College of Professional Studies
New Student Orientation – Off Campus Students
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!**

- Your GW email address is your NetID (**which you created**)@gwu.edu.

- **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](http://my.gwu.edu).

- *When you sign in with your NetID and email password you’ll see the screen that is shown next.*
A preview of the myGW homepage…
AN OVERVIEW OF myGW…

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...

<table>
<thead>
<tr>
<th>Quick Links</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-RIDE</td>
<td>Mental Health Crises</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>Parking Services</td>
</tr>
<tr>
<td>Campus Advisories</td>
<td>Police, University</td>
</tr>
<tr>
<td>Campus Maps</td>
<td>Research and Research Services</td>
</tr>
<tr>
<td>Career Advisor Network</td>
<td>Schedule of Classes</td>
</tr>
<tr>
<td>Career Services, Center of</td>
<td>Staff Employment Vacancies</td>
</tr>
<tr>
<td>Center for Student Engagement</td>
<td>Student Accounts</td>
</tr>
<tr>
<td>Colonial Central</td>
<td>Student Association</td>
</tr>
<tr>
<td>Compliance and Privacy, Office of</td>
<td>Student Elections</td>
</tr>
<tr>
<td>Directories</td>
<td>Student Financial Assistance, Office of</td>
</tr>
<tr>
<td>ETS Reports</td>
<td>Student Organization Listing</td>
</tr>
<tr>
<td>GW Housing</td>
<td>University Bulletin</td>
</tr>
<tr>
<td>GW Today</td>
<td>University Calendar</td>
</tr>
<tr>
<td>Media Relations</td>
<td>more  →</td>
</tr>
</tbody>
</table>

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC
More valuable links to GW resources in my.gwu.edu...

Located below Quick Links:

<table>
<thead>
<tr>
<th>Libraries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gelman Library</td>
<td>1</td>
</tr>
<tr>
<td>GW's main university library</td>
<td></td>
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<tr>
<td>Eckles Library</td>
<td></td>
</tr>
<tr>
<td>The Mount Vernon campus library</td>
<td>2</td>
</tr>
<tr>
<td>Virginia Campus Library</td>
<td></td>
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<tr>
<td>Burns Law Library</td>
<td></td>
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<tr>
<td>The GW Law School library</td>
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<tr>
<td>Himmelfarb Health Sciences Library</td>
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<tr>
<td>The GW Medical Center library</td>
<td></td>
</tr>
</tbody>
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Located to the right of Quick Links:

<table>
<thead>
<tr>
<th>My Tickets</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit an IT request</td>
<td></td>
</tr>
<tr>
<td>Submit a Facilities request</td>
<td></td>
</tr>
</tbody>
</table>
How else we give you important information...

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

- ✓ Grades
- ✓ Billing
- ✓ Financial Aid
A preview of the **GWeb Information System** homepage…

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**GW**

**Information Technology**

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**GWeb Sign-on**

<table>
<thead>
<tr>
<th>Access with GW Email</th>
<th>Access with GWID &amp; PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Applicants</td>
</tr>
<tr>
<td>Faculty &amp; Staff</td>
<td>Former Faculty &amp; Staff</td>
</tr>
<tr>
<td>Alumni as of May 2019</td>
<td>Alumni prior to May 2019</td>
</tr>
</tbody>
</table>

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**Log In To GWeb**

- About GWeb Access
- Access Internet
- Activate or access GW email
- Download Software
- Reset my email password
- Reset my GWeb PIN
- Reset my voicemail PIN
- Set up my office phone
- Submit a request
- Verify GW IT Emails
- Watch TV
CPS CLASS SCHEDULES & DEADLINES...
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…

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

❖ Graduate students should check the University Bulletin for withdrawal deadlines.

❖ Be sure to check our refund policy when deciding whether you wish to withdraw.

❖ Undergraduates can withdraw any time before the last day of class.
WHO TO CONTACT FOR ASSISTANCE…
CONTACTS FOR ASSISTANCE…

❖ For most administrative issues: **CPS Student Services** at cpserveu@gwu.edu or 703-299-4155. When in doubt, make this your first point of contact.

❖ 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** at 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 cpserveu@gwu.edu.
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 do that we need to hear from you as early as possible.

❖ Let your professor know about any questions or concerns you have.
❖ Talk to your program director, who is your academic advisor.
❖ Contact Student Services (cpserveu@gwu.edu) to address administrative issues.

If you have concerns that cannot be addressed by the above information, 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 **5 credits in the fall and spring**, and **at least 3 credits in the summer**. Undergraduates must be full time students (12 credits).

❖ 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.
GW uses Blackboard as the platform for its courses. If you are an online student most of your content and interaction will be through Blackboard. If you are attending classes in person, your professor will likely use Blackboard to complement your lessons. You can access Blackboard through the myGW portal or at blackboard.gwu.edu.

Contact GWIT (202-994-4948) for any tech troubleshooting you may need.
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.

❖ We’ve prepared a quick DegreeMAP tutorial video for you.

❖ Take a look and let us know ([cpserveu@gwu.edu](mailto:cpserveu@gwu.edu)) if you have any questions.
GW RESOURCES TO SERVE YOU…

You are part of a large GW community. These resources are for you, whether you are undergrad or grad, full time or part time, off-campus or online.

❖ Disability Support Services
❖ International Services Office
❖ Military and Veterans Services
❖ GWorld Card office
❖ Writing Center
❖ GW Library (off-campus services)
❖ Colonial Health Center (counseling services)
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.
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 – avoiding emoticons, exclamation points, text abbreviations, all caps, and slang.
WE ARE ALL PROFESSIONALS CONT’D…

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!**