Congratulations on your acceptance to the Graduate School at the University of Cincinnati. We are very pleased that you have selected UC for this step in your graduate career. For those of you returning to graduate school, welcome back! As a graduate student, you will be challenged to build upon your previous educational experiences in new and exciting ways. Graduate school should not simply be an extension of your undergraduate studies—as a graduate student, you will become a professional in your chosen discipline. Our graduates have used the knowledge and skills acquired in graduate school to follow a wide variety of paths in academia, government and industry.

This survival guide is your reference to the essential procedures, policies and resources of the Graduate School. You will become aware of important requirements and deadlines that will help you avoid unnecessary delays or costs in your education. You will also learn about the university’s support for your physical and emotional health, which will keep you achieving at your full ability. Know that your program director and the Graduate School staff are always available to answer your questions and provide further assistance.

We hope that your graduate study will widen your horizons and prepare you for a fulfilling professional life. Although graduate school can be very challenging, both academically and personally, we will do everything in our power to help you succeed in your program and have a rewarding educational experience at UC.
10. Check your University BOL email account often. It is the official mode of communication to students.

9. Keep the University apprised of any changes in address or personal data.

8. Know your program coordinator and program directors' names and contact information, and contact or visit them often.

7. Have the Graduate School website, grad.uc.edu, listed as a “favorite” in your browsing window.

6. Register for at least one credit hour each academic year to maintain your status or you will need to pay additional fees to be re-instated into your program.

5. Be aware of the time-to-degree restrictions: 5 years for a Master’s, and 9 years for Doctoral degrees, part-time or full-time.

4. If you have military duty or a medical reason that you will not be able to register for classes in an academic year, apply for a Leave of Absence. If approved, the year does not count toward your time to degree, and you don’t have to register.

3. Please note: There are no grade replacements at the graduate school level. If a graduate student re-registers and re-takes a course, both grades will be included in the student’s overall GPA.

2. Be aware there is a strict deadline for submitting your thesis or dissertation with the chair’s approval (ETD Deadline).

1. You must apply for graduation and pay the nominal fee in the term you wish to graduate. Those deadlines, typically in the first few weeks of your graduating term are absolutely enforced. If missed you cannot graduate that term.

**FURTHER NOTE**

If you miss the graduation application or ETD deadline for summer term, you will have to pay one credit of tuition for the new academic year (see #6), as well as apply and pay the graduation fee again (see #1), in order to graduate fall term.

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**PEARLS OF WISDOM**

“Dear Incoming Graduates: Being an international student at UC, I wish I would have known the following:

1. The Cincinnati weather is really unique and you can sometimes experience all the seasons in one day!
2. The sooner you start making new friends, the faster you will get used to the place.
3. There is a gamut of options on campus to pursue things outside academics. For example, if you like extracurricular activities, you can play soccer, tennis, cricket, volleyball, Frisbee, etc.
4. There is an organization called Graduate Student Governance Association (GSGA) which you can approach if you have issues pertaining to academia, transportation, safety, living in general. They will be more than eager to listen to you and advice you accordingly.

Adios and welcome to the Graduate world!”

Ravik Chandra, Master's in Mechanical Engineering

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**LIGHTING THE WAY**

“We want you to succeed in your academic, professional and social life. That is why we have prepared this guide. Enclosed you will find resources and services, as well as critical advice from the graduate school staff on what serious mistakes they see most from UC graduate students. Throughout this guide, we are also highlighting “words of wisdom,” solicited from current and seasoned graduate students, to help you better navigate your graduate career.

“Ask yourself, “Can I recreate this event/opportunity in 2 years?” If the answer is “no”... Do it! Gobble up every opportunity UC has to offer!”

Michelle Walker, MFA at DAAP
GRADCURRENTS
The official graduate student e-newsletter is your connection to the latest news, events, graduate student opportunities, and upcoming deadlines. Check out this sample of what GradCURRENTS has to offer!

grad.uc.edu/news

Living in Cincinnati:
A Guide for Graduate Students
Cincinnati is a city with a lot to offer, but it can be hard to find your way around the first few months. This guide is meant to make getting to know the city a little easier.

grad.uc.edu/news/living

Calendar of Events for Graduate Students
There’s always something happening on campus and in the Cincinnati area! Check our calendar of events to find thought-provoking speakers and professional development workshops. You’ll also find fun activities, like graduate student mixers, the GSGA’s soccer tournament, and CCM’s packed schedule of plays, musicals and concerts. To keep you happy and healthy, we also post free health screenings and fitness classes. See what’s happening this week:

grad.uc.edu/news/calendar

At a Loss for Where to Find Helpful Information?
Fret no more! The graduate school has a website which lists loads of links for city and campus life, academics, career options, & much more: grad.uc.edu/welcome/

NightRide: Free Nighttime Shuttle Service
If you’re studying late in the library or working in the lab, you can always call NightRide to drive you to your car, housing or bus stop.

Sunday – Wednesday: 8 PM – Midnight
Thursday - Saturday: 8 PM – 2 AM
Limited service through 5AM

513-556-RIDE
besafe.uc.edu/nightride

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Shuttle Services
UC operates both on-campus and off-campus shuttles. For shuttle routes and up-to-the-minute shuttle arrival times, use the Shuttle Tracker application: uc.doublemap.com/map

Ombuds
Examine complaints and provide mediation for conflict resolution. What Can Ombuds Do For You? Read the featured article at grad.uc.edu/news/ombuds to find out.

lillian.santa-maria@uc.edu
Fax: 513-556-5959

uc.edu/ombuds

Office of Nationally Competitive Awards
Assistance with finding and applying for national awards.

nca@uc.edu
uc.edu/nca

Academic Writing Center
Writing assistance from peers & tutors.

awc@uc.edu
Fax: 513-556-3728
uc.edu/aess/lac/writingcenter

PEARLS OF WISDOM
“At times you will feel overwhelmed, confused, and perhaps feel like you are ‘in over your head,’ but trust me, you CAN do this! The faculty and staff at UC are absolutely amazing. They are more than happy to answer any questions or concerns that you may have — use them to your advantage! And, when you do reach the end of your program, you will feel a tremendous amount of pride and confidence in yourself for the achievement that you just accomplished. It is the best feeling in the world! Good Luck!”

Dawna Wensel, Criminal Justice
LIGHTING THE WAY

“You must develop excellent time-management skills. Make sure you train yourself in doing things quickly and effectively. When you have a deadline (say, for a research paper), set yourself an earlier deadline and stick to it. You will then have some extra time to revise your already completed paper or to focus on other projects and deadlines. I cannot emphasize this enough: the ability to manage time is the key to success in graduate school and ultimately, in your future career.”

Matteo Magarotto, PhD in Musicology

POLICIES AND RULES: The Graduate Student Handbook
Graduate students are subject to the most current university rules and regulations. You’ll find those rules in the Graduate Student Handbook. The handbook clarifies minimum university-level requirements and policies that apply to all graduate students throughout UC, including, but not limited to: scholarships and assistantships, workload expectations, degree policies & procedures, committee selection and graduation requirements. The handbook is available on the Graduate School website (at grad.uc.edu/student-life/graduate_studenthandbook) and as a searchable pdf. The handbook is updated every year.

POLICIES AND RULES: Your Department/Program Handbook
The policies and rules in the Graduate School’s handbook are the minimum requirements. Your department or program may have additional requirements. Be sure to ask your program coordinator or program director where you can find your department or program’s handbook.

PROFESSIONAL DEVELOPMENT

Career Development Center
Offering advice and assistance for every step of the job search
cdc@uc.edu 513-556-3471 140 University Pavilion

Workshops & Seminars to Help You Succeed
• The Graduate School provides workshops for graduate students on a wide range of topics, from preparing a professional research poster to career development resources.
• The Graduate Association for Teaching Enhancement (GATE) provides programs designed specifically for graduate students at various levels of teaching experience, from new TAs to seasoned pros seeking a teaching job.
• University Libraries offer workshops on both East and West Campus that provide tools and software training to support graduate students in their research and scholarship.

Online Resources & Tutorials
All students, including distance learning students, can take advantage of the UC Libraries’ online resources and free access to Lynda.com. The UC Libraries offers online academic and software tutorials, as well as resource guides for graduate students, international students and distance learning students. Lynda.com has tutorials on almost any skill and technology subject, and it’s free for all currently registered students once you login with your UC username and password.

Additional Opportunities
The Graduate School’s professional development course, PD 7023: Career Professionalism, is 2-credit workshop course in fall and spring semester aimed at developing key, transferrable skills for success in graduate school and future careers. Preparing Future Faculty (PFF) is a certificate program designed to further prepare graduate students and postdocs who hope to one day become faculty members in the academy.
On July 6th, 2015, you should have received an email containing the Think About It: Graduate Students web-training, sponsored by the Title IX Office. If you have not already taken this required training, please do so as soon as possible. This interactive training contains valuable information about your right to an education free of discrimination, harassment, and violence on the basis of sex, gender, gender identity, gender expression, and sexual orientation. It also includes definitions of terms like consent, interactive scenarios, and information about on and off-campus resources. Taking this training will help you help your friends and loved ones stay safe and remain successful at UC and beyond. For more information on this training and to learn about the prizes you can win for taking it, please visit our website at www.uc.edu/titleix/thinkaboutit.

Student Health Insurance

UC requires all on-campus graduate students taking six or more credit hours in a given semester to be enrolled in a health insurance plan. You will be automatically enrolled in UC’s Student Health Insurance unless you show proof of existing coverage equal to or better than the student plan. The One Stop website provides more information about waiving student coverage, and you must submit a waiver by September 8 to be exempted for the fall semester. Graduate assistants can also apply for a Graduate Student Health Insurance Award to partially defray the cost of Student Health Insurance; applications for the current year are due by August 26.

Counseling & Psychological Services

Provides a wide range of counseling services and outreach programs. Mental Health Check Up: Make Mental Health a Priority! Check out the additional resources available at UC and via the internet: grad.uc.edu/news/counseling.

University Health Services

Two health clinics and a pharmacy are available on campus for graduate students. Note that you must schedule an appointment before visiting either UHS clinic, but same-day appointments are offered when available. You can find more details about using the clinics here.

UHS Main Campus
Richard E. Lindner Center, 3rd Floor
2751 O’Varsity Way
(513) 556-2564
Monday, Tuesday, Thursday & Friday: 8:30AM - 4PM
Wednesday: 9:30AM - 4:00PM

UHS Medical Campus
Holmes Building, 4th Floor
Eden Avenue and Albert Sabin Way
(513) 584-4457
Monday, Tuesday, Thursday & Friday: 8AM - 4PM
Wednesday: 9:30AM - 4:00PM

“Participate in class discussions. Be the student who shares ideas and poses questions. You will gain much more from the reading and discussions. Do not worry whether you are right or wrong; the resulting discussions will strengthen your understanding and, long term, influence your philosophical stance.”

Tom Highley, Literacy