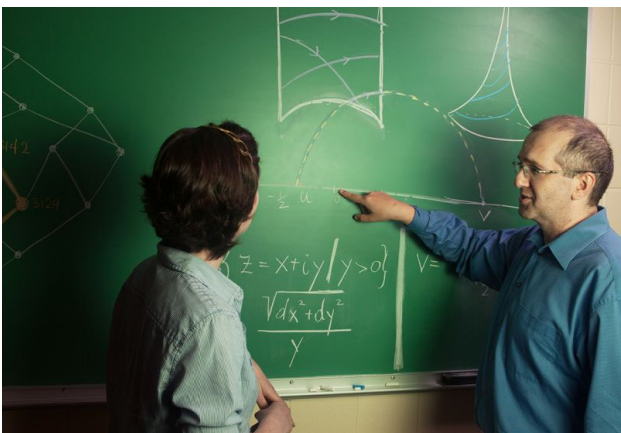
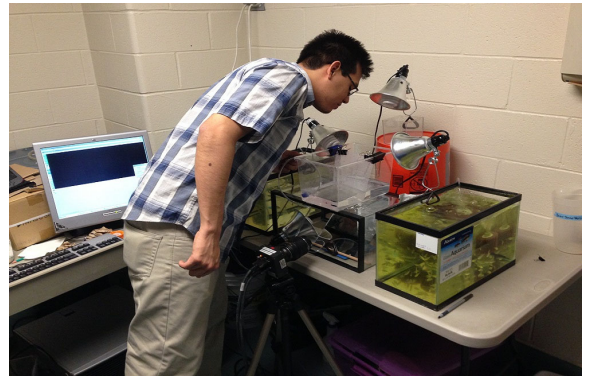


## GRADUATE STUDENT RESOURCES

2018-2019 Academic Year



# WELCOME

Welcome to DePaul:

Welcome to DePaul University,

Almost 125 years ago DePaul opened its doors in the original St. Vincent's Church on Belden Ave with seven faculty members and 70 enrolled students. Now, we are the largest Catholic university in the U.S. with 15,407 undergraduate and 7,703 graduate students, studying across three different campuses in 10 unique colleges.

You are entering one of these programs, and we are excited to have you as part of the CSH community. We are a community whose mission is to provide high quality, personalized, and accessible science and health education to a diverse student body, grounded in the values of St. Vincent de Paul. We hope this online new student orientation provides you with useful information about DePaul, the CSH, your chosen graduate program of pursuit, and university resources available to help you succeed. Best of luck as you start your first quarter at DePaul!

Sincerely,

Dorothy Kozlowski, Ph.D.

Interim Dean, Vincent de Paul Professor- Department of Biological Sciences, Co-Director, Neuroscience Program

# CONTACTS

## **Adult, Veteran and Commuter Student Services**

Loop: DePaul Center 11017, (312) 362-6216  
LPC: 2250 N Sheffield, Rm. 360

## **Barnes and Noble (Official DePaul Bookstore)**

Loop: DePaul Center, (312) 362-8792  
Lincoln Park: 2425 N Sheffield Ave, (773) 325-7700

## **Campus Recreation (Ray Meyer Fitness Center)**

Lincoln Park: 2235 N Sheffield Ave, (773) 325-4555

## **Career Center and Alumni Sharing Knowledge (ASK)**

Loop: DePaul Center 9500, (312) 362-8437  
Lincoln Park: SAC 192, (773) 325-7431

## **Center for Students with Disabilities**

Loop: Lewis Center 1420, (312) 362-8002  
Lincoln Park: Student Center 370, (773) 325-1677

## **College of Science and Health**

### ***Office of Advising and Student Services (Graduate and Pre-health Advising)***

Lincoln Park: McGowan South 400, (773) 325-8490

## **College of Science and Health**

### ***Science and Math Learning Center (Tutoring)***

Lincoln Park: O'Connell 300, (773) 325-8130

## **Dean of Students**

Loop: DePaul Center 11001, (312) 362-8066  
Lincoln Park: Student Center 307, (773) 325-7290

## **DePaul Central**

Financial Aid, Student Records, and Student Accounts  
Loop: DePaul Center 9100, (312) 362-8610  
Lincoln Park: SAC 101, (312) 362-8610

## **Health Services (SAGE Medical Group)**

Lincoln Park: 1150 W. Fullerton Ave., (773) 549-7757

## **Identification Services (Student ID)**

Loop: DePaul Center 9200, (312) 362-5959  
Lincoln Park: Student Center 109, (773) 325-7466

## **Office of Graduate Admission**

(College of Science and Health)  
Lincoln Park: Welcome Center, (773) 325-7315

## **Office of Multicultural Student Success**

Loop: DePaul Center 11011, (312) 362-8476  
Lincoln Park: Student Center 304, (773) 325-7325

## **Office of Student Involvement**

Loop: DePaul Center 11027, (312) 362-5015  
Lincoln Park: Student Center 201, (773) 325-7361

## **Parking Services**

Lincoln Park: SAC 177, (773) 325-7275

## **Public Safety**

Loop: Lewis Center LL103, (312) 362-8400  
Lincoln Park: Centennial 304, (773) 325-7777

## **University Center for Writing-based Learning**

Loop: Lewis Center 1600, (312) 362-6726  
Lincoln Park: SAC 212, (773) 325-4272

## **University Counseling Services**

Loop: DePaul Center 11001, (312) 362-6923  
Lincoln Park: Student Center 350, (773) 325-7779

# BUILDINGS

## LOOP CAMPUS

### DePaul Center

1 E Jackson Blvd

### Lewis Center

25 E Jackson Blvd

## LINCOLN PARK CAMPUS

### 990 West Fullerton Building

990 W. Fullerton Ave.

### Arthur J. Schmitt Academic Center

*Most often referred to as SAC*

2320 N Kenmore Ave

### Peter V. Byrne Hall

*Most often referred to as Byrne*

2219 N Kenmore Ave

### Barnes and Noble Bookstore

2419 N Sheffield Ave

### Ray Meyer Fitness and Recreation Center

*Most often referred to as the Ray*

2235 N Sheffield Ave

### DePaul Welcome Center

2400 N Sheffield Ave

### Student Center

2250 N Sheffield Ave

### John T. Richardson Library and Learning Commons

2350 N Kenmore Ave

### Thomas P. Levan Center

*Most often referred to as Levan*

2320 N Kenmore Ave (to the right of the entrance)

### Monsignor Andrew J. McGowan Environmental Science and Chemistry Building

*Most often referred to as McGowan South*

1110 W Belden Ave

### William G. McGowan Biological and Environmental Sciences Center

*Most often referred to as McGowan North*

2325 N Clifton Ave

### Michael J. O'Connell Hall

*Most often referred to as O'Connell*

2320 N Kenmore Ave (to the left of the entrance)

For a complete list of all DePaul University buildings and addresses at the Lincoln Park, Loop, and Suburban campuses, please visit the [Building Location Directory](#).

# GRADUATE PROGRAMS

## Department of Biological Sciences (773) 325-7595

**Biological Sciences (M.A., M.S.)**

Director: Dr. Timothy Sparkes, Ph.D.

Associate Professor

[tsparkes@depaul.edu](mailto:tsparkes@depaul.edu), (773)325-4749

## Department of Mathematical Sciences (773) 325-7806

**Applied Mathematics (M.S.)**

Director: Ilie Ugarcovici, Ph.D

[lugarcovic@depaul.edu](mailto:lugarcovic@depaul.edu), (773) 325-1354

**Applied Statistics (M.S.)**

Director: Dr. Desale Habtzghi, Ph.D.

[dhabtzgh@depaul.edu](mailto:dhabtzgh@depaul.edu), (773) 325-4054

## School of Nursing (773) 325-7280

**Doctor of Nursing Practice (DNP)**

Co-Director: Dr. Roxanne Spurlark, DNP, FNP, RN

[rspurlar@depaul.edu](mailto:rspurlar@depaul.edu), (847) 578-3418

Co-Director: Dr. Joseph Tariman, PhD, RN, ANP-BC, FAAN

[jtariman@depaul.edu](mailto:jtariman@depaul.edu), (773) 325-2288

**RN to MS (M.S.)**

Assistant Director: Dr. Donna Badowski, DNP, RN

[dbadowsk@depaul.edu](mailto:dbadowsk@depaul.edu), (773) 325-2964

## Department of Physics (773) 325-7330

**Physics (M.S.)**

Director: Dr. Eric Landahl, Ph.D.

[elandahl@depaul.edu](mailto:elandahl@depaul.edu), (773) 325-3722

## Department of Psychology (773) 325-7887

**Clinical Psychology (M.A./Ph.D.)**

Director: Dr. Jocelyn Carter, Ph.D.

[jcarterq@depaul.edu](mailto:jcarterq@depaul.edu), (773) 325-4840

**Industrial/Organizational Psychology (M.A./Ph.D.)**

Director: Dr. Goran Kuljanin, Ph.D.

[gkuljani@depaul.edu](mailto:gkuljani@depaul.edu), (773) 325-7155

**Psychology (M.S.)**

Director: Dr. Jerry Cleland, Ph.D.

[jcleland@depaul.edu](mailto:jcleland@depaul.edu), (773) 325-7706

## Department of STEM Studies (773) 325-4777

**Master of Science in Science Education (M.S.)**

Director: Dr. Carolyn Narasimhan, Ph.D.

[cneasim@depaul.edu](mailto:cneasim@depaul.edu), (773) 325-1854

## Department of Chemistry (773) 325-7420

**Chemistry (M.S.)**

**Polymer and Coatings Science (M.S.)**

Director: Dr. Paul Vadola Ph.D.

[pvadola@depaul.edu](mailto:pvadola@depaul.edu), (773) 325-7358

**Master of Arts in Mathematics Education (M.A.) and**

**Master of Science in Mathematics Teaching (M.S.)**

**Pure Mathematics (M.S.)**

Director: Dr. Yevgenia Kashina Ph.D.

[ykashina@depaul.edu](mailto:ykashina@depaul.edu), (773) 325-1351

**Master's Entry to Nursing Practice (M.S.)**

Lincoln Park Campus Campus

Associate Director: Dr. Barbara Harris, Ph.D., RN

[bharris4@depaul.edu](mailto:bharris4@depaul.edu), (773) 325-1887

Rosalind Franklin Campus

Assistant Director, Dr. Roxanne Spurlark, DNP, FNP, RN

[rspurlar@depaul.edu](mailto:rspurlar@depaul.edu), (847) 578-3418

**Community Psychology (M.A./Ph.D.)**

Director: Dr. Joe Mikels Ph.D.

[jmikels@depaul.edu](mailto:jmikels@depaul.edu), (773) 325-7887

**Psychological Science (M.A./Ph.D.)**

Director: Dr. Christine Reyna, Ph.D.

[creyna@depaul.edu](mailto:creyna@depaul.edu), (773) 325-4842

# WHERE DO I...

## **Buy/Rent my textbooks?**

Barnes and Noble is the official campus bookstore for DePaul University. All required textbooks for courses taught at the Lincoln Park campus will be available at their Lincoln Park location. You can view a list of your required textbooks by visiting [Bookstore website](#), clicking the “Textbooks” link, and following the steps to enter your course information. If you’re taking a class at the Loop campus, your book will be available at their [Loop Bookstore website](#).

## **Get a student ID card?**

Once you are officially enrolled in courses you may obtain your DePaul University ID card in the Lincoln Park Student Center room 109 (near the 1st floor Information Desk) or the DePaul Center 9200 on the loop campus. For hours and campus locations, please visit the [Information Services website](#) or call (773) 325-7466.

## **Find my course requirements?**

By logging into your Campus Connect account, you can view your Degree Progress Report. It’s a visual real-time display of your completed courses, courses in progress, and courses that remain. Course requirements are also found in the [DePaul University Graduate Catalog](#). For course selection advising, contact your program director.

## **Find an on-campus job?**

If you’re interested in using your student status to work in a DePaul University office, visit the [Office of Student Employment website](#) for current openings or call (312) 362-5599. While traditional school terms are in session, students are eligible to work 25 hours a week (20 hours for international students).

## **Go for healthcare?**

While DePaul does not provide a student healthcare plan, we encourage students to explore their options in the Healthcare Marketplace and work with local community organizations to provide support. For more information on health insurance, contact the [Office of Health Promotion and Wellness](#) at [hpw@depaul.edu](mailto:hpw@depaul.edu) or call 773-325-7129.

## **Find Parking?**

If you plan on being on campus during the day, you may consider the 24 hour student parking pass for an annual fee. This pass allows you access to two student surface lots as well as the Clifton Parking Deck and Sheffield Garage. If you only plan to be on campus in the evening and on weekends, DePaul students are eligible for free evening/weekend passes between 4pm—8 am, Monday—Friday and all day on Saturday and Sunday. For all plans offered and more information, please visit the [Parking Services website](#), visit their office in SAC 177, or call (773) 325-7276.

# WHERE DO I...

## **Find DePaul University policies and procedures?**

All academic and non-academic policies including degree requirements, tuition information, honors, and graduation detail can be found in the University Graduate Student Handbook and College of Science and Health Graduate Student Handbook within the DePaul University Graduate Course Catalog. Most graduate programs also have their own Program Graduate Academic Student Handbook. You may find all of these, including the [University Catalog](#) at the University Registrar's website.

## **Find important deadlines for adding, dropping, and withdrawing from classes; and when tuition payments are due?**

The Academic Calendar is produced each year by the [Office of Academic Affairs](#) and is available for download.

## **Find graduate student forms?**

Visit the CSH Office of Advising and Student Services [website](#) and follow the links to the Graduate Student Forms Library. Here you will find the forms required to approve your thesis, dissertation, final project, independent study registration requests, and transfer credit requests. If you aren't sure which form is right, contact [CSHAdvising@depaul.edu](mailto:CSHAdvising@depaul.edu) or (773) 325-8490.

## **Find Academic Integrity information?**

The Academic Integrity Policy, definitions, and contact resources can be found in the [Office of Academic Affairs website](#).

## **Go for help with a class or research?**

The [Tutoring Services](#) offered through the John T. Richardson Library provides free tutoring and assistance with coursework. You will be required to show student ID in order to use these services. Also contact your program director who may know of additional resources or tutors specific to the issues you are facing with regard to your research.

## **Get help writing my thesis or dissertation?**

The University Center for Writing-based Learning offers services for all levels of writing and will even help you plan your thesis writing process. With offices at each campus and virtual tutoring sessions through email, instant messaging, and webcam, graduate students can get help on a variety of communication skills and projects. Visit the [UCWbl website](#) or call (773) 325-4272 for more information.



# WHERE DO I...

## **Find my advisor?**

For most of your course selection and planning questions you're encouraged to meet the director of your graduate program. If you're ever unsure of who or how to ask a question, contact the Associate Director of Graduate Student Services in the [CSH Office of Advising and Student Services](#) at (773) 325-8490.

## **Get help with library resources?**

The John T. Richardson library has research librarians available to answer questions via phone, email, instant message, and text. For more in-depth questions, librarians are available for individual research consultations. The library includes the Learning Commons to also assist with your coursework. Visit the [University Library website](#) or call (773) 325-7863 for more information.

## **Find assistance with technology?**

DePaul's Genius Squad provides free technical support to all currently enrolled students. They can assist with technical issues you may be having on your desktop, laptop, phone, tablet, and other personal electronic devices. The Genius Squad can assist with wireless setup, data back up, and a variety of other technical services. Call 312-362-8765 or email [tsc@depaul.edu](mailto:tsc@depaul.edu) for more information.

## **Enroll in classes?**

Students are first eligible to enroll for autumn quarter classes in early May, for winter quarter classes in mid-October, and spring and summer quarter classes in early February. Campus Connection is your main hub for all aspects of DePaul life, including course registration. Once you've logged in, click the Student Center tab, find the Academics section, and click Add/Drop. From there, select the academic term in which you would like to enroll and you can then search for available classes or enter the five-digit course number directly. For step-by-step instructional videos on topics like registration, financial aid, and personal information, visit The [Learning Center website](#). Please adhere to important registration deadlines (i.e. last day to add, last day to drop without penalty, and last day to withdraw) found in the [Academic Calendar](#).

## **Enroll in classes when Campus Connection won't let me?**

Sometimes prerequisite courses aren't recognized or you need permission to enroll in a course. In these cases, don't worry! We're here to help. Email [CSHRegistration@depaul.edu](mailto:CSHRegistration@depaul.edu) with the name on your student record, your DePaul student ID number (this will be seven digits), the five-digit course number (i.e. 12345), the subject and class number (i.e. MAT 456), and instructor name. To speed the process, it is often helpful to forward an email from your program director letting us know that you are, in fact, eligible to be enrolled in the class. Please allow one to two business days for a response—we will email to confirm your enrollment.

# HOW DO I...

## **Monitor my progress toward degree completion?**

Use the degree progress report (DPR) found in Campus Connection under the Student Center tab. This real-time advising tool should be used in consultation with your graduate program director. If information does not appear accurate for any reason in the DPR, then please email [CSHAdvising@depaul.edu](mailto:CSHAdvising@depaul.edu) with your name, student ID number, and the potential error. We will work to resolve it for you.

## **Learn about my tuition bill and financial aid?**

DePaul Central is the one-stop student service for Financial Aid, Student Records, and Student Accounts. For questions regarding any of their services (including ordering transcripts and immunization requirements), visit the [DePaul Central website](#).

## **Learn about additional fees I am being charged for?**

In addition to the tuition fees, graduate students are charged for other university services. For the most updated list of general fees, visit the [Student Financial Accounts website](#).

## **Use the advising information system to view advising notes entered by my program director or another advisor?**

Log into Campus Connect and select *Blue Star* from the student dashboard. *Blues Star* is the enterprise-wide student advising platform at DePaul. Faculty and staff may communicate with you via *BlueStar*, and enter advising notes in it to share with you. For more information, visit the [DePaul Central website](#).

## **Update my personal information?**

To update the contact information all DePaul departments can use to contact you, login to your Campus Connect account and update your Demographic Portfolio. To change information including your name, Social Security Number, date of birth, or gender, you will need to complete forms required by DePaul Central. Visit the [DePaul Central website](#), for more information on the process.

# HOW DO I...

## **Become a graduate assistant or receive a tuition waiver award?**

Many of the College of Science and Health programs offer graduate assistantships and tuition waiver awards to students after they have proven to be successful early in their graduate career. If you are interested in finding how to become a graduate assistant in your academic department or be awarded tuition waivers, contact your program director for the qualifications and application process. Other non-academic departments and grant-based projects offer graduate assistantships throughout the year; to find these opportunities visit the [Student Employment website](#).

## **Connect with alumni?**

The DePaul Alumni Sharing Knowledge (ASK) network is a volunteer-based network of DePaul alumni and partners who want to give back to their community by helping DePaul students and other alumni. ASK network members offer practice interviews, general networking meetings, and career advice. Visit the [ASK website](#), for more information.

## **Get help with my job/internship search?**

The Career Center is available to all DePaul University undergraduates, graduate students, and alumni. Their services include an online job board, practice interviews, resume writing, job fairs, and networking events. Visit the [Career Center website](#) for more information and connect with them in almost any social network to get daily updates for available opportunities and tips.

## **Join the gym?**

Graduate students may purchase a membership to the Ray Meyer Fitness Center (2235 N Sheffield Ave) for a quarterly fee every quarter. For membership services please call (773) 325-4555 or email [campusrecreation@depaul.edu](mailto:campusrecreation@depaul.edu). Additional information can be found on the [Campus Recreation website](#).

## **Get support as a student with a disability?**

Students with a diagnosed disability are eligible to utilize the Center for Students with Disabilities (CSD). Depending on individual diagnosis and situation, students involved with the CSD can receive accommodations including: space modification, exam proctoring, priority registration, student advocacy, and clinician services. Visit the [CSD website](#) for more information.

## **Join a student organization?**

All DePaul students regardless of their age, standing, or interests can find ways to get involved. The Office of Student Involvement (OSI) offers funding, advising, and support to student organizations to meet their goals and enhance their professional and life skills. If you find that the group you're looking for doesn't exist please contact OSI for assistance. Visit the [OSI website](#) for more information.

# READY TO GRADUATE?

There are two components to [graduating](#) from the College of Science and Health.

## 1. Degree conferral

Degree Conferral is the auditing process that verifies whether or not degree requirements have been met to award a degree.

In order to audit your requirements, apply for graduation by logging into Campus Connect, clicking Self Service, then Apply for to Graduate. It is mandatory to do this the term prior to which you expect to finish your degree. Deadlines to apply for graduation are the same each year.

Conferral Term	Deadline
Autumn (November)	October 1st
Winter (March)	January 15th
Spring (June)	February 1st
Summer (August)	July 15th

The auditing process begins after the end of the quarter in which you applied for degree conferral. To ensure a quick and easy graduation, please look over your transcripts and use the checklist below.

- External undergraduate degree– including master’s degree, if applicable– from your previous institutions appears on your unofficial DePaul transcript
- All course requirements have been satisfactorily completed (minimum grade requirements may vary by program. Refer to the [university catalog](#) or your program’s student handbook).
- No outstanding R (research), M (missing), or IN (incomplete) grades
- Minimum number of hours to graduate has been reached
- Minimum cumulative GPA has been earned
- Thesis/dissertation/DNP project has been defended– if required for the program
- Passing score on comprehensive exams– if required for the program

Please contact [CSHGraduation@depaul.edu](mailto:CSHGraduation@depaul.edu) with any questions.

## 2. Commencement

Commencement is the symbolic celebration which takes place only once per academic year in June. To RSVP, place a cap and gown order before the deadline. The deadline for this is usually in early May. Students who expect to complete their degree requirements during the autumn, winter, spring, or summer quarters are eligible to participate in commencement. Please contact [CSHGraduation@depaul.edu](mailto:CSHGraduation@depaul.edu) with any questions.

# STUDENT SUPPORT RESOURCES

## DePaul University Support Resources

[Dean of Students Office](#)

Lincoln Park: (773) 325-7290

Loop: (312) 362-8066

[Public Safety Office](#)

Lincoln Park: (773) 325-7777 (24 hours in case of EMERGENCY. Also call 911 in case of EMERGENCY)

Lincoln Park campus escort (773) 325-7233  
(6pm-6am daily)

Loop: (312) 362-8400

[University Counseling Services](#)

(773) 325-7779

[Sexual and Relationship Violence](#)

(773) 325-7295

[Substance Abuse Prevention](#)

(773) 325-4550

[DePaul Health Services](#)

(773) 549-7757

[LGBTQA Student Services](#)

(773) 325-4607

## National Support Resource

National Graduate Student Crisis Line

Immediate Assistance for Graduate Students in Crisis

1-800-GRAD-HLP (800-472-3457)

Graduate school can be an overwhelming experience for many students who are negotiating the stresses of high-level academic work with the demands of everyday life. Those who are feeling emotionally stressed have the option of placing an anonymous call to 1-800-GRAD-HLP, a 24-hour help line staffed with counselors who are specifically trained in working with graduate students. The National Graduate Student Crisis Line works in partnership with local campus resources to provide graduate students in need with an additional layer of support.

# GRADUATE RESEARCH FUND

## Purpose

The Graduate Research Fund (GRF) provides support to DePaul CSH graduate students in their pursuit of research and scholarship while recognizing their contribution to the academic rigor of CSH programs. The program provides funding for the planning and implementation of research as well as the presentation of research outcomes at professional and academic conferences.

## Eligibility

All full-time and part-time graduate students in good standing are eligible to apply. Selection will be based on merit of the proposal and any other considerations that may be deemed necessary for equitable distribution of resources by the award committee. **Students can only receive funding once per academic year**

## Supported Activities

This program is intended to provide graduate students with financial support to do the following:

- Activities related to research, scholarship, and creative work
- Short-term travel for research and creative activities
- Travel to *present* papers at academic conferences

Awards of up to \$500 for travel to present at a conference (airfare, hotel, registration fee, ground transportation)\*

Awards of up to \$300 to support a specific research activity

\*Because funds are limited, CSH can only support travel for students who are the sole or main author and identified as the lead presenter in the conference program.

## To Apply

Please visit the Student Research section of the DePaul University [College of Science and Health web site](#) for more information and application materials.

## Other Graduate Research Support

Please see the following [College of Science and Health web site](#) for information on external funding.





**Office of Advising and Student Services**

McGowan South, Suite 400

1110 W. Belden Ave.

Chicago, IL 60614

**Phone:** 773-325-8490

**Fax:** 773-325-8439

**Homepage:** [go.depaul.edu/cshadvising](http://go.depaul.edu/cshadvising)

**Email:** [CSHAdvising@depaul.edu](mailto:CSHAdvising@depaul.edu)



[www.facebook.com/cshadvising](http://www.facebook.com/cshadvising)



[www.twitter.com/cshadvising](http://www.twitter.com/cshadvising)