Keck Graduate Institute
New Student Orientation
Thursday, August 20, 2020
Welcome!

President Schuster, Dean Zdanowicz & Dean Martinez
Orientation Expectations

Dean Martinez
Student Life

The Claremont Colleges Services & Student Government
The Claremont Colleges Services
Student Government

What is Student Government?

Mission:
- Developing professional leaders is at the core of KGI’s vision. KGI Student Government strives to ensure our students find value in being integral members of their communities. Participation in student government has become a vehicle for students to develop, build upon, and exercise their leadership skills, and experience firsthand how meaningful civic involvement can be in one’s life. Our members strive to philanthropically participate in the local and international communities. KGI prides itself in knowing today’s students are tomorrow’s leaders.

What do we do?
- Create involvement and events within the KGI community.
2020-2021 Student Government Board
Student Government Events

Although we are online, we still have fun events for everyone to *virtually* attend! See you all there!

- Welcome Back Social
- Fall Ethics Debate / Panel Event
- Student Government Fall Elections
- Diwali
- Dia De Los Muertos
- Professional Workshops
- Lunar New Year
- Student Government Spring Elections
- Other events suggested by you!
Fall 2020 Election Positions

Want to get involved?! We have 6 positions open for our Fall Election!

- Riggs Business & Science Representative
- Riggs Research & Science Representative
- Riggs Pre-Health Representative
- Riggs Bioprocessing Representative
- SPHS Genetics Representative
- SPHS Pharmacy Year 1 Representative
Navigating Your Graduate Experience & Wellness@KGI
Student Affairs Team

Cynthia Martinez
Dean of Students

Angela Cossey
Director of Career Services

Melissa Scott
Associate Director of Career Services

Veronica Clairmont
Assistant Director of Student Affairs

Andrea Mozqueda
Assistant Director of Student Affairs & Disability Coordinator

Vivian Voong
Student Affairs Specialist
# Division of Student Affairs

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Student Affairs Communication & Location

• Location: 517 near KGI Cafe
• Weekly Newsletter
  • A weekly newsletter is sent out to all students every Monday.
• Email
  • Please email us at student_affairs@kgi.edu.
• Slack
  • To instantly reach the Division of Student Affairs team on Monday-Friday from 8 a.m.-5 p.m. PST, please join the kgistudentaffairs.slack.com Student Affairs Workspace.
• Website
  • For more information please visit our website: https://www.kgi.edu/student-life/student-affairs/overview/
Helpful Resources

• Printing on campus
• ID cards
• Frequently used forms
• Parking permits
• KGI Events Calendar
Services offered:

- One-on-One Personalized Action Plans
- Academic Success Seminars (ex. Excel and Public Speaking)
- Time Management and Test Preparation Workshops
- Peer Tutoring
- NAPLEX review resources
Wellbeing@KGI

- Wellness Room
- Wellness Wednesdays
- KGI Cares
- JED Foundation
  - Fresh Check Day
  - Love is Louder
Oasis KGI Commons Liaison & Student Campus Center

- Miguel Magana-Leasing Manager
- Rick Hankins-Assistant General Manager
- Community Assistants
- KGI Student Affairs
Student Handbook

- Reference that you should consistently access
- Located on the KGI website
- Outlines policies and procedures
- Honor code
Disability Services at KGI

Mission of Disability Services:

Students with disabilities are an integral part of Keck Graduate Institute's rich diversity. KGI is committed to providing appropriate services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities; and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at KGI with the resources they need to achieve academic and personal success.

Confidentiality:

KGI complies with Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 as amended, and other applicable state and federal law prohibiting discrimination against individuals with disabilities. Under these laws, students have the privilege to confidentiality. KGI recognizes that student health information is confidential information as per state and federal laws. It is the responsibility of the student alone to communicate disability accommodations with their faculty.
Register for Accommodations

Self-identification is voluntary.

1. Please email Andrea_Mozqued@kgi.edu to schedule an intake appointment. Digital forms will be provided via email and will be required to be completed prior to the scheduled appointment.

2. Once approved, the KGI Disability Coordinator will send a letter of accommodation to the student.

Intake registration appointments for accommodations may begin as promptly as admittance into the Institution
Required Documentation

• All students seeking accommodations must provide documentation of their disability.

• All documentation should:
  • Be current.
  • State clearly the diagnosed disability and educational or medical documentation.
  • Describe the functional limitations resulting from the disability.
  • For learning disabilities, provide all psychological and education testing instructions used in the evaluation report and relevant subtest scores used to document the stated disability.
Examples of Accommodations

• Extra time on tests
• Individual rooms for test taking
• Note taking assistance
• Interpreter
• Digital text
• Enlarged print/magnifier
• Video tape recorder
• Ergonomic chair
Student Health Insurance

Your graduate education is an investment, so it is important to protect your personal investment and have peace of mind. Student health insurance is mandatory for all full time students enrolled at KGI.

- Domestic Students: United Health Care Insurance
- International Students: Partnering in Global Health

Questions about health insurance? Email Andrea Mozqueda at amozqueda@kgi.edu

Waiver Deadline: September 14, 2020
Student & Campus Life

- Learn more about Clubs on our [website](#)!
- Types of Clubs:
  - Professional clubs
  - Professional hybrid clubs
  - Social clubs

- Fall 2020 Club Registration Information:
  - August 31: Club registration form opens on Student Affairs Newsletter
  - Sept 11: Club Registration Form Closes
  - Sept 15-18: Virtual Involvement Fair
  - Sept 23: Club Leadership Training
Career Services

**Tools**: Handshake & Interview Stream

**Signature Events**: Poster Presentations, Resumania & Mock Interviews

**Activities**:
- Information Sessions & Networking Events
- Resume Drops
- Tuesdays with Career Services
- On-Campus Recruiting
- Professional Headshots & Business Cards
- Office Visits with Career Services Staff
Career Services

**Tools:** Handshake & Interview Stream

[Handshake](#)

[Interview Stream](#)
Title IX

What is Title IX?

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. It also addresses sexual harassment, gender-based discrimination, and sexual violence. KGI is committed to promoting a safe community and has a full-time Title IX Coordinator who is responsible for maintaining a working, learning, and living environment that is free from discrimination. For more information, please contact: Brittany Raygoza, Title IX and Clery Coordinator, 909-607-9649, Brittany_Raygoza@kgi.edu.
Title IX

Who is protected?

All KGI students, faculty, staff, trustees, teaching/research assistants as well as prospective students, employment applicants, visitors, and guests of the institute are protected under KGI’s Policies.
Title IX

What types of conduct are prohibited?

Sexual Harassment
Gender Based Harassment
Sexual Assault
Intimate Partner Violence
Stalking
Sexual Exploitation
Discrimination
Title IX

What support services are available?

Monsour Counseling..............909-621-8202
McAlister Center Chaplains......909-621-8685
Empower Center....................909-607-0690
Student Health Services.........909-621-8222
Campus Safety......................(909) 621-8170 emergencies (909) 607-2000
Title IX

Who can I make reports to?

Brittany Raygoza
909-607-9649
Brittany_Raygoza@kgi.edu
535 Watson Dr. Claremont, CA 91711
Building 535 East, Office #30
Campus Safety

TCCS Campus Safety & Emergencies

TCCS Campus Safety protects and serves The Claremont Colleges community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that include Emergency Management, Community Safety, Security Education, and Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management.

For Emergencies or Crime Reports contact campus safety at 909.607.2000 or 911
TCCS has installed more than 200 emergency phones throughout the 7Cs. At KGI, phones are at the following locations and may be utilized for reporting crimes and/or emergencies:
KGI community members have access to the free LiveSafe mobile app. Smartphone users who download the app (through their app store or google play) can report tips to Campus Safety, make emergency calls, and perform other functions that help enhance their personal safety and security, including requesting a safety escort through campus safety.
Questions?
Program Breakouts
Technology Support

Information Technology & Registrar
SSID – Eduroam: network is broadcast at numerous Higher-Ed level Institutions. If previously connected to Eduroam at your Home Institution, you will be required to Forget the Network from your device in order to sign-in using KGI credentials. Omit the “students” portion of your email to login ex. flastname20@students.kgi.edu

Mac/iPhone – Users can connect by simply selecting the network to Join, and enter User credentials ex. flastname20@kgi.edu pw. Empower/Sakai

Android – Users must input Advanced Settings to connect;
  • EAP method: PEAP
  • Phase 2 authentication: MSCHAPV2
  • CA certificate: Unspecified
  • Identity: Your KGI username flastname20@kgi.edu
  • Anonymous identity: flastname20@kgi.edu
  • Password: Your Sakai password

SSID – Claremont-WPA: network is available at KGI, and some other Colleges in the Claremont Consortium, as an alternate back-up to Eduroam.
Register at https://kgi.onthehub.com/ to obtain a number of various software tools for Free, or at a discounted rate. Be sure to take screenshots of correspondence from the website, especially when it pertains to software license keys.

Featured titles include: Microsoft Office Suite, Microsoft Windows 10, Parallels Desktop for Mac, Adobe Creative Cloud, SPSS among many others.
Examplify Software for SPHS Exams

General Support & FAQ:  

Examsoft Troubleshooting Guide:  

Examplify Best Practices:  

Disable Anti-Virus Software:  
Speed Test

https://www.speedtest.net/
Optimal Results: Upload 500+ Mbps

KGI – IT Department

Email helpdesk@kgi.edu
Phone (909) 607-2670
Office of the Registrar

Melissa S. Brown
Registrar and Director of Student Information Management

215 York Building, Room 100
Academic Calendar

https://www.kgi.edu/events/category/academic-calendar/

THU 20

August 20 at 9:00 a.m. - 4:00 p.m. PDT

New Student Orientation

KGI New Student Orientation will be held virtually on August 20, 2020. A Zoom link will be sent out to incoming students. More info.
Class Schedules

Course schedules are also available through the student portal Empower. Learn how to Navigate the Portal.

Henry E. Riggs School of Applied Life Sciences

- [Fall 2020 Schedule](updated 8/6/20)

School of Pharmacy and Health Sciences

- [Fall 2020 Schedule: PharmD, MSGC, MSGDA](#)
### Course Catalog/Graduation Requirements

[https://www.kgi.edu/academics/course-catalog/](https://www.kgi.edu/academics/course-catalog/)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Unit(s) / Credit(s)</th>
<th>Instructor(s)</th>
<th>Semester</th>
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<tr>
<td>ALS 300</td>
<td>Molecular Biotechnology</td>
<td>1.5</td>
<td>Animesh Ray</td>
<td>Fall</td>
</tr>
<tr>
<td>ALS 312</td>
<td>Introduction to Bioprocessing</td>
<td>1.5</td>
<td>Sue Behrens</td>
<td>Fall</td>
</tr>
<tr>
<td>ALS 320</td>
<td>Medical Diagnostics</td>
<td>3.0</td>
<td>Angelika Niemz, Travis Schlappi</td>
<td>Fall</td>
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Registration Process

Registration occurs during the fall and spring terms for students.

- All SPHS students will be registered by the Office of the Registrar.

Notices regarding registration will be emailed to your KGI e-mail account.
Website for Empower

The website for Empower, KGI’s Student Information System, is:

https://kgi.empower-xl.com/fusebox.cfm

The link to Empower can be found on the Registrar’s homepage.

https://www.kgi.edu/academics/registrar/faq/
Instructions for Student Portal

Click on Students and Faculty button.

- Use the same login you use to access your KGI email without the @students.kgi.edu, e.g. jsmith20@students.kgi.edu would enter “jsmith20” as the username.
- Make sure that use the drop down box to select Keck Graduate Institute.
THE CLAREMONT COLLEGES

Central Authentication Service

Keck Graduate Institute

Username: libminstu

Password: **********

LOGIN

Trouble logging in?

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!
Spring Registration 2021

All RIGGS students will need to register for spring 2021 (including all required courses!)

- You will be notified by email when it is time for registration.
- Registration window will be November 17-19 (all programs).
- Registration window will be April 20 -22, 2021 (for Fall 2021) for all continuing students.
Course Schedule
Web registration will only be open during the pre-registration window and during the add/drop period.

- If you need to make changes to your schedule you can use the add/drop form on the Registrar’s homepage.

https://www.kgi.edu/academics/registrar/forms-and-documents/add-drop-course/
Add/Drop Course

Please complete the form to submit a request to add or drop a course. Once the form has been processed you will receive a confirmation email from the Office of the Registrar.

- Adding Course
- Dropping Course

First Name*

Last Name*

Student ID*

KGI Email*

Course Number*

Course Section*

Submit Form
Most of your questions can be found under Registrar FAQs.
Forms and Documents

Access forms and documents pertaining to information about diplomas, jury duty, address changes, program changes, and more.

To access the forms and documents of the Registrar's Office, access the items on the navigation menu on this page. We also encourage you to check out the Registrar's FAQ page.

If you have additional questions, please stop by the office. You may also reach us via email or phone at 909.607.7892 or 909.607.0109. We look forward to helping you!
Questions?

Email the registrar at registrar@kgi.edu
Drop In Hours

Health Insurance
Student Accounts
Financial Aid
Student Affairs
New Student Orientation Survey

Raffle prize: Apple Airpods or other wireless headphones (not to exceed $160).

https://kgi.co1.qualtrics.com/jfe/form/SV_efazPRRw12w2WS9