

GRADUATE STUDENT QUICK REFERENCE GUIDE

Additional information is available in the Graduate Catalog, College Handbook, and online references noted below.

| PROCESS | WHERE TO BEGIN | ADDITIONAL RESOURCES (OFFICES & ONLINE ASSISTANCE) |
|---|---|--|
| Academic Advising | Academic Departments identify graduate faculty advisors for each student and provide department and program information. | Advisement and Transition provides general support to all graduate students: www.cortland.edu/advisement |
| Registration | Matriculated students register online through the MyRedDragon portal during Web Registration. Non-matriculated students register in person in the Registrar's Office. | Registrar's Office provides information on registration activities and course schedule detail: www.cortland.edu/registrar |
| Transfer Credit Evaluation | Graduate Coordinators evaluate students' requests to bring in graduate credit from another institution. The Associate Dean of the respective school approves the decision and submits authorization to the Advisement and Transition Office for posting. | |
| Request for Incomplete | Requests for an incomplete begin with the instructor of the course. | |
| Extension of Incomplete | The Associate Dean of the respective school renders a decision on the request for an extension of incomplete, and submits authorization to the Registrar's Office for posting. | |
| Withdrawal from Course | The Associate Dean of the respective school approves. | |
| Academic Standing | Associate Deans monitor graduate student academic standing and inform students of Probation, Suspension and Dismissal decisions. | |
| Withdrawal from College and Leave of Absence | Contact the Associate Dean of your school to file a Withdrawal or Leave of Absence from the College. | |
| Readmission to Cortland | Contact the Associate Dean of your school to apply for readmission to the College. | |
| Apply to Graduate | Go onto MyRedDragon to officially apply to graduate. The Registrar's Office will send notification when the online application period will begin for the calendar year of anticipated completion. Academic departments, graduate coordinators and associate deans verify the completion of all degree requirements. | https://blaze.cortland.edu |
| Teacher Certification | Application for New York State teacher certification is done through the NYSED TEACH System. | Graduate Certification support is available in the Registrar's Office. |
| Transcript Requests | Request official college transcripts from the Registrar's Office. | www.cortland.edu/registrar |

GRADUATE STUDENT SERVICE RESOURCE LIST

| | OFFICE | LOCATION | TELEPHONE |
|--|---------------------------|--|----------------|
| Admissions | Graduate Admissions | Miller Building, 1 st floor | (607) 753-4800 |
| Associate Dean – School of Arts & Sciences | | Old Main, Room 125 | (607) 753-4314 |
| Associate Dean – School of Education | | Education Building, Room 1239 | (607) 753-5431 |
| Associate Dean – School of Professional Studies | | Corey Union, Room 307 | (607) 753-2702 |
| Graduate Assistantships | Graduate Admissions | Miller Building, 1 st floor | (607) 753-4800 |
| Financial Aid | Financial Aid | Miller Building, Room 205 | (607) 753-4717 |
| Student Academic Records and Official College Transcripts | Registrar's | Miller Building, Room 223 | (607) 753-4702 |
| Graduate Council Graduate Student Orientation Information Graduate Student Newsletter | Advisement and Transition | Memorial Library, A-111 | (607) 753-4726 |

August 2010