

# Graduate Student Handbook



Webster University  
Fort Jackson

Created 2008



Webster University - Fort Jackson  
**Graduate Student Handbook**  
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## **WELCOME TO WEBSTER UNIVERSITY**

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Welcome to Webster University!

We are delighted to have you as a member of Webster University's Fort Jackson student body. We hope your time with us will be a productive and pleasant experience.

This Graduate Student Handbook is designed to be a convenient resource to acquaint you with our administrative policies, particularly those specific to the Fort Jackson campus. It also should answer some of the questions you may have as you pursue your studies. However, you should be aware that it does not cover all Webster University policies. It is a supplement to the Webster University Student Handbook which can be found on line at: **<http://www.webster.edu/studlife/handbook/extended.html>**. You should also have a copy of Webster's graduate catalog which has information that complements this handbook.

The faculty, academic advisors, and administrative staff are eager to assist you as you pursue your educational goals. We are particularly interested in assuring that the Fort Jackson campus meets and remains current with the needs of our community. Please let us know how we can help.

We hope that, after completing your program, you will be proud to join the worldwide network of outstanding Webster University alumni. The Fort Jackson area alumni welcome you. Please call any of our offices for details on upcoming alumni events. There is an alumni site on the Webster homepage that can put graduates in touch with each other worldwide.

We wish you well in your coursework and in the accomplishment of this very important life goal.

# **WELCOME TO WEBSTER UNIVERSITY**

## **WEBSTER UNIVERSITY'S MISSION**

Webster University is an independent, non-denominational, comprehensive institution of higher education. The University emphasizes excellence in teaching and offers undergraduate and graduate programs in the liberal arts, the fine and performing arts, education, and business.

## **School of Business and Technology Mission Statement**

To prepare lifelong learners for professional fulfillment in the fields of business and technology through the application of knowledge in a supportive academic environment.

## **Student Bill of Rights**

Every Student has a Right to:

- Pursue a credible, market-recognized degree
- A well-structured curriculum
- A competent and engaged faculty member
- Necessary academic support
- Available and helpful student services
- A supportive and collegial academic environment

## **Office Hours and Locations**

The main office of the Fort Jackson Webster program is located on at 4600 Strom Thurmond Blvd (Room A113). The office is open Monday through Thursday from 8:30 a.m. to 5:30 p.m. and on Friday from 8:30 a.m. to Noon.

# **WELCOME TO WEBSTER UNIVERSITY**

## **Fort Jackson Administrative Staff**

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>	<b><u>EXTENTION</u></b>
Campus Director	Vincent J. Stovall	803-738-0603	1003
Faculty Coordinator	Hardy Merritt, PhD.	803-738-0603	1001
Department Assistant	Ann-Marie Fisher	803-738-0603	1000
Representative/Advisor	OPEN	803-738-0603	1002
Advisor	Clarence Goodwin	803-738-0603	1001

## **Academic Advising**

Your advisor is one of the most important people in your academic life. When you enroll, an advisor can help you determine if you are enrolling for the program that will best meet your needs. Your advisor will develop your program plan which will list all the courses you will need to take in the order you need to take them to complete your program. Military students need to submit a completed program plan to the Education Office in order to apply for Tuition Assistance. The advisor will also answer any other questions you may have.

Advisors also can explain and assist you with academic policies and procedures.

Advisors also are charged with helping you resolve problems. If you have a problem with a course or a faculty member, you first should meet with that faculty member to try to resolve the problem. If you cannot resolve the problem with the faculty member, contact your Academic Advisor to assist you.

You should schedule an appointment with your Academic Advisor at the beginning of your course of study and during your enrollment. In addition, you should meet with an advisor:

- Before deviating from your program and annually to monitor or update your plan.
- Update your program plan to reflect the change you wish to make. You need to understand what the change will mean in terms of your projected completion date and if you will be able to get the courses you need to graduate in a timely manner.

## **ADMINISTRATIVE SERVICES**

**Enrollment/Registration** – Students should meet with their academic advisor and complete a program planning sheet prior to registering for classes. To select your classes, consult the degree plan drawn up by your advisor. Students registering for classes may register concurrently for Fall 1 and Fall 2 classes or for Spring 1 and Spring 2 classes. Enrollment for each term begins approximately four weeks prior to the first day of classes. Students should enroll early because class sizes are limited and they fill quickly and close.

**Term Schedules** – The term schedules are usually posted on the Webster website a couple of months before classes begin. Students can find the Fort Jackson schedule by going to the Webster – Fort Jackson homepage at: <http://www.webster.edu/southcarolin/ftjack> and clicking on the “Term Schedule” link at the bottom of the page. The schedules are also available from any Webster University office. Students interested in the schedule for online classes should go to: <http://www.webster.edu/compcen/datadict/webcrs/campusform2.php3>

**Registration Online** - After their first term, students can register themselves for classes online. To do this, students should go to [www.webster.edu/](http://www.webster.edu/) and sign-in to Connections using your Connections ID and password. Then click on the “E-Services” link at the top right corner of the page. The student should then click on the “Student Login” button in the middle of the page. Students will need their student ID number and the password they received in a letter from St. Louis to log in. On the left side of the page is a list of services that can be accessed from this page. Make sure you set the correct options (i.e. program, year and session) before you click on the Registration link. Then fill in the “Payment Option,” the “Course Number” and “Section” (from our schedule). Then click “add” and you will be registered for the class. If you have problems call any Fort Jackson office for assistance in registering.

**Add Procedures** - You may add a class by completing an Add or Drop Slip before the class’s second meeting. You will need to work with the instructor to make up the first class.

**Drop Procedures** – You may drop a class by completing an official Add or Drop Slip, **within the first two weeks of the term.** If a class is dropped, the enrollment is not recorded, tuition charges are not incurred, and certification for veteran’s education benefits is not filed.

**Withdraw Procedures** – A student may withdraw from a class by filing a Withdrawal Petition **prior to the Friday of the sixth week of the term.** A grade of W will be recorded on the transcript. The student will be reimbursed based on the Tuition Refund Policy which is detailed in the Tuition and Fees section of this handbook. To drop or withdraw from a class, talk with an office staff member. After Week 6 students cannot withdraw from class with a W. They will receive a grade from their professor based on work they have turned in.

**Academic Load** – Although most students take one class at a time, some take two courses (6 hours) per term. Students can request an exception to the two-course/term limit by submitting a Program Option Request form along with documentation to justify the request. Students should notify their Advisors of their intentions and submit the form and justification at least two weeks before the term begins. A student who earns a grade of “C” or a grade of “F” in the graduate degree program, or who currently has a grade of “I”, generally will not be granted permission to enroll in more than six credit hours.

## **ADMINISTRATIVE SERVICES**

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**Graduation** - When you register for your last term of study, you must fill out a petition to graduate and an evaluation form. You also must remit the \$50 graduation fee.

The Fort Jackson program conducts one graduation ceremonies per year. This is a combined ceremony with the Columbia Metropolitan Campus. A reception is held following the ceremony.

Diplomas are issued after all requirements for graduation have been met and all accounts are paid in full. They are issued after each term (five times a year) to graduate students.

**Graduate Awards** - Graduate students may be recognized as Distinguished Graduates. To qualify you must have received A's in all your coursework during your graduate degree program (including transfer credit). Transferred courses which were not graded will not preclude recognition if all other grades are A. The letter of recognition for Distinguished Graduate is mailed to your home.

**Diplomas and Final Transcripts** - Your diploma will be mailed to you by the Registrar at the St. Louis campus by priority mail within six weeks of your graduation. During the same time period you will receive an unofficial copy of your final transcript for review. You should notify the Registrars office of any discrepancy.

If you need an official final transcript, noting conferral of your degree, you may obtain a Transcript Request Form from any of our offices. Or you can send a letter to the Registrar's office. The information you need to include in the letter and the address is can be found at: <http://www.webster.edu/academics/transcript.shtml>.

**Transcripts** - When you provide a transcript from another institution to Webster you must see to it that the institution sends the transcript directly to Webster at Fort Jackson. Transcripts provided directly by students can only be accepted by Webster if they are in a sealed envelope from the University.

Webster University releases your education records only with your written and signed consent. There is no charge for your Webster University transcripts.

**Transfer Credit** – Depending on your program you may transfer up to 12 graduate credit hours from another accredited university, subject to review and approval. Some programs allow only 9 credit hours to be transferred in.

**Professional Military Education** - Upon approval, military members may receive up to 12 hours of transfer credit for selected Professional Military Education courses. Military members should talk with their advisors about any professional courses they have successfully completed and, if appropriate, have them evaluated for credit.

## **TUITION AND FEES**

**Payment Options - Webster University DOES NOT accept cash payments!** Students may pay their tuition at any office with a check or credit card. Checks should be made payable to Webster University. Students may also pay their tuition online by clicking on the E-Services link in Connections.

**Deferred Payment** - Webster has an interest-free Deferred Tuition Plan. You may make payments in two (2) installments. Monthly payments must be made by credit card or direct debit from your checking account. You must sign a charge slip for each payment, there are no automatic charges.

**Direct Payment** - Your employer must provide a letter to the University authorizing direct billing of your tuition by the University.

**Employer Reimbursements** - If your company reimburses you only after you successfully complete your course, please let us know this when you register. After you complete your course, you should apply for reimbursement from your company, following its procedures. Webster will give you two weeks following the successful completion of your course to pay your tuition in full. Please realize that you are responsible for the full tuition if, for some reason, your company denies payment.

**Financial Aid** - Graduate students may apply for loans. If you are interested in finding out more about financial aid or obtaining the forms to apply for financial aid, contact a staff member in any of our offices.

**Tuition Assistance (Government/VA)** - Military Education Centers provide the necessary Tuition Assistance and Veterans Assistance forms. For Tuition Assistance (TA), you must make your request prior to the start of class each term. For VA you may complete a form only once - at the beginning of your program of study. Active duty military personnel are certified every term upon registration after the add/drop period is over. Veterans are certified for the academic year. Student veterans should inform the office if they switch from full time (6 credit hours/term) to part time (3 credit hours/term) or vice versa...and must let the VA representative know if they drop, withdraw or add a class. Military students should turn in a copy of their TA form to the Webster office two weeks before classes begin. Failure to submit the TA form could result in the student being dropped from the class.

### **Tuition Refund Policy**

<u>When</u>	<u>Action</u>	<u>Refund</u>
Weeks 1 and 2	Drop	100%
Week 3	Withdrawal	50%
Week 4	Withdrawal	25%
Weeks 5 and 6	Withdrawal	NO REFUND

**STUDENTS CANNOT WITHDRAW FROM CLASSES AFTER WEEK 6.**

## **ACADEMIC SERVICES**

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**Connections** - This is a secure Webster site that provides students, faculty and staff with world-class Intranet and Internet services. Through Connections students can check their Webster e-mail, check their schedules, connect to Passports (Webster's online library resource) and access Webster E-Services. Through Passports students can access online databases to find full-text articles, peer review articles, and abstracts of articles. Students can also search the library catalogs, and access the e-reserves system. Webster's E-Services allows students to check their grades, view their academic record, conduct a degree audit, make online payments, update their address and phone number, and much more.

You will need your Webster University ID number and a password to access the system. You will also need to allow pop-ups on your computer.

**Online Writing Center** - The Webster University Online Writing Center (OWC) is a student-friendly place to get help with your research papers. There is a link to this site on the Webster web site home page. You can also access the Writing Center by going to: [www.webster.edu/acadaffairs/asp/writing.html](http://www.webster.edu/acadaffairs/asp/writing.html).

The Writing Center has writing coaches to help you with your paper. However, be aware that the Writing Center is not a proofreading service. The writing coaches primarily look at global issues (focus, development, and organization). They also mark problems with style and conventions (grammar, formatting, spelling), but you must figure out the precise nature of the problem and make decisions about how you want to revise these problem areas. The Writing Center includes instructions for submitting papers online for review.

**TURNITIN.COM** - Webster University has contracted to use Turnitin.com, a computer database which consists of over 1 ½ billion pages. Instructors can use this extensive database to compare a student's research paper, thesis, etc, against it and to determine if there has been any plagiarism associated with the paper's construction.

Some professors will set up their class so that the students can submit their paper to turnitin.com before they turn it in to the professor. In those cases the professor will set up an account for each student using their email address and a password. Students should type in [www.turnitin.com](http://www.turnitin.com) in the address box on the internet and follow the instructions. It is a very user friendly site and will be a valuable tool in avoiding plagiarism.

**Writing Workshop** – Webster University – Fort Jackson requires that all term papers be prepared according to the American Psychological Association Style Guide. The University offers a free APA writing workshop each term for Webster students as they begin their graduate program. In addition to introducing students to APA style the workshop will cover good writing skills. All students are urged to take advantage of this workshop.

## **MILITARY POST INFORMATION**

**Access to post** – Security is a high priority for the military. Therefore you must follow the procedures the military has developed for students to gain access to the base for classes. You should always have the following documents with you while driving on any of the military installations: a valid driver's license, your vehicle registration form, and current insurance papers. Each base has specific policies which are described in this section.

Maps are provided in the back of this Handbook. You can also get directions by calling any of our offices or by going online to a map service such as [www.msn.com](http://www.msn.com) and typing in the address.

**Parking** – Parking is available at all Fort Jackson classroom sites. Webster University assumes no liability for cars parked in the various parking areas. Students are asked not to park in reserved spaces, even during evening classes. Occasionally, military members are called back to duty in the evening hours and they need to have the reserved spaces available for them.

**Speed Limits** – You should also be aware that speed limits are strictly enforced on the military installations. The speed limit on Fort Jackson is 35 miles per hour unless otherwise posted.

**Fort Jackson** – Students without a military decal on their vehicle must enter through the Forest Drive Gate just south of I-77. You will have to go through the right lane at the gate to receive a base pass. Be prepared to show a valid driver's license, proof of insurance, vehicle registration, and class registration form.

**The Webster University office** is located at 4600 Strom Thurmond Blvd., (Room A113.) Once you have gone through the gate you continue going straight. Go through 3 stop lights and across the street from the Burger King you will notice the Education Center. Parking is behind the building and can be reached by turning right, which leads to the parking lot.

**The McMorris Building** is located at 2375 Beauregard Avenue. You can get to the McMorris Building after you enter the gate take the second right onto Jackson Blvd. Follow Jackson Blvd. to the cross street of Beauregard Ave. Turn right onto Beauregard Ave. and the McMorris Building is first building on the right. Parking is across the street and next to the McMorris Building.

## **WEBSTER CLASSROOM POLICIES**

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**Attendance** - You are expected to attend all classes. All courses meet for nine weeks. Classes are normally held one night per week (Monday - Thursday) from 5:45 p.m. to 9:45p.m. Saturdays classes are held either from 8 a.m. to noon or from 1 to 5 p.m.

We recognize that your job or health considerations may require an occasional absence. If that is the case, you should notify your instructor, in advance if possible, of your absence and arrange for any make-up work. If you know in advance that you will not be able to attend 2 or more class sessions, you should not enroll in the class.

**Classrooms** – Webster University is a guest on the Fort Jackson military installations and therefore we must abide by the policies set by our host. Those policies include:

- No food is permitted in the classrooms. \*
- No drinks are permitted in the classrooms except for water in clear bottles. \*
- We may not use the trash cans in the classrooms. \*
- You may not smoke in the buildings. If you smoke outdoors, please smoke in the proper areas and dispose of cigarettes in the provided receptacles.
- Spouses, children, family and friends are not allowed in the building.

*\*NOTE: Students may eat, drink and use the trash cans in the break room.*

Instructors will inform the students of these rules on the first evening of class. The students will be asked to sign a sheet acknowledging that they have been informed of the rules.

**Grading** - Each instructor sets the parameters for the course requirements and letter grades for his/her course. You can look in the graduate catalog for an explanation of the grades. You can receive your grade online three to four weeks after the course ends. If you need to know your final grade in a course more quickly in order to be reimbursed, give your instructor a self-addressed, stamped envelope for mailing.

**Syllabus** - The syllabus for each class is located on our web page: [www.webster.edu/southcarolina/ftjack](http://www.webster.edu/southcarolina/ftjack). On the bottom of the page there is a link to “Term Schedules.” Follow the links to find the syllabus for each of your classes. The syllabus outlines the instructor’s objectives and requirements for the course, explains the grading criteria for the class, and list the textbook that will be needed, among other things.

**Textbooks** - Textbooks may be purchased at the Follett Bookstore, located on the University of the Incarnate Word Campus; or online at many bookstore sites. Check the syllabus to be sure you get the correct book.

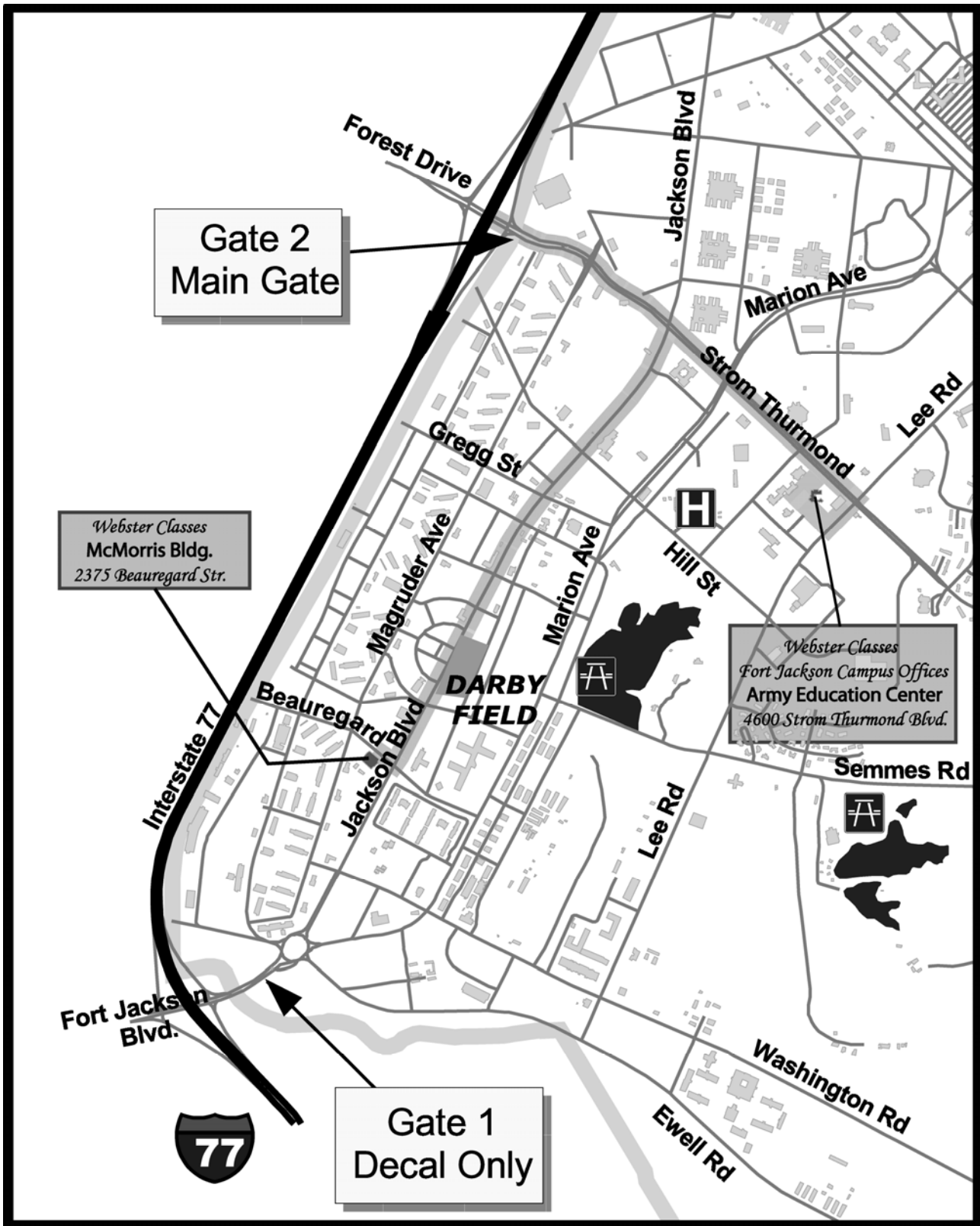
**Faculty/Course Evaluations** - At the end of each course, you will be asked to complete an evaluation questionnaire. This evaluation is a critical part of our continuing effort to improve our programs. Evaluations are tabulated and comments are typed verbatim before they are provided to the instructors, but only after the instructor has submitted grades for the term. The Campus Director and the Faculty Coordinator receives a typed copy of the composite evaluation for each class.

## **LIBRARY RESOURCES**

**Eden-Webster Library System** - The Eden-Webster Library System is a cooperative program of Webster University and Eden Theological Seminary. The Eden-Webster Library System was originally established in 1969 on the campus of Eden Seminary. The System entered a new phase in 2003 with the construction of the Emerson Library on the Webster campus. The unique character of each institution contributes to the richness of the library collections.

The Eden-Webster Library System supports the teaching, research, and intellectual pursuits of both institutions by providing access to an extensive range of services and resources worldwide. The combined collections include over 300,000 volumes and 1,600 current journal subscriptions.

**Passports** – Passports is the online program that Fort Jackson students use to access the Eden-Webster Library. Through Passports, you can access full-text articles, peer review articles, and abstracts of articles to name a few resources. You can access Passports by going to the Webster Fort Jackson web site home page at [www.webster.edu/sa](http://www.webster.edu/sa) and clicking on the link to the Passports – Eden-Webster Library. You will need your Webster ID number to access the online databases.



Fort Jackson, SC – Webster University Campus Map





# **Webster University**

Fort Jackson

4600 Strom Thurmond Blvd. Suite A113

Fort Jackson, SC 29207

(803) 738-0603