Communication is Key!

This overarching message cannot be emphasized enough - communication IS key, whether it is via UC email, on the phone, through ANGEL, or in person. Reacting to and questioning content being taught in a course helps the instructor know that you comprehend the material and are thinking critically about the information you are learning. If you are struggling with course material, reach out to the professor so she or he can assist you - do not wait for the instructor to realize you are having problems. Maybe "life is getting in the way" such as issues with work, finances, health, or family. Contact your professor immediately if the situation is likely to impact your coursework. If you need to take time off from school in order to resolve such issues, a Leave of Absence policy exists to assist you, and it will stop the 6-year "clock" in which you must complete your degree. Remember, as a graduate student you must be enrolled in credit-bearing courses, 997/998 Continuous Student Enrollment, or on an approved leave of absence.

Communication with others at Utica College besides your professor also may be important. Of course we hope this never happens, but should you have a conflict with a professor, please contact your Program Chair/Director. You also may contact the Office of Graduate Studies or the Office of Online and Extended Studies to discuss your situation and talk through possible solutions. The Office of Graduate Studies is available to advocate for you, explain policies and procedures, and help you navigate the system. If you face challenges affecting your studies at Utica College, please talk with someone as early as possible about your situation so we can work with you to resolve it most effectively. A number of responsibilities accompany being a graduate student, and increased communication is just one of them!

Important Dates

Please note the upcoming deadlines:

November 2 - Last day to withdraw from a full term 16 week class without penalty

November 12 -
Registration for Spring 2013 opens

November 21-23 -
Thanksgiving recess, offices will be closed

November 26 - Last day to withdraw from a D2 class without academic penalty

Don't Forget to Pay Your Bill!

As a reminder, Utica College no longer mails paper bills to students. Account statements can now be viewed, downloaded, and paid online through a secure network. In addition to paying a bill, students will be able to view all account
Writing Tips and Resources*

Writing graduate-level papers, including your thesis or capstone project, can be challenging and stressful. Help is here! Look for this recurring column for tips to help relieve some of the stress and prepare you for writing any academic writing.

Utica College (UC) has an account with Smarthinking and every student, online and campus-based, has access to this tool. Smarthinking is an online tutoring service where students can submit papers for feedback. It is an on-demand student support website that provides live writing tutors as well as an asynchronous writing lab where students can submit papers for critique in order to strengthen their writing.

From a paragraph to a section of your thesis or capstone project, Smarthinking tutors can assist students with grammar skills to composition. Please be aware that responses can take up to 24 hours. Students who live near UC’s campus can use a similar face-to-face service through the Utica College Writing Center.

As mentioned in a previous article, the guidelines for the formatting and submission of your culminating academic paper have been revised to hopefully make the process a little easier. These new requirements can be found on the Office of Graduate Studies (OGS) website. There is also a page on tips and resources to assist you with your writing and a Word document template already formatted to the requirements for thesis/capstone project specifications.

If you have a specific question or are interested in a certain topic to be addressed in this column, please email the Office of Graduate Studies. To get you in the mood to write your culminating academic paper, check out this upbeat video!

*Enter to Win!!
Submit a clever title for this recurring column and be entered in a drawing for a $25 gift certificate to the UC Bookstore. You may submit up to two entries or suggestions from your UC email address (per UC policy) to ogs@utica.edu by November 16, 2012 to be entered into the drawing. Good Luck!