



GRADUATE STUDENT ORIENTATION



BE DARING. BE *bold*. BE **FAU**

SERVICES PROVIDED BY THE GRADUATE COLLEGE

Administrative

- Graduate Faculty Appointments
- Tuition Waivers and Benefits for Graduate Research Assistants, Graduate Teaching Assistants, and Graduate Assistants

Admissions

- Graduate Application Processing and Support (domestic and international applications)
- Prospective Graduate Student Advising

Events and Communications

- Monthly Newsletter
- Three Minute Thesis Competition (3MT®)
- Graduate and Professional Student Association (GPSA) Research Day
- Information Sessions and Open House
- New Graduate Student Orientations
- Recruitment Workshops

Graduate Student Support

- Seminar for International Teaching Assistants (SITA)
- Graduate Teaching Assistant (GTA) Workshops
- Thesis and Dissertation Formatting Workshops
- Graduate and Professional Student Association (GPSA)
- Fellowship and Scholarship Awards

Degree Completion Services

- Thesis and Dissertation Formatting Support
- Plan of Study Approval, Processing, and Technical Support
- Advancement to Candidacy Approval and Processing
- Request to Waive a University Requirement (Form 10 Petition)
- Applications for Degree
- Degree Audit and Final Degree Certifications

TABLE OF CONTENTS

Academic Information

Academic Colleges	Page 4
Quick Reference Guide	Page 4

Navigating the FAU Website

Accessing the FAU Catalog	Page 5
Activate your FAUNet ID	Page 5
How to login to MyFAU	Page 5
Academic Course Search	Page 6
How to Download the Owl Guide App	Page 6
Course Registration	Page 7
How to Drop a Course	Page 7
How to Pay your Tuition and Fees	Page 7
How to Obtain a Parking Decal	Page 8
How to Access Canvas	Page 8
How to Obtain an Owl Card	Page 8

General Information

Student Communications	Page 9
Bookstore	Page 10
Night Owls	Page 10
On-Campus Employment	Page 10
Email	Page 10
Change of Address	Page 10
Registration	Page 11
Graduate Student Course Load	Page 11
Parking and Transportation Tips	Page 12

Graduate Student Requirements

Academic Policies and Regulations	Page 15
Continuous Enrollment	Page 15
Satisfactory Academic Performance and GPA	Page 15
Honor Code, Irregularities, and Student Academic Grievances	Page 16
Plan of Study	Page 16

Graduate Student Resources

Graduate Student Support	Page 17
Financing your Education	Page 17
FAU Organization Listing with Descriptions	Page 19
Student Clubs and Organizations	Page 24
FAU Glossary of Terms	Page 25

About FAU

ACADEMIC COLLEGES

Dorothy F. Schmidt College of Arts and Letters	561-297-3800
College of Business	561-297-3000
College for Design and Social Inquiry	561-297-4170
College of Education	561-297-3570
College of Engineering and Computer Science	561-297-3400
Charles E. Schmidt College of Medicine	561-297-4828
Christine E. Lynn College of Nursing	561-297-6261
Charles E. Schmidt College of Science	561-297-3035

FAU ORGANIZATION LISTING – QUICK REFERENCE GUIDE

Career Center	fau.edu/career	561-297-3533
Weppner Center for LEAD and Service Counseling and Psychological Services	fau.edu/leadandserve	561-297-3607
Dining Services	fau.edu/counseling	561-297-3540
Division of Student Affairs	dineoncampus.com/fau	561-297-3548
FAU Libraries	fau.edu/student	
• Circulation	library.fau.edu	561-297-6911
• Reference		561-297-3785
Graduate College	fau.edu/graduate	561-297-3624
Graduate and Professional Student Association	fau.edu/sg	561-297-1170
Center for Global Engagement	fau.edu/global	561-297-3049
Office of Student Financial Aid	fau.edu/finaid	561-297-3530
Center for Inclusion, Diversity, Education, and Advocacy (IDEAs)	fau.edu/diversity	561-297-3959
Office of the Registrar	fau.edu/registrar	561-297-3050
Student Accessibility Services	fau.edu/sas	561-297-3880
Student Employment Office	fau.edu/hr/student_employment	561-297-3915
Student Health Services	fau.edu/shs	561-297-3512
Traffic and Parking	fau.edu/parking	561-297-2771
University Police	fau.edu/police	561-297-3500
Writing Center	fau.edu/UCEW	561-297-3498

Navigating the FAU Website

Accessing the FAU Catalog

The FAU catalog is the official source for current academic policies and regulations for the University. The following instructions will help you access the online University catalog.

1. Go to the **Office of the Registrar's** site at: fau.edu/registrar.
2. Scroll to the bottom of the page and select **University Catalogs**.
3. Select the option: **To view FAU Current University Catalog**. You can also view past FAU catalogs by clicking on **View Past FAU Catalogs**.
4. Click on **Academic Programs, Course Descriptions, or General Information**.

Activate your FAUNet ID

To activate your FAUNet ID, visit the FAU Account Self-Services portal. The following instructions will allow you to activate your FAUNet ID.

1. Go to the FAU Account Self-Services portal: accounts.fau.edu
2. Click on Activate your FAUNet ID.
3. Read the description and click on proceed.
4. Enter your last name, FAUNet ID, and date of birth.
5. Your account is now active.

***Note:** To look up your FAUNet ID, go to MyFAU: myfau.fau.edu and use the link labeled Lookup FAUNet ID/Username. It will display both your FAUNet ID and Znumber.*

How to Login to MyFAU

MyFAU is the University's web portal, which provides centralized access to e-mail, calendars, administrative services, classroom tools, and information. The following instructions will allow you to gain access to your personal MyFAU account.

1. Go to the MyFAU website at: myfau.fau.edu.
2. To log into your MyFAU account you will need your **FAUNet ID** and **password**.

***Note:** An FAUNet ID is automatically assigned to you once you are officially admitted. Your FAUNet ID is your FAU email address (without the @fau.edu). Your initial default password is your birthday in MMDDYY format. For example, if your birth date is September 3, 1980, your initial password would be **090380**.*

If you are unable to log into your MyFAU account, contact the University helpdesk at: helpdesk.fau.edu, or 561-297-3999. For more information about MyFAU visit: fau.edu/oit/myfau/index.php.

***Note:** There is a free Apple and Android Mobile Application for MyFAU with full access to Student Services, as well as access to campus maps, news & events, and everything else you get on the site. Search MyFAU to download.*

Academic Course Search

1. Log into to MyFAU: myfau.fau.edu.
2. Click **FAU Self-Service** on the left side of the screen.
3. Click **Student Services**.
4. Click **Student Records**.
5. Click **Course Schedule by Term**.
6. Enter the following information (you must start with the term):
 - Term:** Select the term you want to register for (e.g. Fall 20XX).
 - Campus:** Select your desired campus. If you would like to view online courses select ALL as your desired campus. Online courses are listed as DisL (Distant Learning) courses.
 - College:** Select your FAU Academic College.
 - Department:** Select the department.
 - Level:** Select the graduate course degree level.
7. Click **Search**.
8. Scroll down until you find the desired course.
9. Find a time that fits into your schedule and still has seats available. Click on the name of the course to view more detailed information regarding the course, including pre-requisites and registration restrictions. The CRN is on the right side of the course listing.
10. Write down the CRN, the CRN will be used to register for classes.

Note: If the lecture class you are taking also includes a lab or discussion, make sure you find a time for the associated lab and discussion and write down the CRN for both the lecture and lab (or discussion).

How to Download the Owl Guide App

1. Log into the App Store from your personal device.
2. Search for FAU Owl Guides.
3. Download the App.
4. Once the App downloads, search for Graduate Student Guide, and download the guide.

Course Registration

1. Log into MyFAU: myfau.fau.edu.
2. Click **FAU Self-Service** on the left side of the screen.
3. Click **Student Services**.
4. Click **Registration**.
5. Click **Registration (Add or Drop Classes)**.
6. Click the **Click Here for Registration** button.
7. Click **Register for Classes**.
8. Select your term from the drop down menu (e.g. Fall 20XX).
9. Enter ALL of your CRNs in the boxes at the same time.
10. Click **Submit Changes**.
11. You have registered successfully when you see “Web Registered” under the Current Schedule
12. Status.

*Note: To view your course schedule, click the **Student Services** tab at the top of the screen. Click on **Registration**, then **My Schedule**. You can also view and purchase your textbooks online by clicking the “**Order Books For Your Registered Classes**” link on the top of the registration screen.*

How to Drop a Course

1. Follow steps 1-8 from above.
2. Select **Web Dropped** from the Action column. The end of the first week of classes is the last day to add/drop course (see Academic Calendar: fau.edu/registrar/registration/calendar.php).
3. Please be guided by the Academic Calendar for the last day to withdraw from a course without receiving an “F” in the course.

How to Pay your Tuition and Fees

1. Log into MyFAU: myfau.fau.edu.
2. Click **FAU Self-Service** on the left side of the screen.
3. Click **Student Services**.
4. Click **Student Account**.
5. Select **Account Summary by Term** (select the applicable term).
6. Click the **Pay Your Bill or Review Your Statement** to pay by credit card or web check.
7. Click **Make Payment** button

Note: You can also make payments by mail or by using the drop box on the Boca Raton Campus. If paying by check or money order mail to Florida Atlantic University. Payments should be addressed to FAU, Cashier’s Office, Student Support Services-Bldg. 80, 777 Glades Road, Boca Raton, FL 33431. Please make the check payable to Florida Atlantic University and include your student ID number, name, address and telephone number on your check; checks must be made out correctly to be considered on time. The postmark on your payment will be used to determine timeliness of the payment. If you would like to submit your payment in the drop box, it is located at the Cashier’s Office in the Student Support Services Building (SU-80, First floor) on the Boca Raton Campus.

How to Obtain a Parking Permit

1. Log into MyFAU: myfau.fau.edu.
2. Click on **Parking Permits**.
3. Click **Purchase Permits**.

Note: Students should wait at least 24 hours after registering for classes before purchasing a parking permit.

How to Access Canvas

Canvas is a web-based course-management system that allows instructors to put their syllabi, lecture notes, and assignments online for students to access at any time. It also includes interactive features, such as discussion boards and virtual chat rooms, which enhances communication between students and faculty.

1. Go to the FAU home page: canvas.fau.edu
2. Enter your FAUNet ID and password.
3. Click **Login**.
4. The **Dashboard** section lists the courses you are enrolled in that utilize the Canvas system.
Note: not all courses participate in the Canvas system.
5. Click on the course link to view specific course information.
6. The left section of the page provides information available about your course (Announcements, Course Information, Assignments, etc.).

Note: There is a free Apple and Android Mobile Application for Canvas Student which grants access to most full website features. Search Canvas Student to download.

How to Obtain an Owl Card

The OWL Card is the official photo identification and debit card for the Florida Atlantic University community, and it is required for all students. Your OWL Card also acts as your library card, dorm building key and ticket to events. If you are a former FAU student and still have your old OWL card, you will need to obtain a new OWL Card; your OWL Card may have been deactivated. In addition, ALL students need an OWL Card to access the University Library research article data-base on a non-university computer.

1. To obtain an OWL Card, you will need a photo ID and be registered for at least one course within the current semester.
2. OWL Card Services are available on most campuses. To view locations and hours of operation
3. visit: fau.edu/business-services/owl-card/locations.php.
4. **Online Students:** To obtain an OWL Card, complete the Distance Learning OWL Card Request form at: fau.edu/business-services/forms/distance-learning-student.php.

General Information

Student Communications

University-wide Communications:

FAU News Desk

<http://www.fau.edu/newsdesk/>

Part of FAU's Division of Public Affairs' Media Relations, News Desk monitors the press for the university and reports it on a regular basis.

University Press (newspaper)

upressonline.com/

University Press is a student-run, weekly newspaper distributed free to FAU students. The newspaper is printed and distributed throughout six campuses and contains information on special events, activities, and other happenings.

Owl Radio (WOWL)

fauowlradio.com/

Owl Radio is a College/University radio station with an Internet live broadcast from FAU. Visit the website to see the program schedule, events, and sports schedule.

Graduate College Communications:

Graduate College eNews

Graduate College eNews is a newsletter, shared by email each month. We share upcoming events, information on funding, graduate school tips, graduate student and faculty achievements, messages from the dean, and more. The primary audience is the FAU graduate student population. Graduate College eNews is available online; please visit the Graduate College website to view past issues.

Email

The Graduate College (graduatecollege@fau.edu) sends out periodic emails to currently enrolled graduate students spanning a variety of topics, including deadline reminders, event invitations, and graduate student workshops and programs.

Social Media

Follow us on Facebook (FAU Graduate College), Twitter (@FAUgradcollege), and Instagram (@FAUgradcollege) for updates and reminders about deadlines, events, opportunities for graduate students, and much more. Graduate Assistantship positions and information about scholarships are also posted regularly.

Website

The Graduate College website, fau.edu/graduate is the hub for all Graduate College communications.

Bookstore

There are bookstores on the Boca Raton and Davie campuses; the Jupiter campus bookstore is a pop-up location with certain days/hours during the semester. Students may purchase academic materials or FAU athletic apparel on campus or online. Additional information about the campus bookstores is located at: bkstr.com/faustore/home.

Night Owls

Are you on the Boca Raton Campus late at night and walking alone? Contact Night Owls to help you get safely to your car or class. The Night Owls program was created by the Student Government to promote student safety on campus after dark. This program (separate from campus police) employs trained students to help ensure the safety of those on campus at night. The Night Owls program is operated between 7:00 p.m. and 2:00 a.m. Monday-Thursday and 7:00 p.m. and 11:30 p.m. on Fridays. Call Night Owls at (561) 297-NOWL (6695) to have someone safely escort you to your destination.

On-Campus Employment

There are a number of opportunities for graduate students to work on campus. Interested students should check with Human Resources, Student Employment, the Financial Aid Office and their individual departments. To be eligible for work-study positions, a Free Application for Federal Student Aid (FAFSA) form must be completed. Many departments offer graduate assistantships (research, teaching, and general graduate assistantships) for their graduate students; refer to page 19 for more information on assistantships.

Email

All FAU students are assigned an FAU email address. Please note the FAU email address is the official email address and the ONLY email address utilized by the University for communication with students. Students should check their FAU email address on a regular basis. Student email can be accessed through the following link: myfau.fau.edu/.

Change of Address

Students are responsible for maintaining current address information for communication with the University. Students may also specify whether they want their information released to the directory. Address information can be changed and updated via myfau.fau.edu. Enter the Self-Service portal, then click on Personal Information, then Update Addresses and Phones.

Registration

The course schedule is available approximately two weeks prior to registration for each semester. It includes, but is not limited to, information on courses, sections, meeting times and room assignments. The course schedule is subject to change without notice. The online schedule of classes shows the course availability and can be accessed through either of these websites:

fau.edu/registrar/ OR myfau.fau.edu.

When registering, keep the following in mind:

- Administrative holds must be cleared prior to registering and can only be cleared by the FAU office that issued the hold. Be sure you contact the appropriate office for assistance in removing registration holds. To check holds login to your myfau.fau.edu account and click the **FAU Self-Service Portal**. Then click **Student Services**. Next click **Student Account**. Then **View Holds**.
- Students with outstanding fees will not be allowed to register until payment is rendered.

For information regarding deadlines to pay tuition/fees or last day to add/drop courses without being fee liable, visit the Controller's Office website at: <http://www.fau.edu/controller/student-services/index.php>.

Graduate Student Course Load

Fall and Spring Terms: Graduate students registered for a minimum of 9 credits are considered full-time, registrations for 7 credits are considered 3/4-time, and registrations for 4.5 credits are considered half-time. Exceptions are noted below.

Summer Terms: Graduate students registered for a minimum of 6 credits are considered full-time, registrations for 4.5 credits are considered 3/4-time, and registrations for 3 credits are considered half-time. Exceptions are noted below.

Please Note: Graduate students who hold an assistantship position and are in their last semester and/or enrolled in approved coursework (for example, thesis, dissertation, advanced research, directed independent study, internship, practicum, etc.) remain eligible for full (100%) tuition benefits. The Graduate College will verify enrollment status for graduate tuition waivers by reviewing course registration and communicating directly with academic departments as necessary (Form 14 is no longer used).

Parking and Transportation Tips

All FAU students, faculty and staff are required to have a parking decal to park at any FAU campus. Parking decals and permits are only available online through MyFAU. The link to Parking and Transportation is found under the Money Matters! icon in MyFAU: myfau.fau.edu/. Visit the department website for additional information: www.fau.edu/parking/.

Note: Students should wait at least 24 hours after registering before purchasing a parking decal.

With a student population of over 30,000, finding available parking can be a challenge. The following tips will help make parking on campus easier:

- Allow adequate time to park and walk to your destination, as parking lots can fill up fast (especially during the fall and spring semesters).
- Be flexible in your choice of parking locations. Don't pick a "favorite" parking spot and always go to that location. Know your options regarding on-campus parking and always have a back-up plan.
- Be willing to walk a moderate distance to get to class.
- Pick a central location and park for the day. Driving around campus between classes searching for parking can be stressful. Once you've found a parking spot, plan on leaving your car there and walk from building to building to attend your classes. Your heart will benefit from both the exercise and the reduced stress!
- Know which parking lots are available to students. Most of the parking lots on the main FAU campus are "All Decal" lots and can be utilized by anyone with a current parking decal. Look for blue signage to identify the "All Decal" lots.
- Use the OWL Express Shuttle Service when on the Boca Raton campus – Please download our interactive map for a real-time location of our shuttles: <http://fau.etaspot.net/>
- Consider alternative means of transportation. FAU offers free transportation through the city of Boca Raton from the Administration Building 10 to the Boca Raton Tri-Rail station located on Yamato. Parking and Transportation now offers a Carpool Parking program, fau.edu/parking/services.php, with reserved parking for participants.
- Blue Light Phones. For emergency help of any kind, do not hesitate to use the Blue Light phones mounted on bright yellow poles. Blue Light phones are located in all parking lots and throughout each FAU campus.
- Keep your cool. The most important thing to remember when parking on any campus is to stay calm; there will be days you have trouble finding parking.

Parking and Transportation Tips

Following are campus-specific parking tips for Davie, downtown Ft. Lauderdale, Jupiter and Boca Raton (main) Campuses.

Davie

The Davie campus has two entrances: College Avenue (main entrance) and Davie Road entrance. The College Avenue entrance offers the closest access to the FAU buildings with parking lots available on both sides of the road from the College Avenue entrance. If the parking lots are full, continue east to the overflow area to locate additional parking.

Traffic and activity on the Davie campus peaks Monday through Thursday before and after the following class times:

- 9:30 a.m. to 12:20 p.m.
- 4:00 p.m. to 7:00 p.m.
- 7:00 p.m. to 10:00 p.m.

Downtown Ft. Lauderdale

Parking is available in the City of Ft. Lauderdale parking garage on the sixth and seventh floor. The parking garage can be accessed from either the SE First Avenue entrance or the SE Second Avenue entrance. After 5 p.m., student parking is available at the ground-level lot accessed from the SE First Avenue entrance. Mondays are the busiest days for traffic and activity at the downtown Ft. Lauderdale campus. A valid OWL card is required to gain entrance to the parking garage and parking lot.

Jupiter

The city of Jupiter hosts several special events during the year that impact traffic around the Jupiter Campus. During special events such as Arti-Gras, the Italian food festival, classic car and bike shows, and spring training at Roger Dean Stadium, traffic becomes very congested around Parkside Drive, Central Boulevard, and Main Street and is occasionally re-routed. It is best to allow additional time to get on and off campus during these special events.

The Jupiter campus' Lifelong Learning Society (LLS), fau.edu/ljsjupiter holds several sessions during the academic year and has an impact on parking. Allow additional time to locate parking during the times the Lifelong Learning Society is in session.

Parking and Transportation Tips

Boca Raton

The Boca Raton Campus has five entrances. Instead of joining the daily crowd at the Glades Road entrance every day, head for one of the other entrances located at NW 13th Street, NW 20th Street, or Spanish River Boulevard. The least-used entrance is the two-lane road just east of the main Glades Road entrance — it is adjacent to the pond and fountain.

Additional tips for parking on the Boca Raton campus:

- Use the OWL Express Shuttle Service. Parking and Transportation provides a free shuttle service on the Boca Raton campus, making several stops along the campus perimeter.
- Try to avoid the area around the A.D. Henderson University School during peak traffic times. The school is located on the east area of the campus near the 20th Street entrance. Traffic peaks from 7:00 a.m. to 8:00 a.m. and again from 2:15 p.m. to 3:00 p.m. daily.
- The parking lots closest to the classroom buildings fill quickly. However, parking is often available in parking lot 5 — the long, narrow lot on the north side of campus, across from Palm Beach State College.
- Avoid parking lots 15 and 16, unless you have to transact business in the Student Support Services building. Parking lots 15 and 16 are always crowded because of the number of people who frequent the Student Union and the large number of employees who work in the Student Support Services building and the Student Union.

Graduate Student Requirements

The graduate student experience is different from that of an undergraduate student. It is important for graduate students to manage their academic careers and stay knowledgeable about current graduate requirements and guidelines. It is beneficial for students to familiarize themselves with these requirements early in their course of study. Doing so enables students to progress seamlessly toward their degrees while maintaining full compliance with University graduate student requirements. For assistance with graduate policies, please contact your academic department or the Graduate College.

Academic Policies and Regulations

There are a number of University regulations that govern graduate education at FAU. The online University Catalog is the most comprehensive resource regarding University, college-specific, and graduate degree program information. At a minimum, graduate students should review “Additional Policies for Graduate Students” under Academic Policies & Regulations and “Graduate Degree Requirements” within the Degree Requirements section. These sections can be found under the catalogs General Information section. Visit the Registrar’s website at fau.edu/registrar to access the University Catalog.

Continuous Enrollment: Graduate students are required to enroll for at least 1 credit during at least two semesters (fall, spring or summer) of every academic year in order to remain eligible for the degree. Students who have been admitted to candidacy normally should enroll in the Thesis (6971) or Dissertation (7980) course in their departments. Those who have not yet been admitted to candidacy, but do not need to take additional courses, should enroll in an appropriate Directed Independent Study course or Advanced Research course.

Students who fail to maintain continuous enrollment, as defined above, lose their eligibility for the degree. In such cases, students are required to submit a new application and pay a new \$30 application fee. In addition, students may be required to register for additional credits of Directed Independent Study, Thesis or Dissertation in an amount equal to the number of such credits missed while not continuously enrolled.

Satisfactory Academic Performance and GPA: To remain in good academic standing, each graduate student at Florida Atlantic University must maintain a satisfactory record. The minimum University-wide, cumulative GPA requirement for degree-seeking graduate students is a 3.0. Note: Individual graduate programs may specify more stringent or specialized requirements beyond this minimum requirement.

Note: Individual degree programs may have stricter requirements for maintaining satisfactory academic performance and these requirements must be met. There is also no grade forgiveness policy for graduate students.

Honor Code, Irregularities, and Student's Academic Grievances

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of ethical standards as it interferes with the University mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Students with a grievance against an instructor regarding academic matters should follow the Academic Grievance Procedure under the Academic Policies and Regulations section of the University Catalog.

Plan of Study

After enrolling in a degree program at FAU, all degree-seeking students are required to complete a Plan of Study (POS) online. A POS is a list of all courses a student is required to take to meet the requirements for their degree. It serves as a contract between the student and FAU by clearly communicating the courses needed to obtain their graduate degree. Typically, a POS is submitted no later than halfway through their required coursework and before enrolling in thesis/dissertation credits, if applicable. Students must have an approved POS on file with the Graduate College prior to the term they intend to graduate. All students receive electronic confirmation when their POS is approved by the Graduate College.

Plans of Study are submitted online through the MyPOS system. To access the online MyPOS system:

1. Log in to your **MyFAU** account: myfau.fau.edu.
2. Click on the **MyPOS** icon.
3. Follow the prompts.

The Degree Completion staff at the Graduate College can answer your questions about MyPOS. Email graduatesupport@fau.edu, call 561-297-2203, or visit Building SU-80, Suite 106 for assistance.

Graduate Student Resources

Student Support

The Graduate College offers workshops, events, and resources to assist graduate students throughout the course of their studies. Some of the regularly scheduled workshops include: Developing and Formatting Thesis and Dissertations, Three Minute Thesis (3MT®) Competition, and GPSA Research Day. There are various other professional and personal development workshops offered to students throughout the year. For a list of upcoming workshops, please visit: fau.edu/graduate/events/index.php.

Financing Your Education

Fellowships

The Graduate College administers the application and award process for several graduate fellowships. Please visit the Graduate College website to view a comprehensive list of fellowships available to FAU graduate students: fau.edu/graduate/current-students/fellowships-and-awards.php.

Scholarships

Three-Minute (3MT®) Thesis Competition Scholarships (fau.edu/graduate/3MT.php)

An 80,000 word thesis would take 9 hours to present. Their time limit...3 minutes. The goal of the 3MT® competition is for FAU graduate students from all departments and colleges to cultivate the ability to explain their research, including both breadth and significance, in a language appropriate to an audience containing both specialists and non-specialists. Graduate students must present their research in 3 minutes and are allowed one PowerPoint slide, but no other resources or props. Students compete in a heat specific to their discipline; the First Place, Runner-Up, Second Runner-Up, and People's Choice winners from each heat advance to the Championship. Scholarship prizes up to \$2,500 are awarded to both Heat and Championship winners. Audience members determine the People's Choice winner by electronic ballot at each Heat and at the Championship.

Information regarding the above-mentioned scholarships can be found on the Graduate College website.

Financial Aid

Graduate students may qualify for a need-based Florida Atlantic University Graduate Grant (FAUGG) by applying for aid through the **FAFSA**. Funds are limited and awarded based on the availability of funds, so early completion of the FAFSA is encouraged. Submit your **FAFSA** early. The FAU priority deadline is January 1st each year. Graduate students may be eligible for Federal Work Study, Federal Direct Unsubsidized Loans, Federal Graduate Plus Loans, Fellowships, Assistantships and tuition-reimbursement. Graduate students are NOT eligible to receive certain grants, such as the PELL, SEOG and FSAG grants.

Assistantships

Graduate Assistantships are a way for graduate students to finance their educational studies at Florida Atlantic University. Assistantships are intended to attract high quality, degree-seeking students and provide them with professional experiences while at FAU that will prepare them for their future work. For a position to be classified as a graduate assistant and for the employee to be eligible for tuition benefits, the duties performed must directly contribute to the graduate student's program of study. The graduate assistant must perform duties under the supervision of at least one faculty member and/or University employee experienced in the discipline.

The University offers assistantships to enrolled, degree-seeking graduate students as follows:

- **Graduate Teaching Assistantship (GTA):** Graduate Teaching Assistants are responsible for assisting faculty members with teaching, course preparation, grading assignments, and activities related to the student's academic program such as, but not limited to, teaching an undergraduate level course, co-teaching, tutoring, being a classroom assistant or teaching lab assistant, or other roles directly related to classroom or laboratory instruction.
- **Graduate Research Assistantship (GRA):** Graduate Research Assistants perform research duties under the supervision of an appropriate faculty member or FAU administrator. Such research duties may include, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, collecting data, analyzing data using software analysis programs, data presentation, and/or writing draft research reports. For some Graduate Research Assistant positions, special qualifications may be required, such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research.
- **Graduate Assistantship (GA):** Graduate Assistants may be employed in any administrative unit of the University that performs professional duties outside of teaching or research assignments. Duties performed must directly contribute to the graduate student's program of study. It is the responsibility of the hiring unit to ensure duties of the position complement the degree program; however, for students employed in non-academic offices, prior approval by the Dean of the Graduate College is required.

The process of obtaining an assistantship is competitive. Assistantships are available in many academic departments and administrative offices, although availability varies by the field of study, type of degree, and degree level. Students interested in applying for an assistantship should contact their graduate programs directly. Some general assistantship opportunities may be posted on the [FAU Graduate College's Facebook Page](#) and on the Human Resources [Employment Opportunities Page](#).

Compensation for assistantships includes a partial or full tuition waiver and a stipend. For more information about graduate assistantships, please see the Tuition Benefits Policy for Graduate Students: fau.edu/graduate/tuition-benefits/index.php.

Important Note: *Tuition waivers may reduce financial aid awards and it is the student's responsibility to notify the Office of Student Financial Aid.*

FAU Organization Listing with Descriptions

Counseling and Psychological Services (CAPS) (fau.edu/counseling/)

FAU Counseling and Psychological Services provides caring, confidential counseling free of charge to currently enrolled students at offices conveniently located on the main Boca Raton campus, the Davie campus, and the Jupiter campus. CAPS also provides several workshops each semester specifically for graduate students, as well as an Older Student Understanding Self and Others Group. Please visit their website for additional information and resources.

Dining Services (dineoncampus.com/fau)

Chartwells operates on-campus dining for FAU and offers a wide variety of food choices. The dining services website provides detailed information about campus dining options, hours of operation, places to eat, menus, recipes, and even nutritional information. Visit their website to learn more. A commuter meal plan is also available at the Boca Raton campus. For more information about the commuter meal plan, visit their website.

Division of Research (www.fau.edu/research)

So, you want to get support for your graduate research project and apply for a graduate student fellowship? – Great! The Division of Research is available to help you.

- The **Office of Research Development** helps with finding a fellowship opportunity, makes sure you understand the requirements to write and submit the fellowship, and assists in specific parts of the proposal, such as the mentoring portion and boilerplate language of available resources.
- The **Office of Sponsored Programs** then helps develop a budget and makes sure all components of the grant are present before submitting the application on your behalf.
- The **Office of Research Integrity** will ensure that you have all documentation in order to show that you have performed the required [Responsible Conduct of Research](#) (RCR) training. If you are working with animals or human subjects, they will assist with the regulatory paperwork required for this.
- The **Office of Research Accounting** will set up your account(s) after the award has been made and assist with invoicing. They will be available to make sure that your budget and spending of funds available on the fellowship are in compliance with regulations.
- The **Research Core Facilities** supports your research by providing access to major equipment or services that is not available to an individual researcher (e.g. statistics, cell imaging, animal facilities). They can also assist in scheduling this type of service and providing language for your grant application.
- The **Office of Comparative Medicine** provides services related to animal housing, procedures and welfare, and is one example of a core facility.

If, instead, you have a unique idea that you think can be commercialized, we have a number of different mechanisms to support your idea(s) toward commercial development. These include:

- A National Science Foundation funded **I-CORPS Program** for those interested in commercializing research;
- A Launch Competition through **FAU Tech Runway** to accelerate tech development and incubate startup companies,

- The **Office of Corporate and International Relations** that serve as a single point of contact to connect with Industry.
- The **Office of Technology Development** will work with you to protect your intellectual property (such as patents, copyright and trademark)
- The **Small Business Development Center (SBDC) at FAU** can offer professional consulting and training to help your business grow.
- Access to the **Research Park at FAU** which is home to many tech and research-based organizations.

Visit the Division of Research website or email fau.research@fau.edu with any research related question.

FAU Libraries (fau.edu/library)

The following campuses all have libraries: Boca Raton, Davie, Ft. Lauderdale, Harbor Branch, and Jupiter. There are numerous library resources and programs available to FAU students, many of which may be accessed online. Be sure to check out the numerous tutorials, webcasts, and virtual tours offered online ranging from accessing the library services to organizing your research.

S.E. Wimberly Graduate Student Lounge

A graduate student lounge is available for graduate students on the Boca Raton campus, S.E. Wimberly. The lounge is located in LY 245, and features restricted card access for graduate students, four study rooms, white boards, a conference table, and open space that will include two PCs, two Mac computers, and soft seating, all courtesy of the Wimberly Library. Graduate students, including Medical students, have access to the Graduate Student Lounge located on the second floor west in the library. Please swipe your Owl Card for access using the instructions posted outside of the lounge.

Graduate College (fau.edu/graduate)

The Graduate College is the central unit that handles all administrative aspects of graduate education at FAU. Charged with promoting quality graduate education across multiple campuses, the college works in conjunction with the University Graduate Council, Faculty Senate, and the individual college deans to ensure academic standards are maintained. The Graduate College is responsible for coordinating graduate recruitment efforts, processing graduate student admissions, facilitating graduate programs and workshops, ensuring university policies are followed, distributing tuition benefits to graduate assistants, awarding fellowships, certifying all degree requirements are met for graduation, and awarding graduate degrees.

Center for Global Engagement (www.fau.edu/global)

The Center for Global Engagement established in 2016, represents a joint initiative between the Office of the Provost and the Division of Student Affairs and Enrollment Management and located on the Boca Raton campus. The Office of Education Abroad, International Services and the Intensive English Institute are housed under the umbrella of the Center for Global Engagement. Other aspects of the Center include immigration compliance, foreign credential evaluation, sponsored student support, international recruitment support and serving as the liaison to the Global Student Success Program. Learn more about the Center for Global Engagement on their website.

Office of the Associate Vice President and Dean of Students (fau.edu/dean)

The Office of the Associate Vice President and Dean of Students serves as a resource to any student needing assistance in matters of general welfare and/or information about FAU. The Office provides assistance and referrals to student and academic services as deemed appropriate, and oversees the following:

- Beyond Food
- Exceptional Circumstances (Medical) Withdrawal Process
- Student Code of Conduct
- Faculty Resource – Responding to Classroom Disruption
- Publication of Student Handbook
- Reference/Discipline Clearance
- Student Crisis Intervention
- Student Leadership
- Victim Services

Office for Student Conduct and Conflict Resolution (www.fau.edu/studentconduct)

The purpose of the Office for Student Conduct and Conflict Resolution is to support the educational mission of the University by administering the Student Code of Conduct

(http://www.fau.edu/regulations/chapter4/REGULATION%204%20007_6%2023%2015%20Clean%20Copy%20rev%2012.16.pdf) and to aid students in the development of essential conflict resolution skills.

Utilizing best practices related to transformative justice, educational sanctioning and conflict resolution techniques, the office encourages accountability for actions while focusing on the restoration of any harm done to individuals and/or the community. The mission of the Office of Student Conduct and Conflict Resolution is to promote a safe and secure university community of civility, integrity, and student development, as well as responsible, healthy behavior.

The office fulfills this mission by:

- Developing, disseminating, interpreting, and enforcing the Student Code of Conduct
- Educating students about their rights and responsibilities as university community members
- Supporting students during these experiences in an effort to foster maturity, independence, confidence, and conflict resolution skills
- Encouraging students take responsibility for their own actions and to model global citizenship
- Offering educational and leadership opportunities for students who participate in the operation of the Student Conduct process

The Office of Student Conduct and Conflict Resolution is responsible for investigating alleged violations of University Regulations and Policies and for implementing the student conduct process. Students, faculty, and staff can report concerns and alleged violations of the Student Code of Conduct via the following online link: https://cm.maxient.com/reportingform.php?FloridaAtlanticUniv&layout_id=0. Individuals may also contact the Associate Vice President and Dean of Students Office to discuss options available for reporting incidents to the appropriate authorities.

FAU Student Accessibility Services (fau.edu/sas/)

Student Accessibility Services (SAS) provides academic support services and accommodations for FAU students with documented disabilities. Students must be registered with SAS to receive authorized academic accommodations from the University. The SAS has offices on three campuses: Boca Raton, Davie, and Jupiter; however disability services are available for students attending any FAU campus. For students looking to get involved, the SAS also has volunteer opportunities available. For additional information on volunteering or SAS services, please stop by the Boca Raton campus office or visit the SAS website.

Center for Inclusion, Diversity Education, and Advocacy (fau.edu/diversity)

The Center for Inclusion, Diversity Education, and Advocacy (IDEAs) highlights the experiences of traditionally marginalized groups through intentional interactions aimed at fostering awareness and cultivating new perspectives. By offering quality programs and educational opportunities to all students, we create a campus climate that values differences and promotes equity. The center is comprised of the following four offices:

The Office of Hispanic/Latinx Initiatives and FUTUROS Success Program aims to connect Hispanic/Latinx students to support services, resources and programs that prepare them for academic success and future careers. The FUTUROS Success Program provides Hispanic/Latinx students with services and resources such as advising, mentorship, financial assistance, and career services.

The Office of LGBTQ+ Initiatives and Allyship seeks to create an affirming and equitable campus climate for Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Ally (LGBTQ+) students. We provide training, educational, and social programming to FAU students, faculty, and staff. The office aims to foster a visible network of support by coordinating inclusionary efforts across campus.

The Office of Diversity Education and Training aims to foster an inclusive environment through diversity and inclusion training and educational programs. The office collaborates with units across the university to create an institutional climate of inclusive excellence that promotes awareness, social justice, and advocacy.

The Office of First-Generation Student Success serves as a referral hub to the various services that exist to inspire and assist first-generation students at Florida Atlantic University, including academic support, advising, financial assistance and scholarships, mentorship, and the “First and Proud” registered student organization.

The Center for Inclusion, Diversity Education, and Advocacy
Bldg. UN 31, Room 206
Monday – Friday 9 a.m. - 6 p.m.
www.fau.edu/diversity
ideas@fau.edu

Student Employment Office (fau.edu/hr/Student_Employment/index.php)

Student Employment is administered through Human Resources. Please visit their website for regulations governing student employment at FAU.

Office of the Registrar (fau.edu/registrar)

The Office of the Registrar is responsible for student records at FAU from registering for classes and processing grades to issuing transcripts. In addition to student record-keeping, the Office of the Registrar also coordinates the academic calendar, class scheduling, and commencement. The central office is located on the Boca Raton campus with additional office locations on the Davie, and Jupiter campuses. See their website for a complete listing of services and office hours.

Student Affairs (fau.edu/student)

The Division of Student Affairs offers a wide range of opportunities for students to become active participants on-campus and beyond. Please visit their website to learn more about involvement and activities on all FAU campuses.

Student Health Services (fau.edu/shs)

Student Health Services provides high-quality, affordable and accredited healthcare to registered FAU Students at the Boca Raton, Jupiter, and Davie campuses. Our student-focused services offer a primary care solution to both commuter and residential students. We believe that a student's health and their ability to thrive academically are closely linked. It is the goal of our dedicated team of professionals to provide caring, confidential health and dental care and credible health information to help our students stay healthy, graduate on time, and establish lifelong health habits. Students who pay the FAU health fee are eligible for services and have access to our self-pay discounts. No payment is required at the time of service; any charges will be sent to your student account. Insurance is not required to use Student Health Services, but we are in network providers with a number of major insurances. Check our website for a complete list. Please schedule an appointment today, or stop in to visit your campus medical, women's health, or dental (Boca campus only) clinic.

University Police (fau.edu/police)

The Florida Atlantic University Police Department encompasses a full-service police department with a 24-hour dispatch. All FAU police officers have met the training requirements and the continuing education requirements mandated by state statute for all Florida police officers. In addition, all officers receive advanced, ongoing training that goes above and beyond the minimum requirements. Many of our officers hold advanced or specialized certifications. Officers are responsible for enforcing Florida criminal and traffic statutes, as well as FAU rules and regulations. The safety and well-being of the University community is our top priority and is achieved through a strong presence based on a community-oriented policing model. The University Police website, contains information on services, crime prevention, campus safety tips and victim services.

Weppner Center for LEAD and Service-Learning (fau.edu/leadandserve/)

If you are looking to get involved at FAU, the Weppner Center for LEAD and Service-Learning website is the ultimate tool for finding volunteer opportunities at FAU: fau.edu/volunteer/Volunteer/VolunteerOpportunities.php. Interested students are also encouraged to stop by the office, located on the Breezeway in Room 224.

Student Clubs and Organizations

This is a partial listing of the numerous student organizations available at FAU. Many of the graduate degree programs and colleges have program-specific student organizations that may also be of interest; check with your individual college to learn more.

Graduate and Professional Student Association (fau.edu/sg/programs/university-wide/gpsa/)

The Graduate and Professional Student Association (GPSA) is an active body of students providing representation for FAU's graduate student population. The GPSA works to enrich the graduate student experience by providing academic support resources, social programming, networking opportunities and sponsoring graduate student travel to conferences. Simply by being a graduate student, you are a member of the GPSA. The GPSA's main office is located on the Boca Raton campus in the Student Union building in Room 234. There are also GPSA directors and offices on the Jupiter and Davie campuses. **The GPSA is one of your best resources for active engagement with other graduate students at FAU.** Visit the GPSA website to find information on upcoming events, student travel funding and available graduate assistantships at FAU.

Campus Recreation

Campus Recreation creates movement and engagement opportunities that enhance the social and physical well-being of the FAU community. All facilities and programs are available to FAU students with a valid Owl Card. Please visit our website for a full list of programs and services.

<http://www.fau.edu/campusrec>

561-297-4512

<http://www.fau.edu/campusrec/broward/>

954-236-1018

FAU Athletics (fausports.cstv.com)

FAU Athletics is the most comprehensive source for FAU Sports. FAU students have **free** admission to all FAU athletic events with a valid Owl card.

Student Activities and Involvement

fau.edu/involvement

561-297-3735

FAU Glossary of Terms

Following is a list of terms and acronyms commonly encountered at FAU:

Terms	Explanation
APP	Academic Progression Plan
BOG	Board of Governors. The State University System's Governing Board.
BOT	FAU's Board of Trustees
Breezeway	One of the main walkways on the Boca Raton campus. On this north- south route, students will see a BB&T branch, classrooms, eating facilities, the Alumni Center, and the Recreation Center. The Breezeway serves as the gateway to Innovation Village.
CDSI	The College for Design and Social Inquiry
CMP	Center Marketplace — one of FAU's dining centers
FAU Self-Service	The online system, accessed by students through MyFAU, is used to manage records, register, order transcripts, process payments, etc.
GA	Graduate Assistant
GPSA	Graduate and Professional Student Association
GTA	Graduate Teaching Assistant
HBOI	Harbor Branch Oceanographic Institute (Fort Pierce campus)
Innovation Village	FAU's recreation, residence, and retail center on the north side of the Boca Raton campus.
OIT	Office of Information Technology
MyPOS	Online Plan of Study
GRA	Graduate Research Assistant
RCR	Responsible Conduct of Research
SeaTech	The Institute for Ocean and Systems Engineering (Dania Beach campus)
SITA	Seminar for International Teaching Assistants
SUS	State University System, Florida's 11 public universities
T&D	Thesis and Dissertations
UGC	University Graduate Council