



# WELCOME

Thank you for choosing the University of Idaho as your institution for a graduate education. We do not take your decision lightly. You have made a commitment to us and now we are making a commitment to you. We value you as a student and look forward to the start of your journey toward a graduate degree.

We welcome you to U of I as a student who is enrolled in your academic discipline, and as a student in the College of Graduate Studies (COGS). COGS is your Dean's Office.

To help you become acquainted with COGS, the services we offer, the policies you need to know, and the information that will lead to a successful completion of your degree, we have developed a series of guides to assist you through every stage of your program. While we hope you will find these helpful, we want to encourage you to stop in, call, or email us with any questions you may have. We appreciate the opportunity to assist you.

## Tips for Success as a Graduate Student

### Communication is Key

Communication between you and your Major Professor (MP) is very important. Your MP will guide you through your program, offer academic and professional advice, and probably be your best reference as you move forward in your career.

In some units, you are assigned a MP either prior to, or at the time of your arrival. In others, you will make the choice after you have become acquainted with the faculty in your area. While this should be a well thought out decision, it must also be made within the first year of beginning your program.

Establishing the method and timing of communication with your MP and doing so early is integral to your relationship with this person. Do they want weekly or monthly meetings? Do they prefer face-to-face meetings or the use of email? Are you to keep a journal of your work and meet only at a significant time? Who calls for a meeting? All are issues that should be settled early in your program.

### Be Proactive and Responsible

Adjusting from undergraduate to graduate work involves a transition from being given specific directions to complete a task to determining for yourself what needs to be done and figuring out a way of doing it. It is very important to have a clear understanding of the expectations others have of you. Know what the goals are, how you can contribute to meeting them, and set benchmarks for assessment. If you have questions, search out the answers using authoritative sources.

### Understand the Rules

The University General Catalog outlines the academic rules and regulations that affect all UI students. The catalog is available [online](#) on the Uldaho website. The University's Graduate Faculty established the policies that affect graduate students and are implemented by COGS. Your academic administrative unit may have policies they apply to the graduate students in your area. At times, it can become difficult to know what policies apply to a specific situation. The staff in the College of Graduate Studies can assist you!

### Know the Deadlines

For almost everything you want to do, there is a rule, form, or deadline connected to it. Every educational institution has different policies. Do not make the assumption that U of I may do something the same way as a previous institution.

Deadlines should be taken very seriously. Once a deadline passes, you may be stopped from what you want to do unless you are able to successfully petition a faculty committee for special permission. It is always best to plan ahead to avoid any last minute issues that may prevent meeting a deadline.

Registration deadlines available on the [Registrar's page](#), and COGS deadlines are available on the [COGS website](#). Your department may have additional deadlines, so make sure to check with them as well.

## Websites and Email

It is important to become familiar with all areas of the UI website. Please bookmark the [COGS website](#) and check it often. Forms that you will need while a graduate student here can be found on the COGS website, as well as many other items including assistantship information, events, research opportunities, and more. Please become familiar with the site and let us know if there are additional helpful items we should add.

One of the first things you will learn at U of I is that we can send email only to your UI email address. If you use another kind of email address, you will not receive information that may benefit you. Please make sure to read all communications from COGS, or you may miss important information or opportunities.

## Research Protocol

Prior to beginning any research projects, protocol approval may be required by one of the following committees, depending on your research area:

- Animal Care and Use Committee
- Biohazards Committee
- Human Assurance Committee
- Institutional Review Board
- Office of Sponsored Programs
- Radiation Safety Commission
- Idaho Research Foundation
- University Research Office

Check with your department to ensure appropriate approval has been granted, before beginning your research project.

## Reduce Stress

- Start off on the right foot. Be organized! Keep a calendar of assignments and appointments.
- Be purposeful about making time for family and friends.
- Join the Graduate and Professional Student Association ([GPSA](#)).
- Enjoy the Student Recreation Center or dive into the pool at the Swim Center.
- Get out of your building and become acquainted with the entire campus and our wonderful community.
- Join an organization that provides personal or professional fulfillment.
- Attend an art, musical or theatrical presentation offered by our internationally recognized artists.
- Take advantage of cultural events sponsored by our international students.

## Enjoy your Successes & Survive your Failures

Some days you will feel like you have made a great contribution to your field. Other days you may wonder why you decided to work toward a graduate degree. It is vital that you keep all your work in a proper perspective. By being here, you have made the commitment to advance yourself both personally and professionally. It is worth it!

## You are not alone

The goal of the faculty and staff at the University of Idaho is do all we can to help you succeed. The Writing Center has a staff member who is available to specifically assist graduate students with paper, thesis, or dissertation writing. The Statistical Assistance Center will answer questions regarding the statistical needs of your research. The Counseling & Testing Center has many resources to support you. Learn more by visiting their [website](#).

As always, the staff at COGS are always happy to assist you. We are here to ensure your success.

