Dear Incoming Software Engineering 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 Fall of 2017. 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/

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/

3. **Event: SER MS Graduate Student Orientation (mandatory):** We will be holding a mandatory orientation prior to the start of Fall semester. The date 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.

4. **Student Handbook:** Please visit our web site: Software 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/)

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 started on March 23, 2017. Please note that there will be a late registration fee charge of $50 starting August 9, 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. **Fall 2017 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. **Master’s Student First Semester Courses for Spring:** If you have no deficiencies, then select SER 501 and SER 515. You are required to complete your core classes during your first year (unless deficiencies prevent it), and these two courses are only offered in fall. If you have room for another course, you can choose something that interests you.

   - If you were assigned SER 222 as a deficiency, you cannot take SER 501. SER 222 must be completed prior to taking 501.
   - If you were assigned CSE 360 as a deficiency, you cannot take SER 516 or CSE 563, CSE 564, CSE 565, or CSE 566. CSE 360 must be completed prior to taking any of these courses.
   - If you were assigned CSE 240 as a deficiency, you cannot take SER 502. CSE 240 must be completed prior to taking SER 502.

   It is important that you take assigned deficiencies courses first because, if you do not, it could hinder your academic progress and delay graduation. **NOTE:** Some of these courses are offered only once a year.

   For example, a student with a deficiency of CSE 240 and CSE 360 would have a schedule like this:

   - CSE 240
   - CSE 360
   - SER 4XX (see approved list) or SER 594 Human Computer Interaction.
9. **Maximum Credit Hours:** Students will not be allowed to register for more than 11 credit hours per semester without department consent. Full-time enrollment for a graduate student is 9 credit hours. The petition form to request permission to enroll in more than 11 credit hours is available on the [CIDSE Graduate Forms](https://cidse.engineering.asu.edu) 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:** The schedule of courses is 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](https://students.asu.edu/international) 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). Software Engineering classes are held on the Polytechnic campus.

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. To apply for a TA position with the Software Engineering department, please e-mail Betsy Allen at emallen@asu.edu. She will guide you through the application process. Apply for a TA position with the Computer Science department here: [http://cidse.engineering.asu.edu/forstudent/graduate/teachingresearch-assistantships/](http://cidse.engineering.asu.edu/forstudent/graduate/teachingresearch-assistantships/). 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 CSE 580 Practicum in addition to their courses to meet this requirement. Rarely do students take 12 credit hours of graduate level courses. Please follow the instructions on the Course Permission Request page to request CSE 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

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: https://housing.asu.edu/.

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 Spring 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.
   - 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:

Jamie Cluff: Graduate Advisor for Software Engineering

Araxi Hovhannessian: Graduate Advising Manager

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**CIDSE Graduate Advising**
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School of Computing, Informatics, and Decision Systems Engineering
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Mesa, AZ 85212
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