<table>
<thead>
<tr>
<th>April</th>
<th>3 – 18</th>
<th>Advance Registration for Summer 2006 by Alphabetical/Classification Schedule only for students enrolled Spring 2006 for new, returning, and Spring 2006 students who did not advance register</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 – 30</td>
<td>Open Registration for Summer 2006 for new, returning, and Spring 2006 students who did not advance register</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>1 - 29</td>
<td>Open Registration for Summer 2006 (continued) for new, returning, and Spring 2006 students who did not advance register</td>
</tr>
<tr>
<td>Monday</td>
<td>May 29</td>
<td>Memorial Day Holiday (University Closed)</td>
</tr>
</tbody>
</table>

**Early Session – May 30 – June 30**

**Friday** May 19 | Textbooks available in Bookstore (subject to change) |
**Tuesday** May 30 | **CLASSES BEGIN** |
**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 |
| | Last day to withdraw |
**Wednesday** June 7 | Last day to change from graded or A/pass/fail status to audit |
**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 | **END OF SESSION** |
**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 |

**Full Session – June 5 – July 27**

**Friday** May 19 | Textbooks available in Bookstore (subject to change) |
**Monday** June 5 | **CLASSES BEGIN** |
**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 |
| | Last day to withdraw |
**Thursday** June 15 | Last day to change from graded or A/pass/fail status to audit |
**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 | **END OF SESSION** |
**Tuesday** August 1 | Deadline for submission of Full Session grades (10:00 a.m.) |

**Late Session – July 5-August 3**

**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 | **CLASSES BEGIN** |
| | 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 |
| | Last day to withdraw |
**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 | **END OF SESSION** |
**Tuesday** August 8 | Web available for submitting Late Session grades (5:00 p.m.) |
| | Deadline for submission of Late Session grades (10:00 a.m.) |

**Short Term Courses (courses fewer than 5 weeks in length)**

**The second day of class** | Last day to enroll (instructor’s permission required to enroll after course has begun) |
| **Day before the last day of class** | Last day to change from audit to graded or A/pass/fail status or from graded or A/pass/fail status to audit |
| **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

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
OR
on 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

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.

ALPHABETICAL/CLASSIFICATION SCHEDULE:

<table>
<thead>
<tr>
<th>Seniors &amp; Graduates</th>
<th>Juniors &amp; Graduates</th>
<th>Sophomores &amp; Graduates</th>
<th>Freshmen &amp; Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3</td>
<td>April 6</td>
<td>April 11</td>
<td>April 14</td>
</tr>
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<td>A – L</td>
<td>A – L</td>
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<tr>
<td>April 4</td>
<td>April 7</td>
<td>April 12</td>
<td>April 17</td>
</tr>
<tr>
<td>April 5</td>
<td>April 10</td>
<td>April 13</td>
<td>April 18</td>
</tr>
</tbody>
</table>

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.

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 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, "Students" tab, IBOD. Call the Business office at 785-670-1156, or send email to 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.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 - 3.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>3.50 - 6.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>6.50 - 9.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>9.50 or more</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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%, 3rd to 5th Days: 50%, 6th 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 iCard 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*

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**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**.

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**COURSE LISTING INFORMATION & EXAMPLES**

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Course Reference</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
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<td>AC 224EA</td>
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<td>HCB 5:30-6:45</td>
<td>Financial Accounting</td>
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<td>PM</td>
<td></td>
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<td></td>
<td></td>
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</table>

On-line courses are **italicized**:

<table>
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<tr>
<th>Course #</th>
<th>Section</th>
<th>Course Reference</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
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<tr>
<td>BI 203VA</td>
<td>11431</td>
<td></td>
<td>Human Impact on Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

Weekend courses are shaded:

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Course Reference</th>
<th>Course Title</th>
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2/18 – 3/6

**HOW TO READ THE COURSE INFORMATION:**

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**Instructor:**

Rohr

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**How to Read the Course Information:**

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<td>MA110, &amp; 24 HRS</td>
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</table>

**Prerequisite:**

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

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

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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.
# Advising Locations and Student Registration Worksheet

## Advising Buildings & Rooms by Department

**Undeclared Students:** CLASS, Morgan 122  
**International Students:** International House  
**High School Students:** Admissions Office, Morgan 114

**Declared Students:**

<table>
<thead>
<tr>
<th>Building Code</th>
<th>Building Name</th>
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<tbody>
<tr>
<td>School of Applied Studies</td>
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<tr>
<td>BE 107</td>
<td>Allied Health (Health Services Administration, Medical Imaging, Diagnostic Medical Sonography, Health Information Technology, Physical Therapist Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy)</td>
</tr>
<tr>
<td>BE 311</td>
<td>Office, Legal &amp; Technology (Banking, Design Technology, Food Service, Industrial Technology, Legal Studies, Office Administration, Purchasing, Technology Administration)</td>
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<tr>
<td>BE 201/204</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>BE 203</td>
<td>Human Services</td>
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<tr>
<td>BE 405</td>
<td>Social Work</td>
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**College of Arts and Sciences**

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<td>ST 108</td>
<td>Astronomy, Physics</td>
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<tr>
<td>ST 201</td>
<td>Biology</td>
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<td>ST 302</td>
<td>Chemistry</td>
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<td>MO 266</td>
<td>Communication</td>
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<td>Computer Information Sciences</td>
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### Building Codes

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<td>Garvey Fine Arts Center</td>
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<td>Stoffer Science Hall</td>
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## Registration Worksheet

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ACCOUNTING (AC)
School of Business – HC114

AC 224A 20477 Financial Accounting.................................................3
   Full Session
   Financial Accounting.................................................................. 3
   HCC04 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.

AC 224EA 20475 Financial Accounting.................................................3
   Full Session
   Financial Accounting..................................................................3
   HCC04 5:30 - 8:00 MW ....... Moellenberndt
   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.

AC 225A 20510 Managerial Accounting...............................................3
   Full Session
   Managerial Accounting..............................................................3
   HCC111 11:10 - 12:50 TWR ................... Clevenger, T.
   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.

AC 225EA 20476 Managerial Accounting...............................................3
   Full Session
   Managerial Accounting..............................................................3
   HCC303 5:30 - 8:00 TR ......... Cleverenger, T.
   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.

AC 499A 20259 Internship In Accounting............................................3
   Full Session
   Internship In Accounting..........................................................3
   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
   Princ. of Resp. Therapy II.........................................................2
   On-Line
   Manzer
   AL 231A 20170 Rad. Protec. & Bio. Effects.....................................2
   Full Session
   Rad. Protec. & Bio. Effects.....................................................2
   On-Line
   Croucher
   AL 236XA 20171 Radiology Clinical III...........................................3
   Full Session
   Radiology Clinical III.............................................................3
   ARR ......................................................... Roberts
   AL121 OR AL131 OR CONSENT
   AL 239XA 20344 Radiology Clinical VI...........................................3
   Full Session
   Radiology Clinical VI.............................................................3
   ARR ......................................................... Roberts/Croucher
   AL238, AL230, OR CONSENT
   Web-CT Assisted
   AL 243VA 20009 Dir Prac Cod./Hth Info Tech....................................2
   Early Session
   Dir Prac Cod./Hth Info Tech....................................................2
   On-Line
   Shipley
   AL 260A 20304 Independent Study in AH.......................................1 - 3
   Full Session
   Independent Study in AH.......................................................1 - 3
   On-Line
   Shiple
   AL 261A 20333 Phys Therapy Proc II...............................................4
   Full Session
   Phys Therapy Proc II............................................................4
   On-Line
   Alden
   AL 264XA 20334 Phys Therapy Clinical I.........................................1
   Full Session
   Phys Therapy Clinical I..........................................................1
   On-Line
   Alden
   AL 289MA 20010 Resp. Therapy Clinical II ...................................5
   Full Session
   Resp. Therapy Clinical II.......................................................5
   On-Line
   Taylor
   AL 379VA 20339 Clin Topics in Gen Sonography............................3
   Full Session
   Clin Topics in Gen Sonography................................................3
   On-Line
   Bond
   AL 397VA 20340 Adv Cardiac Sonography Clin...............................5
   Full Session
   Adv Cardiac Sonography Clin................................................5
   On-Line
   Jones
   AL 398VA 20341 Clin Topics Cardiac Sonography...........................3
   Full Session
   Clin Topics Cardiac Sonography...............................................3
   On-Line
   Jones
   AL 399VA 20342 Adv Vascular Sonography Clin...............................5
   Full Session
   Adv Vascular Sonography Clin................................................5
   On-Line
   Jones
   AL 415VA 20169 Sem in Health Care...............................................3
   Full Session
   Sem in Health Care...............................................................3
   On-Line
   Kellogg

ANTHROPOLOGY (AN)
Sociology & Anthropology Department – HC218

AN 112A 20499 Cultural Anthropology..............................................3
   Early Session
   Cultural Anthropology.........................................................3
   On-Line
   Otudeko
   This course is a part of the general education program.
   AN 207A 20485 Race & Ethnic Group Relations.............................3
   5/30-6/15/06
   Race & Ethnic Group Relations..............................................3
   On-Line
   Childers
   Crosslisted with SO207A
   AN 372XA 20492 Archaeological Field School................................1 - 6
   5/15-6/2/06
   Archaeological Field School...................................................1 - 6
   On-Line
   Hupp
   Extra fee for transportation and lodging required.
ART (AR)

Art Department – AB101

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BIOLOGY (BI)

Biology Department – ST201

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BUSINESS (BU)

UNDERGRADUATE & GRADUATE

School of Business – HC 114

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### CHEMISTRY (CH)

**Chemistry Department – ST302**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Schedule Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 101VA 20195</td>
<td><em>Chemistry in Context</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, STAFF</td>
</tr>
<tr>
<td>CH 101VP 20301</td>
<td><em>Chemistry in Context - Plan Students</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, STAFF</td>
</tr>
<tr>
<td>CH 103VA 20199</td>
<td><em>Intro Forensic Chemistry</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, STAFF</td>
</tr>
<tr>
<td>CH 103VP 20454</td>
<td><em>Intro Forensic Chemistry - Plan Students</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, STAFF</td>
</tr>
<tr>
<td>CH 121A 20002</td>
<td><em>General, Organic &amp; Bio Chem</em></td>
<td>5</td>
<td>Early Session: ST303 8:55 - 10:10 MTW, Schmidt</td>
</tr>
<tr>
<td>CH 121AL 20003</td>
<td><em>Gen, Org &amp; BioChem Lab</em></td>
<td>0</td>
<td>Early Session: ST303 10:10 - 11:00 TR, Leung</td>
</tr>
</tbody>
</table>

### CRIMINAL JUSTICE (CJ)

UNDERGRADUATE AND GRADUATE

Criminal Justice Department – BE201

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Schedule Details</th>
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</thead>
<tbody>
<tr>
<td>CJ 305A 20350</td>
<td><em>Crime &amp; Justice in Film</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 355A 20351</td>
<td><em>Women in Criminal Justice</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 360A 20155</td>
<td><em>Independent Study</em></td>
<td>1 - 3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 470VA 20352</td>
<td><em>Internship in Security</em></td>
<td>3 - 6</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 480VA 20122</td>
<td><em>Internship in Corrections</em></td>
<td>3 - 6</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 490VA 20153</td>
<td><em>Internship in Law Enforcement</em></td>
<td>3 - 6</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 585A 20359</td>
<td><em>Women in Criminal Justice</em></td>
<td>3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
<tr>
<td>CJ 690A 20154</td>
<td><em>Thesis</em></td>
<td>1 - 3</td>
<td>Early Session: ST303 10:10 - 11:00 MW, Schmidt</td>
</tr>
</tbody>
</table>
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 ........ Schmid/Decker

COMMUNICATION (CN)
Communication Department – MO266
CN 150A 20129 Public Speaking ...................................................... 3
  Early Session MO268 9:40 - 11:40 MTWR .......... O'Leary
  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.
CN 150C 20131 Public Speaking ...................................................... 3
  Early Session PM MO268 5:30 - 7:30 MTWR .......... O'Leary
  This course is a part of the general education program.
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 ................................................... 3
  Full Session ARR .............................................. Moore

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.
EC 211A 20241 Stats for Bus & Econ........................................... 3
  Full Session PM HC107 6:00 - 8:30 MW ........... Ahmad
  MA140 AND MA116 (RECOMMENDED) OR
  MA110, AND 24 HOURS, OR CONSENT
  The application of statistical methods to decision
  problems in business and economics.
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 Crepts 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 Mgmt ................. 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 CA200 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 Profsh ...................................... 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
  Crosslisted with ED367VA
  ED160, ED200, ED243/343, ED245/345 AND
  CONCURRENT ENROLLMENT IN ED267/367
  AND ED269/369
ED 267VA 20204 Curr Dev In Presch Ed ................................. 2
  Early Session CA208 9:40 - 11:40 TR .......... McConnell-Farmer
  Crosslisted with ED267VA
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 ED269A
ED 300A 20206 Integrating Tech into Curriculum ................. 3
  Early Session CA108 11:50 - 1:50 MTWR .......... Pow nell
  ADMISSION TO TEACHER EDUCATION
  PROGRAM, CM101 (OR EQUIVALENT) AND
  ED200
  This course is designed to equip ECE, Elementary, and
  Secondary preserve 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 Curr in Preschool Educ .................................. 2
  Early Session CA207 8:30 - 11:30 TR .......... McConnell-Farmer
  Crosslisted with ED267VA
ED 369A 20207 Practicum in Preschool Ed ............................. 2
  Early Session CA207 8:30 - 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
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.

**EN 101C 20439 Freshman Comp**.................3
Full Session PM MO160 7:30 - 8:00 TR..................STAFF
This course is a University requirement.
Learn the skills for confident self expression in comfortable classrooms with experienced and encouraging teachers.

**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.

**EN 193A 20462 Science Fiction Film**.............3
Full Session PM MO176 7:30 - 8:00 TR..................STAFF
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 PM MO160 7:30 - 8:00 TR..................STAFF
Elements and structure of argument. Course appropriate for Washburn students seeking additional writing or non-Washburn students to complete writing requirement.

**EN 208A 20098 Business & Technical Writing**....3
Full Session PM MO108 5:30 - 8:00 MW..............Dawes
Learn the correct format and content for memos, employment correspondence, letters, etc. using WordPerfect in the computer lab.

**What is the English Department – MO258?**

The English Department – MO258 offers a wide range of courses designed to develop students' skills in reading, writing, critical thinking, and oral communication. The department emphasizes the importance of understanding and interpreting literature, which includes works of fiction, poetry, and drama, as well as non-fiction texts. English courses are offered at various levels to accommodate students from introductory to advanced courses.

**What are the prerequisites for EN300?**

The prerequisites for EN300 are EN101 or EN102, which are Freshman Composition courses. These courses focus on developing skills in reading, writing, and communication, and are essential for many other courses in the English Department.

**What is the Placement Exam?**

The Placement Exam is a test that students must take to determine their level of English proficiency. The exam is used to place students in the appropriate level of English course. Students who do not pass the Placement Exam may need to take preparatory courses before enrolling in English courses.

**What are the requirements for EN101A and EN101B?**

EN101A and EN101B are Freshman Composition courses. These courses are designed to help students develop their skills in reading, writing, and critical thinking. They are a University requirement and are offered at different times to accommodate students' schedules.

**What is the purpose of the Placement Exam?**

The Placement Exam is designed to assess students' proficiency in English. The exam helps to determine the appropriate level of English course for each student. It is a prerequisite for many other courses in the English Department.
Students with focused academic interests will learn to share their interests with others in various forms of written expression.

This course is a part of the general education program. 

Full Session 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.

Late Session MO377 6:00 - 8:50 MTWR Coletta-Ensley

This course on the literary and historical content of Shakespeare's drama includes travel to Britain to see his plays and world.
**HISTORY (HI)**

**History Department – HC311**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 100VA 20077</td>
<td>3</td>
<td>Survey-Early Wild Hist. This course is a part of the general education program. Basic introductory survey of earliest eras of world cultures and history.</td>
</tr>
<tr>
<td>HI 111VA 20191</td>
<td>3</td>
<td>US History I. This course is a part of the general education program. Origins of settlement through Reconstruction.</td>
</tr>
<tr>
<td>HI 112A 20385</td>
<td>3</td>
<td>US History II. This course is part of the general education program. From the emergence of an urban and industrial society through the present.</td>
</tr>
</tbody>
</table>

**HI 300A 20396**

<table>
<thead>
<tr>
<th>Early Session PM</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8-7/7/06</td>
<td>3</td>
<td>Putting Shakespeare in his Place. Travel to Great Britain 6/13 – 6/28/06. This course is a part of the general education program. Getting 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 personalized computerized dietary analysis.</td>
</tr>
</tbody>
</table>

**HI 300B 20393**

<table>
<thead>
<tr>
<th>Late Session PM</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/22-6/3/06</td>
<td>3</td>
<td>Road to Revolution. Directed in selected fields of history. Regular conferences. Class meets 6/8, 6/9, 7/6, and 7/7. 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.</td>
</tr>
</tbody>
</table>

**HI 300C 20394**

<table>
<thead>
<tr>
<th>Late Session PM</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8-7/7/06</td>
<td>3</td>
<td>Native-American History. 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.</td>
</tr>
</tbody>
</table>

**HI 397A 20421**

<table>
<thead>
<tr>
<th>Early Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8-7/7/06</td>
<td>3</td>
<td>Internship in Hist Agencies. Directing readings in selected fields of history. Regular conferences.</td>
</tr>
</tbody>
</table>

**HUMAN SERVICES (HS)**

**Human Services Department – BE203**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 281A 20165</td>
<td>3</td>
<td>Internship II. This course is a part of the general education program.</td>
</tr>
<tr>
<td>HS 380A 20166</td>
<td>3</td>
<td>Internship III. This course is a part of the general education program.</td>
</tr>
<tr>
<td>HS 390C 20307</td>
<td>3</td>
<td>Critical Analys Victims Assist. This course is a part of the general education program.</td>
</tr>
</tbody>
</table>

**HHS 281, HS300, HS302, AND CONSENT**

**HS 390B 20306**

<table>
<thead>
<tr>
<th>Full Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30-6/3/06</td>
<td>3</td>
<td>Internship II. This course is a part of the general education program.</td>
</tr>
</tbody>
</table>

**HEALTH (HL)**

**Health & Physical Education Department – PC201**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HL 202A 20505</td>
<td>1</td>
<td>Weight Management. This course is a part of the general education program.</td>
</tr>
</tbody>
</table>

**HONORS (HN)**

**Morgan 275**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 380A 20166</td>
<td>3</td>
<td>Internship III. This course is a part of the general education program.</td>
</tr>
</tbody>
</table>

**Crosslisted with HS585GB**

**HS 390A 20354**

<table>
<thead>
<tr>
<th>Early Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/15-5/26/06</td>
<td>3</td>
<td>Adv Morita Therapy Intensive. This course is a part of the general education program.</td>
</tr>
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</table>

**Crosslisted with HS390WA**

**HS 390B 20306**

<table>
<thead>
<tr>
<th>Full Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30-6/3/06</td>
<td>3</td>
<td>Internship III. This course is a part of the general education program.</td>
</tr>
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</table>

**Crosslisted with HS585GA**

**HS 390C 20307**

<table>
<thead>
<tr>
<th>Late Session</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>6/8-7/7/06</td>
<td>3</td>
<td>Internship IV. This course is a part of the general education program.</td>
</tr>
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</table>

**Crosslisted with HS390WA**

**HS 390D 20354**

<table>
<thead>
<tr>
<th>Full Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30-6/3/06</td>
<td>3</td>
<td>Internship II. This course is a part of the general education program.</td>
</tr>
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</table>

**Crosslisted with HS585GA**

**HS 390E 20354**

<table>
<thead>
<tr>
<th>Full Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30-6/3/06</td>
<td>3</td>
<td>Internship II. This course is a part of the general education program.</td>
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</table>

**Crosslisted with HS390WA**

**HS 390F 20354**

<table>
<thead>
<tr>
<th>Full Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30-6/3/06</td>
<td>3</td>
<td>Internship II. This course is a part of the general education program.</td>
</tr>
</tbody>
</table>

**Crosslisted with HS585GA**

**HS 390G 20354**

<table>
<thead>
<tr>
<th>Full Session</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30-6/3/06</td>
<td>3</td>
<td>Internship II. This course is a part of the general education program.</td>
</tr>
</tbody>
</table>
INTENSIVE ENGLISH (IE)

Intensive English Center—MO375
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

IS 390VA 20268 Capstone Project..........................................2 - 7
Full Session .................................................................STAFF

IS 400A 20504 LSAT Preparation ........................................1 - 3
5/30-6/3/06 MO268 1:30 - 4:40 TWR .............................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 .................................................................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
Travel to Great Britain 6/13 – 6/28/06
Crosslisted with EN399B, HI300A, HI500GA, LS502GA
This course on the literary and historical content of
Shakespeare'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
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
Shakespeare's drama includes travel to Britain to see his plays
and world.

LS 590GA 20506 Special Topics .............................................3 - 6
Full Session MO187 8:50 - 11:15 STAFF .........................Smith

LS 590GB 20506 Special Topics .............................................3 - 6
Full Session MO187 8:50 - 11:15 STAFF .........................Smith

MATHEMATICS & STATISTICS (MA)

Mathematics & Statistics Department – MO275

MA 104A 20089 Intermediate Algebra ....................................3
Full Session PM MO177 5:30 - 8:00 TR .............................Glynn

MA 104 OR DEMONSTRATED EQUIVALENCE
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 PM MO177 10:20 - 11:35 MTWR ..................Pitts

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

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 PM MO177 8:55 - 11:15 MTWR ..................Pitts

MA104 OR ACT MATHEMATICS SCORE OF 22 OR
PLACEMENT EXAM SCORE OF AT LEAST 15
This course satisfies the University Math requirement.

MA 116B 20092 College Algebra ............................................3
Full Session PM 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
This course is intended for non-calculus bound students and
designed to fulfill the university math requirement.
MA 116C 20093
Full Session PM
College Algebra .................................................................3
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
Full Session
Statistics ...............................................................3
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
Full Session PM
Statistics .................................................................3
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
Full Session PM
Statistics .................................................................3
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
Full Session
Applied Calculus I ........................................................3
MO280 8:55 - 10:10 MW ............................ Charwood
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
Full Session PM
Applied Calculus I ........................................................3
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
6/2-6/23/06
Math Topics for Teachers .................................................2
MO278 9:00 - 5:00 F ........................................ Mower/Charwood
CONSENT OF INSTRUCTOR
Croslisted with ED474A, ED674GA, MA450GA

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

MASS MEDIA (MM)
Mass Media Department – HC316

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 no 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.

MUSIC (MU)
Music Department – GC211

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 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 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 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 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**

*Early Session PM*

PC204 5:30 - 8:00

TR.................... Andrews

BI100 AND BI101 OR EQUIVALENT

**NU 332A 20511**

**Transcultural Nursing**

*Early Session*

PC204 1:00 - 3:50

MW................... STAFF

**NU 333V 20365**

**Stress Management for Nurses**

*Full Session*

PC204 1:00 - 3:50

Washburn

NU315

**NU 335A 20367**

**Martha Rogers in the Movies**

*Early Session*

PC204 1:00 - 3:50

Dinkel

**NU 343A 20272**

**Pathophysiology/Pharm II**

*Full Session*

PC204 9:00 - 12:00

Washburn

ALL NURSING PREREQUISITE COURSES AND NU313

Builds upon the basic disruptive mechanisms/concepts and impact on human systems. Emphasis is given to pharmacotherapeutics and diagnostics.

**NU 343DA 20273**

**Path/Pharm II Recitation**

*Full Session*

PC204 12:10 - 1:00

Washburn

**NU 374A 20364**

**Health Prom in Summer Camp**

*5/22-7/10/06*

ARR 1:00 - 4:00

Joyce

NU304, NU358, NU359

**NU 475A 20275**

**Scientific Methods in Nursing**

*Early Session*

PC204 9:00 - 12:00

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**

*Early Session PM*

PC221 5:00 - 7:00

Clark

GRADUATE STANDING

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**PHYSICAL EDUCATION (PE)**

**Health and Physical Education Department – PC201**

**PE 198A 20038**

**Lifetime Wellness-Life Sports**

*Early Session*

PC250 7:30 - 9:30

MTWR................. McCormick

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

Enjoy early morning workout with activities such as tennis, swimming, ultimate Frisbee, walk/jog and rollerblading.

**PE 198B 20039**

**Lifetime Wellness-Outdoor Act.**

*Early Session*

PC252 7:30 - 9:45

TWR..................... Bender

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

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**

*Early Session*

PC125 9:40 - 11:40

MTWR................. Simmons

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

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**

*Early Session*

PC252 9:40 - 11:40

MTWR................. Wohl

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

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.

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**PE 198E 20443**

**Lifetime Wellness-CardioCondt**

*Early Session PM*

PC104 5:30 - 7:30

MTWR............... Slack

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

Strengthen your heart, develop muscular endurance, burn calories. Activities include walk/jog, bicycling, rope skipping and circuit (weight) training.

**PE 198F 20172**

**Lifetime Wellness-Acrobics**

*Late Session*

PC125 9:45 - 11:50

MTWR................. Simmons

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

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**

*Late Session*

PC126 9:45 - 11:50

MTWR................. Bennett

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

An ideal workout that incorporates basic swim strokes.

**PE 198H 20175**

**Lifetime Wellness-Cardio/BodyT**

*Late Session*

PC125 12:00 - 2:00

Burns

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

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**

*Later Session PM*

PC252 5:30 - 7:30

MTWR................. Lockwood

This course is a University requirement.

LECTURE DAYS VARY WITH SECTION.

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/Md Sch Hlth & PE**

*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**

*Later Session PM*

PC211 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**

*Early Session*

PC211 8:20 - 10:00

TWR.................... Friesen

MAJORS ONLY

This course examines computer technology applications and software related to physical education.

**PE 494A 20327**

**Internship I-Ex. Phys.**

*Early Session*

Bender

COMPLETION OF CORE AND CONCENTRATION COURSES

**PE 494B 20498**

**Internship I-Sport Mgmt**

*Early Session*

Friesen

COMPLETION OF CORE AND CONCENTRATION COURSES
PHILOSOPHY (PH)  
Philosophy Department – GC233

PH 104A 20234  5/15-5/26/06  
Freshman Logic………………………… 3  
GC231 8:00 - 12:00 MWF……………….. 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 20042  5 Weeks  
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 20185  Early Session  
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 20398  Late Session  
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 20400  Full Session  
The Constitution for Teachers ………………… 3  
HC307 8:50 - 10:10 MTWR……………….. Cann  
Croslisted with ED474C, ED674GC, LS590GA  

PO 307A 20048  Full Session  
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.  

PSYCHOLOGY (PY)  
Psychology Department – HC211

PY 100A 20050  Early Session  
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 20051  Full Session  
Basic Concepts in Psychology………………………… 3  
HC204 12:50 - 3:20 TWR……………….. MacDonald  
On-Line  
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 20381  Full Session  
Psych of Adulthood & Aging…………………………3  
PY100 OR PY101  
On-Line  

PY 231VA 20382  Abnormal Psychology…………………………3  
Full Session  
PY100 OR PY101  
On-Line  
This course is a part of the general education program.  

PY 250A 20380  Experimental Psychology…………………………4  
Full Session  
HC210 9:20 - 11:00 MTWR……………….. Russell  
PY102 AND PY105 WITH MINIMUM GRADE OF C  

PY 282A 20377  Zoo Research ………………………3  
Early Session  
ARR 9:40 - 11:40 MTWR……………….. Altman  
Meets in HC205 on 5/30, 5/31, 6/1, 6/5  
PY100  

PY 301VA 20376  Principles of Learning…………………………3  
Full Session  
PY100 OR PY101 JR/SR STANDING  
On-Line  

PY 353VA 20379  Psychology of Everyday Life…………………………3  
Full Session  
PY100 OR PY101 JR/SR STANDING  
On-Line  

PY 389A 20315  Independent Study ………………………1 - 3  
Full Session  
ARR……………………………………….. Provorse  
CONSENT  

PY 395VA 20189  Spec. Topics: Forensic Psych………………3  
Early Session  
ARR……………………………………….. Bowman  
On-Line  

PY 695GA 20079  Independent Research…………………………1 - 3  
Full Session  
ARR……………………………………….. Provorse  
GRADUATE STANDING

SOCIOLOGY (SO)  
Sociology & Anthropology Department – HC218

SO 100A 20490  Introduction to Sociology…………………………3  
Full Session  
HC303 10:20 - 11:35 MTWR……………….. Zuber-Chall  
This course is a part of the general education program.  

SO 207A 20487  Race & Ethnic Group Relations………………3  
5/30-6/15/06  
HC303 1:00 - 4:30 MTWR……………….. Childers  
SO100 OR AN112  
Croslisted with AN207A  

SO 306A 20491  Law & Society…………………………3  
Full Session  
HC304 11:20 - 12:50 TWR……………….. Paul  

SOCIAL WORK (SW)  
Social Work Department – BE405

SW 361A 20326  Independent Study ………………………1 - 3  
Full Session  
ARR……………………………………….. Memmott  
CONSENT OF BSW PROGRAM DIRECTOR  

SW 390A 20372  Family Violence ………………………3  
6/2-7/7/06  
HC207 ……………………………………….. Palmer  
Web-CT Assisted  
F – 4:00 - 6:00  
S – 8:30 - 12:30  
Meets Wed 6/2, 6/3, 6/9, 6/10, 6/16, 6/17, 6/23, 6/24,  
6/30, 7/1
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<tr>
<td>SW 540GA 20019</td>
<td>Clinical Assessment &amp; Diagnosis</td>
<td>3</td>
<td>Full Session</td>
<td>BE211 7:30 - 10:10</td>
<td>MW Memmott</td>
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<td>SW 560GA 20190</td>
<td>General Practicum II</td>
<td>3</td>
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<td>BE305 11:45 - 2:25</td>
<td>MW Donner</td>
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<td>SW 561GA 20034</td>
<td>Gen Practice Seminar II</td>
<td>3</td>
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<td>BE211 2:35 - 5:15</td>
<td>M Kaufman</td>
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<td>SW 561GB 20176</td>
<td>Gen Practice Seminar II</td>
<td>3</td>
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<td>BE305 2:35 - 5:15</td>
<td>MW Jensen</td>
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<td>SW 561GC 20362</td>
<td>Gen Practice Seminar II</td>
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<td>Full Session PM</td>
<td>BE305 5:30 - 8:00</td>
<td>MW Szafran</td>
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<td>SW 585GA 20363</td>
<td>Cognitive Therapy</td>
<td>3</td>
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<td>BE211 7:30 - 10:10</td>
<td>MW Kaufman</td>
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<td>SW 599GA 20178</td>
<td>Dimensions of Prof Social Work</td>
<td>3</td>
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<td>HC6 5:30 - 8:00</td>
<td>MW Schley</td>
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<td>SW 580GA 20373</td>
<td>Independent Study</td>
<td>1 - 3</td>
<td>Full Session</td>
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<td>TH 103A 20469</td>
<td>Voice, Diction &amp; Interp</td>
<td>3</td>
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<td>GC32 11:50 - 1:50 MTWR</td>
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<tr>
<td>TH 306A 20486</td>
<td>Contemporary Theatre</td>
<td>3</td>
<td>Early Session</td>
<td>GC323 10:10 - 12:40 TWR</td>
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**THEATRE (TH)**

Theatre Department – GC133

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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

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E-Mail: ce@washburn.edu
Web: 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 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

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.
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.
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 ≥ 3.5 on a 4.0 grading scale or ACT Composite Score ≥ 24
   - ACT Composite Score 21, 22, or 23 and High School GPA ≥ 2.60 on a 4.0 grading scale or
   - ACT Composite Score 18, 19, or 20 and High School GPA ≥ 2.90 on a 4.0 grading scale or
   - ACT Composite Score 16 or 17 and High School GPA ≥ 3.20 on a 4.0 grading scale
   - ACT Composite Score ≥ 21, 22, or 23 and GED Score ≥ 50

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 ≥ 24 or
- ACT Composite Score 21, 22, or 23 and GED Score ≥ 50

**Conditional Admission for Home School Students:**
ACT Composite Score ≤ 20 and GED Score ≥ 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 ≥ 24 or
- ACT Composite Score 21, 22, or 23 and GED Score ≥ 50

**Conditional Admission for GED Students:**
ACT Composite Score ≤ 20 and GED Score ≥ 45 together with a prescription for freshman success.

**NOT admitted:** GED Score < 20 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. 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

<table>
<thead>
<tr>
<th></th>
<th>Residency</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Resident</td>
<td></td>
<td>$164</td>
</tr>
<tr>
<td>PLAN 2+2</td>
<td></td>
<td>$210</td>
</tr>
<tr>
<td>Distance Ed.</td>
<td>(Non-Resident)</td>
<td>$210</td>
</tr>
<tr>
<td>Medical Sonography</td>
<td></td>
<td>$210</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td></td>
<td>$275</td>
</tr>
</tbody>
</table>

Graduate Tuition (except School of Law)

<table>
<thead>
<tr>
<th></th>
<th>Residency</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Resident</td>
<td></td>
<td>$225</td>
</tr>
<tr>
<td>Non Resident*</td>
<td></td>
<td>$458</td>
</tr>
<tr>
<td>Distance Ed.</td>
<td>(Non-Resident)</td>
<td>$275</td>
</tr>
<tr>
<td>Masters in Nursing</td>
<td></td>
<td>$275</td>
</tr>
<tr>
<td>(Resident)</td>
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<tr>
<td>Masters in Nursing</td>
<td></td>
<td>$495</td>
</tr>
<tr>
<td>(Non-Resident)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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 or may notify the University (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, "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) 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) . 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 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:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 – 3.00</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>3.50 – 6.00</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>6.50 – 9.00</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>9.50 or more</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Session</td>
<td>May 30 and May 31</td>
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</tr>
<tr>
<td></td>
<td>June 1 – June 5</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>June 6 and after</td>
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</tr>
<tr>
<td>Full Session</td>
<td>June 5 – June 11</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>June 12 – June 18</td>
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</tr>
<tr>
<td></td>
<td>June 19 and after</td>
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</tr>
<tr>
<td>Late Session</td>
<td>July 5 and July 6</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>July 7 – July 11</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>July 12 and after</td>
<td>NONE</td>
</tr>
</tbody>
</table>

### 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. 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. 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. Fax 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. 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**

<table>
<thead>
<tr>
<th>Code/Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Freshman</td>
</tr>
<tr>
<td>2</td>
<td>Sophomore</td>
</tr>
<tr>
<td>3</td>
<td>Junior</td>
</tr>
<tr>
<td>4</td>
<td>Senior</td>
</tr>
</tbody>
</table>

- Freshman: fewer than 24 hours
- Sophomore: 24-53 hours
- Junior: 54-87 hours
- 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. 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 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/counseling. 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 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.

**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.

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.

**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**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:30 a.m. – 10:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>7:30 a.m. – 5:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 p.m. – 10:00 p.m.</td>
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</table>

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.

**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. Students are encouraged to visit the Student Copyright Web site at 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.

**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*

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.

**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.

**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 one-half of the total hours attempted for the semester. 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
Phone: (785) 670-2665 (BOOK)
(888) 475-6360 (outside of Topeka)

Library Facilities
THE UNIVERSITY LIBRARY, MAEBEE 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
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 19th & 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 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 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 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 position requires, 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.

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 and 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 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 dependance 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 subpoena 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 to 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 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

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

<table>
<thead>
<tr>
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<th>Location</th>
<th>Ext.</th>
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<td>Admissions Information/Catalogues/Class Schedules</td>
<td>Morgan 114</td>
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</tr>
<tr>
<td>Academic Advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Studies</td>
<td>benton 306</td>
<td>1282</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>morgan 108</td>
<td>1636</td>
</tr>
<tr>
<td>Nursing</td>
<td>henderson 114</td>
<td>1308</td>
</tr>
<tr>
<td>Undecided/Undeclared</td>
<td>class, morgan 122</td>
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</tr>
<tr>
<td>Study Skills Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Classes</td>
<td>bennett 102</td>
<td>2381</td>
</tr>
<tr>
<td>Career Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Change</td>
<td>university registrar's office, morgan 115</td>
<td>1074</td>
</tr>
<tr>
<td>Books/Supplies/Clothing/Gifts</td>
<td>bookstore, lower level, memorial union</td>
<td>2665</td>
</tr>
<tr>
<td>Business Office</td>
<td>morgan hall 205</td>
<td>1156</td>
</tr>
<tr>
<td>Complete Withdrawal</td>
<td>class, morgan 122</td>
<td>1450</td>
</tr>
<tr>
<td>Declaring a major</td>
<td>department chairperson of proposed major</td>
<td></td>
</tr>
<tr>
<td>Educational Opportunity Program (EOP)</td>
<td>morgan 123</td>
<td>1871</td>
</tr>
<tr>
<td>Financial Aid/Scholarships</td>
<td>financial aid office, morgan 267</td>
<td>1151</td>
</tr>
<tr>
<td>Honors Program</td>
<td>dr. donna lalonde, morgan 275</td>
<td>1494</td>
</tr>
<tr>
<td>Housing Information</td>
<td>cap. fed. ctr. for learning, llc 152</td>
<td>1065</td>
</tr>
<tr>
<td>Information Systems and Services / Mywashburn</td>
<td>bennett 104</td>
<td>3000</td>
</tr>
<tr>
<td>Library</td>
<td>mabee library</td>
<td>2485</td>
</tr>
<tr>
<td>Online Classes</td>
<td>bennett 102</td>
<td>2381</td>
</tr>
<tr>
<td>Study Skills Information</td>
<td>class, morgan 122</td>
<td>1299</td>
</tr>
<tr>
<td>Tutoring</td>
<td>call department office</td>
<td></td>
</tr>
<tr>
<td>Transcript Request</td>
<td>university registrar's office, morgan 115</td>
<td>1078</td>
</tr>
<tr>
<td>Veterans Education Benefits Information</td>
<td>morgan 150</td>
<td>1629</td>
</tr>
<tr>
<td>Writing Center</td>
<td>morgan 257</td>
<td>1409</td>
</tr>
</tbody>
</table>

### Personal Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Ext.</th>
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</thead>
<tbody>
<tr>
<td>University Police</td>
<td>morgan, center wing, outside entrance</td>
<td>1153</td>
</tr>
<tr>
<td>Chartering a new student organization</td>
<td>student activities, memorial union</td>
<td>1723</td>
</tr>
<tr>
<td>Child Care</td>
<td>university united methodist church</td>
<td>232-0263</td>
</tr>
<tr>
<td>Co-curricular Activities</td>
<td>student activities, memorial union</td>
<td>1723</td>
</tr>
<tr>
<td>Counseling</td>
<td>counseling &amp; testing services, class, morgan 122</td>
<td>1299</td>
</tr>
<tr>
<td>Disability Services</td>
<td>morgan 150</td>
<td>1629</td>
</tr>
<tr>
<td>Food Service</td>
<td>memorial union</td>
<td>1456</td>
</tr>
<tr>
<td>&quot;Good Student&quot; discount on car insurance</td>
<td>university registrar's office morgan 115</td>
<td>1074</td>
</tr>
<tr>
<td>iCard (washburn's ID), copies &amp; faxing</td>
<td>ichabod service center, memorial union</td>
<td>1188</td>
</tr>
<tr>
<td>Illness</td>
<td>student health services, morgan 170</td>
<td>1470</td>
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<tr>
<td>International Activities</td>
<td>office of international programs</td>
<td>1051</td>
</tr>
<tr>
<td>Jobs (off-campus)</td>
<td>career services, class, morgan 122</td>
<td>1450</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>police/office, morgan, center wing, outside entrance</td>
<td>1153</td>
</tr>
<tr>
<td>Mail packages or purchase stamps</td>
<td>post office located east of the stadium</td>
<td>670-1158</td>
</tr>
<tr>
<td>Multicultural and Diversity Programming</td>
<td>multicultural affairs, morgan 110</td>
<td>1622</td>
</tr>
<tr>
<td>Post notices or signs on campus</td>
<td>student life office, morgan 104</td>
<td>2100</td>
</tr>
<tr>
<td>Printing, copying, mailing</td>
<td>university mail and printing services, morgan 113</td>
<td>1605</td>
</tr>
<tr>
<td>Refunds tuition</td>
<td>business office, morgan 205</td>
<td>1156</td>
</tr>
<tr>
<td>Residential Living</td>
<td>cap. fed. ctr. for learning, llc 152</td>
<td>1065</td>
</tr>
<tr>
<td>Risk Management and Safety Department</td>
<td>morgan 235</td>
<td>1779</td>
</tr>
<tr>
<td>Room reservations (on campus)</td>
<td>academic &amp;community events scheduling (aces), mo 265</td>
<td>1301</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>student life office, morgan 104</td>
<td>2100</td>
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<tr>
<td>Student Health Services &amp; Insurance Information</td>
<td>morgan 170</td>
<td>1470</td>
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<tr>
<td>Student Recreation and Wellness Center</td>
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<td>1314</td>
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<tr>
<td>Ticket Information:</td>
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<tr>
<td>Athletic</td>
<td>petro allied health center</td>
<td>1092</td>
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<tr>
<td>Cultural</td>
<td>facts &amp; snacks, memorial union</td>
<td>1454</td>
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<tr>
<td>Work-Study/Part time employment</td>
<td>financial aid office, morgan 267</td>
<td>1151</td>
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</tbody>
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### Other

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Opportunity Office</td>
<td>morgan 380a</td>
<td>1509</td>
</tr>
<tr>
<td>Alumni Office</td>
<td>bradbury thompson center</td>
<td>1641</td>
</tr>
<tr>
<td>Student Government</td>
<td>memorial union, wsga office</td>
<td>1169</td>
</tr>
<tr>
<td>Campus Switchboard</td>
<td>on campus: dial 0</td>
<td>670-1010</td>
</tr>
<tr>
<td>TDD (Telecommunications Device for the Deaf)</td>
<td>morgan 150</td>
<td>670-1025</td>
</tr>
</tbody>
</table>