

# 2006 SUMMER ACADEMIC CALENDAR

<b>April</b>	3 – 18	Advance Registration for Summer 2006 by Alphabetical/Classification Schedule only for students enrolled Spring 2006
	19 – 30	Open Registration for Summer 2006 for new, returning, and Spring 2006 students who did not advance register
<b>May</b>	1 - 29	Open Registration for Summer 2006 (continued) for new, returning, and Spring 2006 students who did not advance register
Monday	May 29	Memorial Day Holiday (University Closed)
<b>Early Session – May 30 – June 30</b>		
Friday	May 19	Textbooks available in Bookstore (subject to change)
Tuesday	May 30	<b>CLASSES BEGIN</b>
Thursday	June 1	Last day to enroll without a late fee Last day to enroll in a course without the instructor's permission Last day to change audit to graded or A/pass/fail status
Wednesday	June 7	Last day to change from graded or A/pass/fail status to audit Last day to enroll
Friday	June 9	Last day for full refund (with receipt) for textbooks
Thursday	June 22	Last day to change graded course to A/pass/fail or A/pass/fail to graded Last day to withdraw
Thursday	June 29	<b>END OF SESSION</b> Web available for submitting Early Session grades (5:00 p.m.)
Tuesday	July 4	Independence Day (University Closed)
Wednesday	July 5	Deadline for submission of Early Session grades (10:00 a.m.) Semester-end Book Buy begins
<b>Full Session – June 5 – July 27</b>		
Friday	May 19	Textbooks available in Bookstore (subject to change)
	June 1 – 4	Open Registration Continues
Monday	June 5	<b>CLASSES BEGIN</b>
Friday	June 9	Last day to enroll without a late fee Last day to enroll in a course without the instructor's permission Last day to change audit to graded or A/pass/fail status
Thursday	June 15	Last day to change from graded or A/pass/fail status to audit Last day to enroll
Friday	June 16	Last day for full refund (with receipt) for textbooks
Monday	July 3	NO CLASSES (Independence Day Recess)
Tuesday	July 4	Independence Day (University Closed)
Wednesday	July 5	Semester end Book Buy begins
Tuesday	July 11	Last day to change graded course to A/pass/fail or A/pass/fail to graded Last day to withdraw
Thursday	July 27	<b>END OF SESSION</b> Web available for submitting Full Session grades (5:00 p.m.)
Tuesday	August 1	Deadline for submission of Full Session grades (10:00 a.m.)
<b>Late Session – July 5-August 3</b>		
Friday	May 19	Textbooks available in Bookstore (subject to change)
	June 1 – 30	Open Registration Continues
	July 1 – 4	Open Registration Continues
Tuesday	July 4	Independence Day (University Closed)
Wednesday	July 5	<b>CLASSES BEGIN</b> Semester end Book Buy begins
Friday	July 7	Last day to enroll without a late fee Last day to enroll in a course without the instructor's permission Last day to change audit to graded or A/pass/fail status
Monday	July 10	Last day to change from graded or A/pass/fail status to audit Last day to enroll
Friday	July 14	Last day for full refund (with receipt) for textbooks
Tuesday	July 25	Last day to change graded course to A/pass/fail or A/pass/fail to graded Last day to withdraw
Thursday	August 3	<b>END OF SESSION</b> Web available for submitting Late Session grades (5:00 p.m.)
Tuesday	August 8	Deadline for submission of Late Session grades (10:00 a.m.)
<b>Short Term Courses (courses fewer than 5 weeks in length)</b>		
The second day of class		Last day to enroll (instructor's permission required to enroll after course has begun) Last day to change from audit to graded or A/pass/fail status or from graded or A/pass/fail status to audit
Day before the last day of class		Last day to change graded course to A/pass/fail or A/pass/fail course to graded Last day to withdraw
Seven days after last day of class		Deadline for submission grades (10:00 a.m.)

# Welcome to Washburn University's

## *Summer Session 2006*

### Class Schedule and Registration Information

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You may enroll in as many as 9 hours concurrently during Summer Session, provided no more than 6 hours are taken in the same early or late session or shorter term.

You may petition your Dean for permission to enroll in additional hours.

The information and classroom assignments in this printed schedule are subject to change after press time; therefore, this schedule should be used **for reference only**.

**The most current course and class information is located on Washburn's web site at**  
**[www.washburn.edu/schedule/summer](http://www.washburn.edu/schedule/summer)**

**OR**

**on [my.washburn.edu](http://my.washburn.edu) under Search For Available Courses on the**  
**Student or the Faculty Tab.**

# Enrollment at a Glance

## Advance Registration

Monday, April 3 – Tuesday, April 18, 2006

(See page 5)

*For students currently enrolled in Spring 2006*

## Open Registration

Wednesday, April 19 through Monday, May 29, 2006

(See page 5)

*For*

*New students*

*Readmitted former Washburn students*

*Students enrolled Spring 2006 who did not Advance Register*

### Procedures

Fill out Registration Worksheet (page 10)

See an Advisor and complete the worksheet

Enroll in classes

Pay tuition and fees

Obtain new I.D. if needed

## Late Enrollment

Tuesday, May 30 through Monday, July 10\*, 2006

(See page 6)

*For everyone who did not enroll before classes started or for students who need to change their schedules.*

*(\*see the last day to enroll for the summer session you will attend)*

### ADMISSIONS PRIORITY DEADLINE

**MAY 16, 2006**

To avoid delays in transcript and financial aid processing, new students should have their admissions file completed by **May 16, 2006**.

### REFUNDS

**REFUND POLICY, PAGES 27 & 28**

**REFUND DATES, PAGE 28**

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## THE EN 300/200 PLACEMENT EXAM

All students are required to take the EN300/200 Placement Exam. **Successful completion of the exam is required prior to enrollment in EN300.** Those whose scores are below the level that indicates the potential for success in EN300 (Advanced Composition) will be placed into EN200 (Intermediate Composition) where they can qualify for EN300 with a final grade of C or better. PLEASE SEE EN300 PREREQUISITE INFORMATION, INCLUDING MINIMUM 54 COMPLETED CREDITS.

**Please note: REGISTRATION for the placement exam is REQUIRED and now done ONLINE only.** Go to <https://secure.washburn.edu/en300exam-registration> to register. When exam registration maximum has been met, a CLOSED message will be displayed. Students should check their MyWashburn email for announcements about future exams.

### EN300 ENROLLMENT

Education students **must** enroll in a section with the Teaching Emphasis.

Business students **should** enroll in a section with the Business Emphasis.

# WEB ENROLLMENT

Available 8:00 a.m. on April 3 to 5:00 p.m. on July 10\*, 2006

Advance Registration, Open Registration, and Late Enrollment for Summer 2006 are available to students on the Web. If you are eligible, you can enroll from home, work, or on campus through your MyWashburn account. The majority of students who are currently enrolled Spring 2006 may participate. (\*See the last day to enroll for each specific Summer session in the Summer 2006 Academic Calendar.)

## FACTS YOU NEED TO KNOW

The groups of students who must enroll *in person* and are NOT eligible to enroll on the Web are:

- High School Students
- WECEP Students
- KATS Students (KATS students must go to Benton 306)
- Conditional students must go to Morgan 122 in person for advising and enrollment

Registration may be unavailable when backup and maintenance is scheduled, which is every Wednesday from 12:00 a.m. to 1:00 a.m., and Sundays from 3:00 a.m. to 10:00 a.m.

You may register and/or change your course schedule only during your specified time of the ALPHABETICAL and/or CLASSIFICATION SCHEDULE, or at any time during the OPEN REGISTRATION period.

If you have a hold, the system will tell you and not allow you to register until it has been cleared. If the hold is not cleared before your alphabetical schedule is over, your next opportunity to register will be Open Registration.

After registering your schedule for courses, view your course schedule to make certain it is accurate.

If you change your mind about any courses, you may add and drop as often as necessary throughout your alphabetical schedule or Open Registration. Be certain to check again to verify that your schedule did change.

**Morgan 115** will be staffed during regular business hours to assist those students having difficulty enrolling.

The instructions for enrolling are the same for all enrollments (except a portion of Late Enrollment). **Dates, times, and enrollment schedules may vary.**

Instructions for Web Enrollment are listed on **page 4** and instructions are on each screen on the web. **Follow the instructions carefully.**

You cannot see an entire registration page on the screen. Be sure to scroll down as far as necessary to find any links/buttons that you need.

## BEFORE YOU CAN ENROLL ON THE WEB

**Obtain your WIN** (Washburn Identification Number) located on:

- Your iCard (for current students) – obtain your iCard from the Ichabod Service Center in Memorial Union (see page 9).
- Your Admissions Acceptance Letter (for students admitted for the Summer 2006 term).
- Your Admissions printout (for new/returning students admitted on campus during enrollment and late enrollment).

**Obtain MyWashburn Account Information** (for students who do not already have a MyWashburn password).

Access <http://my.washburn.edu>

Select "**Retrieve Account Information**"

Follow the instructions to access MyWashburn.

# WEB ENROLLMENT

## STEPS FOR ENROLLMENT

### 1. MEET WITH YOUR ADVISOR

Go to the appropriate building and room according to your major.

See the list of Advising Building and Rooms by Department above the Registration Worksheet.

**Determine your course selections** and include alternate courses.

Write the CRNs (Course Reference Numbers) and other course information on the Registration worksheet.

List alternate courses/sections in case your preference of courses is not available.

**Obtain your Registration PIN** (Personal Identification Number) from your academic advisor before leaving. (When registering on the Web, you will be asked for your Alternate PIN which is the same as the Registration PIN obtained from your advisor.)

### 2. ACCESS THE INTERNET

**Log into MyWashburn** <http://my.washburn.edu> (make sure you have your WIN)

MyWashburn may be unavailable due to system maintenance on Wednesdays from 12:00 a.m. to 1:00 a.m., and on Sundays from 3:00 a.m. to 10:00 a.m.

Select **Student Tab** at top of screen

Select **"Register for Courses/Add or Drop Classes"** in the right column under Registration in the Student Self-Service box.

### 3. BUILDING YOUR COURSE SCHEDULE

Select **"Select Term."**

Choose **"Summer 2006"** from the pull-down menu: press **Submit** button.

**NOTE:** To be successful with the registration process, you **MUST READ** the notes/instructions at the top of the screen and follow the instructions exactly.

Select **"Check your Registration Status."**

If you are NOT eligible to register, a message will tell you why and there will be instructions for obtaining eligibility. If you are eligible to register, select **"Registration Menu"** at the bottom of the screen.

Select **"Register for Courses,"** or **"Add or Drop Classes."**

**Enter your registration PIN** which you obtained from your advisor and select the **Submit** button.

Follow the instructions to **"Build your Course Schedule."**

This screen also allows you to **add** or **drop** courses to or from an existing schedule. Follow the instructions under the appropriate heading.

**NOTE:** If you do NOT know the CRNs which are required to build your course schedule, select **"Search for Available Courses"** from the **"Registration Menu"** or consult the printed Summer 2006 Course Schedule Bulletin.

If you choose **"Search for Available Courses"** and complete a search, there are two registration options. You may:

1. Select **"Register"** at the bottom of the screen to add your section(s) immediately to the **"Current Schedule"** section on the **"Register for Courses"** screen, or

2. Select **"Add to Worksheet"** at the bottom, to add CRNs to the **"Add Classes"** section on the **"Register for Courses"** screen.

**NOTE:** Courses will **NOT** show in the Current Schedule area of the screen if there is a registration error. There is a link on the page to explain the error messages.

### 4. CHANGE COURSE OPTIONS

Choose **"Change Course Option"** at the bottom of the **"Register for Courses"** screen if you want to change to or from A/pass/fail or audit or change the number of credit hours for variable hour credit courses. You may also choose the same option from the **"Registration Menu."**

### 5. VIEW YOUR SCHEDULE

After submitting your courses, you may view your schedule by selecting **"View Student Course Schedule by Day and Time"** at the bottom of the screen. You may also view your schedule by returning to the **"Registration Menu"** and selecting **"View Student Detail Course Schedule"** or **"View Student Course Schedule by Day and Time."**

### 6. PAY FOR IT

Within my.washburn.edu, **Students Tab**, choose the **"IBOD"** button

**PAYMENT IN FULL MUST BE MADE** by the dates listed as "Last Day To Enroll Without A Late Fee." These are:

**Early Session: June 1, 2006**

**Full Session: June 9, 2006**

**Late Session: July 7, 2006**

There are several ways to do this:

- You can pay via the web, or with cash, check, or credit card, either by mail, at the cashier windows in Morgan 205 or at the depository outside that office, or by student financial aid funds posted to your Washburn student account by the due date of each session.
- If full payment cannot be made by the due date, students may:
  - Set up a payment plan – pay 1/2 down for a single 3 hour class or 1/4 down for one or more courses in two different sessions, either via the web or with cash, check, or credit card by mail or at a Business Office cashier's window. **IF YOUR FINANCIAL AID WILL PAY PART OF YOUR BILL**, it will count as a first payment. You will still need a payment plan for the balance.
  - Provide authorization from a third party to the business office by one week prior to the first day of class so that an invoice can be sent.

**IF THE ACCOUNT IS NOT CLEARED BY THE PAYMENT DUE DATE, A LATE ENROLLMENT FEE WILL BE ASSESSED, IN THE AMOUNT OF \$25.00 PER EACH 3 CREDIT HOURS, TO A MAXIMUM OF \$100.**

**IMPORTANT:** **Protect your confidential information!** When you have finished your enrollment activities, log out of MyWashburn. Exit from MyWashburn through the Logout button. Log back into MyWashburn to resume other activities.

# ADVANCE REGISTRATION

April 3 through April 18, 2006

Advance Registration is for eligible students who are currently enrolled at Washburn during Spring 2006. Follow enrollment instructions listed under *Steps for Enrollment* on page 4. In order to access Web registration and build your course schedule, you will have to observe the schedule listed below. You will have a date, alphabetical, AND classification registration timeframe.

NOTE: A student's classification will be based on the number of credit hours the student has **completed** at Washburn University, **courses in progress** at Washburn, and any transfer credit hours that **have been posted**.

Classifications: Freshman 0 to 23 credit hours  
Sophomore 24 to 53 credit hours  
Junior 54 to 87 credit hours  
Senior 88 or more credit hours  
Graduate pursuing graduate courses/degree

- You will only be able to register on your specified dates and during Open Registration.
- Registration is by the first letter of your last name.
- All students of the same classification may register on the last day of their three-day schedule.
- Non-degree seeking students will be classified according to their completed and in-progress credit hours.

## REGISTRATION ASSISTANCE - MORGAN 115

Registration staff will be available to answer questions or to provide assistance. The staff will NOT enroll students in person but will assist students who are having difficulty with the registration process on the Web.

## ALPHABETICAL/CLASSIFICATION SCHEDULE:

<u>Seniors &amp; Graduates</u>		<u>Juniors &amp; Graduates</u>		<u>Sophomores &amp; Graduates</u>		<u>Freshmen &amp; Graduates</u>	
April 3	A – L	April 6	A – L	April 11	A – L	April 14	A – L
April 4	M – Z	April 7	M – Z	April 12	M – Z	April 17	M – Z
April 5	A – Z	April 10	A – Z	April 13	A – Z	April 18	A – Z

## OPEN REGISTRATION

April 19, 2006 at 8:00 a.m. to May 29, 2006 at 5:00 p.m.

For:

- All Washburn students enrolled for Spring 2006 who did not advance register;
- All new students – must submit an Application for Admission, official transcripts, and ACT scores if fewer than 24 hours of college work has been completed;
- Former students who have been readmitted to the University; and
- High School juniors and seniors.\*

\***High School Students** may enroll for 6 hours maximum after submitting a Non-degree Seeking Application for Admission and a completed Request to Enroll Form. They must report first to the Office of Admissions, Morgan Hall 114, for application processing and advising instructions. Then, the University Registrar's Office will process the student's enrollment form.

NOTE: Registration assistance will be available in Morgan 115 during regular business hours.

**IMPORTANT:** Students participating in Enrollment must make certain that they have **Obtained their WIN and MyWashburn Account Information** before registering on the Web. See "BEFORE YOU CAN ENROLL ON THE WEB" on page 3 for details.

**To Enroll: Follow the STEPS FOR ENROLLMENT on page 4, Web Enrollment.**

New students, returning students, and current students who did not advance register must begin the enrollment process at Step 1.

- There will be NO alphabetical schedule on any of the days.
- The groups of students listed under "Facts You Need to Know" will need to enroll *in person*.

## LATE ENROLLMENT

Late enrollment is for students who did not enroll before the first day of classes:

Early Session – May 30

Full Session – June 5

Late Session – July 5

Students new to Washburn must complete an Application for Admissions form and be eligible for admissions before they can enroll.

### LATE ENROLLMENT (Instructor's Permission Not Required)

**Web Enrollment: Early: May 30 – June 1; Full: June 5 – June 9; Late: July 5 – July 7**

Students must make certain they have obtained their WIN and MyWashburn Account Information before they can enroll on the Web. See "BEFORE YOU CAN ENROLL ON THE WEB" on page 3 for details. To register your initial schedule or drop/add, follow the "STEPS FOR ENROLLMENT" on page 4, Web Enrollment.

### LATE ENROLLMENT (Instructor's Permission Required)

**Web Enrollment: Early: June 2 – June 7; Full: June 10 – June 15; Late: July 8 – July 10**

Students who wish to register courses or **ADD a course(s)** must have the instructor's permission. The procedures are as follows:

Obtain the instructor's permission.

(The instructor must enter a late add electronic permit and any other permits that are necessary to enroll in the course)

Click on the Student Tab of your MyWashburn account

Select Register for Courses/Add or Drop Classes

Select Register for Courses

Select term

Enter your PIN

Select Late Adds (in red in the middle of the page)

Complete the Form to Request Late Class Add

Select Submit

The information will be forwarded to the University Registrar's Office. The changes will be reflected on your schedule within one to two days.

**Note: Students may drop courses on the Web using their MyWashburn account through June 22 for the Early Session, July 11 for the Full Session, and July 25 for the Late Session. Students may NOT withdraw after each respective date.**

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## Enrollment for Summer 2006 High School Juniors and Seniors

Monday – Friday

April 19 – May 29, 2006

8:00 a.m. – 5:00 p.m.

If you are a high school junior or senior and would like to take classes at Washburn, you may now enroll during Washburn's Open Registration, April 19 – May 29, 2006. Students should report to the Office of Admissions, Morgan Hall Room 114. There will be academic advising and enrollment, the opportunity to pay tuition and fees, purchase books, and obtain a student ID card.

To participate in this program, students should have the following items completed and on file with the Office of Admissions prior to enrolling:

1. **A Non-Degree Seeking Application for Admission.** These forms are available in high school guidance offices and from the Washburn Admissions Office.
2. **Make sure the appropriate people sign the "Request to Enroll Form."** These forms are available in high school guidance offices and from the Washburn Admissions Office.

**If you took a class at Washburn in Spring 2006, you do not need to file another Non-Degree Seeking Application for Admission. Simply complete step 2 above.**

For specific information you may call the Washburn Office of Admissions at (785) 670-1030, or talk to your high school guidance counselor.

# **TUITION AND FEES**

## **BILLING AND PAYMENT**

Online enrollment will be available beginning April 3, 2006; fee assessment will occur on student accounts after the end of the Spring 2006 semester at the end of each business day as processes are run.

ENROLLMENT IS A TWO STEP PROCESS:

Step 1) Registration in Classes. Charges will be assessed automatically. Students are liable for all charges assessed unless they withdraw from classes before the term begins.

Step 2) Payment of Charges.

Enrollment is NOT COMPLETE until both steps are fulfilled, and late enrollment and payment fees may be imposed if deadlines are not met.

Additional information:

- Classes added after the initial enrollment will be charged 100% of the tuition rate. (Tuition fees are never prorated.)
- Refunds for dropped classes will follow the published refund schedule on page 8 (e.g., class "A", a "first session" class is dropped on the third day of the class and class "B" is added at the same time – the student will pay 100% of tuition for "B", but receive a 50% refund for "A").
- Resident qualifications are defined by the Admissions/Registrar's offices. All undergraduate tuition is assessed as "resident" during the summer academic period.
- The tuition charge per credit hour is applicable whether taken for credit or audit.
- There are no activity fees for summer classes unless the fee is specific to a particular course.

### **“IBOD” – Ichabod Billing on Demand**

**~ PRINTED STATEMENTS ARE NO LONGER MAILED ~**

LOG INTO my.washburn.edu, choose "Students" tab, and click on "IBOD," to:

- ❖ Print Statements of Account from the web.
- ❖ Print a Payment Voucher for mailing in payment.
- ❖ Set up an installment plan and pay for it online or with more traditional methods.
- ❖ Set up an online payment from a checking or savings account or credit card and have reminder emails to yourself.
- ❖ Set up direct deposit authorization for refunds of excess financial aid.
- ❖ Set up parents or others as authorized users. Those authorized users can then:
  - view the student's financial account;
  - set up automatic payment arrangements or make online payments with credit card or web check, in addition to traditional payment methods; and
  - legally discuss the student's account with the Business Office.

IBOD statements are refreshed periodically throughout the semester. Check "current activity" to see the most recent activity on the account.

In addition, students will be notified via MyWashburn email when activity occurs on their accounts (e.g. when charges are assessed, financial aid released, a payment is due, a late charge is assessed). Authorized persons will receive these emails as well, unless the student revokes the authorization.

Information accessed via the web will be the most current available to the student. Students should check their accounts frequently to make sure they have the latest information.



## **PAYMENT OF TUITION AND FEES** (including housing, meal plans, etc.)

Tuition and fees are due in full by the last day to pay without a late fee for each class session. For summer session these are:

Early Session: June 1, 2006      Full Session: June 9, 2006      Late Session: July 7, 2006

If this is impossible, students may set up a payment plan – pay 1/2 down for a single 3 hour course, with the balance due in one additional payment, or 1/4 down for two or more classes (at least one class each in two different sessions), with the balance due in three additional payments, through IBOD. All tuition must be paid before the end of any course.

**Short Term Courses** (less than 4 weeks duration) must be paid by the first day of class.

Payments may be made in person, by phone (credit card), by mail, or via the web (by web check or credit card). There is a drop box outside the Business Office (Morgan 205) for in-person, after hours payments.

Students who have sufficient financial aid to pay tuition and fees in full need do nothing about payment, except to check to make sure financial aid has been released to their student account, and to indicate how the excess should be disbursed – direct deposit, mailed check, check to be picked up as long as the financial aid is in the student's account by payment deadlines. Financial aid will be applied automatically and excess financial aid disbursed according to the student's preferred method of disbursement. However, if a student's financial aid will pay a portion of tuition and fees, the remainder must be paid or set up on installment payments by the last day to pay without a late fee for the first course taken. To set up an installment plan, go to [my.washburn.edu](http://my.washburn.edu), "Students" tab, IBOD. Call the Business office at 785-670-1156, or send email to [business-office@washburn.edu](mailto:business-office@washburn.edu) with questions. There is a \$30 fee to set up an installment plan.

Financial Aid Priority deadline for academic year 2006-2007 (classes beginning in August 2006) is February 15, 2006. Students should make sure to submit a FAFSA as close to that date as possible to assure swift processing of financial aid. February 15 is also the Priority Deadline for Scholarship application. *If a student's financial aid is delayed because his/her FAFSA was not submitted in a timely manner, the student will be required to make a down payment to hold classes.*

### **Last day to pay tuition and fees without a late fee is:**

**Early Session: June 1, 2006      Full Session: June 9, 2006      Late Session: July 7, 2006**

#### **Late Fees**

After these dates, if charges have not been paid nor an installment plan set up, a single late fee will be charged according to the number of credit hours taken.

<b>Credits</b>	<b>Late Fee</b>
0.5 - 3.00	\$ 25.00
3.50 - 6.00	\$ 50.00
6.50 - 9.00	\$ 75.00
9.50 or more	\$100.00

#### **Refund Dates - Please Note! (See pages 27 and 28 for University Refund Policy)**

Tuition is refundable according to the following schedule. The date used to determine the percentage of refund is the day the student processes the withdrawal on the Web. Late registration or payment fees are not refundable. For those students who completely withdraw from classes and have received Title IV funds, please refer to the refund policy published through the Financial Aid Office to determine the refund percentage.

**Early and Late Sessions** – First two days of class: 100%, 3<sup>rd</sup> to 5<sup>th</sup> Days: 50%, 6<sup>th</sup> day and later: 0%

**Full Session** – First week of class: 100%, Second week of class: 50%, Third week of class and later: 0%

**SHORT TERM CLASSES:** Fees refunded 100% if the University Registrar's Office processes the official withdrawal notice prior to the beginning of the class.

## STUDENT ID's

All students are required to carry the **iCard**, Washburn University's ID.

**New students** may obtain their ID on the main level of the Memorial Union in the **Ichabod Service Center**. Bring one (1) form of government issued photo ID, such as your driver's license, passport, or military ID.

**Returning Students** with the iCard NO LONGER need to stop by the office. Your cards will be automatically electronically updated after you have paid your fees.

**Special Enrollment Hours:**

Monday, May 29 – CLOSED (Holiday)  
 Tuesday, May 30 through Thursday, June 1 – 8:00 a.m. – 5:30 p.m.  
 Friday, June 2 – 8:00 a.m. – 5:00 p.m.

Deposit money on your iCard for use on purchases at participating University locations: Dining Services, University Bookstore, Libraries, Washburn Athletic Department, University Theatre, Vending/Concessions, and the Service Area. The iCard is your photo ID for University services: Library circulation, use of the pool in Petro Allied Health Center, recreational services in the Student Recreation and Wellness Center, and attendance at special music, theatre, and athletic events. The iCard also provides the dining service declining balance account for residence hall students and door access for Living Learning Center/Washburn Village residents.

Call the Ichabod Service Center if you have any questions at (785) 670-1188.  
 Regular business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.  
*\*We observe University Holidays\**

## UPDATE YOUR PERSONAL INFORMATION ON THE WEB

Students may update their permanent, current, and emergency contact addresses using the Web.

To update your address information and your directory profile:

1. Log in to **MyWashburn** (my.washburn.edu).
2. Select the **Student Tab** at the top of the page.
3. Select **Update Your Address Information**.

## COURSE LISTING INFORMATION & EXAMPLES

Evening courses are in **bold** and shaded:

AC 224EA	<b>10249</b>	<b>Financial Accounting .....</b>	<b>3</b>
PM	<b>HC8 5:30 - 6:45</b>	<b>MW .....</b>	<b>Rohr</b>
<b>EN101, MA116 (RECOMMENDED) OR MA110, &amp; 24 HRS</b>			

On-line courses are *italicized*:

BI 203VA	11431	<i>Human Impact on Environment .....</i>	<i>3</i>
<i>On-line</i>	<i>This course is part of the general education program. ....</i>		<i>Scherff</i>

Weekend courses are shaded:

CJ 385WA	11739	<b>Organized Crime .....</b>	<b>3</b>
<b>2/18 – 3/6</b>	<b>MO260</b>	<b>F: 6:00 – 10:00/SY: 8:00 – 5:00.....</b>	<b>Reynoldson</b>

**HOW TO READ THE COURSE INFORMATION:**

Department	Course #	Section	Course Reference #	Course Title	Credit Hours
AC	224	EA	10249	Financial Accounting	3
	<b>Building</b>	<b>Room</b>	<b>Time</b>	<b>Day</b>	<b>Instructor</b>
	Henderson	8	5:30 – 6:45	Monday & Wednesday	Rohr

**Prerequisite:**

EN101, MA116 (RECOMMENDED) or MA110, & 24 HOURS

**NOTE:** Out-of-Sequence or short-term courses are indicated by **dates in bold** beneath the Department designation.

The information and classroom assignments in this printed schedule are subject to change after press time; therefore, this schedule should be used **for reference only**.

**The most current course and class information is located on Washburn's web site at**  
**www.washburn.edu/schedule/summer**

**OR on my.washburn.edu under Search For Available Courses on the Student or the Faculty Tab.**



## ACCOUNTING (AC)

### School of Business – HC114

AC 224A	20477	Financial Accounting.....3
Full Session		HC304 9:20 - 11:00 TWR ..... Ockree EN101, MA116 (RECOMMENDED) OR MA110, AND 24 HOURS, OR CONSENT The study of accounting as a means of communicating financial information about the activities of business enterprises.
<b>AC 224EA</b>	<b>20475</b>	<b>Financial Accounting.....3</b>
<b>Full Session</b>	<b>PM</b>	<b>HC303 5:30 - 8:00 MW..... Moellenberndt</b> <b>EN101, MA116 (RECOMMENDED) OR MA110,</b> <b>AND 24 HOURS OR CONSENT</b> <b>The study of accounting as a means of communicating</b> <b>financial information about the activities of business</b> <b>enterprises.</b>
AC 225A	20510	Managerial Accounting.....3
Full Session		HC118 11:10 – 12:50 TWR .....Cammack AC224, MA116 (RECOMMENDED) OR MA110, BU250 OR CONCURRENT ENROLLMENT, AND 24 HOURS The development and use of information in the accounting system as a managerial decision tool.
<b>AC 225EA</b>	<b>20476</b>	<b>Managerial Accounting.....3</b>
<b>Full Session</b>	<b>PM</b>	<b>HC303 5:30 - 8:00 TR..... Clevenger, T.</b> <b>AC224, MA116 (RECOMMENDED) OR MA110,</b> <b>BU250 OR CONCURRENT ENROLLMENT,</b> <b>AND 24 HOURS</b> <b>The development and use of information in the</b> <b>accounting system as a managerial decision tool.</b>
AC 499A	20259	Internship In Accounting.....3
Full Session		ARR.....STAFF CONSENT Professional work experience with firm or government agency in some phase of public, private or governmental accounting.

## ALLIED HEALTH (AL)

### Allied Health Department – BE107

AL 186VA	20337	Princ. of Resp. Therapy II.....2
Full Session		.....Munzer On-Line AL185 OR CONSENT
AL 231A	20170	Rad. Protec. & Bio. Effects.....2
Full Session		BE114 9:30 - 2:00 R..... Croucher AL121 OR AL131 OR CONSENT
AL 236XA	20171	Radiology Clinical III.....3
Full Session		ARR..... Roberts AL121, AL131, AL135, OR CONSENT
AL 239XA	20344	Radiology Clinical VI.....2
<b>5/15-6/16/06</b>		ARR..... Roberts/Croucher AL238, AL320, OR CONSENT
Web-CT Assisted		
AL 243VA	20009	Dir Prac Cod./Hlth Info Tech.....2
Early Session		..... Shipley On-Line AL245 AND AL246
AL 260A	20304	Independent Study in AH.....1 – 3
Full Session		ARR.....STAFF
AL 261A	20333	Phys Therapy Proc II.....4
<b>5/15-6/22/06</b>		PC223 8:30 - 12:00 MTWR..... Hupp AL170
AL 264XA	20334	Phys Therapy Clinical I.....1
<b>5/15-7/28/06</b>		ARR..... Bahner AL170

AL 289MA	20010	Resp. Therapy Clinical II.....5
Full Session		ARR..... Taylor AL187
Web CT Assisted		
AL 308A	20321	Allied Health Portfolio.....3
Full Session		ARR..... Croucher CONSENT
AL 360VA	20335	Indep Study/Allied Health.....1 - 3
Full Session		..... Kellogg On-Line CONSENT
AL 378VA	20338	Adv Gen Sonography Clin.....5
<b>5/15-8/5/06</b>		..... McDonald On-Line AL377
AL 379VA	20339	Clin Topics in Gen Sonography.....3
<b>5/15-8/5/06</b>		..... Bond On-Line AL374
AL 380VA	20345	Clin Rad. Therapy III.....3
<b>5/15-8/11/06</b>		..... Dodge On-Line MTWRF.....
AL 381VA	20347	Radiation Therapy Seminar.....2
<b>5/15-8/11/06</b>		..... Kratina On-Line
AL 381VB	20348	Radiation Therapy Seminar.....2
<b>5/15-8/11/06</b>		..... Kratina On-Line
AL 381VC	20349	Radiation Therapy Seminar.....2
<b>5/15-8/11/06</b>		..... Kratina On-Line
AL 387VA	20340	Adv Cardiac Sonography Clin.....5
<b>5/15-8/5/06</b>		..... Jones On-Line AL386
AL 388VA	20341	Clin Tops Cardiac Sonography.....3
<b>5/15-8/5/06</b>		..... Jones On-Line AL386
AL 390VA	20336	Special Topics/Allied Health.....3
Full Session		..... Kellogg On-Line CONSENT
AL 397VA	20342	Adv Vascular Sonography Clin.....5
<b>5/15-8/5/06</b>		..... Jones On-Line AL396
AL 398VA	20343	Clin Tops Vascular Sonography.....3
<b>5/15-8/5/06</b>		..... Jones On-Line
AL 415VA	20169	Sem in Health Care.....3
Full Session		..... Kellogg On-Line CONSENT

## ANTHROPOLOGY (AN)

### Sociology & Anthropology Department – HC218

AN 112A	20499	Cultural Anthropology.....3
Early Session		HC103 9:40 - 11:40 MTWR ..... Otudeko This course is a part of the general education program.
AN 207A	20485	Race & Ethnic Group Relations.....3
<b>5/30-6/15/06</b>		HC303 1:00 - 4:30 MTWR ..... Childers SO100 OR AN112 Crosslisted with SO207A
AN 372XA	20492	Archaeological Field School.....1 - 6
<b>5/15-6/2/06</b>		ARR 8:00 - 5:00 MTWRF ..... Wood AN112 AND AN114 OR CONSENT Extra fee for transportation and lodging required.

## ART (AR)

### Art Department – AB101

AR 101A	20230	Survey of Art History I	3
Full Session		GC118 8:55 - 11:25 TR	Hartley
This course is a part of the general education program.			
AR 102A	20410	Art & Architecture in Paris	3
5/23-6/30/06		GC118 9:00 – 11:00 WRF	Janzen
This course is a part of the general education program.			
Meets on campus on 5/24, 5/25, and 5/26.			
Travel course to Paris from May 30 – June 14. Visit major museums, view masterpieces of world art, and study monuments of architecture in France.			
AR 103A	20422	Living with Art	3
Full Session		GC118 8:55 - 11:25 MW	Hartley
This course is a part of the general education program.			
Major principles and ideas of art, with emphasis on different purposes art has served in both western and non-western cultures.			
AR 140A	20464	Drawing I	3
Full Session	PM	AB202 5:30 - 8:00 MTWR	Almond
AR 299A	20465	Drawing Applications	3
Full Session	PM	AB202 5:30 - 8:00 MTWR	Almond
AR 399A	20406	Art & Architecture in Paris	3
5/23-6/30/06		GC131 9:00 - 11:45 TWRF	Janzen
Meets on campus on 5/24, 5/25, and 5/26.			
Travel course to Paris from May 30 – June 14. Visit major museums, view masterpieces of world art, and study monuments of architecture in France. Upper level students will be required to complete a research paper associated with sites/artwork seen.			
AR 399B	20407	Contemporary Sculptural Prac.	3
Early Session		AB125 1:00 - 5:00 MTWR	Roe
Interdisciplinary class that explores the human response to environment through studio projects, lectures and field trips.			
AR 401A	20424	Internship	1 – 3
Full Session		ARR	Taylor
JR/SR ART MAJOR AND CONSENT OF CHAIR			
AR 500GA	20408	Contemporary Sculptural Prac.	3
Early Session		AB125 1:00 - 5:00 MTWR	Roe

## BIOLOGY (BI)

### Biology Department – ST201

BI 100A	20083	Intro to Biology/Health Emph	3
Early Session		ST200 9:40 - 11:40 MTWR	Mullican
This course is a part of the general education program.			
A course designed to study the basic principles of molecular, cellular and organismic biology.			
BI 100B	20156	Intro to Biology/Health Emph	3
Early Session		ST101 11:50 - 1:50 MTWR	Wagner, T.
This course is a part of the general education program.			
A course designed to study the basic principles of molecular, cellular and organismic biology.			
BI 100C	20390	Intro to Biology/Gen Ed Emph	3
Late Session		ST200 12:00 - 2:05 MTWR	Williams
This course is a part of the general education program.			
A course designed to study the basic principles of molecular, cellular and organismic biology.			
BI 101AA	20084	Intro Biology Lab	2
Early Session		ST205 11:50 - 1:35 MTWR	Mullican
This course is a part of the general education program.			
Investigative and classical approaches to biological problems, emphasizes the scientific method.			

BI 101BB	20157	Intro Biology Lab	2
Early Session		ST205 9:40 - 11:25 MTWR	Wagner, P.
This course is a part of the general education program.			
Investigative and classical approaches to biological problems, emphasizes the scientific method.			
BI 203A	20391	Human Impact on Environment	3
Full Session		ST300 9:20 - 11:00 TWR	Williams
This course is a part of the general education program.			
The structure and function of a natural environment and the impact of humans on that environment.			
BI 275A	20159	Human Anatomy	4
Full Session		ST209 8:55 - 10:10 MTWR	Hinton/Young
BI100 AND BI101 OR BI102			
MUST TAKE LAB CONCURRENTLY			
The gross and microscopic structure of the human body.			
Laboratory exercises include both cat and human cadaver dissection.			
BI 275AA	20160	Human Anatomy Lab	0
Full Session		ST209 10:20 - 12:10 MTWR	Hinton/Young
CONCURRENT WITH LECTURE			
BI 324A	20088	Systematic Botany	3
Early Session		ST116 9:00 - 12:30 TR	Landrum
ST116 9:00 – 10:00 W			
BI105			
BI 380A	20399	Ecology of the Cascade Range	2
5/14-6/30/06		Travel Dates: 5/14 – 5/28/06	Landrum
BI102 AND CONSENT			
Additional Cost Required.			
BI 380B	20395	Human Cadaver Dissection	2
5/22-6/8/06		ST209 (Times Below) MTWR	Hinton
5/22 – 5/25/06 9:00 – 4:00			
5/29 – 6/1/06 1:00 – 4:00			
6/5 – 6/8/06 1:00 – 4:00			
BI102 AND CONSENT			
BI 395A	20145	Research In Biology	1 - 3
Full Session		ARR	Boyd

## BUSINESS (BU)

### UNDERGRADUATE & GRADUATE

#### School of Business – HC 114

BU 250EA	20466	Mgmt Info Systems	3
Full Session	PM	HC108 7:00 - 9:30 TR	VonFeldt
CM101 OR CONSENT, EN101, MA116			
(RECOMMENDED) OR MA110, AND 24 HOURS			
The development and use of information in the accounting system as a managerial decision tool.			
BU 315EA	20473	Legal Env of Business	3
Full Session	PM	HC304 5:30 - 8:00 TR	Clevenger, N.
EC200, EC201, AND MINIMUM 2.0 GPA AND 54 HOURS			
Legal process, nature and sources of the law, government regulation and administrative law as they affect business.			
BU 342EA	20474	Organization & Management	3
Early Session	PM	HC204 5:30 - 7:30 MTWR	Crumpacker
EC200, EC201; TWO OF THE THREE: AN112, PY100, OR SO100; AND MINIMUM 2.0 GPA AND 54 HOURS			
Emphasis is given to the development of management, organization structures, organization dynamics, the impact of environmental forces and use of analytical tool.			
BU 346A	20509	Organizational Behavior	3
Full Session		HC118 9:20 – 11:00 TWR	Schrum
PY100 OR SO100, AND 54 HOURS			

BU 360A 20472 Principles of Marketing..... 3  
 Late Session HC203 12:00 – 2:05 MTWR..... STAFF  
 EC200, EC201, AND MINIMUM 2.0 GPA AND 54  
 HOURS  
 The performance of marketing functions and policy  
 considerations at the manufacturer, wholesale, and retail  
 levels of distribution.

**BU 381EA 20244 Business Finance ..... 3**  
**Full Session PM HC304 6:00 – 8:30 MW ..... STAFF**  
**AC225, EC211 (OR MA343 OR MA140 AND**  
**MA145), MA141, MINIMUM 2.0 GPA, AND 54**  
**HOURS**  
**Theory and techniques of financial management,**  
**designed to provide the basic financial background**  
**needed by students in business and related fields.**

**BU 449EA 20470 Strategic Management..... 3**  
**Full Session PM HC307 5:30 - 8:00 MW ..... STAFF**  
**BU342, BU360, BU381, MINIMUM 2.0 GPA, 88**  
**HOURS, AND ADMISSION TO SOBU**  
**This course is designed to integrate the functional areas**  
**of business in formulating and implementing basic policy**  
**for business.**

BU 499A 20257 Internship in Business ..... 1 - 3  
 Full Session ARR..... STAFF  
 CONSENT  
 Professional work experience with business or government  
 agency in following areas: finance and banking,  
 management, and marketing.

**BU 951GA 20467 Legal & Ethical Issues ..... 3**  
**Full Session PM HC107 5:30 - 8:00 TR ..... STAFF**  
**ADMISSION TO MBA PROGRAM**  
**The influence of legal, ethical, political, social, and**  
**regulatory issues on organizations.**

**BU 956GA 20254 Computer-Based Info Syst ..... 3**  
**Full Session PM HC308 5:30 - 8:00 MW ..... Boncella**  
**ADMISSION TO MBA PROGRAM**  
**BU250, BU922, AND BU923, OR CONSENT**  
**Computer based systems for supporting management**  
**decisions.**

## CHEMISTRY (CH)

### Chemistry Department – ST302

CH 101VA 20195 *Chemistry in Context*..... 3  
 Full Session ..... *Angel*  
*On-Line* This course is a part of the general education program.

CH 101VP 20301 *Chem in Context -Plan Students*..... 3  
 Full Session ..... *Angel*  
*On-Line* This course is a part of the general education program.

CH 103VA 20199 *Intro Forensic Chemistry*..... 3  
 Full Session ..... *Salem*  
*On-Line* This course is a part of the general education program.

CH 103VP 20454 *Intro Forensic Chemistry –Plan Students*..... 3  
 Full Session ..... *Salem*  
*On-Line* This course is a part of the general education program.

CH 121A 20002 General, Organic & Bio Chem..... 5  
 Full Session ST303 8:55 - 10:10 MTWR..... Schmidt  
 This course is a part of the general education program.  
 MA110 OR MA116 OR MA140 OR CONCURRENT  
 ENROLLMENT  
 Designed for allied health and physical education major.  
 Students must also enroll in a laboratory and recitation  
 section.

CH 121AL 20003 Gen, Org. & BioChem Lab ..... 0  
 Full Session ST308 10:10 - 1:10 TR ..... Leung  
 This course is a part of the general education program.  
 Laboratory to accompany lecture.

CH 121AR 20004 Gen, Org& Bio Chem Recitat ..... 0  
 Full Session ST303 10:10 - 11:00 MW ..... Schmidt  
 This course is a part of the general education program.  
 Recitation to accompany lecture.

CH 390A 20005 Undergrad Chemical Research ..... 1 - 5  
 Full Session ARR ..... Angel  
 CONSENT  
 A formal written report of laboratory based or theoretical  
 research is required. One credit requires a minimum of 6  
 hours of research per week.

CH 390B 20006 Undergrad Chemical Research ..... 1 - 5  
 Full Session ARR ..... Barton  
 CONSENT  
 A formal written report of laboratory based or theoretical  
 research is required. One credit requires a minimum of 6  
 hours of research per week.

CH 390C 20007 Undergrad Chemical Research ..... 1 - 5  
 Full Session ARR ..... Leung  
 CONSENT  
 A formal written report of laboratory based or theoretical  
 research is required. One credit requires a minimum of 6  
 hours of research per week.

CH 390D 20008 Undergrad Chemical Research ..... 1 - 5  
 Full Session ARR ..... Schmidt  
 CONSENT  
 A formal written report of laboratory based or theoretical  
 research is required. One credit requires a minimum of 6  
 hours of research per week.

CH 393A 20324 Internship ..... 3 – 6  
 Late Session ARR ..... Angel  
 CONSENT

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## CRIMINAL JUSTICE (CJ)

### UNDERGRADUATE AND GRADUATE

#### Criminal Justice Department – BE201

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CJ 305A 20350 Crime & Justice in Film ..... 3  
 Early Session HC6 10:10 - 12:40 TWR..... Berry  
**CJ 355A 20351 Women in Criminal Justice ..... 3**  
**Early Session PM BE211 5:30 - 8:00 TWR..... Smith-Mahdi**  
**Crosslisted with CJ355A**

CJ 360A 20155 Independent Study ..... 1 - 3  
 Full Session ARR ..... Bayens  
 CONSENT OF CHAIR

CJ 390A 20357 Stdy Abroad:Scotland I ..... 3  
**6/16-6/30/06** ARR ..... Bayens  
 CONSENT

CJ 390B 20389 Stdy Abroad: Scotland II ..... 2  
**6/16-6/30/06** ARR ..... Bayens  
 CONSENT

CJ 470VA 20352 *Internship in Security*..... 3 - 6  
 Full Session ..... *Manske*  
*On-Line* CONSENT

CJ 480VA 20122 *Internship in Corrections* ..... 3 - 6  
 Full Session ..... *Berry*  
*On-Line* CONSENT

CJ 490VA 20153 *Internship in Law Enforcement* ..... 3 - 6  
 Full Session ..... *Manske*  
*On-Line* CONSENT  
 Course provides experiential learning primarily for law  
 enforcement majors. Students apply for placement as  
 interns in approved agencies.

**CJ 585A 20359 Women in Criminal Justice ..... 3**  
**Early Session PM BE211 5:30 - 8:00 TWR..... Smith-Mahdi**  
**Crosslisted with CJ355A**

CJ 690A 20154 Thesis ..... 1 - 3  
 Full Session ARR ..... Bayens

## COMPUTER INFORMATION SCIENCE (CM)

### Computer Information Science Department – BT100

CM 101A	20493	Comp. Competency & Internet.....	3
Early Session		MO19 12:30 - 5:20 MW ..... Boncella/Schmidt	
		Overview of computer hardware, software applications, and social implications. Emphasis on literacy and extensive hands-on computer experience.	
CM 390A	20497	Web Programming w/PHP & MySQL.....	1
Early Session		MO15 12:30 - 5:20 MW ..... Schmidt/Decker	
		CONSENT	

## COMMUNICATION (CN)

### Communication Department – MO266

CN 150A	20129	Public Speaking.....	3
Early Session		MO268 9:40 - 11:40 MTWR..... Schnoebelen	
		This course is a part of the general education program.	
CN 150B	20130	Public Speaking.....	3
Late Session		MO268 9:45 - 11:50 MTWR..... Brown	
		This course is a part of the general education program.	
<b>CN 150C</b>	<b>20131</b>	<b>Public Speaking.....</b>	<b>3</b>
<b>Early Session PM</b>		<b>MO268 5:30 - 7:30 MTWR..... O'Leary</b>	
		<b>This course is part of the general education program.</b>	
CN 150D	20132	Public Speaking.....	3
Late Session		MO268 12:00 - 2:05 MTWR..... Ozley	
		This course is a part of the general education program.	
CN 490A	20128	Directed Research.....	1 - 3
Full Session		ARR..... Moore	
		CONSENT	

## ECONOMICS (EC)

### School of Business – HC114

EC 200A	20468	Principles of Microeconomics.....	3
Early Session		HC303 7:30 - 9:30 MTWR..... Kwak	
		This course is a part of the general education program.	
		MA116 (RECOMMENDED) OR MA110, AND 24 HOURS OR CONSENT	
		The fundamentals of price theory. A study of the interaction of markets and decisions made by consumers and firms.	
EC 201A	20251	Principles of Macroeconomics.....	3
Late Session		HC303 7:30 - 9:30 MTWR..... Dickes	
		This course is a part of the general education program.	
		MA116 (RECOMMENDED) OR MA110, AND 24 HOURS OR CONSENT	
		Nature and performance of the American economy considered in the aggregate. Examines the monetary and banking systems and application of economic theory.	
<b>EC 211EA</b>	<b>20241</b>	<b>Stats for Bus &amp; Econ.....</b>	<b>3</b>
<b>Full Session PM</b>		<b>HC107 6:00 - 8:30 MW..... Ahmad</b>	
		<b>MA140 AND MA116 (RECOMMENDED) OR MA110, AND 24 HOURS, OR CONSENT</b>	
		<b>The application of statistical methods to decision problems in business and economics.</b>	

EC 499A	20262	Internship in Economics.....	3
Full Session		ARR..... STAFF	
		CONSENT	
		Professional work experience with government agency, financial institution, or other business firm in the area of economic analysis or planning.	

## EDUCATION (EA, ED, RD, SE)

### Education Department – CA202

EA 581GA	20412	Bas Cncpts Of Ed Admin.....	3
Early Session		CA203 9:40 - 11:40 MTWR..... Lantaff	
EA 584GA	20413	Sch Fin & Bus Admin.....	3
Early Session		CA203 7:30 - 9:30 MTWR..... Balsters, R.	
EA 597GA	20414	School Planning & Fac Mngmnt.....	3
Early Session		ARR..... Lantaff	
ED 150A	20136	EPIC Experience I.....	1
Full Session		CA200 11:50 - 1:50 F..... Cook	
		CONCURRENT ENROLLMENT IN ED200	
		Provides structured field experiences in various educational settings to assist the student in determining if teaching is an appropriate career choice.	
ED 200A	20020	Educational Psychology.....	3
Early Session		CA203 9:40 - 11:40 F..... Fry	
Web Assisted		CONCURRENT ENROLLMENT IN ED150	
		Human growth and development emphasizing learning and application to schools for persons preparing for preschool, elementary, middle school, or secondary school teaching.	
ED 225A	20417	Becoming an Ed Profsn.....	3
Early Session		CA304 9:40 - 11:40 MTWR..... Hillyer	
		ED150 AND ED200	
ED 265A	20225	Methods in Preschool Education.....	2
Early Session		CA207 8:30 - 11:30 TR..... McConnell-Farmer	
		ED160, ED200, ED243/343, ED245/345 AND CONCURRENT ENROLLMENT IN ED267/367 AND ED269/369	
		Crosslisted with ED365A	
ED 267VA	20204	<i>Curr Dev In Presch Ed</i> .....	2
Early Session		..... McConnell-Farmer	
<i>On-Line</i>		ED160, ED200, ED243/343, AND E 245/345	
		Crosslisted with ED367VA	
ED 269A	20418	Practicum In Preschool Ed.....	2
Early Session		CA207 8:30 - 11:30 MW..... McConnell-Farmer	
		ED160, ED200, ED343, ED345, CONSENT AND CONCURRENT ENROLLMENT IN ED267/367 AND ED268/368	
		Crosslisted with ED369A	
ED 300A	20206	Inngtrng Tech into Curriculum.....	3
Early Session		CA108 11:50 - 1:50 MTWR..... Pownell	
		ADMISSION TO TEACHER EDUCATION PROGRAM, CM101 (OR EQUIVALENT) AND ED200	
		This course is designed to equip ECE, Elementary, and Secondary preservice teachers with the necessary skills to incorporate technology in their class.	
ED 365A	20226	Methods in Preschool Education.....	2
Early Session		CA207 8:30 - 11:30 TR..... McConnell-Farmer	
		ADMISSION TO TEACHER EDUCATION PROGRAM AND CONSENT	
		Crosslisted with ED265A	
ED 367VA	20205	<i>Curric in Preschool Educ</i> .....	2
Early Session		..... McConnell-Farmer	
<i>On-Line</i>		Crosslisted with ED267VA	
ED 369A	20207	Practicum in Preschool Ed.....	2
Early Session		CA207 8:20 - 11:30 MW..... McConnell-Farmer	
		Crosslisted with ED269A	
ED 472B	20436	Issues In Mod Amer Ed.....	3
Late Session		MO180 7:30 - 9:35 MTWR..... Smith	
		Crosslisted with ED472GB	

ED 472GB 20437	Issues In Mod Amer Ed .....	3
Late Session	MO180 7:30 - 9:35 MTWR..... Smith	
	Crosslisted with ED472B	
ED 474A 20494	ST: Math Topics for Teachers .....	2 - 3
6/2-6/23/06	MO278 9:00 - 5:00 F..... Mower	
	Crosslisted with ED674GA, MA390A, MA450GA	
ED 474C 20479	ST: Constitution for Teachers .....	3
Full Session	HC307 8:55 - 10:10 MTWR..... Cann	
	Crosslisted with ED674GC, LS590GA, PO300A	
ED 497A 20025	Independent Study In Education .....	1 - 3
Full Session	..... Tutwiler	
	Intensive guided study in a special topic. Available only to candidates for teaching licenses.	
ED 560GV 20419	Adv Educational Psych .....	3
Early Session	..... Smith	
	On-Line	
ED 596GA 20027	Thesis .....	3 - 6
Full Session	ARR..... Tutwiler	
	Design and analysis of a research project to fulfill Capstone requirement.	
ED 597GA 20028	Indep Study in Education .....	1 - 3
Full Session	ARR..... Tutwiler	
	Independent research for graduate students investigating a special problem in a specific area.	
ED 674GA 20495	ST: Math Topics for Teachers .....	2 - 3
6/2-6/23/06	MO278 9:00 - 5:00 F..... Mower	
	Crosslisted with ED474A, MA390A, MA450GA	
ED 674GC 20480	ST: Constitution for Teachers .....	3
Full Session	HC307 8:55 - 10:10 MTWR..... Cann	
	Crosslisted with ED474C, LS590GA, PO300A	
RD 484A 20029	Reading In Content Areas .....	3
Early Session	CA306 11:50 - 1:50 MTWR..... Larson	
	Crosslisted with RD484GA	
RD 484GA 20030	Reading In Content Areas .....	3
Early Session	CA306 11:50 - 1:50 MTWR..... Larson	
	Crosslisted with RD484A	
RD 510GA 20425	Classroom Reading Instruction.....	3
Early Session	CA306 9:40 - 11:40 MTWR..... STAFF	
	Theories of the reading process, current approaches to instruction, and instructional practices across a K-12 curriculum.	
RD 528GA 20423	Speech & Language Dev .....	3
Late Session	CA304 9:45 - 11:50 MTWR..... STAFF	
SE 420A 20426	Ed Plan for Yth w/ Disab .....	3
Early Session	CA300 1:15 - 3:15 MTWR..... Rettig	
	Crosslisted with SE520GA and 522GA	
SE 476GA 20429	Psych Of Exceptional Student .....	3
Early Session	CA300 9:40 - 11:40 MTWR..... Rettig	
	Historical and current practices relating to the educational characteristics, needs and placement alternatives for exceptional students.	
SE 510GA 20430	Prob Of Yth w/ Disab .....	3
Early Session	CA300 7:30 - 9:30 MTWR..... Rettig	
SE 520GA 20427	Ed Plan for Yth w/Disab .....	3
Early Session	CA300 1:15 - 3:15 MTWR..... Rettig	
	Crosslisted with SE420A and SE522GA	
	Introduction to programming, planning, and scheduling procedures for structuring the learning environment for mild/moderate handicapped.	
SE 522GA 20428	Ed Plan for Yth w/ Disab .....	3
Early Session	CA300 1:15 - 3:15 MTWR..... Rettig	
	Crosslisted with SE420A and SE520GA	
	Introduction to programming, planning and scheduling procedures for structuring the learning environment for mild/moderate handicapped.	
SE 556GA 20432	Spec Ed. Prac I (Pre/Elem) .....	3
Early Session	ARR 8:00 - 12:00 MTWRF..... Dye	
	Directed, supervised teaching experiences of students with mild/moderate disabilities.	
SE 558GA 20434	Spec Ed Prac I (Mid/Sec).....	3
Early Session	ARR 8:00 - 12:00 MTWRF..... Dye	
	Directed, supervised teaching experiences of students with mild/moderate disabilities.	

SE 580GV 20144	Resources for Fam w/ Disab .....	3
Early Session	..... Dye	
	On-Line	

## ENGLISH (EN)

### English Department – MO258

EN 101A 20080	Freshman Comp .....	3
Full Session	MO176 7:30 - 9:10 TWR..... STAFF	
	This course is a University requirement.	
	Learn the skills for confident self expression in comfortable classrooms with experienced and encouraging teachers.	
EN 101B 20081	Freshman Comp .....	3
Full Session	MO176 9:20 - 11:00 TWR..... STAFF	
	This course is a University requirement.	
	Learn the skills for confident self expression in comfortable classrooms with experienced and encouraging teachers.	
<b>EN 101C 20439</b>	<b>Freshman Comp .....</b>	<b>3</b>
<b>Full Session PM</b>	<b>MO160 5:30 - 8:00 TR.....STAFF</b>	
	<b>This course is a University requirement.</b>	
	<b>Learn the skills for confident self expression in comfortable classrooms with experienced and encouraging teachers.</b>	
EN 131A 20441	Understanding Short Fiction.....	3
Late Session	MO137 9:45 - 11:50 MTWR..... Pruitt	
	This course is a part of the general education program.	
EN 133A 20442	Stories Around The World .....	3
Early Session	MO158 10:20 - 12:40 TWR..... Sheldon	
	This course is a part of the general education program.	
	Would you like to visit England, Germany, Japan, Peru, Kenya, China, Mexico from your armchair? We'll read short stories or novels by international authors.	
<b>EN 193A 20462</b>	<b>Science Fiction Film.....</b>	<b>3</b>
<b>Full Session PM</b>	<b>MO176 5:30 - 8:00 TR.....Sheldon</b>	
	<b>Crosslisted with EN393A</b>	
EN 200B 20313	Intermediate Comp .....	3
Early Session	MO160 7:30 - 9:30 MTWR..... Siebert	
	Elements and structure of argument. Course appropriate for Washburn students seeking additional writing or non-Washburn students to complete writing requirement.	
EN 200VA 20450	Intermediate Comp .....	3
Full Session	..... Fecteau	
	On-Line	
	Elements and structure of argument. Course appropriate for Washburn students seeking additional writing or non-Washburn students to complete writing requirement.	
<b>EN 208A 20098</b>	<b>Business &amp; Technical Writing.....</b>	<b>3</b>
<b>Full Session PM</b>	<b>MO18 5:30 - 8:00 MW..... Dawes</b>	
	<b>EN101 or EN102</b>	
	<b>Learn the correct format and content for memos, employment correspondence, letters, etc. using WordPerfect in the computer lab.</b>	

Students enrolling for **English 300** must pass the **Placement Exam** prior to enrollment.\*

Register ONLINE at  
<https://secure.washburn.edu/en300exam-registration>

#### Prerequisites for EN300

"C" or better in EN101 and minimum 54 completed credits

\*A "C" or better in EN200, Intermediate Composition, *taken at Washburn only*, will substitute for the Placement Exam.

EN 300A 20110	Advanced Composition .....	3
Full Session	MO158 7:30 - 9:10 TWR..... Fecteau	
	This course is a University requirement.	
	EN101 OR EN102 WITH MINIMUM GRADE OF C AND SATISFACTORY PLACEMENT TEST OR EN200 WITH MINIMUM GRADE OF C	
	Students with focused academic interests will learn to share their interests with others in various forms of written expression.	



EN 300B 20099 Adv Comp-Business Emphasis..... 3  
 Full Session MO178 9:20 - 11:00 TWR .....Sheldon  
 This course is a University requirement.  
 EN101 OR EN102 WITH MINIMUM GRADE OF C  
 AND SATISFACTORY PLACEMENT TEST OR  
 EN200 WITH MINIMUM GRADE OF C  
 Business writers learn more effective organization  
 techniques and appropriate formats for memos, bad news,  
 persuasive, claim/adjustment, and employment letters.

EN 300C 20100 Advanced Composition..... 3  
 Early Session MO160 9:40 - 11:40 MTWR.....Siebert  
 This course is a University requirement.  
 EN101 OR EN102 WITH MINIMUM GRADE OF C  
 AND SATISFACTORY PLACEMENT TEST OR  
 EN200 WITH MINIMUM GRADE OF C  
 Students with focused academic interests will learn to share  
 their interests with others in various forms of written  
 expression.

**EN 300D 20451 Advanced Composition..... 3**  
**Early Session PM MO158 5:30 - 8:00 TWR ..... Sheldon**  
**This course is a University requirement.**  
**EN101 OR EN102 WITH MINIMUM GRADE OF**  
**C AND SATISFACTORY PLACEMENT TEST**  
**OR EN200 WITH MINIMUM GRADE OF C**  
**Students with focused academic interests will learn to**  
**share their interests with others in various forms of**  
**written expression.**

EN 300VA 20216 *Advanced Composition* ..... 3  
 Early Session ..... *Weed*  
*On-Line*  
 This course is a University requirement.  
 EN101 OR EN102 WITH MINIMUM GRADE OF C  
 AND SATISFACTORY PLACEMENT TEST OR  
 EN200 WITH MINIMUM GRADE OF C  
 Students with focused academic interests will learn to share  
 their interests with others in various forms of written  
 expression.

EN 300VB 20217 *Advanced Composition* ..... 3  
 Early Session ..... *Weed*  
*On-Line*  
 This course is a University requirement.  
 EN101 OR EN102 WITH MINIMUM GRADE OF C  
 AND SATISFACTORY PLACEMENT TEST OR  
 EN200 WITH MINIMUM GRADE OF C  
 Students with focused academic interests will learn to share  
 their interests with others in various forms of written  
 expression.

EN 300VC 20222 *Advanced Composition* ..... 3  
 Late Session ..... *Stewart*  
*On-Line*  
 This course is a University requirement.  
 EN101 OR EN102 WITH MINIMUM GRADE OF C  
 AND SATISFACTORY PLACEMENT TEST OR  
 EN200 WITH MINIMUM GRADE OF C  
 Students with focused academic interests will learn to share  
 their interests with others in various forms of written  
 expression.

EN 300VD 20452 *Advanced Composition* ..... 3  
 Late Session ..... *Stewart*  
*On-Line*  
 This course is a University requirement.  
 EN101 OR EN102 WITH MINIMUM GRADE OF C  
 AND SATISFACTORY PLACEMENT TEST OR  
 EN200 WITH MINIMUM GRADE OF C  
 Students with focused academic interests will learn to share  
 their interests with others in various forms of written  
 expression.

EN 385A 20101 Dir Reading/Writing/Resrch ..... 1 - 3  
 Full Session ARR.....Stein  
 Designed to investigate a field of special interest which will  
 not be covered in detail in the courses offered in the  
 department.

**EN 393A 20463 Science Fiction Film..... 3**  
**Full Session PM MO176 5:30 - 8:00 TR .....Sheldon**  
**Crosslisted with EN193A**

EN 399A 20496 Contemporary Theatre ..... 1 - 3  
 Early Session GC323 10:10 - 12:40 TWR ..... Prece  
 Crosslisted with TH306A

EN 399B 20449 Putting Shakespeare in His Place ..... 1 - 3  
**6/8-7/7/06** MO158 1:00 - 4:00 RF.....Godman  
 Crosslisted with HI300A, HI500GA, LS501GA, LS502GA  
 Class meets 6/8, 6/9, 7/6, and 7/7  
 Travel to Great Britain 6/13 – 6/28/06  
 This course on the literary and historical content of  
 Shakespeare's drama includes travel to Britain to see his plays  
 and world.

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## FOREIGN LANGUAGE (FL, FR, GE, SP)

### Modern Foreign Language Department – MO375

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FL 399A 20237 French Fiction and Film ..... 3  
**5/15-5/26/06** MO376 9:00 - 1:00 MTWRF ..... Parker  
 Crosslisted with HN201A  
 Can't go to France this summer? Do the next best thing –  
 explore the works of some major French writers in two  
 different media.

FR 207A 20435 French Conversation..... 3  
 Late Session MO378 9:45 - 11:50 MTWR ..... Sullivan  
 FR102 OR THREE YEARS OF HIGH SCHOOL  
 FRENCH OR CONSENT  
 Brush up on your French before starting a new semester.

**SP 101A 20147 Beginning Spanish I..... 4**  
**Early Session PM MO377 6:00 - 8:50 MTWR..... Tenny**  
**SO100 OR CONSENT**

**SP 102A 20180 Beginning Spanish II ..... 4**  
**Late Session PM MO377 6:00 - 8:50 MTWR..... Tenny**  
**This course is part of the general education program.**  
**SP101 OR 2 YEARS HIGH SCHOOL SPANISH**  
**OR CONSENT**

SP 207A 20438 Basic Spanish Conversation ..... 3  
 Late Session MO381 9:45 - 11:50 MTWR Coletta-Ensley  
 SP102 OR 2 YEARS HIGH SCHOOL SPANISH OR  
 CONSENT

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## GEOGRAPHY (GG)

### Political Science Department – HC225

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GG 102A 20049 World Regional Geography..... 3  
 Early Session HC 208 9:45 - 11:50 TWR ..... STAFF  
 This course is a part of the general education program.  
 Regional comparative study of physical and human  
 environments, the interplay of forces which gives each its  
 character.

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## GEOLOGY (GL)

### Physics & Astronomy Department – ST108

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GL 101A 20200 Intro to Geology..... 3  
 Early Session ST111 9:40 - 11:40 MTWR ..... Stallard  
 This course is a part of the general education program.  
 A descriptive treatment of processes of erosion, mountain  
 formation, and glaciation and the methods of identification  
 of various rocks and minerals.

## HISTORY (HI)

### History Department – HC311

HI 100VA 20077 Full Session <i>On-Line</i>	20077	<i>Survey-Early Wld Hist.</i> ..... 3 <i>Tucker</i>
This course is a part of the general education program. Basic introductory survey of earliest eras of world cultures and history.		
HI 111VA 20191 Full Session <i>On-Line</i>	20191	<i>US History I.</i> ..... 3 <i>Morse</i>
This course is a part of the general education program. Origins of settlement through Reconstruction.		
<b>HI 112A 20385</b> <b>Early Session PM</b>	<b>20385</b>	<b>US History II.</b> ..... 3 <b>HC118 5:30 - 8:00 TWR</b> ..... <b>Wagnon</b> <b>This course is part of the general education program.</b> <b>From the emergence of an urban and industrial society through the present.</b>
HI 300A 20396 <b>6/8-7/7/06</b>	20396	Putting Shakespeare in his Place ..... 3 MO158 1:00 - 4:00 RF ..... Prasch Class meets 6/8, 6/9, 7/6, and 7/7 Travel to Great Britain 6/13 – 6/28/06 3 HOURS OF HI OR CONSENT Crosslisted with EN399B, HI 500GA, LS501GA, LS502GA This course on the literary and historical content of Shakespeare's drama includes travel to Britain to see his plays and world.
<b>HI 300B 20393</b> <b>5/22-6/3/06 PM</b>	<b>20393</b>	<b>Road to Revolution</b> ..... 3 <b>HC118 5:30 - 8:10 MT</b> ..... <b>Bearman</b> <b>Class meets 5/22 and 5/23</b> <b>3 HOURS OF HI OR CONSENT</b> <b>This course takes students out of the classroom and onto the road of the American Revolution. Beginning in Boston, ending at Yorktown, stopping at various points in between, we follow in the footsteps of General George Washington in order to grasp the intellectual and geographical context of the Revolution.</b>
HI 300C 20394 <b>Late Session PM</b>	20394	<b>Native-American History</b> ..... 3 <b>HC217 5:30 - 8:10 TWR</b> ..... <b>Harvey</b> <b>3 HOURS OF HI OR CONSENT</b> <b>Native-American history is a survey of indigenous people's experience from pre-European contact to the present. It looks at the history of Indian-White relations in North America from the perspective of Indian peoples. Social, cultural and legal interactions, as well as military and diplomatic, will be studied..</b>
HI 397A 20421 Early Session	20421	Internship in Hist Agencies ..... 3 ARR ..... Wagnon HII11, HII12, 6 HRS UPPER DIVISION HI, AND CONSENT Museum education, archives and manuscripts offered in cooperation with the Kansas State Historical Society on a limited basis.
HI 398A 20044 Early Session	20044	Directed Readings ..... 1 - 6 ARR ..... Prasch SR HISTORY MAJOR OR CONSENT OF CHAIR Directed readings in selected fields of history. Regular conferences.
HI 398B 20074 Late Session	20074	Directed Readings ..... 1 - 6 ARR ..... Prasch SR HISTORY MAJOR OR CONSENT OF CHAIR Directed readings in selected fields of history. Regular conferences.
HI 500GA 20384 <b>6/8-7/7/06</b>	20384	Putting Shakespeare in his Place ..... 3 MO158 1:00 - 4:00 RF ..... Prasch Class meets 6/8, 6/9, 7/6, and 7/7 Crosslisted with EN399B, HI300A, LS501GA, LS502GA This course on the literary and historical content of Shakespeare's drama includes travel to Britain to see his plays and world.

## HEALTH (HL)

### Health & Physical Education Department – PC201

HL 202A 20505 Early Session	20505	Weight Management..... 1 PC224 8:00 - 9:25 MF..... Wohl Managing one's weight throughout the lifespan is an important component of health. The student will learn the principles of weight management and understand how to apply them to their own lifestyle. Students will also perform and analyze a personal computerized dietary analysis.
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## HONORS (HN)

### Morgan 275

HN 201A 20481 <b>5/15-5/26/06</b>	20481	French Fiction & Film ..... 3 MO376 9:00 - 1:00 MTWRF ..... STAFF This course is a part of the general education program. Crosslisted with FL399A Can't go to France this summer? Do the next best thing – explore the works of some major French writers in two different media.
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## HUMAN SERVICES (HS)

### Human Services Department – BE203

HS 281A 20165 Full Session	20165	Internship II ..... 3 BE207 3:30 - 5:00 TR ..... McMillen HS100, HII31, AT LEAST ONE COURSE IN AREA OF EMPHASIS, AND CONSENT
HS 305VA 20161 Early Session <i>On-Line</i>	20161	<i>Case Management</i> ..... 3 ..... <i>Wilkinson</i>
HS 325VA 20355 Early Session <i>On-Line</i>	20355	<i>Group Work in Human Services</i> ..... 3 ..... <i>Wilkinson</i>
HS 360A 20164 Full Session	20164	Dir Study in Human Services ..... 1 - 3 ARR ..... Staff CONSENT
HS 380A 20166 Full Session	20166	Internship III ..... 3 BE207 3:30 - 5:00 TR ..... McMillen HS281, HS300, HS302, AND CONSENT
HS 390B 20306 Late Session	20306	Foundation in Victim Services ..... 1 - 3 ARR ..... Petersen Crosslisted with HS585GB
HS 390C 20307 Late Session	20307	Critical Analys Victims Assist ..... 1 - 3 ARR ..... Petersen Crosslisted with HS585GC
<b>HS 390WA 20353</b> <b>5/30-6/3/06</b>	20353	<b>Adv Morita Therapy Intensive</b> ..... 3 <b>ARR TWRFS</b> ..... <b>Ogawa</b> Crosslisted with HS585GA This course is an intensive residential experience for those seeking to integrate Morita Therapy into their professional and personal lives. It is designed to follow the introductory HS course, Eastern Therapies in Intervention and Treatment.
HS 481A 20167 Full Session	20167	Internship IV ..... 3 - 6 BE207 3:30 - 5:00 TR ..... McMillen HS 380, HS 325, HS 330, AND UPPER DIVISION COURSE IN EMPHASIS AREA
<b>HS 585GA 20354</b> <b>5/30-6/3/06</b>	20354	<b>Adv Morita Therapy Intensive</b> ..... 3 <b>ARR TWRFS</b> ..... <b>Ogawa</b> Crosslisted with HS390WA

HS 585GB 20319	Fndtn in Victim Services-NVAA .....	1 - 3
Late Session	ARR.....	Petersen
	Crosslisted with HS390B	
HS 585GC 20320	Critical Analysis Victim Assist.....	1 - 3
Late Session	ARR.....	Petersen
	Crosslisted with HS390C	

## INTENSIVE ENGLISH (IE)

**Intensive English Center—MO375**  
**INTERNATIONAL STUDENTS (NEW & RETURNING)**  
**MUST ENROLL IN THE INTERNATIONAL HOUSE**

IE 70A 20271	Basic Intensive English.....	3
Early Session	MO179 9:00 - 12:00 TWR .....	Anderson
	General ESL, focus on grammar and reading.	
IE 100A 20146	Intensive English.....	3
Early Session	MO179 9:00 - 12:00 TWR .....	Anderson
	General ESL, focus on grammar and reading.	

## INTERDISCIPLINARY STUDIES (IS)

**College of Arts and Sciences – MO108**

IS 201A 20278	Study Abroad-North America.....	1 - 18
Full Session	.....	STAFF
IS 202A 20279	Study Abroad - Latin America.....	1 - 18
Full Session	.....	STAFF
IS 203A 20280	Study Abroad-Europe .....	1 - 18
Full Session	.....	STAFF
IS 204A 20281	Study Abroad - Asia.....	1 - 18
Full Session	.....	STAFF
IS 205A 20282	Study Abroad - Oceania.....	1 - 18
Full Session	.....	STAFF
IS 206A 20283	Study Abroad - Africa.....	1 - 18
Full Session	.....	STAFF
IS 220A 20284	Study Abroad – Approved External Program.....	1 - 18
Full Session	.....	STAFF
IS 389VA 20213	Capstone Proposal.....	1
Full Session	.....	STAFF
On-Line	Prerequisite to the IS390 Capstone Project Course. Course may be taken semester preceding IS390. Designed to assist must in developing capstone project.	
IS 390VA 20268	Capstone Project.....	2 - 7
Full Session	.....	STAFF
On-Line		
IS 400A 20504	LSAT Preparation .....	1 - 3
5/30-6/3/06	MO268 1:30 - 4:40 TWRF .....	Ubel

## LEGAL STUDIES

**Office, Legal & Technology Department – BE311**

LG 390EA 20460	Famous Trials of the 20th Cent .....	3
Early Session PM	BE207 5:30 - 7:35 TWR .....	Martin
LG 450A 20375	Internship.....	2 - 3
Full Session	ARR.....	Martin
	CONSENT	

## LIBERAL STUDIES (LS)

**Morgan Hall 253**

LS 501GA 20388	Putting Sh'speare in His Place .....	3
6/8-7/7/06	MO158 1:00 - 4:00 RF .....	Godman
	Class meets 6/8, 6/9, 7/6, and 7/7	
	Travel to Great Britain 6/13 – 6/28/06	
	Crosslisted with EN399B, HI300A, HI500GA, LS502GA	
	This course on the literary and historical content of Shakespear's drama includes travel to Britain to see his plays and world.	
LS 502GA 20409	Putting Sh'speare in His Place .....	3
6/8-7/7/06	MO158 1:00 - 4:00 RF .....	Prasch
	Class meets 6/8, 6/9, 7/6, and 7/7	
	Travel to Great Britain 6/13 – 6/28/06	
	Crosslisted with EN 399B, HI300A, HI500GA, LS501GA	
	This course on the literary and historical content of Shakespear's drama includes travel to Britain to see his plays and world.	
LS 590GA 20507	The Constitution for Teachers .....	3
Full Session	HC307 8:50 - 10:10 MTWR .....	Cann
	Crosslisted with ED474C, ED674GC, PO300A	
LS 590GB 20506	Special Topics.....	3 - 6
Full Session	ARR .....	Faulkner
LS 599GA 20267	Capstone Experience .....	3
Full Session	ARR .....	Faulkner

## MATHEMATICS & STATISTICS (MA)

**Mathematics & Statistics Department – MO275**

MA 104A 20089	Intermediate Algebra .....	3
Full Session PM	MO177 5:30 - 8:00 TR.....	Glynn
	<b>MA103 OR DEMONSTRATED EQUIVALENCE</b>	
	Course designed to effectively prepare students for college algebra. Taught by full-time faculty in the more relaxed atmosphere of Summer Session.	
MA 110A 20090	Exploring Mathematics .....	3
Full Session	MO177 10:20 - 11:35 MTWR .....	Pitts
	This course satisfies the University Math requirement.	
	MA104 OR ACT MATHEMATICS SCORE OF 22 OR PLACEMENT EXAM SCORE OF AT LEAST 15	
	This course is intended for non-calculus bound students and designed to fulfill the university math requirement.	
MA 110B 20484	Exploring Mathematics.....	3
Full Session PM	MO177 5:30 - 8:00 MW.....	Mower
	This course satisfies the University Math requirement.	
	MA104 OR ACT MATHEMATICS SCORE OF 22 OR PLACEMENT EXAM SCORE OF AT LEAST 15	
	This course is intended for non-calculus bound students and designed to fulfill the university math requirement.	
MA 116A 20091	College Algebra .....	3
Full Session	MO177 8:55 - 10:10 MTWR .....	Pitts
	This course satisfies the University Math requirement.	
	MA104 OR ACT MATHEMATICS SCORE OF 22 OR PLACEMENT EXAM SCORE OF AT LEAST 15	
	Course designed to enhance algebraic, logical, and problem solving skills needed in a wide range of fields of study.	
MA 116B 20092	College Algebra .....	3
Full Session	MO278 10:20 - 11:35 MTWR .....	Gahnstrom
	This course satisfies the University Math requirement.	
	MA104 OR ACT MATHEMATICS SCORE OF 22 OR PLACEMENT EXAM SCORE OF AT LEAST 15	
	Course designed to enhance algebraic, logical, and problem solving skills needed in a wide range of fields of study.	

**MA 116C 20093 College Algebra ..... 3**  
**Full Session PM MO280 5:30 - 8:00 TR ..... STAFF**  
 This course satisfies the University Math requirement.  
**MA104 OR ACT MATHEMATICS SCORE OF 22**  
**OR PLACEMENT EXAM SCORE OF AT LEAST**  
**15**  
 Course designed to enhance algebraic, logical, and  
 problem solving skills needed in a wide range of fields of  
 study.

**MA 140A 20095 Statistics ..... 3**  
**Full Session MO278 8:55 - 10:10 MTWR.....Blumberg**  
 This course is a part of the general education program.  
**MA110 OR MA116 OR ACT MATHEMATICS**  
**SCORE OF 28 OR PLACEMENT EXAM SCORE**  
**OF AT LEAST 22**  
 From political polls to lotteries, uses (and misuses) of  
 statistics abound in our daily lives. Basic statistical thinking  
 is covered.

**MA 140B 20096 Statistics ..... 3**  
**Full Session PM MO278 5:30 - 8:00 MW .....Driver**  
 This course is a part of the general education program.  
**MA110 OR MA116 OR ACT MATHEMATICS**  
**SCORE OF 28 OR PLACEMENT EXAM SCORE**  
**OF AT LEAST 22**  
 From political polls to lotteries, uses (and misuses) of  
 statistics abound in our daily lives. Basic statistical  
 thinking is covered.

**MA 140C 20224 Statistics ..... 3**  
**Full Session PM MO278 5:30 - 8:00 TR .....Driver**  
 This course is a part of the general education program.  
**MA110 OR MA116 OR ACT MATHEMATICS**  
**SCORE OF 28 OR PLACEMENT EXAM SCORE**  
**OF AT LEAST 22**  
 From political polls to lotteries, uses (and misuses) of  
 statistics abound in our daily lives. Basic statistical  
 thinking is covered.

**MA 141A 20223 Applied Calculus I ..... 3**  
**Full Session MO280 8:55 - 10:10 MTWR..... Charlwood**  
 This course is a part of the general education program.  
**MA116 OR MA123 OR ACT MATHEMATICS**  
**SCORE OF 28 OR PLACEMENT EXAM SCORE**  
**OF AT LEAST 22**  
 Good summer course for computer science majors, business  
 majors, and other fields that require calculus but not the  
 more rigorous 5-hour calculus.

**MA 141B 20097 Applied Calculus I..... 3**  
**Full Session PM MO280 5:30 - 8:00 MW ..... Gahnstrom**  
 This course is a part of the general education program.  
**MA116 OR MA123 OR ACT MATHEMATICS**  
**SCORE OF 28 OR PLACEMENT EXAM SCORE**  
**OF AT LEAST 22**  
 Good summer course for computer science majors,  
 business majors, and other fields that require calculus  
 but not the more rigorous 5-hour calculus.

**MA 390A 20482 Math Topics for Teachers ..... 2**  
**6/2-6/23/06 MO278 9:00 - 5:00 F..... Mower/Charlwood**  
 CONSENT OF INSTRUCTOR  
 Crosslisted with ED474A, ED674GA, MA450GA

**MA 450GA 20483 Math Topics for Teachers ..... 2**  
**6/2-6/23/06 MO278 9:00 - 5:00 F..... Mower/Charlwood**  
 CONSENT OF INSTRUCTOR  
 Crosslisted with ED474A, ED674GA, MA390A

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## MASS MEDIA (MM)

### Mass Media Department – HC316

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**MM 210A 20183 Beginning Video Technologies ..... 3**  
**Early Session HC8 9:40 - 11:40 MTWR ..... Cranston**  
 Basic principles, techniques and applications of video  
 production as it relates to broadcasting, webcasting and  
 other digitally recorded distribution. This is a hands-on,  
 hardware intensive course utilizing both studio and field  
 techniques.

**MM 321A 20184 Publication Technology ..... 3**  
**Late Session HC7 9:45 - 11:50 MTWR ..... Raicheva**  
**MM202 OR CONSENT**  
 Learning design and layout functions using desktop  
 publishing techniques and software.

**MM 492A 20017 Independent Study ..... 1 - 3**  
**Early Session ARR ..... Cranston**  
**CONSENT OF FACULTY AND CHAIRPERSON.**  
**MAJORS ONLY.**  
 Investigates a mass media area of interest not covered in  
 regular courses. Involves producing research or creative  
 projects.

**MM 494A 20018 Internship ..... 1 - 3**  
**Full Session ARR ..... Menzie**  
**CONSENT OF CHAIR. MAJORS ONLY**  
 Experience and training in professional setting related to  
 mass media careers. Students are supervised by mass media  
 faculty and the sponsoring organization.

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## MUSIC (MU)

### Music Department – GC211

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**MU 100A 20011 Enjoyment of Music..... 3**  
**Early Session PM GC143 5:30 - 8:00 TWR.....Snook, A.**  
 The materials and structure of music, as they relate to  
 perceptive listening and increased listening enjoyment.  
 Planned primarily for non-music majors.

**MU 100B 20012 Enjoyment of Music..... 3**  
**Late Session PM GC143 5:30 - 8:10 TWR..... Rivers**  
 The materials and structure of music, as they relate to  
 perceptive listening and increased listening enjoyment.  
 Planned primarily for non-music majors.

**MU 100VA 20212 Enjoyment of Music ..... 3**  
**Early Session ..... Meador**  
*On-Line*  
 This course is a part of the general education program.  
 The materials and structure of music, as they relate to  
 perceptive listening and increased listening enjoyment.  
 Planned primarily for non-music majors.

**MU 100VB 20317 Enjoyment of Music ..... 3**  
**Late Session ..... Meador**  
*On-Line*  
 This course is a part of the general education program.  
 The materials and structure of music, as they relate to  
 perceptive listening and increased listening enjoyment.  
 Planned primarily for non-music majors.

**MU 103VA 20214 Jazz History ..... 3**  
**Late Session ..... Morgan**  
*On-Line*  
 This course is a part of the general education program.  
 The materials and structure of jazz music with an emphasis  
 on listening skills.

**MU 400VA 20411 Mozart's Comic Opera..... 3**  
**Early Session ..... Fillerup**  
*On-Line*  
 An on-line seminar exploring three of Mozart's comic operas  
 through historical, theoretical, aesthetic, and performance-  
 based perspectives.

## NURSING (NU)

### School of Nursing – PC203

NU 220A	20368	Principles of Nutrition .....	3
Early Session PM		PC204 5:30 - 8:00 TR..... Andrews	
		<b>BI100 AND BI101 OR EQUIVALENT</b>	
NU 332A	20511	Transcultural Nursing .....	2
Early Session		PC204 1:00 – 3:50 MW .....	STAFF
NU 333V	20365	Stress Management for Nurses .....	2
Full Session		.....Isaacson	
		NU315	
NU 335A	20367	Martha Rogers in the Movies.....	2 - 3
Early Session		PC204 1:00 - 3:50 TR .....	Dinkel
		CONSENT	
NU 343A	20272	Pathophysiology/Pharm II .....	3
Full Session		PC204 9:00 - 12:00 MW .....	Washburn
		<b>ALL NURSING PREREQUISITE COURSES AND</b>	
		NU313	
		Builds upon the basic disruptive mechanisms/concepts and impact on human systems. Emphasis is given to pharmacotherapeutics and diagnostics.	
NU 343DA	20273	Patho/Pharm II Recitation.....	0
Full Session		PC204 12:10 - 1:00 W .....	Washburn
NU 374A	20364	Health Prom in Summer Camp.....	2
5/22-7/10/06		ARR 1:00 - 4:00 .....	Joyce
		NU304, NU358, NU359	
NU 475A	20275	Scientific Methods in Nursing .....	2
Early Session		PC204 9:00 - 12:00 TR .....	McBride
		MA140 (OR EQUIVALENT) AND NU315	
		Scientific methodology and the research process. Elements of investigatory design and ethical considerations.	
NU 502A	20369	Adv Nursing Practice Ethics .....	2
Early Session PM		PC221 5:00 - 7:00 TWR .....	Clark
		<b>GRADUATE STANDING</b>	

## PHYSICAL EDUCATION (PE)

### Health and Physical Education Department – PC201

PE 198A	20038	Lifetime Wellness-Life Sports.....	2
Early Session		PC250 7:30 - 9:30 MTWR..... McCormick	
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Enjoy early morning workout with activities such as tennis, swimming, ultimate Frisbee, walk/jog and rollerblading	
PE 198B	20039	Lifetime Wellness-Outdoor Act.....	2
Early Session		PC221 7:30 - 9:45 TWR .....	Bender
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Need transportation up to 25 miles, fees up to \$20. Wellness experiences for outdoors including hiking, canoeing, biking, kayaking, that use the natural environment.	
PE 198C	20173	Lifetime Wellness-Body Toning .....	2
Early Session		PC125 9:40 - 11:40 MTWR.....Simmons	
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Total body muscle toning and fat burning fitness training through a variety of bands, lightweight dumbbells and cardio equipment	
PE 198D	20066	Lifetime Wellness-Weight Train .....	2
Early Session		PC252 9:40 - 11:40 MTWR..... Wohl	
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Learn weight training principles and design a personal weight training program. No prior weight lifting experience necessary. Nutrition and exercise that can enhance training results will also be discussed.	

PE 198E	20443	Lifetime Wellness-CardioCondt .....	2
Early Session PM		PC104 5:30 - 7:30 MTWR..... Slack	
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Strengthen your heart, develop muscular endurance, burn calories. Activities include walk/jog, bicycling, rope skipping and circuit (weight) training.	
PE 198F	20172	Lifetime Wellness-Aerobics.....	2
Late Session		PC125 9:45 - 11:50 MTWR .....	Simmons
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		An exciting workout that helps participants regain energy. The activity portion emphasizes a low impact step aerobics workout program.	
PE 198G	20174	Lifetime Wellness-Swimming.....	2
Late Session		PC126 9:45 - 11:50 MTWR .....	Bennett
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		An ideal workout that incorporates basic swim strokes.	
PE 198H	20175	Lifetime Wellness-Cardio/BodyT .....	2
Late Session		PC125 12:00 - 2:00 MTWR .....	Burns
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Total body muscle toning and fat burning fitness training. Strengthen, shape and improve overall fitness with a variety of bands, lightweight dumbbells, and cardio equipment.	
PE 198I	20070	Lifetime Wellness-Wt Train/Jog.....	2
Late Session PM		PC252 5:30 - 7:30 MTWR..... Lockwood	
		This course is a University requirement.	
		<b>LECTURE DAYS VARY WITH SECTION.</b>	
		Learn how to tone your body through weight training and low intensity jogging. Ideal for the person who wishes to learn how to develop a personalized program.	
PE 310A	20071	Elem/Mid Sch Hlth & PE .....	3
Early Session		PC221 11:50 - 1:50 MTWR .....	Sparks
		Course designed to provide information for development and implementation of effective Health/PE program for elementary and middle school classroom teachers.	
PE 315A	20447	ST: Dynatomy: Dynamic Anatomy .....	1 - 3
Late Session PM		PC221 5:30 - 7:45 TR..... Burns	
		Dynatomy is designed for students who have completed BI 250/BI 275 (Human Anatomy) but need a stronger context in functional anatomy. The focus will be on musculoskeletal anatomy (origins, insertions, actions, innervations, and circulation) of the upper and lower extremity and the neck and torso and its relationship to functional movement, musculoskeletal injury, and surgical repair.	
PE 333A	20072	Microcomputer App to PE.....	2
Early Session		PC211 8:20 - 10:00 TWR .....	Friesen
		<b>MAJORS ONLY</b>	
		This course examines computer technology applications and software related to physical education.	
PE 494A	20327	Internship I-Ex. Phys. ....	1 - 12
Early Session		.....Bender	
		<b>COMPLETION OF CORE AND CONCENTRATION COURSES</b>	
PE 494B	20498	Internship I-Sport Mgmt. ....	1 - 12
Early Session		.....Friesen	
		<b>COMPLETION OF CORE AND CONCENTRATION COURSES</b>	

## PHILOSOPHY (PH)

### Philosophy Department – GC233

PH 104A 5/15-5/26/06	20234	Freshman Logic..... 3 GC231 8:00 - 12:00 MTWRF..... Rood
This course is a part of the general education program. In this two week course, undergraduates are exposed to general principles of logic and to workable guidelines for improving their powers of rational thought.		
PH 115A Early Session PM 5 Weeks	20042	Philosophy of Love & Sex..... 3 GC231 5:30 - 7:30 MTWR..... Jacobs
This course is part of the general education program. An introduction to philosophical thinking about love and human sexual relationships. What is love? Is adultery morally wrong? What is good sex?		

## POLITICAL SCIENCE (PO)

### Political Science Department – HC225

PO 106A Early Session	20185	US Government..... 3 HC204 10:10 - 12:40 TWR..... Beatty
This course is a part of the general education program. Theory, organization and functioning of our democratic government in modern society with special emphasis on the national government.		
PO 106B Late Session PM	20398	US Government..... 3 HC203 5:30 - 7:35 MTWR..... Peterson
This course is part of the general education program. Theory, organization and functioning of our democratic government in modern society with special emphasis on the national government.		
PO 300A Full Session	20400	The Constitution for Teachers ..... 3 HC307 8:50 - 10:10 MTWR..... Cann Crosslisted with ED474C, ED674GC, LS590GA
PO 307A Full Session	20048	Intern-State & Local Gov't..... 3 - 6 ARR..... Smith JR/SR STANDING, PO107, OR CONSENT Experience in an operating office of state and local government in order to gain insight into government at these levels.
PO 338A Early Session	20397	Contemp American Politics ..... 3 HC217 7:30 - 10:00 TWR..... STAFF PO106

## PSYCHOLOGY (PY)

### Psychology Department – HC211

PY 100A Early Session	20050	Basic Concepts in Psychology ..... 3 HC204 12:50 - 3:20 TWR..... Russell
This course is a part of the general education program. Survey of basic principles (learning, memory, thinking, motivation, personality, emotion, psychopathology, social behavior) and other psychological processes.		
PY 100VA Full Session On-Line	20051	Basic Concepts in Psychology ..... 3 ..... MacDonald
This course is a part of the general education program. Survey of basic principles (learning, memory, thinking, motivation, personality, emotion, psychopathology, social behavior) and other psychological processes.		
PY 212VA Full Session On-Line	20381	Psych of Adulthood & Aging ..... 3 ..... MacDonald PY100 OR PY101

PY 231VA Full Session On-Line	20382	Abnormal Psychology..... 3 ..... Turk PY100 OR PY101 This course is a part of the general education program.
PY 250A Full Session	20380	Experimental Psychology ..... 4 HC210 9:20 - 11:00 MTWR..... Russell PY102 AND PY105 WITH MINIMUM GRADE OF C
PY 282A Early Session	20377	Zoo Research ..... 3 ARR 9:40 - 11:40 MTWR..... Altman Meets in HC205 on 5/30, 5/31, 6/1, 6/5 PY100
PY 301VA Full Session On-Line	20376	Principles of Learning ..... 3 ..... McGuire PY100 OR PY101 JR/SR STANDING
PY 309VA Full Session On-Line	20053	Theories of Personality..... 3 ..... Provorse PY100 OR PY101 JR/SR STANDING Psychological theories of personality, including psychoanalytic, learning and humanistic approaches.
PY 353VA Full Session On-Line	20379	Psychology of Everyday Life ..... 3 ..... Evans PY100 OR PY101 JR/SR STANDING
PY 382A Early Session	20378	Zoo Research ..... 3 ARR 9:40 - 11:40 MTWR..... Altman Meets in HC205 on 5/30, 5/31, 6/1, 6/5 PY250
PY 389A Full Session	20315	Independent Study ..... 1 - 3 ARR..... Provorse CONSENT
PY 395VA Early Session On-Line	20189	Spec. Topics:Forensic Psych ..... 3 ..... Bowman PY100 OR PY101 JR/SR STANDING
PY 695GA Full Session	20079	Independent Research..... 1 - 3 ARR..... Provorse GRADUATE STANDING

## SOCIOLOGY (SO)

### Sociology & Anthropology Department – HC218

SO 100A Full Session	20490	Introduction to Sociology ..... 3 HC303 10:20 - 11:35 MTWR..... Zuber-Chall This course is a part of the general education program.
SO 207A 5/30-6/15/06	20487	Race & Ethnic Group Relations ..... 3 HC303 1:00 - 4:30 MTWR..... Childers SO100 OR AN112 Crosslisted with AN207A
SO 306A Full Session	20491	Law & Society ..... 3 HC304 11:20 - 12:50 TWR..... Paul

## SOCIAL WORK (SW)

### Social Work Department – BE405

SW 361A Full Session	20326	Independent Study ..... 1 - 3 ARR..... Memmott CONSENT OF BSW PROGRAM DIRECTOR
SW 390A Web-CT Assisted	20372	Family Violence ..... 3 BE207 ..... Palmer F – 4:00 – 6:00 S – 8:30 – 12:30 Meets 6/2, 6/3, 6/9, 6/10, 6/16, 6/17, 6/23, 6/24, 6/30, 7/1

SW 540GA 20019	Clinical Assessment & Diagnosis.....	3
Full Session	BE211 7:30 - 10:10 MW .....	Memcott
Web-CT Assisted	ADMISSION TO MSW PROGRAM	
SW 560GA 20190	Generalist Practicum II .....	3
Full Session	ARR.....	Spyres
	ADMISSION TO MSW PROGRAM	
SW 561GA 20034	Gen Practice Seminar II .....	3
Full Session	BE305 11:45 - 2:25 MW .....	Donner
Web-CT Assisted	ADMISSION TO MSW PROGRAM	
SW 561GB 20176	Gen Practice Seminar II .....	3
Full Session	BE305 2:35 - 5:15 MW .....	Jensen
Web-CT Assisted	ADMISSION TO MSW PROGRAM	
<b>SW 561GC 20362</b>	<b>Gen Practice Seminar II.....</b>	<b>3</b>
<b>Full Session PM</b>	<b>BE305 5:30 - 8:00 MW .....</b>	<b>Szafran</b>
<b>Web-CT Assisted</b>	<b>ADMISSION TO MSW PROGRAM</b>	
SW 585GA 20363	Cognitive Therapy.....	3
Full Session	BE211 2:35 - 5:15 M .....	Kaufman
Web-CT Assisted	ADMISSION TO MSW PROGRAM	
<b>SW 599GA 20178</b>	<b>Dimensions of Prof Social Work.....</b>	<b>3</b>
<b>Full Session PM</b>	<b>HC6 5:30 - 8:00 MW .....</b>	<b>Schbley</b>
<b>Web-CT Assisted</b>	<b>ADMISSION TO MSW PROGRAM</b>	
SW 604GA 20040	Clin Soc Wk Prac w/ Groups.....	3
Full Session	HC8 11:45 - 2:25 MW .....	Spyres
Web-CT Assisted	ADMISSION TO MSW PROGRAM	
SW 630GA 20373	Independent Study.....	1 - 3
Full Session	ARR.....	Memcott
	CONSENT OF MSW PROGRAM DIRECTOR AND DEPARTMENT CHAIR	
<b>SW 633GA 20366</b>	<b>Surv Spanish &amp; Cultural Issues .....</b>	<b>3</b>
<b>Full Session PM</b>	<b>HC8 5:30 - 8:00 W .....</b>	<b>Herrera-Thomas</b>
<b>Web-CT Assisted</b>	<b>ADMISSION TO MSW PROGRAM</b>	

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## THEATRE (TH)

### Theatre Department – GC133

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TH 100B 20500	Theatre Production Crew .....	1
Early Session	GC132 .....	Prece
<b>TH 100EA 20502</b>	<b>Theatre Production Crew.....</b>	<b>1</b>
<b>Early Session PM</b>	<b>GC132.....</b>	<b>Prece</b>
TH 101A 20112	Drama Classics on Video.....	3
Early Session	GC118 12:50 - 3:20 TWR .....	Dingman
	This course is part of the general education program.	
<b>TH 101EA 20488</b>	<b>Drama Classics on Video.....</b>	<b>3</b>
<b>Early Session PM</b>	<b>GC118 5:30 - 8:00 TWR .....</b>	<b>Dingman</b>
	<b>This course is part of the general education program.</b>	
TH 103A 20469	Voice, Diction & Interp .....	3
Early Session	GC32 11:50 - 1:50 MTWR.....	Chinn
	This course is part of the general education program.	
TH 300B 20501	Theatre Production Crew .....	1
Early Session	GC132 .....	Prece
<b>TH 300EA 20503</b>	<b>Theatre Production Crew.....</b>	<b>1</b>
<b>Early Session PM</b>	<b>GC132.....</b>	<b>Prece</b>
TH 301A 20114	Drama Classics on Video.....	3
Early Session	GC118 12:50 - 3:20 TWR .....	Dingman
	This course is part of the general education program.	
<b>TH 301EA 20489</b>	<b>Drama Classics on Video.....</b>	<b>3</b>
<b>Early Session PM</b>	<b>GC118 5:30 - 8:00 TWR .....</b>	<b>Dingman</b>
	<b>This course is part of the general education program.</b>	
TH 306A 20486	Contemporary Theatre .....	3
Early Session	GC323 10:10 - 12:40 TWR .....	Prece
	This course is a part of the general education program. Crosslisted with EN399A	

The Division of Continuing Education has a broad mandate to extend the resources of the University to meet the educational needs of individuals, businesses, and organizations in Topeka, Shawnee County, the state of Kansas and beyond, through quality educational events. The Division provides an array of services including assessment, program development, budgeting, marketing and promotion, computerized registration services, financial accounting, and assistance of a team of managers and office support staff.

## **Program areas include:**

### **Computer/Technology Training**

To assist the client in keeping pace with today’s changing technologies, two-day classes are offered in the Microsoft Office Suite (Word, Access, Excel, PowerPoint). Classes are tailored to instruct the beginner through the advanced user. We also offer classes in Desktop Publishing, Presentation Graphics, and Internet/Macromedia. JAVA, Visual Basic, and C++ are some of the programming seminars available. Custom classes can be designed to meet the needs of your organization.

### **Spanish for the Workplace**

Spanish is rapidly becoming a common language in many of today’s diverse work settings. Command Spanish® materials and methods, developed for over 30 different career fields, teach employers and their staff how to communicate with Spanish-speaking employees and customers. Short-term and practical classes teach basic pronunciation, communication strategies, job-specific phrases, and will have you “hablando español” in as little as sixteen (16) hours.

### **Management and Human Resource Training**

Managers need a variety of interpersonal, organizational, and leadership competencies to meet the challenges of a growing, changing, and demanding business environment. Topics include recruiting and retaining quality employees, effective problem solving and performance appraisals, and other essential management skills. Human Resource training and certification courses developed by the Society for Human Resource Management (SHRM), the world’s largest organization dedicated to the field, provides knowledge and skills to HR specialists or those who want to enter this growing and highly complex profession.

### **Kan Be Healthy Nursing Training**

The KAN Be Healthy training program prepares nurses to assess and refer health programs that could lead to future medical or learning disabilities. In partnership with SRS, this statewide training program is offered online, in the classroom, and via independent study.

### **Joint Center for Violence and Victim Studies**

The Joint Center is an interdisciplinary affiliation between California State University at Fresno and Washburn University. The JCVVS addresses issues of violence and victimization through professional training and education, consultation, research and special projects. A practitioner in victim services, criminal justice, mental health and other social services benefits from the various professional education programs addressing this complex and multi-faceted area.

### **Contract Programs**

The Division of Continuing Education can provide special assistance to meet your organization’s in-house training, seminar, conference, institute and multi-day program needs. Utilizing the Washburn faculty and drawing from talent nationwide, the Division brings together the education, experience and resources needed to create a dynamic event. A major benefit of contract programs is that the unique needs of an organization or area are integrated into the curriculum.

Washburn University  
Division of Continuing Education  
1700 SW College Avenue  
Topeka, KS 66621

**Phone:** (785) 670-1399

**Fax:** (785) 670-1028

**E-Mail:** [ce@washburn.edu](mailto:ce@washburn.edu)

**Web:** [www.washburn.edu/ce](http://www.washburn.edu/ce)







Online credit courses are available in Allied Health, Anthropology, Biology, Business, Communications, Criminal Justice, Education, English, History, Human Services, Legal Assistance, Military Studies, Nursing, Physical Education, Political Science, Psychology, Social Work, Sociology and Technology Administration. These courses require that you have access to the

Internet or use the campus computer labs to access the course Web sites and materials. Some of the courses require periodic on-campus sessions, interactive television (ITV) class sessions, or proctored exams.

To view the list of online courses, go to <http://www.washburn.edu/online-education/> and click the **Class Schedule Search** link. The Online Education home page also offers additional information on Washburn degree and certificate programs, as well as a special quiz designed to see if online education is right for you. You may enroll in an online course the same way you enroll in any other WU credit courses (refer to the registration section of the class schedule for specific enrollment information). To access online courses, faculty and students must login to MyWashburn at <http://my.washburn.edu>. In MyWashburn, select the MyCourses tab. Clicking the title of a WebCT-enabled course will cause a new window to open in WebCT and sign you in automatically. Students should check their computers for pop-up blockers and allow pop-ups from washburn.edu. All students enrolled in online courses have access to the WebCT Student Orientation. The link to the orientation is on the MyCourses tab of MyWashburn in the **WebCT @ WU** channel. Students new to online classes are **strongly encouraged** to read the orientation material during the first week of classes.

The orientation covers each of the WebCT tools and answers some of the most commonly asked questions. For technical support with online classes e-mail [webtech@washburn.edu](mailto:webtech@washburn.edu) or call (800) 332-0291 x. 2381. Phone support is available Monday through Friday, 8:00 a.m. – 5:00 p.m. E-mail support is available all the time except for official holidays and University closings. Average response time for e-mail support is 8 to 12 hours.

WebCT Student Orientations are held on the Washburn. Orientation dates and reservations are available at:

[http://www.washburn.edu/its/seminars/webct\\_orientation.html](http://www.washburn.edu/its/seminars/webct_orientation.html)

**Bachelor of Integrated Studies**  
**Bachelor of Health Sciences**  
**Bachelor of Applied Science in Human Services**  
**Bachelor of Applied Science in Technology Administration**  
**Bachelor of Science in Criminal Justice**  
**Bachelor of Science in Nursing**



The **Partnership for Learning and Networking (PLAN)** is a collaborative set of baccalaureate degree completion programs offered by Washburn University in conjunction with 15 Kansas community colleges and 2 Technical schools. These programs allow you to complete an associate degree at any of the participating community colleges and then a baccalaureate degree from Washburn University in another two years without traveling to Topeka for classes.

**Program Requirements** include 124 total semester credit hours, of which at least 60 hours must be from a four-year university (45 hours must be upper division credit and 30 hours must be from Washburn University). All of the required WU courses are offered online. For more information about the 2+2 PLAN degree completion programs, visit the PLAN web site at <http://www.washburn.edu/PLAN/>, or send an email to the PLAN Coordinators at [2PLUS2@washburn.edu](mailto:2PLUS2@washburn.edu).

# General Information

For complete University policies and procedures, see the University Catalog

## Admissions

Students are admitted as degree candidates, non-degree seeking, or non-credit auditors according to their personal desires and academic background. The requirements for degree-seeking applicants are as follows:

1. **An Application for Admission** must be completed by all first time students and by former students who were not in attendance during the prior semester. An Application for Admission can be obtained from the Admissions Office upon request, or be accessed online at [www.washburn.edu/admissions](http://www.washburn.edu/admissions).
2. **An Application Fee** of \$20 must be mailed in with the application for all first time degree-seeking students.
3. **Official high school or GED transcripts\*** are required of all degree-seeking applicants and transfer students with fewer than 24 hours of college work completed.
4. **Official transcripts\* of all previous college work from each institution attended** must be submitted prior to enrollment by all degree-seeking applicants.
5. Entering freshmen or students who have not attained the classification of sophomore are required to submit ACT test scores. These results will be used to determine admission status and by your advisor to select the proper courses of study.
6. **Applications for Admission** and official transcripts should be on file by May 16, 2006. Applications received after May 16 will still be accepted but file evaluation may not be completed prior to the start of classes.
7. **Priority Admission.** Students meeting one of the following criteria will be granted admission.  
High School GPA  $\geq 3.5$  on a 4.0 grading scale *or* ACT Composite Score  $\geq 24$  or  
ACT Composite Score 21, 22, or 23 *and* High School GPA  $\geq 2.60$  on a 4.0 grading scale *or*  
ACT Composite Score 18, 19, or 20 *and* High School GPA  $\geq 2.90$  on a 4.0 grading scale *or*  
ACT Composite Score 16 or 17 *and* High School GPA  $\geq 3.20$  on a 4.0 grading scale

**Conditional Admission** Students not meeting one of the above standards will be granted admission together with a prescription for freshman success. This prescription may include limitations on the number of hours enrolled, and/or mandatory participation in study skills and development programs, and enhanced advising and academic counseling regarding course selection.

**Home School Students** The completion of the ACT test and receipt of the scores by the University is required for admission. An official transcript is also required and will be evaluated on an individual basis by the Director of Admissions for course content and completion. A GED is required for those students with an ACT Composite Score  $< 24$ .

**Priority Admission for Home School Students:**

ACT Composite Score  $\geq 24$  or  
ACT Composite Score 21, 22, or 23 and GED Score  $\geq 50$

**Conditional Admission for Home School Students:**

ACT Composite Score  $\leq 20$  and GED Score  $\geq 45$  together with a prescription for freshman success.

**NOT admitted:** ACT Composite Score  $< 24$  and GED Score  $< 45$ .

**GED Students.** Students who are not graduates of a high school may qualify for admission by taking the GED. The University requires receipt of official GED transcripts and official ACT report of scores.

**Priority Admission for GED Students:**

ACT Composite Score  $\geq 24$  or  
ACT Composite Score 21, 22, or 23 and GED Score  $\geq 50$

**Conditional Admission for GED Students:**

ACT Composite Score  $\leq 20$  and GED Score  $\geq 45$  together with a prescription for freshman success.

**NOT admitted:** GED Score  $< 45$  and ACT Composite Score  $< 24$ .

8. **Academically suspended** former students must submit a Petition for Academic Reinstatement to the Dean of Students 30 days before the first day of classes if they wish to be considered for enrollment in the spring.
9. **Non-degree seeking** individuals or non-credit community auditors are required to submit an application only.
10. **High School students** may enroll for 6 hours maximum after submitting an Application for Admission and a completed Request to Enroll Form

**\*Transcripts:** To be official, transcripts **must be sent directly from each previously attended institution** to the Office of Admissions. Any high school or college transcript displaying an "Issued to Student" stamp is not considered "official."

## Financial Aid

**\*New Priority Deadline – FEBRUARY 15, 2006**

Washburn University students have many financial aid options including grants and scholarships, college work-study and student loans. Funding sources include the Federal Government, the state of Kansas and Washburn University. In order to apply for financial aid, students should complete the Free Application for Federal Student Aid (FAFSA). You may obtain a FAFSA from the Financial Aid Office or by completing an application through the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For priority consideration of financial aid, the FAFSA results should be in our office before the February 15 deadline.

Last year, Washburn University awarded approximately \$5.1 million in scholarships. For priority consideration of the Washburn University scholarship awards, continuing students should complete the General Academic Scholarship Renewal Application and submit it to the Financial Aid Office by February 15. New students must submit the Degree-Seeking Application for Admission and all official credentials to the Admissions Office by February 15 for scholarship consideration.

If you have any questions, the Financial Aid Office invites you to stop by Morgan Hall 267 or call (785) 670-1151 or (800) 524-8447. You may also call for a personal appointment with a financial aid director.

### Tuition-Fees Fall 2005-2006 Academic Year

The tuition charge per credit hour is applicable to all parts of term such as regular semester, evening programs, etc. whether taken for credit or as an auditor. This tuition and fee schedule is in effect through the Summer, 2006 Academic Period.

#### Undergraduate Tuition

Kansas Resident*	\$164 per credit hour
PLAN 2+2	\$210 per credit hour
Distance Education (Non-Resident)	\$210 per credit hour
Medical Sonography	\$210 per credit hour
Radiation Therapy	\$275 per credit hour
<b>Graduate Tuition (except School of Law)</b>	
Kansas Resident*	\$225 per credit hour
Non Resident*	\$458 per credit hour
Distance Education (Non-Resident)	\$275 per credit hour
Masters in Nursing (Resident)	\$275 per credit hour
Masters in Nursing (Non-Resident)	\$495 per credit hour

\*Resident qualifications are defined in the University Catalog.

### Payment of Tuition

The University reserves the right to correct clerical errors.

All tuition and fees are **due by the last day to pay without a late fee for each session:** Early Session: June 1, 2006, Full Session: June 9, 2006, and Late Session: July 7, 2006. Charges and payments will be assessed to registered students after the last day of the Spring 2006 semester. Students can drop all courses online via [my.washburn.edu](http://my.washburn.edu) or may notify the University ([enrollment@washburn.edu](mailto:enrollment@washburn.edu)) if they have completed advance registration but do not intend to attend Washburn during the Summer semester, and have **not** dropped their courses via the Web. Students **MUST** withdraw to avoid charges for which they will be liable.

Through the web enrollment process, the student is able to pay online with a credit card or Web check. Either method is accomplished through IBOD, Washburn's Ichabod Billing on Demand System, within [my.washburn.edu](http://my.washburn.edu), "Students" tab. Electronic checks are generally processed by banks before paper checks and automatic payments from credit cards are processed early at the payment desk; please take this into account.

The University will accept Master Card, Visa, Discover and American Express credit card payments. These may be made on the Web, in person, or by phone. In addition, the University accepts cash, paper checks, money orders, and employer authorizations. In a case where a student has remitted a check that has been returned for insufficient funds, no personal checks will be accepted to repay that obligation. Any scholarships, grants, or loans coming through Financial Aid to the student's account will be applied first to tuition and fees. Students are able to check whether or not the Financial Aid is ready by accessing their student accounts online.

Student loans are applied to the account in the order they are received from the lenders, including Parent PLUS loans.

If a student has no holds on his/her account and cannot pay the full amount of tuition and fees prior to the first class, installment plans are available via IBOD. No interest is charged for an installment plan, but a \$30 set up fee will be charged. This set up fee is for "borrowing" University funds to pay your bill over the session.

With an installment plan, students may pay 1/2 down, with the balance payable in one additional payment for a single, 3 hour summer course. For two or more classes (at least one class each in two different sessions), a downpayment of 1/4 the total must be made, with the balance due in three additional payments. Tuition for any course must be paid before that course ends. The specific dates will be posted on the business office website ([www.washburn.edu/business-office](http://www.washburn.edu/business-office)) and as a part of the Summer Installment plans through MyWashburn (IBOD). If any installment payment is not received by the Business Office by the appropriate date, a late fee will be assessed for that installment and will be added to the student's account. See "Late Registration and Delinquent Payments" for more information.

If a student is receiving financial aid, it must be applied to the total charges first and is considered the first payment or a part thereof. Any remaining balance can be deferred and will follow the schedule of payments dates.

Any student enrolling in only short-term/out-of-sequence courses must pay his/her tuition in full by the second day of class.

After enrollment is completed, students can check their accounts on the Web to determine how much they owe, how much excess financial aid they may expect, when payments are due and the amounts of those payments. Reminders of payments due can be sent to students/authorized parents and others via email, if the students chooses to set that up via IBOD. Timely payments are the student's responsibility .

### Excess Financial Aid

Refunds of excess financial aid (credit balance) will be disbursed within 14 calendar days after funds are credited to the student's account. The preferred method of disbursement of excess financial aid is via direct deposit to a student checking or savings account, (which the student sets up via MyWashburn, "Students" tab, IBOD, Personal Profile, Payment Profile). Students who have received funds successfully through direct deposit during the Spring 2006 semester do not have to do anything unless their bank information has changed.

Parents who will receive excess funds for Parent PLUS loans will receive a paper check for those funds by mail. Students may request that a check be mailed, or they may pick up a check – specific dates, times and places for that process will be posted on MyWashburn and on the Business Office Web page ([www.washburn.edu/business-office.html](http://www.washburn.edu/business-office.html)). Targeted announcements will also appear on MyWashburn, accompanied by an email to all students. Students may change their mailing address through their MyWashburn accounts. It is **EXTREMELY IMPORTANT** THAT address information is correct. Checks are mailed to a student's **current** address.

## **Tuition Payment for Summer 2006** (See Payment of Tuition above for specifics)

### **Enrollment is a two-step process:**

The first step is registration in classes. Charges will be assessed automatically. Students are liable for all charges assessed unless they withdraw from classes before the term begins.

The second step is paying your charges.

**Enrollment is NOT COMPLETE until both steps are fulfilled, and late enrollment and payment fees may be imposed if deadlines are not met.**

### **PAPER STATEMENTS ARE NOT MAILED.**

With information processed from several departments within the University, online access provides the most up-to-date version of a student account. Students who do not have access to a home computer may come to any of the labs on campus or to the Business Office to use a computer.

To access a statement, login to my.washburn.edu, "Students" tab, and choose the IBOD button. A statement of charges may be printed and used to mail in payment, if that is what the student desires. This statement of charges will be available to students and any person for whom they establish authorization. This authorization process, as well as direct deposit set up (for the student), scheduling payment from an account, etc., is available through IBOD. See [www.washburn.edu/business-office.html](http://www.washburn.edu/business-office.html) for additional information.

Please refer to the "Payment of Tuition" and "Excess Financial Aid" sections of the schedule for more information about Web payment.

Washburn will still accept payment at the cashier's window via cash, check, money order, or credit card (MasterCard, Visa, Discover, and American Express). Checks and money orders may also be mailed, and credit card payments can be accepted over the phone.

Remember, if you enroll in a short term class, you **must** pay the tuition in full by the second day of class.

**Drop/Adds** (Class schedule changes) can be done any time the Web is available to you up to the last day to withdraw. You can keep track of that by checking your account on the Web. **ONE MAJOR CHANGE is that drops and adds are figured separately**, so in order to drop and add an equal number of class hours without any charge, you must do that within the published 100% refund period (the first two days of the Early and Late Sessions, and the first week of the Full Session) (see page 28).

Making changes to your course schedule may cause you to owe money to the University. Please check this via my.washburn.edu. If an action causes you to have a credit balance, the credit will either be applied to your account, if you have a balance, or the excess will be direct deposited or mailed to you in check form according to your instructions. Please be sure your address in MyWashburn is correct.

## **Late Enrollment and Delinquent Payments**

Late enrollment fees are applicable to those students who have not paid their charges or set up an installment plan on the dates set and published as the last day to pay without a late fee (June 1, June 9, or July 7, depending on the session).

Students who do not meet this deadline will be charged a single late fee according to the number of credits in which they are enrolling:

<b>Credits</b>	<b>Late Fee</b>
0.5 – 3.00	\$ 25.00
3.50 – 6.00	\$ 50.00
6.50 – 9.00	\$ 75.00
9.50 or more	\$100.00

The deadline for completing the enrollment process, with late enrollment fee, is: Early Session: June 7, Full Session: June 15, and Late Session: July 10. The rules of payment/installment plans apply to late enrollment.

Drop/adds after initial registration will not be assessed a late fee.

Delinquent payment fees are applicable to those students who have not paid their installment payment on or before the due date specified. Delinquent payment fees are \$25.00 for each late payment. (A postmark on or before the due date will be accepted as timely payment.)

Installment payments may be made in the Business Office during regular office hours, or after 5:00 p.m. and before 8:00 a.m. at the depository box outside of Morgan. Please use the envelopes provided and print your WIN number on the envelope or your payment if you choose to use the depository. Payments may also be made by mail, by phone, or 24/7 via IBOD.

### **Procedures for Withdrawing from Classes**

Students may withdraw from courses on the Web until the last day to withdraw (Early Session: June 22, Full Session: July 11, and Late Session: July 25). After accessing MyWashburn, select "Web Enrollment," "Select Term," choose "Summer 2006," and then select "Register for Courses." This screen allows you to drop courses from your existing schedule. The date of withdrawal is determined by the day the withdrawal is processed on the Web. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term and being responsible for all assessed charges.

### **Tuition Refunds** (Refund policy is subject to change.)

The University reserves the right to correct clerical errors.

A student permitted to withdraw may be allowed a refund of the University tuition charge for an academic session in which she or he is enrolled according to the published tuition refund schedule. Tuition refunds different from the published schedule are not permitted unless the course is canceled by the University or unless an error was made by the University. No refunds will be made of the late registration or payment fees unless such charges have been made through an error of the University (or if the withdrawal is caused by military deployment). In the event some or all of the tuition and fees were paid by some source(s) other than the student, including but not limited to scholarships, grants, Federal Title IV funds, the first refund amounts will be made payable to those sources. If the student has any unpaid account with the University any refund due from withdrawal may be applied to such account.

Any refund amounts that exceed the amounts paid by other sources and amounts due to the University will then be paid to the student. For those students who completely withdraw from classes and have received Federal Title IV funds, please refer to the refund policy published through the Financial Aid Office to determine the percentage of refund. Refunds issued for withdrawal are not on the same timetable as excess financial aid refunds.

The refund policy for credit courses that are less than five weeks duration and more than one day is 100% if the student processes the official withdrawal prior to the first class session.

The first business day after the officially published days of registration constitutes the beginning of the semester for tuition refunds. For courses which are scheduled out-of-sequence of the regular Fall, Spring, and Summer sessions, the day published as the official first class meeting for the course constitutes the beginning of the course for tuition refund purposes, assuming the course is for a term of five or more weeks and is subject to tuition refund.

### Tuition Refund Schedule

Tuition is refundable according to the published schedule. The date used to determine the percentage of refund is the day the student processes the withdrawal on the Web. Late registration or payment fees are not refundable. For those students who completely withdraw from classes and have received Title IV funds, please refer to the refund policy published through the Financial Aid Office to determine the refund percentage.

#### Early Session

May 30 and May 31 .....	100%
June 1 – June 5 .....	50%
June 6 and after .....	NONE

#### Full Session

June 5 – June 11 .....	100%
June 12 – June 18 .....	50%
June 19 and after .....	NONE

#### Late Session

July 5 and July 6.....	100%
July 7 – July 11 .....	50%
July 12 and after .....	NONE

**Short Term Courses:** Fees refunded 100% if the University Registrar's Office processes the official withdrawal notice prior to the beginning of the class.

### Deferred Payment Obligations (Installment Plans)

The University's tuition refund policy is not affected by a student electing to pay by installments. In such event, the refund shall be calculated by multiplying the total tuition charge for the academic session in which such student is enrolled by the appropriate percentage to determine the amount to be retained by the University. The University shall retain from any payments made to it the amount of University fees charged and the amount of tuition payment to which it is entitled under the refund schedule. If a student on deferred payment withdraws from courses, any outstanding deferred payment obligation, taking into consideration the amount of tuition then due and owing to University under the refund schedule, will be added to the installment plan amounts and will be due at the agreed due dates.

### Refund Due to Serious Illness or Injury

Medical Withdrawal policy changed July 1, 2005. If a student is unable to complete a semester or term due to serious illness or injury, the student may withdraw from courses by the Last Day to Withdraw. Withdrawal DOES NOT CHANGE the student's financial obligation to the university. For withdrawals with a medical basis after that date, students must present an affidavit signed by a licensed health care provider certifying the circumstances. This affidavit, as part of a Medical Withdrawal information packet is available in the University Registrar's Office, and the completed form should be directed to the Office of the Vice President for Academic Affairs (VPAA). If the request relates to a semester other than the current one, the VPAA Office must also approve the academic withdrawal. Based on an approved request, the student will be withdrawn from all his/her courses, and will receive a "W" on his/her transcript for those courses. There will be NO REFUND for this procedure. Only withdrawals processed during the published refund schedule (see above) will generate any kind of refund of tuition and fees.

If the student has received Title IV federal financial aid, then the current "Return of Title IV Funds" policy will be applied according to PL 105-244, Sec 484B, 64FR59016. (Federal Pell Grants are only adjusted based on the student's enrollment status during the first week of classes.) A student eligible for a withdrawal from classes based on serious illness or injury and that occurs after completion of 60% of the semester/session is not subject to Federal "Return of Title IV Funds" policy, is considered to have earned their Federal Title IV aid.

### Refund Due to Death of Student

If a student should die during a semester/session in which the student is duly enrolled, the student's estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Student Life Office.

### Non-Credit Hour Courses

Due to the unique nature of the various programs offered, cancellations and refunds may be different depending on the program or course. If you are unable to attend a course, please refer to the cancellation and refund policy established for each program as indicated in the program brochure, on the program web page, or by contacting the coordinator responsible for the program. If a policy is not specified, the Division of Continuing Education must receive your request for a refund no later than three (3) business days prior to the start of the program to receive a full refund. No refunds will be granted once the program begins.

### Residency

The residency status of a student for the purpose of paying tuition to Washburn University is determined at the time the student applies or reapplies to the University. If a new student questions the status that was assigned, he/she should contact the Office of Admissions for further information and instructions. Current students classified as non-residents who have continuously lived in Kansas for at least six months, have continued to attend Washburn without having to reapply, and believe that they have met residency requirements as described under "Residence Qualifications" of the University Catalog, may contact the Office of the University Registrar for information and instructions to have their status reviewed. The deadline for contacting the appropriate office and for

completing and providing all necessary documentation for review is February 13, 2006 for the Spring 2006 semester.

## Final Grades

Final grades will be able to be viewed on the Web through your MyWashburn account. Grades will not be given over the telephone.

## Degrees

**Degree Conferment** – The University confers degrees three times a year to students who have met all requirements as of the last day of final examinations for each of the three semester/terms: Fall semester, Spring semester and Summer term. Degrees for the Summer 2006 term will be dated August 3, 2006. All work not completed (i.e. incomplete grades, transfer work, etc.) by August 24 will result in graduating the following term/semester or later.

**Application for Degree** – Students planning completion of the baccalaureate and/or associate degree for Summer should have filed the Application for Degree form in the University Registrar's Office, Morgan Hall 115, by February 10, 2006.

A new Application for Degree must be submitted for a later term/semester if you do not graduate Spring 2006.

## Diplomas

### Diploma Distribution

Diplomas will be available approximately two months after each semester/term. Diplomas may be picked up in the Office of the University Registrar, Morgan Hall 115, during regular business hours. Photo identification must be presented to obtain your diploma. Students may have diplomas mailed by completing the diploma mailing card in the University Registrar's Office. Students may also obtain the Diploma Mailing form by printing it after accessing [www.washburn.edu/registrar](http://www.washburn.edu/registrar). After printing and completing the form, return it to the University Registrar's Office by mail with the appropriate fee, by fax to (785) 670-1104 with your credit card information, or by bringing it to the office in person. The fee for mailing a diploma is \$5.00 if mailed to U.S. address and \$10.00 if mailed to an address outside of the United States. Diplomas are not issued if the student has outstanding financial obligations to the University.

### Diploma Replacement

A diploma may be replaced providing a request is made in writing. The Diploma Replacement Form is available in the Office of the University Registrar, 115 Morgan Hall, during regular business hours or it may be obtained by printing it after accessing [www.washburn.edu/registrar](http://www.washburn.edu/registrar). The same procedures for returning the form may be used as listed under "Diploma Distribution." The replacement processing fee is \$30.00.

### Diploma Designations

Majors and minors are not designated on the diploma; however, they are reflected on the transcript. If a student adds a major/minor to a degree after the diploma is issued, the additional designation will be reflected on the transcript. An additional diploma will not be issued. Only Latin honors (Summa Cum Laude, Magna Cum Laude, and Cum Laude) are designated on undergraduate, bachelor degree diplomas. In addition to Latin honors, Stoffer Honors, Departmental and School Honors, and University Honors are posted on the transcript.

## Transcripts

A transcript is an official copy of a student's permanent academic record. Official transcripts are available from the Office of the University Registrar. Each transcript costs \$3.00. A transcript request must be written and the fee must be paid in advance. A transcript request will not be processed for students who have financial or other obligations to the University.

Transcripts may be requested in person upon showing some form of photo identification at the University Registrar's Office, 115 Morgan Hall, during regular business hours or by dropping in the University Registrar's Office dropbox east of the office after the office is closed. Any transcript mailed, or faxed, or picked up by the student will be marked "Issued to Student."

Transcripts may be requested through the mail or by fax at (785) 670-1104. A mailed request must be sent to the Office of the University Registrar, 115 Morgan Hall. The request should include the following information: current name and other names while attending Washburn, student signature, identification number/social security number, return address for receipt purposes, current phone number, date of birth, date of attendance at Washburn, the number of transcripts requested, complete and accurate addresses where each transcript is to be sent, and \$3.00 for each transcript requested paid at the time of request. A faxed request may request that a transcript be mailed or faxed. If the transcript is to be faxed, the request must include the information listed above as well as the fax number, who is to receive the fax, and the Company/Agency/Institution name where it is to be faxed. Faxed requests will not have processing priority over requests received by mail or in person. Some agencies or institutions will not accept faxed transcripts as official.

Checks should be made payable to Washburn University. Fax requests must be paid by credit card. The University accepts Visa, MasterCard and Discover (Novus). A fax request must include the type of card, the number of the card, its expiration date, and signature of student. Fax requests without complete information, including credit card information, cannot be processed.

A Transcript Request form may also be obtained by printing it after accessing [www.washburn.edu/registrar](http://www.washburn.edu/registrar). It may be returned to the University Registrar's Office by mail, fax, or in person by following the relative procedures described in this section.

## Evening Office Hours

These following academic and support areas will remain open on Tuesdays from 5:00 p.m. until 5:30 p.m. when classes are in session:

Admissions: Morgan 114  
Financial Aid: Morgan 267  
University Registrar: Morgan 115

A representative from Academic Advising will be available in the Admissions Office.

## Classification of Students

### Code/Definition

1	Freshman	fewer than 24 hours
2	Sophomore	24-53 hours
3	Junior	54-87 hours
4	Senior	more than 88 hours

# Student Services

## *Academic Advising*

Professional advisors provide assistance to those undergraduate students who have not yet declared a major in a department or school. Advisors assist students in selecting degree programs, guide them in career exploration, make referrals to departments for more specific information, and work with them in planning course schedules and registering for classes.

Academic Advising is located in Morgan 122. For information call (785) 670-1942, or visit our website at [www.washburn.edu/services/acadadv](http://www.washburn.edu/services/acadadv). Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. No appointment is necessary.

## *Career Services*

Career Services can assist students and alumni with finding full-time and part-time employment, as well as internship opportunities. Career Services also offers on-campus interviews held each fall and spring, interview preparation assistance, job listings and referrals, resume and cover letter development assistance, job fair events, and a resource center for videotapes and job search information.

To participate in campus recruiting, resume referrals, and/or job listings, the student must be registered with Career Services. To register or to schedule an appointment, call (785) 670-1450 between 8:00 a.m. and 5:00 p.m., Monday – Friday. Further information can be obtained at [www.washburn.edu/services/career](http://www.washburn.edu/services/career) and/or by visiting Career services in Morgan 122.

## *Counseling Services*

Counseling Services can assist students with personal concerns in addition to learning or educational issues. These services support Washburn student efforts toward intellectual, personal, and social growth. Confidentiality is maintained for all types of counseling. Counseling services are located in Morgan 122, [www.washburn.edu/services/ct](http://www.washburn.edu/services/ct). Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For an appointment, call 785-670-3069.

## **Information Systems and Services (ISS)**

### **MyWashburn**

MyWashburn, our campus portal, is available to all students on or off-campus through an Internet connection. MyWashburn provides Web-based access to campus news, Washburn e-mail accounts, virtual groups, course enrollment, and other self-service features. To obtain MyWashburn account information, students need to know their Washburn Identification Number (WIN). Visit [my.washburn.edu](http://my.washburn.edu) for additional information.

### **Student Web Sites**

Each student is provided with space on a Web server for the publication of a Web site on [students.washburn.edu](http://students.washburn.edu).

### **Online Classes and Distance Education**

Online Courses offered by Washburn are accessed through the My Courses tab in MyWashburn. For additional information, visit [www.washburn.edu/online-education](http://www.washburn.edu/online-education).

Interactive distance learning classrooms in Henderson Hall are used for videoconferencing. Telecourses are broadcast on the educational access channel, Washburn University Cable Television (WUCT - Channel 13), as well as on our public television station, KTWU – Channel 11. Telecourse tapes are also available in Mabee Library for viewing and checkout.

### **Wireless Access On-Campus**

Wireless Access is now available to students in several locations across campus. Additional information about registering wireless devices is available online at [www.washburn.edu/wireless](http://www.washburn.edu/wireless).

### **On-Campus Labs**

Information Systems and Services (ISS) facilities are available to all Washburn University students. Students must have a User ID and password to use the ISS computer systems. This account information may be obtained in Bennett Hall, Room 104.

### **Technology Support Center Hours Bennett Computer Center**

Monday – Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 10:00 p.m.

See <https://secure.washburn.edu/iss/labs> for information about other labs on campus.

### **Off-Campus**

Students may access Washburn computer systems through an Internet connection or through dial-up after providing their ISS User ID and password. For more information, obtain a copy of the Remote Access Quick Facts at the Bennett 104 service window, or online in the Quick Facts section of the ISS Web site: [www.washburn.edu/iss](http://www.washburn.edu/iss).

### **Policies**

All users of Washburn's computing resources are expected to abide by Acceptable Use of Computing Resource policies online at [www.washburn.edu/iss/docs/qfl.policies.pdf](http://www.washburn.edu/iss/docs/qfl.policies.pdf). Students are encouraged to visit the Student Copyright Web site at [www.washburn.edu/copyright/students](http://www.washburn.edu/copyright/students) for copyright guidelines.

### **The Writing Center**

The Writing Center is a center of support for students currently enrolled in courses at all levels that need the special help and attention that close one-on-one tutoring can provide. Services are offered free of charge to all Washburn students. The Center is located on the second floor of Morgan Hall, Room 257, and the hours are posted by the door. The Center can be reached by phone at (785) 670-1409 or 670-1441, for additional information.

## **Student Activities/Greek Life**

The Office of Student Activities & Greek Life promotes extracurricular and co-curricular student life at Washburn University. The Office acts as a clearinghouse, providing students with information about registration of clubs and organizations, coordination of campus activities, Greek Life, and advisement of organizations.

Whether you have an interest in getting involved with student government, working on the University newspaper and yearbook, helping plan campus entertainment, Greek life, or just want to get involved with one of many registered student groups on campus, the Student Activities & Greek Life personnel will assist you. For further information call (785) 670-1723.

## **Ichabod Service Center/Student ID's**

The Ichabod Service Center, a centralized office for your iCard (Student ID), is located on the main level of the Memorial Union. The iCard is used for Washburn's all campus system. Deposit money on your iCard for purchases at participating University locations: Dining Services, University Bookstore, Libraries, Washburn Athletic Department, University Theatre, Vending/Concessions, and the Service Area. The iCard is your photo ID for University services: library circulation, use of the pool in Petro Allied Health Center, use of recreational facilities in the Student Recreation and Wellness Center, and attendance at special music, theatre, and athletic events. The iCard also provides the dining service declining account balance for residence hall students and door access for Living Learning Center/Washburn Village residents. The Ichabod Service Center also provides copy, printing and fax services.  
*Service Center Hours: Monday – Friday 8am – 5pm*

## **Multicultural Affairs Office**

The Multicultural Affairs Office (MAO) promotes awareness of cultural diversity and multicultural issues. In this capacity, the Office serves as a resource and referral center for students, faculty, and staff, as well as the Topeka community and national organizations.

MAO works toward goals that are inclusive of all cultures, while influencing a campus environment that is supportive of differences.

Throughout the year, MAO unites with the campus and local community to host a variety of cultural activities, including cultural celebrations, conferences, seminars, teleconferences, etc. MAO also provides advisement and support to multicultural student organizations, has a diversity resource library, receives employment/internship/scholarship information and has information on multicultural Greek fraternities and sororities.

For more information, contact Multicultural Affairs Office in Morgan 110, phone (785) 670-1622, or email [mao@washburn.edu](mailto:mao@washburn.edu).

## **Disability Services**

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have current documentation on file

in order to provide services. Accommodations may include in-class note-takers, test readers and/or scribes, adaptive computer technology, or brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Location: Student Services, Morgan Hall, Room 150

Phone: (785) 670-1629

TDD: (785) 670-1025

Email: [student-services@washburn.edu](mailto:student-services@washburn.edu)

Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

## **Student Recreation and Wellness Center**

The mission of the Student Recreation and Wellness Center (SRWC) is to enrich the quality of campus life by promoting and offering opportunities for physical and mental growth, as well as social interaction in healthy surroundings and superior recreational facilities. The SRWC's innovative co-curricular programs and offerings serve to provide a connecting link between students and the Washburn University experience.

We hope you take advantage of the campus recreation program. There are opportunities for everyone: from the novice to the advanced recreational athlete. Offerings include informal, intramural, group exercise, climbing wall and wellness opportunities. Visit us to make friends, have fun and be healthy.

For more information, check us out on the web at [www.washburn.edu/getfit](http://www.washburn.edu/getfit).

## **Educational Opportunity Program**

The Educational Opportunity Program (EOP) seeks to build bridges within the Washburn community so that more students will be successful. If you have a question or concern, or need academic assistance (tutoring, mentoring services), contact us. If you are looking for an opportunity to work as a peer tutor, we would like to talk with you. The EOP main office is in Morgan 123 and can be reached by phone at (785) 670-1871. You can also learn more information about EOP at the web site [www.washburn.edu/cas/trio](http://www.washburn.edu/cas/trio).

## **Office of International Programs**

Located in the International House, the Office of International Programs coordinates a number of study abroad programs: Denmark International Studies in Copenhagen; Fukuoka University in Fukuoka, Japan; University of Klagenfurt, Klagenfurt, Austria; University of Orebro, Sweden; University of Clermont-Ferrand, France; Cambridge University, England (for summer only); Zhejiang Normal University and Tongji University in the People's Republic of China; University of Pretoria, South Africa, Tunghai University in Taiwan, the Megellan Exchange in western Europe, CONAHEC in Mexico and Canada, the University of Cantabria in Spain, among many others. In close cooperation with International Center of Topeka, Inc, the office serves a variety of campus and community constituencies interested and involved in international and intercultural affairs. The office is the principle hosting unit for foreign students studying at Washburn, serves as hosting and facilitating unit for foreign scholars and speakers, and provides access to international resources for instructors teaching courses on international topics and for community groups interested in international education and programming. Other services include free English language members, and



assistance to students, faculty and community members who wish to study or travel abroad. For more information, call 670-1051.

## Veterans

To apply for and establish entitlement for Veterans Administration education benefit programs, the applicant should contact the Student Services Office at Washburn or call the VA at 1-888-442-4551. Program eligibility generally ceases 10 years from the date of the veteran's release from active duty.

Location: Student Services, Morgan Hall, Room 150  
Phone: 785-670-1629  
Email: student-services@washburn.edu

Eligible recipients of educational assistance must certify their enrollment each semester through the Student Services Office to assure continuous benefits. When changes in enrollment occur, such as dropping courses, not attending class, or not formally withdrawing from the University, the student must submit a report of mitigating circumstances. The VA expects the veterans to pursue an educational objective, regularly attend classes, and make satisfactory progress.

Reminder: TV and independent study courses must not exceed one-half of the total hours attempted for the semester. Students enrolling in short-term courses will be paid only for the duration of the course.

## 65 Years of Age and Over Audit Program

Topeka area citizens, age 65 and over, have opportunities to continue their education in regular credit courses at the University on a cost-free audit basis. Washburn University Board of Regents policy makes possible the waiver of tuition charges for older adults who desire to audit University credit classes on campus.

Students in this program may attend classes on a space-available basis. As University auditors, adults are included in all classroom activities but do not take examinations nor do they receive college or continuing education credit.

If you are a first-time participant to this program, or have missed a semester, call (785) 670-1030 to request a 65 and Over application. The application should be returned by May 19, 2006. It may be returned to Morgan Hall 114 in person or mailed to the Admissions Office, Washburn University, 1700 SW College Avenue, Topeka, KS 66621.

Registration for classes will be May 23 in Morgan Hall, Room 137 from 2:30 p.m. to 3:30 p.m.

## Student Health Services

The Student Health Services office is located in Morgan Hall, Room 170. A physician and a nurse practitioner are available to provide patient care. All Washburn University students are eligible to visit the Student Health Services office. Treatment is **not** available to spouses or children of students.

Services provided by the Student Health Services office include care for **minor illness/injury**, health education, preventive medicine, gynecologic care, and also diagnostic consultation of physical and emotional problems. Referrals to other health care facilities are made when necessary and would be made at the student's expense.

If a provider is not available and a student does not have a family physician in Topeka, treatment may be obtained at the following emergency care centers **at the student's expense**:

- **Med Assist**
- **Minor Med**
- **Tallgrass Immediate Care**
- **St. Francis Hospital and Medical Center**
- **Stormont-Vail Regional Medical Center**

The Student Health Services office is open Monday through Friday, 7:30 a.m. – 1:00 p.m. and 2:00 p.m. – 4:30 p.m. A provider is available between 8:00 a.m. – 1:00 p.m. and 2:00 p.m. – 4:00 p.m. No appointment is necessary.

The service component of visits is free; there are charges for immunizations and lab tests.

Student Health Insurance information is available in the Student Health Services office and also in the Student Life Office, Morgan Hall 104. Purchase of the health insurance plan is optional and is not required for visits to the campus Student Health Services Office.

For more information, contact the Student Health Services Office at (785) 670-1470.

## University Bookstore

The Washburn University Bookstore welcomes you to Washburn University. We take great pride in providing students, faculty, staff, alumni, and the community with required and recommended course materials, supplies, technology merchandise, clothing, and memorabilia. We strive to provide as many used books as possible in order to economize the cost of the student's education without sacrificing the quality of their education. Our Trade Book Department works to provide study aids and reading materials which may supplement a course or be of general interest to a student. Our Supply Department provides office supplies for departments and residence hall supplies for students. Show your support for the Ichabods by always looking for new and exciting products and services. We strive to exceed your expectations.

### Summer Semester Hours:

Monday - Friday 8:00 a.m. – 5:00 p.m.

### Contact us:

In person: Lower Level, Memorial Union Building  
Web: <http://www.washburnbookstore.com>  
Email: [bookstore@washburn.edu](mailto:bookstore@washburn.edu)  
Phone: (785) 670-2665 (BOOK)  
(888) 475-6360 (outside of Topeka)

## Library Facilities

THE UNIVERSITY LIBRARY, MABEE LIBRARY, is located in the center of the campus. Its three floors provide a variety of attractive study environments, from quiet individual study carrels to group study rooms. The library maintains a technologically rich environment with recent developments in library technology and provides facilities for use of audio-visual materials, microforms, and Internet-based services. ATLAS, the online public access catalog, includes the holdings of the Mabee Library and Curriculum Resources Center, the Washburn Law Library, the Kansas Supreme Court Library, the Kansas State Library, and the Kansas State Historical Society Library. The online catalog as well as full-text electronic journals and periodical databases can be accessed over the campus computer network or over the Internet. An Electronic Classroom, Special Collections, a Multi-Purpose/Lecture room, and provisions for

displays are included in the building. Present holdings include approximately 350,000 books/materials, 1,800 periodical subscriptions, and dozens of full-text electronic databases. A valid Washburn ID is required for check-out.

The Curriculum Resources Center, a branch of the Mabee Library, is located in Carnegie Hall and is primarily for the use of the faculty and students of the Department of Education, but is open to all University personnel and students. Organized to represent a modern school resource center, it houses an extensive collection of children's and juvenile literature, primary and secondary textbooks, teacher reference works and multimedia instructional materials.

#### Mabee Library Hours

##### Summer Interim

(May 6 through May 27, 2006):

Monday – Friday 8:00 a.m. – 5:00 p.m.  
Saturday – Sunday CLOSED

##### Memorial Day Weekend

May 27 through May 29, 2006 – CLOSED

##### \*Summer Semester

(May 30 through August 3, 2006):

Monday – Thursday 7:45 a.m. – 9:00 p.m.  
Friday 7:45 a.m. – 6:00 p.m.  
Saturday – Sunday 1:00 p.m. – 5:00 p.m.

##### EXCEPTION:

July 4 CLOSED  
July 27 and August 3 7:45 a.m. – 6:00 p.m.  
July 23 and July 30 CLOSED

##### Summer Interim

(August 4 through August 20, 2006)

Monday – Friday 8:00 a.m. – 5:00 p.m.  
Saturday – Sunday CLOSED

#### CRC Hours

##### \*Summer Semester Hours:

Monday through Friday 8:00 a.m. – 5:00 p.m.  
Saturday CLOSED  
Sunday CLOSED

\*Special hours during holidays, interims and finals will be posted at Mabee Library and the Curriculum Resources Center. Library hours are also available on the ATLAS catalog Web page. When classes are not in session, Mabee Library is open from 8:00 a.m. to 5:00 p.m., Monday-Friday, and closed weekends.

#### **Contact us:**

Web Page: <http://www.washburn.edu/mabee>  
E-mail: [refemail@washburn.edu](mailto:refemail@washburn.edu)  
Phone: (785) 670-2485

## **Washburn Police Department**

The mission of the Washburn Police Department is to help create an atmosphere on the Washburn University campus that enhances the educational process.

Easy access to the Washburn Police Department is available through its headquarters on campus located in Morgan Hall at the south end of the middle wing. The telephone number is (785) 670-1153 (campus extension 1153). Police officers are available while on foot patrol, bicycle patrol, or vehicle patrol.

Contact can also be made with the University Police Dispatcher by using the 'EMERGENCY PHONES'. The 'EMERGENCY PHONES' are marked with the word 'EMERGENCY' in red on a stainless steel column. To use the 'EMERGENCY PHONE', simply push the button on the phone and the caller will be immediately connected to the Washburn Police Dispatcher. One does not have to have an emergency to use these phones.

#### Locations of 'EMERGENCY PHONES':

Northeast of Morgan Hall by K-zone parking lot  
East of Petro Allied Health Center by the southeast entrance  
South of Stoffer Science Hall at the west end of parking lot #2  
Southwest of KTWU by parking lot #7  
Southwest of the Garvey Fine Arts Center on Jewell Ave.  
North of the Law School by parking lot D  
Northeast of Mabee Library by parking lot #16  
Northwest of Benton Hall on Jewell Ave.  
Southwest corner of Kuehne Hall by sidewalk near parking lot #9  
Northeast corner of 19<sup>th</sup> & Jewell Ave. by Henderson Learning Resources Center  
Southeast corner of Washburn Village Complex on Jewell Ave.  
North side of parking lot of the Student Recreation Center.

The Washburn Police Department operates 24 hours a day, 365 days a year. Washburn Police perform a variety of duties to provide a crime-free and safe environment on campus. University administrators are given monthly crime reports and special reports on criminal activities. The public may view University Police crime reports at: [www.washburn.edu/right-to-know](http://www.washburn.edu/right-to-know) or at the Washburn Police Department Office.

## **University Mail and Printing Services**

The University Mail and Printing Services Area provides students with copying, color copying, printing, digital services, and mail services. Staff is available to provide help with student projects ranging from banners to reports. The University Mail and Printing Services Area, ext. 1605, is located in Morgan 113 and is open 7:30 a.m. to 5:00 p.m. on Monday through Friday.

# Policies Affecting Your Rights & Responsibilities

## Procedure for Contesting Grades

The College and Schools, except the School of Law

The obligation of the instructor to evaluate the performance of students on sound academic grounds is basic to the formal education process. A student who believes the grade awarded him/her by an instructor is based upon reasons other than the student's academic performance may appeal the grade received in a course as follows.

### a. Consultation with the Instructor

A student must first attempt to resolve his/her dispute concerning the final grade received in a course through consultation with the instructor of the class. Such consultation normally shall take place following award of the grade but in no event shall such consultation take place later than the fourth week of the next regular academic semester following the award of the grade. In the event the course instructor is no longer at the University or is on a leave of absence during the semester following the contested grade or the instructor shall have refused to consult with such student, the student may proceed to the next stage, mediation by the Department Chair (where such exists). If no Department Chair exists, the next stage is mediation by the Dean of the College or School in which the course was offered (see Step c).

### b. Mediation by the Department Chair

If the student is dissatisfied with the result of his/her consultation with the instructor or the student shall have been unable to meet with the instructor because of the instructor's refusal to meet or absence, the student may seek mediation of the matter with the Department Chair in the unit in which the course was offered. The Department Chair must be notified in writing by the student of his/her intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student/instructor consultation has been completed. The process shall be terminated if notification is not received within the 10 working days. The instructor shall make available to his/her Department Chair all of the materials and criteria which entered into the determination of the student's final grade in the course. The student shall provide the Department Chair, in writing, the grounds for contesting the grade by the instructor. After receiving and reviewing these materials, the Department Chair shall meet with the student and the instructor, either jointly or separately, to attempt to mediate the dispute about the contested grade.

### c. Mediation by the Dean of the College or School in which the course was offered

If the student is dissatisfied with the result of his/her consultation with the instructor or the student shall have been unable to meet with the instructor because of the instructor's refusal to meet or absence, the student may seek mediation of the matter with the Dean of the College or School in which the course was offered. The Dean must be notified in writing by the student of his/her intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student/Department Chair consultation has been completed. The process shall be terminated if notification is not received within the 10 working days. The instructor shall make available to his/her Dean all of the materials and criteria which entered into the determination of the student's final grade in the course. The student shall provide the Dean, in writing, the grounds for contesting the grade by the instructor. After receiving and reviewing these materials, the Dean shall meet with the student and the instructor, either jointly or separately, to attempt to mediate the dispute about the contested grade.

### d. Appeal to Grade Appeal Committee

If, after mediation with the Dean as provided above, the student is still dissatisfied with the result, she/he may file a notice of appeal with the Dean, which shall specify the relief requested and provide a written summary of the grounds for appeal to the Grade Appeal Committee. Such notification must be received by the Dean within 10 working days of the day on which the student/instructor consultation has been completed. The process shall be terminated if notification is not received within the 10 working days. Upon receipt of the notice of appeal, the Dean shall forward it and all materials submitted by the instructor and student during the mediation process to the Vice President for Academic Affairs. The Vice President for Academic Affairs, upon receipt of the notice and

materials, shall appoint and convene a committee of five persons, comprised of three faculty members (two from the same department or area, one faculty from another department or area), and two students, to serve as the Grade Appeal Committee. At its first meeting, the Grade Appeal Committee shall select its chairperson and set the date, time and place for the appeal to be heard. The committee shall advise the student and the instructor of the hearing date.

#### (i) Hearing

The hearing will take place before the entire committee. The burden of proof rests with the student who shall, during the course of the hearing on the contested grade, be responsible for presenting evidence to support the claim. The hearing will be informal and the formal rules of evidence shall not be applicable. Oral testimony of witnesses may be presented but is not required. If either the student or the instructor presents witnesses, she/he must provide to the Committee a written summary of the testimony expected of the witness(es) to the Committee and to the other party not later than three days prior to the date of the hearing. The student or the instructor may be accompanied by an advisor whose only role in the course of the hearing will be to render advice to the student/instructor. The amount of time allotted to each party will be left to the discretion of the Committee.

#### (ii) Decision

At the close of the hearing the Committee shall meet and determine by a vote of four out of five of the members, whether the student has proved the relief sought should be awarded for the reasons stated in his/her notice of appeal and the student's grade changed. The Committee shall report its decision in writing to the student, the instructor and to the Vice President for Academic Affairs. The decision of the committee shall be final. If it is the judgment of the committee that the grade be changed, then the Vice President for Academic Affairs shall notify the Registrar, who will enter the changed grade which will be initiated by both the Vice President and the Registrar.

## Sexual Harassment Policy

Washburn University intends to assure a harassment-free environment in which to work and to pursue educational goals. Sexual harassment is a form of misconduct which undermines the integrity of employee relationships and student-faculty relationships.

**Employees:** Harassment on the basis of sex is defined by Section 703 of Title VII of the Civil Rights Act of 1964 as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Students:** Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, environment or opportunities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment (2) imposed by an employee or agent of Washburn University which denies, limits, conditions or provides different aid, benefits, services or treatment.

All persons must be allowed to pursue their activities at Washburn University free from unsolicited and unwelcome sexual overtures or conduct. The administration of Washburn University strongly disapproves of such inappropriate conduct and will not tolerate its occurrence.

Complaints of sexual harassment should be made verbally or in writing to Carol L. Vogel, Equal Opportunity Director, Morgan Hall 380A, 670-1509.

### **Drug Free Schools and Campuses Information/Annual Security Report**

The Washburn University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Washburn; and on public property within, or immediately adjacent to and accessible from, the campus. Other reports include institutional policies concerning campus security, such as policies concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Student Life (Morgan 104, 670-2100) or by accessing the following website: <http://www.washburn.edu/right-to-know>.

### **Equal Opportunity Policy Statement**

It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, housing, facilities use, access to course offerings, counseling and testing, financial aid, health services and employment. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training and termination.

It is University policy to have positive action taken to assure the full realization of equal opportunity for all who work for the University. Special efforts will be made to identify promising minority persons and women for positions in all areas and at all levels in which these groups are under-utilized relative to their availability. All selections will be based solely on the candidates' qualifications to carry out the duties that the positions require, knowing that such actions can only result in raising the quality and competence of faculty and staff.

The administration of Washburn University is committed to its support of the principles of equal opportunity for students, faculty and staff. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director\*; however, all personnel will share in the specific activities necessary to achieve these goals.

\*The Equal Opportunity Director is Carol Vogel, MO 380A, 670-1509.

### **Student Conduct Code**

The students of Washburn University are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated by the University community. At the same time, students have protection through orderly procedures against arbitrary or capricious actions or decisions by University authorities. Due process is recognized as essential to the proper enforcement of University rules. The purpose of this document is to provide a procedure and rules by which a student will be afforded due process in the matter of alleged violations of University standards, rules and requirements governing academic and social conduct of students.

Prohibited behaviors include, but are not limited to: disruption and disorderly conduct which interferes with the rights and opportunities of other students to pursue their academic studies; theft or malicious destruction, intentional damage, or misuse of University property or private property of another member of the University community, whether occurring on or off campus; or theft or malicious destruction, intentional damage, or misuse on campus of property of a nonmember of the University community; unauthorized entry upon the property of the

University or into a University facility or any portion thereof, including a computer file, which has been reserved, restricted in use, or placed off limits; unauthorized presence in any University facility after closing hours; or unauthorized possession or use of a key to any University facility; possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the State of Kansas except as expressly permitted by law; possession or use of alcoholic beverages on campus except as permitted under policies adopted by the Board of Regents.

For a complete copy of the Student Conduct Code, contact the Student Life Office, Morgan Hall 104. The conduct code is also included in the Student Planner/Handbook.

### **Academic Impropriety Policy**

The grades and credits earned by college students in their courses provide an important measure of the quality and extent of their academic achievements. Preserving the integrity and significance of grades and credits is a professional responsibility of the teaching faculty, but requires the cooperation and support of students. The present policy is designed to assist faculty and students in this task. First, it identifies the basic presumption underlying the integrity and significance of academic grades and credits. Second, it defines as academically improper, and officially forbids, all forms of student behavior that undermine, or that could reasonably be interpreted as undermining, the validity of this basic presumption. Finally, it requires faculty to take reasonable steps to prevent such behavior from occurring and to take appropriate academic action when it does occur.

The Basic Presumption--Grades or credits are fair and equitable measures of academic achievement only on the presumption that the academic work submitted by each student is his or her own and is created under course conditions or rules (e.g., time and resources allowed for the completion of an examination) common to all students in that course. The moment this presumption's validity is reasonably doubted, the integrity of grades and credits as signs of actual academic achievement is seriously undermined. Therefore, it is incumbent on students and faculty alike to ensure that the validity of the basic presumption is preserved beyond any reasonable doubt.

For a complete copy of the Academic Impropriety Policy, contact the Vice President for Academic Affairs Office, Morgan Hall 262.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of students and provides for the right to inspect and review educational records. These rights include, but are not limited to the following:

1. The right to inspect and review their education records.
2. The right to seek correction of their education records.
3. The right to file complaints concerning the alleged failures by the University to comply with the Privacy Act.
4. The right to restrict the release of Directory Information.

The Act prescribes the conditions under which information about students can be released without prior consent:

#### **Disclosure to Faculty and Administrative Officers of the University**

The University discloses academic records without written consent of students to those designated university officials within the institution who have a legitimate educational interest.

#### **Disclosure to Parents**

Students may share their education records with parents at their own discretion. Academic records may be provided to parents who make the request directly to the institution upon:

- a. Obtaining and providing the student's written consent, or
- b. Establishing the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

#### **Disclosure to Government Agencies**

Some federal and state agencies specified in the Family Educational Rights and Privacy Act have the right to student records without written consent. In addition, judicial order or lawfully issued subpoenas can secure student records without the written consent of the student.

## Disclosure to Other Individuals and Organizations

The University may release without written consent certain information identified by the institution as public or directory information. Directory information at Washburn University includes: name, current address and phone number, permanent address and phone number, e-mail address, classification status, major field of study, date and place of birth, dates of attendance, awards and academic honors, enrollment status (full-time, half-time, less than half-time,) most recent educational institution attended, participation in officially recognized activities and sports, height and weight of members of athletic teams.

Federal law and University policies allow the Office of the University Registrar to release directory information to the public unless the student requests otherwise. Students who choose not to have directory information published in the Campus Directory may indicate so by updating their directory profile through MyWashburn Self-Service by August 30 of each year they are enrolled.

If no release of information to public inquiry is desired, a separate form must be submitted in the Office of the University Registrar. The form may be submitted throughout the year and becomes effective when submitted.

If no listing in the Commencement Program is desired, the student must indicate this on the Application for Degree Form available in the Office of the University Registrar.

## PARKING REGULATIONS

**9.1.1** Registration of vehicles operated on the campus by all faculty, staff, and students is required. Vehicles are registered at the time of enrollment and/or upon acquisition.

**Any changes of vehicle and/or tag information should be completed at the Washburn Police department.**

**9.1.2** Persons operating or parking a vehicle on campus shall be fully responsible for that vehicle and its contents. The University and the City of Topeka are not responsible for vehicles or protection of any vehicles or their contents while on campus. Faculty, staff, and students shall be held responsible for violations by vehicles registered to him/her either through University registration or tracing through the State Motor Vehicle Department regardless of the operator at the time of violation.

**9.1.3** These regulations are in effect 24 hours a day, 365 days a year. Reserved parking spaces are available for open parking after 5:00 o'clock PM except where otherwise posted.

### 9.2 Parking

**9.2.1** Certain parking spaces and parking lots have been designated for parking by faculty, staff and visitors. Parking in reserved parking areas is by permit only.

**9.2.2** Students are not eligible for reserved parking privileges.

### 9.2.3 Handicapped Parking

Certain parking spaces have been designated as handicapped parking. Parking in designated handicapped parking spaces is reserved for those persons whose vehicles display:

- a specially issued license plate displaying the international symbol of access to the physically handicapped; or
- a specially issued State of Kansas identification hangtag displaying the international symbol of access to the physically handicapped.

Persons desiring special parking considerations because of temporary or permanent disability are advised to obtain a State Handicapped Parking Permit by making application at the State Office Building or County Treasurer's Office. This permit is recognized universally. The University is **not authorized** to permit parking in designated handicapped spaces.

Students with documented disabilities are encouraged to consult with the Director of Student Services in Morgan Hall 150, x1629.

Violators of handicap parking laws will receive tickets issued by officers of Washburn University, City of Topeka, Shawnee County, and/or State of Kansas. Fines will be according to the city ordinance or state statutes.

### 9.2.4 Faculty and Staff Parking

Faculty and staff may apply for a parking permit. Application for a parking permit may be made at the University Police Office. An issued parking hangtag shall be displayed on the rearview mirror of the vehicle.

### 9.2.5 Overlength Vehicle

Overlength or oversized vehicles such as buses, trucks and campers can not be parked in regular parking spaces. Visiting groups and charter buses may arrange for special parking assignments with the University Police Office.

Parking for camping or overnight sleeping in vehicles is **prohibited**.

### 9.2.7 Prohibited Parking

The following acts are prohibited and University tickets may be issued for such infractions by officers of Washburn University, City of Topeka and/or Shawnee County:

1. Double parking or blocking streets;
2. Parking on sidewalks or grass;
3. Parking in service or restricted areas;
4. Parking across drive entrances or sidewalk crossings;
5. Parking outside marked spaces;
6. Parking in fire hydrant zones and/or fire lanes;
7. Parking overlength vehicle without permit;
8. Parking in any area designated by signs or curb markings as a no parking area;
9. Parking in a lot or space for which vehicle is not permitted;
10. Any other parking violation(s) as defined by law.

### 9.2.8 Fees for Misuses of Parking and Late Payment.

A fee of \$10.00 shall be charged for all Washburn University tickets issued for restricted parking (except for handicap parking violations). Such fees are due and payable at the University Business Office within five (5) business days following the date the ticket is issued.

If the fee is not paid, a late payment fee of \$10.00 for restricted parking shall be assessed on the sixth day following the date of issuance of the University parking ticket.

Faculty and staff shall pay the misuse parking fee within five (5) business days of the date the ticket was issued. Faculty and staff are subject to the \$10.00 late fee. Faculty and staff with unpaid parking fees shall be subject to administrative review.

### 9.2.9 Failure to Pay Parking Misuse Fees

Students with unpaid misuse and/or late payment fees shall have a hold placed on their transcripts and re-enrollment until such fees are paid in full.

### 9.2.10 Misuse of Parking and Vehicle Removal

Motor vehicles parking in violation of any of these regulations may be deemed a common nuisance and the nuisance abated by removal or towing away of the vehicle. The cost of abating, towing and impoundment shall be a lien against the vehicle.

### 9.3 Vehicle Operation

**9.3.1** The provisions of the City of Topeka traffic codes and state highway traffic codes, Chapter 8 of the Kansas Statutes Annotated, are applicable to the operation and condition of motor vehicles operated on the University campus except as may be otherwise provided in these regulations by the Board of Regents.

**9.3.2** Vehicles shall stop and yield to all for pedestrians.

**9.3.3** All vehicles are to be driven prudently and not in excess of 20 mph on the streets and roads on the University campus. Except as may be otherwise posted, speed limits for vehicles operated in the University parking lots shall not exceed 12 mph.

**9.3.4** The following acts are prohibited:

1. Driving over curbs or sidewalks;
2. Driving on grass or seeded areas;
3. Driving in excess of the speed limits;
4. Reckless Driving;
5. Failing to yield to a pedestrian in a crosswalk or at an intersection;
6. Driving in violation of the provisions of Chapter 8 of the Kansas Statutes Annotated.

### 9.3.5 Vehicle Parking & Operations; City Ordinances, State Law and Enforcement of

The University is within the city limits of the City of Topeka. Officers of Washburn University, City of Topeka, Shawnee County and State of Kansas have the authority to enforce all laws of the State of Kansas and any general ordinances of the city on the University campus. Violations of city ordinances or state statutes will be processed by the appropriate court of jurisdiction. Fines and court costs will be assessed by the court.

### **Failure to pay Vehicle Operation Violation Fees**

Students who have received Washburn University tickets and have not paid any fee(s) charged, shall not be permitted to re-enroll, graduate or transfer, and a hold shall be placed on the student's transcript and re-enrollment until such fees are paid in full.

### **9.4 Accidents**

All accidents, including motor vehicle, occurring on the University campus should be reported to the Washburn Police Office. The Topeka Police Department also has jurisdiction to investigate all accidents occurring in the City of Topeka.

### **9.5.1 Hearings**

A person desirous of contesting the issuance of a **University ticket** issued to him or her may obtain a hearing in accordance with the following procedures.

1. A complaint regarding a specific ticket issuance may be made at the Police Office.
2. If the individual is not satisfied with the disposition of the complaint regarding a specific ticket, the individual may submit in writing to the Director of Police his/her reason for a review request. The written statement must be submitted to the Director of Police within one week following registering the complaint to Police office. Upon receiving the written request for a review of the complaint the Director of Police will schedule a hearing by the Parking Ticket Review Board which will consist of two students, two faculty or staff members and the Director of Police. The Director of Police will only vote in the event of a tie. The decision of the Parking Ticket Review Board is final and not subject to further review.

### **Visitors**

Visitors to the campus are defined as those individuals who are **not** students, faculty or staff of Washburn University. Visitors ticketed by the University for parking violations may be excused for such parking violations (except handicapped parking, fire lanes) by taking or mailing the University ticket, with proper identification, to the Business Office or Police Office. Tickets issued on state or city ordinances may be contested in city or county courts.

### **Students**

Students are defined as those individuals who are currently enrolled at Washburn University or were enrolled for the preceding regular or summer term, and have not graduated. Any individual having evidence showing that they will not be a Washburn Student for the current or next term will be considered a **Visitor**.

### **Disclosure of Education Records or Personally Identifiable Information**

University Police Personnel shall have access to student class schedules in an emergency situation when knowledge of the information concerning the emergency, is considered necessary to protect the health or safety of students or other persons.

University Police Personnel will attempt to verify the identity of the person requesting information and the emergency situation. The class schedule will not be released to the requesting individual but a police officer will attempt to contact the student directly.

A record of each disclosure request must be made and maintained. The record should include the name and address of the requestor, date and time of request, and the nature of the emergency situation. These records are considered part of the student's educational record.

# Important Locations & Phone Numbers

## Academic Services

	Location	Ext.
Admissions Information/Catalogues/Class Schedules .....	Morgan 114	1030
Academic Advising		
Applied Studies .....	Benton 306	1282
Arts and Sciences .....	Morgan 108	1636
Business .....	Henderson 114	1308
Nursing .....	Petro Center 203	1525
Undecided/Undeclared .....	CLASS, Morgan 122	1942
Adding or Dropping a class .....	University Registrar's Office, Morgan 115	1074
Address Change .....	University Registrar's Office, Morgan 115	1074
Books/Supplies/Clothing/Gifts .....	Bookstore, Lower Level, Memorial Union	2665
Business Office .....	Morgan Hall 205	1156
Career Services .....	CLASS, Morgan 122	1450
Complete Withdrawal .....	University Registrar's Office, Morgan 115	1074
Declaring a major .....	Department chairperson of proposed major	
Educational Opportunity Program (EOP) .....	Morgan 123	1871
Financial Aid/Scholarships .....	Financial Aid Office, Morgan 267	1151
Honors Program .....	Dr. Donna LaLonde, Morgan 275	1494
Housing Information .....	Cap. Fed. Ctr. for Learning, LLC 152	1065
Information Systems and Services / MyWashburn .....	Bennett 104	3000
Library .....	Mabee Library	2485
Online Classes .....	Bennett 102	2381
Study Skills Information .....	CLASS, Morgan 122	1299
Tutoring .....	Call Department Office	
Transcript Request .....	University Registrar's Office, Morgan 115	1078
Veterans Education Benefits Information .....	Morgan 150	1629
Writing Center .....	Morgan 257	1409

## Personal Services

University Police .....	Morgan, Center wing, outside entrance	1153
Chartering a new student organization .....	Student Activities, Memorial Union	1723
Child Care .....	University United Methodist Church	232-0263
Co-curricular Activities .....	Student Activities, Memorial Union	1723
Counseling .....	Counseling & Testing Services, CLASS, Morgan 122	1299
Disability Services .....	Morgan 150	1629
Food Service .....	Memorial Union	1456
"Good Student" discount on car insurance .....	University Registrar's Office Morgan 115	1074
iCard (Washburn's ID), copies & faxing .....	Ichabod Service Center, Memorial Union	1188
Illness .....	Student Health Services, Morgan 170	1470
International Activities .....	Office of International Programs	1051
Jobs (off-campus) .....	Career Services, CLASS, Morgan 122	1450
Lost & Found .....	Police/Office, Morgan, Center wing, outside entrance	1153
Mail packages or purchase stamps .....	Post Office Located east of the stadium	670-1158
Multicultural and Diversity Programming .....	Multicultural Affairs, Morgan 110	1622
Post notices or signs on campus .....	Student Life Office, Morgan 104	2100
Printing, copying, mailing .....	University Mail and Printing Services, Morgan 113	1605
Refunds tuition .....	Business Office, Morgan 205	1156
Residential Living .....	Cap. Fed. Ctr. for Learning, LLC 152	1065
Risk Management and Safety Department .....	Morgan 235	1779
Room reservations (on campus) .....	Academic & Community Events Scheduling (ACES), MO 265	1301
Student Health Insurance .....	Student Life Office, Morgan 104	2100
Student Health Services & Insurance Information .....	Morgan 170	1470
Student Recreation and Wellness Center .....		1314
Ticket Information:		
Athletic .....	Petro Allied Health Center	1092
Cultural .....	Facts & Snacks, Memorial Union	1454
Work-Study/Part time employment .....	Financial Aid Office, Morgan 267	1151

## Other

Equal Opportunity Office .....	Morgan 380A	1509
Alumni Office .....	Bradbury Thompson Center	1641
Student Government .....	Memorial Union, WSGA Office	1169
Campus Switchboard .....	On Campus: Dial 0	670-1010
TDD (Telecommunications Device for the Deaf) .....	Morgan 150	670-1025