

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

College of Professional Studies

New Student Orientation





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: <https://it.gwu.edu/mygw#resources>.
- ❖ Please take some time to explore the all the information that is available: <https://portal.gwu.edu/dashboard>,

A preview of the myGW homepage...

The screenshot displays the myGW homepage with a dark blue sidebar on the left and a main content area on the right. The sidebar contains the myGW logo, a search bar, and navigation menus for Dashboard, Announcements (with a notification badge), Shortcuts, and Tools. The main content area features a search bar, a welcome message, a large banner with a campus scene and the myGW logo, and three navigation buttons: Quick Links, Campus Info, and News & Events. Below these are widget sections, including a 'Welcome to myGW!' widget with a detailed message and two call-to-action buttons.

myGW

Dashboard

Announcements 1

Shortcuts Edit

- Email & Calendar
- Directories
- Blackboard
- GWeb Information System

Tools

- Academics
- Campus Recreation
- Careers at GW
- Finance
- Funding Your Education
- Information Technology & Support
- My Benefits at GW

Search

Dashboard is your personalized hub of important links, information and updates.

Okay

WELCOME TO myGW

Download on the App Store GET IT ON Google Play

Quick Links Campus Info News & Events

Widgets Find New Widgets

Welcome to myGW!

We're thrilled to welcome you to the new myGW and GW Mobile app! The new myGW mobile app is available for download in [Apple's App Store](#) and [Google Play](#).

myGW provides access to many GW systems, GWeb and Gmail, as well as role-based, personalized resources like Student Accounts or HR systems. Students can use myGW to quickly access student information systems to manage academics and financial aid. Faculty and staff can access resources that support their role and workflow.

[Learn more about the myGW update](#) [Access training resources for myGW](#)



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 \(free 24/7 access to virtual care services\)](#)
- ❖ [Career Services Welcome Video](#)
- ❖ [Career Services](#)
- ❖ [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 [GWeb Information System](#), 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...

Explore Tools & Services

Tools & Services by Category

Administrative and Business

Business Capability and Process Automation

Data, Reporting, and Analytics

Financial and Procurement Systems

Human Resource Systems

Banner Administrative System

GWeb (Banner Self Service)

Student Information Systems

Communication and Collaboration

Desktop and Mobile Computing

GWeb (Banner Self Service)

GW GWeb
Banner Self Service

Get Started

- Log in to GWeb

Faculty, Staff & Students

Applicants

Note:

- Former Faculty and Staff continue to have access to GWeb 6 months after GW employment has ended and should use the "Faculty, Staff & Students" button to access GWeb.
- GW Alumni can find available services and resources on the [Alumni Page](#).

Features



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:
<https://registrar.gwu.edu/degreemap>

INFORMATION ABOUT BLACKBOARD...

- ❖ As a GW student most of your content and interaction will be through Blackboard, which can be accessed through the [myGW portal](#) or at blackboard.gwu.edu.

- ❖ 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 [Academic Calendar](#) 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 [Schedule of Classes](#).

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 [tuition refund policies](#), which vary depending on course length, can be found on the [Student Accounts](#) 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, Sydney.roig@gwu.edu, 202-994-3047
 - ❖ Political Management and Sustainable Urban Planning:
Josh Adamek, Joshua.adamek@gwu.edu, 202-994-3177
 - ❖ Homeland Security (graduate):
Estefania Isava, estefaniaisava@gwu.edu, 202-994-2963

CONTACTS FOR ASSISTANCE (*continued*)...



- ❖ For financial aid assistance, Office of **Student Financial Assistance** at finaid@gwu.edu or **202-994-6620**. Visiting **in person** if you are local can also be very helpful.
- ❖ For billing questions, **Student Accounts Office**, sao@gwu.edu or **202-994- 7350**.
- ❖ For technical help: **GWIT** at ithelp@gwu.edu 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 as early as possible.
- ❖ 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...

- ❖ **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 [University Bulletin](#) for further information on academic regulations.



FINANCIAL AID ACADEMIC REQUIREMENTS...

For information about financial aid, be sure to visit the office's [website](#). 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 **Satisfactory Academic Progress (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 consequences 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 always 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 guidelines 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!**

