

**INFORMATION FOR NEW GRADUATE STUDENTS
IN OFF-CAMPUS COHORTS**

Welcome to Appalachian! We look forward to working with you on your graduate degree. Please retain both your letter and this insert, as they contain important information about your graduate education.

Requirements: Please carefully read this letter and the academic regulations and requirements as outlined in the Graduate Bulletin, particularly the sections entitled Degree Requirements and Academic Regulations, along with the specifics for your major as listed under your home department. *Ultimate responsibility for meeting degree requirements rests solely with you.*

Accepting Admission and Confirming Your Term of Entry: Please return the enclosed form to accept the offer of admission as soon as possible. It is important to remember that your offer of admission is for registration in the *specific term* stated in your letter. If you already know that you need to postpone your enrollment, you can indicate that on the Applicant Response form. If sometime later you find that you need to request a deferral, you can download a Deferral Request form from the Graduate School's website. If you do not request a deferral through the Graduate School by the end of the first week of classes or if your request is denied, your admission will be *canceled* and your supporting documents purged, requiring that you start the application process again.

Registration During Your Term of Entry: Field-based students will receive information from the program manager regarding registration at orientation. If you do not register or attend classes during your term of entry, you will be considered a "no show," and your admission will be canceled and your supporting documents purged, requiring that you start the application process again. As mentioned in the preceding paragraph, be sure to submit a deferral form to avoid this cancellation.

Orientation: Your cohort's program manager will hold an orientation at which you will receive very important information about your program; attendance is required. In addition, the Graduate School holds an orientation session each summer, fall, and spring on campus in Boone, and you are cordially invited to attend, meet the graduate school staff, and learn about the resources available on campus.

Medical History: University policy and North Carolina General Statutes require a medical history form for students taking courses on campus in Boone before 5 pm. If you decide to take a course on campus during the day, you will need to complete the appropriate form before registering.

Contacts for Questions: There are several places to go for help and information.

Your Advisor and/or the Program Manager for your degree program: For questions regarding selecting coursework for your program of study, you should contact your advisor.

The Office of Extension and Distance Education: Your cohort will be assigned a program manager from Extension and Distance Learning (800-355-4084) who can help you with questions about many facets of your graduate education. In addition, the 800-number may be used to contact anyone on the main campus in Boone.

The Graduate School: Dr. Holly Hirst is the associate dean for graduate studies, and Ms. Susan Triplett is in charge of graduate student services for the Graduate School (828-262-2130). They will gladly answer any questions you have regarding Graduate School requirements.

The following websites have specific information as well:

<http://www.graduate.appstate.edu/gradstudies/> information about the Graduate School, including important information about on-campus orientation, applying for graduation, attending commencement, links to the Graduate Bulletin, downloading various forms like the medical history form

<http://www.ext-dl.appstate.edu> information about Extension and Distance Education, including important information about your cohort, off-campus class schedules, library resources, class cancellations due to weather

Good luck with your graduate education!