



### Admitted MSME Career Guide

\* Once you commit to attending the MSME program at SDSU, you should submit online Intent to Enroll by the due day with the required fee. If you do not submit the Intent to Enroll with all required items such as transcripts, it will be assumed that you do not plan to attend SDSU and your offer of admission will be canceled.

\* Once you submit the Intent to Enroll with the required fee and documents, you should receive an email from SDSU Admissions Office asking you to register. Make sure the email does not go to your spam. There are typically at least two important deadlines you should guard after your intent to enroll: 1) for registration, and 2) to pay registration fee. Check Admission's Office for these and other deadlines. Once registered, you can review classes offered in Fall and register to take them. And follow these 10 steps to graduation.

1. There may be orientation at the beginning of the semester for newly admitted students; all are expected to attend. Newly admitted 4+1 students are also expected to attend. Important: Admitted 4+1 students must make sure their admission forms are sent by ME Department to Attn: Cassie Steadman, Advising and Evaluations, Undergraduate Enrollment Services. Also note that 4+1 students cannot complete their POS without admission to 4+1 through Enrollment Services.

2. A conditionally accepted student should meet with the Graduate Advisor before taking classes, to discuss steps required to remove the "condition".

3. A student should choose one of the four areas of specialization within the ME stream, select a thesis or research advisor, and notify the Graduate Advisor of his or her choices. Complete and submit the Thesis Advisor Form.

4. A student should meet with the Graduate Advisor during office hours (no appointment needed) to complete the Program of Study via WebPortal (electronically), preferably immediately after the first semester. No form is needed. You should bring with you a list of 500 and 600 level courses that you have either taken or plan to take. This list should contain a total of at least seven courses for thesis option, and nine courses for non-thesis option students.

5. Student should check on the WebPortal if he or she has been advanced to candidacy, which usually happens automatically after successful completion of four courses. Contact Graduate Affairs for delays with advancement to candidacy.

6. Once advanced to candidacy, a student can register for 700 level courses. In order to register for ME797 you need a schedule number which can be obtained from the ME Office after completing a Graduate Supervision Form. If you are in Plan A, a Thesis Advisor Form will also have to be completed. DO NOT register for ME797 without sending these to the Graduate Advisor; you may be dropped from the class. Note that the Graduate Supervision and Thesis Forms are ME Department forms and can be downloaded from the ME website.

7. Plan A: students should collect a hardcopy of the thesis form from Graduate Affairs in person, and also submit it to the Graduate Affairs, in person. This step requires advancement to candidacy. Plan B: students should complete and submit a Graduate Supervision Form to the ME Office.

8. A student is issued an add code for ME 799A (thesis) by Graduate Affairs; not the ME Office. Attention 4+1 Students: To enroll in ME799A, you must first apply to graduate through your Webportal and wait until your file is reviewed for eligibility to graduate. This review may take 2 or more months, so plan accordingly.

9. Once defended, a Plan A student should submit to the Graduate Advisor a copy of his or her thesis signature page (ME 797 thesis form), and ask the thesis advisor to notify the Graduate Advisor (by email) of his or her successful defense. A Plan B student should also submit a copy of his or her research paper signature page, and ask the research advisor to notify the Graduate Advisor completion of his or her research by email.

10. The graduate student submits hardcopy of "Report of Final Examination or Thesis Defense for the Master's Degree" form, available at <http://gra.sdsu.edu/grad/finalcomp.html>. After receiving email or written confirmation of successful completion of thesis/project from the thesis/project advisor, the Graduate Advisor signs and sends this form to Graduate Affairs. This concludes the MSME process.