Dear Incoming IE Student:

Congratulations on your admission to Arizona State University! We are pleased that your application has been approved and we are looking forward meeting you in the Spring of 2018. We want to relay important information to you prior to your arrival. PLEASE PRINT OR SAVE THIS MESSAGE.

You can also find all events, important information, and frequently asked questions at: http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/ (Spring 2018 New Student Event dates are still to be determined. This page will be updated soon).

1. **Immunization**: In order to register, all students must get clearance for immunization. The necessary form is available on the ASU website: https://eoss.asu.edu/health/services/immunization

2. **Event: CIDSE Graduate Student Welcome (mandatory)**: This welcome event is intended for all new CIDSE graduate students. You will have the opportunity to mingle with faculty as well as hear from the Program Chairs and Directors. Date and time can be found at this site: http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/ *Exact Date Coming Soon*

3. **Event: Graduate Student Orientation (mandatory)**: We will be holding a mandatory orientation prior to the start of Spring semester. The dates and time can be found at this site: http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/. Degree requirements will be discussed during the orientation. *Exact Date Coming Soon*

4. **Student Handbook**: Please visit our web site: Industrial Engineering

5. **Important**: All students with assigned deficiency in their ASU admission letter must enroll for the course(s) to secure a seat.

6. **Event: Deficiency Waiver and Test-out Exam (optional)**: If you have been assigned a deficiency course in your ASU Admission Letter you have three options to meet your deficiency requirements:
   
   a) **Option 1**: Petition for Reevaluation of Deficiency Course: Submit an email to cidse.advising@asu.edu with the Petition for Reevaluation of Deficiency Course form and supporting documents (such as syllabus, catalog description, or university transcripts) to prove that you have met the requirements. Please be advised that the documents you uploaded during the admission application have been evaluated. Submit only new information when requesting a reevaluation of assigned deficiencies. Once the petition has been reviewed it is
final. There will be no future petition or consideration request, including asking to meet one-on-one.

b) **Option 2:** If the first option is not met, you may sit for the Test-out Exam scheduled in August. Please be advised that most deficiencies will not be waived. It is strongly recommended that you start studying for your deficiency examination prior to the exam date. Students are only eligible to take this exam one time and it must be prior to starting at ASU. Date, time, and RSVP link can be found here: [http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/](http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/) (Coming Soon!)

c) **Option 3:** If you do not pass the deficiency exam, **you must stay enrolled in the class. The School will dismiss students after one year that do not meet the deficiency requirements as stated in the admission letter “to be completed in one year.”**

7. **Class Registration:** Registration starts on November 7, 2017. Please note that there will be a late registration fee charge of $50 starting December 31st, 2017. See #8 below for course selection information. If you have any holds please click on the hold item in your MyASU to resolve the issue.

8. **Spring 2018 Course Recommendations:** There are two kinds of enrollment: a) full-time (9 or more credit hours) and b) part-time (less than 9 credit hours). **All international students are required to enroll full-time.** Your first priority is to complete deficiency courses. You must be enrolled in at least 1 graduate level course each and every semester or you will be discontinued from the program.

   a. **Ph.D. Student First Semester Courses:** Please contact your academic advisor

   b. **Master Student First Semester Courses:** Select two or three core courses. You may select your third course from your concentration area (please refer to the [IE Graduate Handbook](http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/) page 15) or you may select an elective.

   **IE Core Courses**
   - i. IEE 505 Information Systems Engineering or IEE 506 Web-Enabled Decision Support System
   - ii. IEE 572 Design of Engineering Experiments or IEE 578 Regression Analysis or IEE 573 Reliability Engineering
   - iv. IEE 545 Simulating Stochastic Systems or IEE 561 Production Systems

   **Please note:** IE graduate course have pre-requisites. Refer to the course descriptions in the [IE Graduate Handbook](http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/) (page 17).

Please remember not all courses are offered every semester. Please always refer to the Industrial Engineering Handbook for specific degree requirements.
9. **Maximum Credit Hours:** Student will only be allowed to register for a maximum of 11 credit hours per semester without department consent. Full time enrollment for a graduate student is 9 credits hours. The petition form to request permission to enroll in more than 11 credit hours is available on the CIDSE Graduate Forms website and is titled Course Overload Request Form. Do not enroll in courses you do not plan to attend.

10. **ASU Catalog:** The catalog is available on the ASU website: [www.asu.edu/catalog](http://www.asu.edu/catalog).

11. **Schedule of Courses:** Schedule of courses are available on the ASU website [https://webapp4.asu.edu/catalog/](https://webapp4.asu.edu/catalog/) and through MyASU [https://my.asu.edu](https://my.asu.edu).

12. **Registration and Tuition Payment:** For dates and deadlines and to pay tuition and fees, please visit [https://students.asu.edu/academic-calendar](https://students.asu.edu/academic-calendar).

13. **ASU E-mail Account:** The main means for the university and the school to communicate with you is through your ASU e-mail account. If you have a private e-mail, it is possible to have ASU e-mails forwarded to your private account. However, it is your responsibility to manage this process and to periodically check your ASU e-mail account to make sure that it does not become full. For more information on ASU E-mail accounts, visit: [http://help.asu.edu/](http://help.asu.edu/).

14. **International Student and Scholars Center:** If you are an international student, please check their website for all the steps you need to complete upon your arrival at ASU: [Information for Newly Admitted Graduate Students](https://students.asu.edu/international). The International Students and Scholars Center is located in the Student Services Building (SSV) Room 170. There will be a mandatory New International Student Orientation held the week prior to the start of the semester. For more information please visit their website: [https://students.asu.edu/international](https://students.asu.edu/international).

15. **Graduate Admissions Office:** Please check your admission letter and MyASU “To Do” list to verify if you are required to update your transcripts or submit necessary documents requested by the Graduate Admissions Office. The office is located in the Student Services Building (SSV), Room 112. For further information, please visit their website: [https://students.asu.edu/graduate](https://students.asu.edu/graduate).

16. **Sun Card –** All students are required to get an ASU ID card. The Sun Card Office is located at the Memorial Union (MU) lower level floor. You will be asked to fill out a form with your name, ASU ID number, and classification (Student, Faculty/Staff, or Other). For more information please visit the Sun Card Office website: [http://cfo.asu.edu/suncard](http://cfo.asu.edu/suncard).

17. **Campus Map:** The ASU campus is very large. We encourage you to carry around a map until you are familiar with the buildings and locations. Visit: [www.asu.edu/map](http://www.asu.edu/map).

18. **Research and Teaching Assistantships:** There is no application for RA positions. RA positions are assigned by faculty members. You may reach out to faculty you are interested in working with. You are welcome to explore TA position outside of CIDSE. You will want to contact each unit separately for availability and application procedures. If you are offered a Research Assistant or Teaching Assistant position, you are required to enroll in 12 credit hours. Typically, students register for IEE 580 Practicum in addition to their courses to meet this requirement. Rarely do
student take 12 credit hours of graduate level courses. Please follow the instructions on the Course Permission Request page to request IEE 580 Practicum.

19. **SPEAK Test schedule for students with a Teaching Assistantship**: Global Launch provides the on-campus SPEAK Test. Test schedules are posted on the website: https://learnenglish.asu.edu/international-teaching-assistant. Global Launch does not keep a list of available TA position at ASU.

20. **Textbook Purchase**: ASU Bookstore (Tempe Campus)

21. **Housing**: The majority of our graduate students choose to live off-campus. You can choose to live on-campus or off-campus. For more information, please visit: http://www.asu.edu/studentaffairs/reslife/.

22. **ASU Parking Permit**: You can purchase a parking permit for the semester or chose to park at a visitor’s parking area for a daily fee. The campus map shows parking areas. For more information, please visit the website: https://cfo.asu.edu/pts.

23. **Deferring Admission to Fall 2018**: Students may defer their initial term of admission to the next term (Spring or Fall) through their MyASU page by using the Request Change link. If they have registered for a class after being admitted to the program, they will not be able to process the deferral request. They must first drop all their classes and then request the deferral.
   - If you have a TA or an RA offer together with your admission, please contact the Advising Office for advisement. If a student decides to defer their admission prior to consulting with the Advising office the TA or RA offer will be invalid for the next term.
   - All PHD students must contact one of the Graduate Academic Advisors prior to requesting a deferment regardless if a TA or RA offer has been extended. All requests will be evaluated on a case-by-case basis. A deferral request may not be possible for an IE Ph.D. student as the program typically only admits students in the Fall semester.
   - Master’s students are not required to contact the Graduate Academic Advisors prior to requesting a deferment unless they have been offered a TA or RA position.

We look forward to seeing you this coming semester!

Sincerely,

The Graduate Advising Team:

Christina Sebring: Ph.D. students with last name starting A - Lh
Ph.D. students with last name starting A – I

Arzuhan Kavak: Ph.D. students with last name starting Li-Z
Master’s students with last name starting J-Na

Tammarra Walden: Master’s students with last name starting Nb-Z
Araxi Hovhannessian: Graduate Advising Manager

CIDSE Graduate Advising
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Ira A. Fulton Schools of Engineering
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