Visit the websites for the Graduate School (www.gradstudies.fsu.edu) and Health and Wellness Center (studentinsurance.fsu.edu) for detailed information about the supplement and insurance plans available through the University.

Establishing Residency

- Each student who is US citizen and is not a Florida resident must apply for Florida state residency or he/she will have to pay his/her out-of-state tuition next year.
- To get this accomplished you will have to do this before the first day of class for which you have been admitted to graduate school. Please review the memorandum and complete the form ASAP.
- Please contact the Registrar's Office or Admissions with questions about residency.

What's next?

- Initial Advising Form
  - Initial Advising Sign-Up Sheet
- Semester Advising Form
  - Schedule a time to meet with your advising professor
- Appointment Letters (if applicable)
  - See Daniel Clawson in Love 203-D
- Speak Test (if applicable)
  - See Daniel Clawson in Love 203-D
- PIE Conference

Questions?