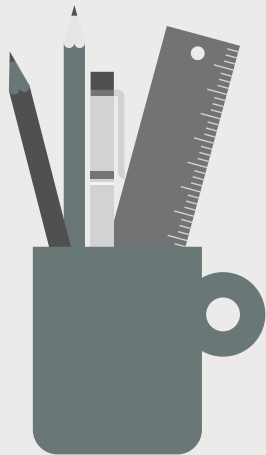




College of Professional Studies

SPRING 2023 ORIENTATION

WHAT TO EXPECT



1. Welcome & Introductions
2. Villanova & CPS Overview
3. Degree Programs & Requirements
4. Academic Advising
5. Policies & Procedures
6. Financing Your Education
7. Technology Overview
8. Campus Resources & Opportunities
9. New Student Action Items
10. Q&A

Susan Leighton, MBA
Assistant Dean, Academic Programs



Olivia D’Aiutolo Mendenall, M.Ed.
Academic Advisor, *last names A–Mc*



Maryjo Sireci
Assistant Director, Student Support Services



Kirstin DeFusco Houtz, M.S.
Associate Director, Advising



Robyn Dooley
Academic Advisor, *last names Me–Z*



THE ACADEMIC PROGRAMS TEAM

VILLANOVA UNIVERSITY
EST. 1842

Founded by the Order of St. Augustine

Veritas, Unitas, Caritas

Rooted in the liberal arts

Six colleges

College of Liberal Arts & Sciences, 1842

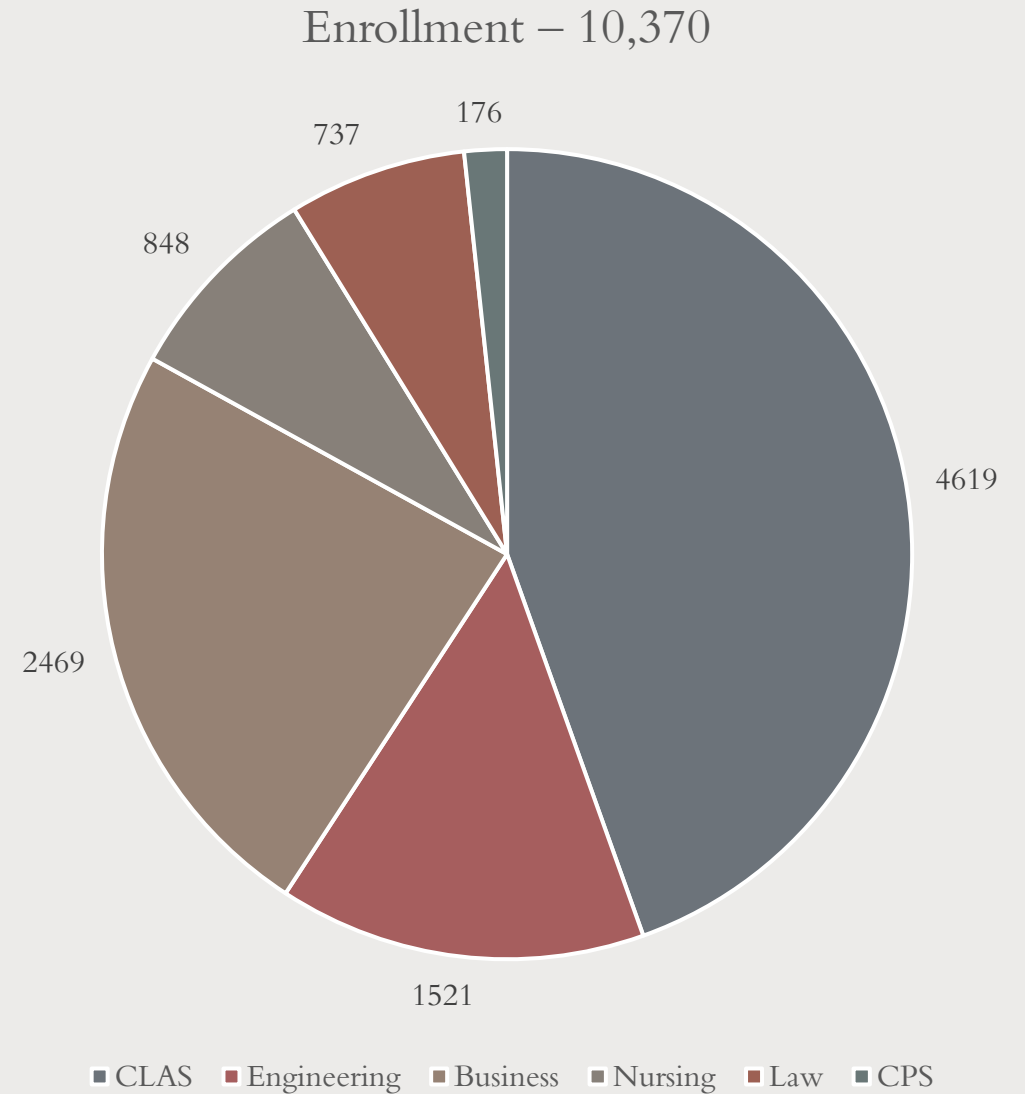
College of Engineering, 1905

Villanova School of Business, 1922

M. Louise Fitzpatrick College of Nursing, 1953

Charles Widger School of Law, 1953

College of Professional Studies, 2014



10:1

Student-to-Faculty Ratio

42%

Classes With Fewer Than 20
Students

#51

Ranking by U.S. News &
World Report

135,000

Alumni Worldwide

2050

Year Planned to Achieve
Climate Net Neutrality

~313

Student Organizations

250,000

Annual Hours of
Community Service

24

Varsity Sports

150+

Fulbright/Rhodes/National
Scholarships Since 2017

THE NUMBERS

CPS AT A GLANCE

10 Majors

- Computer Science, BS*
- English, BA*
- Entrepreneurship, BIS
- General Studies, BIS
- History, BA*
- Human Resource Management, BIS
- Information Systems & Technology, BIS
- Leadership, BA & BIS
- Organizational Development & Management, BIS
- Public Service & Administration, BA & BIS*

3 Combined Bachelor/Master's Programs

- BIS/MS in Human Resource Development
- BA/MPA or BIS/MPA in Public Administration
- BIS/MS in Software Engineering

2 Associate Degrees

- Associate of Arts
- Associate of Science

5 Minors

- Entrepreneurship
- Human Resource Management
- Information Systems & Technology
- Leadership
- Organizational Development & Management

4 Credit-Bearing Certificates

- Accountancy
- Information Systems & Technology
- Leadership
- Pre-Health Professions

16 Professional (Non-Credit) Certificates

DEGREE PROGRAM



Primary field of study
Specialized courses designed to
prepare you for a career in this field
25% or more of total credit hours
required for your degree

Major Requirements

The degree you are working toward
Usually, 120-122 credit hours for a Bachelor's
~60 hours for an Associate's

Core Requirements

Learning through different
modes of inquiry
Foundation for intelligent
discourse & articulation of
informed views
Meet learning goals and
mission of Villanova

Any courses/credits that do not fit into Core
or Major requirements, up to the number of
credits needed to complete your degree
Credits vary depending on major

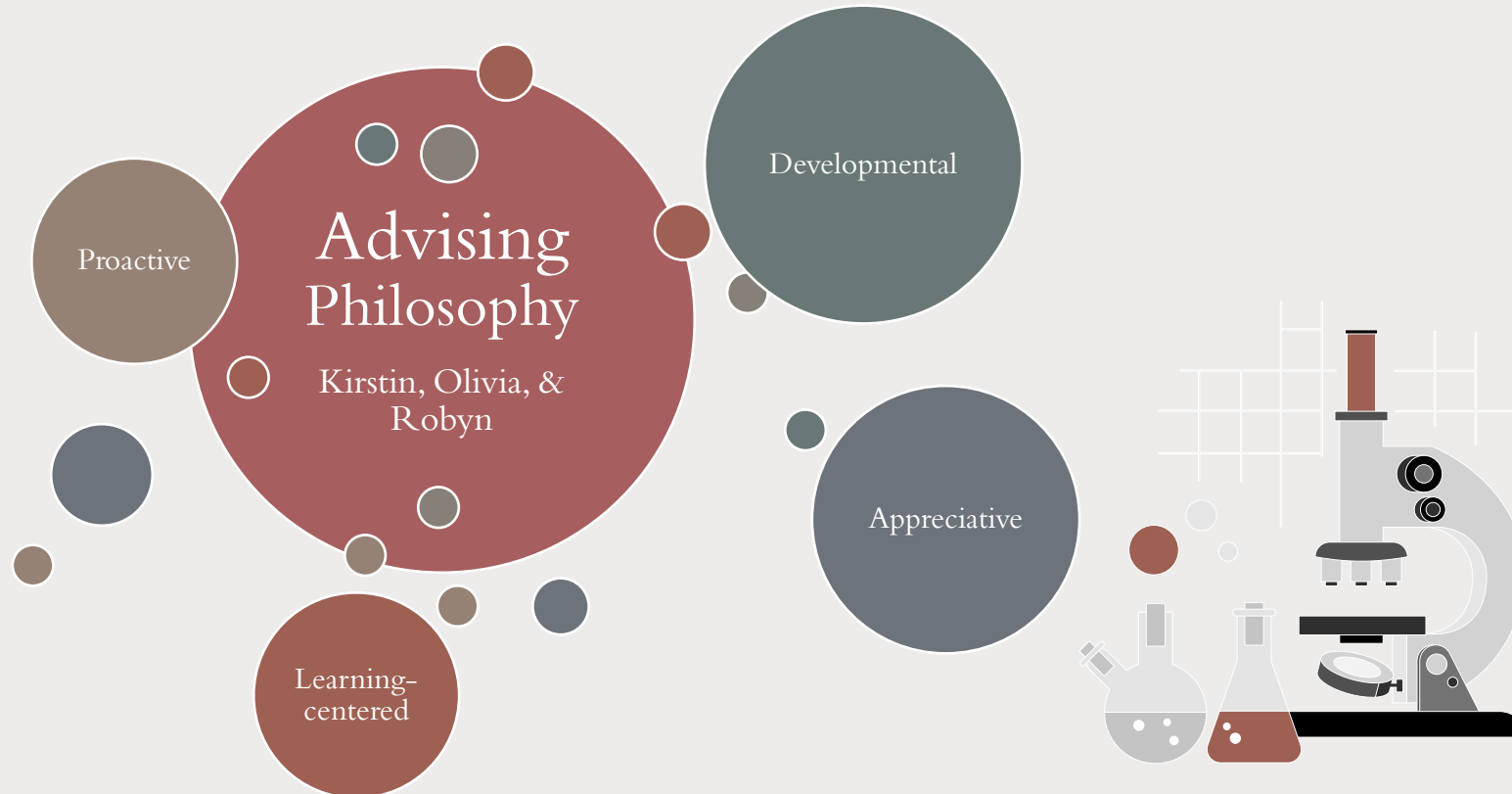
Free Electives

Minor

Add expertise in another discipline
15% or more of total credit hours required
for your degree
Cannot major & minor in the same field
The minor should fit into your graduation
plan

ACADEMIC ADVISING

“Academic advising, based in the teaching and learning mission of higher education, is *a series of intentional interactions* with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising *synthesizes and contextualizes students’ educational experiences* within the frameworks of their aspirations, abilities and lives to *extend learning beyond campus boundaries and timeframes.*”



COMMUNICATING WITH YOUR ADVISOR



Email

Check your Villanova email every single day. Set it up on your phone & turn on notifications.



Work Phone

Your advisor has a phone in their office, but if they are not at their desk or are not in the office, they may not get your message right away.



Cell Phone

You can text your advisor's cell number. It is a secure work number meant for quick & easy communication.



Office

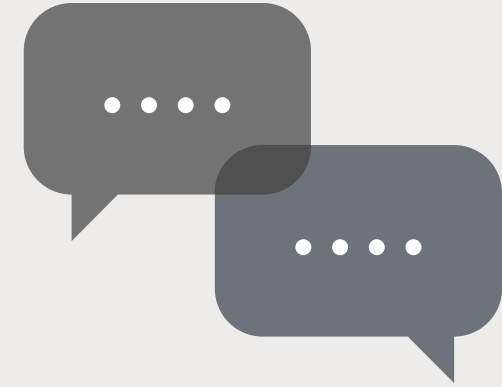
Advisors' offices are in Vasey Hall, through the CPS student lounge (room 102). Stop in & say hi!



Microsoft
Teams

Login to Teams using your Villanova credentials & use to message, call, video chat, & share files with your advisor.

ROLES, RESPONSIBILITIES, EXPECTATIONS



YOUR ADVISOR WILL:

- Provide accurate information
- Empower you to take ownership of your education
- Explain the logic of the curriculum and serve as a learning partner
- Leverage campus partnerships
- Ensure that all advising is student-centered

YOU WILL:

- Be an active participant in your educational experience
- Communicate openly and consistently with your advisor
- Use recommended resources provided by your advisors, professors, and support staff
- Be open to and receive feedback constructively

POLICIES & PROCEDURES

CPS Policies & Forms

- Electronic forms
- Scholarship information

Undergraduate Catalog

- See CPS section of catalog for specific policies

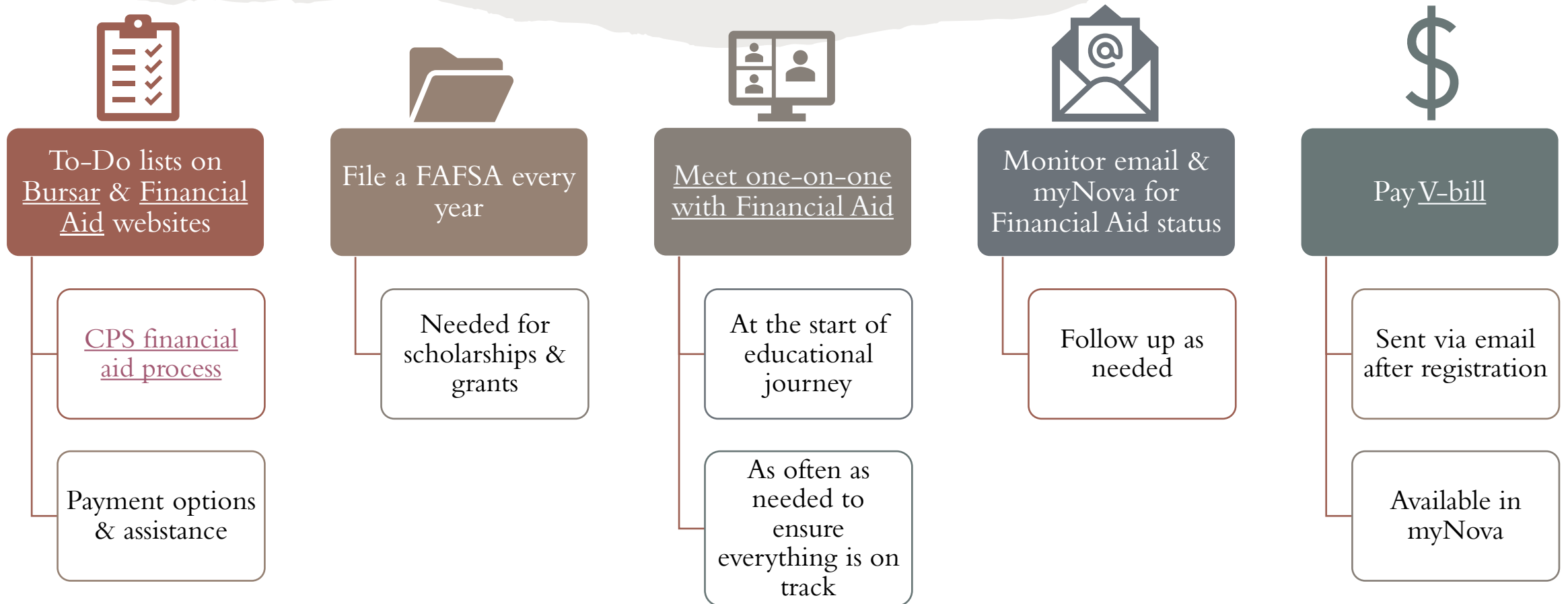
Student Handbook

- Code of Conduct
- Index of University policies

Academic Calendar / CPS Calendar

- Important dates and deadlines
- Add/Drop/WX dates for FastForward Courses

FINANCING YOUR DEGREE



What would you like to do? e.g. Check my wildcard balance

- Home
- My Favorites
- Categories

Announcements

Campus Currents

View today's Campus Currents for Faculty and Staff.

Wildcat Newswire







View today's Wildcat Newswire for Students.

MyNova Has Been Updated

UNIT implemented a MyNova software upgrade to improve site functionality and enhance user experience. Viewing, the vendor recommends upgrading your browser to recent versions.

[View more](#)

My Favorites

- | | | |
|--|---|---|
|  <p>Master Schedule</p> <p><i>i</i> </p> |  <p>Wildcat Newswire</p> <p><i>i</i> </p> |  <p>My Schedule and Registration</p> <p><i>i</i> </p> |
|  <p>Academic Integrity Pledge Form
Step 2/2</p> <p><i>i</i> </p> |  <p>Application to Add/Remove a CLAS Minor or Concentration
CLAS Students Only</p> <p><i>i</i> </p> |  <p>V Bill - Students</p> <p><i>i</i> </p> |
|  <p>Falvey Library Site</p> |  <p>View the Academic Integrity Tutorial
Freshman -- Step 1/2</p> |  <p>Student Handbook</p> |

INFORMATION AT YOUR FINGERTIPS

My Organizations

CPS Information Hub

▼ CPS_Information_Hub

Getting Started

Meet the Team

Introduction to Online
Learning

New Student Checklist

Resources to Bookmark

Anatomy of a Degree

Advisement & Registration

Graduate School
Information

Academic Glossary

Career Resources

▶ Pre-Health Certificate

▶ RiSE Students

Course Survey
(Anonymous)

Getting Started

Getting Started



Welcome to the Villanova and specifically, CPS community! The Advising Team is here to support you whether you are here for one semester or earning your bachelor's degree.

In the modules, you will be introduced to the University, the College of Arts and Sciences, and the College of Business. As you progress through your coursework, you will be able to view and discuss your work. There will also be goal setting and reflection exercises for you to complete. You will have more productive sessions!

You will see some discussion boards and quizzes throughout the hub to test your knowledge. You will be able to see your answers, take as many times as you need.

Please know that The Advising Team is here to support you in the pursuit of your degree whenever you need anything. You can book an [appointment](#) anytime.

Welcome Message from Dean Palus



TECHNOLOGY – APPS & SUPPORT

- [UNIT](#) online tech support
 - Or call 610-519-7777
 - Tech Zone: Main floor of Falvey Library
 - [Service & Support Portal](#)
- Microsoft Office 365
 - [Download here](#)
- Villanova student email account
 - Most secure method of communication
 - Add to your phone's mail app
 - Turn push notifications on
- [Set up Duo Two-Factor Authentication](#)
- [GlobalProtect VPN](#)
- Phone apps to download
 - [Blackboard](#)
 - [DUO Two-Factor Authentication](#)
 - [Microsoft Teams](#)
 - [Nova Now](#)
 - [Zoom](#)

PUBLIC SAFETY

Pull out your phone:

- Add these numbers to your contacts
- Download the [Nova Safe](#) app

Sign up for [Nova Alert](#)

- Text, phone, & email alerts of campus happenings
- Snow day alerts (no class!)
- Add parents, partners, etc.

Other services:

Security escorts, campus patrols, anonymous crime reporting, vehicle jump-starts, lost & found



Emergencies

- On-campus: x9-4444
- Off-campus: 610-519-4444

Non-emergencies

- 610-519-6979 (option #1)

ACADEMIC SUCCESS

Falvey Library

- [Resources for Distance Learners](#)
- Access to subject guides, scholarly journals, & databases
- Study & collaboration space

Office of Disability Services

- Accommodations for students with physical, neurological, or sensory disabilities; chronic health conditions; or a temporary injury

Professors

- Virtual (or in-person) office hours
- Research opportunities
- Mentorship
- Letters of recommendation



Learning
Commons

Center for Access,
Success &
Achievement (CASA)

Holistic support to
underrepresented, first generation,
and Pell Eligible students

Center for Speaking &
Presentation

Class presentations &
participation skills

Interview preparation

Learning Support
Services

Accommodations for students
with learning disabilities

Academic coaching & study tools
for all students

Learners' Studio

Peer tutoring in 150+ courses

Math Center

Research Services

Subject librarians

Research consultations

Writing Center

Assistance at any stage of the
writing process

OUTSIDE THE CLASSROOM

University Counseling Center

- Counseling services for all students (free!), group therapy & listening circles
- Uwill 24/7 teletherapy

Campus Ministry

- Worship opportunities, prayer, advocacy, service, retreats

Student Involvement

- Student clubs & organizations, leadership programs, student government, service opportunities

Campus Recreation

- Intramural & club sports, group fitness classes
- 5 fitness centers

Career Center

- Resumes & cover letters, major & career exploration, job searches, mentorships, internships

Diversity, Equity, & Inclusion

- Intergroup Relations (IGR), workshops & lectures that encourage self-reflection & understanding

Health Services & Health Promotion

- Sick visits, vaccinations, lab tests, health coaching, wellness workshops & resources

University Shop

- Textbooks & course materials, school supplies, Villanova swag

Bursar

- Tuition bills & payments, refunds, apply financial aid

Financial Aid

- Application (FAFSA) help, scholarships & grants, military/veteran benefits

RESOURCES COMING SOON TO THE VASEY LOUNGE!

CPS CARE CLOSET

- Planning Stages
- Resource for currently enrolled students needing school supplies or personal care items
- Please complete the survey posted in the CPS Information Hub under Spring 2023 Information + Resources

TEXTBOOK LENDING LIBRARY

- 110+ books catalogued so far
- Donated by students & faculty each term
- Available for semesterly or FastForward borrowing terms
- Stay tuned for launch info!
- Also see: [Affordable Materials Project](#)



SPECIAL INTEREST INFO

- [Graduate or Professional School](#)
Graduate school guides & checklists
- [Pre-Law](#)
Semester calendar of events
Villanova Law School admissions events
Pre-law advising
- [Business](#)
Villanova School of Business admissions information
- [Combined Bachelor/Master's Programs](#)
- [Pre-Health Professions](#)
Supplemental advising
Student organizations



How to connect to the Villanova University Health Professions Advising Office



Self-Enroll in the HPA Blackboard Site:

- ⇒ Log into MyNova and then log into Blackboard Learn
- ⇒ Look for a folder on the right side of the Bb mainpage entitled "Organization Catalog" and select the subfolder entitled "Available for Self Enrollment"
- ⇒ Scroll down the list of organizations and look for "Villanova HPA" in the organization list. DO NOT click directly on the name of the course (this will give you an error message), click on the arrow adjacent (or below) to the organization title and then select the "enroll" option to complete self-enrollment
- ⇒ Once you are enrolled, you can then click on the course name to access the site. You arrive at the Information page where we post announcements. To access content items, you have to select the Content page.



Like us on Facebook:

- ⇒ Search for : "Villanova University Health Professions Advising"



Follow us on Twitter

- ⇒ @Villanovaupa



Find our website:

- ⇒ www.healthprofessions.villanova.edu

CPS MAJOR/MINOR FAIR

February 23rd, 7pm

Join us for an opportunity to explore the many academic offerings in CPS! This event will provide helpful information to any student during their academic careers as presentations will cover majors, minors, combined bachelor/master's programs, and master's degree programs.

Students will have the chance to speak with representatives from the academic disciplines available and learn how to enhance and augment your academic and professional experience through various disciplines.

EVENT PROGRAM:

- 7:00 p.m. – Introduction of event, policies, and how to declare your major
- 7:05 p.m. – Department elevator pitches
- 7:30 p.m. – Breakout rooms for each department will open.

Students can jump around to the different rooms to ask specific questions. A CPS academic advisor will stay in the main room to help students maneuver between rooms, answer any general questions, and help as needed.

- 8:00 p.m. – End of session

[RSVP here!](#)

SPRING 2023 CAREER SERVICES WORKSHOP SERIES

Professional Branding: Resumes and LinkedIn

Monday, February 6, 2023 @ 7pm – 8pm EST | [Register Here](#)

Has it been a while since you brushed up on your resume and LinkedIn profile? Learn how to think like a recruiter when updating your professional branding document and online presence. This webinar will cover best practices for building or revising a standout professional profile. Review the basic rules of resume writing so that your content stands out to the hiring manager. This webinar will demonstrate, section-by-section, practical suggestions to enhance your resume. Then, LinkedIn tips will be shared on developing an impactful profile, making connections, engaging in groups, being found by relevant employers, and networking your way to continued

Interviewing Skills

Monday, February 13, 2023 @ 7pm – 8pm EST | [Register Here](#)

So, you've landed the interview? Great news! Now, learn how to land the position by brushing up on your interview skills. This presentation will cover the stages of the interview, which start long before the phone screen. Learn how to properly research the employer, prepare to communicate your examples, and evaluate transferrable skills and resources Villanova offers you for practicing these skills. Lastly, learn about critical follow-up steps that were once deemed optional.

Offer Negotiations

Monday, February 20, 2023 @ 7pm – 8pm EST | [Register Here](#)

The final phase of a job search can be both exciting and intimidating. Both you and your new employer want to land on a mutually beneficial and sustainable agreement. This presentation will cover negotiation considerations for compensation, benefits, sign-on bonuses and more. We will take a deep dive into all the elements of a job offer that you can consider for a negotiation with your new employer.

PRE-CLASS CHECKLIST



Note [Dates & Deadlines](#)*

[Satisfactory/Unsatisfactory](#)

Add/Drop

Withdrawal



Pay [V-Bill](#)

[Financial Aid appointments](#)

[Financial Aid status](#)

Tuition [refunds](#) & [reversal](#)



Check [Blackboard](#)

Syllabus

Assignments for first class

PDFs of some readings



Buy/Rent Textbooks

[Villanova Bookstore](#)

[Affordable Materials Project \(AMP\)](#)

Other places to buy/rent



Schedule a meeting with your
Advisor

Review Syllabus

Make a weekly schedule/plan

Talk through questions/thoughts/concerns

OTHER TO-DOS

If you're coming to campus:

- [Parking/Permit Registration](#)
- [Wildcard](#)
 - Dougherty Hall, 1st floor
 - Needed to enter campus facilities
 - Meal/debit options
 - Printing
 - Virtual Wildcard options!
- Upload COVID-19 vaccination documentation to [secure portal](#)
 - Adhere to the [CARITAS Commitment](#) & check the [University's COVID website](#) for latest guidance

If you're learning remotely:

- Review UNIT's [Learning Remotely](#) website

Everyone:

- Gather your supplies, planning materials, etc.
- Set aside a comfortable space to get work done
- Ask questions & ask for help!

Q & A

Unmute now or enter your questions in the chat!

