

Checklist of Graduate School of Education Student Responsibilities

As a full-time graduate student, it is important to be aware of policies and procedures which are critical to your success and progression through your program. All of these policies and many others are also found in the student handbook, catalog, or school website. Please complete and submit with your application packet.

Name _____

<i>Please initial below</i>	<i>I understand as a graduate student at Touro University California I am required to:</i>
	Communicate with Touro University California using my tu.edu email address.
	Check, review and respond to my tu.edu email often-at least every other day.
	Use my Touro One account to register for classes and pay tuition.
	Check my Touro One account once a month.
	Pay tuition online using Touro One.
	Meet all deadlines in regards to registration or academic calendars.
	Electronically register for classes each semester.
	Submit official transcripts to the admissions office within the first month of enrollment. That is required in order to enroll for classes in subsequent semesters.
	If not enrolling in classes for a semester, submit a leave of absence form.
	Maintain at least an 80% cumulative average GPA.
	If using financial aid, plan ahead so that disbursements are made in time to register.
	If dropping a course, check with your Advisor and then add/drop the course on Touro One.

	Proactively communicate with your advisor or program chair.
	Create an electronic portfolio using TaskStream.com.
	Agree to post my credential and Master's related work in Taskstream. As evidence of my ability to meet the standards set forth by the University. I also hereby give the Graduate School of Education faculty and staff access to all my Taskstream portfolios, lesson plans, units, rubrics, reflections, and other work that I post in Taskstream for assessment, evaluation and accreditation purposes.
	Agree to abide by the <i>TUC Computer and Network Appropriate Usage Policy</i> . I understand that the standards explicated in the Appropriate Usage Policy also apply to my use of Taskstream.
	Will contact Taskstream for issues related directly to their services. As of today, Taskstream help is available from Taskstream weekdays from 5:00 a.m. – 4:00 p.m. Pacific time. Their contact information is: 1-800-311-5656 or e-mail: help@taskstream.com
	Contact the Information Technology service (IT) help desk if I am having difficulties with my Touro University IT accounts (email, Blackboard, wireless or network).