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)
Planning Your Course of Study
# AGC Program Pages

<table>
<thead>
<tr>
<th>Program</th>
<th>Website</th>
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<tbody>
<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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AGC Programs

• 18-credit programs
• Most offered in collaboration with other departments
• Required courses plus 1-3 electives
• May be incorporated into degree programs*
• May be eligible for badges
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
# Program Advisement

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<tbody>
<tr>
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<td><a href="mailto:Samuel.Kornhauser@stonybrook.edu">Samuel.Kornhauser@stonybrook.edu</a></td>
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<td><a href="mailto:Al.Pisano@stonybrook.edu">Al.Pisano@stonybrook.edu</a> or <a href="mailto:Don.Heberer@stonybrook.edu">Don.Heberer@stonybrook.edu</a></td>
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<td>Environmental Management</td>
<td><a href="mailto:Larry.Swanson@stonybrook.edu">Larry.Swanson@stonybrook.edu</a></td>
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<td>Operations Research</td>
<td><a href="mailto:David.Green@stonybrook.edu">David.Green@stonybrook.edu</a></td>
</tr>
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</table>
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.
Office of E-Learning

• 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: my.stonybrook.edu
Tabbed Interface
SPD Academic and Events Calendars

Add the calendars below to your Stony Brook Google Apps account by clicking on the 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 Office of E-Learning
http://www.stonybrook.edu/spd/elearning/
spd_elearning@stonybrook.edu

**Financial Aid**
www.stonybrook.edu/finaid/
finaid@stonybrook.edu
631.632.6840
Resources For This Section

• SPD Website: http://www.stonybrook.edu/spd

• Graduate Bulletin/SPD Supplement:
  http://www.stonybrook.edu/spd/bulletin

• Office of E-Learning Website:
  http://www.stonybrook.edu/spd/elearning/

• Graduate/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/
<table>
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<th>Course Code</th>
<th>Course Name</th>
<th>Instructor(s)</th>
<th>Credit</th>
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<td>Richholt, Dan</td>
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<td>Pace, Peter A</td>
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<td>Open 9 avail.</td>
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<td>Open 78 avail.</td>
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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.

Explore SOLAR

For Faculty & Staff
SOLAR is Stony Brook University's primary administrative system used by faculty and staff to update personal information, view vacation/sick accruals, print class rosters, submit grades, and more.

For Students
SOLAR is Stony Brook University's primary administrative system used by students to register for classes, print schedules, view and pay bills, view transcripts, update personal information, report student employment hours, and more.

Public Access
While most of SOLAR's functionality requires authentication with your Stony Brook ID, we do offer public access to our Course Catalog and Class Search tools.
SOLAR For Students

SOLAR is Stony Brook University’s primary administrative system used by students to register for classes, print schedules, view and pay bills, view transcripts, update personal information, report student employment hours, and more.

Frequently Asked Questions

How do I change my emergency contact information in SOLAR?

How do I set up SB Alert?

How do I update my local address in SOLAR?

Getting Started

How do I get started with SOLAR?

What is on my SOLAR home page?
Get Cleared for Take-Off

**Action Center**
- **Holds**: No Holds.
- **To Do List**: No To Do's.

**Message Center**
- New message(s) • read message(s)

**New Messages**
- Fall 2013 Billing Statement
- Summer 2013 Billing Statement

**Home Page**
- **SB Alert Emergency Information**
  - SB Alert - Registration
- **Security and Personal Data**
  - Change My Solar Password, NetID Maintenance, Whom to contact if I'm missing, User Preferences, Office Address, Addresses, Ethnicity, Veteran Status, Names, Phone Numbers, & More...
- **Elections**
  - Student Elections, Faculty/Prof Elections, Senate Survey
- **Student Records & Registration**
  - Academic Planning, Enrollment, Academic Records, Degree Progress, Graduation
- **Campus Financial Services**
  - Account Information/Payment, Financial Aid, Required Health Insurance Waiver, Set Billing Notification Email
- **Campus Housing**
  - Continuing Room Deposit, Room Selection, Graduate / Family Apt. Deposit, Summer Room Payment
- **Student Employment Service**
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)
• Home delivery or a pick-up/drop-off location later in the library
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)

Search Feedback
Did you find what you were looking for?
Yes  No

If you need help or have a question for Customer Service, please visit the Help Section.
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
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.

Watch video at https://youtu.be/ioI3UhVd6fw
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
Online Student Support

stonybrook.edu/spd/elearning

SPD's Office of E-Learning provides guidance and support in all areas of technology-enhanced teaching and learning.

FOR STUDENTS

The Office of E-Learning creates programs to orient students to online learning, coordinates learner support resources, and works with University administration to develop services for the online community.

FOR FACULTY

We help faculty who teach in any modality (face-to-face, online and hybrid) to discover and implement theory-based, student-centered approaches to teaching with online technologies.
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.

Guides.library.stonybrook.edu/spd/
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 and Spring: Research Skills for SPD Students, Date TBD
  Citation Skills for SPD Students, 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/writrhet/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