What is the Graduate Catalog?

The Graduate Catalog is the main document guiding the policies and procedures of graduate education at ECU. It is the student’s responsibility to consult the document and become aware of the policies and procedures. You can become familiar with it here:

http://catalog.ecu.edu/index.php

Newsletters, emails & more!

Welcome to Fall semester 2017! The Graduate School is excited to have you pursue your graduate education as an ECU Pirate! We strive to have well connected, informed graduate students and this newsletter is one example of our efforts to get the information you need into your hands. Please save these for future reference! Also, be on the lookout for announcements from the graduate school—usually from Associate Dean Kathleen Cox, but also from others within the Graduate School as well. Save these emails in a folder so that you can consult them when you have time or need the information. Don’t forget to bookmark www.ecu.edu/gradschool. Our website is loaded with helpful information that will ensure smooth sailing throughout your graduate education! We are here to help—take advantage of all our resources!
August 21  First day of classes for Fall 2017

August 25 (FRI)  LAST DAY OF COURSE ADJUSTMENT PERIOD
   All adds or drops MUST be done by this date at 5:00 PM Eastern.

August 29  Schedules canceled if not paid by 5:00 PM Eastern

September 4  State Holiday (no classes)

October 7-10  Fall Break; Classes resume Wednesday, October 11

October 30  Last day to withdraw from a course without grades (W on the transcript).

November 3  Early Registration for Spring 2018 begins 1:00 PM Eastern.
   (Register early to ensure tuition bills arrive early)

November 22-26  Thanksgiving Break

December 4  Last day of classes

December 13  Last day for faculty to change grades to remove an Incomplete for graduate courses from Fall 2016.

It is the student’s responsibility to review the Academic Calendar for each semester to become familiar with the deadlines.
Student Services Resource Fair

THURSDAY, AUGUST 17 • 1:00–3:00 P.M.
STUDENT RECREATION CENTER

Sponsored by the Graduate School and Campus Recreation and Wellness

• More than 30 programs/departments and organizations will have tables and representatives available for students to learn about the student services available on campus.

• FREE! All students, faculty, and staff are invited.
Dissertation and Thesis Submission

Deadline for Fall 2017 - November 29, 2017, 5:00 PM Eastern

Each semester many students finish a thesis or dissertation on their path to graduation. After you defend your thesis or dissertation, your document needs to be approved by your committee and then uploaded to the Graduate School.

A signed version of the signature page, with all signatures except for that of the Dean of the Graduate School, is uploaded during the Vireo submission process during the Administrative Documents step. The Dean will sign the page AFTER you’ve completed the submission process and the Graduate School reviews the thesis/dissertation. The final thesis or dissertation document (as a PDF) must also contain an unsigned copy of the signature page.

Appendix A of each thesis or dissertation will contain any IRB or IACUC approvals; if your thesis or dissertation required IRB or IACUC approval, you must include approval memos in Appendix A or the thesis or dissertation cannot be approved. Also, students upload a signed ECU Non-Exclusive Distribution License (NEDL). The NEDL can be found on the Theses and Dissertation Information page of the Graduate School website.

Students can find the VIREO link on the Current Students tab of the Graduate School webpage. The VIREO page includes a page of information including deadlines for each semester through spring 2018. This page also includes contact information where you can ask questions about deadlines, formatting, and copyright. All students doing a thesis or dissertation are required to upload their document using VIREO and this helpful guide will make it easier!

DO I HAVE TO BE REGISTERED IF ALL I AM DOING IS FINISHING MY THESIS OR DISSERTATION? YES!!!!

All students must be continuously enrolled each semester—and must be enrolled the semester of graduation. Please review the Continuous Enrollment Policy and talk with your program director if you have questions.
The ECU Language Academy (ECULA) offers English for Academic Purposes classes for international students on the main ECU campus. Beginning Fall 2017, ECULA classes are open to any second language speakers in the academic and local community wishing to study English part-time.

Classes That Part-Time Students Can Choose From:

- **Grammar/Writing**
  Get your writing right! Ideal for students who have dissertation or publication requirements, or anyone looking for greater English accuracy.

- **Reading/Vocabulary**
  Reading takes practice. This class focuses on academic texts & the vocabulary most often used in them. Great for people facing a standardized test.

- **Oral Communication**
  Concerned about speaking, especially in front of a class or crowd? The presentation skills learned in this class will give you the confidence you need.

- **Listening Comprehension**
  Train your ear to really hear! Practice testing your listening with authentic English language audio from academic & professional settings.

This is a great opportunity to improve your English for academic, professional or personal reasons. Perfect for:

- Relatives of ECU or Pitt students on F-2, H-2, or J-2 visas
- ECU students who need to strengthen specific skills
- Any second language speaker who simply wants to read, write, speak, or listen better in English!

Why take classes part-time at the ECU Language Academy?

- Classes are interesting, fast-paced, & fun!
- All classes taught by professionals with Master’s & PhDs
- You can improve your English to engage more fully in the Greenville environment
- Get involved; meet people on campus

Click the Links for more info!

Start an Application

Visit the ECULA Website

Send a Question
Disability Support Services (DSS) is committed to providing services that allow individuals with disabilities to have equal accesses to the programs and services of the university. This can include removal of physical, academic and attitudinal barriers that may impact an individual as they work toward completing their degree program. A large segment of our work is done with students who have “hidden” disabilities including learning, attentional and psychological impairments.

The most common accommodations provided in these situations can include testing accommodations, alternate formats of printed material and assistive technologies such as screen reading software. Any student, who has received accommodations in the past, is newly diagnosed or is experiencing difficulty is encouraged to contact DSS for a consultation.

We can be reached at (252) 737-1016 or via email at DSS.dept@ecu.edu. Additional information is available at our website www.ecu.edu/accessibility.

Is your graduate student organization affiliated with the Graduate & Professional Student Senate? THEY SHOULD BE! This organization is THE VOICE for graduate student issues on campus! They have social events and a funding mechanism for graduate student organizations. Check out their website and make sure to contact their Board so your club can get involved! Let your voice be heard through the GPSS!
Making Sure You Stay On Track....

We want you to graduate! We have policies and practices in place to help you do so. Here is a reminder of some of the regulations that could affect you. Don't forget to consult the Graduate Catalog whenever you have a question about your academic program!

TIME LIMITS

All degree programs have time limits. Most of the time it is 6 years for a master’s degree and 10 years for a doctoral degree. However, programs may stipulate fewer years and would state this in their student handbook. Make sure you confirm the time limit regulation for your specific program with your advisor or program director. The Graduate Catalog explains the regulation on Time Limits for Completing Graduate Programs. Transfer credit may affect your time limit, so if you plan to transfer credits from another institution or ECU, please discuss this with your program director to ensure you will graduate within the time limit requirement.

CONTINUOUS ENROLLMENT

The Continuous Enrollment (or Registration) regulation explains that a student be enrolled continuously until and including the semester of graduation. Students who are finished with all course work and are finishing a thesis, dissertation, or internship will still need to enroll in the semester of graduation, with very few exceptions. Make sure to review the regulation and consult with your program director if you have questions about your enrollment at any time.
Employment Info

Employment for Graduate Students

Graduate Students are often seeking employment on campus to help offset the costs of graduate education. There are opportunities for students in many places around campus. The first place to ask about assistantships or employment is always the program director for your program to determine how many hours a week of employment recommended in your degree or certificate program. Some programs have clinical or internship assignments too and those should be considered during a search for campus employment.

Students can review jobs posted on the Office of Student Employment website. Click on STUDENTS in the top left corner and you will get to the site where you can search for positions. This is the main ECU employment website and you will want to click on STUDENT POSITIONS. You will see a variety of positions including assistantship and self-help positions. Jobs listed as Federal Work/Study are for students who have been awarded federal work/study financial aid, only. You must speak with the Financial Aid Office to find out more about federal work study options for graduate students.

In addition, the Graduate School emails announcements about positions to the Graduate Student email listserv when available. Review your email carefully to identify these assistantship opportunities. In addition, positions will be advertised in this Pirate Pearls newsletter almost every issue! The newsletter will be in your ECU Email Inbox usually around the 15th of each month. You can also access previous issues on the Graduate School website!!

Student Employees are required to complete a federal I-9 form called the Employment Eligibility Verification form. This link explains all of the information you need to know to ensure your I-9 is completed so your employment can be processed. You pay could be delayed if this is not done correctly.

http://www.ecu.edu/cs-admin/HumanResources/upload/I9-Information.pdf
The Three Minute Thesis competition at ECU is a great way to share your research with the rest of the campus community! And there are awards!

Scores are tallied to declare a Grand Champion, the People’s Choice Award, and the Departmental Cup. The Departmental Cup is awarded to a department at ECU whose top three presenters have the highest combined score. The highest scored presenter of the championship round—the Grand Champion—will have the opportunity to represent ECU at the Conference of Southern Graduate Schools meeting in Fayetteville, Arkansas.

Please talk with your research advisors today to determine what YOU will submit!
Employment Info

Please read carefully if you are working on campus this semester!

**Student Employment Office (SEO)**

As you may be aware, the SEO transitioned to the Department of Human Resources effective July 1st. As a result of this transition, we have been reviewing processes within SEO to ensure we are delivering the best customer service to the University while maintaining compliance with all applicable regulations. For updates and additional information, please visit our newly revised website at [www.ecu.edu/hireapirate](http://www.ecu.edu/hireapirate).

The primary process change will be to mirror the hiring process for students to be the same as permanent employees. Not only will mirroring our permanent hiring process afford students a similar hiring experience as they would find with any company, it will bring with it the benefits already in place for our permanent hires including streamlined I-9 completion, uniform onboarding and orientation, and an electronic onboarding process currently being developed. We are excited to bring students into our normal process and to have SEO be part of Human Resources!

We are excited to share the hours and locations that a student can complete their Federal Form I-9. A student can stop by the SEO at 2430 Old Cafeteria Bldg or the Human Resources Office, Building 127, 210 E. First Street from 8:00 am-5:00 pm.

Additionally, representatives from Student Employment and Human Resources will be available in the lobby of the Academic Advising Center in the Old Cafeteria Bldg August 14th-16th and August 21st from 8:00 am-7:00 pm. A representative from Payroll will be available at this location from 8:00 am-5:00 pm to accept direct deposit forms and answer any payroll related questions.

Lastly, there will be a table at the Graduate School Orientation with representatives from Student Employment, Human Resources, and Payroll on August 17th from 1:00 pm–3:00 pm. This event will be held at the Student Recreation Center, 128 E. Seventh Street. Graduate Assistants can complete their I-9 and drop off their payroll forms during this time.

Should you have any questions please contact the SEO at 737.4473 or Human Resources at 328.9847

Human Resources—Office of Student Employment Link