

**INFORMATION FOR GRADUATE STUDENTS  
COMING TO GRADUATE SCHOOL IN BOONE**

Welcome to Appalachian! We look forward to working with you on your graduate degree. Please retain both your admission 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 section entitled 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 your 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:** You will receive information regarding registering for courses from your advisor or from the director of your program. Registration windows vary each term, but there is always a registration period the day before classes start. 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:** The Graduate School holds an orientation session each summer, fall, and spring, and we urge you to attend to meet the graduate school staff, meet other new and returning students, and learn about the resources available on campus. More information is available on the Graduate School's website. In addition, most programs hold a separate orientation in the department, and you should attend that one as well.

**Mandatory Training for Graduate Assistants:** If you have been chosen for a graduate assistantship on campus, the mandatory training sessions are available online. More information is available on the Graduate School's website.

**Medical History:** University policy and North Carolina General Statutes require a medical history form for students taking courses on campus in Boone. The form must be turned in *before* you can register for classes. The form is available through the Graduate School's website.

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

**Your Advisor and/or the Program Director for your degree program:** For questions regarding selecting coursework for your program of study, you should contact your advisor or program director. The Department Chair is also available to assist students in finding answers to their questions.

**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 website has specific information as well:

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

***Good luck with your graduate education!***