

SES MS STUDENT CHECK LIST

Welcome to the School of Economic Sciences. This check sheet is designed to assist you throughout your MS program. Dr. Felix Munoz Garcia is the Graduate Studies Chair (GSC). Jaimie Dahl, the Graduate Coordinator, Hulbert 101, provides assistance and answers to graduate student questions and concerns (you should see your advisor first). This is a guide for you to use throughout your program.

Websites you should be familiar with:

Graduate School forms: <http://www.gradsch.wsu.edu/Forms/>

In particular, graduate student deadlines: <http://www.gradsch.wsu.edu/Forms/>

SES Graduate Studies web site: <http://ses.wsu.edu/graduatestudies/>

SES Graduate Coordinator web site: <http://ses.wsu.edu/graduatestudies/GraduateCoordinator/>

SES Graduate Thesis:

<http://ses.wsu.edu/wp-content/uploads/2014/09/Guidelines-for-Thesis-and-Dissertation-Preparation.pdf>

Note: must use WSU email as primary email address (no other will be used for you). It is also required that we have a local address for you.

Fall Semester (Year 1)

- _____ See Tom Dahl for building keys, Hulbert 101
- _____ If you are on an assistantship you need to fill out an I-9, see Rich Hoeft, Hulbert 101
- _____ Professional pictures will be taken over at BCU – See Jaimie Dahl, Hulbert 101
- _____ Turn in sheet for emergency contact information to Jaimie Dahl, Hulbert 101
- _____ Meet with your temporary advisor
- _____ Register for classes - 10 credits is considered full-time (12 credits if you are receiving student loans)
- _____ Need to be enrolled for a minimum of one 700/702 credit
- _____ Attend meeting with GSC to discuss expectations of program
- _____ Take “Responsible Conduct Training” <http://myResearch.wsu.edu>
- _____ November - Register for spring semester classes, working with temporary advisor
- _____ Choose thesis/project advisor and two other committee members
- _____ Complete program of study, obtain signatures and turn in to Jaimie Dahl, Hulbert 101
- _____ Read SES Graduate Manual found at <http://ses.wsu.edu/wp-content/uploads/2016/05/Grad-Manual-FINAL-Updated-May-2016.pdf>

Spring Semester (Year 1)

- _____ Register for summer (if planned) and fall semester classes
- _____ Need to be enrolled for a minimum of one 700/702 credit
- _____ Apply to be a Washington resident (domestic students)
- _____ Preliminary work on your thesis/project should begin

Graduating Semester

- _____ Need to be enrolled for a minimum of two 700/702 credit
- _____ Schedule with committee members - date, time, and place for final oral (**20** working days before exam)
- _____ Apply for degree and pay graduation fees – follow deadline, usually early March
- _____ Order cap and gown- Graduation Fair end of March or contact Bookie
- _____ Submit signed thesis/project acceptance/final exam scheduling form along with a copy (electronic or hard copy) of thesis, to the graduate school (**10** working days before exam)
- _____ Follow Graduate School and SES guidelines for preparing manuscript
<https://gradschool.wsu.edu/documents/2014/12/dissertation-and-thesisfinal-checklist.pdf>
<http://www.gradsch.wsu.edu/Forms/>
- _____ Furnish copy of thesis/project to committee members (**10** working days before exam)
- _____ Furnish copy of thesis/project to Jaimie for display (**5** working days prior to final exam)
- _____ Complete Final Exam by deadline
- _____ You are responsible for ensuring that you reserve or bring any equipment you need. Do not assume that it is available.
- _____ Get signatures on thesis/project

Additional Requirements for Masters Thesis

- _____ Furnish Graduate School with a title page, signature page and abstract from your thesis (follow graduate school guidelines), within **5** days after successful exam
- _____ Upload a copy of your thesis to the library at www.dissertations.wsu.edu within **5** working days after successful completion of defense
- _____ Complete final thesis/project acceptance checklist [Hold Harmless Agreement/Copyright Acknowledgement](#) [PDF] found at <http://www.gradsch.wsu.edu/Forms/>
- _____ Complete survey of earned masters – print or complete online
- _____ Complete pgs. 3, 4, and 5 of thesis/project agreement packet

- _____ Schedule an appointment to meet with the Director for an exit interview. You can obtain the form on-line or from Jaimie (after final exam)
- _____ <http://ses.wsu.edu/wp-content/uploads/2016/04/Exit-Interview-Form.pdf>
- _____ Bring a PDF file of your thesis/project to the main office of SES
- _____ Update your e-mail and contact information with the graduate school and SES
- _____ Turn in office keys to Tom Dahl