

Hello and welcome back,

We hope you enjoyed your break!

Below is some information that will help you on your journey through graduate studies at S&T:

**Graduate Student Advising Information:** The Office of Graduate Studies has three Graduate Studies Advisors. Contact information can be found at <http://grad.mst.edu/staff/>.

- **Sharon Matson** (students whose last names begin with A)
  - **Jade Sinnott** (students whose last names begin with B-L)
  - **Kathy Wagner** (students whose last names begin with M-Z).
- 
- Please note our advising hours:
    - **Open advising (walk-ins) will be from 2:00 pm-4:00 pm daily.**
    - If you are unable to come during open advising, you can email your Graduate Studies Advisor to schedule an appointment.
  - Please **provide your student number** when contacting your graduate advisor with inquiries.
  - Graduate Program Deadlines: <http://grad.mst.edu/currentstudents/forms/>.
  - **Enrolled Graduate Taking Undergraduate Courses:**
    - Courses numbered below 3000 will not be allowed for graduate credit, and will automatically be identified as undergraduate credit.
    - Students taking the courses numbered from 3000 to 4999 must complete an Enrolled Graduate – Taking Undergraduate Credit Form to have the courses identified as undergraduate credit. Otherwise the courses will be graduate credit and included in the graduate GPA.
    - All graduate credit applies toward the ten credit hour limit of C or F graded hours.
    - Courses identified as undergraduate credit cannot be restored to graduate credit.
    - This form must be received by the Registrar’s Office within the first two weeks of class.
    - More information:  
<http://registrar.mst.edu/media/administrative/registrar/documents/grad-w-undergradcredit.pdf>

#### **Thesis & Dissertation Information:**

- When you begin working on your thesis or dissertation, you will want to visit this link: <http://grad.mst.edu/services/formatting/>. Here you will find checklists for completing your thesis or dissertation, formatting instructions, templates, specifications, and information on binding and publishing your work.

#### **Technical Editing Services:**

- Free technical editing services for on-campus graduate students are available. More information can be found at <http://grad.mst.edu/services/editing/>. *Please note the submission process for documents to be edited and the required format and the use of the editing request form.*

- **Emily Seals**, our Technical Editor, offers open advising hours from 2-4pm daily and by appointment. Feel free to email her at any time for more information: [sealse@mst.edu](mailto:sealse@mst.edu).
- Thesis/Dissertation Boot Camp: <http://grad.mst.edu/currentstudents/thesisanddissertationbootcamp/>

**Student Events:**

- Calendar of Student Events: <http://grad.mst.edu/events/>
  - Includes events from the Office of Graduate Studies, COER, CERTI, and more!
- Three Minute Thesis (3MT): <http://grad.mst.edu/events/3mt/>
- Graduate Family Halloween Party: <http://grad.mst.edu/events/graduatefamilyhalloweenparty/>
- GEM GRAD Lab: <http://grad.mst.edu/events/gemgradlab/>

**Additional Services and Resources:**

- If you need to file a grievance please email us at [mstgradsupport@mst.edu](mailto:mstgradsupport@mst.edu)
- 2017-2018 Grad Planners available for pick up. If you have not already received one, please stop by G-8 Norwood Hall to pick up your copy. It will not only keep you organized but it's also loaded with event dates, deadline dates, FAQs, and other resources for S&T graduate students.
- Council of Graduate Students: <http://cgs.mst.edu>
- Graduate Student Registration Policy: Policy Memo II-20 <http://chancellor.mst.edu/policy/>
- Graduate Catalog: <http://catalog.mst.edu/#text>

We are looking forward to another great semester. Our goal is to continue to be a student-centered office and to provide as much help to you as we can throughout your graduate-level career at Missouri S&T!

Please feel free to contact us for more information or for any questions or concerns you may have. We hope you have a wonderful Fall semester!

Sincerely,

The Office of Graduate Studies  
 573-341-4141  
[grad@mst.edu](mailto:grad@mst.edu)  
 G8 Norwood Hall  
<http://grad.mst.edu>

Facebook: <https://www.facebook.com/mstgradstudies>.