Handbook for Civil Engineering Graduate Students

If you are being financially supported by the CE Dept:

1. You should have all went to orientation and have applied for your Social Security Card, if you don’t already have one.

2. Domestic Students can go to the Connect ND Location in the Memorial Union and on the main floor to receive your paperwork needed as a new NDSU employee. International Students have to go to HR/Payroll (see #4 for location).

3. Complete this paperwork and keep until you have received your social security card.

4. When you have completed everything and have your Social Security Card you will need to go the HR/Payroll Office (NOTE NEW LOCATION): 1919 N. University Drive, Ste H102, which is across the street from McDonalds next to Stop n Go on 19th avenue north. Please make sure that you give the administration team your social security number as well so payroll may be submitted.

Graduate Assignments:

1. Graduate Assignments will be sent out on the list serve to the faculty and the graduate students. Please understand that this is subject to change due to TOEFL Requirements. They will be sent usually 1 week prior to the starting semester. Please contact Jan at 1-7244 if there are any discrepancies.

Purchasing Items for research or for the class assigned:

1. In the main office CIE 201 there are Purchase Order Forms (PO’s) that need to be completed and signed off by your advisor before you can purchase ANYTHING either on or off campus. These are located under PO in the filing cabinet on the most right side top drawer. When you have completed the form and have the signature of your advisor and they have allocated where the money is to come from for the purchase, make a copy, then bring me the original right away. When boxes arrive they usually will have the PO number on it so that we will be able to look it up and e-mail you when your package has arrived. When you receive your package please bring Jan the Packing slip immediately, so she knows you have received it and can pay the invoice upon arrival.

Plan of Study:

1. Plan of study for Master’s students are due after completing your first semester here. Plan of Study’s are due for PhD students after completing your second semester here. The forms are located at: http://www.ndsu.edu/gradschool/current_students/forms/ and your advisor should be helping you plan your academic career courses according to your area of interest. In order to know how many credits and what is required of a Masters/PhD student, following these instructions:
   - For a PhD plan of study please follow the policy located at http://www.ndsu.edu/gradschool/graduate_bulletin/graduate_school_policies/doctoral/
   - For a Master's plan of study please follow the policy located at http://www.ndsu.edu/gradschool/graduate_bulletin/graduate_school_policies/masters/
2. Plan of Studies that are late will affect pay and tuition waivers.

**Graduate Needs (location, computer, keys, desk, etc.)**

1. You will need to discuss with your advisor what your needs will be. **Your advisor** will need to put in a request for keys, computers, and software to Milka or myself. Software that is loaded must be used as a tuition assistant or research assistant (not for personal use). There is a $10 deposit for keys that is returned upon turn in of your keys.

2. The chair and your advisor will decide where you will be located. Once your location is known, please notify Milka or myself.

3. For a desk or cabinet needed you will need to contact purchasing department 231-8346 to go and pick up the key and drive over to where surplus is to see if there is anything you like. They will be able to give you the location directions. Once you have a desk, notify Milka and she will make a label with your name to be placed on your desk. **You WILL NOT RECEIVE YOUR COMPUTER** until this has been done.

4. If having problems with computer, please contact administration and they will place a trouble ticket in for you. If requesting additional software or an upgrade this needs to go through your advisor for the request to make sure that it is needed as a TA/RA. In all instances you will need to provide: Name, NDSU Inv # of computer, and location.

**Continuous Enrollment is cited from the Graduate Policy and is located here at**

http://www.ndsu.edu/gradschool/graduate_bulletin/graduate_school_policies/general_policies/#c751211

“Students are required to register for at least one credit each semester (fall and spring) required until all degree requirements are completed, including submitting final copies of a thesis, paper, or dissertation. The graduate dean will not approve the degree until the student has registered for the number of credits of research for any semesters not covered by either registration or leave of absence, but not more than four (4) credits total.

A student who has not registered for longer than a continuous two-year period must also reapply for admission and is subject to the degree requirements at the time of readmission.”

The continuous enrollment policy allows graduate programs to plan course offerings and to get credit for the activities of faculty members and for the other resources they provide students. Continuous enrollment also helps students stay on track in achieving their degree objectives and provides some incentive for students to complete in a timely manner. All students who will not complete their degree prior to the end of the summer term need to be registered for the fall term.

Students who know that they will not be able to attend in the fall term should talk to their adviser and department chair/program director. Students may apply for a leave of absence for a period of up to 2 years. Students who do not enroll and fail to apply for a leave of absence will be required to enroll for 1 credit for each term missed during the absence and must reapply to their program if their absence exceeds 2 years.

A complete description of the continuous enrollment policy can be found at

http://www.ndsu.edu/gradschool/graduate_bulletin/graduate_school_policies/general_policies/#c75121

The application for a leave of absence can be found at

http://www.ndsu.edu/gradschool/graduate_bulletin/graduate_school_policies/general_policies/#c75123
Graduate Seminar

Every graduate student must present a topic in CE 790 seminar when receiving credit for the course. The seminar presentation by the student may be a literature review of student’s thesis problem, or a review paper assigned by the major advisor of the professor in charge of seminars. The student's last seminar performance may be a report of his/her thesis research. Much can be learned in seminar from the discussion as well as the presentation. All graduate student are required to attend CE 790 seminars

Final Defense:

Although the policy says you need to submit your “Request for Final Examination” 2 weeks prior, I would allow for three weeks due to the processing time and the amount of students that usually request at the same time. This is what you will need to do:

1. Plan with your advisor a tentative time for defense
2. Check with committee members to make sure that this time works for them
3. If time works out, please schedule with CIE Administration Office so that we may reserve laptop, projector, pointer, and a room (# of people attending) for your defense.
4. Complete “Request to Schedule Examination” found at the following website: http://www.ndsu.edu/gradschool/current_students/forms
5. Make sure that the committee is the same as what you have listed on your plan of study and that you have completed all classes that were approved on your plan of study. If not you need to complete a change form which can be found at the link I wrote above in #4 (more than 3 weeks will be needed). Although, the credit for graduate seminar may have been taken, each student needs to present a minimum of 1 time for Master students and 2 times for PhD students during their academic career or the Chair will not sign off on the final examination.
6. Once Request is completed with advisor’s signature, submit to Jan or Milka. We will get the chair’s signature and the Graduate Dean’s signature.
7. Once approved through graduate school, they will send back to your advisor saying it is approved and give him paperwork on what needs to be done after you have passed your final examination.
8. The disquisition in a near final form must be given to the committee members no fewer than seven (7) days prior to the examination. If this seven (7)-day stipulation cannot be met, the student must either secure the concurrence of all committee members or reschedule the examination.
9. (OPTIONAL) Most graduate students bring coffee or juice or pop/cookies or donuts to their defense. You can provide them or I can order them through NDSU in which I will need payment for before your defense.
10. At the conclusion of the examination, the examining committee shall record, in writing, approval or disapproval. This form must be filed with The Graduate School within seven (7) days of the exam
TRAVEL:

1. If you are traveling for a student organization or field trip you must give the administration in CIE 201 a list of people that are going. They will then give you the necessary form(s) that need to be completed for each member going on the trip. This needs to be submitted a week in advance of the trip.

2. If you are traveling for a conference, meeting, etc out of state and are being reimbursed for expenses you are still considered in a work status and must complete an “Out of State Authorization” found at: http://www.ndsu.nodak.edu/accounting/csforms/forms_departs.shtm
   This is an internet based form where you will complete and forward to your advisor for approval. This needs to be completed a week in advance.

3. A travel voucher will be completed upon your return you will need:
   Name
   ID
   Purpose of Trip
   Destination
   Date/Time Left
   Date/Time returned
   All original receipts for airfare, hotel, taxi’s, shuttles in your name