THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

# **College of Professional Studies** New Student Orientation

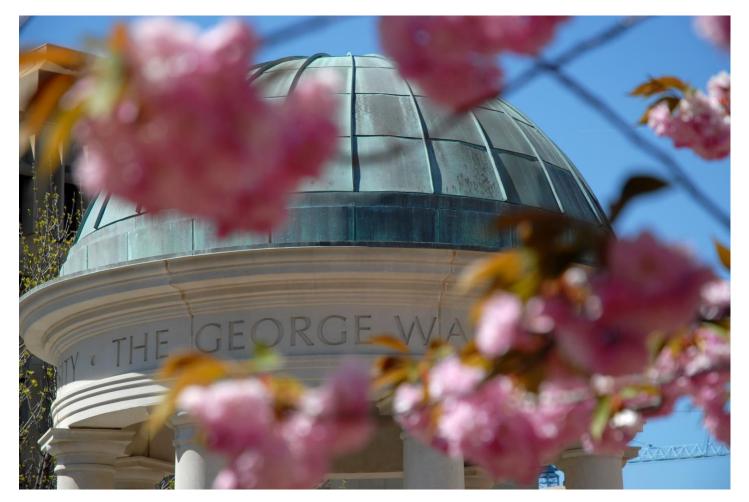
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#### Welcome to the College of Professional Studies (CPS)!

This New Student Orientation presentation has been prepared for you to learn about the various options available to you as a student in the College of Professional Studies at The George Washington University. Additionally, you will discover information about educational support, individual requirements and academic expectations.

Let's get started!



## **COMMUNICATION FROM THE UNIVERSITY...**

# HOW WE CONTACT YOU...



- It is critical that you check your GW email account at least once every day while you are a student here (even during semesters that you are not taking classes). This account is how the university and the college communicate with you. You will miss important information if you do not make checking your GW email a daily routine!
- You are welcome to forward your messages to an account you would prefer to check. We suggest you choose whichever option will ensure you get GW messages on a regular basis!

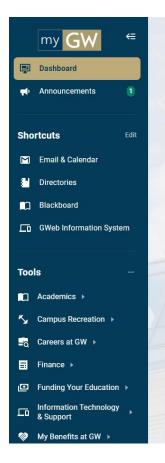


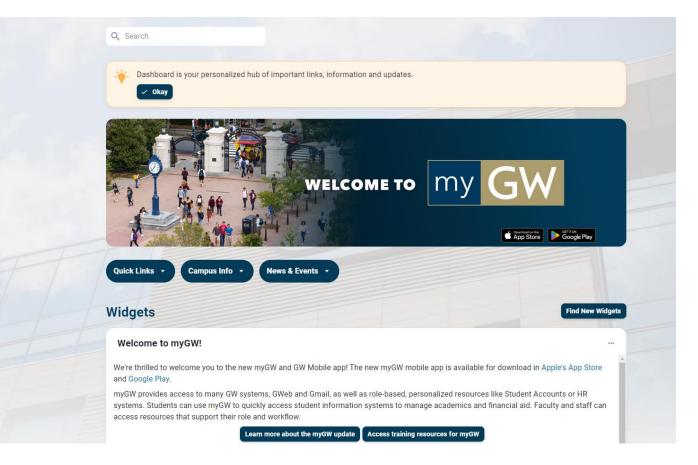
# myGW – YOUR PORTAL TO ALL THINGS GW...



- The myGW Portal is the gateway to many university resources, including GW email, the Blackboard course management system, and the GWeb Information System.
- You can customize features to give you easier access to resources that matter to you.
- These training resources can help get you started: <u>https://it.gwu.edu/mygw#resources</u>.
- Please take some time to explore the all the information that is available: <u>https://portal.gwu.edu/dashboard,</u>

## A preview of the myGW homepage...





## **GW RESOURCES TO SERVE YOU...**



Some of the most utilized resources (all accessible through the portal) are:

- \* Disability Support Services
- ✤ International Services Office
- \* Military and Veterans Services
- ✤ Writing Center
- GW Library (off-campus services)
- Student Health Center (counseling & psychological services)
- \* TimelyCare (free 24/7 access to virtual care services)
- \* <u>Career Services Welcome Video</u>
- \* <u>Career Services</u>
- GWorld Card Office (Note: Online students who cannot travel to campus can contact the office to have a card mailed)



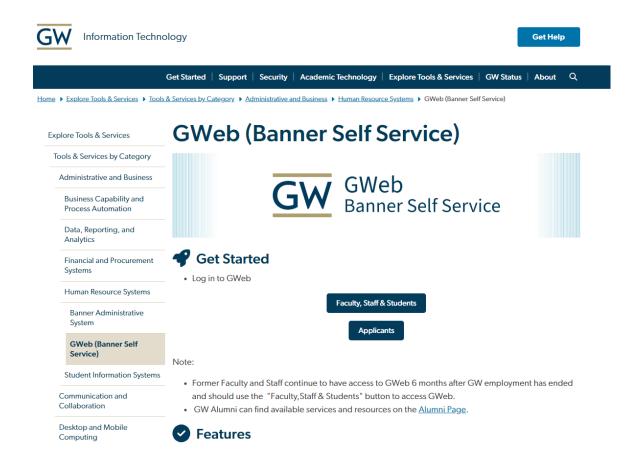
#### **OTHER SOURCES OF IMPORTANT INFORMATION**

The <u>GWeb Information System</u>, which is both a shortcut and quick link in the portal, will provide you access to:

- Registration
- ✓ Grades
- ✓ Billing
- Financial Aid
- ✓ DegreeMap



#### A preview of the GWeb Information System homepage...



# HOW TO USE DegreeMAP...



- DegreeMAP is an online tool that helps you keep track of what classes you have taken, what you have left to take, and your GPA.
- Information on how to log into DegreeMAP can be found through this link: <u>https://registrar.gwu.edu/degreemap</u>



# **INFORMATION ABOUT BLACKBOARD...**

- As a GW student most of your content and interaction will be through Blackboard, which can be accesses through the <u>myGW portal</u> or at <u>blackboard.gwu.edu</u>.
- Additional Student Resources:
  - ITL Student BlackboardFAQs
  - Common Questions About Blackboard
- Contact GWIT (202-994-4948) for any tech troubleshooting you may need.
- ✤ If you have questions, please contact your advisor/coach.





## **ACADEMIC SCHEDULE/DEADLINES/REFUNDS**



### ACADEMIC CALENDAR...



Please check the <u>Academic Calendar</u> for key dates for the semester, including holidays.

Note that some programs have 8 or 10-week classes as opposed to the 15 weeks outlined in the Academic Calendar. You can check the start and end dates for your classes on the <u>Schedule of</u> <u>Classes</u>.



# **DEADLINES/REFUNDS...**



If you are considering dropping/withdrawing from a course, please consult with your advisor/success coach first to determine how it will impact your particular situation. There can be financial/academic implications that should be taken into account.

The <u>tuition refund policies</u>, which vary depending on course length, can be found on the <u>Student</u> <u>Accounts</u> website.





### WHO TO CONTACT FOR ASSISTANCE...



#### **CONTACTS FOR ASSISTANCE...**



- For most issues regarding your program, including forms and transactional matters, please contact your Academic Advisor/Student Success Coach. When in doubt, make your advisor/coach your first point of contact:
  - Cybersecurity Strategy and Information Management, Paralegal Studies and Publishing: Mona Yep, myep@gwu.edu, 571-553-0170
  - B.P.S. programs (Cybersecurity, Homeland Security, Information Technology), Legislative Affairs and Strategic Public Relations:
     Sydney Roig, <u>Sydney.roig@gwu.edu</u>, 202-994-3047
  - Political Management and Sustainable Urban Planning: Josh Adamek, <u>Joshua.adamek@gwu.edu</u>, 202-994-3177
  - Homeland Security (graduate):
    Estefania Isava, <u>estefaniaisava@gwu.edu</u>, 202-994-2963



#### **CONTACTS FOR ASSISTANCE** (continued)...

- For financial aid assistance, Office of Student Financial Assistance at <u>finaid@gwu.edu</u> or 202-994-6620. Visiting <u>in person</u> if you are local can also be very helpful.
- For billing questions, Student Accounts Office, <u>sao@gwu.edu</u> or 202-994-7350.
- For technical help: GWIT at <u>ithelp@gwu.edu</u> or 202-994-4948.
- For academic questions, your Faculty Advisor (this is your program director). If you are not sure who that is contact your advisor/coach.

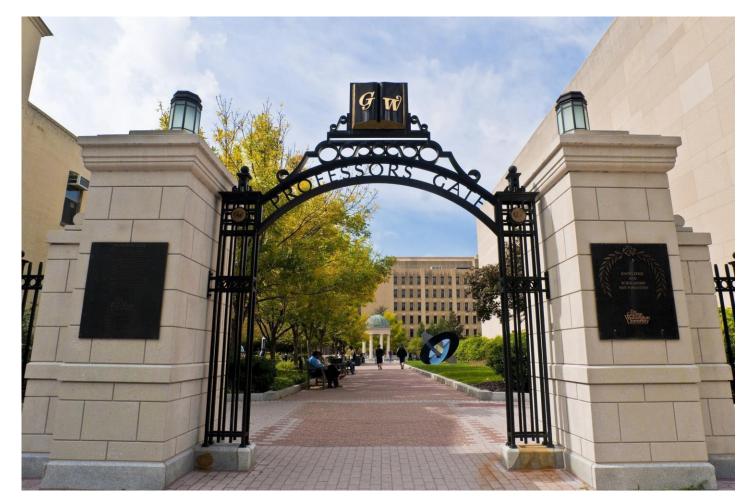


# WE ARE HERE TO HELP YOU...



- We know that life can sometimes complicate your studies and we want to help you succeed. In order to provide adequate assistance, we need to hear from you <u>as early as possible</u>.
- Let your advisor/coach know about any questions or concerns you have. In some cases you might be referred to your program director, who is also your faculty advisor.
- If you have concerns that cannot be addressed by the options listed above, please contact the **Dean's Office** (202-994-8310).





### **OUR ACADEMIC PERFORMANCE REQUIREMENTS...**



## ACADEMIC PERFORMANCE REQUIREMENTS...

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- Undergraduate students must maintain a minimum cumulative grade point average of 2.0 or higher.
- Graduate students must maintain a minimum cumulative grade-point average of 3.0 or higher.
- If your GPA falls below the required minimum, you will be placed on academic probation and allowed one semester in which to raise your GPA. If at the end of the semester, your GPA remains below the required minimum, you will be dismissed from the program. If it is mathematically impossible for your GPA to reach the required minimum in one semester, you will be dismissed from the program without a probationary period.
- Please consult the <u>University Bulletin</u> for further information on academic regulations.

# FINANCIAL AID ACADEMIC REQUIREMENTS...

For information about financial aid, be sure to visit the office's <u>website</u>. A few things to know:

- To borrow federal loans, graduate students must be enrolled at least half time. That means at least 4.5 credits in the fall and spring, and at least 3 credits in the summer.
- Submit your financial aid application early each year to avoid a financial hold on your account preventing you from registering. You will not be allowed to attend a class that you did not register for.
- The federal government requires you to meet certain academic standards called <u>Satisfactory Academic Progress</u> (SAP). Students must meet SAP standards every semester in order to receive federal financial assistance.





## ACADEMIC INTEGRITY...



## WE TAKE ACADEMIC INTEGRITY SERIOUSLY

Part of being both a professional and a student is acting with integrity. Bottom line: it is important to always do your own work. It is also important to give other people credit when you use their ideas in your work. GW's **Code of Academic Integrity** sets out the definition and <u>consequences</u> of academic dishonesty.

Make sure you know what each of your professors permits. If you have any questions, your professor is here to help. You can also contact your program director, who is your academic advisor.





# MORE ABOUT ACADEMIC INTEGRITY...

Your program director will talk with you about what academic integrity means in your specific field. Here are a few general things to remember:

- You must <u>always</u> do your own work.
- No using devices (such as phones or computers) during exams or for any other work unless specifically allowed.
- No working together with classmates or others unless expressly permitted.
- No using someone else's ideas or words without giving proper credit.
- Read the Provost's <u>guidelines</u> for using Artificial Intelligence at GW.

## WE ARE ALL PROFESSIONALS

Our students are professionals in and out of the classroom. Your communications with professors and classmates should demonstrate that professionalism. What does that mean?

- Referring to your program director and professors in the manner they would prefer. Not sure? Ask them!
- Using formal language in your communications and discussion posts – avoiding emoticons, exclamation points, text abbreviations, all caps, and slang.







# WE ARE ALL PROFESSIONALS (continued)...

- Remembering that academic integrity rules apply to all online communication – giving proper credit whenever using someone else's ideas.
- Basing discussion board or any other assigned online responses on facts and analysis and reading your post out loud to make sure it is constructive and respectful.

Electronic communication can provide a false sense of distance and anonymity. If you would not say something in person, don't say it in an email, chat or post.

Once again, we are looking forward to helping you succeed at GW.Please contact us with any questions or concerns. WE ARE HERE TO HELP!



