DIRECTOR’S ADVICE:

“IF YOU _____ THEN”

Steps x Step

1. If you: have called Dr. Hoffer and feel encouraged and qualified to apply to UMES Ph.D. program: Then: Apply on line @umes.edu

2. If you: have completed your application by March 1st
   Then: E-mail slbarkley@umes.edu regarding status or be patient for status report from application committee

3. If you: Are one of 50 applicants for 12-15 opening
   Then: Wait patiently to see if the Review Committee selects you for an interview

4. If you: Are not accepted – it may not be entirely your fault; it is a popular program with limited available
   Then: Reapply next year!

5. If you: Are accepted, review the website @www.umes.edu/orld
   Then: You will be better prepared for the 2-Day August Orientation

6. If you: Are accepted, know that you must by school policy use your UMES Electronic Account for Registration, Notices, E-mails; All school business – note password policy – every (ninety) days!
   Then: You will not become a “program victim”

7. If you: Are registered, you must stay “continuous enrolled” for at least one semester hour at all times!
   Then: You will be able to conduct official UMES Doctoral Business
8. If you: Are going to be a successful candidate
   Then: You must document All notes, meetings, E-mails, letters, forms, charts, schedules, correspondence, transcripts, reports, papers, grades, communications, suggestions, ideas, progress. And so on! Keep all personal accounts of your journey.

9. If you: Are ready for the ORLD Orientation
   Then: Register for ORLD Year I Fall courses (3)

10. If you: Have completed year I Fall courses
    Then: Register for ORLD Year I Spring courses (3)

11. If you: Have completed Year I Spring courses
    Then: Register for ORLD Year I Summer Courses (3)

12. If you: Have finished Year I core courses (9)
    Then: Enjoy August with those you love

13. If you: Are enrolled in Year II
    Then: You will finish the 10th and final core course and begin The first two of four “strand/specializations” courses

14. If you: Are in year two
    Then: You will initiate your internship and work towards final “scholarly product” before you can attempt June comps

15. If you: Have finished registering for the final core course and first Two “strand/specializations” course
    Then: Add 3-6 hours of #898 internship (same for spring semester – total 6 hrs.)

16. If you: Have completed Fall registration
    Then: Register for final two “strand/specializations” courses for Spring and remaining internship (if any)
17. If you are in “good standing” “B” or better in all classes, internship completed, and
and presented to Director

Then: Prepare for comps:

A. Register for comps ORLD #700
B. See website – how to prepare
C. Study group
D. Attend seminar on comps
E. Prepare to pass
F. Pull student copy of your transcript and if any discrepancies call Director!

18. If you: Fail any portion of comp exams
(3rd Saturday of June or early January)

Then: call Director for performance report and register for Comps #700 1 hr. and
Repeat comp exam review process

19. If you: pass all three portions:
Core/"Strand-Specializations”/Research

Then: Call Director regarding:

Research Advising Committee (5)
and proposed topic (brief abstract/prospectus)
submit in writing committee selection with
justification to topic
Note – If not Graduate Approved; follow process to do so,
See forms in ORLD site

*Register for 3 dissertation credits ORLD#899

20. If you: Are on student loans and need to be full time (6hrs. per semester)

Then: know that you must register for a minimum of 12 dissertation credits total
and no more than a graduate total of 20!

Therefore you must coordinate:
1 RAC meeting (3)  3 proposed semester for graduation
2 Total hours (12-20)

21. If you: are still in the ORLD/Ph.D. program at this time

Then: congratulations are in order!
22. If you are to be in “Good Standing” and become a “candidate”

Then: you must do the following within 5 years of your matriculation:

- B or better in all core courses (6)
- B or better in all Strand/Specialization courses (4)
- B or better in all Research/Statistics courses (4)
- 6 hours of internship and present “scholarly product”
- Pass comps first/second attempt
  (3 questions: Core/"Strand Specialization”/Research)
  At 80% Pass Rate
- Select Chair and RAC (5), have RAC approved and
  justify topic with RAC selection
- Host initial meeting – Prospectus
- Host proposal defense – Chapters 1, 2, 3

23. If you: have justified RAC with topic

Then: Notify ORLD office to set initial meeting date

24. If you: have approved initial meeting date

Then: Be sure prospectus is acceptable to RAC

25. If you: are ready to defend your proposal; Chapters 1-2-3

Then: know that the ORLD office needs document 20 working days/28 calendar
days before meeting date

26. If you: are successful at defense

Then: have RAC members sign form D and send to ORLD office

27. If you: have successfully defended chapters 1-2-3

Then: complete chapters 4 & 5

28. If you have finished chapters 4 & 5 with “advice and consent” from
    Chair and RAC

Then: provide 20/28 day notice to ORLD office
29. If you, by now, are targeting a graduation date
   
   Then: Review working transcript and advise Director of any issues

30. If you: are approaching graduation
   
   Then: complete graduation application
   camp & gown
   final forms with Graduate office and exit application

31. If the RAC approves final document then complete form “D” and submit to ORLD office.

32. If you are finished dissertation
   
   Then: Bring copies to:
   Graduate office
   Director
   Chair
   Library
   Others?

33. Congratulations!

   Harry E. Hoffer, Ph.D.
   Director/Coordinator
   ORLD/EDLD Doctoral Programs