

Advisement:

Planned Program of Graduate Studies:

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

Student and 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 the student and to the Department. The student is 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 the Planned Program of Graduate Studies:

If Department, University or personal conditions arise which require that the **Planned Program of Graduate Studies** be changed, an official University "Change in Planned Program" form must be completed, signed by the student, advisor and Department Chairperson, and sent to the Graduate Dean's Office for signature. The planned program information must also be revised in Department computer records. The student must make an appointment with the graduate advisor in order to complete the planned program change process. If this process is not followed, graduate records will be inaccurate, potentially delaying graduation.

Changing the Course Sequence:

If a student must revise the course sequence, an appointment must be made with the advisor so that Department records may be updated. Failure to follow this process will result in the student's name not appearing on Department preregistration lists, a requirement to obtain permission to enroll in Department classes.

Course Enrollment, Permission and Registration Forms:

Matriculated students must register online. Prior to this, a completed registration slip must be submitted to the Department secretary, listing the courses that will be taken for the term. The courses to be taken are listed on the student's course sequence sheet which was received at the initial program planning meeting. The registration slip may be obtained at the front desk. Students should complete the slip indicating the student ID number and submit it to the Department secretary. The secretary will check the student's course registration information against Department preregistration class lists and grant electronic permission to those whose names appear on the appropriate class lists. When the permission slip is returned to the student's mailbox, the student will be able to register for courses online. Students whose names do not appear on the lists will be asked to rectify the problem with the academic advisor.

Newly matriculated students:

1. The student's signed Planned Program will be sent to the Dean of Graduate Studies where the application materials and program will be evaluated for acceptance into the Graduate School.
2. Upon acceptance into the Graduate School, the student's name will be entered into the university computer system. A copy of the Planned Program, signed by the Dean or by the Dean's associate, will be sent to the student and to the Department of Communication Disorders.
3. Upon receipt of the signed Planned Program in the Department office, the student will be electronically assigned "permission to enroll" status for each of the courses that should be taken for the first term. These courses are listed on the student's course sequence sheet.
4. After the Department enters "permission to enroll" status for the courses, an email will be sent to the student indicating eligibility to register.
5. On-line registration may then proceed as follows:
 - a. Using a web browser, go to <http://www.southernct.edu> and click on the "Current Students" located on the left side of the web page, then click on "Banner Web;"
 - b. On the "Banner Secure Login" page, type in **Student ID#** and PIN number (which, for now, is the student's birth date [mm dd yy]). Click "Continue" on the "Security Information" pop-up;
 - c. On the "Login Verification" page, compose and answer personal 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, click on "Complete Registration."
Do not click on "Submit."

Non-matriculated students must register with the University in-person at the Registrar's Office in

the Wintergreen Building or online and obtain a student ID number. The student must then contact the Department secretary to obtain online permission. Once online permission to take courses has been submitted, the student may register for courses online.

Academic Advisor:

Dr. Deborah Weiss (telephone 203-392-6615, email weissd1@southernct.edu) is the academic advisor for all SLP majors.

Early Registration:

Students should 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 students 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!!!