ACADEMIC ADVISING AND STUDENT SERVICES UNDERGRADUATE ADVISING SYLLABUS

LOCATION  Elliott School of International Affairs, 1957 E St., NW, Suite 302, Washington, DC 20052

OFFICE HOURS  Monday thru Thursday: 9:00am-6:00pm; Friday: 9:00am-5:00pm

PHONE  (202) 994-3002  FAX  (202) 994-9537  WEBSITE  http://elliott.gwu.edu/undergraduate-programs

TWITTER @ElliottUGAdvise  EMAIL advising@gwu.edu

ADVISOR ASSIGNMENTS AND CONTACT INFORMATION

Lindsay Kallman  A-Can; San-Sb  lkallman@gwu.edu  Temporary Advisor  Ril-Suo  (see temp assign.)
Sharon Schuler  Cao-Cr; Ril-Sam  sharons@gwu.edu  Debbi Washington  Sup-Z; Sc  debbiw@gwu.edu
Rebecca Johnson  Cs-Gol; Shi-SI  rjohnson@gwu.edu
Paul Wagner  Gom-Kd; Sm-So  tsd1047@gwu.edu
Amy Stearns  Ke-Kz; Str-Suo  serridge@gwu.edu  (temporarily for Sarah Squire)
Sharena Savari  L-Mon; Sp-Stq  ssavari@gwu.edu  Tammy Wiles, Director
Chandra Holloway  Moo-Rik; Sd-Shh  chollow@gwu.edu  Kate Date, Executive Assistant

MISSION STATEMENT

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.

DEFINITION OF ACADEMIC ADVISING

Academic advising is a series of intentional interactions between a student and an academic advisor that take place throughout a student’s educational career. These interactions encourage the student’s self-efficacy and “assist students in the development of meaningful educational goals that are consistent with personal interests, values and abilities” (NACADA, 2003). While students are ultimately responsible for creating their schedules and meeting all degree requirements, academic advisors serve as guides to students as they pursue their degree.

What You Can Expect From Your Academic Advisor

- Help you learn and understand the curriculum and your degree requirements.
- Help you understand Elliott School and University policies and regulations.
- Monitor your progress toward degree completion and help you plan for graduation.
- Provide advice on courses, programs and other learning opportunities.
- Help you choose and declare a concentration, minor (secondary field of study) or second major.
- Provide information about campus resources.
- Be available and prepared for advising appointments.
- Discuss study abroad opportunities and co-curricular activities.
- Respond to e-mails in a timely manner.
- Maintain confidentiality.

What We Expect From You

- Learn the curriculum and your degree requirements.
- Learn and follow Elliott School and University policies.
- Complete and continue to update your four-year Academic Plan and monitor your degree progress.
- Register for classes and make adjustments (add/drop) to your schedule as needed.
- Learn about and make use of campus resources.
- Communicate with your advisor regularly.
- Keep a personal record of communications with University representatives (faculty, advisors, staff).
- Take action by seeking assistance when needed.
- Make informed decisions and accept responsibility for your academic career.
- Read and respond to your GW e-mail and read the Elliott School weekly eNewsletter.
## Student Learning Objectives

### Freshman Year
- Familiarize yourself with the registration process and all relevant dates and deadlines.
- Learn the Elliott School curriculum.
- Begin or continue your study in a foreign language to work toward third year proficiency.
- Become familiar with Career Center resources.
- Attend office hours to get to know your faculty.
- Participate in volunteer opportunities.
- Begin to think about which group concentration you would like to study.

### Sophomore Year
- Visit the GW Study Abroad website and consider studying abroad; attend the fall Study Abroad Fair.
- Get involved on campus through one of the many student organizations related to your interests.
- Declare your group concentration.
- Consider pursuing a minor (secondary field of study) or a second major if interested.
- Consider internships, research or other out of the classroom opportunities to help you solidify your academic goals.

### Junior Year
- If studying abroad, finalize your plans, submit your application(s) and go abroad!
- Meet with your advisor to ensure you are on track to graduate.
- If you plan to continue your education, research graduate school options.
- Become more involved in your co-curricular activity and seek out a leadership role.
- Build on relationships with faculty/staff members.

### Senior Year
- Apply for graduation at the beginning of the semester in which you will be completing your requirements.
- Prepare for life after GW.
- Ask faculty/staff members who you have formed relationships with for recommendations if needed.
- Complete all of your remaining courses successfully.
- Attend commencement and graduate from GW!

## Ways to Engage the Advising Office

### Meeting with your advisor:
Appointments with your advisor can be scheduled online at [http://elliott-ugrad-advising.youcanbook.me/](http://elliott-ugrad-advising.youcanbook.me/). Appointments cannot be scheduled via email and same-day appointments cannot be accommodated. Whenever possible, cancellations should be made 24 hours in advance to enable another student to make use of that time.

### Express Advising:
Express advising services are available Monday thru Friday, 11:00 am - 1:00 pm, on a first-come, first-served basis. Express advising questions should not require more than a 5-10 minute response and cannot require access to student records.

**Examples of questions that can be covered during express advising:**
- Is it possible for me to take a class pass/no pass? What form do I use to declare a minor? Why am I not able to register for this course on GWEB?

**Examples of questions that cannot be covered during express advising and require an appointment:**
- Am I on track to graduate? Is it possible for me to fit in a second major and still graduate on time? Can my study abroad courses count towards my requirements?

### Quick Start and Registration Advising:
During the first two weeks of classes and during registration, all academic advisors are available on a first-come, first-served basis between the hours of 10:00 am-12:00 pm and 2:00-4:00 pm. Students are able to meet with the first available advisor or their assigned advisor (though selecting this option can result in longer wait times). Questions are not be limited to "short questions;" meetings may take longer than ten minutes (but will not exceed thirty minutes); and advisors have full access to student records. Regular appointments and express advising are not offered during this time.

### Peer Advising:
Peer advisors are trained and experienced Elliott School upper-classmen who can provide useful insight into academic life in the Elliott School and at GW. Peer advisors hold regular office hours, as well as online advising hours during the fall and spring semesters. Peer advisor office hours vary, so you should consult the reception desk to inquire about hours. You can follow the Peer Advisors on Twitter @ESIAPeerAdvisor and like them on Facebook (Elliott School Peer Advising).

### Emailing your advisor:
Email is an additional way to communicate with your academic advisor. You are encouraged to email your academic advisor with brief questions and concerns; however, academic planning or involved issues require more time and students are better served by scheduling an appointment.
## Dates and Deadlines

### Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>AUG 31</td>
<td>Classes begin</td>
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<tr>
<td>AUG 31-SEP 12</td>
<td>Late Registration for all students/ $80 fee for initial registration</td>
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<tr>
<td>SEP 4</td>
<td>Consortium registration ends</td>
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<tr>
<td>SEPT 7</td>
<td>Labor Day – GW closed</td>
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<td>SEPT 12</td>
<td>Last day to add a course via GWeb</td>
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<td>SEPT 25</td>
<td>Last day to add/drop a course using RTF-EZ; No “W” on transcript</td>
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<tr>
<td>SEPT 27</td>
<td>Last day to drop a course on GWeb</td>
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<tr>
<td>OCT 1</td>
<td>Fall graduation applications due</td>
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<tr>
<td>OCT 23</td>
<td>Last day to withdraw from a course (use RTF-EZ); “W” on transcript</td>
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<tr>
<td>OCT 23</td>
<td>Last day to change from graded status to P/NP or audit status (use RTF); Undergraduates only</td>
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<tr>
<td>NOV 10-17</td>
<td>Spring 2016 registration</td>
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<tr>
<td></td>
<td>See Registrar’s Website for dates</td>
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<tr>
<td>NOV 25-28</td>
<td>Thanksgiving Break – No Classes (GW closed Nov. 26-27)</td>
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<tr>
<td>DEC 8</td>
<td>Designated Thursday (regular Tuesday courses will not meet)</td>
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<tr>
<td>DEC 9</td>
<td>Last day of classes</td>
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<tr>
<td>DEC 10</td>
<td>Reading days</td>
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<tr>
<td>DEC 11-19</td>
<td>Final examinations</td>
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<tr>
<td>DEC 12</td>
<td>Last Saturday class</td>
</tr>
<tr>
<td>DEC 24-25</td>
<td>Winter Holidays – GW closed</td>
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<tr>
<td>DEC 31, JAN 1</td>
<td>New Year – GW closed</td>
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### Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>JAN 11</td>
<td>Classes Begin</td>
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<tr>
<td>JAN 11-24</td>
<td>Late Registration for all students/ $80 fee for initial registration</td>
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<tr>
<td>JAN 15</td>
<td>Consortium registration ends</td>
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<tr>
<td>JAN 18</td>
<td>Martin Luther King, Jr. Day – GW closed</td>
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<tr>
<td>JAN 24</td>
<td>Last day to add a course via GWeb</td>
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<tr>
<td>FEB 1</td>
<td>Spring graduation applications due</td>
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<tr>
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<td>(Summer graduation applications due for participation in spring Commencement)</td>
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<tr>
<td>FEB 5</td>
<td>Last day to add/drop a course using RTF-EZ; No “W” on transcript</td>
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<tr>
<td>FEB 7</td>
<td>Last day to drop a course on GWeb</td>
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<tr>
<td>FEB 15</td>
<td>President’s Day – GW closed</td>
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<tr>
<td>MAR 4</td>
<td>Last day to withdraw from a class (use RTF-EZ); “W” on transcript</td>
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<tr>
<td>MAR 4</td>
<td>Last day to change from graded status to P/NP or audit status (use RTF); Undergraduates only</td>
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<tr>
<td>MAR 14-19</td>
<td>Spring Break – No Classes</td>
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<tr>
<td>Late MAR</td>
<td>Fall 2016 registration</td>
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<td></td>
<td>See Registrar’s Website for details</td>
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<tr>
<td>APR 25</td>
<td>Last day of classes</td>
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<tr>
<td>APR 26</td>
<td>Make-up day</td>
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<tr>
<td>APR 27</td>
<td>Designated Monday</td>
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<tr>
<td>APR 28-29</td>
<td>Reading days</td>
</tr>
<tr>
<td>MAY 2-10</td>
<td>Final examinations</td>
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<tr>
<td>MAY 13-15</td>
<td>Commencement Weekend</td>
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Center for Career Services
Assists with educating and connecting student to internship and career opportunities
Marvin Center, Suite 505
(202) 994-6495 • http://careerservices.gwu.edu

Center for Civic Engagement & Public Service
Creates opportunities to serve and connect with the community; promotes service-learning
Marvin Center, Suite 505
(202) 994-9900 • http://serve.gwu.edu

Center for Student Engagement
Oversees all registered student organizations and promotes getting involved on campus
Marvin Center, Suite 505
(202) 994-6555 • http://studentengagement.gwu.edu

Center for Undergraduate Fellowships & Research
Assists with pursuing national fellowships and obtaining research experience
Marvin Center, Suite 505
(202) 994-0517 • http://undergraduate.research.gwu.edu

Colonial Central
Central location for the following services: Student Financial Assistance, Student Accounts, the Cashier, Registrar, GWorld, Parking, and Veteran Services
Marvin Center Ground Floor
(202) 994-9000 • http://colonialcentral.gwu.edu

Colonial Health Center
Offers a range of health services to support medical and mental health needs, as well as promotion and prevention services in leading a healthy lifestyle
Marvin Center, Ground Floor
(202) 994-6827 (medical services) • (202) 994-5300 (mental health services) • www.gwu.edu/health-services

Disability Support Services
Offers services for students with documented learning and/or physical disabilities
Rome Hall, Suite 102
(202) 994-8250 • http://disabilitysupport.gwu.edu/

Division of Student Affairs
Enhances the student experience by providing programs and services that focus on multiple areas
Rice Hall, Suite 401
(202) 994-6710 • http://students.gwu.edu

GW Libraries (Cont’d.)
Eckles Library, Mount Vernon Campus, 2100 Foxhall Rd.
(202) 994-6558 • http://library.gwu.edu

GW Police Department
Protects the GW community 24 hours a day, every day of the year
Rome Hall, Suite 101
Emergency: (202) 994-6111 • http://police.gwu.edu

GW Tutoring Initiative
Individual tutoring available upon request, covering most subject areas
Rice Hall, Suite 403 and 813
(202) 994-6927 • http://diversity.gwu.edu/gw-tutoring-initiative

The Language Center
Offers tutoring in most languages on a drop-in basis and coordinates the Mount Vernon Language Cafe
Phillips Hall, Suite 216
(202) 994-6333
http://programs.columbian.gwu.edu/languagecenter

Multicultural Student Services Center
Center for multicultural communication, community building, and leadership
2127 G St., NW
(202) 994-7010 • http://gwired.gwu.edu/mssc

Office of Student Rights & Responsibilities and Civility & Community Standards
Upholds Code of Student Conduct; educates students about their behavior and strives to help them make responsible choices
City Hall, Suite 109
(202) 994-6757 • http://studentconduct.gwu.edu

Office for Study Abroad
Provides information and facilitates study abroad opportunities
Marvin Center, Suite 505
(202) 994-1649 • http://studyabroad.gwu.edu

University Writing Program
Oversees the University Writing (UW 1020) and Writing in the Disciplines (WID) requirements
Ames Hall, Suite 207 (Mount Vernon Campus)
(202) 242-5327 • http://writingprogram.gwu.edu

The Writing Center
Offers one-on-one sessions to assist with writing assignments, research papers, theses, and more
Gelman Library, Suite 221, 2130 H St., NW
Eckles Library, Mount Vernon Campus, 2100 Foxhall Rd.
(202) 994-3765 • www.gwu.edu/~gwriter