Florida State University
Department of Computer Science

Graduate Students

Welcome and Orientation

Overview

- Welcome and Advice from the Chair
- Introduction of Faculty Members
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- Degree Programs and Academics
- Policies and Procedures
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- Responsibilities of Teaching and Research Assistants
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Advice from the Chair

♦ Welcome

♦ Don't underestimate the difficulty of graduate courses.

♦ Attempt 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.
    - – Easier to graduate.
    - – 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 score of 26 or higher or FSU SPEAK test of 45 or higher).

– When additional TA positions are available, priority will be mainly based on your GPA at FSU. Cheating or other unacceptable behavior may disqualify a student from consideration.

– Should consider seeking employment in other departments or units on campus.

Introduction of Faculty Members

David Whalley

David Whalley, Professor and Chair

PhD, University of Virginia

Compiler Optimizations, Embedded Systems, Computer Architecture

Office: 259 Love

Phone: 644-3506

Email: whalley@cs.fsu.edu

Sudhir Aggarwal

Sudhir Aggarwal, Professor

PhD, University of Michigan

Computer networks, digital forensics, distributed systems, network games

Office: 263 Love

Phone: 644-0164

Email: sudhir@cs.fsu.edu

Ted Baker

Theodore P. Baker, Professor

PhD 1974, Cornell University

Real-Time Systems, Theory of Parsing, Translation, and Compiling, Ada Run Time Environments, Tools and High-Level Languages for Real-Time Software Interfaces.

Office: 207A Love

Phone: (850) 644-5452

Email: baker@cs.fsu.edu

Mike Burmester

Professor

PhD 1966, University of Rome, Italy

Cryptography, Computer Security, Network Security, Discrete Mathematics.

Office: 268 Love

Phone: (850) 644-6410

Email: burmeste@cs.fsu.edu

Daniel Chang

Associate in Computer Science

M.S. Computer Science, University of Florida, 1996

J.D., University of Florida College of Law, 1997

Bioinformatics, networking, ethics, computers and law, security.

Room: 106 MCH

Phone: 645-1466

Email: dchang@cs.fsu.edu

Zhenhai Duan

Associate Professor

PhD 2003 University of Minnesota

Computer networks, multimedia applications, and modeling and performance evaluation

Room: 162 Love

Phone: 645-1561

Email: duan@cs.fsu.edu

David Gaitros

Research Associate

PhD 2005 Florida State University

Software Engineering, Database Systems

Room: 103 Carothers

Phone: 644-5832

Email: gaitrosd@cs.fsu.edu

Lois Wright Hawkes

Professor – Associate Dean, College of Arts and Sciences

PhD 1977, University of London (U.K.)

Fault Tolerance, Interconnection Networks, Collective Communications over ATM, FT in ATM, and ATM Networks Switching Fabrics, Coding Theory, Intelligent Tutoring Systems.

Office: 110C Longmire

Phone: (850) 645-7443

Email: lhawkes@fsu.edu

Piyush Kumar

Associate Professor

PhD 2004 State University of New York at Stony Brook

Design and Analysis of Real World Algorithms, Computational Geometry

Office: 161 Love

Phone: 644-4004

Email: piyush@cs.fsu.edu

R. Chris Lacher

Associate in Computer Science

PhD 1966, University of Georgia

Generic programming, machine learning, neural computation, macromolecular modeling, computational and geometric topology

Office: Faculty Annex B 100, Panama City Campus

Phone: 644-2090 ext 2256

Email: lacher@cs.fsu.edu

Randolph Langley

Associate in Computer Science

MS Computer Science, FSU 1996

System Administration and Network Management

Office: MCH 208

Phone: (850) 644-4290

email: langley@cs.fsu.edu

Feifei Li

Assistant Professor

PhD 2007, Boston University

Security/privacy in database systems, managing and indexing of large databases, spatio-temporal database applications, stream and sensor databases

Office: 269 Love

Phone: 645-2356

Email: lifeifei@cs.fsu.edu

Xiuwen Liu

Associate Professor

PhD 1999, Ohio State University

Computer Vision and Image Processing, Computer Graphics, Machine Learning, and Artificial Intelligence

Office: 166 Love

Phone: 644-0050

Email: liux@cs.fsu.edu

Michael Mascagni

Professor

PhD 1987, Courant Institute, New York University

Mathematical software, random number generation, Monte Carlo methods, computational biochemistry, computational neuroscience

Office: 262 Love, 430 DSL

Phone: (850) 644-6407 or 4-3290

Email: mascagni@cs.fsu.edu

Robert Myers

Associate in Computer Science

MS 1994 (Math), Florida State University

MS 2000 (CS), Florida State University

Office: 261 Love

Phone: (850) 644-0972

Email: myers@cs.fsu.edu

Daniel Schwartz

Associate Professor

PhD 1981, Portland State University

Models of Human Reasoning, Logic Programming, Expert Systems, Programming Languages.

Office: 266 Love

Phone: (850) 644-5875

Email: schwartz@cs.fsu.edu

Ashok Srinivasan

Associate Professor

PhD, Computer Science, University of California, Santa Barbara, 1996

Scientific Computing, Applications, Parallel Algorithms, High Performance Computing, Mathematical Software

Office: 169 Love

Phone: (850) 644-0559

Email: asriniva@cs.fsu.edu

Ann Ford Tyson

Associate in Computer Science

MS 1983, University of Michigan, Ann Arbor

BA 1979, State University of New York

Computer and Communications

Office: 105D Love

Phone: 644-0973

Email: aftyson@cs.fsu.edu

Gary Tyson

Professor

Ph.D. 1995, University of California - Davis

Computer architecture and compiler optimizations

Office: 160 Love

Phone: (850) 644-3861

Email: tyson@cs.fsu.edu

Robert van Engelen

Professor

PhD 1998, Leiden University, The Netherlands

Problem-Solving Environments, High Performance Computing, Probabilistic and Causal Networks, Knowledge-Based Systems, Logic Programming

Office: 160 Love

Phone: (850) 645-0309

Email: engelen@cs.fsu.edu

An-I (Andy) Wang

Associate Professor

Ph.D. 2003, University of California, Los Angeles

File Systems, Optimistic Replication, Performance Evaluation, Ad Hoc Network Routing, Operating Systems, and Distributed Systems

Room: 264 Love

Phone: (850) 645-1562

Email: awang@cs.fsu.edu

Xin Yuan

Professor

PhD 1998, University of Pittsburgh

Computer Networks, Parallel Processing, Compiler, Data Flow Analysis, Compilation Techniques for Distributed Memory Machines, Optical Interconnection Networks, ATM, WDM/TDM Communications.

Office: 168 Love

Phone: (850) 644-9133

Email: xyuan@cs.fsu.edu

Zhenghao Zhang

Assistant Professor

PhD 2006, State University of New York at Stony Brook

Network security systems, scheduling algorithm design, performance analysis, wireless access and sensor networks, cross-layer design, optical networks

Office: 164 Love

Phone: (850) 644-1685

Email: zzhang@cs.fsu.edu

Introduction of Staff

Staff

♦ Jennifer Reed
  – Manages Department Administration
  – Office Manager
  – 253B Love Building
  – 644-5439
  – jreed@cs.fsu.edu

♦ Edwina Hall
  – Program Assistant
  – 203 Love Building
  – 644-0672
  – ehall@cs.fsu.edu

Staff

♦ Aaron Lathrop
  – Grants Specialist
  – 253B Love
  – 645-8598
  – lathrop@cs.fsu.edu
♦ Lauren Higbee
  – Administrative Support Assistant
  – 253 Love
  – 644-2644
  – higbee@cs.fsu.edu

Staff

♦ Eleanor McNealy
- Course Scheduling, Graduate Affairs
- Graduate Assistant
- 253A Love Building
- 644-3441
- mcnealy@cs.fsu.edu

♦ Kristan McAlpin
- Graduate Coordinator
- 203B Love Building
- 645-7705
- mcalpin@cs.fsu.edu

Staff

- ♦ Matt Claypool
  - – Undergraduate Advisement
  - – 203C Love Building
  - – 644-8700
  - – claypool@cs.fsu.edu
- ♦ Yu Wang
  - – Assistant System and Network Manager
  - – 208 MCH
  - – 644-4019
  - – yuwang@cs.fsu.edu

Degree Programs and Academics

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 Information Security

PhD Degree Requirements

♦ Finish required graduate course work. Students must finish at least 5 of the courses in the required areas during some period in their graduate career.
  – CIS 5935 (2) in the first Fall term of enrollment
  – With Masters (at least 4 additional courses past the masters)
  – Without Masters (at least 5 additional courses)
  – Courses required by your PhD Committee
♦ Maintain and update your portfolio
♦ Pass qualifying exam (student portfolio defense)
♦ Pass PhD preliminary exam (area exam)
♦ Write and defend a prospectus
♦ 24 hours of dissertation
♦ 24 hours of residency (24 credit hour with 12 months)
  – This is after having earned 30 hours of graduate credit or a masters.
♦ Write and defend a dissertation.
♦ PhD students must complete the qualifying exam before applying for an MS degree. If you have an MS in CS or CE, then you cannot get an MS from us.

Masters Basic Degree Requirements

- ◆ 35 Hours of Graduate Course work
  - – DIS, Supervised Teaching, Supervised Research, and courses that start with CGS may not be counted as part of the 35 hours.
  - – At least a 3.0 GPA (Not 2.9999999999)
  - – 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.

Masters Basic Degree Requirements

- CIS 5935 Intro to Research (2 Hours)
- 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
  - CEN 5515 Data and Computer Communications
  - COP 5611 Operating Systems
- Theory (Select one or more)
  - COT 5310 Theory of Automata and Formal Languages
  - COT 5405 Advanced Algorithms
  - COT 5507 Analytical Methods

Admission of PhD Students to the MS Program

- ◆ A PhD student cannot be admitted to the MS program if he/she has an MS in Computer Science or an MS in Computer Engineering from another institution.
- ◆ You cannot obtain an MS degree if you are not admitted to the MS program.

Masters of Science (116610)

- ◆ Thesis Option
  - – CIS 5935 Intro to Research 2 Hours
  - – 3 Core Courses 9 Hours
  - – 5 Graduate Electives 15 Hours
  - – CIS 5970r Thesis 9 Hours
  - – CIS 8976 Thesis Defense 0 Hours
- ◆ Project Option
  - – CIS 5935 Intro to Research 2 Hours
  - – 3 Core Courses 9 Hours
  - – 6 Graduate Electives 18 Hours
  - – CIS 5915r Project 6 Hours
  - – CIS 8974 Project Defense 0 Hours
- ◆ Course Only Option
  - – CIS 5935 Intro to Research 2 Hours
  - – 3 Core Courses 9 Hours
  - – 8 Graduate Electives 24 Hours
  - – CIS 8966 Comp. Exam 0 Hours
  - – Must earn a grade of B+ or higher in 6 of the 11 courses taken to graduate.

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

Masters of Science (InfoSec – 116640)

- CNSA Students are required to take the following courses which (*) satisfy the general course requirements:
  - CEN 5515 Data and Computer Communications*
  - CIS 5370 Computer Security
  - CIS 5371 Cryptography
  - CNT 5415 Applied Comp. and Network Security
  - CNT 5412 Network Security, Active and Passive Defenses
  - Plus one of the following:
    - CDA 5140 Fault Tolerance
    - COP 5570 Advanced Unix Programming*
    - COP 5611 Operating Systems *
    - COP 5310 Theory of Automata*
    - COT 5410 Complexity of Algorithms
    - COT 5405 Advanced Algorithms*
- CNT 5605 Computer and Network Administration can currently substitute for CNT 5415.

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!"

Violations of the Honor Code

♦ During an exam, using materials not condoned by the instructor.

♦ Representing another person(s) work as your own, including material found on the internet.

♦ Obtaining, distributing, or using a copy of an unauthorized exam or course material.

♦ Impeding progress of other students.

♦ Tampering with another students work.

♦ Assisting or plans to assist another student in such acts.

♦ Attempt to commit any acts above.

Grading System and Practices

- Graded on a 4.0 un-weighted scale.
- B- is the lowest passing grade even for CGS 5xxx level prerequisite courses.
- Graduate students must maintain a 3.0 Overall GPA for ALL course work
- Classes where you earned below a B- cannot be counted towards a degree but will count against your GPA.
- Courses that are not prerequisite or required for the major <u>may</u> be omitted from the GPA.

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 Graduate Studies for consideration of Special Circumstances.
  – Under no circumstances will a student be allowed more than one additional term of probation.

Forgiveness Policy

♦ There is no forgiveness policy. If you repeat a course, then both grades will count in your GPA.

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 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 hours or 12 hours

♦ Maximum Load without Dean's Approval – 15 hours

♦ Maximum Waiver (Florida Residents) – 12 hours

♦ Maximum Waiver (Out-of-State) – 9 hours

♦ Maximum Waiver (Out-of-State, 1st Fall term) – 11 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 or on an Assistantship.

♦ All Teaching Assistants, Research Assistants, and those on Fellowship must be full-time students.

Common Mistakes

- Skipping more than one term before defending a project or thesis
  - Must reapply for admission
- Not completing all UG prerequisites
- Not completing all required courses
  - Taking more electives
- Taking special topics courses that do not count towards the degree program.
- 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
- PhD Students, not complying with the residency requirement (24 hours of courses in 12 months).

Important Dates

Aug 16	Registration begins for New FSU students
Aug 17	New graduate student orientation
Aug 20	Last day to file for residency
Aug 23	Classes begin
Aug 23-26	Late Registration $100
Aug 25	Waivers entered, students must be registered for classes they are taking.
Aug 26	Last day to drop/add and have fees adjusted
Aug 26	Last day to cancel enrollment and have fees removed.

Important Dates

Sep 3	Last Day to pay or defer fees. $100 fine if you fail to meet this deadline.
Sep 6	No classes, Labor Day
Sep 10	Last Day to file for Fall 2010 graduation.
Oct 8	Last day to reduce course load without permission of the Dean. Last day to change course to S/U grade.
Oct 11	Registration for Spring 2011 begins.
Nov 1	Thesis/Dissertation manuscript approval deadline.
Nov 8	Official Thesis/Dissertation copies due to manuscript clearance advisor, 408 Westcott.
Nov 11	No classes, Veteran's Day
Nov 12	Last day to petition the Dean's office for late drops.
Nov 25-26	No classes, Thanksgiving Day Holiday

Important Dates

Dec 3	Last day of classes.
Dec 6-Dec 10	Final Exam Week
Dec 10	Commencement Ceremony Civic Center 7:30pm.
Dec 11	Residence Halls close at noon. Diplomas dated this date. Everyone go home and leave us alone.
Dec 14	Grades available online

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 Eleanor

- Forms must be completely filled out and signed by each member of the committee before the student can register

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) only once EVER!

– You must also apply to graduate in the term you wish the degree. If for some reason you do not graduate, you must apply 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 but you do not register for the Thesis Defense a second time. You would just clear the incomplete.

– 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 <u>must</u> consult the GradSpace Blackboard page for a complete list of deadlines and required documents in the semester they intend to graduate.

◆ Project Defenses must be done by Dec 3 (last day of classes) in order to qualify for graduation.

◆ Students taking Project, Thesis, Dissertation will be required to register for at least two hours of those courses at a minimum unless otherwise given permission to do so.

Computer and Network Security

Randy Langley

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 (@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.

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 fall PIE conference once, in first year you are a TA

♦ Sexual Harrassment Training session

  – Available at the PIE Conference

Language Requirements

♦ A 26 or above on the IBTOEFL meets the Spoken English requirement

♦ SPEAK test scores:

– 45 qualifies TA for grading / test proctoring

– 50 qualifies TA for any assignment, including recitations, classroom teaching

♦ Exemptions to this policy must be approved by the Dean of Graduate Studies. 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 <u>must have applied for direct deposit</u>.

♦ Graduate Assistants are expected to be in Tallahassee and available for work for the duration of their appointment. Spring appointments run through December 13.

Other Employment

♦ A graduate student supported by an assistantship cannot have other employment or a fellowship without the department chair's permission.

♦ A graduate student supported by a fellowship 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
- ♦ Grade exams/papers/projects
- ♦ Duplicate materials
- ♦ Present new material
- ♦ Keep class records
- ♦ Proctor exams
- ♦ Assign course grades
- ♦ Other duties as assigned by faculty

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. (11 if you are first time student and taking Introduction to Research, 12 if you are an in-state FL resident)

3. Your schedule must be firm by August 24th close of business. (Classes may change but the number of hours must remain the same).

Completed Tuition Waiver Receipt

- Kristan McAlpin will send e-mail to grads when they are ready.

- You **must** go to her 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.
- ◆ W9185 – Graduate Assistant in Teaching is usually a lab recitation leader or grader. This is most everyone.
- ◆ 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 "Fee" portion of their waiver.

Drop/Add – Fee Responsibility

If you drop courses after the drop-add period, you will be liable to reimburse the school for the tuition waiver for up to 75%.

If you drop courses after the 7th week of class, you will be responsible to reimburse the school for the full cost of tuition waiver.

If at anytime during the term you drop below a full time load you will be liable for 100% of the tuition and your Assistantship will be removed.

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 Thagard Student Health Center (www.tshc.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. In other words, new students have to do this before Wednesday, August 23! Please review the memorandum and complete the form ASAP.

♦ Please contact the Registrar's Office or Admissions with questions about residency.

Questions?