

## THE DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES MASTER OF SCIENCE SPECIALIZATION

The following general procedures are required for completion of your Master of Science degree in Human Development and Family Studies. The appropriate forms can be found on page one of Section III.

- Course enrollment (Sec II, see below)
- Plan of Study - during first semester (Sec III, pg 4-5)
- Candidacy Examination and Annual Evaluations - second semester (Sec III, pg 6)
- Master's Committee (Sec IV, pg 3)
- Thesis Proposal Meeting (Sec IV, pg 4)
- Thesis Defense (Sec IV, pg 5-6)

### COURSE ENROLLMENT

Following admission to the program, students are assigned to academic advisors in their specialization areas. Students are responsible for contacting their advisors prior to the beginning of the first semester and during pre-registration periods each semester thereafter.

Students should be registered for the number of hours that reflects the extent of their involvement in the graduate program. This applies to research and thesis courses as well as formally structured classes. The minimum enrollment for full-time graduate status is 9 hours in the regular semester. Full-time enrollment in a summer term is from 3 to 6 hours. Students holding assistantships or scholarships must be enrolled for the appropriate number of hours each semester including summer sessions (see page 4).

All students must take HDFS 5110 (Colloquium in Human Development and Family Studies) in the fall semester of their first year in the program, during which they will attend a 1½ hour weekly meeting.

On-line, Web-based registration is available to all admitted students. Instructions for Web Registration and Add-Drop on the Web site can be found at <http://techsis.admin.ttu.edu/student>. Frequently, changes are made in scheduling classes after the *Schedule of Classes* is posted. Therefore, the HDFS department has a schedule of courses, which is posted in Room 507 each semester. **It is the student's responsibility to check the department's schedule Room 507 and adjust his/her schedule accordingly, because schedules or class locations may change, particularly close to the beginning of the term. Students should also check their schedules on the Techsis website just before classes begin.**

**Continuous Enrollment:** Students who have begun thesis must register for 6000 courses in each regular semester and at least once each summer until all degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons\*. Off-campus students may enroll for as little as 1 hour until their final semester, at which time 3 hours minimum are required provided arrangements are made with the Registrar's office by telephone or electronically prior to the beginning of a registration period. Students receiving financial assistance must register for the number of hours required by Financial Aid.

\*Approval of a leave of absence will not extend the allowed time for completion of the degree.