

Resource Cheat Sheet

Campus Partners

- Multicultural Student Center
 - Gathering place for students, affinity groups, religious groups, LGBTQIA+ groups, and many more. Designated safe space, hosts events to encourage community. Offers supports for students in these groups, resource center.
 - <https://mssc.gwu.edu/>
 - <https://mssc.gwu.edu/resources> - resource guides being built (jobs, internships, scholarships, etc)
 - OSS contact: Eunice Dollete (they/them/theirs) eunice.dollete@gwu.edu ; Assistant Director for Cultural Programming & Social Justice Education
- Colonial Health Center
 - Created as a general practitioner's office for medical, psychiatric, and counseling student needs. Psychiatric and counseling are free of cost, medical is often covered by student medical insurance (except for labs/special procedures). Students are often referred to specialists for things that general doctors often refer out as well (neurological, some gynecological, etc)
 - <https://healthcenter.gwu.edu/>
 - call 202-994-5300 to schedule an appointment, 24/7 service
 - CHC is working to allow for online appointment scheduling for some types of appointments (ex: vaccinations/physical exams, however appointments where the student is unsure the care they need should still be scheduled via phone)
 - limited counseling services based on student need (case by case basis, restarts per "incident")
 - OSS contact: Tyler Kendrick tylerkendrick@email.gwu.edu Department Operations Lead
- Student Services Hub
 - one stop shop for help with Financial Aid, Registrar, Accounts. Students with concerns for any of these areas should contact Student Services first. Helps students understand holds, financial aid concerns, check into account issues. Has computers in their office to walk students through various things that they may need help with.
 - OSS contact: Dana Tate dtate6@gwu.edu Associate Director
- Disability Support Services
 - provides services to students to mitigate barriers due to their disability. Students self-identify and register themselves with DSS. The steps to register are 1)self identify and register with supporting documentation 2)meet with student to discuss experience, voice, and accommodations

3)eligibility letter to determine how to secure letters to professor, request more accommodation, etc 4)DSS asks to engage faculty and program director- send letters to professors

- no deadlines- students can register whenever they want
- supporting documents vary by diagnosis, needs to be recent (middle school and up), can provide resources to help students get diagnoses if needed.
- can also provide temporary accommodations for temporary disabilities (broken arm, etc)
- <https://disabilitysupport.gwu.edu/>
- Academic Commons
 - Offers a variety of services to students- tutoring, academic support, writing and research help, workshops and academic events, data consulting, study skills, library resources, technology help, professional exam preparation, and language support services.
 - Students can sign up for services whenever they want, as long as services are available. Often, the tutoring services can get more booked towards midterms and finals. If a student knows for sure that they would like to schedule an appointment around that time, it could be beneficial to do so earlier in the semester.
 - If tutoring services are unavailable for a certain class, you can request a tutor be added for that class here:
<https://academiccommons.gwu.edu/tutoring-interest-form>
 - Most tutoring services are individual, however sometimes depending on the course, there could be a few sessions that offer a review session before tests- can't hurt to check before finals.
 - <https://academiccommons.gwu.edu/>
- Writing Center
 - Available to help students with writing for any discipline at any stage in the writing process, a one stop shop for writing at all levels. Functions as a review together with a consultant, not a providing a paper and proofreading system.
 - First time- need a WC account to book an appointment. Make sure that when you are booking you are on the right schedule (30 or 60 min, online or in-person)
 - can offer support with MLA, APA, and Chicago citation styles. helps students maintain community standards, not remedial. confidentiality and disclosure.
 - <https://writingcenter.gwu.edu/>
- COVID-19 Protocols
 - We hope you have had a restful summer! As we make preparations for the Fall semester, we have made several updates to our COVID-19

campus protocols. Please read the following information for further details on the university's efforts to help keep one another healthy and safe.

- COVID-19 Vaccine and Booster Requirement
- All GW students, faculty and staff are required to be up-to-date on their COVID-19 vaccinations, meaning you are fully vaccinated and have at least one booster dose. Campus access through a GWorld card is granted to those in compliance with this requirement. Students not in compliance with GW's vaccine and booster requirement will not be able to register for fall classes, and students with an on-campus housing assignment will not be able to move into their residence hall.
- Additional information on GW's COVID-19 vaccine and booster requirement and how to submit vaccine documentation is available online.
- Individuals seeking a medical or religious exemption from the university's vaccine or booster requirement should submit their request now, as the deadline was August 1. Those who were previously approved for an exemption do not need to resubmit a request form.
- Pre-arrival and Return to Campus Testing
- If you accessed a GW campus, center or location in-person in July:
- You are NOT required to take part in pre-arrival and return to campus testing. You may disregard this section.
- If you DID NOT access a GW campus, center or location in-person in July:
- You are required to participate in pre-arrival and return to campus testing. This applies to all students, faculty and staff. Please read below for detailed instructions.
- To help ensure the health and safety of our community members, all campus members who did not access a university campus, center or location in-person in July must obtain a pre-arrival PCR lab test one to three days prior to their return to campus or first-time arrival. If you are unable to obtain a PCR test prior to arrival, you should use an antigen test (self-test kit) and should schedule a PCR test at the GW testing lab upon your arrival to campus. Also, if you recently had a COVID-19 infection, you should take an antigen test for pre-arrival.
- If your pre-arrival test is positive or you have symptoms of COVID-19, please upload your positive results to the medical portal and do not come to campus until you are out of isolation (per guidelines listed below).
- For Residential Students:
- If your pre-arrival test is negative, you will be required to present your negative results when you check into your residence hall. Residential students are not required to quarantine before or after their arrival to the residence halls.

- For Other Campus Members, including faculty, staff and students who live off-campus:
- If your pre-arrival test is negative, you may return to campus and are strongly encouraged to keep a copy of your negative test results with you.
- Return to Campus Testing:
- All GW community members who did not access a university campus, center or location in-person in July are required to schedule a return-to-campus test through the GW testing lab within one to three days of their return to campus or first-time arrival.
- You are not required to have a return to campus test if you can show proof of a recent COVID-19 infection in the last 90 days (doctor's note or a copy of lab result which you may upload to the medical portal).
- After your return to campus test (if applicable), ongoing, routine asymptomatic COVID-19 testing is optional but available on-demand at no charge for all GW students, faculty and staff. Campus access is no longer tied to COVID testing compliance. On-demand, asymptomatic testing is available at multiple university locations throughout D.C., Maryland and Virginia. Details on locations and hours of operation are available online. Appointments are required and can be made through the medical portal.
- Symptomatic testing remains available at the University Student Center's Student Health Center. Appointments are required.
- Additional asymptomatic test appointments will be available during the move-in weekends of August 20-21 and August 27-28.
- Any individual who tests positive for COVID-19 is ineligible for a PCR test on campus for 45 days unless directed otherwise by the Student Health Center or Occupational Health.
- Please see FAQs regarding COVID-19 testing.
- GW's indoor mask requirement remains in place as there continues to be an increase in transmission as new variants arise. Wearing masks indoors helps to limit exposures and can help reduce infection rates. This policy is evaluated regularly.
- DC Health requires quarantine for anyone who:
- Is not fully immunized, which at GW means those who have been determined to be exempt from the vaccine or booster mandate, and
- Meets the current medical definition of COVID-19 exposure.
- Quarantine is not required for individuals who are up-to-date on their COVID-19 vaccines (i.e., you are fully vaccinated and have at least one booster dose). Additional information on quarantine protocol is available online.

- There is no requirement for quarantine on the basis of travel, regardless of vaccination status. However, GW recommends that following travel from areas outside of the District of Columbia, Maryland or Virginia, individuals self-monitor for COVID symptoms for 10 days and test for COVID-19 one to three days after arrival.
- A minimum five-day isolation period is required for anyone who tests positive for COVID-19 through a PCR or antigen test, regardless of whether symptoms are present. Individuals in isolation must participate in daily symptom monitoring. The university's isolation protocol is available online.
- If the test is taken outside of GW's testing lab, you must upload your positive test results to the medical portal. Only a GW medical provider can release a GW community member from isolation and provide the individual with the medical clearance needed to resume in-person campus activities. For the 2022-2023 academic year, GW will practice isolation in place for COVID-positive individuals within the residence halls.
- Visitors to GW's campuses and facilities are not required to demonstrate proof of COVID-19 vaccination and booster.
- Campus Commitment
- As we approach a new academic year, all members of the GW community should review GW's Commitment for Health and Wellbeing and the COVID-19 Campus Health and Wellbeing Policy, which informs community members of our shared responsibility in the prevention, infection control and mitigation of COVID-19.

Getting Involved

<https://studentlife.gwu.edu/student-orgs> - view list of orgs

<https://gwu.campuslabs.com/engage/> - search for orgs

<https://clubsports.gwu.edu/> - club sports

<https://museum.gwu.edu/> -textile museum art workshops

<https://serve.gwu.edu/> - community service

<https://signup.e2ma.net/signup/1879328/1890263/> -newsletter

<https://gwserves.givepulse.com/group/events/128546> -find opportunities

<https://serve.gwu.edu/programs> - find programs

<https://studentlife.gwu.edu/leadership> - leadership/outdoors

<https://studentlife.gwu.edu/fraternity-and-sorority-life> - greek

<https://studentlife.gwu.edu/co-curricular-certificates> - co-curricular certificates

<https://studentlife.gwu.edu/district-connections> - events in DC

<https://studentlife.gwu.edu/events> - campus events

<https://calendar.gwu.edu/browse> - University event calendar

Successful Communication

Resource Links:

<https://connectedspeechpathology.com/blog/how-to-improve-communication-skills>

<https://fremont.edu/top-10-tips-for-effective-workplace-communication/>

<https://www.skillsyouneed.com/rhubarb/effective-interpersonal-communication.html>

Main tips:

- enter conversations in the right frame of mind. having a conversation while angry is almost never going to get you the result you are hoping for.
- be aware of your body language, avoid negative body language, it will make the other person defensive
- do not interrupt the other person
- think before you speak, it shows the other person that you are listening and waiting to hear what they have to say before responding
- practice active listening- make eye contact, mentally try to summarize what the person is saying and use that to formulate your response. While they are talking, be doing that, not thinking of what you will respond
- don't be defensive or attacking, be neutral.
- don't deviate from the important topic
- use the right communication method- in person is usually the best route, use this whenever possible.
- be open to feedback
- talk slowly and clearly to communicate your point best.
- ask questions and make sure they relate to the topic at hand
- always send thank you notes after meetings with people
- Attend the professor's Office Hours
- Talk with professors about their Research
- Engage in Class
- Ask Questions when you aren't sure or you are curious about something

- Attend Events of interest or related to your discipline
- Maintain proper Etiquette in conversations

Time Management

Even though plans change, it doesn't mean you shouldn't make plans at all. There are many ways you can do this to be successful, so it may take some time for you to determine what works best for you. Many people find it helpful to take a few minutes every night before bed and put together their agenda for the next day.

- One of the most effective time management strategies is to **plan out your day**.
 - Take a step back from your list to decide the who, what, when, where, what, why, and how of any intricate responsibilities you have tomorrow. Make sure you leave a few open spaces on your daily calendar as well. This will prepare your mind for the next day's workload and also allow you to accept additional assignments, if necessary.
- **Add time in schedule for bigger long-term goals**
 - Along with your planning sessions, you should identify the priorities for upcoming days, weeks, and even months. Keeping tabs on future tasks will allow you to disperse your workload in a way that avoids making you overly busy or stressed. You'll be able to establish a more structured routine for your daily goals and remain productive throughout the week.
- **Figure out the time of day you're most productive**
 - Figure out when you work best at certain tasks, and use that time to do the most important things
- **Remove Distractions**
 - When in meetings, in class, doing hw, studying etc. Even if it's temporary, put your phone out of reach for an allotted period of time and do the things you need to do. Make a list of things that distract you so you're aware of it.
- **Use a timer**
 - As crazy as it may sound, using a timer might be one of the best time management techniques out there. Setting a timer can be an effective way to remind you of breaks, set time limits, and even make you more productive. Timing out portions of your day for breaks is an urgent part of any workday as they give you time away from your desk and a chance to clear your mind for a short time before getting back to work.
- **Break bigger projects into pieces**
 - And then assign the pieces of the project to be things to do in a certain allotted time in a day.
- **Make a to-do list**
 - In addition to tracking assignments, make a to-do list for your day and if needed rank your priorities of the things to get done first, second etc.

- **Use the one minute rule**
 - If it takes less than a minute to do, do it now. Throw in the load of laundry. Get the glass of water. Put the groceries in the fridge. Send the email. Take stuff off of your plate this way.
- **Finish what you start**
 - When you start working on a task, try and finish it (within reason) before you put it away or do something else to keep yourself focused. On the same token, bigger tasks (like taking massive note sets, writing a paper etc can and should be done in chunks to give yourself a recharge break).
- **Think positive**
 - A positive attitude is a great motivator for success. Being in a good mood and telling yourself you can (even if you don't believe it) is a great help. Make notes for yourself to remind you you're awesome and you've got this.
- **Ranked To-Dos**
 - Make todo lists of your weekly and daily goals, rank them in order or importance for each.
 - When you make time to study, figure out ahead of time how you're going to spend that time. Reviewing notes? Flashcards? talking to prof? break it down into manageable chunks.
- **Diversify**
 - Try out a lot of different study spaces until you find one or two that work for you.
 - Diversify your tasks, so that when you feel unmotivated in reading you can work on your art project. Keep your tasks arranged in a way that keep you feeling fresh.
- **Prioritize**
 - Make priority lists, plan in advance when your fun times are going to be. Fun on saturday planned out? study now. Set alarms in your phone to remind yourself when it's time to prioritize something else.
 - If a student is overinvolved, have them sit and think about what they are most interested in.
 - Make specific times allotted to study in your schedule during the day. Think of it as a 9-5
- **Reward yourself**
 - When you meet your goal. Eat a snack, take a walk etc. Choose good rewards (a snack) and not ones that will get you off track (watching a movie).
- **Keep records**

- Make a note of things that work/don't work for you. Places, times, ways to study, etc. Also make notes of why you're feeling less than productive if that is what is happening etc. Keep a journal.
- **Communicate**
 - With your friends, family, and people you want to hang out with when you'll be studying. If you can, sync your study schedules to keep yourselves on track. All work at the same time and have a reward to hang out when you finish. Work during business hours whenever you can.
- **Control your Calendar**
 - Controlling your schedule and your distractions will help you to accomplish your goals. If you are in control of your calendar, you will be able to complete your assignments and stay on top of your coursework. The following are steps to getting control of your calendar:
 - On the same day each week, (perhaps Sunday nights or Saturday mornings) plan out your schedule for the week. Go through each class and write down what you'd like to get completed for each class that week.
 - Look at your calendar and determine how many hours you have to complete your work.
 - Determine whether your list can be completed in the amount of time that you have available. (You may want to put the amount of time expected to complete each assignment.) Make adjustments as needed. For example, if you find that it will take more hours to complete your work than you have available, you will likely need to triage your readings. Completing all of the readings is a luxury. You will need to make decisions about your readings based on what is covered in class. You should read and take notes on all of the assignments from the favored class source (the one that is used a lot in the class). This may be the textbook or a reading that directly addresses the topic for the day. You can likely skim supplemental readings.
 - Pencil into your calendar when you plan to get assignments completed
 - Before going to bed each night, make your plan for the next day. Waking up with a plan will make you more productive.
 - Schedule "ME" time so that it doesn't eat into study time
 - Beware of 'easy' weeks. This is the calm before the storm. Lighter work weeks are a great time to get ahead on work or to start long projects. Use the extra hours to get ahead on assignments or start big projects or papers. You should plan to work on every class every week even if you don't have anything due. In fact, it is preferable to do some work for each of your classes every day. Spending 30 minutes per class each day will add up to three hours per week, but spreading this time out over six days

is more effective than cramming it all in during one long three-hour session. If you have completed all of the work for a particular class, then use the 30 minutes to get ahead or start a longer project.

- Where does my time go? Tool:
 - <https://www.ferris.edu/academics/advising/Section5ExploratoryandGateway/time.htm>

Colonial Health Center Resources

<https://healthcenter.gwu.edu/>