



NEW STUDENT WELCOME GUIDE

Online Programs



UNIVERSITY of
Western States

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WELCOME TO UNIVERSITY OF WESTERN STATES

Congratulations on your acceptance to University of Western States (UWS)! You are joining the ranks of many dedicated and notable UWS students and alumni. The university will provide you with an excellent education, personal and professional connections, unique practicum experiences and preparation for a future in health sciences. The opportunities your UWS education provides are endless and we are excited for you to start your journey with us.

This orientation resource is a helpful reference as you prepare to become a UWS student. Once you're here, our [Student Navigator](#) will be your one-stop-shop for information as you move through your program. You can always check back to the Student Navigator anytime you have questions or are feeling a little lost.

NEW STUDENT CHECKLIST

STEP 1

Respond to your offer of admission by submitting your tuition deposit, then complete your background check.

**Background checks are not required for Human Nutrition and Functional Medicine and Doctor of Clinical Nutrition students.*

When: *Within three weeks of your acceptance notification. Contact your admissions advisor if more time is required or to discuss options.*

Who to contact: *Your admissions advisor or admissions@uws.edu*

STEP 2

Check your application portal for outstanding items or requirements and submit documentation to the admissions office. Make sure to submit updated official transcripts with final course grades and/or degree conferral.

When: *The sooner, the better.*

Who to contact: *Your admissions advisor or admissions@uws.edu*

STEP 3

Apply for U.S. Federal Financial Aid or Canadian Provincial Aid and scholarships.

When: *The sooner, the better.*

Who to contact: *finaid@uws.edu and/or your provincial aid office*

STEP 4

Look for an email from the university with your UWS email account login information. Log in at mail.uws.edu with the temporary password and create a new one. The subject line of this email is "Set up your UWS accounts" and it will come from support@uws.edu.

When: *One month before term start.*

If you need help: *support@uws.edu*

STEP 5



Review this welcome guide and the Student Navigator.

When: *As soon and as often as you can.*

Where to find: [UWS Student Navigator](#)

STEP 6



Register for your courses. Find registration instructions, important dates, FAQs and more on the UWS course registration page.

When: *Beginning at least four weeks before term start. Watch for an email indicating that registration is open.*

If you need help: studentsuccess@uws.edu

STEP 7



Complete the required forms emailed to your UWS email address.

When: *As soon as they are sent to you, around one month before the term starts.* **If you need help:** studentsuccess@uws.edu

STEP 8



Consider connecting with your cohort on Facebook.

When: *As soon as you'd like to start connecting with your cohort group.*

Who to contact: *Your admissions advisor or admissions@uws.edu*

STEP 9



Complete the Passport to Canvas self-paced student orientation course. Look for the course in your UWS Canvas dashboard a few weeks before the term starts.

When: *Before first day of term.*

If you need help: studentsuccess@uws.edu

CONTACTS AND RESOURCES AT UWS

Everyone at University of Western States is happy you're here and eager to help you. Learn more about the people who will be your most valuable resources as a student.

ADMISSIONS OFFICE

admissions@uws.edu | 800-641-5641

You're probably already very familiar with your advisor and the admissions team. They were there to help you as you learned about the university, your program and how to apply. As you transition from prospective student to current student, you'll rely less on your admissions advisor and more on the student affairs team to answer any questions you may encounter throughout your student journey.

BUSINESS OFFICE

businessoffice@uws.edu | 503-847-2553

The business office handles the financial portion of being a student, specifically paying tuition. If you have any payment concerns or want to set up a payment plan, you should connect with this office.

UNIVERSITY SAFETY

503-206-3206

[Download UWS Safe app](#)

UWS wants to ensure a safe environment for all students, both on campus and online. If you have safety or harassment concerns, please file a report on the UWS Safe app or contact the university [Title IX Coordinator](#).

FINANCIAL AID OFFICE

finaid@uws.edu | 503-847-2563

The financial aid office strives to bring the cost of education within reach through a variety of financial aid programs.

TIP OTHER HELPFUL RESOURCES

- [Academic calendar](#)
- [Course registration](#)
- [Event calendar](#)

INTERNATIONAL STUDENT INFORMATION

UWS DSO: admissions@uws.edu

800-641-5641

Joining University of Western States means becoming part of a community of students from all over the world. Find helpful resources about visas, taxes, banking and more on the [UWS website](#). Your UWS designated school officials (DSOs) will help guide you through international student requirements.

REGISTRAR'S OFFICE

registrar@uws.edu | 503-847-2560

The registrar's office handles grades and enrollment verification for current students. They maintain permanent student admission and academic records, fulfill transcript requests and make records available to students and others as allowed by federal and state law and institutional policy. They are also a valuable resource to understanding your benefits if you are a veteran.

STUDENT AFFAIRS OFFICE

studentsuccess@uws.edu | 503-251-2801

The student success office provides academic advising to students in all online programs. You will be assigned a student success advisor who can help you with course planning, registration, accessibility services, mental health counseling and more.

UWS SERVICEHUB

In this age of technology, you may encounter some issues – we all do from time to time. Our IT team has created UWS ServiceHub to assist you throughout your entire student experience at UWS. You can also directly email support@uws.edu with tech questions.

TIP **Need to contact a department that's not on this list?**

[Find them here.](#)

Looking for a specific person?

[Find on the UWS website directory.](#)



BEFORE CLASSES START

UWS TECHNOLOGY

Technology is part of our everyday here at University of Western States, especially when supporting our online student community. Find access, information and resources for all your technology needs on our [UWS technology webpage](#). If you need to submit a service desk ticket or reference tutorials, visit [UWS ServiceHub](#) or email support@uws.edu.

Tools You Will Use

UWS Canvas

UWS Canvas is the university's online classroom space where you'll access courses and resources. You cannot log in to UWS Canvas until you have your UWS email address and password. Once you have access, we highly recommend completing the Passport to Canvas self-paced student orientation, which will familiarize you to the online space.

myUWS

myUWS is where you will find final grades, tuition statements, unofficial transcripts and class schedules. You will also use myUWS to register for classes each quarter.

TIP You can find quick access links to all of the UWS technology platforms and resource pages within the student control panel at [Inside UWS](#) on the UWS website. To find official UWS documents and policies, visit [Udocs](#), the university intranet.

UWS Email

Webmail

Webmail is the UWS internal email system. Important university information will be sent to your UWS email address, not your personal email address. About a month before the start of classes, you will receive an email titled "Set up your UWS accounts" from support@uws.edu that contains your student email address, temporary password and instructions on how to access UWS email. Once you receive your UWS account information, you will no longer receive any university-related information at your personal email address. If you encounter any issues or cannot locate this information, first check your spam and if you still cannot find it, contact support@uws.edu.

For more information on UWS email, please visit our [technology webpage](#) to find out how to:

- Access UWS email
- Change your password
- Sync UWS email to your mobile device

Technology Requirements

Tech Tips for Online Students

In order to have a positive and productive experience with online learning, it is important to ensure your computer, internet and systems are up-to-date well before the start of classes. Please review our [digital device requirements page](#) to understand more about necessary operating system and computer requirements, internet speed, and recommended browsers and settings.

Real-Time Notifications

University Notification System

The UWS notification system, UWS Safe app, enables the university to alert you in the event of a campus closing, emergency situation or other important event. This app can notify you in multiple ways, including push notifications, text message (by subscription), your UWS email, the UWS website and UWS social media accounts. You must download the app in order to receive these important messages. [Download and learn more about UWS Safe app features.](#)

SCHEDULE AND STRUCTURE OF ACADEMIC YEAR

Academic Year Overview

- **Four 11-week quarters:** Summer, Fall, Winter, Spring.
- **Two week breaks between each quarter.**
- **Course registration opens at least eight weeks prior to each term start.**
- **To register** via [myUWS](#): find your academic program planner on the [UWS course registration page](#), which also includes registration instructions, important dates and FAQs. You will also receive an email with more specific registration information from the student success office.

Review the [academic calendar](#), which includes specific dates for each quarter.

YOUR STUDENT ID NUMBER

Your student ID number is used for many things at UWS including enrollment verification, retrieving tax forms and identification/personal file access when you call to speak with various offices at the university. You will not be issued a physical ID card but you can find your student ID number by logging into myUWS and looking under the “account” tab in the upper right hand corner of your profile.

TEXTBOOKS

You can find a list of required and recommended [textbooks for your courses here](#). Students are encouraged to check the [library catalog](#) for electronic versions of required and recommended textbooks before purchasing, which can save students hundreds of dollars per term.

International students are encouraged to look into textbook availability via the library and campus store as soon as possible, as it may take longer to acquire print or electronic textbooks. For assistance with textbook purchases, please contact the campus store, campusstore@uws.edu.

TUITION AND FINANCIAL AID

While payment is due on or before the first day of the term, students have a grace period until the Friday of week 2 to pay without any penalties. Once you're a student, you can make a payment online through [myUWS](#).

Students applying for U.S. Federal aid must first file a [Free Application for Federal Student Aid \(FAFSA\)](#). The university federal school code is 012309. Visit myfinancialaid.uws.edu to accept your aid and confirm that all documents have been received.

Your bank or financial aid application may require proof of enrollment. If you have been accepted to UWS but have not yet officially started classes, you can request an enrollment verification letter from the [admissions office](#). Once you have officially started coursework as a UWS student, you should request your verification letter from the [registrar's office](#). Any provincial aid documents requiring a UWS staff signature to confirm your enrollment should be sent to the [financial aid office](#).

Learn more about understanding your tuition and fee statements, making payments and setting up payment plans on our [business office webpage](#).



UNIVERSITY SERVICES

UWS LIBRARY

Even though you may never step foot on campus, all students have 24/7 access to extensive electronic resources offered through [the UWS library](#), which include research databases, e-journals, e-books and research guides. [Explore the new student library guide here.](#)

Library DIY: Using the UWS Library is an optional Canvas course available to you in order to brush up on accessing and using library information resources, basic search skills, choosing the right resource for your information need, avoiding plagiarism and more.

CAMPUS STORE

[The UWS campus store](#) is your resource for books, medical supplies, nutritional supplements, and UWS logoed gifts and clothing. Peruse and order online anytime and have your items shipped directly to you.

SAFETY

UWS strives to create a safe environment, both on campus and online. The university has established a number of safety measures including: our UWS Safe app which contains a campus alert system and reporting portal among other safety resources, a campus security program and counseling support. [Learn more about campus safety here.](#)

SERVICES AT UWS

- [Academic advising](#)
- [Accessibility services and accommodations](#)
- [Advising coaching](#)
- [Alumni services](#)
- [Mental health and counseling](#)
- [WellConnect student assistance program](#)
- [Wellness reimbursements](#)
- [Writing tutoring](#)
- [Veteran benefits](#)

The office of student affairs can help students connect to appropriate services. Connect with them at studentsuccess@uws.edu.

OTHER UWS PROGRAMS

Students may choose to enroll in more than one of our master's or doctoral programs to diversify their education or come back to complete a second degree after spending some time working in the field.

UWS Graduate Programs

- [Chiropractic](#)
- [Clinical Mental Health Counseling](#)
- [Clinical Nutrition](#)
- [Human Nutrition and Functional Medicine](#)
- [Naturopathic Medicine](#)
- [Sport and Performance Psychology](#)
- [Sports Medicine](#)



CONNECT

UWS provides students with many ways to connect with each other and the community, local and across the world. Explore some of the ways here:

- [Student clubs](#)
Student clubs are a great way to get to know your classmates, get involved in university happenings and above all else, have fun.
- [Associated Student Body \(ASB\)](#)
ASB is the student government organization at UWS.
- [Peer mentorship program](#)
The peer mentorship program is an easy and fun way to broaden your network at UWS! It connects incoming students with upper-quarter peer mentors. Visit the [peer mentorship program webpage](#) for more details.
- [Weekly Vitals](#)
Weekly Vitals is an email newsletter and [webpage](#) with information about upcoming events, student clubs, university news, guest speakers and more.
- [Switchboard](#)
Switchboard is a digital space to connect with the UWS community by asking for what you need and offering what you want to share like jobs, shadowing, patient referrals, practice management and advice.

SOCIAL MEDIA

Connect with us on social media! These are our channels:

[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#)

Need some guidance when it comes to UWS policies and practices around social media?

These resources can help:

- [Social media policy](#)
- [Social media best practices](#)

Cohort Facebook Groups

UWS has created private Facebook groups for incoming students to connect with each other. Introduce yourself to your future classmates/colleagues and find study buddies or fellow students in your area. Once you are accepted, you should receive an invite to your Facebook cohort group from a UWS admissions representative. If you have been accepted but haven't received an invitation to join the group, please contact admissions@uws.edu.

WE ARE SO HAPPY YOU'RE HERE!

Everyone is welcome at UWS. We strive to create a culture of inclusivity that embraces and celebrates the diversity of its faculty, staff and students. UWS values a learning environment in which students are empowered through multicultural perspectives that lead to a culturally competent health care workforce, and where employees feel valued and enriched through their differences, creating and promoting a welcoming environment that fosters inclusiveness and equal opportunity for all.

Read more about our policies and procedures:

- [Diversity, Equity and Inclusion](#)
- [Equal Opportunity and Non-Discrimination Policy](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Nondiscrimination and Anti-Harassment Policy](#)
- [Title IX Sexual Harassment Policy](#)
- [Title IX - Sexual Discrimination and Mutual Respect Policy](#)



