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. <u>You will miss important information if you do not make checking your GW email a daily routine!</u>

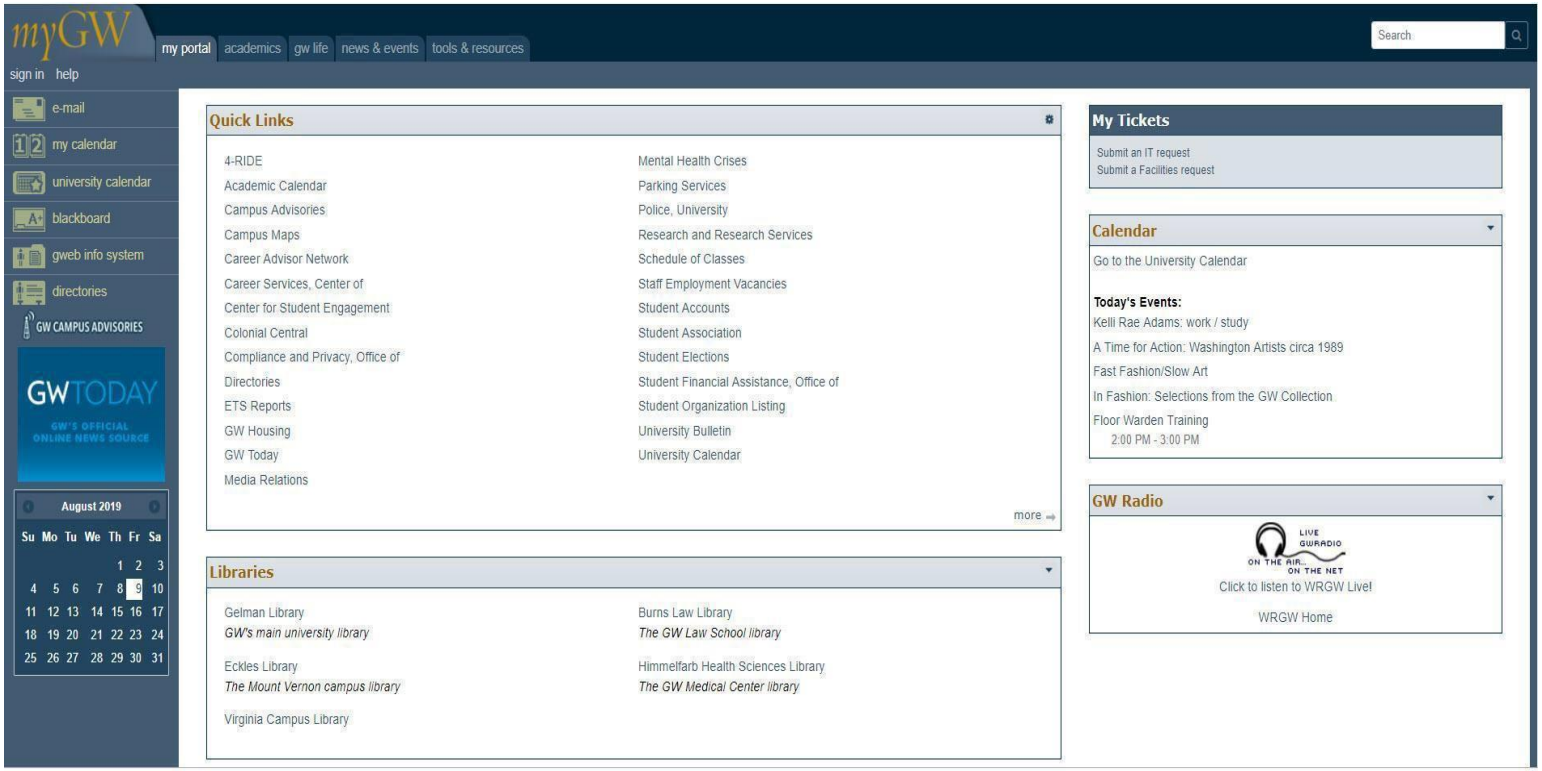
- *You are welcome to forward your messages to an account you would prefer to check. We suggest you choose whichever option will ensure you get GW messages on a regular basis!*

myGW – YOUR PORTAL TO ALL THINGS GW…

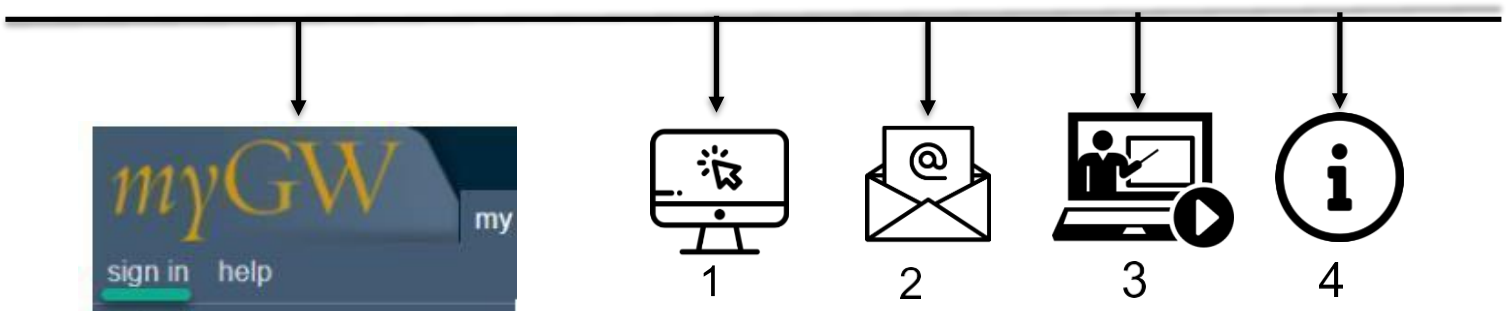
- The **myGW Portal** is the gateway to many university resources, including GW email, the Blackboard course management system, and the GWeb Information System.

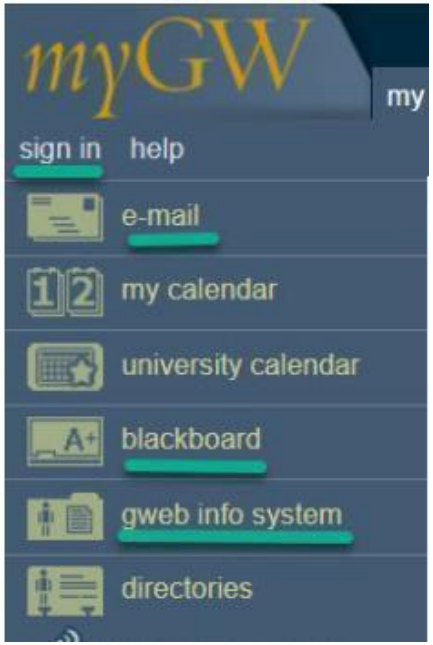
- Just remember the following url: **my.gwu.edu.**

A preview of the myGW homepage…



AN OVERVIEW OF myGW…





The Main Menu

The Main Menu:

1. Sign in
2. e-mail
3. blackboard
4. gweb info system

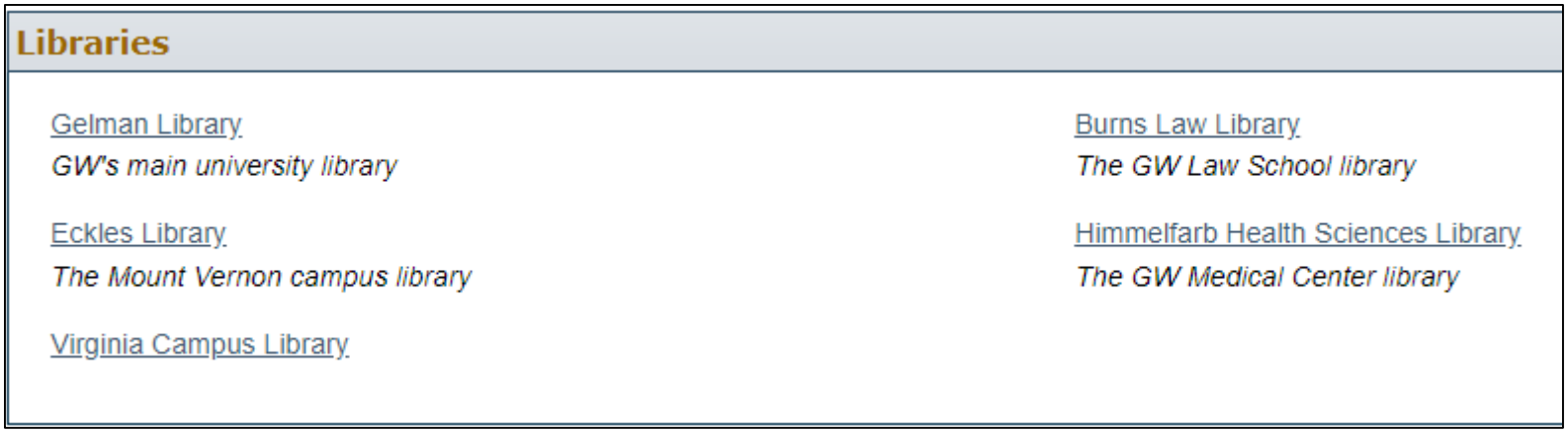
Valuable links to GW resources in one place: my.gwu.edu…

Quick Links

- Academic Calendar
- Alumni Industry Networks
- Campus Advisories
- Campus Living & Residential Education
- Campus Maps
- Career Services, Center of
- Directories
- Expert Guides - Media Relations
- GW Today
- Interactive Campus Map
- Mental Health Crises
- Office of Ethics, Compliance, and Risk
- Parking
- Police, University
- Research, Office of the Vice President for
- Safe Ride
- Schedule of Classes
- Student Accounts
- Student Association
- Student Life, Office for
- Student Organization Listing
- Student Services Hub
- University Bulletin
- University Calendar

More valuable links to GW resources in my.gwu.edu…

Located below Quick Links:



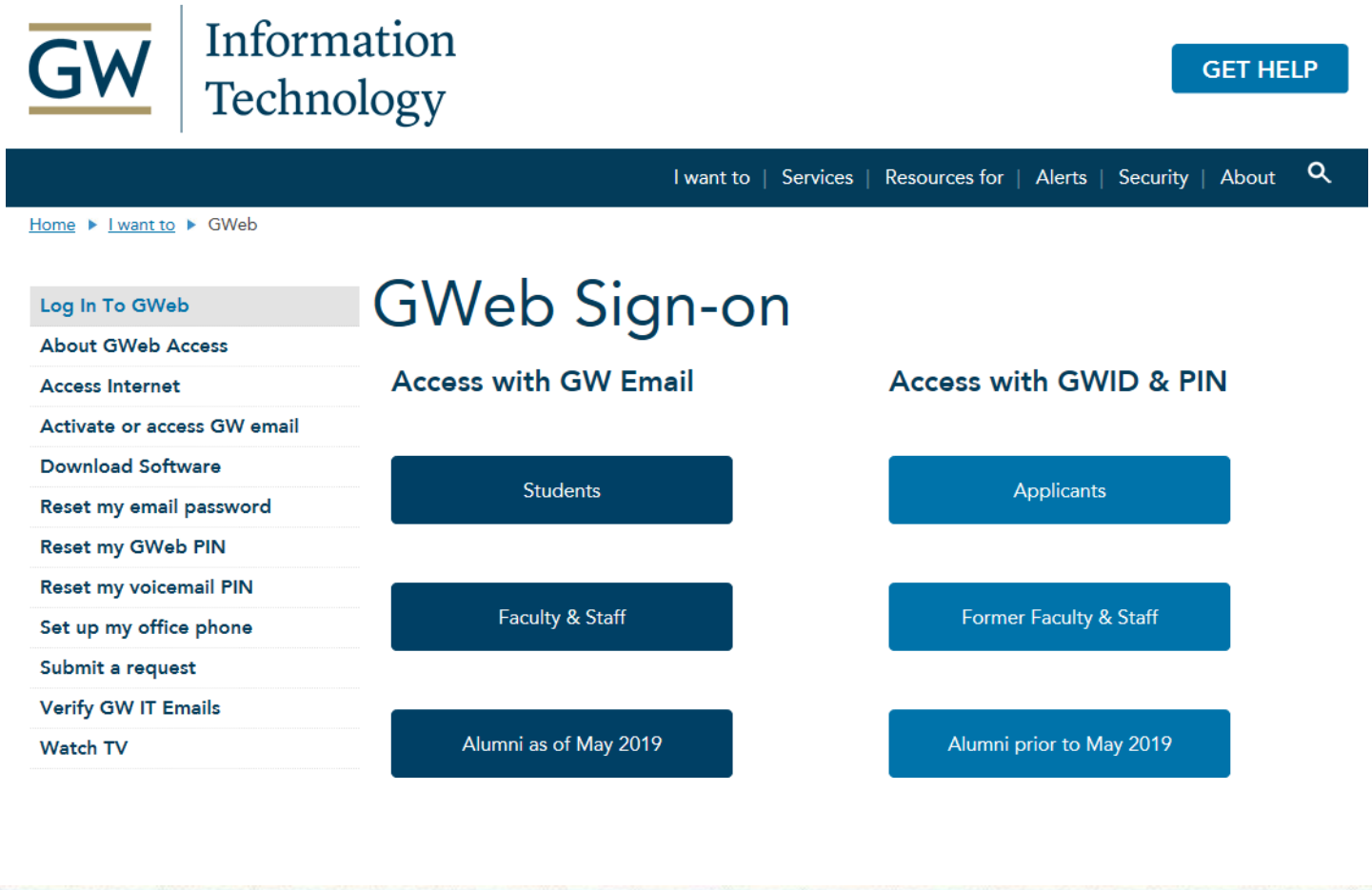
Located to the right of Quick Links:

HOW ELSE WE GIVE YOU IMPORTANTINFORMATION

Check your **GWeb Information System** account for information about:

- ✓ **Grades**
- ✓ **Billing**
- ✓ **Financial Aid**

*A preview of the **GWeb Information System** homepage…*



CPS CLASS SCHEDULES & DEADLINES…

INFORMATION ABOUT SPECIAL CPS SCHEDULES…

The College of Professional Studies has its own academic schedule. What does that mean for you?

- You can check start and end dates for classes on the **Schedule of Classes**. Do not rely on the start and end dates posted in the GW academic calendar.

- We also do not observe the same vacations as the rest of the university. Most of our programs do not have a fall or spring break, nor summers off. Check with your program director for specifics.

AND DEADLINES/REFUNDS…

The withdrawal and refund deadlines for your classes may vary from the main university. Please check carefully.

- Here are tuition **refund policies**. If you are considering dropping/withdrawing from a course, please contact your student success coach first to confirm how it will affect your situation.

WHO TO CONTACT FOR ASSISTANCE…

CONTACTS FOR ASSISTANCE…

- For most issues regarding your program, including forms and transactional matters, please contact your Student Success Coach. When in doubt, make your coach your first point of contact:

  - Cybersecurity Strategy and Information Management/Paralegal Studies(undergraduate and graduate) and Publishing:
    Mona Yep, myep@gwu.edu, 571-553-0170

  - Cybersecurity (undergraduate)/Homeland Security (undergraduate) and Information Technology:
    Sydney Roig, M.Ed., Sydney.roig@gwu.edu, 202-994-3047

  - Sustainable Urban Planning:
    Adam Greczkowski, agreczkowski@gwu.edu, 202-994-0573

  - Homeland Security (graduate):
    Estefania Isava, estefaniaisava@gwu.edu, 202-994-2963

CONTACTS FOR ASSISTANCE…

- 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 **Academic Advisor** (this is your **program director**). If you are not sure who that is contact your 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 coach know about any questions or concerns you have. In some cases you might be referred to your program director, who is also your academic 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.

- For each semester and cumulatively, **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 on academic probation and allowed one semester to raise your grades. If your GPA is still too low by the end of probation, 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.

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.

- For more on academic policies and procedures, please refer to the **University Bulletin.**

INFORMATION ABOUT BLACKBOARD…

- As a GW student most of your content and interaction will be through Blackboard. You can access Blackboard 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 coach.

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**

GW RESOURCES TO SERVE YOU…

Youare part of a large GW community. As a student, these resources are available to you.

- Disability Support Services
- International Services Office
- Military and Veterans Services
- Writing Center
- GW Library (off-campus services)
- OnwardGW
- Student Health Center (counseling services)
- Career Services Welcome Video
- Career Services
- GWorld Card Office (**Note:** Online students who cannot travel to campus and would like a card, please contact your coach.)

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.

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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?

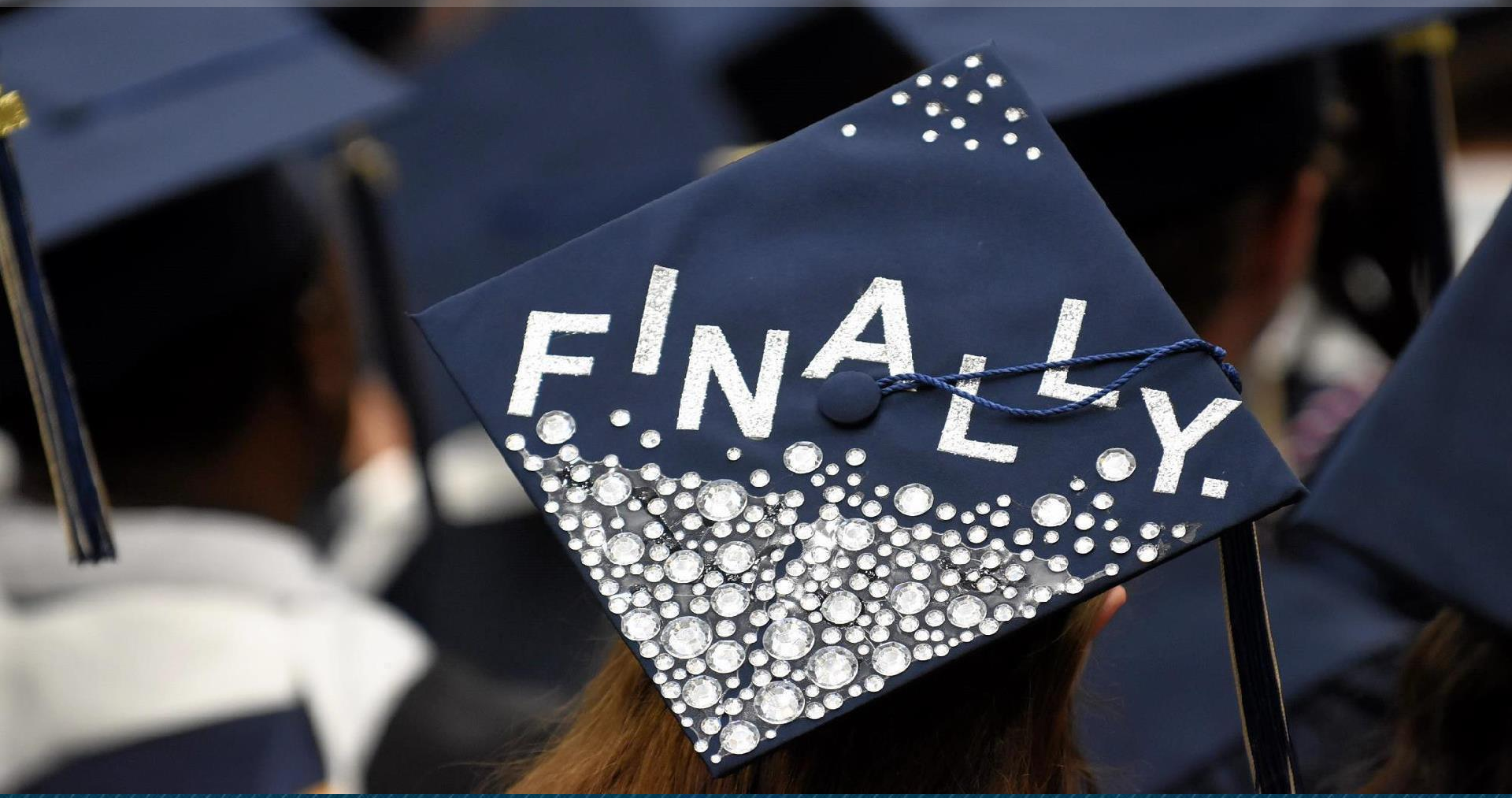
- Referring to your program director and professors in the manner they would prefer. Not sure? Ask them!
- Using formal language in your communications and discussion posts – avoiding emoticons, exclamation points, text abbreviations, all caps, and slang.

WE ARE ALL PROFESSIONALS CONT'D…

- 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!**



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