Introduction

We wish you success and hope that your time with us in the College of Earth, Ocean, and Atmospheric Sciences (CEOAS) is rewarding, both academically and personally.

You are responsible for reading this handbook thoroughly. Although this handbook will serve as your primary resource, it cannot be all-inclusive. Updates will be distributed via announcements by email through the gisonline-students mailing list. If you have not received a welcome message to this mailing list please contact:

Kuuipo Walsh, Director, GIScience Program

134 Wilkinson Hall, Tel 541-737-3795, Email Kuuipo.Walsh@oregonstate.edu

We are always ready to answer your questions and to assist you.

Important Websites

Graduate School http://gradschool.oregonstate.edu/

Graduate Catalog http://catalog.oregonstate.edu/Default.aspx?section=Graduate


All Graduate Programs Policies http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38

Academic Regulations http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75

Academic Calendar http://catalog.oregonstate.edu/ChapterDetail.aspx?Key=148

GIScience Certificate http://ecampus.oregonstate.edu/online-degrees/graduate/giscience/ and http://ceoas.oregonstate.edu/giscience/graduate/

Financial Aid http://ecampus.oregonstate.edu/services/tuition/financial-aid.htm
Arrival Checklist

- Get University ID Card (Optional). OSU ID cards are optional for distance students. If you plan on using higher-education facilities where you live or wish to receive student discounts, it could be beneficial to have one. Graduate students may obtain their ID card one week before and throughout their first term of registration. For Fall term, registered graduate students may obtain their ID card anytime throughout the summer as well. For more information please contact the OSU ID Center at http://fa.oregonstate.edu/business-affairs/idcenter.
- Sign Up for Your Email Account. Set up your ONID (OSU) email as soon as possible. Instructions are available at http://oregonstate.edu/helpdocs/onid/getting-started/sign-instructions. ONID is the university's official email addressing system and you will miss crucial emails if you do not activate this account.
- View the new student orientation for Ecampus students at http://ecampus.oregonstate.edu/orientation/. If you are pursuing the graduate certificate only, please complete the nondegree orientation. While graduate certificate students do have access to an academic advisor, much of the information is also relevant to new Ecampus graduate students.
- Meet with your academic advisor, the Director of the GIScience Program, Kuuipo Walsh. It is important to meet with Kuuipo right away to determine courses for your first term and to develop an academic plan.
- Register for Classes. You must register for classes before the first day of the term to avoid late fees. If you have problems with registration, contact Kuuipo or Ecampus for help.
- Bookmark the Academic Calendar and check it often to make sure that you are up to date on important academic deadlines: http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148
Academics

Registration
http://main.oregonstate.edu/

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, including E-campus students. The online catalog at http://catalog.oregonstate.edu contains up-to-date changes for the current and immediately upcoming term.

If you have a question about a course more than one term ahead, check with Kuuipo.

If you have a question about a course you cannot find, please contact Kuuipo.

It is your responsibility to register for the appropriate number of credits that may be required for financial aid eligibility.

Petition for Late Change of Registration
http://oregonstate.edu/registrar/node/92/#Registration%20Forms

Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the petition for late change in registration filed with the Registrar's Office.

Transfer Credit
http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802

Students who wish to transfer graduate credits from other schools must provide transcripts for courses already completed to the Graduate School prior to the submission of a study program.

Graduate courses taken at OSU while the student was a non-degree graduate student, a post-baccalaureate student, a professional degree-seeking student (PharmD or DVM), or an undergraduate student, are considered transfer courses.

Up to 6 graduate credits may be transferred toward the 19-credit graduate certificate.
**Schedule of Classes**

Changes to the schedule are always possible, but not expected. Always confirm course offerings with online catalog.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>GEOG 370</td>
<td>Geovisualization: Cartography (4)</td>
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<tr>
<td>MTH 112</td>
<td>Elementary Functions (4)</td>
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<td>√</td>
<td>√</td>
<td>√</td>
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<tr>
<td>ST 201/202</td>
<td>ST 351/352 or ST 511/512 (4)</td>
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<td>√</td>
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<td>Remote Sensing I: Principles and Applications (4)</td>
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<td>√</td>
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<td>GEOG 560</td>
<td>GIScience I: Introduction to Geographic Information Science (4)</td>
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<tr>
<td>GEOG 510</td>
<td>Internship (1-5)</td>
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<td>√</td>
<td>√</td>
<td>√</td>
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<tr>
<td>GEOG 561</td>
<td>GIScience II: Analysis and Applications (4)</td>
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<tr>
<td>GEOG 562</td>
<td>GIScience III: Programming for Geospatial Analysis (4)</td>
<td>√</td>
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<tr>
<td>GEOG 4/564</td>
<td>Geospatial Perspectives on Intelligence, Security, and Ethics (4)</td>
<td></td>
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<td>√</td>
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</tbody>
</table>

* background courses needed for some students admitted provisionally

**50 percent graduate stand-alone courses requirement**

[http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section3856](http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section3856)

As you select your classes keep in mind that you must meet the 50 percent graduate stand-alone courses requirement. No more than 50% of courses USED for a graduate program may be the 500-level component of a dual-listed course (the 500 component of 400/500 slash courses).

**GEOG 510 Internship**

[http://ceoas.oregonstate.edu/internships/graduate/](http://ceoas.oregonstate.edu/internships/graduate/)

GEOG 510 - Internship is available for credit during the fall, winter, spring and summer terms. Before undertaking an internship, students are required to submit a one-page resume and a one-
page proposal to their adviser and the internship employer at least two weeks before that start of the term.

It is anticipated that most of the distance education students enrolled in the graduate certificate program will complete a 10-week internship (GEOG 510) in which they complete a project of a GIScience nature and submit a final report. Many students enrolled in the graduate certificate program will be employed for an agency or organization where a GIScience related internship experience can be easily arranged. For students not currently employed in the field, the program will help match students to internship providers in their area. But all students are ultimately responsible for arranging an internship. Students should start searching for and applying for internships as soon as possible.

If you have questions about internship search preparation, contact Kuuipo Walsh and make your career counseling appointment with Kyle Cassady, Ecampus Career Counselor through Beaver Careers using the appointment request instructions at http://career.oregonstate.edu/students/career-trail/know-yourself/career-consultations. If you have questions for the Ecampus Career Counselor, please contact her at kyle.cassady@oregonstate.edu or 541-737-5420 or visit the Career Services webpage at http://career.oregonstate.edu/ecampus.

Please note that OSU cannot authorize internship opportunities in Maryland, Massachusetts, and Tennessee. For more information see: http://ecampus.oregonstate.edu/services/doe-authorization.htm

**Time Limits**

http://catalog.oregonstate.edu/ChapterDetail.aspx?key=50

Courses completed no more than seven years prior to the graduate certificate award may be used to satisfy certificate requirements. Students enrolled in certificates without concurrent enrollment in a graduate degree program are not subject to the continuous enrollment policy during the time allowed for certificate completion.

**Grades, Regulations and Records**

http://catalog.oregonstate.edu/ChapterDetail.aspx?key=9

The Graduate School requires that you maintain a minimum cumulative grade point average (GPA) of 3.00 on all courses (including graded undergraduate courses) taken at OSU regardless of whether or not the courses are part of the GIScience program. You must have a minimum grade point average of 3.00 for all GIScience courses, including transfer courses.
Courses can be repeated one time to achieve a better grade. If the original grade was below a C, the second, more recent, grade will be the grade of record.

If, in any term, your GPA falls below 3.0, you will receive a warning from the Director of the GIScience Program. Failure to raise your GPA to 3.0 within the next two terms will result in a review of your status and may cause dismissal from the graduate program.

Incomplete Grades

http://oregonstate.edu/dept/grad_school/preparing.php

An “I” (incomplete) grade is granted only at the discretion of the instructor. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults, if you do not make an effort to resolve the incomplete course work within one year of recording the incomplete. To remove the “I” grade, you must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade.

The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

Academic Honesty

http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty

Any incident of academic dishonesty is a serious breach of professional ethics which could result in dismissal from the program. Examples of dishonest academic acts include cheating on course examinations and assignments, plagiarism, tampering with records or documents, and assisting another person in any of these acts. If you are from another culture and are uncertain about what constitutes cheating, plagiarism, etc., please contact the Director of the GIScience Program for assistance.

Applying for Graduation

http://oregonstate.edu/registrar/apply-graduation

At the time you register for your last course in the 19-credit certificate, you should apply for graduation if you have not already done so. In addition please complete the Request a Certificate form. Submitting this form will initiate the processing of your certificate.
Students will receive a physical certificate after this form is submitted and after the University has verified successful completion of all certificate requirements.

http://ceoas.oregonstate.edu/giscience/request/

Policies

Graduate Appointments
http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1815

To qualify for appointment as a graduate assistant the student must be enrolled as a degree-seeking graduate student. If you have been accepted (or anticipate being accepted) into a degree program and are interested in an assistantship, contact the degree program concerned.

Confidentiality of Student Records
http://catalog.oregonstate.edu/ChapterDetail.aspx?key=378#Section2658

Both federal and state laws permit Oregon State University staff to release “directory” information to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar’s Office. It will not prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University. If you decide to have your directory information officially restricted, please make sure to inform Kuuipo Walsh.

Services for Students with Disabilities

CEOAS supports and complies with the rights of individuals with disabilities under federal law. Any student who has special needs because of disabilities that can be documented, should contact Kuuipo Walsh as soon as possible. Requirements and/or procedures will be modified on a case-by-case basis as deemed necessary and appropriate. Special accommodation, such as examination processes, can only be modified if the necessity to do so is made known to Kuuipo Walsh prior to the administration of such processes. Every effort will be made for reasonable accommodation, when warranted.

See OSU’s Disability Access Services at http://ds.oregonstate.edu/home/.
Student Facilities

GIScience graduate students who are visiting or taking courses on the OSU Corvallis campus may contact Kuuiipo for on-campus student facilities information.