New Special Master’s Student Checklist

1. The Office of Graduate Studies will send you a copy of your Graduate Admissions Record (GAR) soon. Keep an eye out for it in the mail.

2. If you have not already done so, use your assigned Sac State ID (not your social security number), to set up a saclink account and gain access to “My Sac State.” http://my.csus.edu. If you do not know your Student ID, it will be indicated on your copy of your GAR.

3. Check your student center in “My Sac State” to update your contact information, to check for important messages from the University, to check important items on your “to do list,” and to check the status of any registration holds. Be sure all items on your “to do list” are completed and that any holds have been cleared before you register.

4. You will receive notice of your registration date and time from the University.

5. Register for courses in “My Sac State” on your assigned registration date. **ALL** new graduate students **must** register for GER 200: Adaptation to Age Related Changes, Illnesses and Caregiving for the Fall. This course will be held on Tuesday nights from 5:30pm to 8:20pm. This is the introductory graduate-level course, and it will not be offered again until Fall 2014.

6. GER 101: Elder Care Continuum Services and Strategies will also be offered in the Fall for those who wish to take two courses. This course will be held on Thursday nights from 5:30pm to 8:20pm, and will be offered in Fall 2012.

7. Be sure to **pay your registration fees on time!** Students who do not pay by the deadline will be dis-enrolled from all courses.

8. Send copies of your GRE scores to the Gerontology Program Office (6000 J Street, Sacramento, CA 95819-6132). These must be submitted by the first day of instruction for the Fall 2012 semester. GRE scores must contain a writing component. Old scores without a writing component will not be accepted. (Note: If you indicated your scores on your Gerontology Program Application, you must still send copies so that we can verify your scores.)

9. Email my assistant at amontgomery@csus.edu with your saclink username so that I can enroll you in **WebCT for GER Majors.** Check WebCT (http://online.csus.edu) frequently for important departmental announcements. Consider setting up your WebCT preferences to forward your WebCT email to your regular email account so that you don’t miss anything important!

10. Get a Sacramento State OneCard. This is your Student ID Card and your library card, so it is important that you have one. Go to www.csus.edu/onecard for information.

Remember that you must make an appointment with Dr. Osborne every semester for advising and course direction.

Students interested in becoming classified as **Special Master’s** students should make an appointment with Dr. Osborne at the beginning of the Fall semester (early September) for information, and for help filling out the necessary materials. Don’t wait too long, as it takes some time to design the degree and choose a faculty committee! Re-classification materials are generally due October 1st and February 1st for the following semester, although dates are subject to change, so plan ahead!

If you have any questions, please don’t hesitate to contact our office, (916) 278-7163 or email amontgomery@csus.edu, with your questions or concerns.