Welcome to
The Ohio State University
Department of
Materials Science and Engineering

Materials Science and Engineering
Welding Engineering
Graduate Programs

Piled Higher and Deeper by Jorge Cham

mse.osu.edu
MSE Graduate Studies Chair: Roberto Myers, .1079, 614-292-8439, WA 476
WE Graduate Studies Chair: Boian Alexandrov, .1, 614-292-1735, 128 EJTC
MSE/WE Grad Studies Coordinator: Mark Cooper, .73, 614-292-7280
International students

You must register for an Immigration Check-in session with OSU’s Office of International Affairs (OIA). Please go to OIA’s site and select a check-in date that meets your arrival schedule:

oia.osu.edu → "International Students" → "Pre-Arrival and Orientation" → "Graduate Pre-Arrival" and scroll down to view Autumn Semester information.

When you arrive on campus you should check-in with OIA as soon as is convenient (note the documents you must bring with you). Later, in the days following your check-in, you will attend an International Student Orientation Session that corresponds with your check-in date.

If possible, check-in with OIA before coming to the MSE-WE department.

1 (All students) Activate your OSU internet/email account

(should occur before you arrive on-campus)

An e-mail/internet account is provided to all OSU students. All university correspondence is sent to your osu.edu email address. You are responsible for the content of all official emails sent to this account. If you redirect osu.edu email to another email account, you are responsible for receipt of those messages.

Your account will permit on-line access to such things as course scheduling, grades, course web sites, and other important web-based resources provided by the university.

To activate your account and download BuckeyePass, please go to my.osu.edu.

• Click "Activate Now!" and follow the activation process. Associated with your application account should be an OSU username in the form of "lastname.###" (such as "cooper.73")
• Be sure to note your OSU username and the password you established. These items will allow you to register for classes, check grades, etc.

Self / company-funded students and students funded by a fellowship skip to step 3

Questions? Contact Mark Cooper (cooper.73@osu.edu, 614-292-7280)
2 **(GRA-funded students) Complete employment paperwork**

Romane Mengitsu or Thuy Nguyen (HR Officers) will email to your OSU account an employment “packet” which will include your Graduate Associate Appointment contract and other forms required to activate your GRA funding. Please complete this paperwork and schedule a meeting with Mei Wang to submit your employment forms.

Once all required forms are submitted, we can proceed with the hiring; your data must be entered and processed in the system to activate your tuition funding and pay your monthly stipend.

*International students:* a Social Security Number (SSN) will be required to complete employment paperwork. Hiring can initially proceed *without* the number, but you will be required to show your SSN card early in the semester after you receive your SSN card from the Social Security Administration.

3 **(All students) Financial Responsibility Statement**

Every term, prior to enrolling, the university requires all students to review and agree to a Financial Responsibility Statement.

You are responsible for knowing and observing registration and payment deadlines (see registrar.osu.edu for enrollment deadlines).

To complete the Financial Responsibility Statement:

*Log in to your BuckeyeLink account* | “Holds” section | click “Details” | follow the instructions

4 **(All students) Scheduling, enrollment, and fees**

Please consult with your advisor to plan your graded graduate courses

*Your advisor is the center of the universe as a grad student at OSU!*

**GRA-funded and University Fellows**

We ask our GRAs and University Fellows to enroll in a total of 18 credits each Autumn and Spring semester (Summer limits are 4 and 6 credits). Typical enrollment in AU & SP is made up of 2-3 graded graduate courses, 1 credit of 7895 *Seminar & Colloquium* (MSE or WE, as appropriate), and enough MSE or WE 6999 *Research* credits with your advisor to total 18 for the term.

For Autumn & Spring registration:

(graded grad courses) + 7895 (1 cr) + 6999 (x cr) = 18 credits

Questions? Contact **Mark Cooper** (cooper.73@osu.edu, 614-292-7280)
Minimum enrollment to activate GRA and Fellow funding.

To qualify for tuition payment in a term, GRA and University Fellow-funded students must enroll in a minimum number of graduate credits:

<table>
<thead>
<tr>
<th></th>
<th>GRA</th>
<th>Fellow / GS match GFA</th>
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<tbody>
<tr>
<td>Autumn / Spring (each)</td>
<td>8 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Summer (May and/or SU)</td>
<td>4 credits</td>
<td>6 credits</td>
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If a student drops below this number of credits, the GRA / Fellow funding is withdrawn and all fees become the student’s responsibility. Therefore, we ask students to enroll for the maximum credits, 18, in Autumn and Spring.

Self / company-funded students and external Fellows (ex. NSF, Fulbright, etc.)

Since payment of university fees is provided by a source outside of OSU (ex., company, personal funds, non-OSU Fellowship, etc.), the student is responsible to meet the minimum enrollment required by the funding source and his/her citizenship (see flow chart).

All on-campus students must enroll in 7895 Seminar and Colloquium (MSE or WE, as appropriate) every Autumn and Spring during which the student is taking classes on the Columbus campus.

Non-US Citizens: International self-funded students must enroll in a minimum of 8 credits (full-time) during Autumn and Spring terms.

Tip: There is no additional cost to enroll in more than 8 graduate credits (i.e., “full time”). In other words, after enrolling in 8 credits, credits 9 through the maximum of 18 incur no additional cost. We encourage full time students to register using the formula above.

How to register

Visit gradsch.osu.edu → “Pursuing your Degree” → "Course Registration”

Permission to register for a course

If blocked from enrolling in a class due to a lack of prerequisites, please email the instructor and request permission to enroll. Provide the instructor with information about your background that qualifies you to take the course.

Email to Mark Cooper—cooper.73@osu.edu--the following:

- Your OSU student ID # (a.k.a. applicant number)
- course number
- the unique 4 or 5 digit class number for the section of the course in which you wish to be enrolled
- instructor’s emailed permission
In the example below, “5441” is the course number and “5751” is the class number. Both are needed to enroll a student.

Tuition Fees

Enrollment will generate tuition costs. “Tuition” is made up of a number of separate fees (see also Registrar.osu.edu  “Tuition and Fees”  “Explanation of Fees”):

1. Instructional Fee
2. General Fee
3. Learning Technology Fee
4. Student Activity Fee
5. Student Union Fee
6. Recreation Fee
7. COTA Bus Service Fee
8. Non-Resident Fee

Health insurance premium (85% / 15%)

For students funded by a GRA or University Fellowship, numbers 1, 2, 3, & 8 are paid by the GRA/Fellowship. Fees 4-7 are paid by the student (more below).

Also provided by the funding is 85% payment of the university’s Student Health Insurance premium for the semester.

For the self/company-funded or external fellowship-funded students all eight fees comprise tuition for a given semester. Ohio residents will not be assessed #8, the Non-Resident Fee.

Additionally, the student must enroll in the university’s Student Health Insurance coverage or provide proof of sufficient coverage from an external source.

Non-Resident Fee

The state of Ohio provides a tuition subsidy for residents of Ohio who attend OSU, which is largely funded by the taxpayers of Ohio. A non-resident fee is assessed to all non-Ohio residents (both US citizens and international). Students funded by a GRA or University Fellowship are not assessed the Non-Resident Fee. To receive the Ohio residency for tuition purposes, a student must prove residency qualifications as described by the Registrar, Registrar.osu.edu.

Student fees not paid by GRA / University Fellow funding

GRA / University Fellowship funding provides payment of the academic and residence fees, as well as providing a monthly stipend on a 12-month basis. The total value of this funding can exceed $330,000 over the course of a Ph.D. degree.

However, some student-based fees are not paid by the GRA / Fellow position and are the student’s responsibility each term. These fees are summed and ¼ of the cost payroll-deducted from your stipend check during each of the four monthly checks in a semester.
Approximate amounts

- $40 Student Legal Services fee
  (optional, but billed by default if you do not opt out)
- $252.45 (15% of health ins premium—for GRA/Fellows)
- $13.50 COTA bus pass fee—access to Columbus bus system, COTA
- $37.50 Student Activity Fee—helps pay for student events on campus
- $74.40 Student Union Fee—helps fund student union facilities and organizations
- $123 Recreation Fee—allows access to RPAC athletic facilities (rpac.osu.edu)

Total=approx. $500 per term ($125/pay)—does not include SLS fee.

Health coverage

By default, you will be enrolled in the university's Student Health Insurance plan, shi.osu.edu.

[GRA or University Fellowship-funded students must pay 15% of the premium cost per term, approximately $250/term. The other 85% is paid by the GRA/Fellowship.]

Waiving university health plan coverage—If you are covered under another plan, such as by a parent or employer, you may waive university coverage. To waive coverage, please see shi.osu.edu. GRA/Fellowship-funded students may waive coverage, as well.

Student Legal Services fee

By default, you will pay an annual $40 Student Legal Services Fee in Autumn term. Payment of this fee allows you access to the SLS Clinic, a College of Law student-staffed legal clinic that will provide legal advice/review for non-criminal matters (see studentlegal.osu.edu).

Opting-out of SLS coverage—SLS access & fee is optional. Students may decline SLS coverage before the tuition and fee deadline for the first term of enrollment, directly through BuckeyeLink. From the BuckeyeLink homepage, search "Student Legal Services", choose the Student Legal Services link, and follow the directions.

Obtain a BuckID student ID card and keys

(All students) Once enrolled, please schedule an appointment to get your student ID (called a "BuckID") at University ID Card Services, room 3040 Ohio Union, 1739 N. High Street.

BuckID card OSU Student ID—Please schedule an appointment with BuckID Services

Once you have your BuckID, please email Mark Cooper(.73) with your 9 digit BuckID number so he can grant you card-swipe access to the MSE main campus building complex. This will allow you access to the building after-hours.

For access to CEMAS, please contact Amanda Ponomarenko (.1, 614-643-3110).

For access to Welding Engineering facilities, contact Joshua Walters (.802)

Keys (the metal kind)

Determine with your advisor what keys you will need to access labs and offices around the department and have your advisor contact Mei Wang with the request.
A few links of interest…

Grad & Professional Committee: https://ouab.osu.edu/grad_prof

Academics

BuckeyeLink (on-line access for course enrollment, financial statements, grades, etc.): http://buckeyelink.osu.edu/
OSU Academic Calendar: http://registrar.osu.edu/staff/bigcal.asp
OSU Class Search: https://classes.osu.edu
Graduate School: https://gradsch.osu.edu/

Student Life

Campus Safety / Campus Police: https://dps.osu.edu/
Virtual tour of campus: https://www.osu.edu/tour.html#virtualtour
Campus map: https://www.osu.edu/map/google.php
Office of Student Life (many of the non-academic events at OSU): http://studentlife.osu.edu/

Housing
   On-campus: http://housing.osu.edu/
   Off-campus: http://offcampus.osu.edu/off-campus-living/

Recreation (recreation and sports opportunities for students): http://recsports.osu.edu/

Counseling and Consultation Service (individual and group mental health services): https://ccs.osu.edu/

Academic Misconduct:
   https://oaa.osu.edu/academic-integrity-and-misconduct/student-misconduct

Code of Student Conduct:
   http://studentconduct.osu.edu/
Required of students (and staff & faculty) coming on campus:

- Masks are to be worn at all times, both in buildings and outside.
  - Pick up a PPE kit (incl. mask, thermometer, etc)
- Social distancing (6 feet) is to be practiced.
- Frequent hand-washing is encouraged.
- Daily health check entry

**Daily Health Check—Safeandhealthy.osu.edu**

*Students will be required to report their temperature prior to coming on campus. This is done in one of two ways, either through the OSU app or by compass.osu.edu.*
**BuckeyeLink.osu.edu**
For all academic needs such as registration, course information, grades, etc.

**Carmen.osu.edu**
Central sign-in for all course web sites
studentlife.osu.edu
Site for all non-academic student events on campus.

ouab.osu.edu/grad-prof
The Ohio Union Activities Board strives to provide diverse programs and events that are educational, entertaining, and thought-provoking for grad students at OSU. (Get on their mailing list!)

OHIO UNION ACTIVITIES BOARD

OUAB GRAD/PROF

Enhance Your Experience
The Ohio Union Activities Board (OUAB) strives to provide diverse programs and events that are educational, entertaining, and thought-provoking for students on the Columbus Campus. The Graduate and Professional student committee of OUAB designs and executes over 200 programs that are intentionally created to enhance the graduate and professional student experience. In an effort to provide holistic opportunities, we offer programs in the five key areas listed below.
OSU Student Organizations
activities.osu.edu/involvement/student_organizations

With almost 1,400 student organizations, Ohio State provides a wide range of opportunities for students to get involved. Student organizations have a significant impact in providing effective learning environments for students, preparing them to live and work in a global community. In addition to building lasting friendships, student organizations provide many benefits including serving as a medium for academic discourse, personal growth, leadership development, intercultural understanding and community engagement. Moreover, research suggests that involved students tend to perform better academically and are more likely to graduate when compared with their non-involved peers.

Click "View the student organization directory" then "Advanced Search" and select "Ethnic/Cultural".
The Council of Graduate Students represents grad student needs to the university administration. We like to have MSE & WE representatives on the Council every year, so if you’re interested, let Mark Cooper know.
shi.osu.edu
Student Health Insurance site—details on health plan coverage.

ccs.osu.edu | 614-292-5766 | sl-ccs@osu.edu

Suicide Prevention 1-800-273-8255 | suicidepreventionlifeline.org
OSU’s IT resource for students. The contact for issues pertaining to your “name.##” account (614-688-HELP or 8help@osu.edu).

OSU app for iOS and Android—view schedules & grades, campus bus routes, campus map, emergency texts, and more. Daily health check can be entered here. Available through the OCIO site or through app stores.
The Grad School’s site is a good resource for general policies and procedures, but your first resource is Mark Cooper, the MSE-WE dept’s Graduate Studies Coordinator.

The Graduate School Handbook provides the over-arching rules for degree completion, registration requirements, academic deadlines, petition procedures, and much more. The student is, ultimately, responsible to meet the rules provided in the Handbook.
The mission of the Student Conduct Office is to protect student rights; help foster a safe and secure educational environment; uphold the standards of the University community; establish accountability for student choices; maintain an equitable and inclusive process that promotes mutual respect; foster ethical standards and critical thinking and decision-making; and assist in the development of students into productive citizens.
Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, students are expected to complete all academic and scholarly assignments with fairness and honesty. For more on this please see the link above, as well as, oaa.osu.edu/academic-integrity-and-misconduct/student-misconduct
OSU has an extensive library system with over 6 million volumes housed in 30+ locations. The closest is the Science and Engineering Library, roughly two blocks from the dept. You can request books online and have them delivered to your campus address. Additionally, the university subscribes to many journals and search services which are available to students.
library.osu.edu/researchcommons

The Research Commons is a place where researchers can connect with each other and with services that support and enable their work. It is a campus hub for collaborative and interdisciplinary research across all fields, with a special focus on Data Management, Digital Humanities, and Geographic Information Systems (GIS).
The Writing Center at the CSTW offers free help with writing at any stage of the writing process for any member of the university community. During our sessions, consultants can work with you on anything from research papers to lab reports, from dissertations to résumés, from proposals to application materials.

**The Writing Center: What We Do**

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**Schedule online** or call 614 688-4291.

When you have signed in, click Bookings to see the schedule.

**Appointment Scheduling**

- Clients may schedule ONE appointment at our Smith Lab and/or The Research Commons (3rd Floor, 18th Ave Library) location each week. Clients may have one walk-in tutorial daily (up to four per week) at our satellite center on the first floor of Thompson Library.
- Clients registered with the Office of Disability Services may have two appointments per week.
- Clients with more than their allowed number of appointments per week will have the overflow appointments canceled.
Active Aggressor Situation: [dps.osu.edu/active-aggressor](dps.osu.edu/active-aggressor)
DPS provides an excellent video on the “Run, Hide, Fight” method of surviving an active shooter situation.

Request a safe ride: (through the OSU app)
Safe Ride is a service provided to university students who would like safe transportation across campus.

Rape Aggression Defense (R.A.D.)
[dps.osu.edu/safety-classes/rad-classes](dps.osu.edu/safety-classes/rad-classes)
A free program provided by The Ohio State University Police Division that teaches realistic self-defense tactics and techniques to women.
Transportation and Traffic Management handles concerns regarding parking and transportation access to students and staff. If you hold a GRA position, you are eligible to purchase a staff surface lot or garage access for the coming year (higher cost but more options).

CABS is a FREE campus bus system that services OSU and nearby areas. Routes and schedules are found on this site.

Note that this is a separate bus system from the Central Ohio Transit Authority (COTA), which serves the greater Columbus region. A valid BuckID will permit students to ride the COTA system at no additional cost.

Parking on campus: Please view the CampusParc web site to register for campus parking access, www.campusparc.com/osu. Students who hold a GRA and/or Fellowship are eligible to purchase a “B” Staff pass which permits access to all “C” Student and B Staff spots, as well as access to a garage such as Arps Garage.
The Department of Recreational Sports and its facilities are available to enrolled students (students pay a Rec Sports fee each term and may make use of the facilities). Programs and services range from group fitness, aquatics, adventure trips, climbing, drop-in fitness and recreation, intramural sports, sport clubs, massage therapy, personal training, disc golf, roller hockey and many other activities. Recreational Sports is enhanced by its award winning indoor and outdoor facilities, including five indoor locations and more than 90 acres of outdoor space.
Engineering Career Services provides students and employers with guidance and opportunities to connect; empowering students to attain lifelong career management and employment goals.

Engineering Career Services

Engineering Career Services is here to help you with all facets of your job search. Once registered, you'll have access to the hundreds of employers and thousands of interview opportunities that pass through our office every year. Unlike traditional hiring venues like the commercial job boards or online ads, the employers recruiting engineering talent through ECS are here specifically because they want to hire Ohio State engineering students—just like you.

In addition to our robust on-campus recruiting and job posting system, ECS provides personalized assistance with resumes, job search documents, interviewing, job search strategies, offer review, salary negotiation, and more! We also offer workshops, facilitate employer networking opportunities, and provide educational materials on all things job search. Whether you are trying to land the perfect internship or co-op—or about to graduate, we have services to meet your needs.
Transfer credit procedures
mse.osu.edu > Graduate > Graduate student resources > MSE-WE Transfer Credit Procedures

Two sets of requirements may be addressed by petitioning the transfer of previously earned graduate credit:

- The Graduate School's minimum credit hour requirement
- The MSE or WE graduate program degree requirements

This page on the MSE department's web site details the procedure for transferring graduate credit. Minimum required grade to transfer a course is B.
Thank you!

Questions?

*Coming soon*…

DocuSign letter

Department miscellanea

Degree guidelines, Seminar & Colloquium, and Instructional Assistant information

University resources

*and more*…