UTICA COLLEGE

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Grad Connect - News from Utica College

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GradConnect
Utica College's Graduate Student e-Newsletter

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Making the Move to Google Apps for Education

You may have heard UC is transitioning email and calendar services to Google. Students will receive a notification via UC email letting them know that their account is going to be migrated. During the transition students will need to use a temporary password to access their email (you will use this password for email, banner, library databases and logins with the exception of Angel and campus computer logins). The temporary password will be in your notification email. Once you begin using Google Mail, you can access your email at www.utica.edu/google. Please see the short online orientation to Google Mail; you will want to turn up your volume for the full presentation.

David Walter, UC graduate student in Cybersecurity and Graduate Assistant at the UC Help Desk, emphasizes that "the main thing you need to know during migration is your temporary password because you will need it to access not only your email but other UC systems as well." Initially Google Mail will look different and take some getting used to, but the layout is very customizable so you can tailor it to your own preferences. Google Labs are one way to customize your email and utilize experimental add-ons to make your experience even better.

Several handy features of Google are Chat, Hangouts (Video), and Drive, which allow for collaboration with other Gmail users such as professors and classmates. Google Drive allows a group to work on a project by housing documents "in the cloud" for easy access,

Important Dates

Please note the upcoming deadlines:

January 24 - Last day to submit a completed thesis or capstone project to be eligible for UCC 998-no fee Continuous Student Enrollment

January 30 - Last day to add or drop a 16 week course

February 11 - Last day to withdraw from a D1 course without academic penalty

February 22 - SOOT opens for D1 Classes

International Travel for

mobility and collaboration. David says he foresees Google Drive being useful because it "lets you access documents from anywhere with an internet connection so you do not need a flash drive."

You can also add other Google accounts such as a personal Gmail account so that they are only one click away. Calendars can be shared with other Google accounts and synced to your mobile device for on-the-go organization and easy access to multiple calendars in one place. The first week of migration will be an adjustment period, but once Google is tailored to your preferences, it has the potential to be a very useful tool for students. The Google information page has several helpful links on getting started such as *What's Different* and *Recommended Settings*.

Additional Benefits of Google:

- Your email address stays the same (e.g. username@utica.edu)
- Increased mail quota to 25 GB
- More "up time" (Google has so many servers that it experiences little "down time")
- No time-outs (you can stay on email and not get logged off)
- Conversation mode (grouping of messages and replies in one neat stack)
- Google is more compatible with mobile devices, making it easier to access email and calendars on the go! See www.utica.edu/ios or www.utica.edu/android for instructions.

The Write Idea: Choosing a Topic!

It has been said for centuries that "The journey of a thousand miles begins with a single step" (Lao-tzu, unknown). This statement certainly rings true for students beginning their thesis or capstone project. The single step, and possibly most crucial, in this case is to determine a topic. It is important to remember that a thesis or capstone project becomes the culmination of your education and academic experience; therefore it is important to choose a topic wisely and really enjoy it.

It might not seem like it now, but you are capable of completing your thesis or capstone project in a short amount of time. Most Utica College programs have specific courses that guide you through this process, typically over the span of one semester. Once you have chosen a topic, it helps to write out a timeline for completion. Many students feel it is beneficial to start with the date you anticipate graduating and working backwards from there, being sure to adhere to the graduation deadlines.

It is never too early to begin thinking about a thesis or capstone

Commencement?

Students who need documentation for a visa application so family can come to the USA for the commencement ceremony this May should email Daniel O'Toole, the Director of International Programs at Utica College. When emailing him please include your name, program of study, the name of the person(s) needing to enter the United States to attend Commencement, and their relationship to you. Mr. O'Toole will write a letter on Utica College letterhead with the relevant information and mail it to you, as the student, at your Utica College mailing address on file. Please note that this process can take at least two months.

This information can also be found on the Commencement website under the FAQ section.

Did You Know?

Virgil Crisafulli, an original member of Utica College's faculty is the author of *Reflections:The Early Years of Utica College.* Mr. Crisafulli describes life in post-war upstate New York. As some of you may know, Utica College was founded as a branch campus dedicated to educating war veterans returning home after WWII. Utica College still holds the title of Military-Friendly School by GI Jobs Magazine, a title held since

project topic. Throughout your coursework make note of anything that
is of interest to you then further delve into the topic through course
assignments and in conversation with the professor of the course,
your academic advisor, or your thesis or capstone project advisor.
Researching prospective topics early allows you to narrow your
subject down and gives you the ability to write your thesis or
capstone project in the time allotted per program.

If ever you get stuck or need some inspiration, there are many tools
and resources available to you. You can search the Utica College
Library database for previous theses or capstone projects to get an
idea of what past students have researched or just start Googling
keywords or phrases. If you need some guidance determining what
makes a good topic, here is a Youtube video to help you out.
Remember that the entire faculty and staff want you to succeed and
will do whatever they can to help!

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