



PIRATE PEARLS

Check your time limits!



Each Degree Program has a time limit for completing the degree!

Please make sure you are aware of the time limits that are present for each degree program. The Graduate Catalog policy explains these clearly. If you believe your program has a different time limit than what is stated in the catalog, please speak with

your program director immediately. If you need longer than the allowed time limit, you must request an extension PRIOR to running out of time. Your program director requests the extension on your behalf. Consult with your program director with any questions about time limits. You run the risk of having to repeat courses that are out-of-date if you go over time limits!

**MORE HELP
FINDING THE RIGHT
JOB FOR YOU!
MORE HELP FROM
CAREER SERVICES!**

CareerShift:

[http://www.careershift.com/Default.aspx?
sc=Ecu](http://www.careershift.com/Default.aspx?sc=Ecu)

- Search, select and store **job listings** from all **job boards** and all **company job postings**.
- Get up-to-date **contact information**, including e-mail addresses, for **millions of companies**.
- Access **in-depth information** about contacts and companies posting jobs.
- Record, save and store your **correspondence** history records automatically.

Create **personal marketing campaigns**, including unlimited **resumes** and **cover letters** easily, and save them to access, print or e-mail.

**Career Services has offices
all over campus!**

Be sure to contact Career Services, as office hours vary in these offices.

- Bate 2008
- Bate 3021 (Business only)
- Belk 3405
- Brewster 209-A
- Joyner East 205-C (Communication only)
- Laupus Library 3508C
- Rivers 137A
- Rivers 140
- Science & Technology 239
- Speight 119
- Ward 244C (Student-Athletes only)

MAIN OFFICE for CAREER SERVICES:

- Walk-In Hours: M-H from 11AM-3PM
- Appointments: Call 328-6050 to schedule an appointment
- Location: The Career Center on 5th and Jarvis/Chancellor's Way (across the street from the Fine Arts Bldg.)

**Library Resources for Distance Education
Students**

Joyner Library ASK-A-Librarian—Can't get to the library? Try Chat, Phone, Text or Email!! [Ask a Librarian](#)

Laupus Library ASK-A-Librarian—Focused help in the Health Sciences! [Ask a Librarian](#)



TUTORIAL on Closing Research Studies

If you are a PI (primary investigator) on a study or listed on the research team of any ePIRATE submission, it is YOUR responsibility to CLOSE studies in ePIRATE. Make sure your thesis, dissertation, capstone or other research projects are CLOSED before you leave Greenville after graduation.

Getting Started with Research at ECU

There are mandatory research training modules that a student must complete before doing any research at ECU. To register and take the mandatory IRB training modules, go to the Collaborative Institutional Training Initiative (CITI) website. The link for the CITI website is <http://www.citiprogram.org>. Please note that the required training is the BASIC COURSE in the PROTECTION OF HUMAN RESEARCH SUBJECTS. Investigators will choose to take this course as a Biomedical (Group 1) or a Social/Behavioral (Group 2) investigator. (The courses on the Responsible Conduct of Research also available on the CITI site are NOT required).

These training modules must be renewed every 3 years by completing the Refresher Course. The UMCIRB (ECU's IRB committee) does not send out certificates of completion. All those completing the education modules should print out their



Need Parking Once in Awhile?

Parking & Transportation has many options for temporary parking for students who come to campus infrequently. There are temporary permits, meters, pay-to-park lots, and ride share options!

[Review the website for details!](#)

SUBMITTING & PRINTING YOUR THESIS or DISSERTATION

- Your thesis or dissertation is not “finished” until it is uploaded using VIREO & approved by the Graduate School. The Graduate School will notify the Registrar when accepted for graduation.
- VIREO is an online portal for uploading your thesis or dissertation. (Click on logo)
- Students should review VIREO and attend on-campus tutorials.
- Your document must be uploaded by the deadline posted. Graduation can be deferred to later semesters if you miss that published deadline.
- If you want a bound copy of your document, you must order it on your own after graduation at commercial binderies such as thesisondemand.com



**FINAL DAY TO UPLOAD YOUR
DISSERTATION OR THESIS FOR
SUMMER GRADUATION IS
JULY 15, 2016 AT 5:00 PM EST**

SUBMISSIONS AFTER THIS DATE AND TIME ARE NOT GUARANTEED SUMMER GRADUATION. This may require you to register for at least 1 credit in Fall, 2016. Speak with your committee early in Summer to ensure that you are able to upload your document quickly after your defense. Most students typically revise their document for 2 weeks after their defense, for example.

In addition, once you upload it, you may be required to make changes per Graduate School requirements.

Don't forget to include your IRB or IACUC approval letters as APPENDIX A.