Admission to Department

Review Degree Requirements on Department Website

Arrival on Campus

- See Department Graduate Coordinator in CCEE Departmental Office for initial information
- Attend CCEE Department graduate student orientation (Fall Semester only)
- Meet with Advisor (Assigned by Department Graduate Coordinator or already assigned in offer letter)
- Register for classes (be sure to review Master of Science in Civil Engineering Degree Requirements)

By the End of the First Semester

- <u>Type I (Thesis)</u> Students
 - o Work with Advisor to establish your Thesis Committee and Plan of Study from Department Graduate Coordinator
 - o Plan of Study to be approved by Advisor and Department Graduate Director, and turned in to Department Graduate Coordinator
- Type II (Non-Thesis) Students
 - o Work with Advisor to establish your Plan of Study from Department Graduate Coordinator
 - o Plan of Study to be approved by Advisor and Department Graduate Director and turned into Department Graduate Coordinator

After Completing 12 Hours of Graduate Course Work

- Complete the Application for Admission to Candidacy Form. Turn the form in to Department Graduate Coordinator
- Check Graduate School website for all deadline dates (as these change every semester)

Semester of Graduation

- Check Graduate School website for all deadline dates (as these change every semester)
- <u>During first week of semester</u>, Student must file Application for Degree with the Department Graduate Coordinator after getting it signed by Advisor then Department Graduate Director
- Type I (Thesis) Students
 - o Coordinate and schedule your thesis defense with your committee
 - o See Department Graduate Coordinator to reserve a room for your thesis defense and pick up all relevant forms
- Type II (Non-Thesis) Students
 - o Coordinate and schedule your Master's comprehensive examination with your advisor
 - o See Department Graduate Coordinator to reserve a room for your Master's comprehensive examination and pick up all relevant forms