

# EFLT Graduate Student Information

Department of Educational Foundations, Leadership, & Technology (EFLT)

College of Education • Auburn University, Alabama

Department Webpage: [www.auburn.edu/eflt](http://www.auburn.edu/eflt)

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*Welcome to the Department!* It is our intention that your educational experience be a positive one. We have compiled specific information for your review and action. The following items are for informational purposes only and should not be construed as the basis of a contract between a student and Auburn University (source: AU Bulletin 2008-2009).

## *After You Have Been Admitted:*

- We will add you to the Educational Foundations, Leadership, and Technology (EFLT) e-mailing list that will provide updates and recent program and departmental information. We will use your Auburn email address (e.g., user@auburn.edu) rather than hotmail, aol, etc. as Auburn recognizes this address for official university communications purposes. To subscribe (or unsubscribe) to EFLTlink, please contact the EFLT main office at (334) 844-4460.
- Meet with your Major Professor/Advisor to discuss your Plan of Study during your first semester.
- Doctoral Students login and track your progress on the Graduate School's Doctoral Studies Checklist.
- Finalize and file your Plan of Study, including the composition of your advisory committee, during your second semester (as indicated in AU Bulletin). To prepare the Plan of Study, go to [www.grad.auburn.edu](http://www.grad.auburn.edu) (Graduate School), then "Students", and then complete the "Plan of Study."
- Check in with your Major Professor/Advisor **every** semester to review progress.
- Provide address updates through the *Personal Information* section within the AU home page student Banner option and also to the EFLT main office to maintain the EFLT database we use for communication purposes.
- Request a graduation check the semester **BEFORE** you intend to graduate. Go to [www.grad.auburn.edu](http://www.grad.auburn.edu), select "Students" then complete the Graduation Check within the "Graduation Application and Approval Process."
- Schedule the comprehensive examination with your Major Professor/Advisor during your last semester of coursework.
- Be registered/enrolled during any semester in which you (1) complete the General Oral Exam (2) complete the dissertation defense (doctoral students only), (3) complete requirements for "incomplete" grade(s), and/or (3) graduate. For students who have in a previous semester completed all requirements for the degree, upon receipt of a "certificate of completion" form from the Graduate School, can enroll in a zero credit course especially for this purpose. **It is your responsibility to be enrolled.**

## *Registration Information:*

The following guidelines pertain to students who are **not** University employees. University employees, who are also graduate students, can register on the 1<sup>st</sup> day of classes only. Students should register during official registration periods for graduate students. Here are two reasons for registering in a timely manner:

1. Courses must have a minimum number of enrollments in order to be offered. If enrollment minimums are not met, the course may be cancelled, without guarantee of the next time it would be offered. Course cancellations may delay student's program completion.
2. For Library Media and Educational Leadership certification program internships, students are required to be registered before placement can be made at a school site. Internships are arranged for registered students and require extensive advance planning. Students are encouraged to register & meet with their internship supervisor and discuss internship details the semester **BEFORE** the actual internship experience.

## *Additional Resources:*

- ◆ Graduate Bulletin for the Summary of Procedures for Master's and Doctoral Degree Programs (AU Bulletin 2008-2009, pp. 109-137).
- ◆ AU Graduate School - [www.grad.auburn.edu](http://www.grad.auburn.edu) Students: **Doctoral Studies Checklist**.
- ◆ Graduate School website ([www.grad.auburn.edu](http://www.grad.auburn.edu)) - Graduate Student Resources for **Calendar/Deadlines, Student, Major Professor & Committee, and Graduate School Responsibilities, and Guide to Preparation & Submission of Theses and Dissertations**

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## *Questions? Please contact:*

EFLT Main Office - (334) 844-4460

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Ms. Sherida Downer, EFLT Graduate Program Officer, at (334) 844-3060 - [downesh@auburn.edu](mailto:downesh@auburn.edu)