New Graduate Student Orientation

Dr. Aimee Surprenant

Dean of the Graduate School

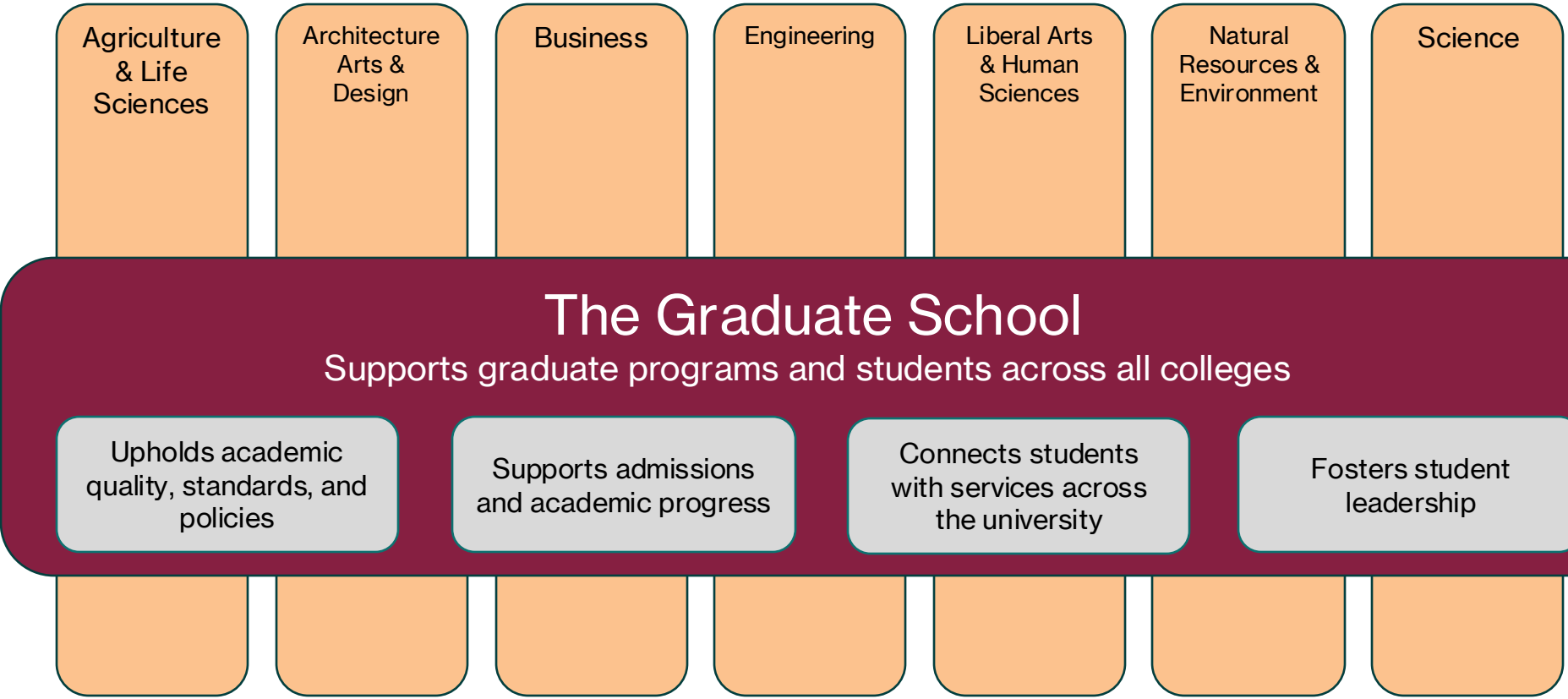
Graduate School Representatives

D.C. Area and Online Programs

dcgradschool@vt.edu

Academics and Administration	Dr. Barbara Hoopes, Associate Dean Ginny Wagg, Director, Administration
Hokie One Stop (Student Services)	Bryan Mitchell, Director, HOS Toi King, Student Services Associate
Graduate Admissions and Academic Progress Team	Corinne Julien, Asst Director, GAAP Torri Brown, GAAP Advisor

Primary Goal: Enriching Graduate Education



Graduate School Communication

D.C. Area Weekly Newsletter – in your Inbox every Monday!

- Events & activities
- Administrative announcements
- Funding opportunities
- Job opportunities

GobblerConnect – filter on “Washington DC area and/or online event”

dcgradschool@vt.edu
dchokieonestop@vt.edu

VIRGINIA TECH

Graduate Honor System

Requires that all graduate students exercise honesty and ethical behavior in their academic pursuits here at Virginia Tech

Upholds academic integrity

Ensures fairness and equality

Respects the intellectual efforts of oneself and others

Types of Academic Dishonesty

98% of reported cases involve cheating or plagiarism

Cheating

- Giving or receiving of unauthorized assistance or unfair advantage on any form of academic work

Plagiarism

- The use of someone else's words, ideas, opinions, graphs, etc. presented as your own without citation
- Deliberate, unintentional, self-plagiarism

Falsification

Academic Sabotage

Graduate Honor System Resources

- Professors and advisors in your department can advise on what kinds of collaboration are allowed
- University Libraries Writing Center can help with appropriate citation practices
- iThenticate – tool for identifying insufficient citations
- Graduate Honor System

VIRGINIA TECH

THE GRADUATE SCHOOL
Washington, D.C., Metro Area

Admissions and Academic Progress Advising

Located on the Second Floor of the Academic Building One

Services we provide:

- Student record changes
- Plan of Study final approval
- Official transcript processing
- Graduate School form advising (In-State Tuition, Change of Campus, Leave of Absence, etc.)
- Preliminary and final exam approvals
- Degree awarding
- Events and programming

Corinne Julien
GAAP Assistant Director

Torri K. Brown
GAAP Advisor

DROP-IN HOURS
no appointment necessary

Tuesdays
&
Thursdays
3:00 pm - 4:30 pm

MAKE AN APPOINTMENT

https://vt.campus.eab.com/

** For further questions, contact dcgradschool@vt.edu or call (703)538-8327*

GRADUATE SCHOOL
VIRGINIA TECH

Where do I go for assistance?

DEPARTMENT PROGRAM COORDINATOR OR ADVISOR

Program course selection and program track assistance

What classes do I need to take?

Plan of Study creation and updates

When is my final exam? Who is on my committee?

Final exam scheduling details

GRADUATE ADMISSIONS AND ACADEMIC PROGRESS ADVISORS (GAAP)

Help! I have a transcript hold!

Submitting transcripts

Student record changes: leave of absence, in-state tuition, campus change, start of semester defense exceptions (SSDE)

I may not defend my thesis in time!

Degree completion and commencement questions

CRANWELL INTERNATIONAL CENTER (FOR STUDENTS ON A VISA)

Questions related to immigration, visas, or I-20s

I'm on an F-1 visa, how can I do a summer internship?

Co-op
CPT and OPT

Program extensions, change of status, reduced course load

VIRGINIA TECH

HOKIE ONE STOP

SERVING STUDENTS IN THE GREATER D.C. METRO AREA & ONLINE

HOKIE ONE STOP

SUPPORT FOR STUDENTS IN THE D.C. AREA

dcarea.vt.edu/hokieonestop

dchokieonestop@vt.edu

- THE GRADUATE SCHOOL
- CAREER & PROFESSIONAL DEVELOPMENT
- HOUSING & TRANSPORTATION
- BILLING & STUDENT ACCOUNTS (BURSAR)
- CRANWELL INTERNATIONAL CENTER
- COOK COUNSELING CENTER
- STUDENT MEDICAL INSURANCE
- RECORDS & REGISTRATION (REGISTRAR)
- DEAN OF STUDENTS
- OFFICE OF VETERAN SERVICES
- HOKIE PASSPORT
- SCHOLARSHIP & FINANCIAL AID

HOKIE ONE STOP

SCAN ME!

Bursar, Registrar, & Financial Aid

- Tuition and fee deadlines
- Account balances
- Payments & refunds
- Student account holds
- Academic standing
- Transcript request

- Enrollment verifications
- FERPA and guest registration
- Student records
- FAFSA completion
- Loans and scholarships

VIRGINIA TECH

Family Educational Rights & Privacy Act (FERPA)

- **FERPA** gives you the right to access your academic record and requires your permission before the university can release it to anyone else.
- Students are required to present their Hokie Passport or have a FERPA passcode to discuss academic and financial records.
- Students can create a FERPA passcode in HokieSpa.

VIRGINIA TECH

Hokie Passport Services

The "Everything" Card!

- Proof of identification
- Building and event access
- Hokie Passport Account
- Visit the Hokie One Stop to get your ID

VIRGINIA TECH

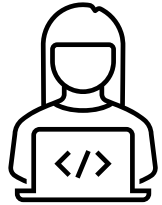
Office of Veteran Services (OVS)

- **Jana Moser Moore,** Director
- OVS works with the Bursar's Office, Registrar's Office, & U.S. Department of Veterans Services to process all veteran and military education benefits documentation (GI Bill, DEA CH 35, VR&E, etc.).

Email: veteran@vt.edu
Phone: 540-231-5815
Appointments: Schedule in Navigate

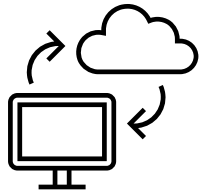
VIRGINIA TECH

IT Support



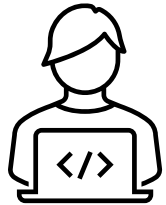
Provides support with:

- Email and account access
- Wireless network access
- Software support…and much more!



Visit 4help.vt.edu

- Login with your PID to access knowledge base articles, browse the service catalog, and contact support.
- You can email 4help@vt.edu to open an IT ticket.



VIRGINIA TECH

Additional Resources

The Writing Center – offers free writing support to all students. Virtual appointments are available.

Hokie Wellness – offers on-demand virtual workshops that educate and promote wellness.

Office of Equity & Accessibility – answers questions about the university's anti-discrimination and anti-harassment policies.

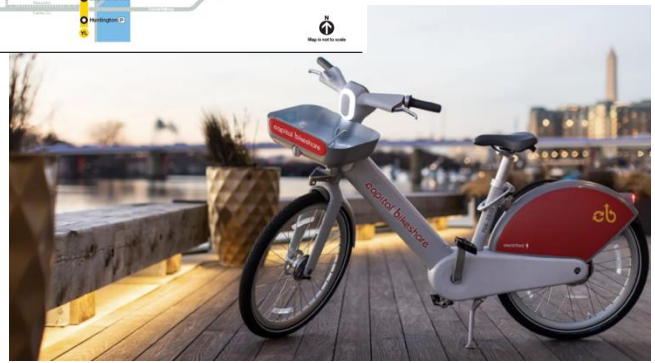
Safe at VT – information about how to report and prevent sexual violence and harassment.

VTOnline – additional resources specifically for online students.

VIRGINIA TECH

U-PASS & CAPITAL BIKESHARE

GETTING AROUND THE D.C. METRO AREA



U-Pass

U-Pass provides full-time, in-person Virginia Tech students unlimited access to Metrorail and Metrobus throughout the semester.

- Spring 2025 U-Pass Dates: January 16 – May 19

Capital Bikeshare

Capital Bikeshare's University Membership Program provides VT students with a $25 annual membership.

- Visit VT's Sustainable Transportation page for instructions on how to enroll.

HOKIE ONE STOP

Office Hours:

Monday & Wednesday
9 am – 6 pm

Tuesday, Thursday, & Friday
9 am – 5 pm

VIRGINIA TECH

VIRGINIA TECH™

Student Medical Insurance

Am I required to have health insurance?

The following populations must maintain health insurance that complies with VT's requirements:

- International students on F-1 and J-1 visas
- Vet Med students
- VTCSOM students

Virginia Tech recommends, but does not require, other students outside these categories to carry health insurance.

Healthcare and Health Insurance are complicated and expensive.

If you explore alternatives to Virginia Tech's plan, keep in mind:

- Any alternative plan must meet all of VT's requirements.
- A waiver must be submitted with details of the plan to demonstrate compliance.
- Understand what you are buying before making a payment.

More information on these requirements can be found at https://risk.vt.edu/smi.html

Important – If you are a mandatory student and you do not enroll in the Aetna plan or have an approved waiver by the deadline, you will automatically be enrolled in the Aetna Student Health Insurance and a charge will be sent to your student account.

DEADLINE: January 31st!

STUDENT HEALTH INSURANCE PROGRAM BASICS

MEDICAL COVERAGE

- Spring Plan: January 1st – July 31st
- Schiffert services covered at 100%
- Deductible $450
- Generic script copay $15 or less
- Chiropractic coverage
- Mental health coverage
- Maternity benefits
- Allergy testing & treatment coverage

VISION COVERAGE

- $15 copay then the plan pays 100% for eye exam
- Can be reimbursed up to $120 for eyeglasses or contacts
  - Requires claim form submission

DENTAL COVERAGE

- **OPTIONAL COVERAGE**, available to all students and dependents enrolled in the Medical Plan.
- Preventative services covered at 100%.
- $444.00 cost per participant

COST & ENROLLMENT

VT Aetna Student Plan Costs

- Spring premium: $2,191.50
- Optional Dental: $444.00 (paid directly to Aetna when enrolling)

What if I have an assistantship?

VT covers 88% (calculated annually) of the student premium for graduate students with qualifying assistantships.

Students are **NOT** automatically enrolled in the plan; you must sign up.

ASSISTANTSHIP REQUIREMENTS

- Must be at least a 10 hour per week assistantship.
- Student must enroll in the VT plan (you will need to mark that you will have an active assistantship on the enrollment form).

SPRING PREMIUMS FOR STUDENTS WITH ASSISTANTSHIPS

Graduate Student Health Insurance Premium are sent to your student account through the Bursar's Office
Spring: $531.36

How do I enroll?

Go to https://risk.vt.edu/smi.html

Click the "Click Here to Enroll" Link

Complete the Microsoft form on our website to enroll

OPEN ENROLLMENT ENDS January 31st !

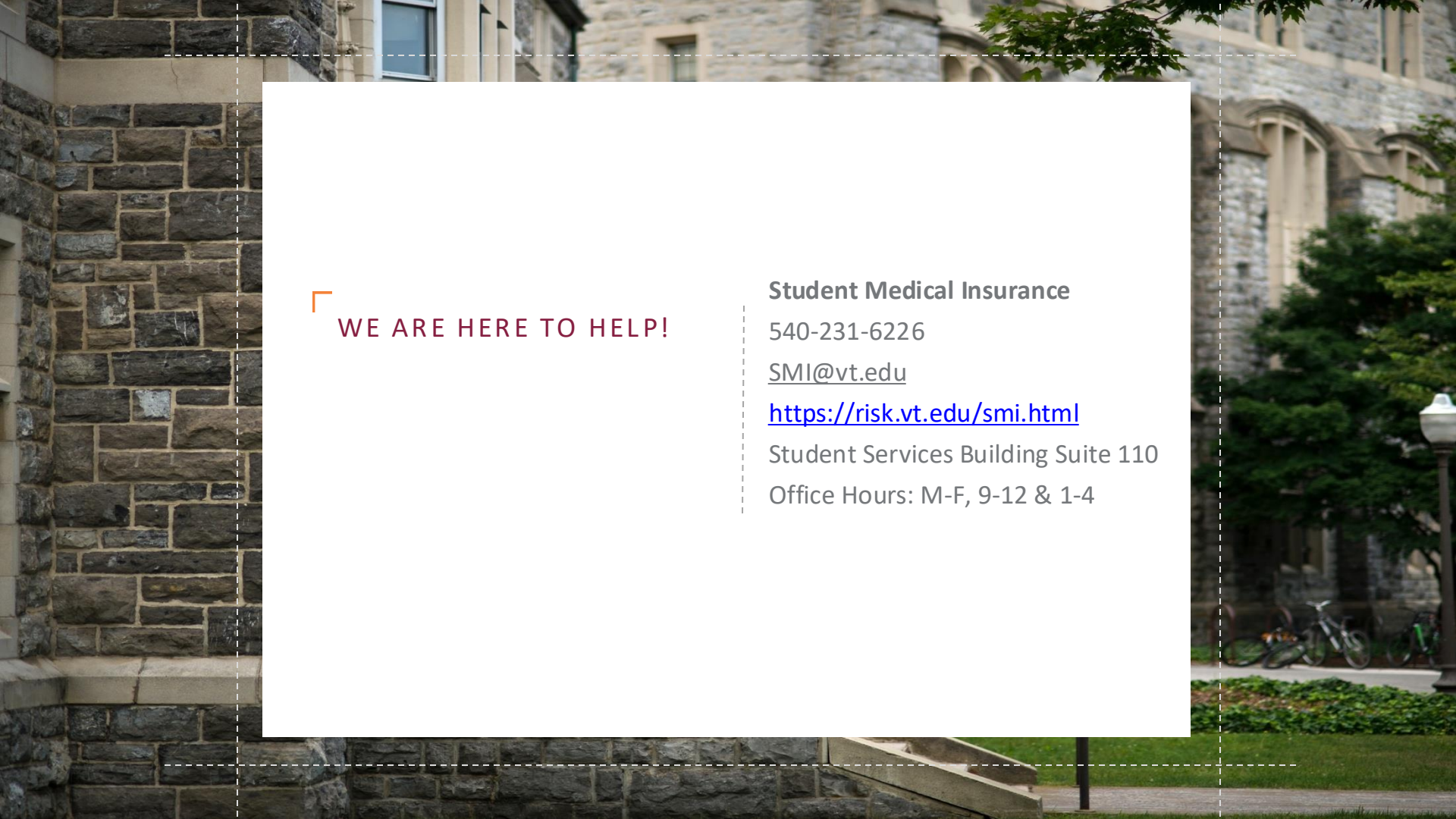
Can I add my Dependent?

- Students that are enrolled in the Aetna Health Insurance can add dependents.
- You will add dependents through Aetna's website – the link is provided on our website and the standard enrollment form.

Please note that dependents are not eligible to receive subsidies.

DEADLINE!

January 31st, 2025



WE ARE HERE TO HELP!

Student Medical Insurance

540-231-6226

SMI@vt.edu

https://risk.vt.edu/smi.html

Student Services Building Suite 110

Office Hours: M-F, 9-12 & 1-4

Cook Counseling Center

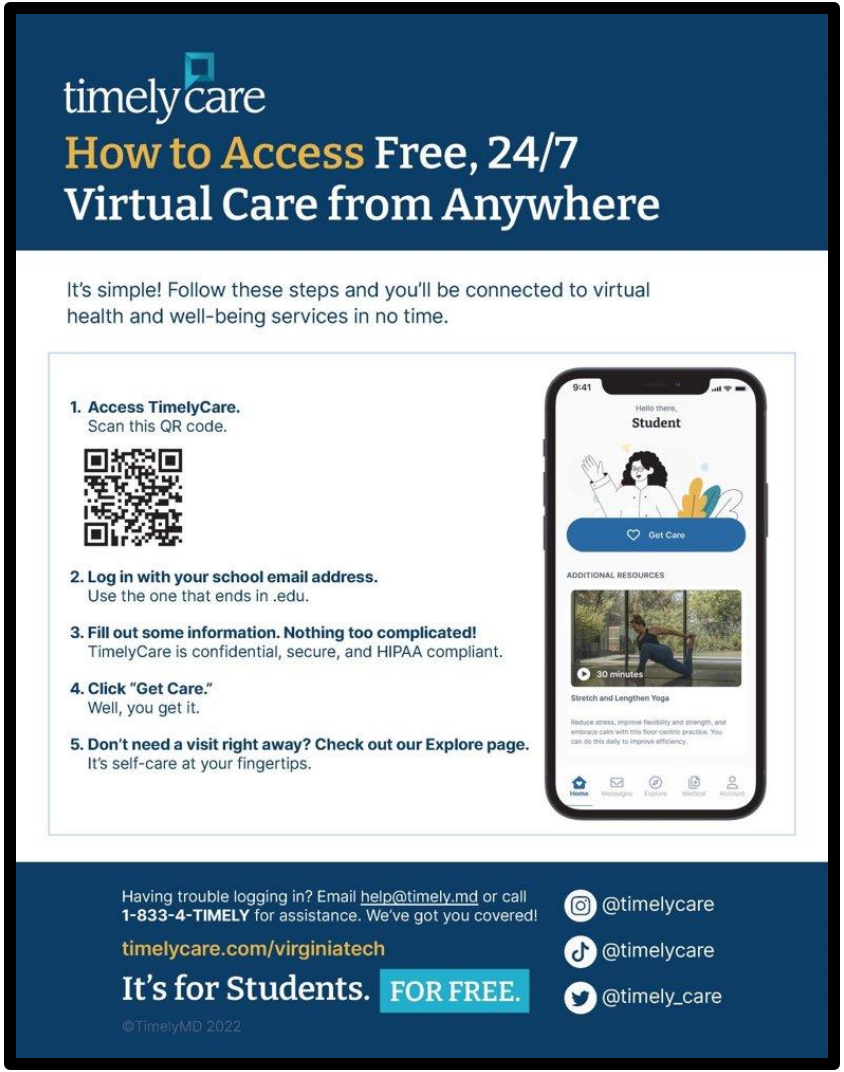
We are here for you whenever life or school gets overwhelming.

- **Julie Kaplan,** PhD, Embedded Counselor for the DC metro area
- To schedule an appointment, email jskaplan@vt.edu, or call 703-635-9957
- Available Monday through Friday, 8 a.m. to 5 p.m.
- Spring 2025 Drop-in hours:
- Tuesdays from 3:00 pm to 4:00 pm
- Check in at Hokie One Stop desk

STUDENT AFFAIRS
COOK COUNSELING CENTER
VIRGINIA TECH

TimelyCare

- 24/7 access to on-demand mental health support
- Unlimited access to health coaching
- 12 scheduled counseling sessions per academic year
- https://app.timelycare.com/auth/login



VIRGINIA TECH

Dean of Students Office

dos.vt.edu

dean.students@vt.edu

(540) 231-3787

- Absence Verification & Academic Relief
- Basic Needs & Emergency Funds
- Services for Students with Disabilities
- Student Conduct
- First-Generation Student Success
- Interfaith Initiatives

Services for Students with Disabilities (SSD)

- **SSD** strives to remove disability-related barriers to maximize access and opportunity for all students.
- Visit the SSD site (ssd.vt.edu) to complete the online request form for academic accommodations. Be sure to provide all necessary documentation.
- SSD will utilize the Accessible Information Management (AIM) portal to manage accommodations.

Email: ssd@vt.edu
Phone: 540-231-3788

VIRGINIA TECH

Career and Professional Development Overview

DR. SUZANNE SHELBURNE

ASSISTANT DIRECTOR

LIAISON TO THE GRADUATE SCHOOL AND CRANWELL

CAREER AND PROFESSIONAL DEVELOPMENT
VIRGINIA TECH

Career and Professional Development

- We serve students in every college, campus, and even intercollege programs
- We serve alumni **two years post-graduation**, for free!
- We are available all year long, except when the university is closed

Services and Resources

- **Career Advising**
  - **In-person, Zoom, and Phone**
- **Career.vt.edu**
  - Extensive resources and tools
- **Job Search Platforms**
- **Handshake**
  - Make appointments
  - Find workshops and events (virtual and on-campus)
  - Career Fair information

Specialized career advising:

- ✓ Job/Internship search
  - ✓ Academic job search
  - ✓ Industry job search
- ✓ Career exploration
- ✓ Career Fair preparation
- ✓ Resume/CV/Cover Letter writing and review
- ✓ LinkedIn + networking
- ✓ Interview preparation
- ✓ Practice interview
- ✓ Negotiating an offer

Three New Resources!

AI/ML Powered Platform

Career Insights with Steppingblocks

Explore career outcomes of Virginia Tech alumni for your career exploration.

Vault: career research and exploration tool

Detailed information on industries, companies, job roles, career paths.

VMock

24/7 platform for resume, interviewing, and elevator pitch feedback.

FOR STUDENTS: Advising, career topics, population resources, more.

career.vt.edu

ADDITIONAL RESOURCES FOR:

GRADUATE STUDENTS | ALUMNI | FACULTY & STAFF

PARENTS & FAMILIES

EMPLOYERS | EMPLOYER PARTNERS

Job and Internship Search

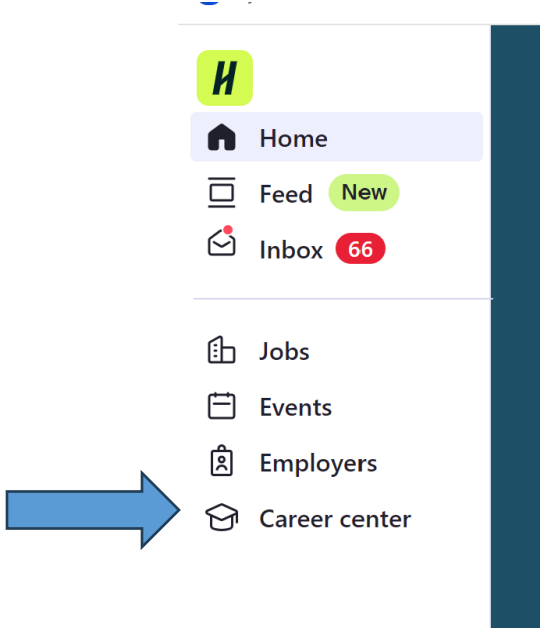
Handshake

Career Shift

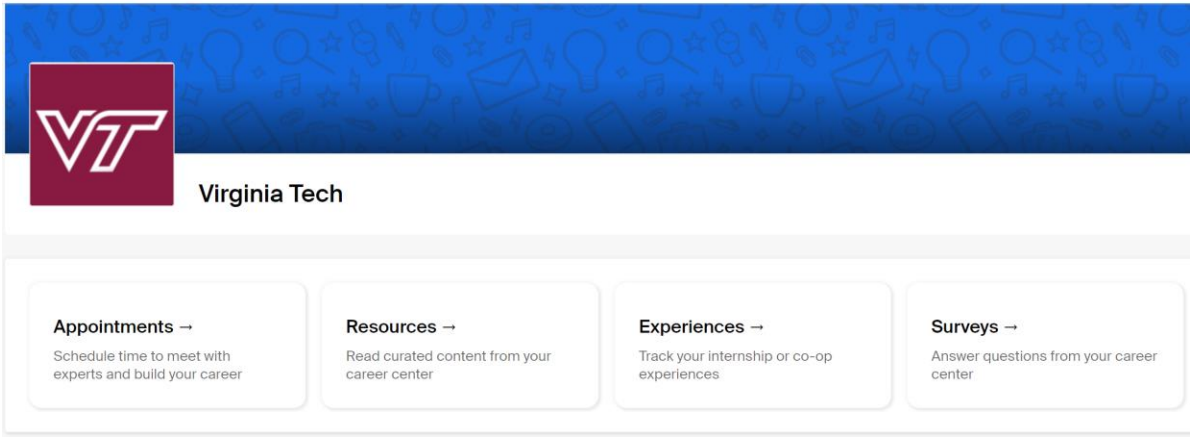
GoinGlobal

H1B/OPT database

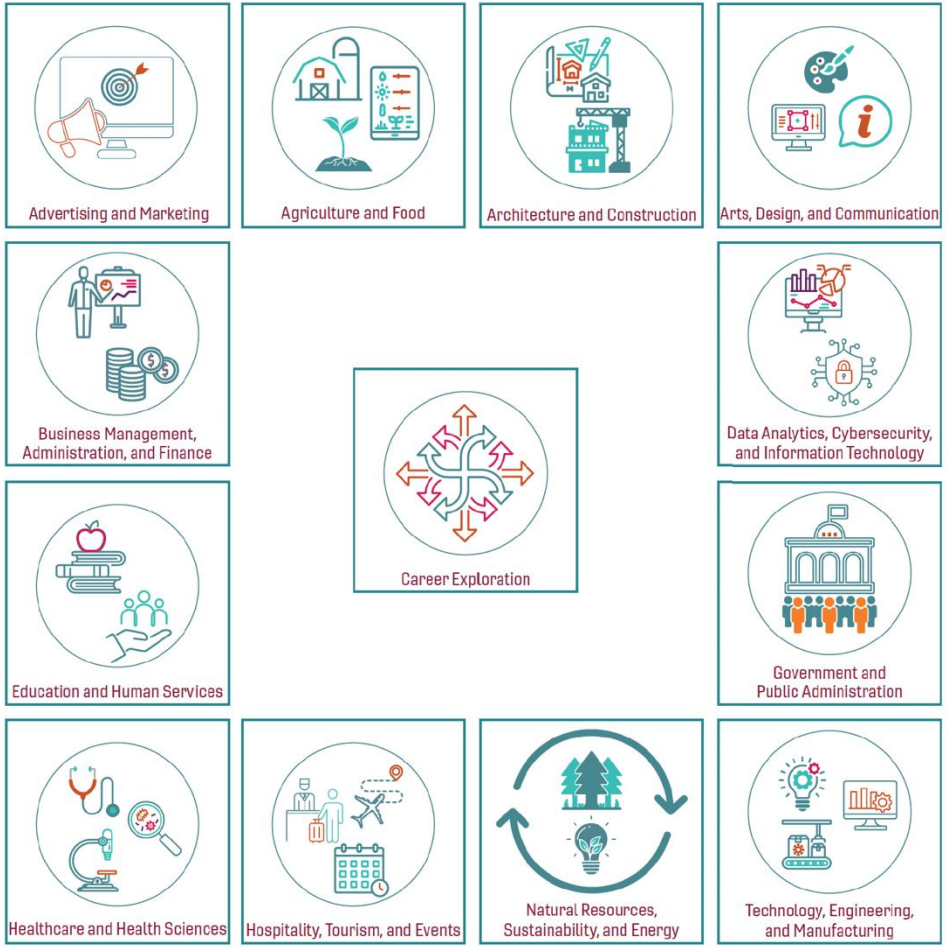
NAVIGATING HANDSHAKE



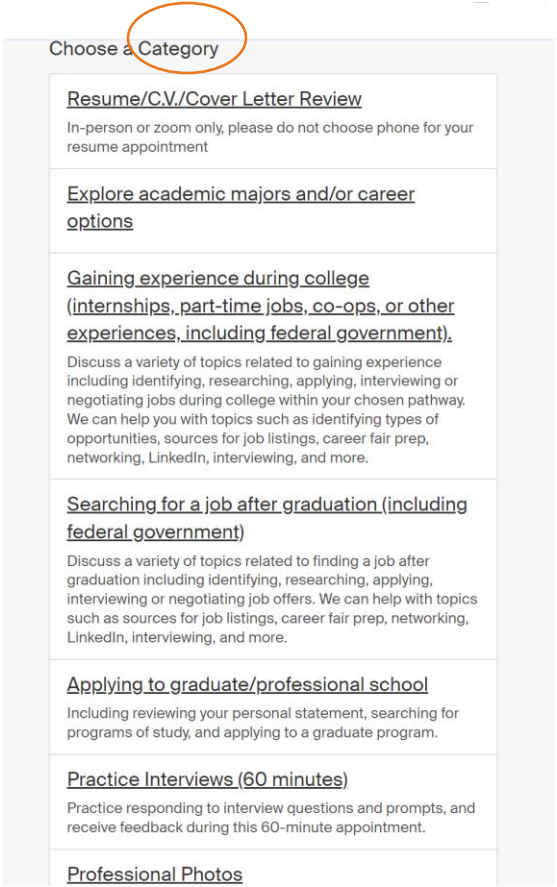
vt.joinhandshake.com

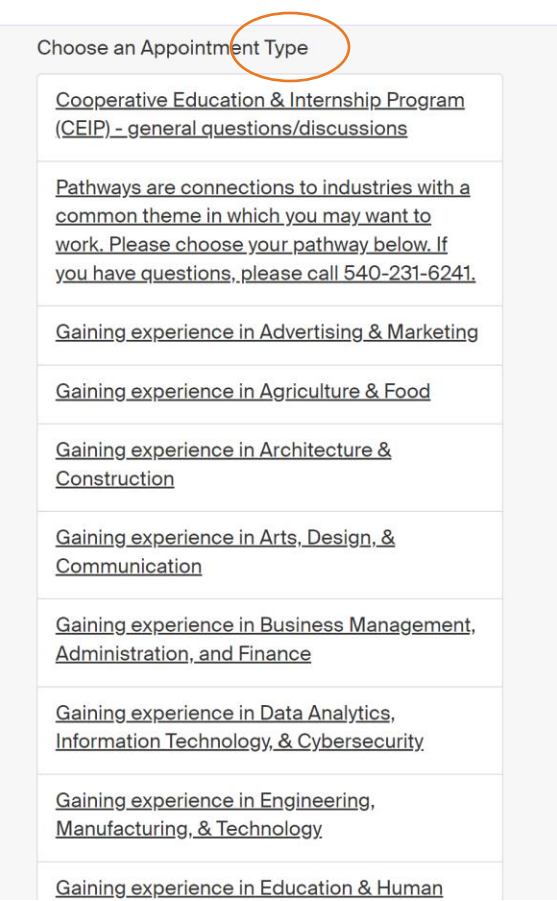


THE CAREER PATHWAYS



SCHEDULING AN APPOINTMENT





Connect with Us!

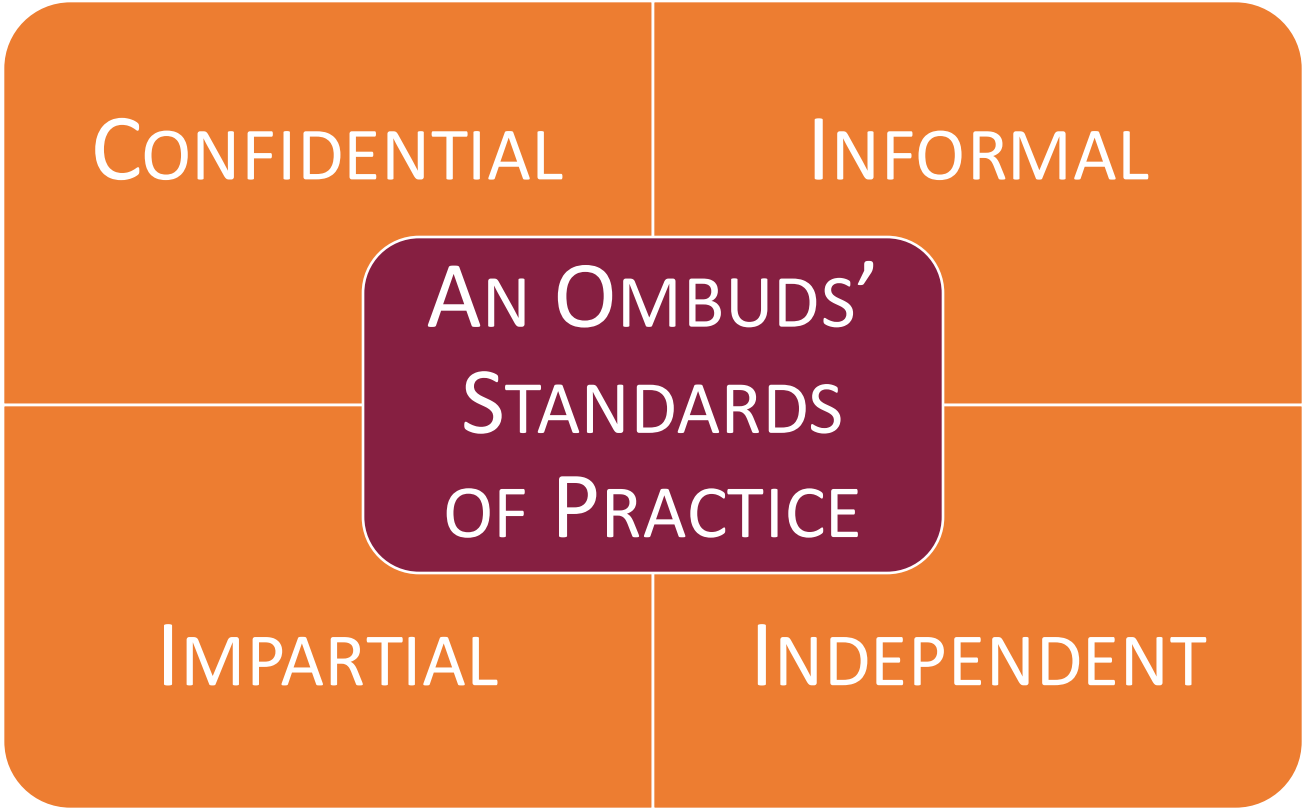
Meet with a Career Advisor:
Available during the academic year, in the summer, and over breaks.

Schedule at vt.joinhandshake.com
Call 540-231-6241

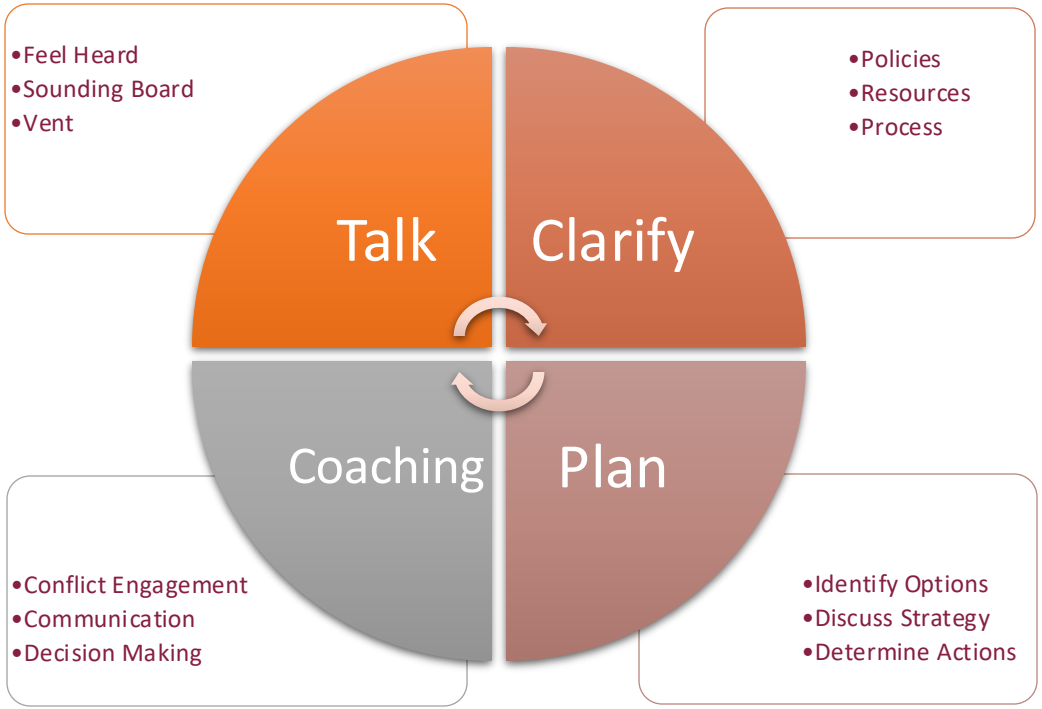
Dr. Suzanne Shelburne
sshelbur@vt.edu
Liaison to the Graduate School
Liaison to Cranwell International Center

The Role of the Ombuds

Presented by
Bryan Hanson, Ed.D.
Ombuds for the Graduate School


CONFIDENTIAL
INFORMAL
AN OMBUDS' STANDARDS OF PRACTICE
IMPARTIAL
INDEPENDENT

Why visit the Ombuds?



Contacting the Ombuds

GRADUATE SCHOOL
VIRGINIA TECH™

Call 540-231-9573 or email Bryanh76@vt.edu

You will also find me in Room 114 in the Graduate Life Center in Blacksburg.

For more information visit:
http://graduate.ombudsman.vt.edu

VT Graduate School Ombudsperson

EQUITY & ACCESSIBILITY
VIRGINIA TECH

The Office for Equity and Accessibility

Gennelle Chatman, Equity Manager

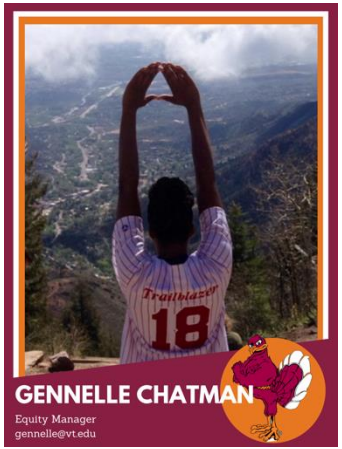
EQUITY & ACCESSIBILITY

VIRGINIA TECH®

Equity Managed

EQUITY & ACCESSIBILITY
VIRGINIA TECH

Meet the OEA Team



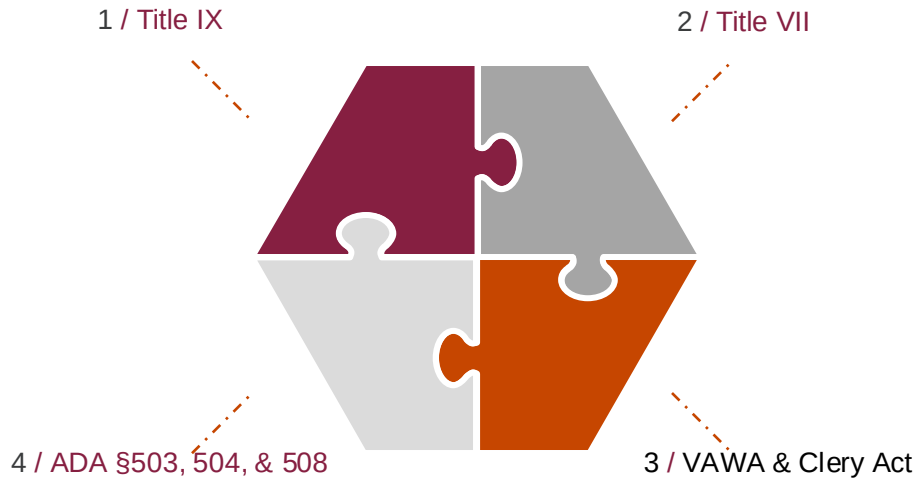
Gennelle Chatman, Esq.
Equity Manager

When a student or employee in the D.C. area reports discrimination or harassment, the equity manager serves as a liaison to connect students or employees to the appropriate team or office on the Blacksburg campus.

Rules, Writs, and Regulations

Federal law controls

- Major updates to the Americans with Disabilities Act directly affecting Virginia Tech
- 2024 Title IX regulations have been struck down, and the 2021 rule will continue in effect



VT Policy

(often mirrors or comes close to federal and state regulations)

Policy 1025

Policy on harassment, discrimination, and sexual assault

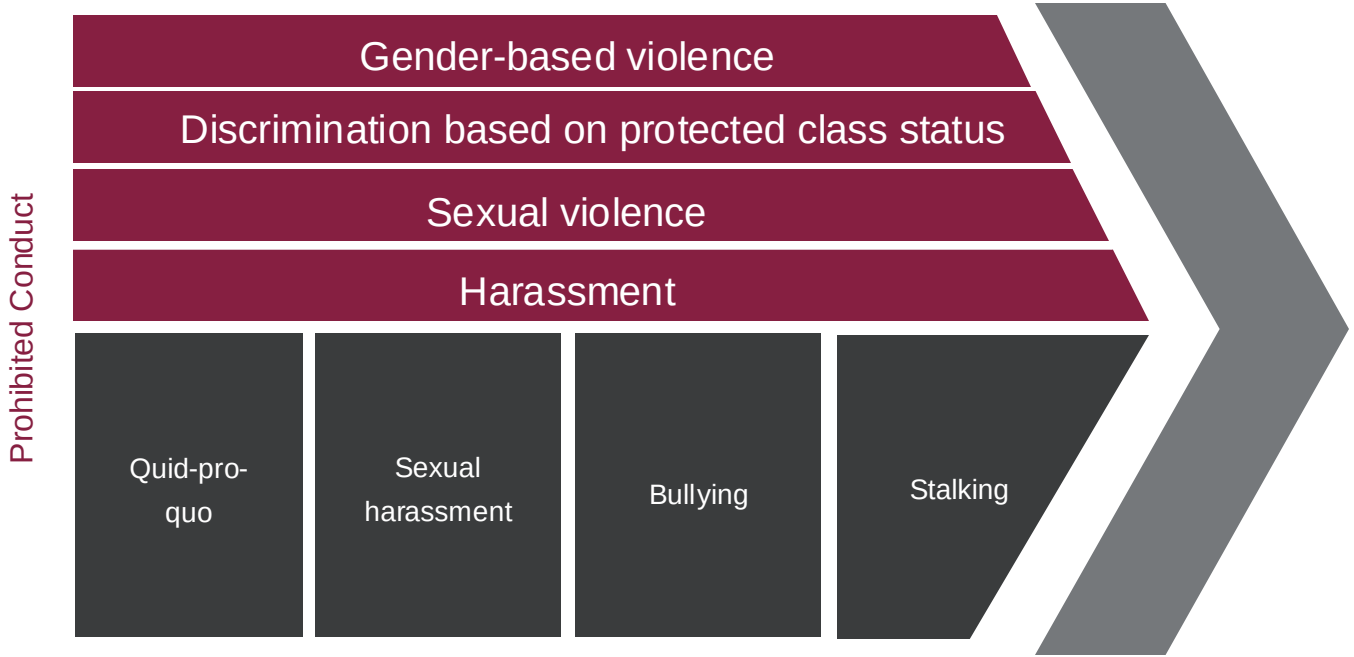
Policy 1026

Policy on Title IX sexual harassment and Responsible Employee reporting

Policy 4075

University accommodations of persons with disabilities

Prohibited conduct under VT policy

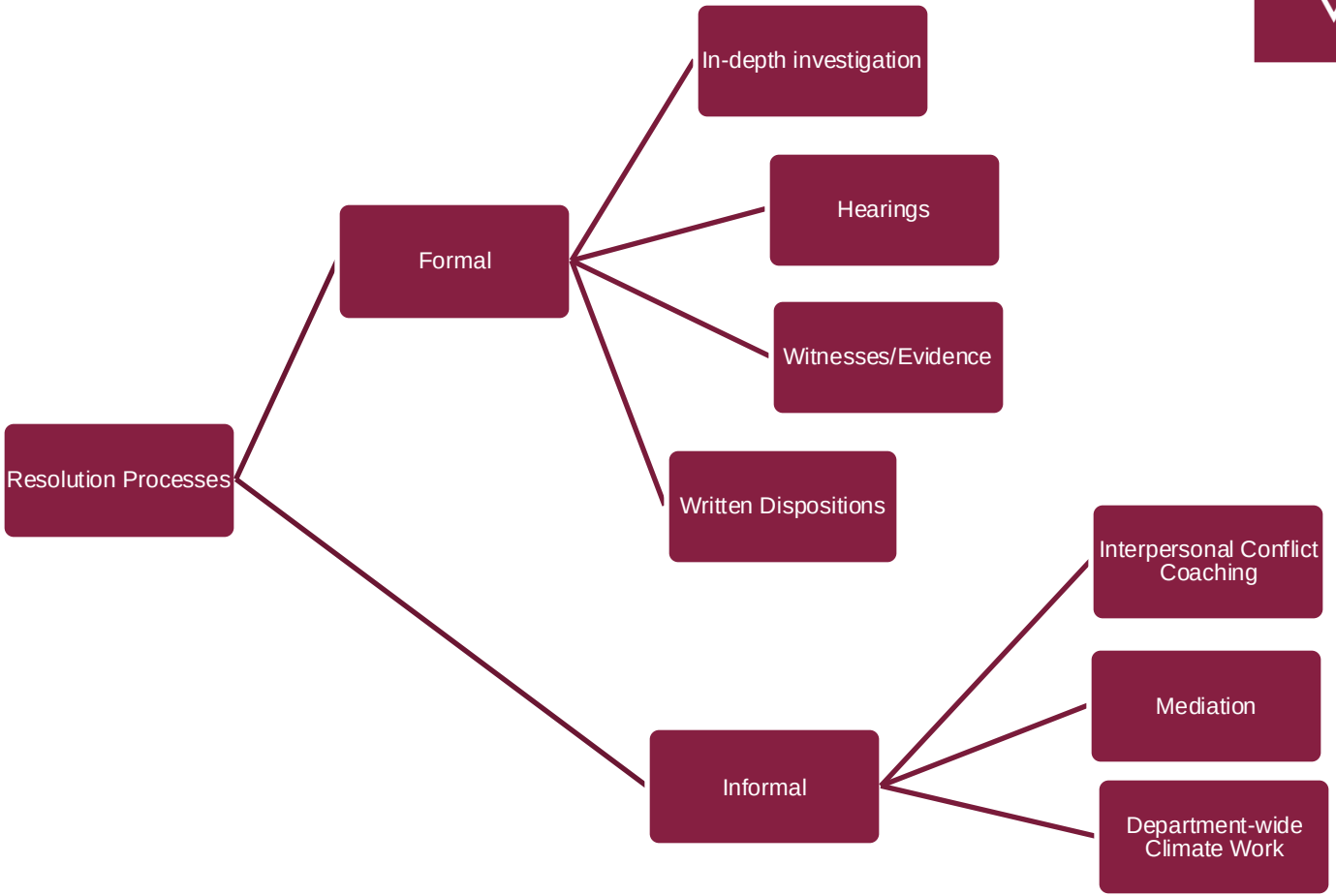


Protected classes include:

- Color
- Religion or creed
- National origin or ancestry
- Sex
- Age
- Physical or mental impairment
- Race
- Military status
- Genetic information
- Citizenship
- Gender expression or identity

Who is protected under VT policy?

- Students
- Faculty
- Staff
- Applicants
- Vendors
- Visitors

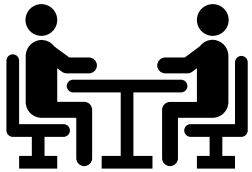

Resolution Processes
Formal
In-depth investigation
Hearings
Witnesses/Evidence
Written Dispositions
Informal
Interpersonal Conflict Coaching
Mediation
Department-wide Climate Work

Available by appointment in-person or virtually

send me an email gennelle@vt.edu
or call me 703-538-3753

oea.vt.edu

Visit our department website for campus notices, reporting information, ADA/SSD assistance



In the Hokie OneStop space

I will be in the OneStop space for walk-in assistance 9 AM to 3 PM daily

Introduction to Library Resources

JANUARY 18, 2025

UNIVERSITY LIBRARIES
VIRGINIA TECH

Hours - Contact us – Get help

https://lib.vt.edu/about-us/hours.html

University Libraries at Innovation Campus
3625 Potomac Ave, 5th Floor
Alexandria, VA 22305

https://dcarea.vt.edu/library

Debbie Cash
703-538-8341
dcash@vt.edu

Library Team at Innovation Campus
703-538-8340
nvclibrary@vt.edu

University Libraries: http://www.lib.vt.edu

Subject Specialists: https://lib.vt.edu/find-borrow/subject-specialists.html

Ask a Librarian: https://lib.vt.edu/find-borrow/ask.html

FAQ: https://ask.lib.vt.edu/search/?q=

UNIVERSITY LIBRARIES VIRGINIA TECH

Quicklinks

- Off Campus Access https://guides.lib.vt.edu/gettingstarted/offcampus

Getting Started with Academic Research: Accessing Library Resources from Off Campus

- ILLiad – Inter Library Loan request form https://guides.lib.vt.edu/ill

Use to request articles not available in our online resources. Also used to request physical items for those outside the NRV. See next slide for more information.

- My Library Account https://lib.vt.edu/find-borrow/my-library-account.html

These are the items from Virginia Tech that are checked out to you. As an off-campus student, always use ILLiad for all of your requests. You may have books checked out to you here as well as on your ILLiad account.

Interlibrary Loan (ILLiad)

See the interlibrary loan guide for additional details about the service
https://guides.lib.vt.edu/ill

ILLiad is an online form for **requesting items not available full text in library resources.** This includes books and articles available in our physical collections as well as **interlibrary loan** materials from other lending libraries.

Extended users (those outside of Montgomery, Pulaski, and Giles counties) should register to receive books via UPS and then return them using the U.S. Postal Service pre-paid postage label included with the item.

Most article and book chapter requests will be completed with a PDF in your ILLiad account under “View PDF Articles”.

Update your address in “Change Account Information” as needed. Packages go to the address on file in this system at the time of the request.

Off-campus students, you should always use ILLiad for all of your requests.

Research Guides including
database and resource recommendations

Research Guides https://guides.lib.vt.edu/?b=s

Resources are organized by academic areas. The page includes subject librarian contact information along with suggested online database resources and links for getting started in your research. The Databases track the many publications, data sets, statistics, and multimedia you may use for your research or assignments. We currently have 800+ databases, so we use Subject Guides https://guides.lib.vt.edu/subject-guides for current resources and recommendations.

Advanced Search – Discovery Search

Advanced Search - Discovery Search https://guides.lib.vt.edu/discoverysearch/accessing

This tool allows searching over most library resources in most formats – including books (physical and ebooks), articles, video recordings, streaming videos, conference proceedings, and more!

If there are a lot of results, you can use the "Tweak your results" section and choose "Available online" under Availability or "Articles" under Format for example.

Vague or short searches will give too many results.

Well developed searches using **Subject** and phrases within quotes will result in fewer results.

Example: Searching ***"supply chain"*** the phrase using the quotation marks gives results containing the two-word phrase and fewer results than ***supply chain*** when the two words are simply in the document but not necessarily together.

- Links located below the main search box
- Click on **Database** then choose based on suggestions in the Research Guides, name, broad subject area, or vendor.
- Click on **Journals** to search by title. Choose the second search box: *Search the Journal Title Database*

Spotlight

- GlobalData Explorer https://guides.lib.vt.edu/globaldata_explorer
  Information on thousands of companies
- Statista https://www-statista-com.ezproxy.lib.vt.edu/

  A leading provider of market and consumer data.
- The New York Times

Information for NYT access and mobile app, see:
https://guides.lib.vt.edu/new_york_times

O'Reilly Safari Learning Platform

Online books, audiobooks, courses, videos, and learning paths

Start here to register: https://guides.lib.vt.edu/safari-books-online

Virginia Tech in not included in the list for **Select your Institution** Instead choose **Institution not listed?** Use your vt.edu email to register (*do not* start a trial subscription). You will receive an email to complete the registration. For more information on registering see https://bit.ly/register-oreilly

Download the App to download titles to your phone or tablet.

Use this link to connect once you have your account and password:

https://learning.oreilly.com

Google Scholar

https://scholar.google.com/

Directions on how to Configure Google Scholar are on the Off Campus Access page.

On the Google Scholar page, click on the three bars in the upper left of the page to personalize options.

Choose “Settings” or Gear icon

Choose “Library Links”

Search *Virginia Tech* and be sure that all selections are chosen:

University Libraries | Virginia Tech – ProQuest Fulltext

Open WorldCat - Library Search

Virginia Tech - Get VText2

Click on “Save”

Useful for Saving citations (star), Citing (“), Cited by, and Importing into citation manager

Can also “Create alert” to receive notification of future publications

- LibKey Nomad https://guides.lib.vt.edu/libkey

Browser extension for Chrome or Firefox that assists in accessing library resources. Choose Virginia Tech Libraries.

- Alerting services

https://guides.lib.vt.edu/alerts/databases

Consider creating Table of Contents alerts and/or saved search alerts using the databases, publishers, or Google Scholar.

More Resources

- Data Services https://lib.vt.edu/research-teaching/data-services.html

Including Data Management and Curation; Data Consulting; and Data Visualization and Information Design

- LinkedIn Learning http://linkedinlearning.vt.edu/

One stop shop for online tutorials and training in a variety of software suites and programs. Login with PID.

- Streaming videos https://guides.lib.vt.edu/find/databases/streaming-videos

Access to over 100,000 videos including documentaries, instructional, foreign, classics, and historical.

- Citation Managers https://guides.lib.vt.edu/citationmanagers

While you are completing your research and literature reviews you can build your own library database of citations and PDFs for sources to reference in your papers and projects.

EndNote (free for students & employees), Mendeley (free), and Zotero (free)

- Citation and style manuals https://guides.lib.vt.edu/find/citation-style-manuals/index

Give proper credit and cite the works and ideas of others.

Other resources

- Gartner: https://onecampus.vt.edu/ Search for Gartner and click on Gartner Campus Access

- Software information: https://software.vt.edu/ Download available software https://network.software.vt.edu

Thank you!

Questions?

Please let us know how we can assist you.

All links were working as of 1/16/2025.

For the most up to date information, see https://lib.vt.edu/

Welcome New Students!

DC GSA Orientation

D.C. Graduate Student Assembly (GSA)

- **Who we are :**

  The official representation and governing body of Virginia Tech graduate students in the D.C. metro area and online.

- **Current Cohort:**

  President, Vice President, Social Chair, Financial Chair, Communication Chair, Campus Representatives – Potomac Yard, Alexandria, Arlington, and Online

- **What we do :**

  Serve as liaison between students and the university administration.

  Organize social, academic & professional events.

  Sponsor student clubs – start your own if you're interested!

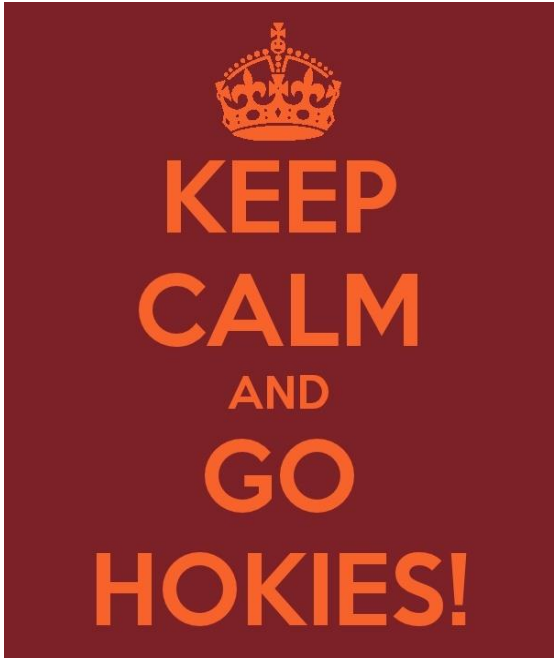
  Work with the Graduate School to address your needs/requirements.

  More About Us at https://dcmetro.gsa.vt.edu/

  GSA Leadership Elections every December – new officers just elected!

Welcome to Virginia Tech!

Thank you for coming!



VIRGINIA TECH