ADVISING SYLLABUS FOR GRADUATE STUDENTS

OFFICE: 1957 E Street NW, Suite 302
Washington, DC 20052

CONTACT: (202)994-3002  advising@gwu.edu

HOURS: By Appointment, No Same-Day Appointments
Monday-Thursday 9 AM-6PM     Friday 9AM-5PM
Schedule Appointments: http://elliott.gwu.edu/academics/grad/advising/index.cfm

Online Advising (Get short answers to quick questions, No Appointment Necessary)
Tuesdays 11 AM-1PM
19thande.wordpress.com

Drop-In/Call-In Advising (No Appointment Necessary, Cannot exceed 30 minutes)
Hours Posted at https://elliott.gwu.edu/graduate-advising

Mission: The Elliott School of International Affairs Office of Academic Advising and Student Services empowers students to develop goals, navigate academic programs, utilize available resources, explore the field of international affairs, and become responsible global citizens.

As a graduate student in the Elliott School, you will be assigned two advisors who will oversee different aspects of your program:

Program Director: Assigned by degree program; responsible for the content of the core and concentration portions of your program

Academic Advisor: Assigned by last name; responsible for helping you understand the curriculum, Elliott School and GW policies and procedures, and track your progress toward degree completion.

Learning Outcomes:
Academic advising is a process which includes intentional interactions between a student and an academic advisor centered on student learning outcomes designed to encourage the student’s self-efficacy and development of meaningful educational and professional goals.

-National Academic Advising Association (NACADA)

Through the academic advising process Elliott School graduate students are expected to achieve the following learning outcomes:

- Assess their personal and professional interests.
- Assess their academic abilities.
- Create an academic plan that fulfills all University and program requirements.
- Develop specific, measurable, actionable, realistic, and timely (SMART) goals.
- Identify and utilize appropriate campus resources as needed.
### Expectations

<table>
<thead>
<tr>
<th>What you can expect of your Academic Advisor</th>
<th>What we expect of you:</th>
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</thead>
<tbody>
<tr>
<td>• Understand curriculum, policy</td>
<td>• Familiarize yourself with curriculum, policy</td>
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<td>• Provide information on campus resources</td>
<td>• Make use of the campus resources available</td>
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<td>• Help you monitor your degree progress</td>
<td>• Monitor your degree progress</td>
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<td>• Respond to e-mails in a timely manner</td>
<td>• Keep a record of official communications</td>
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<td>• Be available and prepared for appointments</td>
<td>• Keep an updated Plan of Study</td>
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<td>• Maintain confidentiality</td>
<td>• Accept responsibility for your academic career</td>
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### Milestones and Touch Points to Remember

#### SEMESTER ONE:
- Take your online self-diagnostic language exam
- Complete your Plan of Study and meet with your Program Director for approval (Due Oct 15 for incoming fall students; Mar 15 for spring)
- If you’re considering International Education, contact esintl@gwu.edu
- Register for Spring classes

#### SEMESTER THREE:
- Update your Plan of Study if any changes have been, and submit an approved copy to Academic Advising
- Check your DegreeMAP and email your advisor with any concerns
- Complete your Language Proficiency Requirement
- Meet with your advisor for a degree audit
- Register for Spring Classes

#### SEMESTER TWO:
- If you’re considering an internship, visit Graduate Student Career Development for guidance
- Update your Plan of Study if any changes have been made, and submit an approved copy to Academic Advising
- Register for Fall and/or Summer classes

#### SEMESTER FOUR:
- Submit approved final Plan of Study to Academic Advising
- Apply for graduation (for the semester in which all of your degree requirements will be met)
- Complete any outstanding coursework
- Make sure no holds remain on your account
- Check your DegreeMAP to ensure that all applicable degree requirements are complete or in progress

*The above is intended to serve as a guide. You may need to adjust the timeline to meet the needs of your program and/or your personal pace of progress.*

### Resources:
- Elliott School Of International Affairs: [http://elliott.gwu.edu](http://elliott.gwu.edu)
- Academic Advising: [http://elliott.gwu.edu/graduate-advising](http://elliott.gwu.edu/graduate-advising)
- Graduate Student Career Development: [http://elliott.gwu.edu/career-development](http://elliott.gwu.edu/career-development)
- International Education: [http://elliott.gwu.edu/graduate-study-abroad](http://elliott.gwu.edu/graduate-study-abroad)
- International Services Office: [http://internationalservices.gwu.edu](http://internationalservices.gwu.edu)
- Registrar: [http://registrar.gwu.edu](http://registrar.gwu.edu)
- Language Center: [http://languagecenter.columbian.gwu.edu](http://languagecenter.columbian.gwu.edu)
- Colonial Central: [http://colonialcentral.gwu.edu](http://colonialcentral.gwu.edu)
- Financial Assistance: [http://graduate.admissions.gwu.edu/financial-assistance](http://graduate.admissions.gwu.edu/financial-assistance)
- Student Accounts: [http://studentaccounts.gwu.edu](http://studentaccounts.gwu.edu)

### Disability Support Services:
- [http://gired.gwu.edu/dss/](http://gired.gwu.edu/dss/)
- University Counseling Center: [http://counselingcenter.gwu.edu](http://counselingcenter.gwu.edu)
- Learner Health and Wellness Center: [http://campusrecreation.gwu.edu](http://campusrecreation.gwu.edu)
- Student Health Services: [http://studenthealth.gwu.edu](http://studenthealth.gwu.edu)
- Military and Veteran Student Services: [http://services.military.gwu.edu](http://services.military.gwu.edu)
- University Policy Department: [http://police.gwu.edu](http://police.gwu.edu)
- GWWorld: [http://www.gwu.edu/gworld-card](http://www.gwu.edu/gworld-card)
- GW Housing: [http://living.gwu.edu/gworld-card](http://living.gwu.edu/gworld-card)
- Office of Graduate Assistantships and Fellowships: [http://www.gwu.edu/~fellows](http://www.gwu.edu/~fellows)
- Parking Services: [http://transportation.gwu.edu/students](http://transportation.gwu.edu/students)