SESSION GOALS

▪ Welcome to Wagner!
▪ Describe the advisement process and who to go to for what
▪ Outline NYU and Wagner resources
▪ Explain important policies
▪ Offer an opportunity to meet one another
▪ Answer your questions
CLICKERS EXPLANATION

- How do we use the clickers?
- You may remember some of the information presented from the webinar
- We’ll review and refresh your memory via some fun questions (and a bit of NYU/NYC trivia)
- Now let’s try them out!
An exterior shot of the Puck Building is/was often seen on what popular American television sitcom?

A. Friends  
B. Will & Grace  
C. Gossip Girl  
D. Seinfeld
And the answer is...
An exterior shot of the Puck Building is/was often seen on what popular American television sitcom?

A. Friends  
B. Will & Grace  
C. Gossip Girl  
D. Seinfeld
The Puck Building is named after a character in which of Shakespeare’s famous plays?

A. Midsummer Night’s Dream
B. King Lear
C. Measure for Measure
D. Twelfth Night
And the answer is...
The Puck Building is named after a character in which of Shakespeare’s famous plays?

A. Midsummer Night’s Dream
B. King Lear
C. Measure for Measure
D. Twelfth Night
STUDENT & PROGRAM SERVICES

- **Debra Cabrera**, Director of Student Services; administrator for Urban Planning (MUP)

- **Katty Jones**, Director of Global and Program Services; administrator for all International specializations (MPA/MUP/Global EMPA)

- **Diana Beck**, Assistant Director for Health (MPA-Health) and Doctoral Studies (PhD)

- **Lola Odunsi**, Assistant Director of EMPA and Dual-Degree Programs

- **Pamela Kavalam**, Student Services Administrator (administrator for MPA-PNP students)

- **Christine Rohr**, Student Services Administrative Assistant
CONTACTING US VIA EMAIL

- For the fastest response, always include:
  - NYU ID (N#)
  - Full name
  - Degree/program/specialization (e.g. MPA-PNP International)
  - A copy of your unofficial transcript/course plan (if relevant)
  - As much detail as possible about your issue

- Write to wagner.studentservices@nyu.edu or to your program administrator directly.

- Not sure who your administrator is? Click here.
STUDENT & PROGRAM SERVICES
WALK-IN HOURS

- Intended for quick 10-15 minute questions
- Mondays, 3–6pm during the academic year
  - Diana Beck: Tuesdays, 3-6pm
- Fall 2015 hours begin Monday, August 31
- First come, first served – sign in on laptop at Christine Rohr’s desk (Room 2106) and wait in Office of Career Services Resource Room
- wagner.nyu.edu/students/services/advisement
ADMINISTRATOR APPOINTMENTS

- Monday- Friday, 9-5 pm
- In-person or phone
- To schedule, email program administrator with the following:
  - Reason for appointment
  - N#
  - Program/specialization
  - Copy of unofficial transcript
  - Several appointment time requests
- Please be sure to give at least 2 days lead time
ORIENTATION OVER TIME

Mandatory Components:

- Registration Advisement Webinars (done!)
- Policies and Resources Orientation Session (almost done!)
- International Student Orientation (Thursday, August 20)
- New Student Retreat (Saturday, August 22 and Sunday, August 23)
ADVISEMENT CONTINUUM

MPA/MUP: Prior to 0-12 credits 12-45 credits Graduation
EMP A: classes 0-30 credits

Administrator of Program

Peer Advisor

Office of Career Services

Faculty

Re-Post Internship OCS Orientation Sp. Declaration Feb/Oct
# WHO TO GO TO FOR WHAT

<table>
<thead>
<tr>
<th>WHAT:</th>
<th>WHO:</th>
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<tr>
<td>Advice on student life &amp; coursework</td>
<td>Peer Advisor</td>
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<tr>
<td>General academics &amp; resources</td>
<td>Program Administrator</td>
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<td>Specialization and/or elective advising</td>
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<td>Career planning support</td>
<td>Office of Career Services</td>
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<tr>
<td>Registration issues and equivalency</td>
<td>Academic Services</td>
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**Prepare in advance:**
- Academic and Professional Goals
- Course Plan
- Program Requirement Checksheets
- Specific Questions
Academic Resources: Which of the following is false?

A. Prep modules are available for math and writing.
B. Printing at NYU’s on-campus computer labs is 15 cents per page.
C. Free workshops in research, presentation skills, etc. are available prior to the start of classes.
D. Tutoring is available several times per week for quantitative and writing courses.
And the answer is...
Academic Resources: Which of the following is false?

A) Prep modules are available for math and writing.

B) Printing at NYU’s on-campus computer labs is 15 cents per page. **FALSE! Students are given a $50 credit per fall/spring semester and $25 (if registered) per summer, then 10 cents per page.**

C) Free workshops in research, presentation skills, etc. are available prior to the start of classes.

D) Tutoring is available several times per week for quantitative and writing courses.
ACADEMIC RESOURCES AT WAGNER

- Wagner website: wagner.nyu.edu
- Review modules available (Check Albert for dates):
  - NONCR-GP 907 Professional Writing (two sections during the fall term)
- Wagner writing tutor
- Free Workshops (most meet in August and some meet in fall, as noted)
  - NONCR-GP 102 Library Research (August, also November)
  - NONCR-GP 103 Presentation Skills (August)
  - NONCR-GP 104 Citation Methods (August, also September)
  - NONCR-GP 106 Time/Project Management (August)
  - NONCR-GP 108 Composing Your Career (two sections during the fall term)
RESOURCES FOR QUANTITATIVE COURSEWORK

- Three core courses with quantitative content
- Online review
- NONCR-GP 906, Math Review
  - Classroom review module
  - Contextualizes quantitative content
  - Three sessions available in August, September, October (register on Albert)
- Free tutoring for quantitative courses
  - Schedule posted at the beginning of the semester
  - No appointment necessary
  - Build into your course schedule
ACADEMIC RESOURCES AT NYU

- Bobst Library
- ITS Help Line & NYU Computer Labs
- NYU Roam On-Campus Wireless Network
- NYU Writing Center
- Moses Center for Students with Disabilities
- NYU Home
  - Albert, Email, Listservs, NYU Classes
UPDATE IN ALBERT...

- Current local address
- Expected graduation term
- NYU email
  - All NYU & Wagner correspondence
  - If forwarding, check NYUHome weekly
  - Official Wagner email listserv:
    - wagner-student-affairs@lists.nyu.edu
    - Do NOT unsubscribe!
  - Create filters/digest format for other listservs
Academic Policies:
Which of the following is false?

A) You have one semester to finish an Incomplete.

B) The deadline to submit the Academic Oath is Monday, September 21.

C) You can check for registration holds in Albert.

D) You can withdraw from a course at any point prior to the end of classes.

E) You must maintain a 3.0+ GPA each semester.
And the answer is...
Academic Policies:
Which of the following is false?

A) You have one semester to finish an Incomplete. [After the end of the following semester, the course grade turns into an N or F.]

B) The deadline to submit the Academic Oath is Monday, September 21. FALSE! The deadline is Friday, August 28. Avoid a registration block!

C) You can check for registration holds in Albert. [bursar, immunization, academic]

D) You can withdraw from a course at any point prior to the end of classes.

E) You must maintain a 3.0+ GPA each semester.
ACADEMIC PERFORMANCE

- Students are required to maintain a 3.0 cumulative GPA
  - One semester below 3.0 = probation
  - Two semesters below 3.0 = grounds for dismissal and/or ineligibility for financial aid

- Only 2 attempts allowed for any course (including N, IP/IF, F, and W grades)
ACADEMIC PERFORMANCE, cont

Plan ahead:
- Adjust schedule to make space for coursework, recitations and tutoring- be realistic about work/non-Wagner obligations
- Form study groups at start of semester (esp. quants)

If you fail a midterm, be proactive:
- Talk to instructor and then program administrator about next steps, strategies for success, and your course plan

If you need to withdraw/pursue an incomplete:
- Reach out to your instructor and program administrator
- Review Satisfactory Academic Progress (SAP)
ACADEMIC POLICIES

- **Incompletes and withdrawals**
  - Incompletes (IP’s/IF’s) granted only under extraordinary circumstances and must be completed by end of following semester
  - May withdraw (W) from a course any time prior to end of classes
  - IP’s/IF’s and W’s slow academic progress which may impact financial aid and visas

- **Prerequisites** (must fulfill prior to advanced courses)
- Must complete degree within 5 years
- **Maintenance of Matriculation and Leave of Absence**
FINANCIAL AID/TUITION

- Wagner Scholarships – wagner.financialaid@nyu.edu
- Ellen Schall Experience Fund (summer)
- All other aid: NYU Financial Aid Office
- Must take 6+ credits to be eligible
- Equivalency
- Applying for summer aid
- Tuition and Fees Payment to Bursar
- Deadline: September 21, 2015

* Once you register for classes, you are responsible for tuition and fees unless you drop before the tuition refund deadline.

- Questions? Contact the Bursar’s Office
Which of the following is false about registration?

A. You cannot be waitlisted and registered for two courses meeting at the same time.

B. Students may drop or add courses without financial penalty on Albert until 11:59 pm on 9/15/15.

C. The last day to drop courses without receiving a W grade is 9/15/15 (at 11:59 pm).

D. You should ask the instructor for permission before adding a course if you’ve missed the first class meeting.
And the answer is...
Which of the following is false about registration?

A. You cannot be waitlisted and registered for two courses meeting at the same time [To drop one course and add another as well as add yourself to a waitlist, use Albert’s Swap function]

B. Students may drop or add courses without financial penalty on Albert until 9/15/15 at 11:59 pm [after that, must pay full tuition/fees for dropped courses; please note that online Albert registration also closes on that day]

C. The last day to drop courses without receiving a W grade is on 9/15/15 at 11:59 pm

D. You should ask the instructor for permission before adding a course if you’ve missed the first class meeting

Please review the NYU Tuition Refund Policy.
WAGNER ACADEMIC SERVICES

Wagner Academic Services office facilitates the technical side of most academic transactions:

- Adding/Dropping courses once Albert closes
- Permission numbers (Weighted Lottery courses, Capstone, etc)
- Maintenance of Matriculation
- Full-time/half-time equivalencies
- Cross-registration (Law, Poly, Stern)
- Incomplete Forms
- Independent Reading Forms

Visit the website under Students > Academic Policies & Procedures for more details.

Email them at wagner.academicservices@nyu.edu
PROFESSIONAL EXPERIENCE REQUIREMENT (MPA & MUP)

- Admissions letter indicated if required. Students with more than 2 years of relevant full-time experience have already fulfilled PER.

- Students who believe they fulfilled PER prior to enrollment may complete the [Pre-Matriculation Fulfillment Form](#) on the website.

- Must begin a relevant professional experience (internship, etc.) prior to the start of Capstone

- For more information, click [here](#).
Which of the following does Wagner’s Office of Career Services NOT offer?

A. One-on-one advisement
B. Career Resource Room
C. Career Directory
D. Job and internship placement
E. Online system to connect students with alumni in the field
And the answer is...
Which of the following does Wagner’s Office of Career Services NOT offer?

A. One-on-one advisement [walk-in hours are twice a week]
B. Career Resource Room [2nd floor, Puck]
C. Career Directory [including job listings database]
D. Job and internship placement - OCS offers you the resources and the skill set to get yourself there!
E. Online system to connect students with alumni in the field [called WAG-NET]
OFFICE OF CAREER SERVICES

- Professional Experience Requirement
- Events
  - Workshops/Webinars
  - Career Panels
  - Career Expo
- OCS listserv - jobs/internship postings
- WagNet- connect to alumni
- RSVP link posted on [OCS website](#)

For more information, click [here](#).
LOOKING AHEAD...

End event for degree (except EMPA for Public Service Leaders and EMPA for Global Policy Leaders)

- Capstone – Advanced Projects
  - Requires careful planning of prerequisites now
  - Taken in the final full-academic year
ELECTIVES

- Number of electives depends on program, specialization, and number of core courses waived
- All Wagner courses are available as electives
- Intensive/half semester 1.5 credit courses (skill-building and topic-focused)
- Winter and Summer intensive courses (incl. courses abroad)

**Important documents for planning:**
- Course Schedules
- Course Highlights (each semester prior to registration)

**NOTE:** Prerequisites *must* be fulfilled prior to starting an advanced course!!!
ELECTIVES OUTSIDE OF WAGNER

- May take relevant graduate courses at other divisions of NYU (except foreign language courses) with approval after core and specialization Capstone prerequisites have been taken.

- Pre-approved University-wide Electives list

- Separate registration instructions for each school

- If course is not on the pre-approved list, you must reach out to program administrator to have request submitted to faculty specialization chair. Refer to the website for deadlines for submission.
TRUE OR FALSE?

The absolute final deadline to submit waivers is by the start of your second semester (Spring 2016 for all of you).

A) True
B) False
And the answer is...
TRUE!

- Students should complete all waivers prior to the start of their second semester (Spring 2016) at Wagner.

- The last opportunity to submit prior coursework waivers is December 11, 2015. The remaining waiver exams are in August 2015, November 2015 and January 2016.

- If you do plan to take a waiver exam or submit a waiver in the fall, look at your Program Requirement Checksheet to ensure that you have a back-up plan if your waiver is rejected.
Which of the following should you NOT do this week?

A. Visit the Student Resource Center to find out NYC information and discounts on shows/events
B. Sign up for listservs such as LGBTQ Office, Center for Multicultural Education and Programs, Wasserman Center for Career Development
C. Start your free membership at the Palladium and Coles Recreation Centers
D. Begin using the meal plan included in tuition
E. Sign up for a free language class
And the answer is...
Which of the following should you NOT do this week?

A. Visit the Student Resource Center to find out NYC information and discounts on shows/events [Sign up for Ticket Central & Program Board lists]

B. Sign up for listservs such as LGBTQ Office, Center for Multicultural Education and Programs, Wasserman Center for Career Development

C. Start your free membership at the Palladium and Coles Recreation Centers

D. **Begin using the meal plan included in tuition** [False: Luckily, there are many better options here in SoHo and Greenwich Village!]

E. Sign up for a free language class – Speaking Freely
In which building can you get a check-up and buy your textbooks/NYU apparel?

A) NYU ID Center (7 Washington Pl @ Mercer St)
B) 726 Broadway (@ Waverly Place)
C) Kimmel Center for University Life (60 Washington Sq. S)
D) Silver Center for Arts and Science (100 Washington Sq E)
E) NYU Academic Resource Center (ARC, 18 Washington Place)
And the answer is...
In which building can you: get a check-up and buy your textbooks/NYU apparel?

A. NYU ID Center (7 Washington Pl @ Mercer St)
B. 726 Broadway (@ Waverly Place) [NYU Student Health Center, NYU Bookstore, offices]
C. Kimmel Center for University Life (60 Washington Sq. S) [Peet’s Coffee/student life offices/study space/event space]
D. Silver Center for Arts and Science (100 Washington Sq E at Washington Sq. N) [classrooms/offices]
E. NYU Academic Resource Center (ARC, 18 Washington Place) [classrooms, undergraduate academic advising & Argo Tea]
NYU RESOURCES

- **Wellness Exchange**
  - Constellation of programs & services designed to address the overall health and mental health needs of students
  - Hotline (212-443-9999) – 24 hours/day, seven days/week

- **Helpful Offices**
  - [Student Health Center, Counseling Services, Health Promotion Office](#)
  - [Wasserman Center for Career Development](#)
  - [Off-Campus Housing Office](#)
  - [Center for Student Activities, Leadership, and Service](#)
  - [Center for Spiritual Life](#)
OFFICE OF GRADUATE STUDENT LIFE (KIMMEL CENTER, 2ND FLOOR)

- Space includes study area, kitchen, and computer station
- Events include Grad Welcome Week (all-NYU orientation events), Saturday, August 29 - Saturday, September 5
- Social events for all NYU grad students, e.g. Super Bowl party, end of year Graduate Gala
- Online resources include list of on-campus study lounges, grad life workshops, voter registration information, NYU & NYC resources
- Weekly grad newsletter
- NYU Family Care (support for students with children)
- Military Service/Veterans’ resources
- Graduate Student Ambassador
PUCK BUILDING

- Study lounges, computer kiosks, student mailboxes, student project room, meeting spaces, limited printing available, OCS Resource Room
- All staff and faculty offices are located on the 2\textsuperscript{nd} and 3\textsuperscript{rd} floors
- Wagner composts in addition to recycling. Make sure to read signs to figure out where things go. If you have questions, you can ask Pat Eaton or Pam Kavalam for help.
CONNECTING ON SOCIAL MEDIA

FACEBOOK
“WAGNERDS” GROUP PAGE
Private, student-run forum for posting ?’s, events, internships, social gatherings, etc. REQUEST AN INVITE

TWITTER
@NYUWAGNER
Real-time updates about students, faculty, staff, alumni, and research centers. FOLLOW @NYUWAGNER

INSTAGRAM
@NYUWAGNER
A behind-the-scenes look via photos and short videos of the community. FOLLOW @NYUWAGNER

LINKEDIN
UNIVERSITY PAGE
A place to find and network with fellow students and alumni. UPDATE YOUR PROFILE’S EDUCATION SECTION TO: “NYU Robert F. Wagner Graduate School of Public Service”

VIDEO CHANNEL
Watch videos from recent events and helpful webinars on topics such as financial aid, career services, etc. SUBSCRIBE TO THE “NYU WAGNER” CHANNEL

NYU WAGNER OFFICIAL PAGE
NYU Wagner school news, alumni highlights, and community updates. “LIKE” THE PAGE

LISTS
Find NYU Wagner faculty members, student groups, and research centers via @NYUWagner lists:
Student Groups:
bit.ly/WagnerStuGroups
Faculty:
bit.ly/WagnerFaculty
Research Centers:
bit.ly/WagnerCenters

GROUPS
A place to hold professional discussions with fellow students and alumni.
JOIN “NYU WAGNER” GROUP AND DEGREE-SPECIFIC SUBGROUPS
IMPORTANT REMINDERS...
Which of the following is incorrect about immunization?

A. You must provide documentation for measles, mumps, rubella (MMR) vaccination and meningitis vaccination

B. Health forms should be returned to Wagner Student and Program Services

C. The deadline for submission was August 1, 2015

D. If forms are not received, you will be de-enrolled from courses for Fall 2015.
And the answer is...
Which of the following is incorrect about immunization?

A. You must provide documentation for measles, mumps, rubella (MMR) vaccination and meningitis vaccination

B. Make sure to return your health forms to Wagner Student and Program Services [Contact the Student Health Center, not us!]

C. The deadline for submission was August 1, 2015

D. If forms are not received, you will be de-enrolled from courses for Fall 2015.

Contact the Student Health Center (SHC) for more info at 212-443-1199 or visit at 726 Broadway, 3rd floor
MANDATORY SEXUAL MISCONDUCT TRAINING

- All new incoming students must complete a new online training course on sexual misconduct called “Think About It.” This online course examines the interconnected issues of healthy relationships, substance abuse, and sexual violence, among other topics, through a variety of scenarios and guided self-reflection.
- Deadline was August 1st – avoid a registration hold!
- If you missed the deadline, email sexualrespect.support@nyu.edu
SAVE THE DATES!

- **International Student Orientation**: Thursday, August 20 (required for all international students, i.e. studying via F1, J1 visas)
- **New Student Retreat**: Saturday, August 22 and Sunday, August 23
- First Day of Classes: Wednesday, September 2
- **Student Information Fair**: September 3, 5:00pm-6:30pm
- **Faculty-Student Meet and Greet**: September 10, 5:00pm-6:30pm
- Specialization Sessions: October 1, 5:00pm-6:30pm

Make sure to RSVP for all events!
WSA CODE OF PROFESSIONAL RESPONSIBILITY

- By being aware of these policies and your responsibilities as a graduate student, you will develop important skills needed to succeed in the workforce. Keeping track of deadlines, paying attention to tone in emails, and following through on RSVPs to events are all habits that will serve you well when you leave Wagner.

- We expect this high level of professionalism from our students in all interactions with staff, faculty, fellow students, as well as external organizations. Remember that you now represent the Wagner community.

- Read the WSA Code of Professional Responsibility here.
QUESTIONS?
WELCOME TO THE WAGNER GRADUATE SCHOOL OF PUBLIC SERVICE!

Join the Peer Advisors for activities after today’s session.

See you at the New Student Retreat!