WELCOME NEW GRADUATE STUDENTS!
Presenter

Kim Giacalone, ‘09, ‘11
Director of Marketing and Communications
School of Professional Development
Agenda

• Welcome
• Program Information
• Expectations
• Advisement
• Enrollment information
• Resources
• Staying connected
• Q & A
About Stony Brook

QUICK TAKE

• 25,272 students
• >2500 faculty
• >140 graduate programs

ACCOLADES

• Among the top 100 universities in the nation (U.S. News & World Report).
• Member of the invitation-only Association of American Universities, comprising the 62 leading research institutions in North America.
• Proud home to Nobel laureates, Guggenheim fellows and MacArthur grant winners.

View of the Wang Center from the academic mall.
An air of RESPECT
Stony Brook University Tobacco-Free

stonybrook.edu/commcms/tobaccofree
About the School of Professional Development

• Stony Brook’s School for working professionals who want to enhance their career through part-time graduate study
• 26 graduate degree and certificate programs
• Courses offered online, in off-campus cohorts, or on the main Stony Brook campus (evening classes)
# AGC Program Pages

<table>
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<th>Program</th>
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<tr>
<td>Coaching</td>
<td><a href="http://www.stonybrook.edu/spd/graduate/coaching.html">www.stonybrook.edu/spd/graduate/coaching.html</a></td>
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<tr>
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AGC Program Web Pages

• 18-credit programs
• Most offered in collaboration with other departments
• Required courses plus 1-3 electives
• May be incorporated into degree programs*
Planning Your Course of Study

• Students have three years to complete the certificate, unless they are also matriculated into a degree program, in which case they have five years.
• Suggested course load for working students is one-two courses (3-6 credits).
• Students who are receiving financial aid (student loans) must enroll in at least 6 credits.
• May only transfer 6 credits maximum
• For course sequencing and other academic advising, contact your academic advisor.
AGC plus Master’s Degree

• If you start in an AGC and wish to matriculate into a master’s program, you must apply before you’ve earned 12 credits.
• A separate application (with fee) is required.
University Badges

- Digital micro-credentials that signify expertise in a particular competency
- 20+ badges, with more in development
- Display on LinkedIn, Facebook, Twitter or digital portfolio
- More information at: www.stonybrook.edu/spd/badges
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<tr>
<td>Coaching</td>
<td><a href="mailto:Samuel.Kornhauser@stonybrook.edu">Samuel.Kornhauser@stonybrook.edu</a></td>
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<td>Educational Computing</td>
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<td><a href="mailto:Larry.Swanson@stonybrook.edu">Larry.Swanson@stonybrook.edu</a></td>
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Expectations
Academic Expectations

• Be an active participant in class.
• Meet all assignment deadlines.
• Focus on the quality of your writing – including grammar & spelling, organization, depth of argument, intellectual engagement, and academic integrity. Seek help and get feedback.
• Maintain good academic standing with a minimum GPA of 3.0 (graduate, cumulative and in the program).
• Hone your research and citation skills: seek training and understand the Academic Honesty Policy.
Academic Honesty

- Cornerstone of all academic and scholarly work.
- Stiff penalties for students who are found responsible.
- Often, accused students do not know how to properly cite their sources (but they are still found responsible).
- Consider viewing a recorded Citation Skills Workshop at guides.library.stonybrook.edu/spd/home or registering for a live webinar in September.
Online Learning at SPD

- Classes offered in an asynchronous graduate seminar format in 10-week terms.
- Be mindful of workload: Each course requires about 10-15 hours per week.
- Be prepared to log-on and post on at least three separate days per week (but most students log in daily).
- Have a back-up plan: Print out material, back-up files, and find other resources for computing and Internet connectivity.
- Courses are “open” in Blackboard about two weeks prior to the start of the term.
Administrative Expectations

• Students are responsible for knowing and abiding by all SPD/SBU policies and deadlines (refer to Academic Calendars, SOLAR, Student Accounts website, and the Graduate Bulletin/SPD Supplement).
• Check SOLAR for Messages and Holds.
• Proactively search for information on the SPD Website and SOLAR and seek help when needed.
• When contacting a University office, please include your SB ID and program name.
Administrative Expectations (cont)

• File for graduation in SOLAR at the start of your last term! Details on our website at www.stonybrook.edu/spd/current/graduation.html

• Start using your Stony Brook email account: www.stonybrook.edu/mycloud
SBU Email
Tabbed Interface
SPD Academic and Events Calendars

Add the calendars below to your Stony Brook Google Apps account by clicking on the Google Calendar button at the bottom of each calendar. You can also add the calendar on your iPhone or Android device.

Academic Calendars

Graduate Calendar (printable; Registrar's Website) | Winter Session

Graduate Academic Calendar

Calendar page at stonybrook.edu/spd/graduate/calendar
Advisement and Assistance

Academic Advisement
See your program advisor

International Students
Visa and Immigration Services
www.stonybrook.edu/visa
VIS@stonybrook.edu
631.632.4685

Online Learning Support
SPD Online
www.stonybrook.edu/spd/online
spd_online@stonybrook.edu

Financial Aid
www.stonybrook.edu/finaid/
finaid@stonybrook.edu
631.632.6840

Online Learning Support
SPD Online
www.stonybrook.edu/spd/online
spd_online@stonybrook.edu
Resources For This Section

• SPD Website: http://www.stonybrook.edu/spd
• Graduate Bulletin/SPD Supplement:
  http://www.stonybrook.edu/spd/bulletin
• SPD Online Website:
  http://www.stonybrook.edu/spd/online
• Grad/SPD Academic Calendar:
  http://www.stonybrook.edu/spd/graduate/calendar
Enrollment Information
Course Information

• SOLAR – Descriptions, Schedules and Textbooks
  www.stonybrook.edu/solar
• Registrar Website: Printable PDFs
  www.stonybrook.edu/registrar
• SBU Class Find – Fast way to look at schedules without logging in.
  http://classfind.stonybrook.edu/vufind/
1. CEA518.L01 Metal Casting
   by Richholt, Dan
   Credit: 3.0
   LAB: TUTH 05:30PM-08:55PM
   DEC: AHLS

2. CEA529.S30 Music and the Brain
   by Pecce, Peter A
   Credit: 3.0
   SEM: FLEX 01:00AM-01:00AM
   DEC: NSLS

3. CEA533.L01 Topics Art Studio Theory/Prac
   by Paradis, Jason
   Credit: 3.0
   LAB: TUTH 05:30PM-08:55PM
   DEC: AHLS

4. CEA542.L01 Stony Brook Wind Ensemble
   by Engel, Bruce E
   Credit: 1.0
   LAB: W 06:50PM-09:50PM

5. CEA542.L01 Stony Brook Wind Ensemble
   by Engel, Bruce E
   Credit: 1.0
   LAB: W 06:50PM-09:50PM
SOLAR

SOLAR is Stony Brook University’s enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more.

Frequently Asked Questions

How do I change my email address in SOLAR?

How do I change my emergency contact information in SOLAR?

How do I navigate SOLAR?
Get Cleared for Take-Off
Common Enrollment Blocks (or Holds)

• Proof of Health Insurance
• Signing the Financial Responsibility Statement
• Enrollment in SB Alert
• Proof of MMR Immunization
• Missing Training – HAVEN
When to Enroll

- Enroll as soon as you are eligible and according to your enrollment appointment.
- Summer and Fall enrollment begins in early April.
- Spring and Winter enrollment begins in early November.
- SPD seldom schedules Winter courses.
- Clear up any blocks you may have before registration begins.
- Don’t worry about payment (yet). Secure the courses you need; the bill isn’t due until the close to the start of class.
A Word About Waitlists

• The majority of online courses will eventually fill.
• If the course you want is full, add your name to the waitlist.
• If someone drops, you will be enrolled automatically.
• If enough people are on the list, a new section may be opened.
• Note: You are financially responsible for any course that you enroll in via the waitlist.
A Word About Cancellations

• SPD does not run courses with fewer than 10 students.
• Enroll early – we start cancelling under-enrolled courses about four weeks prior to the start of class.
• Check the enrollment in your course by clicking on the course’s title in SOLAR.
• If the course is still under-enrolled four weeks prior to the start of class, consider adding a second course as a back-up.
Textbooks

• You can buy your books anywhere, but Amazon is now Stony Brook’s official textbook provider: stonybrooku.amazon.com
• Search by ISBN (found in SOLAR and ClassFind)
• Online and home delivery now; a physical pick-up/drop-off location later in the fall
• Our campus bookstore will now exclusively sell supplies and SBU memorabilia
Surviving Last Period on Fridays and Other Desperate Situations
by Cheryl Miller Thurston

Paperback
$15.95 +Prime

Only 10 left in stock - order soon.

More Buying Choices
$0.01 used & new (42 offers)
Your NetID

- Accesses all of the online resources not available in SOLAR: Blackboard, SB Connect, E-mail, Google Drive, Library Resources, SoftWeb, etc.
- Combination of your first initial and last name.
- Created for you – you need to log into SOLAR to create your NetID password.
Your NetID
Your NetID

NetID Maintenance
100258242  Name: Kimberly Giacalone

Information for students who are graduating or leaving SBU

Click here to set or change your NetID Password.

Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

Your NetID is kgiacalone
Your NetID

NetID Maintenance
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Your NetID is kgiacalone
Resources Mentioned in This Section

- SOLAR: http://www.stonybrook.edu/solar
- SOLAR FAQs/Tutorials: http://it.stonybrook.edu/services/solar/solar-for-students
Learner Support Resources
blackboard.stonybrook.edu
Blackboard Browsers

• Use Firefox, Safari or Chrome (in that order of preference)

• The list includes Internet Explorer, but those of us who do tech support find that students report issues when they use that browser

• Available for most mobile devices—
  http://it.stonybrook.edu/help/kb/blackboard-mobile
Blackboard Tutorials

• Short video tutorials on every function within Blackboard.

• Access through the SPD Online Support course within Blackboard or bookmark the following: http://ondemand.blackboard.com/students.htm
SPD Library Guide

School of Professional Development

This guide is designed to help students in the School of Professional Development with their research.

Where To Start?

The purpose of this guide is to help students find appropriate materials for doing graduate level research.

Use the left-side navigation tabs to learn more:

- Find Articles - Find scholarly, academic, peer-reviewed, popular, and news articles on your research topic.
- Find Books - Find print and eBooks related to your topic.
- Where Can I Find...? Where to look for the type of information you need.
- What Do I Do When...? Ways to resolve various search problems.
- Research Tutorials - Interactive and video tutorials to help you with your research.
- Citation/Plagiarism - Find out about tools and sites that offer help with handling citation.
- Educational Leadership Program - Provides a list of recommended databases for doing research in educational leadership.
- Higher Education Administration - Provides a list of selected eJournals titles relevant to the Higher Education Administration (HEA) program. You can also search for a specific journal title.
- Human Resources - Provides a list of selected eJournals titles and databases relevant to the Human Resources program. You can also search for additional titles.

The Chronicle of Higher Education

The Chronicle of Higher Education is the number one source of news, information, and jobs for college and university faculty members and administrators.
Library Instructional Resources

• On-campus and online workshops delivered by instructional librarians. Register at http://library.hsclib.sunysb.edu/instruction

• Webinars are recorded or offered in the Fall:
  Research Skills for SPD Students, September Date TBD
  Citation Skills for SPD Students, September Date TBD

• We also recommend Zotero or EndNote workshops or tutorials for reference management. Other video tutorials are also available.
• Writing Center tutors can help you improve your writing.
• Must plan well in advance and have assignment info and draft information at the ready.
• E-mail and telephone appointments available. www.stonybrook.edu/commcms/wrirhret/writing_center/appointment.html
Technology Resources

• DoIT (Division of Information Technology): Everything you need to know about computing at SBU. Free and dramatically discounted software, University software tutorials, and more.
  http://it.stonybrook.edu/services/catalog/a-z/all

• Stony Brook E-mail: www.stonybrook.edu/mycloud
Keep in Touch!

facebook.com/spdstonybrook

twitter.com/spd_stonybrook

youtube.com/user/StonyBrookSPDonline