

Department of Earth, Ocean,
and
Atmospheric
Science

Meteorology
Program Graduate
Student Handbook



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I. Welcome

This guide is intended to give you information that is critical for your participation in our program. Please refer to this guide to ensure that you are properly progressing toward your degree. Also, the complete record of policies and procedures is located in the Graduate Bulletin: <http://registrar.fsu.edu/bulletin/>. Since policies and procedures sometimes change, be sure to pay attention to e-mail announcements from the University and the Department. We are all here to help you, so please be sure to ask questions when you need help.

Orientation and Advising

Orientation

You will be required to attend Arts/ Sciences graduate student orientation as well as our departmental orientation. Incoming TA's will also be required to attend a two day "PIE" training. You will receive a schedule of activities in early August.

Initial Advising

All new graduate students are required to meet with the graduate advising committee during orientation. The committee will consist of 3 faculty members, one each who specialize in Physical, Dynamic, and Synoptic Meteorology. You will have an assigned time to meet with this committee to evaluate your undergraduate coursework for any deficiencies and to make a plan for the coming semester. Advising for subsequent semesters will be done by the student's committee (which you will form by the end of the second semester). However, any deficiencies noted by the initial advising committee will still need to be satisfied.

II. Degree Timeline

NOW

- Make sure the Admissions Department has the final copy of your transcripts from previous institutions illustrating degrees conferred
- Get an FSU Card
- Set up your FSUID and Webmail Account

Week Before Your First Semester

- Get security access
- Begin establishing residency (if you are not already a resident of Florida). Declare domicile, get a Florida Driver's License, and register your vehicle
- Buy or Waive Health Insurance
- Complete Health Compliance Paperwork

Each Semester during your Registration Window

After consultation with your major professor, fill out the **DIS Request Form** (if needed) to register for the following courses (form found on Blackboard):

Directed (DIS) Individual Study	Supervised Research	Thesis	Dissertation (DSS)	Doctoral Prelims	Defense
MET 5905	MET 5910	MET 5971	MET 6980	MET 8964	MET 8976 (MS)
MET 5906				MS Comps	MET 8985 (PhD)
MET 6906				MET 8966	

End of Each Semester

Complete any Incompletes ("I" grades) from the previous semesters or file for extensions. Incompletes will turn into "IE's" (Incomplete Expired) and are calculated as an "F" in your GPA. It is your responsibility to make sure you come to the office for a Grade Change Form or an Incomplete Extension Form (Note: 0 credit courses do not expire or turn into an "F").

2nd Semester

Form your committee and submit committee form to graduate advisor (form found on Blackboard)

End of First Year

Students with assistantships need to reclassify their residency for tuition purposes

Semester you plan to complete the Preliminary Doctoral Exam (PhD ONLY)

Register for MET 8964 (Preliminary Doctoral Exam) with your major professors permission. Exams are usually scheduled for a Monday & Wednesday from 9:00am-5:00pm in March (for Spring), and November (for Fall).

Semester you plan to do Prospectus (PhD ONLY)

Register for MET 6930 Doctoral Seminar. Schedule to do an oral prospectus with your committee and the department.

Final Semester (see checklist p. 12)

III. Program Requirements

Meteorology Admission Requirements

Prior work in meteorology is not a requirement for admission to graduate study in the meteorology program, but candidates must have a strong preparation in mathematics and physics. Each student must have completed or must complete undergraduate level work in synoptic meteorology (MET 4500C; 4501C or equivalent), physical meteorology (MET 4420; 4450 or equivalent), and dynamic meteorology (MET 4301; 4302 or equivalent). MET 5311 and 5312 may be used to substitute for MET 4301 and 4302. It is recommended that all graduate students who have not had coursework equivalent to MET 2700, 2101, 3300, 3502C independently study this material during their first semester in graduate school, or consider beginning their graduate program in the summer. Students also should have completed mathematics through partial differential equations (MAP 4341 or equivalent), have had a course in FORTRAN programming (CGS 3460 or equivalent), and have had at least one year of physics with calculus. Satisfactory completion of these general requirements is expected to precede graduate level work. A Graduate Record Examination (GRE) score with a 50th percentile or above in verbal reasoning and a quantitative reasoning score in the 70th percentile or above and a minimum GPA of 3.0 in upper-division undergraduate courses is normally required for admission to the Department of Earth, Ocean, and Atmospheric Science (EOAS). Fellowships and assistantships are available to well-qualified applicants; three letters of recommendation are required. (All course Descriptions can be found here: <http://www.eoas.fsu.edu/undergraduate-met-courses>)

Meteorology Graduate Degree Requirements

All Graduate Students must maintain a 3.0 ("B" average) GPA for all of their graded courses

Master's Degree

Each candidate for the M.S. Degree must satisfy all University-wide M.S. requirements. At least 18 hours must be earned on a letter grade basis for the thesis plan and 21 hours for the course plan. The minimum University requirements are 30 semester hours for the thesis plan and 32 hours for the course plan, of which supervised research (MET 5910) and supervised teaching (MET 5979) can be used for the M.S. Degree. Students electing the thesis plan must have credit for at least 6 hours of thesis (MET 5971). The requirements listed below may exceed the minimum university requirements, depending on individual student preparation. All candidates for the M.S. Degree must satisfactorily pass MET 5930 (2) Master's Seminar. This includes presentation of a seminar to the department and submission of an approved written version of the seminar. All candidates for the M.S. Degree must satisfactorily pass 5910 (3) Supervised Research.

Thesis Plan

Candidates electing the thesis plan must satisfy all general requirements noted above and complete an acceptable thesis with credit in MET 5971r (6). The student must register for MET 8976 (0) during the semester that the thesis is defended. The thesis research may be used in presenting the departmental Master's Seminar (5930), and a copy of the thesis may be used as an approved written version of the seminar.

MS in Meteorology Thesis Timeline/Checklist

Coursework

Core Courses:

Complete at least 6 hours from each area (18 hours total):

Physical

Dynamical

Synoptic

_____	_____	_____
_____	_____	_____

Other Required Courses (at least 6 hours total):

Choose 1 additional course from the list of Electives in the Meteorology Course List (with approval, can take a 3rd Area Course)

Complete Supervised Research MET 5910 (1-5 hrs, 3 hrs required)

____ Semester and year

Committee* Choose committee by the end of your **2nd academic semester**. (form to Acad Coord)

_____, _____, _____,

Thesis

Thesis credits (MET5971) in semesters when writing. A minimum of 6 required to graduate,

_____ # credits and semester _____ # credits and semester
_____ # credits and semester _____ # credits and semester

Final semester

Register for:

Thesis Defense (MET8976)

Master's Seminar (MET5930) (2 hrs required)

Thesis credits (MET5971) (at least 2 hrs required)

2-4 weeks before defense

Give copies of thesis to committee

Send notice to Graduate Studies.

Reserve Room 353 and contact Academic Coordinator

Course Plan

Candidates electing the course plan must satisfy all other general option requirements and pass the Master's Comprehensive Examination (MET 8966) and hold a Master's Seminar (MET 5930). The faculty supervisory committee may require additional courses.

Meteorology Course Offerings

Physical

_____	MET 5105	(3) Global Climate System
_____	MET 5406	(3) Satellite Observations & Their Applications in Numerical Weather Prediction (May be either a Physical or Dynamical)
_____	MET 5407	(3) Fund of Atmospheric Data Assimilation
_____	MET 5411	(3) Radar Meteorology
_____	MET 5421	(3) Radiative Transfer
_____	MET 5455	(3) Cloud Physics
_____	MET 5471	(3) Satellite Remote Sensing of Planetary Atmosphere
_____	MET 6480r	(3) Adv. Topics in Physical Meteorology
_____	OCP 5056	(3) Introduction to Physical Oceanography
_____	OCP 5271	(3) Turbulence (may be used as either Physical or Dynamical)
_____	OCP 5551	(3) Physics of the Air-Sea Boundary Layer
_____	OCC 5554	(3) Atmospheric Chemistry

Dynamical

_____	MAP 5431	(3) Introduction to Fluid Dynamics
_____	MET 5406	(3) Satellite Observations & Their Applications in Numerical Weather Prediction (May be either a Physical or Dynamical)
_____	MET 5135	(3) Dynamic Climatology
_____	MET 5340r	(3) Large-Scale Atmospheric Circulations
_____	MET 5541r	(3) Dynamical Weather Prediction (may be used as either Synoptic or Dynamical)
_____	MET 6155	(3) Modeling the Climate System
_____	MET 6308r	(3) Advanced Topics in Dynamical Meteorology
_____	MET 6309r	(3) Advanced Topics in Geophysical Applications
_____	OCP 5256	(3) Fluid Dynamics: Geophysical Applications
_____	OCP 5263	(3) Equatorial Dynamics
_____	OCP 5271	(3) Turbulence (may be used as either Physical or Dynamical)
_____	OCP 5253	(3) Fluid Dynamics: Geophysical Applications

Synoptic

_____	MET 5510c	(4) Mid Latitude Synoptic Scale Systems
_____	MET 5511c	(4) Meso-Meteorology Lecture Laboratory
_____	MET 5533	(3) Tropical Meteorology I

_____MET 5534	(3) Tropical Meteorology II
_____MET 5541r	(3) Dynamical Weather Prediction (may be used as either Synoptic or Dynamical)
_____MET 5550	(3) Statistical Weather Prediction
_____MET 6561r	(3) Advanced Topics in Synoptic Meteorology

Electives

_____MET 5090r	(3) Applied Time Series Analysis
_____MET 6308r	(3) Advanced Topics in Dynamical Meteorology
_____MET 6480r	(3) Advanced Topics in Physical Meteorology
_____MET 6561r	(3) Advanced Topics in Synoptic Meteorology

_____Or an appropriate graduate-level course in meteorology, physics, mathematics, statistics, oceanography, geology or computer science approved by the student's committee. Such a course must not be similar to that required for the B.S. at FSU and needs to satisfy committee requirements.

Doctoral Degree

Each doctoral candidate, in consultation with their major professor, must form a doctoral supervisory committee at the beginning of study. At least three members must have doctoral directive status, and one must be a representative-at-large from the graduate faculty who is in an allied, but different department (University Representative). The department normally requires at least five members (4 from EOAS) with at least two options represented. The committee is to be constituted prior to the preliminary examination. Continuing students often combine the M.S. Comprehensive Examination with the Preliminary Examination (Course Plan Only). Formal admission to candidacy follows passing the Preliminary Examination.

The only set hour requirements are Seminar and a minimum of twenty-four hours of Dissertation (MET 6980). Additional course work is assigned by the supervisory committee to correct deficiencies and strengthen capabilities in the dissertation research area. Required course work is usually completed before submission of the Prospectus.

The candidate must register for Doctoral Seminar (MET 6930) during the semester in which the prospectus for the Ph.D. research is submitted to their committee. A second registration for the Doctoral Seminar must occur during the semester in which the candidate plans to defend their dissertation.

After completing 30 semester hours of graduate work or being awarded the Master's degree, the Ph.D. residency requirement is continuous enrollment for a minimum of 24 graduate semester hours in one consecutive 12 month period. The student must be enrolled in at least two semester hours of dissertation in the final term in which the degree was granted.

PhD in Meteorology Timeline/Checksheet

Coursework

Before passing Prelims:

Complete MS coursework requirements found on Blackboard

After passing Prelims

24 Dissertation Credits (MET6980)

Any additional coursework specified by your committee

Directed Individual Study (DIS)

Before passing Prelims:

You can register for Graduate DIS (MET 5905 or 5906)

After passing your Prelims:

You can register for PhD DIS (MET 6906)

Committee *

Choose supervisory committee by the end of 2nd academic semester (before Prelims)

_____, _____, _____,
_____, (outside Dept. member) _____

End of year 1 – Meet credit hour requirement for Residence for Doctoral degree (see University Graduate Bulletin. This is not the same as residency for tuition purposes.).

Annual Committee Meetings required (*form)

_____ Year 1	_____ Year 2	_____ Year 3
Date	Date	Date
_____ Year 4	_____ Year 5	_____ Year 6
Date	Date	Date

Preliminary Exam * (MET 8964)

Usually 1-2 semesters after completing MS or MS coursework

Must graduate within 5 years of passing exam

Date of Exam _____

Prospectus *

Register for Doctoral Seminar (MET 6930)

Reserve Room 353 and contact Acad. Coord.

A copy with committee approval signatures to Academic Coordinator.

Form to Graduate Studies

Date submitted _____ Date approved _____

Dissertation credits (MET6980)

Register in semesters when writing **after passing prelim exam.**

A minimum of 24 credits are required to graduate.

Final semester *

Register for :

Doctoral Seminar (MET 6930)

Dissertation Defense (MET 8985)

Dissertation Credits (MET 6980) (at least 2 hrs required)

MAKE SURE YOU KNOW THE UNIVERSITY SUBMISSION DEADLINES FOR THE SEMESTER YOU PLAN TO GRADUATE

4 Weeks before defense

Give copies of dissertation to committee members

Send notice to Graduate Studies

Reserve Room 353 and contact Academic Coordinator

Transferring Credit From Another Graduate Program

If you are entering Florida State's M.S. program from another M.S. program, you may transfer up to 6 semester hours of credit with the approval of the Graduate Studies committee. If you are entering Florida State's Ph.D. program, you and the Graduate Studies committee will decide what part of your M.S. coursework fulfills specific Ph.D. area requirements.

Major Professor and Supervisory Committee

Every candidate for either the M.S. or the Ph.D. participates in selecting a major professor. Except for your initial advising, your major professor will be your advisor throughout your degree program in Meteorology. In addition to picking a major professor students must also decide upon a committee. This committee is chosen with the assistance of the major professor.

This supervisory committee should be named no later than the end of the second semester of graduate study. Master's students have a minimum of 3 tenure-track faculty members including the Major Professor and Ph.D candidates have 5 tenure-track faculty members including the Major Professor and an Outside Member/University Representative. A course plan acceptable to the supervisory committee should also be filed with the Department prior to the end of the first year. A specific exception is graduate students admitted to the Ph.D. program without first having an M.S. Degree. These students must form a Ph.D. committee within 9 months of their entrance.

Meteorology Honor Society

Chi Epsilon Pi is the meteorology honor society for outstanding students in the Department of EOAS. The Florida State University chapter has existed since 1966. Graduate students must have nine (9) (thesis plan) or fifteen (15) (non-thesis plan) credits earned through the Department of EOAS and be continuously enrolled for 1 year. A graduate student must also have a 3.5 or better GPA for meteorology courses and an overall GPA of 3.0 or higher. Students are inducted each spring.

Graduation

Graduate students should check with the department regarding degree requirements. Plan to have the department do a graduation check prior to your final semester (room 410 Love). Application for graduation must be made in the Office of the University Registrar by the published deadline; refer to <http://registrar.fsu.edu> for this information. Students who graduate must apply for and be readmitted to register for any subsequent term. You should follow the final semester checklist (**pg 12**) as well as “Grad Space” on Blackboard to make sure you are up to date on all requirements for graduation for the Graduate School.

FINAL SEMESTER CHECKLIST

Before the Semester Starts

Meet with Alicia Brown (LOV 410) to look through the MS or PhD Checklist to make sure you have satisfied all other degree requirements (take care of any "Incomplete" grades)
Blackboard(campus.fsu.edu) >> Organizations >> EOAS Grads >> "Meteorology"

Register for:

MS	PhD
Master's Seminar (MET 5930)	Doctoral Seminar (MET 6930)
Thesis Defense (MET 8976)	Dissertation Defense (MET 8985)
Thesis Credits (MET 5971) (at least 2 hrs)	Dissertation Credits (MET 6980) (at least 2 hrs)

First 2 weeks of semester

Apply for Graduation Online through the registrar
<http://registrar.fsu.edu/services/graduation/apdefault.htm>

5-6 weeks before defense:

Follow formatting requirements found at
Blackboard>>Organizations>>Grad Space>>"Manuscript Clearance"
Submit Dissertation/Thesis to Grad School for formatting approval (www.etdadmin.com/fsu)

4 weeks before defense (2 weeks for MS):

Give copies to committee
Submit Defense Announcement form to The Graduate School found at
Blackboard>>Organizations>>Grad Space>>"Manuscript Clearance"
Reserve Room 353 and contact Academic Coordinator

Forms to bring to Defense:

Forms	Where to? 1 st	Where to Final?
<u>Final Degree Clearance Form</u>	010 Longmire	314 Westcott
<u>Manuscript Signature Form</u>	410 LOV	314 Westcott
<u>University Representative Doctoral Defense Form (PhD Only)</u>	YOU CANNOT FILL OUT OR SEE THIS COMPLETED FORM, BUT MAKE SURE IT GETS IN BEFORE THE SEMESTER DEADLINE	314 Westcott

After Defense: Make corrections to Dissertation/Thesis, if necessary, then submit to the Graduate School through Blackboard (Blackboard>>Organizations>>Grad Space>>"Manuscript Clearance")

*** MAKE SURE THAT YOU HAVE RESOLVED ALL YOUR "I" GRADES, CHECK WITH ALICIA BROWN LOV 410**

Forms to Complete After Defense:

Forms	Where to? 1 st	Where to Final?
<u>ETD Access Agreement Form</u>		314 Westcott

Online Forms

SED Doctorate Survey (PhD Only)

Doctoral Exit Survey

RCRC Survey

ALL FORMS AND DISSERTATIONS/THESES NEED TO BE SUBMITTED 60 DAYS AFTER DEFENSE OR BY THE OR ELSE YOU WILL HAVE TO RE-DEFEND!!!!!!!!!!!!

IF THEY ARE SUBMITTED AFTER THE SEMESTER DEADLINE, BUT BEFORE THE 60 DAY DEADLINE, YOU WILL HAVE TO GRADUATE IN THE NEXT SEMESTER (TAKING AT LEAST 2 HRS OF COURSEWORK)!!!!

Underlined Forms are found: Blackboard>>Organizations>>Grad Space>>"Manuscript Clearance"

IV. Starting out at FSU

FSUCard

Besides serving as a picture I.D., the FSUCard offers many important features. It is your library card, long-distance calling card, bank card, snack card, and copy card; you will need the card both to obtain Internet service and to gain entry into campus computer labs. Therefore, all students are required to have a photo FSUCard. There is a charge for the first card, which you will pay with your tuition. If you should lose or damage the card, the FSUCard Center (located on the bottom floor of the Woodward Ave. Parking Garage) will replace it for a fee. The FSUCard Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday; (850) 644-7777, <http://www.fsucard.fsu.edu/>.

FSU E-Mail Accounts

Much of the business you will conduct with the University will be done through <https://campus.fsu.edu/webapps/login>. Academic and non-academic resources, course information, and other tools are housed in campus.fsu.edu under the "Secure Apps" tab to protect your identity and secure your privacy. You must activate your FSUID and create a pin to access these services, your FSU email account and course registration.

Your FSUID set up is an easy process. Go to <http://campus.fsu.edu> and select "activate your FSUID." When you activate your FSUID, you will have access to your FSU email account. FSU email accounts can be accessed from anywhere in the world by using the FSU Webmail system at <http://webmail.fsu.edu/>. You can also forward email from your FSU email address to your personal email address.

FSUSN

FSU no longer uses your Social Security Number (SSN) on important forms or documents. Instead, a personalized "FSUSN" will be assigned to you. In order to retrieve your FSUSN, follow the steps listed below.

1. Log into Blackboard at <https://campus.fsu.edu/webapps/login>
2. Click the Secure Apps tab
3. Read and accept the Secure Applications Policy
4. Click the FSUID Identity Management link
5. From Quick Links, click See Your FSUSN
6. Type your FSUID and password (i.e., your Blackboard username/password) or your FSUCard number and your SSN
7. Click Submit
8. Your FSUSN appears in a yellow box

Meteorology Computer Accounts

Most computer-related work by graduate students in meteorology will be done within the research lab of a sponsoring professor. In addition to research lab computers, the department maintains 3 computing labs and 3 servers. These machines are to be used primarily for classwork and departmental e-mail, as most thesis-related research work requires more computer resources than the department alone can support. The department computer labs are SkyLab

(305 Love), MetLab (307 Love) and AtmosLab (364 Love). SkyLab and MetLab are also teaching classrooms, and its workstations may only be used when class is not in session.

To obtain an account on department-maintained computers, fill out a MET Computer Account Request Form (<http://www.eoas.fsu.edu/resources/computing/meteorology>) and leave it in the mailbox of Kelly Hirai, the department System Administrator. Accounts are usually created within 24 hours, and may be picked up from Kelly in 409 LOV (within the 407 suite). Should you experience any problems with departmental computing equipment, printers or networking, be sure to let Kelly or Edward Peirce know. You will also need to obtain an account on the computers within your particular research lab, which your sponsoring professor should arrange for you.

Mailboxes

Even though most of our communication will take place via e-mail, each graduate student (whether funded or not) has a mailbox in the department office. These are useful for mailings from outside the department, giving items to other graduate students, formal invitations, students turning in assignments (if you are a TA), and university documents that are not appropriately sent through e-mail. These mailboxes are found in Love 404 and should be checked at least once weekly.

Building Access

To gain access to the Love building and the department computer labs after hours or on weekends, you will need to have your FSUCard enabled with meteorology security codes. Bring your FSUCard to Kelly Hirai (409) to have your card activated.

Contact Info:

Kelly Hirai: System Administrator, 409 Love

Computer, network, printer problems: support@met.fsu.edu

Health Insurance/Health Compliance

Must waive or buy health insurance before each semester, or you will not be able to register

Health Compliance Forms: <http://uhs.fsu.edu/forms/forms.html>

Health History Form

Student Immunization Record

Patient Disclosure Authorization

The State Board of Education requires all entering students born in or after 1957 to present documented proof of immunity against measles (Rubella and Rubeola) prior to registration. Failure to comply will result in a stop being placed on your registration. Call the Student Health Services Immunization Office (850) 644-6573, or 644-6230 for more information.

Effective January 2003, new immunization laws enacted by the State of Florida mandate that all university students must be informed of the risks of meningitis and hepatitis B. Log on to http://uhs.fsu.edu/forms/vaccine_information.pdf for more information.

You can purchase or waive the Health Insurance on <http://healthcenter.fsu.edu/insurance/>

Students with Disabilities

The FSU Student Disability Resource Center (SDRC) is the university's designated office for coordinating academic support services at no cost to qualified students with disabilities. To be eligible for services, you must have a diagnosed disability and provide appropriate documentation to and register with the Center. To learn more about the Center, go to <http://www.disabilitycenter.fsu.edu/>. You can also request information by emailing sdrc@admin.fsu.edu or by calling (850) 644-9566 (voice) or (850) 644-8504 (TDD).

Parking

To obtain a parking permit you will need to have an FSU Card and be registered for classes. For more information on how to acquire your tag, visit: <http://parking.fsu.edu/>. Be sure to download the free FSU Bus app and parking app, which lets you know the parking availability in real time. As an FSU student you are also able to take advantage of the Tallahassee bus system as well.

V. General Course Policies and Information

The Registration Process

Students can search the class schedule and register via the myFSU website:

<https://cas.fsu.edu/cas/login?service=https%3A%2F%2Fmy.fsu.edu>

If necessary, fill out and turn-in DIS request form to academic advisor, found on Blackboard.

You need to be aware that you must be registered for at least one course by the first day of classes or a late fee of \$100 will be charged to your account. If you are receiving an assistantship you need to be registered for all classes prior to the first day of classes. All other students must be registered for all your classes by the fifth day of classes. You will be charged for all classes that are on your schedule on that day.

*Please note that no student will be allowed to register until the required Health Compliance Forms are completed and accepted by the Student Health Services. Also health insurance has to be bought or waived.

Students Will Be Assessed \$100.00 for Late Registration and \$100.00 for Late Payment

Course Load

Twelve (12) hours per semester (fall and Spring) constitutes a full-time load for graduate students. Those receiving an assistantship must register for a minimum of 9 hours each semester to be granted full-time status.

Directed Individual Study (DIS)

If you are interested in studying a particular topic not covered in the regular course offerings, you may be interested in registering for a Directed Individual Study (DIS). You will have to find a faculty member willing to direct your study; you and the professor will agree on how much credit (1 to 3 hours) you will receive, and what you will do to earn it. You will have to obtain a DIS form through blackboard (<https://campus.fsu.edu>) or in 410 Love and have it signed by the faculty member. It is expected that students will plan their program of studies so as to enroll in regularly scheduled courses, which fulfill degree requirements. If you are a Master's student you will use either MET 5905r (S/U) or MET 5906r (letter grade) whereas Doctoral students will use MET 6906r (S/U) (after passing prelims) for Directed Individual Studies.

Individualized Sections

If you will be registering for thesis hours, dissertation hours, the preliminary exam, or the thesis or dissertation defense, you will have to have a section created individually for you. If you are registering for thesis or dissertation hours you must have written permission from your major professor before the office will issue a reference number. The forms are available on Blackboard (<https://campus.fsu.edu>) or in Love 410.

First Class Meeting

Attendance at the first class meeting is mandatory unless properly excused by the class instructor. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted.

Grade Reports

Semester grades are available via FSU secure applications site in Blackboard. All Graduate Students must maintain a 3.0 ("B" average) GPA for all of their graded courses

Drop/Add and Withdrawal Policy

Drop/Add Policy

The deadline for students to drop courses without their academic dean's permission or grade liability is the end of the 7th week of the semester. Courses may be dropped through the end of the 7th week of classes with the exception of courses involved in allegations of academic dishonesty. Approval of the Academic Dean is required if you are increasing your course load to over 18 hours.

Withdrawal Policy

The deadline to officially withdraw from the University without grade liability is the end of the 7th week of the semester. For information about withdrawing from the University, please contact the Office of Withdrawal Services through <http://withdrawal.fsu.edu/> or (850) 644-1741.

Students are financially liable for tuition for all courses that appear on their schedule after the 4th day of classes (the end of the official Drop/Add period).

Change of Schedule After Drop/Add

A Drop/Add form must be completed and returned to the Office of the University Registrar. The student must then pay for additional course hours within five (5) calendar days to avoid the late payment fee. Students should retain the yellow copy of the Drop/Add form for their records.

VI. Finances

Fee Payment Regulations

Tuition payment liability is incurred at the time of registration. Students who enroll must pay fees and tuition in full or initiate an installment contract by the tuition and fees payment deadline. Students who fail to pay tuition in full by the fee payment deadline will be assessed a late payment fee of **\$100.00**. All waivers, vouchers, Intern Participation Certificates, agency billings, and department billings for all students, including those receiving financial aid, must be submitted by the fifth day of the semester. You may pay by check, cash, money order or FSUCard. These payments may be submitted by mail, drop box or in person. They also take electronic checks, FSU Card and Visa, American Express, Discover or MasterCard payments via the Internet at <http://www.fees.fsu.edu>. The Florida State University will accept credit card payments only over the Internet at the site listed above. There is a fee to cover the cost of providing this service. Classes added after the Drop/Add deadline must be paid for within five (5) calendar days. Foreign and two party checks are not accepted. Make checks payable to The Florida State University and include the student's FSUSN, local phone and address on each check.

Billing

You may obtain your online billing statement on the web at <http://fees.fsu.edu> or through “Secure Apps” on blackboard (<https://campus.fsu.edu>). Tuition must be paid by the date posted at <http://www.sfs.fsu.edu/>.

Financial Holds

Students who owe \$.01 or more to the University will not be able to register for classes, receive transcripts or receive a diploma. The stop will not be removed, and such students will not be permitted to register, until the debt is paid in full. Payments can be made in person, by mail or online at <http://www.fees.fsu.edu>. Collection fees are added to accounts that are outstanding debts for 120 days or longer and are sent to one of the collection agencies contracted by the state.

Installment Contracts

Students incurring tuition fees greater than \$150.00 are eligible to execute an installment fee payment agreement for Fall and Spring semesters only. The initial payment, which must be one half of the total tuition, is due by the tuition payment deadline. Failure to pay the balance of tuition by the second installment deadline will result in a \$100.00 late payment fee. All credit and records will be held if the balance is not paid by the end of the semester. A fee will be assessed at the time of first payment for this option. Students should make payment in person to initiate and sign the agreement/receipt or send a letter requesting the installment plan and include the fee plus half of the tuition. This payment plan is not available on the Internet. Once an installment contract is executed, any course added at a later date must be paid in full within five (5) calendar days. It will not be covered under the previously executed contract. Failure to pay tuition in full for such a course will result in the assessment of a **late payment fee (\$100.00)**. Failure to pay the second installment by the due date will result in the assessment of a late payment fee.

Delinquent Accounts

All delinquent university accounts must be paid before students may complete registration. Outstanding accounts, including delinquent current semester tuition, will prevent you from registering until all delinquent fees are paid. Diplomas and official transcripts will not be issued when any amount is owed the University. Delinquent accounts are referred to a collection agency if fees are not paid in full. Collection costs are added to your outstanding balance. Delinquent accounts must be paid by cash, money order or cashier's check.

Financial Assistance

Information about fellowships, assistantships, and other forms of financial aid for graduate students can be found at <http://www.gradstudies.fsu.edu/Funding-Awards>.

Loans

Please contact the Office of Financial Aid, 4400A University Center A (UCA). By telephone: (850) 644-0539, on-line: <http://www.finaid.fsu.edu/>.

VII. Departmental Miscellaneous Information

Inventory

Every year FSU requires each department to account for equipment issued to them by the university. In order to do this, equipment with an FSU property tag must be scanned by a designated person in the department. However, sometimes, equipment gets damaged, stops working, or becomes obsolete. When this happens, you must contact the department first for instructions. Additionally, if you want to move something out of the room it is currently in, contact the department first.

Facilities

Members of the meteorology program enjoy the benefits from advanced scientific equipment and a cooperative research environment with the Oceanography program, the department of Mathematics, the Geophysical Fluid Dynamics Institute, and the School of Computational Science and Information Technology (CSIT). Scientific computations are handled by workstations and microcomputers within our facilities. A full suite of applications is available to access, manipulate, and display meteorological data. This and other program computer systems communicate through a local area Ethernet network that provides access to the campus computing and supercomputing processors, and a tightly linked IBM RISC cluster, as well as to all national and international networks.

The Meteorology program maintains a television studio for student participation in weather television broadcasting. Florida State University also houses the office of the State Climatologist of Florida who maintains a climatic database.

The program maintains a reading room with an assortment of texts and meteorological journals. In addition, more than 1.7 million books and periodicals with extensive holdings of maps, governmental documents and microfilm materials are housed in the University libraries. The University also has a Science Library (The Paul Dirac Science Library), which supplements the central university library (The Robert Manning Strozier Library). This facility houses a substantial collection of scientific volumes and periodicals conveniently located near the meteorology building.

The program also maintains an instrumentation laboratory to support education and research in the area of experimental meteorology. Furnished with state-of-the-art measurement systems, students are exposed to practical fieldwork situations and laboratory problem solving.

The Tallahassee office of the National Weather Service is located in the meteorology building. The faculty, students, and NWS staff collaborates on a wide range of studies. In addition, the program houses the NOAA Cooperative Institute for Tropical Meteorology (CITM). This cooperative research has an emphasis on hurricane studies, flash floods, tropical convection, and local weather.

Specialized atmospheric studies can make use of the air and water chemistry laboratories in the oceanography building, the electron microscope in the Biology department, and the particle accelerator in the Physics department. There are extensive laboratory facilities for simulating large-scale atmospheric and oceanic motions in the Geophysical Fluid Dynamics Institute. The

Edward Ball Marine Laboratory, located 45 miles south of Tallahassee on the Gulf of Mexico, has research and teaching facilities for marine environmental studies.

The program has close ties with the ocean sciences through its direct connection with the Center for Ocean-Atmospheric Prediction Studies (COAPS) and its association with the Oceanography Program. Meteorology and Oceanography are jointly involved in numerous research projects, including ocean modeling with supercomputers, current meter deployment and retrieval, analysis of environmental pollution, and ocean biology. EOAS facilities include laboratories for radiochemistry, trace element analysis, organic geochemistry, water analysis, phytoplankton ecology, numerical modeling, and fluid dynamics.

The Florida State University has established an interdisciplinary School of Computational Science and Information Technology (CSIT) to support both graduate and undergraduate concentrations, provide a leading-edge high-performance computational facility, and contribute to a high level of computational culture beneficial to the nation, and the State.

VIII. Graduate Appointment Guidelines

Initial Appointments

The initial appointment will in most cases be at the one-half time rate. Less than one-half time appointments may be offered to students and are also available to students who wish to take an academic course load greater than that recommended for one-half time assistants.

All graduate assistants are expected to take a normal course load of 9 - 12 credit hours per semester and pay the full registration fee. Matriculation and/or out-of-state tuition may be waived for graduate assistants appointed at one-quarter or greater time rate, depending on availability of waivers and the availability of stipend funds.

Initial HR documents:

TAs work with Reshod Johnson to complete necessary paperwork; need ORIGINAL Social Security Card and Driver's License

RAs Talk to Major Professor about who to speak with about getting paid from grant. Will still need ORIGINAL Social Security Card and Driver's License

Continuing Appointments

Graduate assistants will ordinarily be appointed from semester to semester and from year to year provided they are:

1. making satisfactory progress toward a degree, and
2. are performing satisfactorily in their research and/or teaching duties.

During the academic year, graduate assistants will not be appointed at a rate exceeding one-half time, except in cases approved by the EOAS Faculty.

Summer Appointments

Summer appointments may be available provided:

1. they enroll for the appropriate number of credit hours and
2. there is a need for their services on the contract or grant on which they are employed.

Graduate assistants are usually appointed for the appropriate bi-weekly pay periods covering the period of registration, classes, and final exams for each semester. If graduate assistants wish to be employed during the break periods (i.e., at Christmas, in May, and mid-August) they must make the appropriate arrangements with the contract supervisor. Since graduate students do not earn leave time, they must work if they expect to be paid during official break periods.

Continuation of support

Graduate students should realize that the existence of their student assistantship is because the major professor has been awarded grant funding to carry out a specific research objective. The continuation of this funding requires the whole hearted cooperation and support of the student. Research assistantships are contingent upon satisfactory progress on the assigned research project and the availability of funds. Progress on your research project will be subject to continuing review by your major professor.

Graduate study is normally considered a full-time, professional commitment. If a student sees a special need for outside employment this should be discussed with the major professor well in advance.

Added Stipends for T/A's

An added stipend may be paid to students who take on teaching duties, significant supervisory and/or service functions but only during the semester or term that such duties are being performed. It is felt that such duties often distract from progress toward the M.S. or Ph.D. degree and that special compensation is justified. The research supervisor and/or the EOAS Department Chair will decide when graduate assistants qualify for extra compensation of this type.

Those on fellowship may receive a stipend in addition to their fellowship. Such additional stipend - if approved - is available only to the extent the department or a contract is willing to provide such support.

Termination or Reduction of Appointments

Graduate assistantships are subject to termination or reduction if the incumbent fails to attain satisfactory grades or fails to perform the assigned research or teaching duties in a satisfactory manner, as determined by the appropriate supervisor.

Tuition Waivers

The Meteorology Program follows the University rules for tuition waivers which consist of a matriculation waiver and/or an out-of-state tuition waiver, and are summarized below: Students receiving waivers because of a graduate assistantship must

1. be at least .25 FTE; for the academic period (15 weeks for fall or spring and 13 weeks for summer);
2. be paid at least \$1500 for the academic period; and
3. be enrolled and performing satisfactorily in coursework directly pertaining to their degree program.
4. If the assistantship does not meet the above guidelines, the waivers will be cancelled. (as of Fall 2000)

Waivers cover 9 - 12 credit hours.

Students must be aware the waiver **does not cover the full fees assessed**. There are additional charges (a health fee, financial aid fee, building fee, etc.) which are typically not waived and for which the student must arrange payment.

Courses not related to the academic degree will not be covered by waivers. No recreational courses (bowling, sailing, aerobics, tennis, etc.) will be covered.

IX. Guidelines for Establishing Florida Residency

You must become a Florida Resident before the beginning of your 2nd year at FSU, because out-of-state tuition waivers are available for only the first year of graduate school for domestic students.

(THIS IS NOT NECESSARY FOR INTERNATIONAL STUDENTS OR STUDENTS USING THE ACADEMIC COMMON MARKET)

To become a Florida resident, you will need to prove you have been living in Tallahassee for 12 months. You will apply for residency during the summer of your first year. The more evidence you can provide, the better your chances.

You must be a U.S. citizen, a permanent resident alien, or a legal alien granted indefinite stay by the U.S. Immigration and Naturalization Service to qualify as a Florida resident.

Required Documentation (at least 2): Highlighted Documents are the easiest to obtain for proof of residency

It is recommended that you submit as many required documents as possible to justify your claim of Florida residency for tuition purposes

- Florida Driver's license or for non-drivers, a State of Florida identification card
- Florida voter registration card <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>
- Florida vehicle registration <http://www.flhsmv.gov/html/titinf.html>
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period (Graduate students on Assistantship should complete and submit the Graduate Assistant Verification Form)

Supporting Documentation (at least 1):

It is recommended that you submit as many supporting documents as possible to justify your claim of Florida residency for tuition purposes. While all documents are important, the most critical to obtain is the Declaration of Domicile. The Declaration of Domicile is available from the Clerk of Courts in the County Court House of the Florida County in which you reside.

Please note: No claim of residency will be valid without at least two required documents and at least three documents total.

- Declaration of domicile in Florida ("filed date" must be 12 months prior to first day of classes)
- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations

Any other documentation that supports the student's request for resident status, such as:

- Lease agreement and proof of 12 consecutive months of payments **FSU dorms don't count**
- Utility bills and proof of 12 consecutive months of payments

- **Bank records**
- Benefit histories from Florida agencies or public assistance programs
- State, federal, or court documents evidencing legal ties to Florida

Please note: All residency reclassification requests are subject to [Florida Statute 1009.21](#) and [State Board of Education Rule 6A-10.044](#) which was adopted by the Florida Board of Governors on September 6, 2006.

Declare domicile immediately and get your driver's license and license plates as soon as you can. The sooner you do these things, the more likely it will be that you will be able to declare residency a year from now without any problems.

Declaring Domicile

Before the first day of classes, go to 301 South Monroe Street, Official Records, Leon County Courthouse, with your current driver's license (any state) and the following form: http://www.clerk.leon.fl.us/sections/clerk_services/online_forms/official_records/declaration_of_domicile.pdf to declare domicile in Florida (a small fee is required).

Leon County Clerk of Courts
 313 South Calhoun Street, Tallahassee, Florida 32302
 850-577-4030
 Operating Hours: Monday – Friday; 8:00 a.m. – 5:00 p.m.
 Fee: \$15.00

Driver's License and Vehicle Registration

Locations can be found at: <http://www.flhsmv.gov/offices/leon.html>

Required Documentation

Driver's license: Be sure to bring your social security card and current driver's license. If you have a valid out-of-state driver's license you will only have to take a vision test. If you own a vehicle, you must have Florida tags and title before you can get a license and you must take your vehicle registration with you. For more information, visit <http://www.hsmv.state.fl.us/html/titlinf.html>.

Vehicle Registration: Bring title, vehicle, insurance card, social security card, and an ID (out of state license is okay). <http://www.hsmv.state.fl.us/dmv/faqmotor.html> for more information. (IMPORTANT, IF THE CAR YOU DRIVE IS NOT IN YOUR NAME, YOU CANNOT GET IT REGISTERED IN FLORIDA)

Housing Receipts/Lease

When you declare residency at the Registrar's Office, you should bring your mortgage or rent receipts to show that you have been living in Florida for one year. You should know that university dormitories and other FSU campus addresses are not permanent addresses for residency purposes.

Important People

Need	Contact	Office	Phone	E-mail
Graduate Academics	Alicia Brown	410 Love	644-8582	ajbrown2@fsu.edu
Personnel	Reshod Johnson	404 Love	644-2059	rmjohnson2@fsu.edu
Office Keys	Major Prof. or Alicia Brown (TA office only)	410 Love	644-8582	ajbrown2@fsu.edu
Computer Issues	Edward Peirce	408 Love	644-2522	epeirce@fsu.edu
Computer Issues	Kelly Hirai	409 Love	644-1550	kgh03@fsu.edu

Important Links

BLACKBOARD: <https://campus.fsu.edu/>

Look under EOAS Graduate Students in Meteorology to find a lot of useful information and forms

FSU CARD: <http://www.fsucard.fsu.edu/>

RESIDENCY: <http://admissions.fsu.edu/residency/policy/reclassification.cfm>

ACADEMIC COMMON MARKET: <http://admissions.fsu.edu/graduate/finances/acm.cfm>

REGISTRAR: <http://registrar.fsu.edu/>

ACADEMIC CALENDAR: http://registrar.fsu.edu/dir_class/fall/acad_cal.htm

PARKING: <http://transportation.fsu.edu/>

Make sure to download the FSU Bus app as well as the Parking App that shows you how full parking garages are in real time.

FINANCIAL SERVICES: <http://controller.vpfa.fsu.edu/Student-Financial-Services/>

IT SERVICES AND SUPPORT: <http://its.fsu.edu/ITS-Service-Desk>

MYFSU: <https://cas.fsu.edu/cas/login?service=https%3A%2F%2Fmy.fsu.edu>

HEALTH COMPLIANCE AND HEALTH INSURANCE INFO: <http://www.uhs.fsu.edu/>

THE GRADUATE SCHOOL: <http://gradschool.fsu.edu/>