Welcome to Florida State University from Dean Nancy Marcus and The Graduate School! The FSU Graduate School is located in the Westcott Building on Copeland Avenue. We hope the information included in this New Graduate Student Checklist will help you as you prepare to attend FSU. If you have questions, contact your academic department or program, FSU Graduate Admissions at [http://www.admissions.fsu.edu](http://www.admissions.fsu.edu) or The Graduate School at [http://www.gradschool.fsu.edu](http://www.gradschool.fsu.edu).

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"Graduate study is a time of exploration and immersion in a particular specialty. It is a time for the free exchange of ideas, acquisition of new skills, and creation of new knowledge. It is a time when professors change from being your teachers to being mentors and colleagues."

- Nancy Marcus, Dean of The Graduate School

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BEFORE ARRIVING AT FSU CHECKLIST

Contact your academic program for specific departmental information prior to arriving at FSU. Topics to discuss are your program’s academic, assistantship, and registration policies and the date and time for your program’s new graduate student orientation. Tuition waiver policies will also be an important topic for graduate assistants. For information regarding tuition waivers, visit http://gradschool.fsu.edu/waivers.html.

Transcripts
If you recently completed your degree, request that your official transcript be sent from your previous institution to your new department/academic program and to FSU Graduate Admissions to show proof-of-degree. If you have any questions contact Graduate Admissions at http://www.admissions.fsu.edu.

FSU email account
Your FSU email account is the official form of communication for the University as well as for many academic programs. You may forward email from your FSU email address to your personal email address. FSU email accounts can be accessed from anywhere in the world by using the FSU Webmail system at https://webmail.fsu.edu. You must activate your FSUID (username) before receiving an email account. To activate your FSUID (username) and obtain an email address, go to the University Computing Services website at http://www.ucs.fsu.edu and click “Get Started.” You can also activate your FSU email account via the FSU Blackboard system at https://campus.fsu.edu. For help activating your FSU email account, contact the FSU Technology Help Desk at (850) 644-HELP or help@otc.fsu.edu.

FSUID (username) and Blackboard
Much of the business you will conduct with the University will be done through the FSU Blackboard system at https://campus.fsu.edu/webapps/login. Academic and non-academic resources, course information and registration, and other tools are housed at the Blackboard site under the "Secure Apps" tab to protect your identity and secure your privacy. You must activate your FSUID (username) and create a pin to access these services. To activate your FSUID (username) go to the University Computing Services website at http://www.ucs.fsu.edu and click "Get Started." You can also activate your FSUID (username) via the FSU Blackboard system at https://campus.fsu.edu. For help activating your FSUID (username), contact the FSU Technology Help Desk at (850) 644-HELP or help@otc.fsu.edu.

FSUSN
FSU will no longer use your Social Security Number (SSN) on important forms or documents. Instead, a personalized “FSUSN” will be assigned to you. In order to retrieve your FSUSN, follow the steps listed below.

1. Log into Blackboard at campus.fsu.edu
2. Click the Secure Apps tab
3. Read and accept the Secure Applications Policy
4. Click the FSUID Identity Management link
5. From Quick Links, click See Your FSUSN
6. Type your FSUID and password (i.e., your Blackboard username/password) or your FSUCard number and your SSN
7. Click Submit
8. Your FSUSN appears in a yellow box
The Graduate School Blackboard Site
The Graduate School has developed a Blackboard® site for graduate students. This site is “GradSpace.” Students should become familiar with “GradSpace” and the information contained within. For more information, contact Monica Esquibel at Mesquibel@admin.fsu.edu or (850) 644-3501.

SPECIAL INFORMATION FOR ONLINE AND INTERNATIONAL STUDENTS

Online students
If you will be enrolled in an online degree program, access http://online.fsu.edu for your online orientation and other helpful information.

International students
The International Center provides opportunities for FSU international students to meet students from other countries. The International Center conducts the required New International Student Orientation, provides information on financial assistance, visa documents and housing, and hosts social activities. International students will not be allowed to register for classes until health insurance is purchased. To find out more about the International Center, visit its website at http://www.fsu.edu/~fsu-isc. All new FSU international students must attend the International Center’s Orientation.

AFTER ARRIVING AT FSU CHECKLIST (chronological order)

FSUCard
With your FSUCard, you can pay your fees, obtain a parking permit to park on campus, use facilities across campus, such as the Leach Center and the Student Life Cinema, ride the Star Metro city buses for free, and receive discounts in various establishments throughout Tallahassee. First, go to the FSU-Card Center website at http://www.fsucard.fsu.edu. You will find the office hours, where the FSUCard Center is located and what you need to bring with you to get a card. There will be an annual $10 fee included with your course registration fees. You must be physically present on campus to get your card if you are admitted to a degree program that is offered on site. It is not possible to get your card through the Web or through telephone service.

University-wide New Graduate Student Orientation
This one-day orientation hosted by the FSU Dean of The Graduate School each fall and spring semester serves as an important guide for becoming familiar with both the FSU academic and extracurricular environments. Various campus offices and graduate student organizations will host informational tables at this event. Information regarding registration for Orientation and individual workshops will be available in June and can be found on the following website: http://www.gradstudies.fsu.edu/Information-For/New-Current-Students.

Health forms and proof of immunization
Complete and return the health forms to the Thagard Health Center that you received with your acceptance packet. In order to register, you must submit the required health forms. For more information, access the Thagard Health Center at http://www.tshc.fsu.edu.
Health Insurance Policies and Subsidy Information

Health Insurance Policy
New full-time students with at least nine graduate hours and all international students entering Florida State University must show proof of health insurance.

Health Insurance Subsidy for Graduate Assistants and Fellows
Effective fall, 2009, qualifying graduate assistants and fellows will be provided a health insurance subsidy towards the purchase of the university sponsored health insurance plan. The subsidy will be disbursed by semester (fall; spring/summer). Click here for more information on the health subsidy and a summary of the health insurance plans. (pdf 55.71 kB)

Initial Eligibility
• Qualifying Graduate Assistants (Teaching, Research)
• Qualifying Fellows (McKnight, Gubernatorial, all College Teaching, Interdepartmental and Auzenne Fellows)
Must be enrolled for a minimum of nine graduate credit hours.

University Sponsored Health Insurance
For information on cost, coverage, how and when to enroll for the university sponsored health insurance visit the Thagard Student Health Center’s insurance website.

Contact Information
For information about health insurance coverage contact the Thagard Insurance Office at 644-4250. For information about the health insurance subsidy for graduate assistants and fellowship holders contact The Graduate School, 644-3501, gradstuds@www.fsu.edu.

Register for classes
Meet with your departmental/program advisor prior to registering for classes. For registration information, visit the Registrar’s Office website at http://registrar.fsu.edu. Course information and registration is online through the FSU Blackboard site at https://campus.fsu.edu/webapps/login. You will also use this site to obtain your class schedule, check your grades, print out unofficial transcripts, and update your records.

Parking permits
To park on campus, each vehicle is required to have a parking permit. Permits are valid for one year: September 1 through the following August 31. Permits become available the third week in August. You must have a valid FSUCard and be registered for classes to obtain a parking permit. You may view all of the parking regulations and fill out an online parking permit application at the Parking and Transportation website at https://parking.fsu.edu/cmn/auth.asp. It is not necessary to pay for the permit at the time of procurement, as it is charged to the student via the Transportation Access Fee on the tuition bill. For a map showing where to park on campus, visit http://parking.fsu.edu/PMap/ParkMap.asp.

Residency
If you are an in-state resident, make sure you complete and return the Florida Residency Classification form to FSU Graduate Admissions. You need to do this even if you were previously classified in-state by FSU or any other Florida institution. Florida Residency Classification forms are available at http://admissions.fsu.edu/images/pdf/residency.pdf. For questions regarding Florida residency, please contact registrar@admin.fsu.edu or (850) 644-1050. Florida Residency forms for graduate assistants are available at http://gradstudies.fsu.edu/forms/instate_residency.pdf.
Financial aid
To obtain financial aid information and deadlines, go to the FSU Financial Aid Office Website at http://www.finaid.fsu.edu. This website offers a link to the Free Application for Federal Student Aid (FAFSA). For information on various funding opportunities for FSU graduate students, please visit The Graduate School Funding Opportunities web page at http://gradstudies.fsu.edu/funding.html. To learn more about tuition waivers for graduate assistants and employees of FSU and the State of Florida, visit http://gradstudies.fsu.edu/waivers.html.

Pay fees
Fee payment is normally due no later than the tenth day of classes. The Office of Student Financial Services web site, found at http://www.sfs.fsu.edu, provides complete information on fee payment, including tuition payment deadlines and installment contract deadlines by semester. The site also includes information on financial aid disbursement as well as how to pay fees online using a credit card.

Housing
On-campus housing for graduate students is limited. There are two buildings on campus reserved for single graduate students in apartment-style living, Rogers Hall and Ragans Hall. There is also another apartment community, Alumni Village, located about one-and-one-half miles from campus where single students, married students and students with families live. For information on graduate student housing, go to the Housing Office website at http://www.housing.fsu.edu. For information about off-campus housing, visit http://www.fsu.edu/~sga/och. To find information about connecting utilities in the City of Tallahassee, visit http://talgov.com/you/service/faq.cfm or for general information about living in Tallahassee visit http://www.talgov.com/visit.cfm.

Purchase textbooks
The FSU Bookstore is located in the main level of Parking Garage 1, across from the Oglesby Student Union. Students may purchase books in the store or online at http://shop.efollett.com/htmlroot/storehome/floridastateuniversity208.html. For more information, call (800) 255-FSU1 or (850) 644-2072.

ADDITIONAL INFORMATION

Computing resources
Florida State University provides a wide variety of computing resources for those who are joining the FSU community as a student, faculty member, or staff. The Computing Resources website, http://www.fsu.edu/staff/computing.html, provides information about the following: Connecting to the internet on and off campus, FSU email accounts, computer security, web applications, etc.

Library resources
The Florida State University Libraries include Strozier Library, Dirac Science Library, Goldstein Information Studies Library, Law Library, Medical Library, and the Warren D. Allen Music Library. The Strozier Library offers graduate students a quiet place to study, the Scholars Commons, located on the basement level of Strozier. For more information about the University Libraries including hours, circulation, off-campus access procedures, and more, visit http://www.lib.fsu.edu.
FSU Graduate Student Handbook
The New Graduate Student Handbook can be found on The Graduate School's Blackboard® website, or on “GradSpace” for graduate students. The Handbook can be located in the "Publications" submenu, found on the left-hand side of the screen.

Guidelines and Requirements for Theses, Treatises and Dissertations
All Electronic Thesis, Treatise and Dissertation information, including the Guidelines and Requirements for Theses, Treatises and Dissertations, is located exclusively on The Graduate School's Blackboard® website, “GradSpace.” The “Theses, Treatises & Dissertations” submenu is in the left navigation bar in “GradSpace,” found on the left-hand side of the screen.

FSyou!
There is a one-stop shopping FSU website for students that has links to numerous, valuable websites. Looking for registration information? Want to look at the Graduate Bulletin? Looking for a bank? Looking for a building on campus? Want to know more about life as a student at FSU? Interested in looking for entertainment? Go to the website established for students, StudentsFirst FSyou! at http://www.studentsfirst.fsu.edu.

Professional Development Workshop Series
Professional development, improving and increasing one's skill sets, is important at every stage of graduate education and beyond. At FSU, numerous professional development opportunities are offered by academic departments/programs, the Center for Teaching and Learning, the Career Center, and the Graduate School. Working closely with outstanding research faculty, administrators and the Career Center, The Graduate School at Florida State University offers a wide range of free workshops designed to equip graduate and postdoctoral students to achieve their educational and career goals. http://www.gradstudies.fsu.edu/Professional-Development/Professional-Development-Workshop-Series

Life in Tallahassee
There are numerous activities in Tallahassee throughout the year. To find out what goes on in and around Tallahassee, go to http://marquee.fsu.edu, the City of Tallahassee website at http://www.talgov.com, the Leon County Visitor's Guide website at http://www.seetallahassee.com, the City of Tallahassee Student Guide or visit http://www.tallahassee.com.

Helpful Hints
• Request a copy of your academic program's graduate student handbook.
• A separate application is required for summer financial aid. Submit your financial aid materials early!
• To access the FSU campus map go to http://www.fsu.edu/Campus/newmap.
• Students must have a valid FSUCard to obtain a “W” student parking permit.
Important Information
• All students must provide proof of immunization to the Thagard Health Center Immunization Department before they will be allowed to register.
• All full-time main campus students are required to show proof of adequate health insurance.
• Will you have a graduate assistantship? If so, for domestic students, the tuition waiver will only cover out-of-state tuition for your first year. Contact your academic department/program for more information.
• There is a mandatory first class meeting attendance policy at FSU.