



DID YOU KNOW...

- The Graduate College (GC) is the home of Student Academic Services (SAS). SAS can help with everything related to your graduate academic needs while you are a graduate student at ASU. If you need assistance with GC policies and procedures, please ask us. We encourage you to visit our team for help navigating the process to complete your degree and graduate.
- The Graduation Office, which is part of the Registrar's Office, is where you apply for graduation, and where your Program of Study is initially reviewed.
- Your academic unit's Graduate Support Staff is one of your best resources. Not only can they provide you with information about general GC policies and procedures, but they are also familiar with information specific to your academic unit. If you aren't sure who to talk to in your academic unit, ask us.
- Format Advising, one of the services provided by SAS, has a website! You'll find information to help you prepare your thesis, dissertation, research paper, bound document, or practicum at the following URL: <http://www.asu.edu/graduate/format/index.html>
- There is a *Format Manual* with instructions on how to format your document before submitting it for format review. You can pick up a copy at our office or find it online: <http://www.asu.edu/graduate/formatmanual/index.html>. Please note that recent changes to the Format Manual are available through a printed Addendum, available in our office, and online: <http://www.asu.edu/graduate/format/FMchanges.html>.
- If you need to confirm the completion of your degree before it's been posted to your ASU transcript, the Graduation Office can produce a **Letter of Completion** for you. The letter states that although your degree hasn't been conferred, that you have completed all the degree requirements. For more information, contact the Graduation Office in the Student Services Building, 1st floor.
- If you are planning to defend in the **summer**, you must register for at least one credit hour of appropriate coursework in your academic unit. You can register for any summer session; it does not have to be the same session in which you are defending; however, please note that you must be registered before you can schedule your defense.
- **International students** have visa-specific restrictions regarding their study at ASU, and should always contact the International Student Office (ISO) before making any changes to their degree programs or registration. The ISO is located in the Student Services Building, Room 265, and online: <http://www.asu.edu/studentlife/iso/>
- There is an easy way to get information on the research being conducted at ASU. You can search the **UMI database**, an online library of theses and dissertations, at: <http://wwwlib.umi.com/cr/asu/main>