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.

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.

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.
### 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!

### SEEKING ACADEMIC ADVICE

**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/) or by contacting the reception desk of the Office of Academic Advising and Student Services. 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 11:00 am-1:00 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.

**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.
# Important Dates and Deadlines

Review the important dates and deadlines on the Elliott School website every semester:

http://elliott.gwu.edu/academics/ugrad/advising/dates.cf

Below are the important dates for the fall 2012 and spring 2013 semesters. These dates change every semester and it is your responsibility to check our website for future semester dates and deadlines.

## FALL 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 28</td>
<td>Classes begin; Late registration begins; $80 fee for initial registration</td>
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<tr>
<td>SEPT 3</td>
<td>Labor Day – GW closed</td>
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<tr>
<td>SEPT 9</td>
<td>Last day to add/drop via GWeb; Consortium registration ends</td>
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<tr>
<td>SEPT 21</td>
<td>Last day to add/drop a class (use RTF-EZ form); No “W” on transcript</td>
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<tr>
<td>OCT 1</td>
<td>Fall graduation applications due</td>
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<tr>
<td>OCT 19</td>
<td>Last day to withdraw from a class (use RTF-EZ form); “W” on transcript</td>
</tr>
<tr>
<td>OCT 19</td>
<td>Last day to change from graded status to P/NP or audit status (use RTF form); Undergraduates only</td>
</tr>
<tr>
<td>Early NOV</td>
<td>Spring 2013 registration</td>
</tr>
<tr>
<td>Early NOV</td>
<td>See Registrar’s Website for dates</td>
</tr>
<tr>
<td>NOV 21-23</td>
<td>Thanksgiving Break – No Classes (GW closed Nov. 22-23)</td>
</tr>
<tr>
<td>DEC 4</td>
<td>Designated Monday</td>
</tr>
<tr>
<td>DEC 7-8</td>
<td>Last day of classes &amp; possible make-up day</td>
</tr>
<tr>
<td>DEC 10-11</td>
<td>Make-up days for OCT 29 &amp; 30</td>
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<tr>
<td>DEC 12</td>
<td>Reading day</td>
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<tr>
<td>DEC 13-21</td>
<td>Final examinations</td>
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<tr>
<td>DEC 24-25</td>
<td>Winter Holidays – GW closed</td>
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<tr>
<td>DEC 31 &amp; JAN 1</td>
<td>New Year – GW closed</td>
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</tbody>
</table>
**CAMPUS RESOURCES**

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

**Eckles Library Academic Services**  
Economics, math and chemistry tutoring, no appointment is necessary  
(202) 242-6620/MVC, 2100 Foxhall Road  
http://gelman.gwu.edu/eckles-library

**The Career Center**  
Assists with educating and connecting students to internship and career opportunities  
(202) 994-6495/Marvin Center Suite 505  
http://gwired.gwu.edu/career

**The Writing Center**  
Offers one-on-one sessions to assist with writing assignments, research papers, theses and more  
(202) 994-3765/Gelman Library, Suite 103 and Eckles Library, MVC, 2100 Foxhall Road  
http://gwu.edu/~gwriter

**Office for Study Abroad**  
Provides information on study abroad and offers advising services  
(202) 994-1649/Marvin Center Suite 505  
http://studyabroad.gwu.edu

**University Writing Program**  
Provides information about UW 1020, WID requirements and course listings  
(202) 242-5327/MVC, Ames 207  
http://gwu.edu/~uwp

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

**GW Tutoring Initiative**  
Individual tutoring available upon request, covering most subject areas  
tutor@gwu.edu/2129 I Street, NW  
http://gwired.gwu.edu/tutor

**Center for Student Engagement**  
Oversees all registered student organizations and promotes getting involved on campus  
engage@gwu.edu/Marvin Center Suite 505  
http://studentorgs.gwu.edu

**The Language Center**  
Offers tutoring in most foreign languages on a drop-in basis free of charge  
(202) 994-6333/Phillips Hall 216  
http://gwired.gwu.edu/language

**Center for Civic Engagement and Public Service**  
Creates opportunities to serve and connect with the community; promotes service-learning  
gwserves@gwu.edu/Marvin Center Suite 505  
http://serve.gwu.edu

**Office of Student Rights and Responsibilities**  
Upholds Code of Student Conduct; educates students about their behavior and strives to help them make responsible choices  
rights@gwu.edu/John Quincy Adams House  
http://gwired.gwu.edu/osjs

**Multicultural Student Services Center**  
Center for multicultural communication, community building, and leadership  
(202) 994-6772/2127 G Street, NW  
http://gwired.gwu.edu/mssc

**Student Health Services**  
Immunization records, health insurance, doctor appointments and drop-in services for urgent care  
(202) 994-6827/2141 K Street, NW, Suite 501  
http://gwired.gwu.edu/shs

**University Police Department 4-RIDE**  
Offers rides free of charge if you are ever uncomfortable walking alone or after dark  
(202) 994-RIDE  
http://gwired.gwu.edu/upd/Transportation/4RIDE

**University Counseling Center**  
Academic support services, personal and career counseling  
(202) 994-5300/2033 K Street, NW, Suite 330  
http://gwired.gwu.edu/counsel

**Disability Support Services**  
Offers services for students with documented learning and/or physical disabilities  
(202) 994-8250/801 22nd Street, NW, Suite 102  
http://gwired.gwu.edu

**Gelman Library**  
“Ask a Librarian” and “Research Assistance Appointments” provide assistance with reference materials and research projects  
(202) 994-6558/2130 H Street, NW  
http://gelman.gwu.edu