FAMILY HANDBOOK

Undergraduate Program Office

McDonough School of Business

2015 - 2016
Undergraduate Program Office
McDonough School of Business

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WELCOME

Dear Family Member,

This is an exciting time as your student begins their college career. Your continued support and guidance has made this day possible. Georgetown University will be an unparalleled experience that will shape your student’s life and future. As we welcome our students, the university extends the same warm greeting to you.

During the next four years, the faculty, staff, and Peer Ambassadors of Georgetown University will play an important role in the personal and intellectual growth of your student. Our focus at every level is to create an environment where Georgetown University students can develop holistically as individuals; socially as members of the McDonough community; and intellectually as future scholars and leaders.

As students take increased responsibility for their physical, emotional, and spiritual needs, they flourish in the academic and social environment. We have created this handbook to make you aware of some key campus resources. We hope your family finds this handbook helpful.

Sincerely,

Undergraduate Program Office
McDonough School of Business
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**Academic Calendar 2015-2016**

**Fall 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 29</td>
<td>Arrival of New Undergraduate Students</td>
</tr>
<tr>
<td>Aug 30</td>
<td>12 pm: New Student Academic Convocation</td>
</tr>
<tr>
<td>Sep 1</td>
<td>4:30 pm: Mass of the Holy Spirit</td>
</tr>
<tr>
<td>Sep 1</td>
<td>Registration for First Year Students</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Add/Drop Begins</td>
</tr>
<tr>
<td>Sep 7</td>
<td>Holiday: Labor Day</td>
</tr>
<tr>
<td>Sep 11</td>
<td>Add/Drop Ends</td>
</tr>
<tr>
<td>Oct 12</td>
<td>Holiday: Columbus Day</td>
</tr>
<tr>
<td>Oct 16-18</td>
<td>Parent &amp; Family Weekend</td>
</tr>
<tr>
<td>Nov 2</td>
<td>Pre-Registration for Spring 2016 Begins</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Last Day to Withdraw from Courses</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Pre-Registration for Spring 2016 Ends</td>
</tr>
<tr>
<td>Nov 25</td>
<td>Thanksgiving Recess Begins after Last Class</td>
</tr>
<tr>
<td>Nov 30</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Dec 10-13</td>
<td>Study Days</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Examinations Begin*</td>
</tr>
<tr>
<td>Dec 22</td>
<td>Examinations End*</td>
</tr>
</tbody>
</table>

*Students should not make travel plans until they determine their course schedule and the schedule of their final exams, which they will know the first week of class.*
# Academic Calendar 2015-2016

## Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 13</td>
<td>Add/Drop Begins</td>
</tr>
<tr>
<td>Jan 13</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Holiday: Martin Luther King Day</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Add/Drop Ends</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Holiday: President's Day</td>
</tr>
<tr>
<td>Mar 4</td>
<td>Spring Break Begins After Last Class</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Last Day to Withdraw from Courses</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Easter Break Begins After Last Class</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Pre-Registration for Fall 2016 Begins</td>
</tr>
<tr>
<td>April 17</td>
<td>Pre-Registration for Fall 2016 Ends</td>
</tr>
<tr>
<td>May 2</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 3-5</td>
<td>Study Days</td>
</tr>
<tr>
<td>May 6</td>
<td>Examinations Begin *</td>
</tr>
<tr>
<td>May 14</td>
<td>Examinations End*</td>
</tr>
<tr>
<td>May 20-22</td>
<td>Commencement Weekend</td>
</tr>
</tbody>
</table>

The Registrar maintains the official academic calendar for the University. We encourage you to visit their website at: [http://registrar.georgetown.edu/](http://registrar.georgetown.edu/)
Tips for Family Members of New Students

☐ Understand the first few weeks or months may be rough on you and your student. Your student is experiencing a lot of changes in their life. Expect a period of adjustment. Be supportive.

☐ Communicate regularly with your student. Phone calls, letters, e-mails, text messages, care packages and cards will remind your student that you are thinking about them. Students love to be reminded that they are on your mind!

☐ Encourage your student to get to know a diverse group of people. Georgetown University students have the opportunity of meeting students from all over the world.

☐ Encourage your student to become involved in activities. Involvement will allow your student to grow academically and socially and help them identify with a smaller group on campus.

☐ Consider the calendar your student is experiencing. The first week of school, midterms and final exam week can create a lot of stress. Your encouragement and caring can be especially important at these times.

☐ Listen to your student and wait to offer advice. Students often call home to “vent” and need you to listen to their problems, not to solve them. Ask open ended questions that help your student discover a solution on their own.

☐ Show your support and encouragement and emphasize that you are confident that your student can make the right choices. Your student will develop more independence and maturity from making their own decisions, and their own mistakes.

☐ Carefully decide when to intervene on behalf of your student. You don’t want to risk implying that your student can’t manage without your help.
Don't be surprised if your student expresses an interest in changing majors. Your student will be exposed to a variety of academic areas and career possibilities, especially during their first year. As your student discovers new opportunities, their focus may change.

Inspire your student by showing interest in what they are learning. Demonstrate the joy of being a lifelong student.

If Your Student is Having a Difficult Time

Try not to panic, it's common for students to go through highs and lows during their college years.

Students are more likely to share their lows with you, because they feel safe and secure with you. Students don’t always call back to say everything is better.

Encourage your student to seek the advice of a Resident Assistant (RA), Academic Counselor or a Professor.

Encourage your student to take a break and get off campus for a few hours. Sometimes just a little bit of breathing room can put life back in perspective.

Encourage your student to stick it out, at least until the end of the semester. Remember that lack of sleep, anxiety about exams or papers, even developing friendships, can be seasonal and may improve with time.

If you are really concerned about your student’s health or mental well-being, encourage them to go to the Student Health Center or Counseling & Psychiatric Services (CAPS).

If you suspect your student is in a serious crisis and may need intervention for their own safety, immediately contact their Hall Director, Academic Counselor or Campus Safety.

Adapted from NACADA http://www.nacada.ksu.edu/Clearinghouse/Advisingissues/Parents.htm
Academic Information

Under what circumstances are families notified about their students?

Our goal is to foster your student's independence, self-reliance, good judgment, and mature relationships with others. We encourage students to communicate with their families about important academic, personal, and medical issues. Our philosophy is to treat students as responsible adults with the expectation that they will, in fact, become responsible adults and in the process learn important lessons about accountability for their behavior and gain confidence in their abilities. For more information refer student records/privacy act (FERPA).

Academic Advising

Advising is an important part of our mission. Academic Counselors work to help students define their educational goals, connect with resources, design a plan for graduation, and pursue their plan. Whenever your student has a question about the university, the Academic Counselor is an excellent place to start. If counselors cannot answer a question they will know where to find the answer. First year students should establish a relationship with their advisor early.

Academic Counselor Role

- Monitor student progress and guide the student toward academic success
- Help the student understand his or her responsibilities toward academic success
- Act as a liaison between the institution and the student
- Act as an advocate for the student
- Refer the student to appropriate institutional resources

Adapted from NACADA http://www.nacada.ksu.edu/Clearinghouse/Advisingissues/Parents.htm
Student Role

- Responsible for learning and understanding
- Monitor his or her own academic progress
- Communicate with the Academic Counselor regarding issues/concerns about academics or student life
- Attend classes
- Manage time for class preparation
- Become familiar with university resources
- Understand and adhere to university policies

What Family Members Can Do

One of the most important and valuable things family members can offer their college student is support and encouragement. Young college students are in the process of realizing their autonomy. Letting young adults do things for themselves can help students emerge as capable adults.

You can:

- Be available to support and encourage;
- Maintain regular contact with your student;
- Encourage students to monitor their own degree progress through Georgetown’s MyDegree software;
- Ask students if they have visited the Undergraduate Program Office to discuss their academic goals.

Overall, encourage your student to be proactive with their academics, so that small problems do not become large problems. Students should ask questions and seek the advice of their advising deans and faculty.
When Should Students Contact the Undergraduate Program Office?

Students should contact us if they…
- Have concerns about a course
- Want to seek advice and resources for a personal issue
- Have questions about graduation requirements or their degree audit in MyDegree
- Have questions about Pre-Georgetown credit: IB, AP, International Exams, or transfer credit
- Need to miss class due to illness
- Wish to request a medical/academic/personal leave of absence
- Are experiencing emotional difficulties that are affecting their studies
- Need approval for summer school courses away from Georgetown
- Need a letter of reference for academic programs
- Want to withdraw from a course (after the add/drop deadline)
- Wish to seek exceptions to any deadlines due to unusual circumstances
- Would like to apply for Internal Transfer to another school at Georgetown
- Need to file an incomplete in a class at the end of the semester
- Need to arrange to take an exam during the conflict exam time at the end of the semester

Attendance

Since attendance records are handled differently by individual faculty members, attendance policies vary from class to class. Students’ responsibility is to know the policy for each of their classes; this information is usually included in the course syllabus. Students should be aware that even in those classes where attendance is not regularly taken, they are responsible for all announcements and for all material covered. Students who expect to be absent should notify their professors well in advance; students should also recognize that, regardless of the reason for their absence, they have primary responsibility for catching up. Students also need to be aware that poor attendance, even in a class where attendance is not regularly taken, may result in a poor performance.

Emergencies affecting attendance/coursework

Provisions can be made for medical and other emergencies (e.g., family death, accident, etc.) by contacting the Undergraduate Program Office and providing the related documentation.
Grades

Quality of course work is graded on the following scale, with a system of grade points used to determine a student’s general grade point average or standing:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C-</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00 (lowest passing grade)</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Student records/privacy act (FERPA)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Georgetown University has established guidelines regarding access to and release of educational records. FERPA guarantees students the right to privacy by limiting the accessibility to the student’s academic records to third parties, including the student’s parents. FERPA allows Georgetown University to release “directory information” without the consent or knowledge of the student unless the student has notified Georgetown in advance that such information is not to be released. Directory information may include the following: photo, name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Parents need to be aware that their student’s directory information is not available to them if the student has requested it not to be disclosed. Other information about the student, such as class schedules, grades, and information discussed with an Academic Counselor is NOT available to parents unless the student has signed a written waiver.
Transfer Credit

Can students take summer courses at another college and transfer them to Georgetown University?

Yes, students may take summer courses at other colleges. Below are the guidelines regarding studying away from Georgetown University:

- Any summer courses taken away from Georgetown University must be approved in advance by the Undergraduate Program Office.

- Summer courses taken away from Georgetown may not include courses in business. These include the business core courses and any electives in each major.

- The total number of credit hours taken away from Georgetown may not exceed 12 (generally four courses).

- Students may not take more than four courses in one summer.

- In courses taken away from Georgetown, students must earn a C or above in order to transfer credit. Courses may not be taken on a pass/fail basis. No credit is awarded until an official transcript is received and evaluated by the Undergraduate Program Office.

- Students may transfer one community college course with the prior approval of the Undergraduate Program Office. The course must adhere to the following guidelines: the course must be either a free or liberal arts elective course and the course may not be a required course (i.e., ECON 001/002, MATH 035, HUMW, HIST/GOVT, PHIL, or THEO).

- Students may transfer two online course with the prior approval of the Undergraduate Program Office. The courses and syllabi requires approval from the Undergraduate Program Office.

- Any summer course taken for credit away from Georgetown must involve at least 35 hours of classroom contact time (for a three-credit course) and meet over a period of at least four weeks.
Can students transfer credit for college courses taken prior to matriculation?

Students who have taken a course(s) at another college or university during high school may request Georgetown credit if:

1. The course was taught at a four year accredited college or university.

2. The course was taught by a regular member of the college or university faculty, not by a high school instructor given associate status by the college or university.

3. The course was open to regular college or university students and was not designed specifically for high school students.

4. The course was recorded by the college or university on an official transcript and would be credited toward that college's or university's degree.

5. The course did not count toward fulfillment of a high school graduation requirement.

6. The course was taken during junior year in high school or later; and a grade of "C" or above was earned.

7. The course was completed during junior year in high school or after.

8. The course is not a foreign language course (Georgetown only accepts pre-matriculation language credit through AP exams paired with either a SAT II score or placement exam.)

9. The course is not an Introduction to Business course.

In addition to meeting all of these guidelines, a copy of the course syllabus, an official transcript, and letter from your high school guidance office, verifying the above criteria were met, should be forwarded to the Undergraduate Program Office for review and determination of whether credit will be awarded. The total number of courses taken away from Georgetown prior to matriculation cannot exceed twelve credit hours (generally four courses).
CAMPUS RESOURCE DIRECTORY

ACADEMICS

Office of Global Education ........................................202-687-5867
Undergraduate Program Office ......................................202-687-3851
University Registrar ..................................................202-687-4020

FINANCIAL INFORMATION

Office of Student Financial Services .................................202-687-4547
Office of Billing & Payments .........................................202-687-7100
Georgetown GOCard ..................................................202-687-2700

HOUSING AND DINING

Office of Residential Living ..........................................202-687-4560
Dining Plans / Business Services ....................................202-687-7150

STUDENT LIFE

Office of Student Conduct ............................................202-687-4553
Center for Student Engagement .....................................202-687-3704
Center for Social Justice ..............................................202-687-5330
HEALTH AND WELLNESS
Emergency After Hours........................................202-444-7243
Student Health Center........................................202-687-2200
Counseling and Psychiatric Services....................202-687-6985
Disability Support Services and Academic Resource Center ...............202-687-8354

SPIRITUALITY AND MINISTRIES
Office of Mission and Ministry.................................202-687-1395
Office of Campus Ministry....................................202-687-4300
Jesuit Community.................................................202-687-4000

CAREERS SERVICES
Cawley Career Education Center .............................202-687-3493
Office of Professional Development .......................202-687-3753

SAFETY AND PREPAREDNESS
Department of Public Safety..................................202-687-4343
CAMPUS RESOURCES

Academic Resource Center (ARC)
The ARC provides academic assistance through workshops and individual appointments, provides tutors for some core courses, and provides accommodations for students with learning and physical disabilities. Phone: 202-687-8354; http://guarc.georgetown.edu

Cawley Career Education Center
This Center offers career counseling, employment advising, workshops, resume and cover letter assistance, mock interviews, employee research, internship help, and on-campus recruiting; Phone: 202-687-3493; http://careerweb.georgetown.edu/resources

Counseling and Psychiatric Services (CAPS)
The primary mental health resource assisting students in overwhelming difficulties that interfere with the attainment of their personal and educational goals. The efforts of the staff are aimed at helping students to develop greater self-understanding, to identify and solve problems, and to improve academic performance. Phone: 202-687-6985; http://caps.georgetown.edu/resources

MSB Technology Center
Helps Business School students with technology needs. Phone: 202-687-4721; http://technology.msb.edu

Writing Center
Graduate and undergraduate students trained in teaching and writing are available to assist students at any stage of the writing process. Rather than proofreading papers for grammar or spelling errors, consultants work to help individuals improve their own critical thinking, revision, and editing skills. Website: http://writingcenter.georgetown.edu

Student Health Center
The Student Health Center (SHC) is established to serve the medical needs of students at Georgetown University. The Center is under the direction of MedStar Georgetown University Hospital, staffed by full time Family Practice faculty physicians and nurse practitioners. Ground Floor, Darnall Hall; Phone: 202-687-2200; http://shc.georgetown.edu/
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