GSW SOBA EXTERNAL PROGRAMS Frequently Asked Questions

Q: Where can I find textbook information for my courses?

A: Textbook data for every course taught at GSW is available from the term course schedule. Click on the link near the top of the scheduled titled “Required Materials” to access the book information including ISBNs.

Q: I have been accepted to GSW. When should I contact my advisor?

A: Students accepted into GSW will receive an official acceptance letter from GSW admissions. A few days later students should receive the transfer evaluation from the Registrar’s Office outlining which courses have been accepted into GSW and where the credits were used. At this point, students should contact their advisor for registration.

Q: I have an “Orientation Hold” on my account which prevents me from registering. What can I do to have this removed?

A: All new GSW students must participate in an orientation session. External students now have the option of completing an “Online” orientation from http://gsw.edu/SOBA/ExternalProgram. When you’ve finished watching all the videos, a link will appear that will allow you to put in your GSW ID# and email address. Once you fill out the form, your registration hold will be lifted within an hour.

Q: Why can’t I access my online course?

A: Online course sections follow semester dates as posted for traditional classroom sections. Although many online courses are available for viewing prior to the semester start date, students may find that some are not accessible until the first day of the semester.

Q: When should I apply for graduation?

A: Students should apply for graduation 1 year before their anticipated graduation date. For students transferring with an AS in Business, this means an application should be submitted at the end of their first year at GSW.

Q: How do I apply for graduation?

A: Students should contact their advisor to complete the graduation paperwork.
Q: I see that I need two Approved Business Electives to satisfy the Management Curriculum. What courses can be used to meet this requirement?

A: Approved Business electives are courses at the 3000 or 4000 level not specifically listed on your curriculum sheet. Ex. Management majors should look for courses within the Accounting, Finance, Marketing, or Human Resource course offering list.

Q: What is the difference between a “Free” elective and an “Approved Business” elective?

A: Approved business electives are business courses at the 3000 or 4000 level that aren’t specifically required for your major. Those courses can be GSW courses or courses transferred in from an accredited college or university.

A: Free electives are courses taken from any discipline within the university that a student has not received prior credit for.

Q: What is the Galileo, and how do I obtain the password for access?

A: GALILEO stands for GeorgiA Li-brary LEarning Online, an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. Instructions for obtaining the password for Galileo are available from http://gsw.edu/~library/.

Q: How do I drop a course?

A: Students can personally change their schedule within the first three days of the semester using the Drop/Add link within RAIN. After that time, students should complete the “Withdrawal from Class” form and submit directly to the Registrar’s office for processing. More information, including deadlines for form submission, etc., can be found under Student Forms.

Q: I am classified as an external student. Are there any tutoring services available to me?

A: Absolutely. Please contact your advisor for assistance.

Q: If I have any problems with an online class how do I address them?

A: You can go here. 