



## The National Capital Region

# New Student Informational Booklet

This document does not replace the Webster Univ. Studies Catalog. Each new student can access the catalog on line [www.webster.edu](http://www.webster.edu) or request a hard copy.

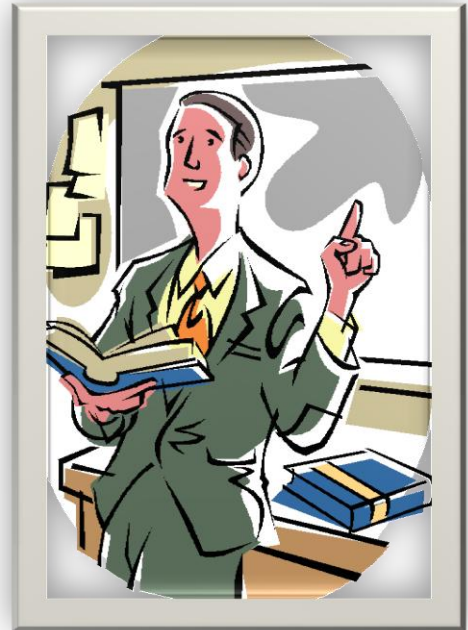
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### ***Our Welcome Letter:***

***As a new or returning student, we welcome you to the Webster University Community. We are here to assist you.***

***Ask questions and discuss your goals and see your educational desire realized.***

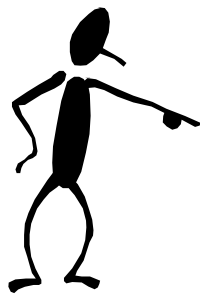


**W**e want your educational experience with us to be intellectually stimulating, professionally rewarding and meaningful for your career. The University was founded as a liberal arts college in suburban St. Louis, MO. in 1915; **the graduate division was established in 1967.** The Webster University faculty combines theory and practice. Faculty members are skilled practitioners of the subjects they teach and are adept at helping students learn and succeed.

Though online classes are offered, **evening and weekend classes are scheduled at four satellite campuses for your convenience:** Andrews AF Base (Maryland), Bolling AF Base (Washington, D.C.), Bureau of Medicine and Surgery (Washington, D.C.) and Fort Belvoir Army Base (Virginia).

Our mission is to help you achieve your chosen educational goal. **Congratulations on choosing Webster University!**

*The Webster Satellite Campus Staff*



*Making important*

*points count!*



## **Program Advisors**

Advisors are available to assist new and continuing students at each campus location. Students must request an appointment to discuss a plan of action and a strategy regarding classes to be taken and when it is the appropriate time to take them.

It is required that all students who wish to take Online Classes speak with an advisor, prior to registering for class.

Advisors will discuss your educational goals, program interest, and help you make decisions regarding the appropriate program and series of classes for your educational success. You will be given a brief overview of the various classes by those who have either taught the class or those who are very familiar with the classes.



## GENERAL INFORMATION

### Course Timeframe



Five nine week terms each year - one in the summer, two in the fall, and two in the spring. Copies of **Schedules** are available in the office or online shortly before registration opens. **Registration opens:** Summer term – Mid – April; Fall 1 and 2 terms – Early-July; Spring 1 and 2 terms – Mid-November.

### How to Register



1. Print a copy of the registration form from the website, complete the form and fax to 202-561-7263.
2. Complete registration form online.
3. Come into the office located in the Education Training Bldg on Bolling AFB Bldg 11, Andrews AFB, Fort Belvoir or in the Webster Office in Bldg 2, the Navy Bureau Medicine Surgery.
4. Online at [www.webster.edu](http://www.webster.edu) (go to "**need more information**").

### Ordering Textbooks



**MBS Direct**, is a good source of new and used books, and can be contacted at 1-800-325-3252 or online through your campus site, then on "Textbooks" under Student Resources. However, you may obtain your books from any source.

### Checking Grades



The **main campus (in St. Louis, Mo.)** website is [www.webster.edu](http://www.webster.edu). You will need your student ID number and the password that you will receive in the mail after your first registration. **Use the website to obtain** your grades, register online, keep your address current, do a degree audit, check your current class registration, check your financial aid status, textbook information, and copies of course syllabi.

### Official Transcripts

Call 1-800-981-9803 Ext: 7110 or [www.webster.edu/academics/transcript.shtml](http://www.webster.edu/academics/transcript.shtml)

### Visitor's Base Pass



If your status is not active-duty, military retired, or dependent military, you will need to go to the Visitor's Center during the first week of class each new term to obtain a pass to enter Bolling Air Force Base. Visitors Center hours: Monday through Friday: 6:30am – 4:30pm; If you do not obtain your BASE pass during the first week of class, you may not be allowed on the base; this is not considered an excused absence.

**To get your pass notify** the Webster Office of your need for a Base pass, after that you are to bring your driver's license, proof of current insurance and current class registration to the visitor's center.

## Attendance



Is mandatory and students must have read the syllabus. Prior to each class. There may be homework due for the first class. **Food and beverage, with the exception of water, are not allowed** in classrooms. If a student must miss a class, the student must consult with his/her instructor directly to make up the missed class. The student should anticipate doing three hours of homework for every hour spent in class. Absences may result in letter grade reductions for the course. If a student will be absent for two or more classes, it is strongly recommended that he/she not enroll.

## Dropping a Class



Students may drop a class during the first 2 weeks of the term and receive a full tuition refund. **If you must withdraw from class during the term, you will need to inform the Registrar in writing, by fax, or by email.** Without a formal withdrawal, the student is financially responsible for the class. Not attending class does not automatically result in withdrawal. Not paying for the class does not automatically trigger withdrawal.

## FREE Seminar:



Webster University uses Kate Turabian's "A Manual for Writers of Term Papers", (7<sup>th</sup> edition). Students are encouraged to sign up for the **three hour non-credit writing and research skills seminar** offered at Bolling AF Base, Andrews AF Base and Fort Belvoir Army Base, between terms.

## Online Writing Center



Click on current student's academic resources and then the writing center. The center is found by going to the main Webster web page. The coaches help with every stage of the writing process for reports, resumes and cover letters, research and term papers.

## The Office Staff



Our staff is focused on helping you have a successful experience as a student at Webster University. Our hours of operation are 10:00 AM to 6:00 PM Mon – Thurs. and 10 AM to 2PM on Friday. For holidays, refer to the school catalog or website.

# Webster University

## Frequently used Telephone Numbers



Number	Department	Extension	General Information
<b>Webster University – St. Louis Campus (Main Campus)</b>			
1-800-981-9802	Academic Affairs	5993	
1-800-981-9803	Business Office	7110	
1-800-983-4623	Financial Aid	6992	
1-800-981-9801	Switch Board	6900	
1-800-981-5995	Help Desk	5995	<a href="http://www.webster.edu/helpdesk">www.webster.edu/helpdesk</a>
1-800-981-9801	Student Email Acct.	7105	
<b>Webster Bolling Air Force Base Campus</b>			
1-202-561-4382	Main Office		
1-202-561-7263	Fax Number		
<b>Webster Andrews Air Force Base Campus</b>			
1-301-420-2256	Office		
1-301-420-2258	Fax Number		
<b>Webster Fort Belvoir Army Base Campus</b>			
1-703-781-7942	Office		
1-703-781-3834	Fax Number		
<b>Webster Bureau of Medicine and Surgery (Navy Base)</b>			
1-202-223-9224	Office		

# Graduate Program - Academic Calendar

The actual **Class Attendance** dates and the holiday schedule listed may vary as required by the academic program and campus location. Some classes do meet on selected university holidays. Students should check with their local campus for specific calendar information. The calendar is subject to change should circumstances warrant.

**If your class meets on a Military Base, check with your campus regarding Federal Holidays closures. Military Bases will honor Federal Holidays and close classroom & office buildings.**

Call our offices: 202-561-4382. Webster Bolling Air Force Base Campus Operating Hours: 10:00 AM – 6:00 PM.

**Inclement weather**, call local radio/television stations.



Check Webster's internet Website under news. Call your local Webster Campus, regarding forecasted inclement weather.

## **SAMPLE**

### **OF A STUDENT SCHEDULE**

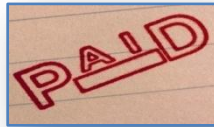
<b>Spring 2008</b>	<b>Dates</b>
<b>9-Week (MA, MBA)</b>	
Spring 1	Jan 7 - Mar 7
Spring Break	Mar 10 - Mar 14
Spring 2	Mar 15 - May 16
<b>Graduation Dates – American University, Washington, D.C.</b>	
Fall 2	May 17

**This schedule will change with each session.**

**Be sure to check the school calendar each session for the correct dates.**

**Obtain a new schedule from the office staff.**

# The Student's Financial Responsibility



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## Payments are made by:

1. **Credit Card** - call the St. Louis Campus on 1-800-981-9803 Ext 7110.
2. **Online** – Use the Website and make your payment by Credit Card.
3. **Tuition Forms** – Each session, bring in your Military form or Company Sponsor form or letter, it will be processed. Always maintain a copy for your records.
4. **Checks** are accepted at your campus site or by the St. Louis Campus Business Office Staff. Be sure to write your student identification number on the check and indicate the payment is being made for your account, inserting your name.
5. **Money Orders** are accepted. Use the same procedure as for checks.
6. **Financial Aid** – You may contact a representative at the Webster St. Louis Campus (1-800-955-1107 / 1-800-983-4623 Ext 6992) or make minor inquires of your home campus. Your home campus does not keep your forms, process or disburse your financial aid. Contact St. Louis Financial Aid staff.

# Petition to Graduate



Each Candidate must complete the form “**Petition to Graduate**” entering all necessary information. **Incorrect information entered** on the form will result in your not being properly notified about being accepted for graduation and ordering your cap and gown.

**QUESTIONS:** Go online to obtain answers. Look under any Webster Washington Area School. Website is [www.webster.edu](http://www.webster.edu) Go to Graduation.

Once the student has only one more class remaining before graduating, he/she should meet with an advisor or member of the office staff to obtain a copy of the three page form.

The Graduation Fee is currently \$50 and you are automatically billed by Webster.

There is a **fee required**. Some students may have already paid the fee. The staff will so inform you. Check with the office staff regarding your student account. Retain all receipts.

## **About the Form**

The form comes in NCR paper (3-part carbon paper). It must be submitted at the appropriate time to be considered a candidate for graduation. Ask office staff for a copy of the form. Students will retain one copy.

# The Request to do a Directed Study



## **General Specifics:**

Students may request a Directed Study only under specific circumstances:

- a. Student is leaving the area and class is needed to graduate.
- b. Class is not offered nor will it be offered in time to complete course work and graduate.
- c. No other reasonable option is available for the student to continue or complete his/her study program.

The student must discuss these concerns with a Counselor, prior to discussing it with the Assistant Director, for guidance.

## **Process:**

The student requests the Directed Study in writing, outlining the reasons for such a request and justifying the need to be taught a **Core Course** in his/her major. Once approved the student is given specific information regarding the assigned instructor and the preferred method of communications throughout the class timeframe.

## **Elective Courses:**

Courses identified as electives **will not be taught** as a Directed Study. There are no exceptions.

## Student Ambassador Referral Program

Qualify for a **FREE GIFT**



Each student is encouraged to ask about the Student Ambassador Gift Program.

### How does it work?

If you refer a new student and they register for class, you are entitled to one of many special gifts shown on the next page. All you do is complete the form to obtain the credit for a new student registering.

Speak with your Advisor or the Campus Director.