PATHWAYS TO SUCCESS
What Every Graduate Student Needs to Know
Vision

Provide a vibrant, challenging, transformational educational experience that prepares graduates to be responsible global stewards for the public good worthy of international distinction.

Mission

Committed to efficiency and excellence in support of a diverse group of students, faculty, and departments to foster a culture of inquiry, innovation and impact.
DISCOVER YOUR PASSION

Inquire  Innovate

Impact
Our key assumption is that the competitiveness of the United States and our nation’s capacity for innovation hinge fundamentally on a strong system of graduate education. (Path Forward, Council of Graduate Schools Report)
Interim Associate Dean

- Oversees Professional Development Initiatives
- Administers Scholarship & Assistantship programs
- Organizes Graduate Council Meetings
- Monitors adherence to SACS-COC principles

Marvarene Oliver, Ph.D.
Faculty Center 179C
(361) 825-3216
marvarene.oliver@tamucc.edu
Executive Administrative Assistant

- Assists Dean with administrative duties
- Maintains the Graduate Faculty Roster
- Collaborate with other TAMU-CC units to ensure a climate of engagement and success for graduate students

Jesse Sifontes
Office: FC 169b
(361) 825-3884
Jesse.sifontes@tamucc.edu
Audit & Compliance Coordinator

- Audits all degree plans
- Processes all degree plan exceptions
- Processes all information related to doctoral students
- Handles thesis and dissertation processing

Michelle L. Costa
Office: FC 179a
(361) 825-3675
Business Manager

- Budget Management
- Operations Oversight
- Networking & Collaboration

Vacant
Office: FC 179b
(361) 825-2803
GROW Administrative Assistant

- Project Management, Planning & Coordination
- Office Management
- Website & Social Media

Vacant
Office: Library 220
(361) 825-2507
Systems Support Specialist

- Maintains databases and equipment
- Provides systems/application analyses, design, development and implementation of programming projects to meet strategic plan
- Generates correspondence to graduate applicants/students regarding admission, enrollment and policy information
- Generates reports to program faculty regarding admissions and student progress

Tim Boulan
Office: FC 173A
(361) 825-3160
timothy.boulan@tamucc.edu
Areas of Focus

- LOGISTICS
- GENERAL ISSUES
- GRADUATE ASSISTANTSHIPS
- MASTER’S DEGREE
- DOCTORAL DEGREE
Blackboard Learn

Pathways to Success Course

This presentation and additional information are available as a course in your Blackboard Learn account.
Contact Us

Why run around campus when you can just ask Grad College?!
Parking

Motor Vehicle Registration Fees

**Students Residing On/Off Campus**
- Spring or Fall Semester $83.00 each
- Summer Session (both) $46.00
- Fall and Spring (combined) $157.00
- Full Year $190.00

**Student, Employee or Agency Motorcycles**
(if parked in designated motorcycle areas)
Motorcycle permit discontinued effective Fall 2014. General parking fees apply.

**Bayside Parking Garage:**
- Spring or Fall Semester $178.00 each
- Summer Session (both) $97.00
- Fall and Spring (combined) $331.00
- Full Year $403.00

Garage permit holders must park within garage. Garage permit holders may park outside of the garage after 7:00 pm on weekdays.

**Momentum Campus***:
- Spring or Fall Semester $12.00 each
- Summer Session (both) $12.00

*Fall and Spring (combined) $23.00
**Full Year $29.00

*Momentum campus permit is valid for parking only on the Momentum campus in designated shuttle parking area.

**Replacement Tag $25.00
Islander Mobile

AVAILABLE FOR IPHONE AND ANDROID

• Islander Mobile helps you stay connected with the Island University wherever you are! Find out how to get around campus, stay up-to-date with the latest campus news, keep tabs on Islanders sports, and more. It's the Island University in the palm of your hand!

• Featured areas on the Islander Mobile app include directory, athletics, maps, videos, news, images, library, most dialed, Island Watch and social media.
Information for International Students

An International applicant is not a citizen or permanent resident of the U.S. Rather, someone who will be studying under an immigrant or non-traditional visa type including, but not limited to, the following visa types:

- F-1/F-2 student visa
- J-1/J-2: exchange visitor visa
- H-4/H1-B: specialty occupation visa

Office of International Education (International Student & Scholar Services)

Telephone: (361) 825.3346
Fax: +1.361.825.2223
email: International@tamucc.edu
http://oie.tamucc.edu
University Center, 226
Office Hours: 8 AM - 4:30 PM (Monday – Friday)

For more information about pre-arrival for international students please visit:
http://oie.tamucc.edu/assets/documents/Pre-arrival%20Student%20Packet.pdf
SandDollar$ ID Card

SandDollar$ is your Passport to the Island!

• **Fast**: With exact change every time, your SandDollar$ card is even faster than cash!

• **Safe**: Lost or Stolen SandDollar$ card? No Problem! Simply notify us, we'll take care of the rest. We will deactivate your lost/stolen card and issue you a new card.

• **Convenient**: No need to carry cash, checks, or credit cards.

• **Carry your Sand Dollar$ ID card with you always as you may be asked at any time to present it to a University employee. Protect your Sand Dollar$ as you would your driver's license and credit cards. It is your identification, has value, and entitles you to campus services.**

• It is your entry to the Grad place and space you learned about earlier.
Areas of Focus

- LOGISTICS
- GENERAL ISSUES
- GRADUATE ASSISTANTSHIPS
- MASTER’S DEGREE
- DOCTORAL DEGREE
The LANGUAGE of Higher Education

- You were **ADMITTED** to: Texas A&M University-Corpus Christi

- You are **ENROLLED** in: one of 5 colleges –
  - College of Business
  - College of Education and Human Development
  - College of Liberal Arts
  - College of Nursing and Health Sciences
  - College Science and Engineering

- You are seeking a degree in a **DISCIPLINE** – e.g., Psychology, Math, Special Education, Business Administration, Nursing

- Disciplines (programs) reside in a **DEPARTMENT**, e.g., Special Education is housed in Teacher Education/discipline may be in its OWN department, e.g., Math
KEY PEOPLE TO KNOW IN YOUR COLLEGE

• Dean
• Executive Administrative Assistant
• Department Chair (Administrative Assistant)
• Program Coordinator (Administrative Assistant)
• Program Faculty
How can the College of Graduate Studies help me?

✓ All rules and procedures related to graduate programs
✓ Graduate Scholarship Applications
✓ Graduate Assistantship approvals & requests for In-state Tuition
✓ ALL approvals for exceptions to degree plan requirements
✓ Thesis and Dissertation approvals/submissions
✓ Graduation clearance
✓ Professional development opportunities
General Issues-3 Major Resources

*Available Online

**GRADUATE CATALOG**

http://catalog.tamucc.edu

**HANDBOOKS**

http://gradcollege.tamucc.edu/doctoral_students.html

https://gradcollege.tamucc.edu/current_students/masters_students.html

**ORIENTATION**

https://gradcollege.tamucc.edu/new_students/orientation.html
General Issues

COURSE NUMBERS

- Master Level Courses
  - Numbered 5000 or higher
  - Example: READ 5310

- Doctoral Level Courses
  - Numbered 6000 or higher
  - Example: CNEP 6396

- The second digit in the series denotes the number of credit hours

- Each program defines the number of hours required and the courses required
## General Issues

### ENROLLMENT STATUS

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER I</th>
<th>SUMMER II</th>
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<tbody>
<tr>
<td>Full Time</td>
<td>9</td>
<td>9</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>¾ Time</td>
<td>7</td>
<td>7</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>½ Time</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*combined
General Issues

ENROLLMENT STATUS

• What if I need to drop a class?
  – If it is before the semester starts, drop online through your SAIL account.
  – If the semester has started, visit the Student Services Center (round building) to complete a course drop form.

• What if I experience a life changing or catastrophic event and need to take time off from my program?
  – Request a leave of absence by completing a Leave of Absence Request Form with your program and CGS.

DO NOT JUST STOP ATTENDING CLASS → “F”
General Issues

DEGREE PLANS

• When do I need to submit my degree plan?
  – Master’s Students: *Completion of ½ program
  – Doctoral Students: *Completion of 36 hours
    *may vary depending on program

• Where do I submit my degree plan?
  – College Academic Advisor, who in turn, submits to the
    College of Graduate Studies

• Where do I find out what courses are required for my degree?
  – degreeplanner.tamucc.edu
  – The Graduate Catalog
  – My Academic and/or Faculty Advisor
General Issues

GRADE POINT AVERAGE

- TAMU-CC uses a 4.0 scale for GPA calculations

- 3.0 (B) – Minimum GPA on all graduate level coursework*

* Some programs have other requirements beyond the 3.0 GPA to remain in good standing, e.g., satisfactory progress
General Issues

SCHOLASTIC PROBATION

- When is a student placed on scholastic probation?
  - GPA <3.0

- How long is a student placed on scholastic probation?
  - A student must achieve a 3.0 GPA within the next 9 SCHs to be removed from scholastic probation.
  - Failure to meet 3.0 GPA will result in Enforced Withdrawal.
  - Grades in retaken courses **averaged** with other grades.

**DO NOT REPLACE grades**

SCHOLASTIC PROBATION IS A ONE-TIME ONLY “OPPORTUNITY”
General Issues

RESEARCH

• Ethical guidelines & responsibilities apply to ALL TAMUCC university researchers – faculty AND students.

• Contact Compliance Officer prior to research!

• Located in Faculty Center 178

• See brochure in “Welcome Packets” online

http://research.tamucc.edu/compliance/irb.html
http://research.tamucc.edu/compliance/iacuc.html
IRB, IACUC, and RCR:
And other acronyms you need to know

Services provided to faculty, staff, and students include:

• Assisting with preparation of protocol applications
• Conducting training (workshops, individual, group, classroom, etc.)
• Providing guidance on research compliance

AND More Compliance...

• Responsible Conduct of Research (RCR)
• Conflict of Interest (Conflict of Interest Review Committee – CIRC)
• Export Controls (research related)
• Biosafety (Institutional Biosafety Committee – IBC)

research.tamucc.edu/compliance.html
General Issues

FINANCIAL ASSISTANCE RESOURCES

- Graduate Assistantships
- Scholarships
  - If you receive notice of a scholarship award, accept the award on SAIL and enroll in at least 6 graduate hours right away in order to receive it.
- Office of Student Financial Assistance

*Average Investment

- $10,000 - $20,000 (30SCH-60SCH)
Unemployment by Educational Attainment in 2015

- DOCTORAL DEGREE: 1.60%
- PROFESSIONAL DEGREE: 1.60%
- MASTER'S DEGREE: 2.40%
- BACHELOR'S DEGREE: 2.80%
- ASSOCIATE'S DEGREE: 3.80%
- SOME COLLEGE, NO DEGREE: 5.00%
- HIGH SCHOOL DIPLOMA: 5.40%
- LESS THAN A HIGH SCHOOL DIPLOMA: 8.00%

Note: Data are for persons age 25 and older.
Medial Annual Earnings in 2015

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Median Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCTORAL DEGREE</td>
<td>$84,396.00</td>
</tr>
<tr>
<td>PROFESSIONAL DEGREE</td>
<td>$90,428.00</td>
</tr>
<tr>
<td>MASTER'S DEGREE</td>
<td>$64,532.00</td>
</tr>
<tr>
<td>BACHELOR'S DEGREE</td>
<td>$59,124.00</td>
</tr>
<tr>
<td>ASSOCIATE'S DEGREE</td>
<td>$41,496.00</td>
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<tr>
<td>SOME COLLEGE, NO DEGREE</td>
<td>$38,376.00</td>
</tr>
<tr>
<td>HIGH SCHOOL DIPLOMA</td>
<td>$35,256.00</td>
</tr>
<tr>
<td>LESS THAN A HIGH SCHOOL DIPLOMA</td>
<td>$25,636.00</td>
</tr>
</tbody>
</table>

Note: Data are for persons age 25 and older. Earnings from full-time and salary workers.
General Issues

Academic Misconduct

- Plagiarism/Cheating/Multiple Submissions/Collusion/Misrepresentation
- Re-Acceptance
  - No longer be allowed to return to complete the degree requirements.
- Office of Academic Affairs
  - Appeal
Recognition

6 Graduate Awards:
- Outstanding Teaching and Research Assistant
- Outstanding Graduate Master’s & Doctoral/MFA Student
- Outstanding Master’s and Doctoral/MFA Mentor Award

Recipients will receive a plaque and $1000 travel award

Honor Society-Phi Kappa Phi
- Organization Dues ($50/$35)
- Chapter Dues ($30/$15)

Graduate/Professional Student Appreciation Week
- Awards Luncheon
- Research Competition
- Professional Development Activities
Areas of Focus

- LOGISTICS
- GENERAL ISSUES
- GRADUATE ASSISTANTSHIPS
- MASTER’S DEGREE
- DOCTORAL DEGREE
Graduate Assistantships

3 TYPES OF ASSISTANTSHIPS

– Graduate Teaching Assistants

– Graduate Research Assistants

– Graduate Assistants, Administrative

GAs working 50% or 20 hours a week may not have another job on campus to supplement income.

*When accepting a GA position, discuss your Benefits options with HR or you will be defaulted into a high-cost health program.
Graduate Assistantships

GA ENROLLMENT REQUIREMENTS

Fall & Spring

- Graduate Assistantships – enroll in 6 GRADUATE hours – all programs
- Some programs may require 9 GRADUATE hours College of Science and Engineering & College of Graduate Studies

Summer

- Enroll in 3 GRADUATE hours (combined summer terms) – minimum

- Any exceptions to these rules must have the approval of the Graduate Dean (VERY RARE)
- Under most conditions, non-resident or international students holding graduate assistantships pay in-state tuition and fees
Areas of Focus

- Logistics
- General Issues
- Graduate Assistantships
- Master’s Degree
- Doctoral Degree
Master’s Degree

STUDENT CREDIT HOUR (SCH) REQUIREMENT

- Most programs require 36 hours (Min-30 SCH – Max 60 SCH)
- Check specific program requirements

DEGREE PLAN

- Must be submitted prior to completing 50% of the program
- Exceptions must be approved by faculty advisor and the Graduate Dean
Master’s Degree

CAN I CHANGE MY MAJOR?

- Yes, but you must reapply to the new major and submit all admission documents.
- Graduate Admissions is located in the Round Building
Master’s Degree

RESIDENCY & RECENTY OF CREDIT

- 7 Years to complete the degree
  End of Spring 2024

- Enrollment required the semester of graduation

- Leave of absence
Master’s Degree

EXIT REQUIREMENTS

• All degrees must have an exit requirement ~ *culminating experience*

• Examples Include:
  • Comprehensive Written Examination
  • Capstone
  • Creative Project Or Thesis
Areas of Focus

- LOGISTICS
- GENERAL ISSUES
- GRADUATE ASSISTANTSHIPS
- MASTER’S DEGREE
- DOCTORAL DEGREE
Residency & Recency of Credit

- Continuously register in courses (fall/spring)
- 10 years to complete the degree.
- 5 years to advance to candidacy and 5 years from candidacy to defend & graduate.
- End of Spring 2027
- Enrollment required the semester of graduation
- Leave of absence
DOCTORAL REQUIREMENTS

Credit Hour Requirement

• beyond Bachelor’s – Minimum of 90 hrs

• beyond Master’s – Minimum of 60 hrs

Degree Plan

(Form A-Degree Plan CINS / CMSS)

• Must be submitted prior to completing 50% of the program

• Exceptions - approved by Committee Chair and the Graduate Dean
DOCTORAL REQUIREMENTS

Comprehensive Exam

(Form B: College of Education and Human Development / College of Science & Engineering)

Written & Oral Examination

(In the event of failure, one repetition may be permitted)
DOCTORAL REQUIREMENTS

Doctoral Committee

Minimum of 4 members:

• One (1) Doctoral Committee Chair
• Two (2) Graduate Faculty Committee Members
• One (1) Graduate Faculty Rep from a different discipline, selected by the Graduate Dean

Graduate Dean officially appoints the committee

(Form C)
Forms to Guide the Process

**Doctoral Student Forms**
- Pathways to the Doctorate Checklist
- Form A: Preliminary/Final Degree Plan Forms
- Form B: Comprehensive Examination and Advancement to Candidacy Report
- Form C: Doctoral Dissertation Advisory Committee Appointment Form
- Form D: Doctoral Dissertation Proposal Hearing Request Form
- Form E: Preliminary Agreement to Schedule the Dissertation Defense/Final Examination
- Form F: Dissertation Defense and Written Dissertation Report
- Form G: Graduate Faculty Representative Report
- Form H: Doctoral/Dissertation Committee Member Change Request
- Form I: Graduation Degree Plan Exceptions Form
- Form J: Revalidation Request Form
- Form K: Doctoral Request for a Leave of Absence
- Form L: Catalog Change Request Form

[http://gradcollege.tamucc.edu/forms.html](http://gradcollege.tamucc.edu/forms.html)
Soltis Center

https://www.youtube.com/watch?v=gFPwlvJKP0E&t=17s

https://www.youtube.com/watch?v=Hkhp6yTS97o

https://www.youtube.com/watch?v=zcgqQ0W35AY&t=12s

https://www.youtube.com/watch?v=RXn76K03lyQ

https://www.youtube.com/watch?v=dOWOGvLGs
Helpful Resources:

http://gradcollege.tamucc.edu/ – CGS website

http://grow.tamucc.edu/ – Graduate Resource and Opportunity Workspace

gradcollege@tamucc.edu – All graduate education inquiries EXCEPT Recruitment/Admissions

gradweb@tamucc.edu – All inquiries re: recruitment/admission

pkp.tamucc.edu – Phi Kappa Phi website

pkp@tamucc.edu – all inquiries re: Phi Kappa Phi
2 More Resources

The Last Lecture
by Randy Pausch and Jeffrey Zaslow

A Message to Garcia
By Elbert Hubbard

http://www.pbs.org/wned/elbert-hubbard/message-garcia.php
Online Resources

- A Brief History of Texas A&M Corpus Christi
- Sail and Email
- How to Purchase Your Textbooks at Registration
- Forwarding Email
- Blackboard
- Preparing Your Computer for Blackboard
- Financial Aid
- Wells Fargo Banking
- Scholarship Flyer
- Campus Map

http://gradcollege.tamucc.edu/current_students/index.html
New Graduate Student Orientation Survey

Use a scanner application available in any smartphone app store to take the graduate orientation survey.

SCAN:

You can also find the survey if you go to:

gradcollege.tamucc.edu/survey
How Does the DoctoralNet Ltd. Graduate Support Technology Platform Work?

TEN Tools to Help Your Process - 24/7

THE GOLDEN THREAD OF CONSISTENCY THROUGH YOUR DISSERTATION

AUTOMATIONS®
Self Guided Conversations
Keep Your Work at Its Best

MAPS
Through the process, keep confusion at bay

THE GOLDEN THREAD OF CONSISTENCY THROUGH YOUR DISSERTATION

MILESTONES
Accountability to Keep You Moving Ahead

A FULL LIBRARY OF TUTORIAL WEBINARS +
Live conversations twice a week 40 weeks a year

365 Motivational Messages with academic ideas and concepts

SPECIALIZED INTERNATIONAL EVENTS

QUICK ANSWERS OR FEEDBACK 365 DAYS A YEAR

Online Groups to Improve Academic Writing

Other Groups to help your work move ahead faster

THE GOLDEN THREAD OF CONSISTENCY THROUGH YOUR DISSERTATION

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