

Graduate School

Academic Policies & Using SOLAR

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When to visit the Graduate School

- **Missing Documents**
- **Retroactive Registration/Withdrawal forms**
- **Add/Drop Petitions**
- **Transfer Credits**
- **Time-limit Waivers**
- **Leave of Absence**
- **Thesis and Dissertation submissions**
- **Grade Changes**

Bad Days Ahead

Monday, January 25

First day of classes. Change in registration policies and charges.

Friday, January 29 (Day 5 of classes)

Drops on or after the following Monday will result in tuition liability.

Friday, February 5 (Day 10 of classes)

Last Day to Drop Class Without a “W”.

Drops on or after the following Monday will result in 50% liability.
Petitions will be required to add/drop courses (\$20 processing fee).

February 8-12

Swaps week. Graduate students must petition the Graduate School. These may NOT be processed online. Swaps must be for the same amount of credits.

Friday, February 12 (Day 15 of classes)

You must register full-time for graduate courses that apply towards your degree by this date.

Know your Graduate Program Director (GPD) and Graduate Program Coordinator (GPC)

- ◆ The GPD administers Graduate School policies as they relate to your program. They function as advocate, advisor and enforcer.
- ◆ The GPC is your connection to the GPD and the Graduate School and is generally aware of most Graduate School and Program policies.



What Is It ?

Provides on-line, self service access to:

Registrar's Information:

- Update Personal Information
- Maintain Email Address
- Process Enrollment Transactions
 - ◆ View Enrollment Appointments
 - ◆ Review SOLAR Messages

Student Account/ Financial Aid:

- View Support offered (available aid – i.e. Federal loans, scholarships, etc.)
- Accept financial aid (i.e. loans, etc.) – loan amounts will not be disbursed unless you have electronically accepted the financial aid offers
- Tuition scholarship – applied against your balance after eligibility criteria met
- Review messages sent from Financial Aid

Employment Opportunities:

Student Employment; Job Opportunities

lists current Student Assistantship openings

Getting Started

SOLAR ID

- **9 digit identifier issued by Stony Brook**
- **Also known as “Student ID” or “Stony Brook ID”**
- **Included in your admission e-mail**
- **Will be printed on your SB ID card**
- **Available today (from staff) if necessary**
- **For all SBU business (except employment) you will be asked for your SOLAR ID – Not your Social Security Number**

SOLAR

For Students:

Student Records & Registration

- ◆ Request Official Transcript

- ◆ View Unofficial Transcript

- ◆ View Grades

 - **Review your grades by semester, by course

 - **Make sure you have received grades for completed course

- Enrollment – Add/Drop Courses during ‘open enrollment’

- Make Payments/ View account charges

- Update Personal Information

Employee-facing registry content - Windows Internet Explorer

https://psns.cc.stonybrook.edu/bsp/he89prods/EMPLOYEE/HRMS/n/?tab=DEFAULT

File Edit View Favorites Tools Help

SUNY at Stony Bro... Employee-facing...

STONY BROOK SOLAR System

Home Add to Fa

Action Center

Holds
No Holds.

To Do List
No To Do's.

Message Center

new message(s) read message(s)

New Messages
No New Messages.

Solar System

Security and Personal Data
Change My Solar Password, NetID Maintenance, User Preferences, Office Address, Addresses, Names, Phone Numbrs, Contacts, 5 More...

SB Alert Emergency Information
SBAlert - Registration

Elections
Student Elections, Faculty/Prof Elections

For New Students
Pay Initial Deposits/Fee, New Student Preferences, Advising Planning Form

Student Records & Registration
Enrollment, Academic Records, Degree Progress/Graduation

Student Financial Services
Account Information/Payment, Financial Aid

Campus Housing
Continuing Room Deposit, Room Selection, Chapin/Schomburg Apt Deposit, Summer Room Payment

Student Employment Service
Enter Timesheet, Timesheet Paid, Federal Work Study Balance, Job Opportunities, Payroll Periods, Student Employ...

Instructor Self Service
Access Photo Roster, Faculty Center

Advisement

View holds



View Messages



Security and Personal Data:

Employee-facing registry content - Windows Internet Explorer


https://psns.cc.stonybrook.edu/psp/he89prods/EMPLOYEE/HRMS/h/?tab=DEFAULT

File Edit View Favorites Tools Help

Employee-facing registry content

Home Add to Favorites Sign out

Solar System

 **Security and Personal Data**

[Change My Solar Password](#), [NetID Maintenance](#), [User Preferences](#), [Office Address](#), [Addresses](#), [Names](#), [Phone Numbers](#), [Email Addresses](#), [Emergency Contacts](#), [5 More...](#)

SB ALERT **SB Alert Emergency Information**

[SB Alert - Registration](#)

Internet 150%

Keep this information up to date !
This is how we keep in touch with you.

Menu

Search:

- My Favorites
- Quick Links
- Self Service
- Solar System
- Report a Problem
- Change My Password



Change My Solar Password
Create a new Solar Password.



Office Address
Update your Office Address data.



Addresses
View and update your addresses.



Names
View and update your names.



Phone Numbers
View and update your phone numbers.



Email Addresses
Email Addresses.



Emergency Contacts
View and update your emergency contacts.



Demographic Information
View a summary of your demographic information.



Languages
Review and record your speaking, reading and writing language proficiencies.



Licenses and Certificates
Review and record your licenses and certificates.



NetID Maintenance



Test NetID



Publications
Enter or modify your publications.



View NetID



NetID Information

For more information, go to:

www.grad.sunysb.edu

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