Beginning my PhD Program: Step 1 of 3

Q. **How do I determine the suitability of my degree to my goals?**
   A. Articulate and prioritize personal, professional, and academic goals, and evaluate program options for applicability to goals.

Q. **How do I determine what courses are required for my degree?**
   A. Refer to your Course and Credit Evaluation and the program catalog.

Q. **How do I determine what is an appropriate course load?**
   A. Consider other time commitments, anticipate expected changes to commitments, and plan for unexpected changes.

Q. **How do I choose between directed study and online learning options?**
   A. Consult with your advisor about appropriate study method for course content. Access CLP and Directed Study information from iGuide, under Advising > Learner Resources > your school > your program > Directed Study.

Q. **How do I identify faculty for directed study courses?**
   A. Learners register online for available directed study courses. A tutor will be assigned, or a learner can request a tutor from a published list on iGuide.

Q. **How do I plan for my residencies?**
   A. Review residencies information in iGuide, complete your program worksheet, and schedule Track 1 within the first 2 quarters of your program.
Completing my PhD Program: Step 2 of 3

Q. **How do I begin the mentor relationship and develop my committees?**
A. Gather information on committee members, their expertise, working styles and availability. You are eligible to officially transition to a faculty mentor after you have attended Tracks 1 and 2 of the Residential Colloquia.

Q. **How do I prepare for the comprehensive exams?**
A. Develop working bibliography of all course readings, and a working list of research questions from which to develop comprehensive questions.

Q. **How do I prepare for the dissertation?**
A. Develop working list of research questions and bibliography of literature relevant to your research interests. It is important to work closely with your faculty mentor.

Q. **How do I determine the focus of my dissertation?**
A. Work closely with your faculty mentor to review and refine questions arising from course study and research interests. Out of these, identify and refine one question that can drive your research.

Q. **How do I prepare for the graduation audit?**
A. Keep your Degree Completion Plan (DCP) updates to reflect information in your online transcript and consistent with program requirements in the catalog. During the comprehensive phase, email the registrar to request an audit.

Q. **How do I prepare for commencement?**
A. Determine the date you expect to complete your degree and refer to the graduation page, via iGuide > Advising and Resources > Graduation.
Questions about Program Support: Step 3 of 3

Q. How do I determine the computer requirements for my program?
A. Check your iGuide portal, select the Help category, and select Computer Requirements.

Q. How do I drop a course?
A. Email universityservices@capella.edu and indicate course number and course name, along with your complete name.

Q. How do I access my advisor for degree program questions?
A. Keep the contact information for your advisor from your Learner Success Lab, or check the Advising and Support section of iGuide, or call 1-888-Capella, ext. 7 and ask for your advisor by name.

Q. How do I determine status of my financial aid?
A. Check your personal iGuide portal under Finances or call University Services 1-888-Capella, ext 7 for help.

Q. How do I find best resources for questions and concerns?
A. Check your iGuide portal for related information. Call University Service 1-888-capella ext 7 with questions.

Q. How do I ensure my actions conform to Capella policies?
A. Consult Policies, via iGuide > Advising and Support > Forms and Policies. If required, submit corresponding forms.