Policies and Resources Orientation Session

Spring 2014
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 these 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 Program Services; administrator for all International specializations (MPA/MUP)

- **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
ORIENTATION OVER TIME

Mandatory components:

- Registration Advisement Webinars (done!)
- Policies and Resources Orientation Session (almost done!)
- International Student Orientation (January 22)
- Welcome Reception (January 23)
- New Student Retreat (January 24)
ADVISEMENT CONTINUUM

MPA/MUP: Prior to classes → 0-16 credits → 16-60 credits → Graduation

EMPA: 0-16 credits

Prior to classes

Registration Advisement Webinar

MPA/MUP: Prior to classes → 0-16 credits → 16-60 credits → Graduation

EMPA: 0-16 credits

Prior to classes

Peer Advisor

Administrator of Program

Office of Career Services

Faculty Advisor

* EMPA students: Gordon Campbell automatically assigned as faculty advisor at matriculation.
## WHO TO GO TO FOR WHAT

<table>
<thead>
<tr>
<th>WHAT:</th>
<th>WHO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice on student life &amp; coursework</td>
<td>Peer Advisor</td>
</tr>
<tr>
<td>General academics &amp; resources</td>
<td>Program Administrator</td>
</tr>
<tr>
<td>Specialization and/or elective advising</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Career planning support</td>
<td>Office of Career Services</td>
</tr>
<tr>
<td>Registration issues and equivalency</td>
<td>Academic Services</td>
</tr>
</tbody>
</table>

### Prepare in advance:
- Academic and Professional Goals
- Course Plan
- Program Requirement Checksheets
- Specific Questions
STUDENT & PROGRAM SERVICES
WALK-IN HOURS

- Mondays, 3 pm – 6 pm during the academic year
- Spring 2014 hours begin on February 3
- First come, first served – sign in at laptop at Christine Rohr’s desk (Room 2106) and wait in Office of Career Services Resource Room
- To meet with your program administrator at other times, email her directly for an appointment.
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, memo writing, 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 semester, then 10 cents per page.**
C) Free workshops in research, memo writing, 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](http://wagner.nyu.edu)
- Review modules available in January/Spring Term ($175):
  - [Math Review](http://example.com/math) (NONCR-GP 906)
  - [Professional Writing](http://example.com/professional) (NONCR-GP 907)
- [Free Pre-term Workshops](http://example.com/term) (January 13-23)
  - Library Research, Presentation Skills, Citation, etc.
- Tutoring for quantitative courses & writing
- Check schedule [here](http://example.com/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
  - Create filters/digest format for other listservs
Academic Policies:
Which of the following is false?

A) You have one year to finish an Incomplete.

B) The deadline to submit the Academic Oath is February 15.

C) You can check for Registration Stops 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 year to finish an Incomplete. [After that, it turns into an N or F.]

B) The deadline to submit the Academic Oath is February 15. FALSE! The deadline is January 24. Avoid a registration block!

C) You can check for Registration Stops 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.
Incompletes and withdrawals

- Incompletes (IP’s/IF’s) granted only under extraordinary circumstances and must be completed within one year
- 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
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
  - Note: only two attempts allowed for any course

- Plan ahead
  - Adjust schedule to make space for coursework, recitations and tutoring- be realistic about work/non-Wagner obligations
  - Form study group 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

- Need to withdraw/pursue an incomplete
  - Reach out to your instructor and program administrator
FINANCIAL AID

- Wagner Scholarships –  
  wagner.financialaid@nyu.edu
- Wagner Experience Fund
- All other aid: NYU Financial Aid Office
- Must take 6+ credits to be eligible
- Equivalency
- Applying for summer aid
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 2/10/2014
C. The last day to drop courses without receiving a W grade is 2/18/14
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 \textit{Swap function}]

B. Students may drop or add courses without financial penalty on Albert until 2/10/14 [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 2/18/14

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

Please review the \textbf{NYU Tuition Refund Policy}. 

\[ NYU | WAGNER \]
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 should have fulfilled PER prior to enrollment may complete the Pre-Matriculation Fulfillment Form on the website.

- Must complete 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. A 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. A 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
- Orientation Webinar:
  - RSVP link posted on OCS website

For more information, click here.
LOOKING AHEAD...

End event for degree

- 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
- Two-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 by program)
- Courses by Semester (by program)

**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 of advisor

- Pre-approved University-wide Electives list

- Separate registration instructions for each school

- Wagner waives credit difference at graduation checkout
  (e.g. will waive 1 credit for a 3-credit Steinhardt/Stern course)
TRUE OR FALSE?

The absolute final deadline to submit waivers for all students is by the start of their second semester (Fall 2014 for Spring 2014 starts) at Wagner.

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

- Students should complete all waivers prior to the start of their second semester (Fall 2014) at Wagner.

- The last opportunity to submit prior coursework waivers is August 1, 2014. The last chances for waiver exams are in August 2014.
REMINDER: COURSE WAIVERS

- Spring 2014 decision deadline for waivers was December 18, 2013.
- If you decide to waive after today, you SHOULD NOT take the course you intend to waive in Spring 2014.
- All waivers are processed through the Student & Program Services office.

Two ways to waive:
- Prior Coursework
- Waiver Exam

**Must pursue waiver requests prior to start of Fall 2014!**
STATISTICAL SOFTWARE PROFICIENCY
(SPSS requirement for those who waive Statistics)

- If you successfully waive CORE-GP 1011, you must take SPSS proficiency exam (NONCR-GP 938) or PADM-GP 2902 Multiple Regression and Intro to Econometrics in order to complete the Computer Proficiency Requirement

- SPSS exam (if needed) must be passed prior to end of second semester at Wagner (i.e. by May 2014)

- Optional module (NONCR-GP 931) offered (fall & spring) to help prepare for SPSS exam (NONCR-GP 938)
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, buy your textbooks, and grab a latte?

A) NYU ID Center (383 Lafayette St @ E. 4th 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, buy your textbooks, and grab a latte?

A. NYU ID Center (383 Lafayette St @ E. 4th St)
B. 726 Broadway (@ Waverly Place) [NYU Student Health Center, NYU Bookstore, & Think Coffee]
C. Kimmel Center for University Life (60 Washington Sq. S) [student life offices/study space]
D. Silver Center for Arts and Science (100 Washington Sq E at Washington Sq. N) [classrooms]
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 Spring at the Square (all-NYU orientation events), January 27 – February 6
- 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 Ambassadors
PUCK BUILDING

- Study lounges, computer kiosks, student mailboxes, student project room, meeting spaces
- All staff and faculty offices are located on the 2\textsuperscript{nd} and 3\textsuperscript{rd} floors
- In 2012, Wagner began composting in addition to recycling and trash. Make sure to read signs to figure out where things go.
WAGNER STUDENT DIRECTORY

- Created so that students can identify and connect easily
- Search for other Wagner students by areas of professional/academic interest, part-time/full-time status, student group, etc.
- The more you share, the more robust the directory will be -- and the more connections can be made within the community!
SOCIAL MEDIA

What do these websites have in common?
Answer: Wagner!
IMPORTANT REMINDERS...
SUBMIT TRANSCRIPTS!

- Deadline to submit final transcripts was Friday, January 10, 2014
- Must submit proof of bachelor’s degree prior to beginning graduate program
- Students who have not submitted final transcripts will be de-enrolled from all Spring 2014 courses
- If you have not submitted your BA transcript, please email wagner.admissions@nyu.edu to let them know when to expect your transcript.
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 January 2, 2014

D. If forms are not received, you will be de-enrolled from courses for Spring 2014.
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 January 2, 2014

D. If forms are not received, you will be de-enrolled from courses for Spring 2014.

Contact the Student Health Center (SHC) for more info at 212-443-1199 or visit at 726 Broadway, 3rd floor
SAVE THE DATES!

- **International Student Orientation**: Wednesday, January 22 (required for all international students, i.e. studying via F1, J1 visas)
- **Welcome Reception**: Thursday, January 23, 6:30-8:30pm
- **New Student Retreat**: Friday, January 24, 8:00am-5:00pm
- **Pre-Term Workshops**: January 13-23
- **Student Information Fair**: January 30, 5:00pm–6:30pm
- **Faculty-Student Reception**: February 6, 5:00pm–6:30pm
- **Specialization Sessions**: February 27, 5:00pm–6:30pm

Make sure to RSVP for these (and all) events!!!
YOUR RESPONSIBILITY AS A GRADUATE STUDENT

As you can see, Wagner offers our students a considerable amount of support. It’s up to you to be aware of your responsibilities as a graduate student and to take advantage of the resources available to you.
QUESTIONS?
WELCOME TO THE WAGNER GRADUATE SCHOOL OF PUBLIC SERVICE!

Join the Peer Advisors tonight for Happy Hour at Puck Fair (across the street)

See you at the New Student Retreat!