

PLEASE READ THIS HANDBOOK

This handbook is a compilation of useful information designed to help you as you progress through the M.A. Sustainable Communities Program. Please take time to familiarize yourself with this information and keep it for future reference. You will find this information useful as you advance through the program.

Policies and procedures often change over time. This handbook is meant as a resource, but not as the final word on program and university policies. You will want to consult with the program director and/or your advisor on changes that may arise during the course of your time in the program. Be sure to check the Graduate College website (<http://home.nau.edu/>) for updates to their policies and the Registrar and Bursar sites for relevant registration and payment dates. In addition, you will want to become familiar with the Graduate Catalog under which you were admitted. The catalog is available on-line at: <http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>.

THE SUS PROGRAM MISSION

The mission of the M.A. Sustainability Program (SUS) is to provide interdisciplinary graduate education on the complex issues of sustainability, encouraging students to pursue important social and environmental issues concurrently. The program seeks to educate students for community leadership and to enable its graduates to contribute to the wellbeing of their communities. The curriculum is student-centered and issue-based; students bring their intellectual, ethical, and practical concerns to bear on their particular academic inquiry.

THE SUS PROGRAM STRUCTURE

The Sustainable Communities program is built on six curricular principles. These principles will help you to understand the overarching ethos of the program:

1. It is interdisciplinary: Sustainability implies interconnectedness and a systems understanding of knowledge. SUS students study the intersections between human social structures and the natural world and give attention to the philosophical, ethical, and practical dimensions of such study.
2. It is issue-based: Rather than learn a discipline, SUS students focus on a particular issue or a nexus of issues. You gain depth in relation to the issue and breadth from courses taken across the disciplines. Recent students have focused on such topics as sustainable design, sustainable food systems, environmental education, wildlife preservation, and community planning, among others.
3. It is learner-centered: Your intellectual, ethical and practical concerns are the basis for the structure of your graduate education. In consultation with the program director or your advisor, you define a concentration that is related to the program focus on “good and sustainable communities” and then create your own course of study to explore the issue(s) you have chosen.
4. It intentionally links theory and practice: One of the program’s goals is to educate people who have depth of understanding and the ability to engage directly in community work. Learning is intended to be integrative, both in content and in application. Thesis work is required to have both a theoretical and applied aspect. “Skills-based” elective courses such as grant-writing, fund-raising, mediation, community assessment, and documentary film-making are offered through the SUS Summer Institute in order to provide SUS students with useful tools for social change.

5. It views the local and regional community as a partner in graduate education and develops collaborative networks that extend the classroom into the community. Since its inception, the SUS program has developed community partnerships on issues related to sustainability. It pioneered a lecture series on green development (the “Building for Community” series), helps SUS students to gain applied experience (when appropriate), offers workshops that are open to the public, champions community-based research, and helps to support local sustainability efforts.

6. It maintains a curricular and pedagogical openness, recognizing that “sustainability” is an evolving topic and requires, in both content and practice, curricular and methodological flexibility.

OUTLINE OF CURRICULAR STRUCTURE

In the SUS Program, you must complete a minimum of 36 hours of approved graduate course work.

Be aware, though, that your interdisciplinary work may require you to:

- take more than 36 hours, depending on your background and your thesis project.
- It is important to note that certain courses are only offered in certain semesters, so you will want to plan your program accordingly.
- To earn a master's degree at NAU, you must complete at least 24 hours of formal coursework—that is, courses other than such individualized studies as independent studies, directed readings, and research.
- Courses taken without director or advisor approval may not be applicable for graduation requirements.
- Your selection of courses must be approved by the SUS director in order to ensure that the overall program of study meets the curricular goals of the program, results in a coherent program, and prepares you for thesis work.

The SUS director usually serves as advisor for the first three semesters of your program before a thesis committee is established. For most students, a thesis committee is not established until after the completion of at least two semesters of full-time course work and the Prospectus Development class. Once you have a well-defined thesis project and a tenable thesis prospectus, you can form your committee. The program director will help you think about faculty who would be a good fit with your project. Your thesis chair oversees your thesis work.

The SUS courses listed below are either required or, in the case of SUS 588, highly recommended. If you plan to complete the program in two years, you must take the required courses in the sequence indicated. If you plan to work on your M.A. on a part-time basis, it is important to note that certain courses are only offered during certain semesters, so you will want to plan your program accordingly.

The following outlines a minimum of 36 hours of approved graduate coursework students must complete to attain a Master of Arts in Sustainable Communities.

The basic structure of the program is as follows:

I. 9 hours of SUS Core Courses

The first core courses, SUS 601 and 602, provide an introduction to the study of sustainable communities and an intellectual framework for further exploration.

SUS 601: “Self, Other and Community”

This course is required of all first semester SUS students. It is offered fall semester only.

It is designed to engage students in a dialogue about good and sustainable communities with a focus on worldviews, human nature, and the shaping of community life. It is intended as an overview of these themes, with primary attention given to the traditions of thought within western cultures as well as contemporary conversations within American society.

SUS 602: “Community, Technology and Values”

This course is required of all second semester students. It is offered spring semester only.

This is the second core course required of all SUS students. Attention is focused on how economics, environment and technology apply to the larger issue of creating and maintaining sustainable communities that are healthy, just and creative.

SUS 695: “Elements of Community: Theory and Practice”

This course is required as the capstone course and is taken after you have completed at least 18 hours of course work. It is offered spring semester only.

As the program’s capstone course, it serves as both a review and elaboration of several aspects of the theme of “Good and Sustainable Communities.” Attention is given to “strategies for reenchantment,” i.e., ways to engage in social change that are expressive of sustainability and social justice. Students have an opportunity to refine their philosophy of community and their approach to sustainable communities, test their ideas in conversation, and connect their individual work with the work and ideas of others.

II. 21 hours of Elective Courses

Electives are drawn from across the university and are chosen in consultation with the Program Director and/or your academic advisor to ensure program coherence.

Your elective should be structured around a particular issue or complex of issues.

So that your master’s work is interdisciplinary in nature, elective coursework must span at least two different disciplines.

SUS 699 (Thesis) cannot be counted as part of your elective credit.

Not all courses are available every semester. Some courses are offered on a two-year rotation, but special topics courses—499 or 599—courses are just that: special. They are not offered on a regular basis and you can’t assume that they will come around again during the time when you are taking classes. So if you see one that is of interest to you, you may want to make an extra effort to take it.

You may take any graduate level courses, relevant to your program focus, that are offered at NAU, providing you fulfill all stated prerequisites. Most graduate courses do not have prerequisites; if they do, this is indicated on the course schedule. In that case, you may need to seek faculty permission in order to enroll.

For most courses in the Humanities and the Social Sciences, your undergraduate degree will be considered adequate preparation for graduate work. However, if you are unsure of your background, you may want to contact the professor beforehand, asking for a syllabus and any preparatory reading. For example, several SUS students have taken Ecological Restoration courses and Watershed Management classes without having had any background in Forestry or the Natural Sciences. They have sometimes prepared for the course by previewing an undergraduate text in the area or by following faculty suggestions for preparation. Typically, SUS students have done very well in classes throughout the university, regardless of their undergraduate majors.

SUS Special Topics Classes

Your elective work can also include special topics courses – SUS 599—offered through the SUS program. These classes are designed to address topics not offered elsewhere in the university at the graduate level. During the fall and spring semesters, we often offer one or two special topics classes, including a creative non-fiction essay class in the spring. During the summer, under our Summer Institute for Sustainable Communities, we offer a wide range of courses that you can take as part of your elective work. These courses are generally given in an intensive format (often weekends).

400-Level Coursework

If you wish, you may take up to two 400-level courses as part of your graduate work. 400-level courses are upper-level undergraduate courses. When you search the LOUIE system for courses each semester, be sure to search for “greater than or equal to 400” courses so that you will be aware of these classes.

In order for a 400-level course to count toward your graduate work, you must fill out an “Override Authorization - Audit/Class Links/Out-of-Career” form, available on the Registrar’s website at <http://home.nau.edu/registrar/forms.asp>.

Independent Study, Graduate Research, and Fieldwork Experience

You may include up to six hours of independent study work (SUS 697), graduate research (SUS 685) and/or fieldwork experience (SUS 608) as part of your electives.

In general, you may take up to six hours, in any combination, of these courses. Independent study lines enable you to further tailor your program of study. You can use them to undertake in-depth study in an area not currently addressed in a graduate seminar or to do research that correlates with your program of study. You can register for 1-6 hours of independent work; you need not register in 3-unit increments. For example, perhaps you wish to read all of Aldo Leopold’s work on land management or perhaps you wish to study and analyze court rulings on water use in the Southwest. The former proposal may work well as a 1-unit independent study; the latter might better be undertaken as a 3-unit project. You’ll need to consult with the

program director and your faculty supervisor to determine the appropriate unit allocation as well as the requirements for the overall project.

Before you can register for independent study, graduate research or fieldwork experience, you must:

1. Download the complete the Independent Study form for the SUS program, located on the SUS website at:
http://www.cal.nau.edu/mls/forms/IndependentStudy_MLSform.doc.
2. Arrange for a faculty member to serve as mentor/supervisor of your independent work. Develop the details of your project with this faculty member. It is your responsibility to recruit a supervising faculty member to oversee your intended study.
3. Get final approval of the proposed independent work from the SUS Program Director. The Director will want to be sure that the project is in line with your program of study and that it meets the requirements of master's level work. Once the director has approved the proposal, you will be given a permission number to register for the course.

Be sure to allow yourself sufficient time to move through this approval process and meet registration deadlines.

III. 6 Hours of Thesis Work

A minimum of 6 hours of SUS 699 thesis work is required for graduation. Generally, you enroll for thesis credit in the final semester of your program. But if you begin working on your thesis prior to that, you can enroll at that time. You'll need department permission to enroll for thesis credit.

The Graduate College requires that students remain continuously enrolled throughout their programs. Once you have completed all course work, you still must register for at least one unit of credit each fall and spring semester while you are working on your thesis. Most students maintain continuous enrollment by enrolling for thesis credit. Thus, depending on how long it takes you to complete your thesis, you may end up taking more than 6 units of SUS 699.

You must be enrolled in thesis hours the semester that you graduate. During the term you complete and defend your thesis (699), you must enroll for at least three units to reflect the increased demands on faculty time.

IV. Recommended Prospectus Development Class

In addition to the above required courses, it is strongly recommended that all students take SUS 588, the 1-unit Prospectus Development course offered each May term. In this course, you will develop a complete thesis prospectus. The prospectus serves as a road map for your thesis work. SUS 588 guides you through the initial thesis planning process that includes articulating a research question, clarifying method, identifying theoretical underpinnings, and developing a working bibliography.

Whether or not you take this course, you must complete a Thesis Prospectus and have it approved by your thesis committee. Students who take SUS 588 generally have a much easier time constructing a successful thesis prospectus. That is why you are strongly encouraged to take this course.

V. Transfer of Credit

Up to 9 graduate hours from an accredited college or university may be transferred into the Sustainable Communities program. Transferring credits to a graduate degree program is not done routinely. Before you enroll in one or more courses at another institution with plans to transfer the credits to the Sustainable Communities program at NAU, you must obtain the program director's approval. Again, this is to ensure that your transfer work is relevant to, and coheres with, your overall program of study. This also applies to graduate work you may have done prior to being admitted to the SUS program. It must be relevant to your current program of study as determined by the program director.

In addition, to be considered for transfer credit, your courses must:

- have been earned at a regionally accredited institution
- earned with a grade of A or B (pass-fail grade courses are not transferable.)
- have been earned within the six-year period required for completing your degree at NAU
- be applicable to a graduate degree at the institution where the credit was earned
- meet the Arizona Board of Regents' requirement for credit: A minimum of 45 hours of work is required for each unit of credit. (Note: An hour of work is equivalent to 50 minutes of class time, often called a "contact hour," or 60 minutes of independent study work. We require at least 45 contact hours for each 3-credit course, and we assume at least 90 hours of student homework for that course.) Ordinarily, a course must cover a one-week period for every unit of credit given.

Master's students must complete the Petition for Transfer Credit form. The Graduate College will finalize the transfer credit at the time of admission to candidacy.

PLANNING A COURSE OF STUDY

You will find an SUS Program of Study worksheet on the SUS website under Forms: <http://www.cal.nau.edu/mls/forms.asp>. This form will be useful to you in developing a comprehensive and cohesive program of study.

As you plan your course of study, you will want to ask yourself:

- What do I want to know?
- What do I need to know to understand the issue or problem that drives my inquiry?
- What do I need to know in order to write a successful thesis? (Do I need more content courses? Do I need a research methods course? A writing course? An internship or fieldwork?)
- What do I need to know in order to do the work I want to do in the world?

Remember that the Sustainable Communities master's degree is characterized by four curricular principles: it is interdisciplinary, issue-based, learner-centered, and links theory with practice, preparing students to contribute to the wellbeing of their communities. Your program of study must be constructed with these characteristics in mind.

You want to select courses that are related to the issue or problem that defines your studies. You are seeking both breadth of knowledge and depth of understanding. You also need to be sure that you take appropriate courses in method that will help you conduct your thesis research. (Most SUS theses involve some qualitative research; if this is the direction you intend to pursue with your thesis work, be sure that you have a good grasp on qualitative methods.)

Because the SUS program is a distributive program, drawing on courses across the university, there is little advance notice as to which courses will be offered each semester through the different departments. So, although we encourage you to map out a program of study by perusing the Graduate Catalogue, keep in mind that the process of creating your program will be more akin to meteorology than cartography. Each semester, you'll want to explore all the constellations offered by each relevant department before deciding on your classes. But when you step back and review your overall program, you'll want to be sure that a sound, intelligible pattern appears and that there is shape and vitality to your work as a whole.

Your selection of courses must be approved by the SUS director in order to insure that the overall program of study meets the curricular goals of the program, results in a coherent program, and helps to prepare you for thesis work.

A fulltime course load is nine (9) hours per semester. Students spend, on average, 3-4 hours of study for each hour spent in class.

Some Important Graduate College Policies

The Graduate College details policies that apply to all graduate students. For all policies, please see their website at www.nau.edu/gradcol.

Grades

You must maintain a 3.0 grade point average for all courses taken and for all courses required in your plan. No more than 6 units of with a "C" grade can be counted on a master's degree. A grade below "C" does not earn graduate credit.

Graduate students do not normally repeat courses. If you receive a grade of D or F in a graduate course, you may repeat the course. If you repeat a course, both grades are used to compute your overall grade point average; however, you can only use credits earned for repeated courses once to fulfill graduation requirements. If you wish to repeat a course, you must submit the Graduate Course Repeat Enrollment Form, available on the Registrar's office website.

A graduate student with a grade point average below 3.0 is placed on probation. Admission to a program may be revoked for any graduate student who receives unsatisfactory grades. If you have

more than 6 units of graduate work with a grade of “C” or below, you cannot continue in your master’s plan, regardless of your grade point average.

Graduate Academic Recognition

At the time of graduation, if you have earned a cumulative grade point average of 3.90 or higher for all courses taken at NAU on your plan of study, we recognize you with the notation "with distinction" on your transcript.

In-Progress Grade

Normally, a grade of IP is used only for graduate courses. We use the IP grade for courses that, by their content and requirements, normally require more time than the term or session for which you have enrolled. We recognize the following courses as appropriate for the IP grade: professional paper (689), thesis (699), dissertation (799), independent study (697), directed reading, fieldwork experience, and internship.

You must also be making satisfactory progress in the course to receive a grade of IP. Graduate students may complete IP grades until the time limit on your academic plan expires.

Incomplete Grade

If you are unable to complete coursework in a scheduled course within the term in which you are enrolled, you may petition your instructor to receive a grade of “I”.

If your instructor agrees to give you an incomplete, you and the instructor must complete a written agreement, a copy of which is held in your departmental file, indicating the exact work you need to do to finish the course. This written agreement must also indicate the date by which you must complete the work, and that date cannot be longer than one calendar year from the end of the term in which you were enrolled in the course. For graduate students, any grade of “I” becomes a permanent incomplete after one calendar year.

After the time for making up the incomplete has elapsed, you must re-enroll in the course to receive credit. We do not use incomplete grades in calculating your grade point average.

When you become eligible for graduation, if you have a grade of “I” in any courses that aren’t required for graduation, you may elect to graduate with these “I” grades as a part of your permanent academic record. In such cases, these grades cannot be changed after graduation by completing the course requirements nor will they revert to F grades.

Time Limit Policy

You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at NAU, they must also be taken within the six-year period. We may grant one extension of up to one year to complete your degree requirements, if there are compelling extenuating circumstances. The reasons for which we may grant an extension include, but aren't limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce, or other personal tragedies within your immediate household.

To request an extension of the six-year limit, you must submit a petition to the Graduate College. This form, available from the Graduate College, must be endorsed by your adviser and department chair. The final decision is made by the dean or associate dean of the Graduate College.

Continuous Enrollment Policy

You are expected to pursue your graduate degree with a minimum of interruption and maintain continuous enrollment. If you are in a master's degree program and do not enroll for three consecutive semesters (not including summer), you will be considered withdrawn from the university and must reapply for readmission to resume your degree program.

Even if you have completed all course requirements for a degree, you may need to use lab or other university facilities to carry out a required independent study or research project. For the protection of both you and the university, you must enroll for units of credit during any terms, including summers, that you use university facilities or require the professional time of faculty members.

When you begin working on a master's final project (689), or thesis (699), we expect you to enroll each semester from the time you begin this work until completion of degree. You must register for a minimum of one credit each fall and spring semester. If you are using research or other university facilities, and/or the professional time of faculty members, you should enroll for at least three units. During the term you complete and defend your thesis (699), you must enroll for at least three units to reflect the increased demands on faculty time.

If you do not maintain continuous enrollment after your work has begun on your thesis/master's final project, and you do not have an approved leave of absence on file with the Graduate College, and wish to resume work, you must submit a new application for admission and register for additional credits of Master's Final Project (689), or Thesis (699) in an amount, equal to the number of such credits missed while not maintaining continuous enrollment.

Leave of Absence

In extenuating circumstances, you may petition for an exception to the continuous enrollment policy. The petition form which is available on the graduate college website, home.nau.edu/gradcol/publications.asp, must be approved by your advisor, graduate coordinator and/or department chair and sent to the Associate Dean of the Graduate College for final approval. Your request must be filed and approved before the anticipated absence.

Grievance Policy

Students with significant complaints on any aspect of their academic experience in the department should directly address the person causing the grievance in order to negotiate a settlement. If such an approach fails, the Program Director and/or student's Faculty Advisor should be consulted and should attempt an agreeable settlement. Grade appeals will be treated as described in the University Student Handbook.

Academic Appeal Process

There is an appeal process for graduate students who wish to appeal an academic matter other than a grade appeal. See <http://home.nau.edu/gradcol/GradPolicies.asp> under “Academic Appeal Process” for details.

Academic Integrity

NAU regards acts of academic dishonesty—including, but not limited to, plagiarism, cheating, fabrication, forging an instructor’s signature, stealing tests, copying themes or tests from other students, or using “crib notes”—as very serious offenses.

If you are charged with academic dishonesty, you are subject to the Arizona Board of Regents’ Student Code of Conduct and procedures established by NAU, specifically the Academic Dishonesty policy, that are outlined in the on-line Student Handbook.

Withdrawing from NAU

Withdrawing from a given term (fall, winter, spring, or summer) at NAU means reducing your course load to zero credit units for that particular term. It does not necessarily involve withdrawing entirely from NAU. In most cases, if you withdraw from one term, you are still eligible to enroll for the next term.

Please be aware that you are not considered to have withdrawn if you drop courses during a term or session in which you also receive credit for other courses. If you are currently enrolled at NAU and wish to withdraw from a specific term or from NAU entirely, please refer to the Graduate College website at <http://home.nau.edu/gradcol/GradPolicies.asp> for details on the withdrawal process.

FINANCIAL ASSISTANCE

A very helpful resource for information on financial support is the Graduate College website: <http://home.nau.edu/gradcol/financialresources.asp>.

The SUS program awards both tuition waivers and graduate assistantships in support of our students. New and continuing students are eligible to apply for these awards. Preference is given to SUS students who are in their first two years of graduate studies. The award process is competitive and not all students will be recipients of financial support. Academic merit, your ability to perform specific services, and financial need are all taken into consideration in the awarding of graduate assistantships and tuition

In order to qualify for either, you must:

- be admitted to the SUS program;
- enroll as a full-time graduate student (taking a minimum of 9 hours per semester); and
- maintain a 3.0 GPA (with no grades below B and no grades of “incomplete”)
- submit an application to the SUS office prior to the announced deadline. The application is available on the SUS website at <http://www.cal.nau.edu/mls/forms.asp>.

Tuition Waivers

Each year, the SUS program is awarded a limited number of tuition waivers by the Graduate College. Arizona residents should apply for waivers of resident tuition; these waivers cover the cost of in-state tuition for fall and/or spring semester. Students who are not Arizona residents should apply for non-resident waivers; these waivers cover the out-of-state portion of NAU tuition for fall and/or spring semester. If you are awarded a non-resident waiver, you will still be responsible for paying the in-state portion of tuition.

Graduate Assistantships

Graduate assistantships are offered as part of an employment contract. Graduate assistants normally work 10-20 hours per week, and must be enrolled in at least nine, but not more than twelve credit hours per semester. All assistantships require at least ten hours of work per week and include a waiver of the nonresident portion of tuition. Graduate assistants who work 20 hours per week receive a waiver of 75% of resident tuition and a waiver of the student health insurance premium. Graduate assistants who work 10-19 hours per week receive a waiver of 37.5% of resident tuition. All graduate assistants are expected to pay other applicable fees.

In addition to Graduate Assistantships awarded through the SUS program, you may be interested in applying for Graduate Assistantships that are not attached to an academic department. These opportunities are announced on the Graduate College website at <http://home.nau.edu/gradcol/assistantships.asp>. You are encouraged to check that site on a regular basis. In the past, SUS students have been successful in securing GA-ships with such offices as Distance Learning, The Commission on the Status of Women, the Office of Assessment, and a variety of other programs.

For further information on Employment Programs, Loans, and Scholarships see the Graduate College website on financial aid.

Student Health Care

The Fronske Health Center is open to all registered NAU students. Fronske Health Center offers several plan options, including major medical insurance. A mandatory health fee is required of all students and is in addition to the optional programs. See their website at <http://www4.nau.edu/fronske/> for details.

The NAU Dental Hygiene Clinic can provide students with a variety of oral health services. For more information see their website at <http://jan.ucc.nau.edu/~dh-p/clinic.php>.

Graduate Student Organization

The mission of the Graduate Student Organization (GSO) of Northern Arizona University (NAU) is “to represent the interests of graduate students at NAU, and to communicate between the graduate student body and the NAU administration.” Their website contains many valuable items of interest to graduate students. See: <http://gso.org.nau.edu/index.htm>.

Several items from the GSO website

Child Care Vouchers

This program is run through Student Life and provides a limited amount of financial assistance for costs accrued while children are attending registered childcare providers. There are eligibility requirements and you are responsible for turning in paperwork on a regular basis over the semester to receive funds you have been awarded. Apply as soon as possible to ensure you are eligible for consideration for reimbursement of some of your daycare costs.

Housing

We now have a graduate student listserve for housing. To subscribe, send an email to: listserv@lists.nau.edu with subscribe GRADUATE_HOUSING firstname lastname in the body of the message. For example: subscribe GRADUATE_HOUSING Jane Smith. If you are interested in on campus opportunities visit the Residence Life website.

Travel Awards

The GSO has a travel award program to assist students with expenses related to attending conferences. See their website for information on deadlines and application forms. You may also be able to secure support for travel funding from the Vice President of Research: http://www.research.nau.edu/student_resources/grants_funding.html#student.

The SUS program also tries to provide a modicum of support to SUS students for research-related work, conference attendance, and thesis-related expenses. Contact the Program Director.

USEFUL LIBRARY INFORMATION

RefWorks

RefWorks is a Web-based bibliography and database manager, which allows you to create your own personal database by importing references from text files or online databases. You can use these references in writing papers and automatically format the paper and the bibliography in seconds. This will make gathering your bibliographical information simple and thorough. It ensures that you have a complete record of your sources. It enables you to create a bibliography in minutes.

How to Create a RefWorks Account

1. Go to the following link: <https://www.refworks.com/Refworks/login.asp?WNCLang=false>
2. In the RefWorks box on the left side of the screen, click on Sign up for an individual account.

If you are connecting to RefWorks from a non-NAU Internet service provider, we suggest you establish an NAU Virtual Private Network (VPN) connection first. This offers a secure connection when working from home. Instructions for setting this up are located at: <https://www4.nau.edu/its/mensa/services/vpn/>

Who Should Use the VPN?

Traveling personnel and those who use outside ISPs for remote access to NAU services can benefit from the VPN. Examples of remote users:

- Wireless on campus
- Ethernet or wireless ports provided at conferences
- Home services like ADSL or cable modem.
- An ISP such as AOL or InfoMagic

These connections listed above are not secure to the NAU network. A VPN provides security.

WORDS OF WISDOM/ADVICE from SUS Alums

Plan Carefully. Be aware that graduate courses are considerably more demanding than undergraduate courses. This explains why a full load of graduate school is nine (9) hours. Most of your courses will require intensive reading and writing. Plan your schedule with this in mind.

Register Early. After your first semester, the registrar will email you with the date and time you may register. Students are advised to register as soon as possible for courses. Registering early ensures that the classes you wish to take will be offered since classes with low enrollment may be cancelled.

Choose instructors and courses carefully. Talk with other students, instructors, and the SUS Program Director regarding course recommendations.

Avoid Incompletes. Although extenuating circumstances cannot always be avoided, students should make every attempt to complete courses within each semester.

Summer Institute Offerings and Special Courses. Courses on special topics are offered each semester. These courses usually are assigned the university course number 599. SUS uses this number for innovative courses designed to address specific student interests. Generally, these elective courses are offered on a one-time basis. Check the SUS website for information on the Summer Institute.

Find Study Partners. Consider working with a partner when studying for courses. Engaging in dialogue with another student often increases the quality of a learning experience.

SUS Web Server. SUS maintains a listserv which all SUS students, former students and other community members receive. This list is a great way to inform all SUS-interested people about events and other items of interest. Check your email daily to keep up with the latest SUS community activities and announcements. Use the list serv to announce your own events or to inform people about important ideas, articles, etc.

Network. Seek out opportunities to meet and work with people in fields of interest to you. Include an internship experience as part of your graduate work. Do volunteer work, whether short or long-term. Join an NAU student club. Keep in mind that an important part of your education is in and with community.

Take Advantage of University Events. Throughout the year, NAU offers a tremendous variety of lectures, films, theatre productions, musical events, etc. The SUS program is a sponsor of many events that are pertinent to our program. Attendance at such events will enrich your graduate experience.

Join with other SUS students in social activities. Students sometimes organize weekly gatherings or other social events. You will find good conversation, support, and advice at these gatherings. Watch the list serv for announcements.