

SECTION III

Resources, Organizations, and Forms for Graduate Students

RESOURCES, ORGANIZATIONS, AND FORMS FOR GRADUATE STUDENTS

RESOURCES

Michigan State University Library

Students should take advantage of the library tours in order to more thoroughly familiarize themselves with all the available resources. There are many branch libraries on campus. Consult Spartan Life at <http://www.msu.edu/SpLIFE/index.htm>.

College Library

The Human Ecology Reference Library is located in Room 2 of the Human Ecology Building. It houses a collection of books, Human Ecology theses and dissertations, periodicals, curriculum guides, audio visual aids and other resources. A photocopying machine is also located within the library.

Computer Center

- Computing Information & Support Services, telephone **355-4500**

Computing Information & Support Services offers consulting help on selected statistical programs and “helps students help themselves”. It refers students elsewhere if it cannot offer enough assistance. It provides help to students, but will not do the job for them. There is no charge for the consulting service.

- Other Computer Facilities

Microcomputer facilities are available in a variety of locations on campus, as well as in laboratories in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities.

Dateline - <http://www.msu.edu/~hed>

A weekly calendar of events published by the College of Human Ecology. It is available on the main floor of the Human Ecology Building across from the elevator.

Health Insurance

All MSU students and their dependents are eligible to enroll in the insurance plan offered by COGS through The Chickering Group. The plan covers accidents occurring or sickness contracted during the term for which the student or dependents are insured. For information contact: Olin Health Center, telephone **355-4510** (main switchboard) during normal business hours.

Note: Graduate assistants are eligible to enroll in the group plan in the university's group plans, however, they must pay the full premium costs (at group rates). For information about group insurance, contact the Human Resources Office, 140 Nisbet Building, 1407 S. Harrison Road, telephone 353-4434.

The Graduate Post

A quarterly newsletter is published by The Graduate School. Its purpose is to highlight activities in graduate education at MSU and elsewhere; publish opportunities available for professional enrichment through fellowships, scholarships and study programs; announce important deadline dates, and announce upcoming colloquia and symposia.

COGS-nizance

A general information newsletter is published once a year at the beginning of fall term by the Council of Graduate Students (COGS).

MSU News Bulletin

A newspaper geared to university and faculty interests is published weekly.

The State News

A newspaper that contains campus, local, state, national and international news and a listing of events of interest is published daily.

Mailboxes

Each graduate student is assigned a mailbox located in Room 404 Human Ecology. Its purpose is to provide a means to receive communication from the major professor, the department, fellow students and/or department student organizations. It is the student's responsibility to check his/her mailbox regularly. A key may be obtained from the HED department office for access to Room 404.

Bookstore

The MSU Bookstore is located in the International Center on Shaw Lane. Off-campus bookstores are located throughout the greater city, although most textbook materials are available only in the downtown East Lansing area.

ORGANIZATIONS

Phi Kappa Phi

Graduate students may be elected to the National Honor Society of Phi Kappa Phi. MSU has an active chapter on campus and has an annual Spring initiation and awards banquet.

Kappa Omicron Nu

Alpha Chapter of Kappa Omicron Nu, the National Home Economics Honorary, is located at MSU. Fall and Spring initiations and an honors banquet in the Spring highlight the year's activities. For further information, students can contact the faculty academic advisor.

Faculty Women's Association

The purpose of the Faculty Women's Association is to provide a forum for and support of the various interests of present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students are approximately 25% of faculty dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members.

Council of Graduate Students (COGS)

COGS is the name of the all-university graduate student government. Officers and departmental representatives (one representative per department throughout the entire university) are voting members. Graduate student representatives to all-university standing committees and councils are non-voting members. The purposes of COGS are:

- To promote the academic, social, and economic aims of graduate students at Michigan State University.
- To establish effective communication among graduate students and create channels for communication with other student organizations and with the academic and administrative units of the university.

Meetings are open to all graduate students. For further information contact the graduate secretary for the name of the departmental representative.

University, College, and Department Committees

Graduate students may serve on a variety of university, college, and department committees. Consult the Bylaws of the respective units for a description of committee composition and function.

HEGSAC - Human Ecology Graduate Student Advisory Committee

FORMS

Various forms are used to conduct a variety of procedures throughout the student's academic career. Unless otherwise indicated, it is the student's responsibility to see that these forms are properly completed and distributed at the appropriate times. Forms are available in the HED department office. They include:

- Graduate Assistantship Application
- Credit Evaluation - Graduate Program
- Ph.D. Program Evaluation Form
- Approval of Doctoral Guidance Committee
- Ph.D. Program Change of Status
- Graduate Student Semester Report
- Graduate Assistant Performance Evaluation Form
- Independent Study Application
- Thesis/Project Approval Form Ph.D.
- Ph.D. Program Adjustments
- Human Subjects Form
- Record of Comprehensive Examinations
- Announcement of Ph.D. Oral Examination
- Graduation Application
- Record of Dissertation and Oral Examination
- Report of the Guidance Committee
- Request for Graduate Program Time Extension