



MASTER OF GIS FOR SUSTAINABILITY MANAGEMENT GRADUATE STUDENT GUIDE | 2018

The following is our guide to relevant information specifically for graduate students in the Master of GIS for Sustainability Management Program. Every effort has been made to update information, including hyperlinks, and include relevant on-campus resources. You are also encouraged to consult the online "[Student Guide](#)" maintained by the UW Office of Registrar. If you have any questions about the information provided, please contact Graduate Program Advisor, Tim Nyerges, at nyerges@uw.edu.

The Master of GIS (MGIS) for Sustainability Management graduate degree program is a partnership between the Department of Geography, Continuum College’s Professional and Continuing Education (PCE), and the Graduate School of the University of Washington. Student admissions and academic content are the primary responsibilities of the Department of Geography. PCE is responsible for the logistics and administrative functions in support of Geography. The Graduate School oversees all the graduate degree programs for the UW, including those administered through Continuum College. The Department of Geography as the academic program unit offers admission to graduate students, verifies successful completion of the program requirements, and confers the earned degree which is titled ‘Master of Geographic Information Systems’.

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FREQUENTLY ASKED QUESTIONS

WHAT IS THE COST OF THE PROGRAM?

Instructional fees, other fees, and the quarterly U-PASS fee are listed on the [program website](#). Note that fees may be subject to change.

IS FINANCIAL AID AVAILABLE FOR THE PROGRAM?

Yes. For information about Financial Aid options, refer to the [FINANCIAL AID](#) section.

IS THIS PROGRAM ELIGIBLE FOR THE TUITION EXEMPTION BENEFIT OFFERED TO STATE OF WASHINGTON AND UW EMPLOYEES?

No, the tuition exemption benefit applies only to state-funded programs. The Master of GIS for Sustainability Management is a fee-based degree and does not receive funding from the state; therefore, students in the program are not eligible for the tuition exemption benefit.

HOW DO I REGISTER?

Registration services are provided by the UW Registrar's Office as online registration through MyUW or the Registration office located in Schmitz Hall. More information can be found in the [REGISTRATION](#) section.

WHAT IS UW CONTINUUM COLLEGE?

UW Continuum College is a division within the University of Washington dedicated to working with University departments to deliver self-sustaining educational programs. Continuum College extends and expands the educational resources of the University of Washington to local, regional, national and international communities through fee-based degrees, online learning, certificate programs, and English language classes.

WHY IS THE MASTER OF GIS FOR SUSTAINABILITY MANAGEMENT ADMINISTERED THROUGH CONTINUUM COLLEGE?

The Master of GIS for Sustainability Management is a fee-based degree program, which means it does not receive state funding and operates on a self-sustaining basis.

IS THE ACADEMIC STATUS OF MY DEGREE AFFECTED BECAUSE IT IS ADMINISTERED BY CONTINUUM COLLEGE?

No, the curriculum is developed and offered by the Department of Geography. The program is accredited and approved in the same way all other degree programs are at UW. The degree is conferred by the University of Washington and the Department of Geography.

WHAT IS A UW NETID AND HOW DO I SET UP MINE?

Your UW NetID and password are your personal identification for accessing your UW information and other online services for which you are eligible. You have just one personal UW NetID. It is active whenever you are associated with the UW and remains the same throughout

your life, no matter what associations you have with the UW. Your personal UW NetID is for your use only. To set up your UW NetID, [go to the "Get Your UW NetID" setup page here.](#)

WHAT IS MYUW?

[MyUW](#) is your personal portal to University of Washington information. It is through MyUW that you access your UW email account, retrieve your grade reports, order transcripts, check financial aid status, and remotely connect to UW library resources.

HOW CAN I UTILIZE MYUW?

The University of Washington electronic infrastructure allows students with a UW NetID to access a great deal of information and a variety of resources via the MyUW icon on the UW home page. Students in the Master of GIS for Sustainability Management can use MyUW resources in much the same way as students in other degree programs do. For a list of the ways in which Master of GIS for Sustainability Management students might use their MyUW access, refer to the [MyUW](#) section.

WHAT IS A HUSKY CARD AND HOW DO I GET ONE?

Students who are eligible to register or who have already registered may obtain their UW ID cards, called the [Husky Card](#). It provides access to a variety of services, conveniences and opportunities. It is important to keep your Husky Card™ with you at all times while on campus. For more information about the Husky Card, refer to page 11 of this handbook.

HOW DO I CHANGE MY ADDRESS?

Change your address by using [MyUW](#).

HOW DO I DROP A CLASS?

Before you consider dropping or withdrawing from a course, please contact your Graduate Program Advisor, Tim Nyeges, at nyeges@uw.edu. Dropping or withdrawing for a course can be undertaken through [MyUW](#).

I HAVE A HOLD ON MY STUDENT ACCOUNT. WHAT DOES THAT MEAN AND HOW DO I CLEAR IT?

A hold can be placed on your account for various reasons by any office within the University system, but most commonly for fees owed. A *hold* will stop you from either registering or getting a copy of your transcript or both. If you have a hold on your records, ***you will receive an email from Student Fiscal Services.*** To determine if you have a hold on your account, please check your [MyUW](#) account. A clear explanation and the way to resolve the hold will appear on your homepage.

ACADEMIC STUDENT SERVICES

CONTINUUM COLLEGE REGISTRATION SERVICES

UW CONTINUUM COLLEGE is located at 4311 - 11th Ave. NE, Seattle, WA.

The office is open from 8 a.m. to 5 p.m., Monday through Friday, and from 8:30 a.m. to 5 p.m. on Friday. Contact numbers for registration include phone 206-543-2310, 800-543-2320, 206-5430898 (TTY), and fax 206-685-9359.

DEPARTMENT OF GEOGRAPHY

The Department of Geography MAIN office is located in 408A Smith Hall. Hours are Monday through Thursday, 8:00 a.m. to 6:00 p.m., Friday 8:00 a.m. to 5:00p.m. Advising hours are by appointment so contact Tim Nyerges at (206) 543-5296 or nyerges@uw.edu.

WRITING CENTERS

The UW offers students writing centers across campus. The Geography writing center is in Smith Hall 415.

DISABILITY SUPPORT SERVICES

The [Disability Services Office \(DSO\)](#) provides an array of academic support and students services.

GRADUATE SCHOOL

The [UW Graduate School website](#) lists extensive resources for graduate students including: enrollment statistics, links to the disability services office, financial information, student life, and career resources. Most Graduate School offices are located in the Communications building.

GPSS – GRADUATE & PROFESSIONAL STUDENT SENATE

The University of Washington offers many opportunities for students to gain experience in campus governance. Graduate students can serve as graduate representatives on campus committees or participate in GPSS governance. [See the Graduate & Professional Student Senate website.](#)

GO-MAP

The Graduate School is also the home to [GO-MAP \(Graduate Opportunities and Minority Achievement Program\)](#). GO-MAP is one of several resources on campus for graduate students of color and traditionally underrepresented groups that address issues of diversity including academic, campus, outreach, recruitment, and community information.

OFFICE OF THE VICE PROVOST FOR STUDENT LIFE

The [Division of Student Life](#) is the main conduit for all general student services at the University of Washington from student groups to counseling services.

OFFICE OF MINORITY AFFAIRS AND DIVERSITY

The [Office of Minority Affairs and Diversity](#) forwards the core mission of diversity at UW by providing outreach and academic support services to students of all backgrounds.

WOMEN'S CENTER

The [Women's Center](#) encourages positive change in public policy by providing educational programs, advising, counseling, and life skills training. The center welcomes both men and women and is located in Cunningham hall.

UW EVENTS

To find out what's going on around campus, [check out the "events" link on the UW home page](#). Events range from arts performances to lectures. Admission to all museums and galleries on the UW campus (including the Burke Museum and the Henry Art Gallery) is free to UW students.

COMPUTING SERVICES

TOOLS FOR SAFE AND SECURE COMPUTING

The [Tools for Safe and Secure Computing](#) page gives the student quick access to a basic set of software tools for fighting viruses, doing secure file transfer and terminal sessions, and other common tasks. All of the tools linked to on the page are available at no cost to students, either because they are freeware or because the UW has paid for the right for students to use them.

HOT SPOTS ON CAMPUS

Wireless connectivity is available in many locations on the UW campuses. More locations are being added every month. [See a current list of wireless locations and instructions on connecting](#).

COMPUTER LABS

[Learning and Scholarly Technology \(LST\)](#) computing commons provide much more than just email and word processing; they are co-located with other services to provide students and faculty with a rich set of resources that enhance teaching and learning.

[LST's Labs Service](#) provides centrally managed and supported, networked computers at locations across the UW Seattle campus.

The [Access Technology Center \(ATC\)](#) provides resources to improve access to computing resources. The computers, software, and special equipment in the lab provide access for users with disabilities: common speech recognition software as a writing tool, tools to make the reading and writing process easier, accessories to make computer use more comfortable, and the capability to create and produce documents in alternative formats. Contact the ATC Voice/TTY 206-685-4144 or email atcenter@uw.edu

CATALYST

Learning & Scholarly Technologies (LST) helps the UW community meet the daily demands of teaching, learning, research or work. Students and faculty take advantage of their award-winning, innovative, and effective technologies and services, including technology spaces, workshops, research, consulting expertise, and the Catalyst Web Tools. These tools are developed collaboratively, tapping the expertise of UW faculty, researchers, students, staff, and clinicians to address university-wide needs.

FINANCIAL AID

FINANCIAL AID

The Master of GIS for Sustainability Management program does not receive funding from the Washington State legislature, so it does not qualify for scholarships and grants that are available to state-funded programs. However, long-term student loans are available to help with tuition and fees.

For further information on financial aid, visit the following web sites:

- [UW Office of Student Financial Aid](#)
- [U.S. Department of Education Federal Student Aid](#)
- [VA loans and Veteran's benefits](#)
- [UW Libraries Grants & Funding Information Services](#)
- [The Graduate School](#)

FITNESS AND RECREATION SERVICES

UW RECREATION PROGRAMS

A broad selection of sports and fitness classes are offered throughout the year, including aquatics, dance, fitness, yoga, martial arts, golf, handball, squash, rock climbing, and tennis. The Recreation office also coordinates intramural sports clubs and leagues. For more details about recreation facilities and programs, visit the [Department of Recreational Sports Programs](#).

GOLF RANGE

The Golf Range is at the north end of parking lot E1. It has 43 tees, (20 covered), night-lighted, and two chipping and putting greens. The range offers classes monthly.

INTRAMURAL ACTIVITIES (IMA) BUILDING

The IMA located north of Husky Stadium and south of parking lot E1, is the hub of the UW recreational sports programs. UW Students may use the IMA upon presentation of their current quarter Husky ID Card.

Indoor facilities include:

- Dawg Bites Café
- Fitness Center
- Five gyms (basketball, volleyball, badminton)
- Group cycling studio
- Indoor Climbing Center
- Indoor jogging/walking track (1/9 mile)
- International and North American squash courts
- Locker rooms
- Multi-activity studios
- Racquetball/handball courts
- Saunas (Men's & Women's)
- Swimming Pool (25 yards)
- WiFi areas/E-spots

Outdoor facilities include:

- Sports fields (one synthetic turf with night lights) with access for softball, flag football, soccer, rugby, ultimate frisbee, lacrosse and special events
- Tennis practice wall

- Thirteen tennis courts (six night-lighted)

WATERFRONT ACTIVITIES CENTER (WAC)

Just south of Husky Stadium, the WAC provides canoe and rowboat rentals. Boat storage is available for private non-motorized boats.

GRADING STATUS AND ACADEMIC HONESTY POLICY

In reporting grades for graduate students, graduate degree-offering units use the 4.0 grading system. Grades are entered as numbers, the possible values being in a range from 4.0, decreasing by one-tenth until 1.7. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in **each course** that is counted toward a graduate degree. A minimum GPA of 3.00 is required for graduation.

UW ACADEMIC HONESTY POLICY

Students enrolled in UW courses are expected to observe the code of academic honesty required of University of Washington students. Violation of this code can result in various penalties, including a failing grade in the course and, in some cases, disciplinary actions. Instances of academic dishonesty for credit courses will be handled by the University of Washington Committee on Academic Conduct. Academic dishonesty includes plagiarism, defined as offering the language or ideas of someone else as one's own. Plagiarism may range from failure to credit isolated formulas, sentences or paragraphs to copying entire articles from books, periodicals, speeches or writing of other students. If evidence of academic misconduct is established, students will be given a failing grade for the course and any refund of tuition fees will be denied.

MAINTAINING YOUR STATUS IN THE PROGRAM

To maintain your graduate status, you must be enrolled on a full-time, part-time or official on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. If you cannot register for classes or anticipate any difficulties with succeeding quarters, please contact Robert Aguirre at aguirrer@uw.edu to assist you with arranging [On-Leave status as outlined here](#).

HEALTH AND SAFETY SERVICES

HEALTH INSURANCE & BENEFITS

UW health insurance options are described [here](#). If you hold a Graduate Student Service appointment or receive external funding, the [Graduate Appointee Insurance Program \(GAIP\)](#) pays for medical, dental, and vision coverage.

DROP-IN HEALTH CENTERS

The University of Washington offers several drop-in health centers that are open to all UW students, faculty, and staff. [Hall Health](#) offers primary care services for upper campus including immunization shots (needed for admission), family and mental health, and sports medicine clinics.

UW STUDENT COUNSELING CENTER

Located in Schmitz Hall, the [UW Student Counseling Center](#) offers academic, career, and personal counseling services. If you are experiencing a crisis and need immediate assistance, please call the Crisis Clinic at 206-461-3222.

UW SHUTTLES

[UW Shuttles](#) provides vital campus transportation options with a customer focus. All services are free to the University community.

SAFECAMPUS

The [SafeCampus](#) website provides information on counseling and safety resources, University policies, and violence reporting requirements that help maintain a safe person, work, and learning environment.

UW POLICE

If you need the assistance of [UW Police](#) for non-emergency matters, please contact them at 206-5439331. If you are on a campus phone and have an emergency, please call **9-911**.

HUSKY CARD™

OBTAINING A HUSKY CARD

Students who are eligible to register or who have already registered may obtain their UW ID cards, called the [Husky Card™](#). It provides access to a variety of services, conveniences and opportunities. It is important to keep your Husky Card™ with you at all times while on campus.

The Husky Card Account & ID Center is located on the ground floor of the Odegaard Undergraduate Library, next to the By George Café. It is open 8 a.m.–5 p.m., Monday–Friday except UW holidays. There is also an [online Husky Card Office](#).

If you have registered, you can obtain your [Husky Card™](#) at the Husky Card Account & ID Center at any time during office hours. You will need your student ID number and U.S. state- or federally-issued photo identification with you (such as a driver's license or passport).

USING YOUR HUSKY CARD

Carry your Husky Card with you at all times since it is required for a variety of services on campus, including library services, transportation services, activities and entertainment, and building entry. For details, please see the [Husky Card Services web page](#). Some campus facilities may require you to hand over your Husky Card to use their facilities or equipment. Remember to pick up your card when you leave, and make sure that the card returned to you is actually your own. Please review the complete list of [Participating Locations](#).

U-PASS

Your U-PASS chip is stored in your Husky Card. For details on this new program, please refer to the [Seattle Campus Student U-PASS and ORCA](#) page.

ONLINE ACCESS

[Online access to accounts is available to easily monitor your account](#), make deposits (friends and relatives can deposit money into your account too), and check balances.

REPLACEMENT CARDS

If you lose your Husky Card, immediately go to the [Husky Card Online Office](#) to report your card lost and suspend activity on your account, or call the Husky Card Account & ID Center at 206-5437222 during business hours to report it as lost.

To replace your Husky Card, go to the Husky Card Account & ID Center. You may be required to show legal photo identification to obtain a replacement card. A nonrefundable fee of \$20 is charged for replacement of lost or damaged Husky Cards.

LIBRARY SERVICES

CONNECT TO UW-RESTRICTED RESOURCES FROM OFF-CAMPUS.

As a student in the Master of GIS for Sustainability Management you have on-campus and off-campus access to the University of Washington library system. One valuable resource is *Summit*, a library catalog that combines information from Pacific Northwest academic libraries into a single unified database. [You can initiate your library account using your UW NetID here.](#)

Most of the databases, electronic journals and e-books available through the libraries have restricted access for UW faculty, students and staff. If you connect to the Internet via an Internet Service Provider, you will need to use the UW Libraries Proxy server. To start a session with the proxy, click on the "Off-Campus Access" link in the upper right corner of most pages on the library website or visit <http://offcampus.lib.washington.edu/>. If you often do your research from off-campus, it is recommended that you install the [proxy bookmarklet](#) on your browser's bookmarks toolbar. The bookmarklet lets you log into the proxy without having to browse from the UW Libraries website.

INTERLIBRARY LOAN

The Interlibrary Loan system provides borrowing, lending and document delivery services for UW patrons. Current UW students may borrow material or obtain copies of articles not owned by the UW Libraries (items which can be requested through *Summit* will not be borrowed). This service is fully subsidized for UW-related needs. Material for personal or recreational use may be obtained for a fee.

Interlibrary Loan is also a fast, convenient way to get photocopies of articles from journals held in your home campus library. There is a convenience fee charged per journal article. Articles can be delivered by PDF or mailed to your campus box for free. There is an additional charge per article to have them mailed to your home address. If you are a currently enrolled, non-resident (distance learning) student, Interlibrary Loan can mail books owned by UW Libraries or article photocopies to your home address. This may be the most convenient way for you to obtain materials from the Libraries. There is a charge for this service. [See here for more about Interlibrary Loans.](#)

To access details about library locations and hours in addition to the resources and services available visit the [UW library home page.](#)

MyUW is your personal portal to University of Washington information. It is an easy-to-use tool for finding the resources you need to fulfill your goals at the University. You can "personalize" MyUW to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer. The people who bring you MyUW are committed to respecting your privacy and to protecting it within the constraints imposed by state and federal law. Information you supply to MyUW is used only to personalize your web page. The UW does not share or sell your personal information for commercial purposes. Your personal information is not disclosed unless such action is necessary to comply with the law, to protect UW property, or to enforce UW policy.

For security, you're UW NetID and password and all functions of MyUW that contain sensitive information are encrypted before they are transmitted across the network. For more detailed information, please read the [UW Online Privacy Statement](#).

MyUW: ACCESS FOR SOME SERVICES

The University of Washington electronic infrastructure allows students with a UW NetID to access a great deal of information and a variety of resources via the MyUW icon on the UW home page. The following table below summarizes some of the reasons.

- register for courses
- find out my financial aid status (e.g. account balance)
- find out what courses I'm registered for
- find out what my grades are
- change my address
- obtain an unofficial transcript or order an official transcript
- access UW library resources
- find out where and when my courses meet
- access my UW email account
- determine if I have a hold on my account and why

PARKING AND TRANSIT OPTIONS

CAMPUS PARKING

Parking on-campus can be pricey. Daily visitor and student parking permits are [available](#). If you drive up to a gatehouse for on-campus parking, the cost for all day (prorated if you stay less than four hours). Most street parking is metered with a two-hour maximum.

With your Husky Card Account, the cost for Montlake E1 carpool parking (available between 6:00 a.m.-4:00 p.m. M-F) is the lowest on-campus (2 people needed). Regular E1 parking is more with a Husky Card debit or in cash. [Refer to the Parking Services website for current information and other parking options.](#)

TRANSIT

Your U-Pass provides full fare coverage on Metro Transit, Community Transit and Sound Transit buses and the Sounder commuter train anytime, anywhere. For details of the program, refer to the [U-PASS](#) and the [Commuter Services](#) websites. The [Metro Online website](#) provides easy to use resources to plan a trip or look up bus timetables. Link Light Rail now has a stop [on-campus](#).

QUARTERLY REGISTRATION CONFIRMATION AND VALIDATION

Each quarter, once you have enrolled, you will receive from the [UW Office of Student Fiscal Services](#) a quarterly Registration Confirmation and Enrollment Validation through MyUW.

CAMPUS MAPS

For those new to the UW campus, [see the new UW campus maps](#) showing campus buildings, parking lots and the surrounding streets.

REGISTRATION

ON-LINE REGISTRATION

Course registration in the Master of GIS for Sustainability Management is managed through [MyUW](#). Instructions are available [here](#). Continuum College PCE will provide information about online registration for your first quarter. You follow a similar procedure every quarter. Payment is due by the third Friday of the quarter. You can pay your fees with a check, a credit card, or Payment Agreement form if receiving financial aid, or via a third party. Payment by credit card (MasterCard and VISA only) incurs no additional fees. Registration is not final without payment.

TELEPHONE REGISTRATION:

Students may register by phone at 206-543-2310, 800-543-2320, or 206-543-0898 (TTY). Telephone registration must be handled during UWEO business hours (Monday – Thursday, 8 a.m. – 5p.m., and 8:30 a.m. – 5 p.m. on Friday, Pacific time), and requires payment by credit card. For your convenience, the registration office will be open extended hours, 8:00 a.m. - 7:00 p.m., the week before classes start and the first week of classes. Students receiving financial aid may not register by telephone because registration must be accompanied by the UWEO Payment Agreement form.

IN-PERSON REGISTRATION:

UW [Registrar Office](#) is located on the 2nd floor of Schmitz Hall. Call to check hours and location.

WITHDRAWAL

WITHDRAWAL/REFUND POLICIES

If you register for classes and find that you are unable to attend the University, it is your responsibility to contact the Graduate Program Advisor to help you consider your options, which may include everything from withdrawal to taking on-leave status.

Professor Tim Nyerges, Graduate Program Advisor & Director

Smith Hall Room 402 | Box 353550 | Ph. 206.543.5296 | nyerges@uw.edu

Failing to attend class or notifying the instructor that you wish to drop a class does not constitute an official withdrawal from the course. A grade of 0.0 will be entered on your official transcript unless you officially communicate with the Graduate Program Advisor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your education records. However, the following information is considered public or "directory" information and may be released to anyone unless you request that you do not wish any information released: name, telephone number, major field of studies, dates of attendance, degrees and awards received, full- or part-time enrollment status, educational institutions attended, and for athletes, date of birth. To request no release of "directory" information, contact UW Continuum College at 800-543-2320 or 206-543-2310.

UW RULES AND REGULATIONS

Students are expected to follow University rules and regulations. The University and UW Continuum College reserve the right to change the fees, rules and calendar regulating registration and instruction and to change other regulations affecting the student body. Changes go into effect when proper authorities determine and apply to prospective students and those who are registered in credit and UW Online Learning courses. The University can withdraw courses at any time.