

## Registration Guidelines for Graduate Students (v. 1/01/2019)

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Graduate Staff: Sandra Gearldene Ahuama-Jonas, [sahuamajonas1@gsu.edu](mailto:sahuamajonas1@gsu.edu)

- All registration override requests for courses are to be sent to Dr. Jiang and Ms. Sandra.
- Every request must contain Course Name, Number, CRN, Title as well as the student and the degree concentration of requestor, plus a brief explanation to why an override is needed.

| Your Name   |        | Panther ID |             | Advisor if Applicable |                     |
|-------------|--------|------------|-------------|-----------------------|---------------------|
| Course name | Number | CRN        | Credit Hour | Instructor            | Reason for override |
|             |        |            |             |                       |                     |

- The request must come from the **official GSU email address** of requestor.
- **The student is ultimately responsible for the classes she/he registers so please ask for clarification you are unsure.**
- Every PhD student has to first get her/his advisor's approval (attached or included in the email chain) before contacting the graduate director.
- Please allow 48 hours to be processed, although often the requests will be dealt with much sooner.

For your degree requirements, please check <https://catalog.gsu.edu/graduate20182019/mathematics-and-statistics/>

### Frequently Asked Questions

1. I was admitted with special status? How do I become a student with full status?  
*You need to satisfy the conditions outlined in your acceptance letter, which usually involved taking certain courses in a specific time frame.*
2. Can I change my concentration?  
*Please discuss with the graduate director.*
3. How do I make sure I satisfy all requirements for graduation?  
*With one semester before graduating, please run an academic evaluation in your student account in 'Paws'. Any issues raised there should be addressed by email to the Graduate Director.*
4. The class I want to take is full. Can I get an override?  
*Please ask the instructor teaching the class for permission first, and then write to the graduate director, if this permission is granted.*
5. I am benefiting from tuition waiver as part of my assistantship. Is there a minimum number of credit hours that I need to take this semester?

*If you have tuition waiver from a graduate assistantship, please note that you are required to register for at least 18 credit hours (and maintain at least 18 credit hours even if you drop a course later in the semester); it is highly recommended that you actually register for 21--24 credit hours.*

In particular,

- If you are a GLA working in the MAC/MILE, you should register in Math 8802 or Stat 8962 for 1--15 credit hours. Please choose the corresponding CRN section that applies to you.
- If you are a GTA teaching one or two math or stat classes, you are expected to register in Math 8802 or Stat 8691 for a flexible number of hours (1--15). Please use the corresponding CRN that applies to you.
- If you are doing dissertation/thesis research, you should register in the section of Math 9999 /Math 8999 or Stat 9999/8999 with your advisor as the instructor, for 1--15 credit hours.
- All PhD graduate assistants are required to register Math 8950 or Stat 8900 (1 credit hour) for Departmental Colloquium participation. Unless you are assigned to teach or work in the MILE or MAC from 2 pm to 3 pm on Fridays, you are expected to attend the departmental colloquia. Dr. Yi Zhao and Dr. Yichuan Zhao will be in charge of these courses. The grade will be based on colloquium participation; please do not forget to sign on the attendance sheet at the colloquium talks. Students are only expected to attend talks reflecting their concentration.
- In addition, if necessary (discuss with the Graduate Director), you may also register in Math 8801 (Graduate Research in Math) or Stat 8691, if you are a GRA.

**Please note that the 7000 level math courses are designed for College of Education students only; you cannot get credit towards your degree by taking Math 7\*\*\*.**