Grad Connect – News from Utica College

Subject: Grad Connect – News from Utica College
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Grad Connect
Utica College's Graduate Student e-Newsletter

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Student Research Day Call for Abstracts

The Utica College Student Research Day will be held on Wednesday, April 25, 2012, from 2:30-4:00 p.m. in Donahue Auditorium (note that this is a date and location change). Undergraduate and graduate students are invited to submit a brief abstract of ongoing or completed research projects to present during Student Research Day. The deadline for submission is April 18.

This is a great opportunity for students to present the results of their research in a welcoming yet professional environment during several concurrent oral and poster presentations. Students from all disciplines are encouraged to participate, and the research can be part of a course (e.g., ANT 545) or an overview of your graduate Capstone Project or Thesis.

To receive the Call for Abstracts with submission guidelines, contact the Office of Graduate Studies. At this time interested students must be on campus to give an oral or poster presentation. For more information or if you have questions about the event, please contact Dr. Jennifer Yanowitz at (315) 792-2566 or Dr. Alyssa Thomas at (315) 792-2596.

Important Dates

Please note the upcoming deadlines:

March 19 - The Summer and Fall 2012 course schedule was released

March 30 - last day to withdraw from a 16 week class

April 1 - Preferred Deadline to file your FAFSA

April 1 - Deadline for August 2012 graduates to RSVP for Commencement to ensure name appears in program

April 9 - Registration for Summer and Fall opens

April 15 - Deadline to RSVP for participation
A Look at the Office of the Registrar

The Registrar's Office has a variety of critical functions such as keeping track of enrollment, grades, and degrees awarded. Although the office no longer facilitates course registration since that is done online via BannerWeb, they can provide registration assistance. The Registrar's Office can help if you receive an error when registering, handles course withdrawals (if dropping all courses or after the add/drop deadline), and registers students for tutorials and independent studies. Students can drop a class before the add/drop deadline (if it is not your only class) online via BannerWeb. They do not give out registration PINs; PINs must be obtained from advisers.

The Registrar's Office does all grade changes and grade inclusion/exclusion (for repeated courses). All transfer credit for graduate students is processed by the Registrar's Office. If a student wishes to take a class at another institution, prior permission must be obtained. The form to do this is available on the Registrar's Forms web page. The Registrar's Office also maintains the academic calendar and deadlines.

Students needing to verify their enrollment can do so by accessing their BannerWeb account under "Student and Financial Aid." Verification of enrollment is important for students wishing to stay on their parents' insurance or for students that have student loans they would like to keep repayment in a deferred state.

The Registrar's Office is also the holder of all official records, meaning they are the only office on campus with the ability to issue an official transcript or diploma. All transcript requests must be made in writing and take 3-5 business days to process. There's a form available on the Registrar's web site with the full instructions. The fee for a transcript is $5. In order to be eligible to receive a diploma, a student needs to fill out an Application for Degree and indicate the term in which they anticipate completing all degree requirements, including internships.

As you can tell, their largest responsibility is record-keeping. However if a student needs to contact the Registrar's Office for other services they should call (315) 792-3195, visit 121A White Hall, or email registrar@utica.edu. To view all the services provided by the Office of Registrar, please visit their website.

Useful Links

Course Schedule - Look up classes available and CRN numbers for registration

BannerWeb - To register for classes for Summer and Fall

Commencement - For all the information regarding the commencement ceremony

Cap and Gown - Ordering your cap, gown, and hood for commencement

Office of the Registrar - To view a list of services provided

Library - To view a list of services and access the online research database
E-Books Join Journals Online

When designing the Library, the staff wanted to create a space where visitors felt safe and comfortable to ask questions, conduct research, and study. The Library staff pride themselves on creating a friendly place and strive to keep restrictions to a minimum. The library provides many services, which are listed on their website, and these services are available to online and campus-based students. The staff within the library has worked very hard to ensure that every graduate student has access to the library resources. They are happy to speak with you via email, the phone, or in person.

To better serve Utica College students the Library has recently completed a project that has allowed over 450 carefully selected e-books to be added to the Library's online resources. Titles chosen for the Library's first e-book collection are from a variety of disciplines like medicine, history, education, and philosophy, with the fields of health sciences and nursing best represented. All the selected titles, published by academic and/or medical publishers, will provide excellent sources for both background and in-depth research. You can search, browse, read, and print these e-books in the library or from your own computer (after logging in with your UC email username and password).

All current Utica College students can access these books 24/7 via the Library web site. From the main page, select "Find Books & E-Books" and use the search fields to filter by topic or keyword or to browse in "Title List View." Many advanced search features are available in the database.

Utica College e-books do not require a special e-reader like a Kindle or Nook. They can be accessed and read from any desktop or laptop computer with network web access. Because the collection is quite small and academic usage is so different than leisure reading, you cannot download e-books to your Kindle, Nook, or other device. In addition, printing and emailing content is limited to about 40 pages of text. Please note that in most cases publishers restrict access to one user at a time. If the book you need is in use, check back in a few minutes or save the book description to a folder.

For assistance or questions about e-books and other services the Library provides to all graduate students check out their website or feel free to contact the Library at refere@utica.edu or (315) 792-3044.

- Brief video tutorial: E-Books at Utica College

Did You Know

Graduate students must be enrolled for the semester in which they plan to graduate. While UC students can graduate in August, December, or May, Commencement Ceremonies are only held once a year each May. Participating in the Commencement Ceremony does NOT equate to receiving your degree - they are two separate events.

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