

Advisement:

Your Planned Program of Graduate Studies:

Your **Planned Program of Graduate Studies** indicates the courses you must complete in order to satisfy certification, licensing and degree requirements. The planned program is developed with your advisor during your program planning meeting. **Appendix B** presents the current Departmental course rotation schedule which is used in planning your degree program. When your planned program is produced, your course sequence report is also developed (this is a separate report). The sequence report outlines by semester, courses for which you are responsible and the number of courses you will take per term. The sequence report presents the Departmental courses and semester order in which they must be taken in order to appropriately complete Departmental requirements and ensure adequate course availability.

You and your advisor approve and sign the completed **Planned Program of Graduate Studies**. It is then sent to the School of Graduate Studies Dean along with other appropriate documents for approval. After approval, The Dean sends a letter of Graduate School acceptance and a signed copy of the planned program to you and to the Department. You are then considered officially matriculated and may enroll for courses. Acceptance into the Department, although an integral part of acceptance into the School of Graduate Studies, does not guarantee Graduate School acceptance. Graduate School acceptance must be completed before a student may enroll for courses.

Changing Your Planned Program of Graduate Studies:

If Departmental, University, or personal conditions arise which require changing your **Planned Program of Graduate Studies** courses, an official University "Change in Planned Program" form must be completed, signed by you, your advisor and the Department Chairperson, and sent to the Graduate Dean's Office. Your planned program information must also be revised in Departmental computer records. You must make an appointment with your graduate advisor in order to complete the planned program change process. If this process is not followed you run the risk of having inaccurate graduate records; this may delay graduation, because your graduation audit will reveal record inconsistencies.

Changing Your Course Sequence:

If you must revise your course sequence, an appointment must be made with your advisor so that Departmental records may be updated. If you fail to follow this process your name will not appear on Departmental preregistration lists and you will not be given permission to enroll in Departmental classes.

Course Enrollment, Permission and Registration Forms:

Matriculated students must register online. Prior to attempting registration, you must submit a completed white registration form to the Departmental Secretary on which you have listed the courses you will be taking for the term. The courses you should be taking are listed on your course sequence sheet which you received at your program planning meeting. You may obtain the white registration slip from the secretary (they may be found in an envelope on the Department entry door). You must enter your ID and course information and sign the form. You then place the completed registration slip in the manila envelope on the glass to the right of the entry door. The secretary will check your course registration information against Departmental preregistration class lists. If your name appears on the appropriate class lists you will be granted electronic permission to register for those classes. If your name does not appear on the lists you will be asked to rectify the problem with your academic advisor.

Newly matriculated students: the following process occurs:

1. Your signed Planned Program of Graduate Studies will be sent to the Dean of Graduate Studies where your application materials and program will be evaluated for acceptance into the Graduate School.
2. Upon acceptance into the Graduate School, which is usually pro forma, your name will be entered into the university computer system. A copy of your Planned Program of Graduate Studies signed by the dean or by the dean's associate, will be sent to you and to the Departmental of Communication Disorders.
3. Upon receipt of your signed Planned Program of Graduate Studies in the Departmental office, you will be electronically assigned "permission to enroll" status for each of the courses you should take for your first term. These courses are listed on your course sequence sheet.
4. After the Department enters "permission to enroll" status for your courses you will be sent a post card that will indicate you are eligible to register.
5. You may then register on-line as follows:
 - a. Using your web browser, go to <http://www.southernct.edu> and click on the "Web Services" button.
 - b. On the "Secure Login" page, type your student ID number (your student ID number will be found on your acceptance letter from the dean's office) and your PIN number (your birth date as mmddyy). Click "Continue" on the "Security Information" pop-up.
 - c. On the "Login Verification" page, compose and answer your question and submit.
 - d. Select "Student Services and Financial Aid."
 - e. Select "Registration."
 - f. Select "Term/Semester."
 - g. Select "Add/Drop Courses" and follow directions.

- h. For new graduate program registration press "Complete Registration" **not** "Submit."

Non-matriculated students must register with the University in-person at the Registrar's Office in the Wintergreen Building and obtain a student ID number. The student must then contact the Departmental secretary to obtain online permission. Once online permission to take courses has been submitted, the student may register for courses online.

Advisors:

The Department currently has three advisors. Dr. Frank Sansone (2-5958) serves as student and academic advisor for SLP majors, Dr. James Dempsey (2-5962) serves as student and academic advisor for AUD majors, Dr. Deborah Weiss (2-6615) serves as undergraduate and non-matriculant advisor.

Early Registration:

You are requested to register for courses as soon as Web registration begins. Web registration dates are listed in the current University "Schedule of Classes" bulletin. Late registration increases the risk that you may be closed out of a course or that the University may cancel a course for presumed low registration. Course preregistration in the Department (critical for permission to enter a course) although helpful, cannot insure University course registration. PLEASE REGISTER EARLY!!!