

## MAEE STUDENT CHECKLIST

The purpose of this checklist is to serve as an informational guide to keep students on track. Note the date of completion in the left column. NOTE: Students are responsible for fulfilling all requirements and meeting all deadlines. Some of the items may not apply.

### After Acceptance

Done	What to Do	Who, When or Where
	Accept your offer of admission into the MAEE program	Graduate School Online Platform
	*Assistantship students only Sign and return your assistantship letter to the Graduate Program Coordinator	Before the date listed on assistantship offer letter
	Complete Graduate School checklist	<a href="#">Graduate School Website</a>

### Before Beginning Graduate School Classes

Done	What to Do	Who, When or Where
	Appointment of advisor	Graduate Coordinator
	Meet with advisor to discuss course registration	Before or upon arrival with advisor
	Register for courses	Contact Advisor
	Attend MAEE New Student Orientation	Contact Graduate Coordinator
	Attend Graduate School Orientation	See <a href="#">Graduate School Website</a> for information
	Obtain Student ID Card	<a href="#">UGACard Office</a>
	Complete Change of Domicile Form (if applicable)	<a href="#">Registrar's Office</a>
	Purchase Parking Permit or learn the UGA bus route	<a href="#">Parking Services</a> , Before arriving on campus

*Students on assistantship or fellowship complete the following items:*

	Complete payroll, appointment form	ALEC Business Manager
	Obtain office key	ALEC Graduate Coordinator Assistant
	*Teaching Assistants Attend Mandatory Graduate School TA orientation	Check <a href="#">Graduate School Website</a>

### First Year in Graduate School

Done	What to Do	Who, When or Where
	*Assistantship students only Schedule performance review with your assistantship supervisor	Last half of the 1 <sup>st</sup> semester
	*Assistantship students only Sign renewed assistantship contract	At the end of the 1 <sup>st</sup> semester ALEC Business Manager

	Select two other faculty members to serve on your graduate committee. After selecting the graduate committee, complete the Advisory Committee (G130) form at: <a href="https://gradstatus.uga.edu/Forms/G130">https://gradstatus.uga.edu/Forms/G130</a>	Before the end of the 2 <sup>nd</sup> semester
	Meet with advisor to plan Program of Study (classes to take and when) and gain approval from graduate committee.	Before the end of the 2 <sup>nd</sup> semester
	Schedule committee meeting to review and approve Program of Study plan and present research or project idea	Before the end of the 2 <sup>nd</sup> semester
	<i>*Assistantship students only</i> Schedule performance review with your assistantship supervisor	Last half of the 2 <sup>nd</sup> semester
	<i>*Assistantship students only</i> Sign renewed assistantship contract	At the end of the 2 <sup>nd</sup> semester ALEC Business Manager
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> <li>○ Complete progress check and update expected graduation semester. (Advisor to complete annual update form.)</li> </ul>	Before the end of the 2 <sup>nd</sup> semester

### Second Year in Graduate School

Done	What to Do	Who, When or Where
	<i>*Thesis students only</i> Develop a plan with graduate committee for delivering components of thesis	Before the end of the 3 <sup>rd</sup> semester
	<i>*Assistantship students only</i> Schedule performance review with your assistantship supervisor	Last half of the 3 <sup>rd</sup> semester
	<i>*Assistantship students only</i> Sign renewed assistantship contract (as a reminder renewal contracts are not guaranteed)	At the end of the 3 <sup>rd</sup> semester ALEC Business Manager
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> <li>○ Complete progress check and update expected graduation semester</li> </ul>	Before the end of the 3 <sup>rd</sup> semester
	<i>*Assistantship students only</i> Schedule performance review with your assistantship supervisor	Last half of the 4 <sup>th</sup> semester
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> </ul>	Before the end of the 4 <sup>th</sup> semester

	<ul style="list-style-type: none"> <li>○ Complete progress check and update expected graduation semester. (Advisor to complete annual update form.)</li> </ul>	
	<p><i>*Thesis students only</i></p> <p>Check in with graduate committee on progress made toward thesis</p>	Before the end of the 4 <sup>th</sup> semester

### Final Semester in Graduate School

Done	What to Do	Who, When or Where
	Submit Program of Study form to the Graduate School (signed by advisor and the Graduate Coordinator) Note: Use the Non-Doctoral Professional Degree form: <a href="http://grad.uga.edu/wp-content/uploads/2014/11/body_prgnonphd.pdf">http://grad.uga.edu/wp-content/uploads/2014/11/body_prgnonphd.pdf</a>	By the end of the second week of classes in the final semester
	Application for Graduation through Athena (form required)	Start of final semester
	Schedule final exam (non-thesis) /defense (thesis) with advisory committee.	Start of final semester Share the date, time, and topic with the Graduate Coordinator Assistant to be advertised publicly
	Thesis Defense <ul style="list-style-type: none"> <li>○ Approved by major professor and distributed to advisory committee at least 2 weeks prior to exam</li> <li>○ Approved by advisory committee</li> <li>○ Format approved by Graduate School</li> <li>○ Registration requirement of at least 3 hrs during the semester thesis is submitted and completed.</li> <li>○ Submission of an Electronic Thesis and Submission approval form.</li> </ul>	Advisory Committee Final version must be electronically submitted to the Graduate school at least 2 weeks prior to graduation.
	Final Exam (Form required) <ul style="list-style-type: none"> <li>○ Scheduled with department at least 2 weeks prior to exam.</li> <li>○ Registration requirement of at least 3 hrs during the semester the exam is taken and reported.</li> </ul>	Advisory Committee Results reported to the Graduate School at least one week prior to graduation.
	Submit signed, Final Defense Approval Form to the Graduate School (signed by graduate committee members and Graduate Coordinator)	Advisory Committee, 13 <sup>th</sup> week of final semester

**Last Week in Graduate School**

	Complete Exit Interview	Graduate Coordinator Assistant
<i>Students on assistantship complete the following items.</i>		
	Clean desk space and return items to stockroom	Office, Stockroom/Copy Room
	Return all keys issued by department	Graduate Coordinator Assistant