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 2019. We want to relay important information to you prior to your arrival. PLEASE SAVE THIS DOCUMENT.

Who to contact
It will be necessary for you to work with multiple offices to complete the admissions steps and finalize your Spring registration. Below are different items you may have questions about and who to contact.

- **Financial Guarantee / I-20 / Visa**: gograd@asu.edu
- **MMR**: immunizations@asu.edu / website
- **Insurance**: insurance@asu.edu / website
- **Registration and other academic-related queries**: Your assigned CIDSE Advisor. Please refer to the following breakdown:
  - Christina Sebring: MCS Online; IE MS Online; PHD Last Names A-D
  - Arzuhan Kavak: Ph.D. students with last name starting E-Z
  - Mark Barrios: Master’s students with last name starting A-C
  - Master’s Students last name starting D-N
  - Jaya Krishnamurthy: Master’s Students with last name starting O-Z

**Email etiquette**: Please do not send multiple and/or separate emails to the members of the advising team. You should be communicating primarily with your assigned advisor. If it is necessary to email multiple people, please utilize the copy function, rather than sending multiple emails.

You can find all events, important information, and frequently asked questions at: [http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/](http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/) *(Spring 2019 New Student Event dates are still to be determined. This page will be updated soon)*.

1. **Clear all HOLDs and Priority Tasks in your MYASU.** Click on the item in your MyASU and you will find the details of what needs to be done and who to contact if necessary.

2. **Accepting Admission.** You do not need to formally accept your admission to ASU. You need to clear your HOLDs and Priority Tasks and register for courses to show your intent to join.

3. **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/](http://cidse.engineering.asu.edu/forstudent/graduate/newly-admitted-student-information/) *Exact Date Coming Soon*

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

5. **Student Handbook:** Please visit our website: Industrial Engineering
6. **Important**: All students with assigned deficiencies in their ASU admission letter must enroll for the course(s) to secure a seat.

7. **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. We will not accept petitions submitted after December 15th, 2018. Once the petition has been reviewed, the decision 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 will be posted here as soon as the details are finalized:
   
   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.”

8. **Class Registration**: Registration starts on November 6, 2018. Please note that there will be a late registration fee charge of $50 starting December 30, 2018. 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.

9. **Spring 2019 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**: Register for the following courses:
      
      i. IEE 620 Optimization I
      ii. IEE 640 Probability and Stochastic Processes
      iii. IEE 670 Mathematical Statistics
      iv. IEE 594 Conference and Workshop

   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 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 (page 17).
Please remember not all courses are offered every semester. Please refer to the handbook for specific degree requirements.

10. **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. Please be advised that overload requests are rarely approved for students in their first semester.

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

12. **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).

13. **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). Tuition payment options can be found here: [https://students.asu.edu/tuitionandbilling](https://students.asu.edu/tuitionandbilling).

14. **ASU E-mail Account:** The main method of communication used by the university and the school to correspond 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/).

15. **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 admission to ASU: Information for Newly Admitted Graduate Students. 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 this website: [https://international.asu.edu/orientation](https://international.asu.edu/orientation).

16. **Graduate Admissions Office:** Please check your admission letter and MyASU “Priority Task” 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).

17. **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).

18. **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).

19. **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 discuss possible research opportunities. You are welcome to explore TA positions 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 students take 12 credit hours of graduate level courses. Please follow the instructions on the Course Permission Request page to request IEE 580 Practicum.
20. **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](https://learnenglish.asu.edu/international-teaching-assistant). Global Launch does not keep a list of available TA positions at ASU.

21. **Financial Assistance.** Visit this site for more information regarding available resources: [https://graduate.asu.edu/pay-for-college](https://graduate.asu.edu/pay-for-college)

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

23. **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/](http://www.asu.edu/studentaffairs/reslife/).

24. **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](https://cfo.asu.edu/pts).

25. **Deferring Admission to Fall 2019**: 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.
   - 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:

- Araxi Hovhannessian: Graduate Advising Manager
- Christina Sebring: MCS Online; PHD Last Names A-D
- Arzuhan Kavak: Ph.D. students with last name starting E-Z
  Master’s students with last name starting A-C
- Mark Barrios: Master’s Students last name starting D-N
- Jaya Krishnamurthy Master’s Students with last name starting O-Z

**CIDSE Graduate Advising**  
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