Admissions
Students new to Washburn must complete an Application for Admissions form and be eligible for admissions before they can enroll. Students are admitted as degree candidates, non-degree seeking, or non-credit auditors according to their personal goals and academic background. Information regarding the admissions process and requirements, as well as an Application for Admission can be found at www.washburn.edu/admissions.

Applications for admission and official transcripts should be on file in the Admissions Office by May 11, 2009.

Enrollment for Summer 2009 High School Juniors and Seniors: April 22 – May 29, 2009 from 8:00 a.m. – 5:00 p.m.
Office of Admissions, Morgan Hall 114

For additional information, see the Registration Information Guide at www.washburn.edu/schedule.

Tuition for Summer 2009
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. Once you enroll, you are liable for all charges – see www.washburn.edu/business-office for specific information and dates.

Undergraduate Tuition – Traditional Courses (except for School of Business, School of Nursing, Bachelor of Health Sciences, Computer Tomography/Magnetic Resonance Imaging, Medical Sonography, and Radiation Therapy)

<table>
<thead>
<tr>
<th>State Type</th>
<th>Kansas Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Tuition – Traditional Courses (except for School of Business, School of Nursing and School of Law)</td>
<td>$197 per credit hour</td>
<td>$447 per credit hour</td>
</tr>
<tr>
<td>School of Business – Traditional Courses</td>
<td>$272 per credit hour</td>
<td>$554 per credit hour</td>
</tr>
<tr>
<td>Masters in Business – Resident*</td>
<td>$341 per credit hour</td>
<td>$591 per credit hour</td>
</tr>
<tr>
<td>School of Nursing – Traditional Courses</td>
<td>$222 per credit hour</td>
<td>$472 per credit hour</td>
</tr>
<tr>
<td>Masters in Nursing – Resident*</td>
<td>$341 per credit hour</td>
<td>$591 per credit hour</td>
</tr>
<tr>
<td>Masters in Nursing – Non-Resident</td>
<td>$341 per credit hour</td>
<td>$591 per credit hour</td>
</tr>
</tbody>
</table>

School of Applied Studies

<table>
<thead>
<tr>
<th>Program</th>
<th>Kansas Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Health Sciences (online)</td>
<td>$253 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Computer Tomography/Magnetic Resonance Imaging</td>
<td>$275 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Medical Sonography</td>
<td>$253 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>$335 per credit hour</td>
<td></td>
</tr>
</tbody>
</table>

Distance Education and Online Courses (except for School of Business and School of Nursing)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Online Courses</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN 2+2</td>
<td>$253 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Undergraduate - Resident*</td>
<td>$253 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Undergraduate - Non-Resident</td>
<td>$503 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate - Resident*</td>
<td>$346 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate - Non-Resident</td>
<td>$610 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Distance Education</td>
<td>$253 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$346 per credit hour</td>
<td></td>
</tr>
</tbody>
</table>

School of Business – Online Courses

<table>
<thead>
<tr>
<th>Program</th>
<th>Kansas Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate - Resident*</td>
<td>$298 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Undergraduate - Non-Resident</td>
<td>$548 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate - Resident*</td>
<td>$397 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate - Non-Resident</td>
<td>$647 per credit hour</td>
<td></td>
</tr>
</tbody>
</table>

School of Nursing – Online Courses

<table>
<thead>
<tr>
<th>Program</th>
<th>Kansas Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate - Resident*</td>
<td>$278 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Undergraduate - Non-Resident</td>
<td>$528 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate - Resident*</td>
<td>$397 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Graduate - Non-Resident</td>
<td>$647 per credit hour</td>
<td></td>
</tr>
</tbody>
</table>

WEBCEP

| Program                                  | $99 per credit hour |               |

(Washburn Early College Enrollment Program)

*Resident qualifications are defined in the University Catalog.

Financial Aid
Washburn University students who want to apply for summer 2009 financial aid must have the 2008-2009 FAFSA information on file in the Financial Aid Office. To apply for federal financial aid, please go to www.fafsa.ed.gov. Students must also complete a Washburn Summer School Financial Aid Application to indicate their summer enrollment plans. The summer application is available on our web site at www.washburn.edu/financial-aid. For additional information, see the Registration Information Guide at www.washburn.edu/schedule.

If you have questions, please contact the Financial Aid Office in Morgan Hall Room 267, or call (785) 670-1151 or (800) 524-8447. You may also e-mail financialaid@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. 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.

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. For additional information go to www.washburn.edu/eo.html or the Registration Information Guide at www.washburn.edu/schedule.

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 Hall Room 104, 785/670-2100) or at www.washburn.edu/right-to-know.

65 Years of Age and Over Audit Program
Topeka area citizens, age 65 and over, have opportunities to continue their education in regular credit courses at the University on a cost-free, audit only, and space available basis. Registration for classes will be May 29 in Morgan Hall Room 137 from 9:30 a.m. – 10:30 a.m.

Questions? Contact the Division of Continuing Education at (785) 670-1399
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.
- Your Admissions Acceptance Letter (for students admitted for the Summer 2009 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.

STEPS FOR WEB ENROLLMENT
(complete information is located in the Registration Information Guide at www.washburn.edu/schedule)

1. Meet with your advisor.
2. Access the internet:
   - Log into MyWashburn (my.washburn.edu) – make sure you have your WIN
   - Select Student Tab at the top of the screen
   - Select Register for Courses/Add or Drop Classes
   - Select Term – Summer 2009 – and press Submit
   - Select Register for Courses, enter your registration PIN and press Submit
3. Build your course schedule:
   - Through the first week of classes, choose "Change Course Option" at the bottom of the "Register for Courses" screen if you want to change a course to or from A/Pass/Fail or audit, or change the number of credit hours for variable credit courses. You may also choose the same option from the "Registration Menu."
   - Beginning with the second week of classes, the "Change Course Option" link will no longer be available. Students must process the options for changing a course in person in the University Registrar's Office, Morgan Hall Room 115, or e-mail their request to enrollment@washburn.edu.
4. Verify your schedule – select View Student Course Schedule by Day and Time.
5. Pay for it – go to www.washburn.edu/business-office for specific information and dates.

ADVISING LOCATIONS
For a list of all advising locations for departments and academic units, see the Registration Information Guide at www.washburn.edu/schedule.
Undeclared students should see an Academic Advisor in the Center for Undergraduate Studies and Programs (CUSP) in Morgan Hall Room 122.

ADVANCE REGISTRATION
April 6 through April 21, 2009

Advance Registration is for eligible students who are currently enrolled at Washburn during Spring 2009. 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 be able to register on and after 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
Undergraduate students will be able to register on and after your specified Alphabetical/Classification Schedule and during Open Registration.
Graduate students may register on any of the dates below and during Open Registration.

<table>
<thead>
<tr>
<th>Seniors</th>
<th>Juniors</th>
<th>Sophomores</th>
<th>Freshmen</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6</td>
<td>A – L</td>
<td>April 9</td>
<td>A – L</td>
</tr>
<tr>
<td>April 7</td>
<td>M – Z</td>
<td>April 10</td>
<td>M – Z</td>
</tr>
<tr>
<td>April 8</td>
<td>A – Z</td>
<td>April 13</td>
<td>A – Z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 14</td>
<td>A – L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 15</td>
<td>M – Z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 16</td>
<td>A – Z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 17</td>
<td>A – L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 20</td>
<td>M – Z</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 21</td>
<td>A – Z</td>
</tr>
</tbody>
</table>

OPEN REGISTRATION
April 22, 2009 at 8:00 a.m. to May 31, 2009 at 5:00 p.m.

- All Washburn students enrolled for Spring 2009 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.

LATE ENROLLMENT
Late enrollment is for students who did not enroll before the first day of classes:
- Early Session – June 1
- Full Session – June 1
- Late Session – July 1

Complete enrollment/registration information is located at www.washburn.edu/schedule
Questions? Contact the Division of Continuing Education at (785) 670-1399
Summer 2009 Travel Courses

AN372XA  ARCHAEOLOGICAL FIELD SCHOOL
Travel Dates: May 18 – June 5
Instructor: Margaret Wood, Ph: (785) 670-1611, margaret.wood@washburn.edu
The 2009 Summer Archaeological Field School in the community of Nicodemus, (the first and only remaining western town established by and for African Americans at the end of the Reconstruction period – 1877), in northwestern Kansas, is the second phase of a multi-year project designed to explore the early settlement of the community. Students will survey, identify, map and excavate archaeological features in order to piece together the everyday lives and extraordinary struggles of this unique and important community. This course is designed to teach students the basic skills of archaeological fieldwork including pedestrian survey to identify sites and features, stratigraphic excavation, survey and mapping, artifact identification, and archaeological record keeping.

AR399A/TH399C  ART AND THEATRE IN LONDON
Travel Dates: May 18 – May 29
Instructors: Marguerite Perret, Ph: (785) 670-2203, marguerite.perret@washburn.edu; Paul Prece, Ph: (785) 670-2245, paul.prece@washburn.edu
An interdisciplinary exploration of the intersection of the visual and theatrical arts within an international context. The theatre has always relied on artists for set design and costuming, and the visual arts have always helped to “set the scene” in public buildings, churches and through theatrical themes in painting and sculpture. This course explores the intersection of art and theatre in London including the art of theater (behind the scenes), theatrical productions, the theatrical impulse in visual art, and performance art and video. Students will engage in daily discussions, a series of essay assignments, photomontage and drawing assignments in the exploration of the intersection of the visual arts and theatre. Students will experience a variety of theatrical productions and see visual arts displays in both contemporary and historical contexts. Each visit will involve behind the scenes interpretation in the form of conversations with curators and theatre professionals, and analysis and integration of the content through student essays, drawing and photography assignments, and structured discussions.

CN363A  INTERCULTURAL COMMUNICATION
Travel Dates: May 20 – June 1
Instructor: Tracy Routsong, Ph: (785) 670-2233, tracy.routsong@washburn.edu
EXPERIENCE CHINA! Through the urban streets of Beijing, Xi’an, and Tianjin to a rural village beyond the city borders, students will learn about intercultural communication and the impact it has upon our interactions. Before and after the trip we will meet as a class as we prepare and reflect upon our discoveries, both of Chinese co-cultures and our own.

HI3001/PE315X  SPORT AND CULTURAL HISTORY OF EUROPE
Travel Dates: May 18 – May 27
Instructors: Ross Friesen, Ph: (785) 670-2203, ross.friesen@washburn.edu; Alan Bearman, Ph: (785) 670-2245, alan.bearman@washburn.edu
Join us for a 10 day travel experience to understand the impact of sport upon modern Europe. To many modern American students, professional and, increasingly, collegiate sports are a corporate event with little connection to modern-life. Modern European nations typically have a more complicated relationship with their sporting culture. To fully appreciate the impact of sporting traditions upon European culture (particularly working class culture) and history, this course will take us into the field to study the people, geography, stadiums, culture and hopes that are sports in England and France. This course will also invite students to explore London’s plans to use the 2012 Olympics to transform the long-neglected and economically deprived region of the East End.

Traveling somewhere else? We have more than 90 online courses offered this summer!

OUR MISSION
Washburn University shall prepare qualified individuals for careers, further study and life long learning through excellence in teaching and scholarly work. Washburn University shall make a special effort to help individuals reach their full academic potential.
Summer 2009

REGISTRATION INFORMATION GUIDE

(Registration instructions and guidelines only)

Early Session: June 1 - June 30
Full Session: June 1 - July 23
Late Session: July 1 - July 30

This guide does NOT contain course listings
Course information is located in the SUMMER SESSIONS POSTER
OR
for the most current course, room and instructor information, select Search For Available Courses on the Student or Faculty tab on MyWashburn or select Course Descriptions and Availability under Summer 2009 at www.washburn.edu/schedule
2009 SUMMER TERM CALENDAR

April 6 – 21  Advance Web Registration for Summer 2009
            by Alphabetical/Classification Schedule only for students enrolled Spring 2009 (excluding weekends)
22 - 30  Open Registration for Summer 2009 (including weekends)
            for new, returning, and Spring 2009 students who did not advance register
May 1 - 31  Open Registration for Summer 2009 Continues (including weekends)
Monday May 18  Textbooks available in Bookstore (subject to change)
Monday 25  Memorial Day Holiday (University Closed)

Early Session – June 1 – June 30
Monday June 1  CLASSES BEGIN
Tuesday June 2  Last day to enroll in a course without the instructor’s permission
                Last day to change audit to graded or A/pass/fail status
Thursday June 4  Last day to enroll without a late fee
                Last day for 100% refund
Friday June 5  LAST DAY TO INITIATE AN ENROLLMENT FOR EARLY SESSION
                Last day to change from graded or A/pass/fail status to audit
Tuesday June 9  Last day for 50% tuition refund
Friday June 12  Last day for full refund (with receipt) for textbooks
Monday June 22  Last day to withdraw
                Last day to change graded course to A/pass/fail or A/pass/fail to graded
Tuesday June 30  END OF SESSION
                Web available for submitting Early Session grades (5:00 p.m.)
Friday July 3  Independence Day Holiday Observed (University Closed)
Monday July 6  Deadline for submission of Early Session grades (10:00 a.m.)
                Semester-end Book Buy begins and continues through July 31

Full Session – June 1 – July 23
Monday June 1  CLASSES BEGIN
Thursday June 4  Last day to enroll in a course without the instructor’s permission
                Last day to change audit to graded or A/pass/fail status
Monday June 8  Last day to enroll without a late fee
                Last day for 100% refund
Wednesday June 10  LAST DAY TO INITIATE AN ENROLLMENT FOR FULL SESSION
                Last day to change from graded or A/pass/fail status to audit
Friday June 12  Last day for full refund (with receipt) for textbooks
Sunday June 14  Last day for 50% tuition refund
Friday July 3  Independence Day Holiday Observed (University Closed)
Monday July 6  Semester-end Book Buy begins and continues through July 31
Tuesday July 7  Last day to withdraw
                Last day to change graded course to A/pass/fail or A/pass/fail to graded
Thursday July 23  END OF SESSION
                Web available for submitting Full Session grades (5:00 p.m.)
Tuesday July 28  Deadline for submission of Full Session grades (10:00 a.m.)

Late Session – July 1 – July 30
June 1 – June 30  Open Registration Continues
Wednesday July 1  CLASSES BEGIN
Thursday July 2  Last day to enroll in a course without the instructor’s permission
                Last day to change audit to graded or A/pass/fail status
Friday July 3  Independence Day Holiday Observed (University Closed)
Saturday July 4  Last day to enroll without a late fee
                Last day for 100% tuition refund
Monday July 6  LAST DAY TO INITIATE AN ENROLLMENT FOR LATE SESSION
                Last day to change from graded or A/pass/fail status to audit
                Semester-end Book Buy begins and continues through July 31
Thursday July 9  Last day for 50% tuition refund
Friday July 10  Last day for full refund (with receipt) for textbooks
Tuesday July 21  Last day to withdraw
                Last day to change graded course to A/pass/fail or A/pass/fail to graded
Thursday July 30  END OF SESSION
                END OF SUMMER TERM
                Web available for submitting Late Session grades (5:00 p.m.)
Monday August 3  Deadline for submission of Late Session grades (10:00 a.m.)

Short Term Courses (courses fewer than 5 weeks in length)
Academic deadlines for courses shorter than the posted general summer sessions will be calculated at the same ratio as the academic deadlines for session courses. Specific deadlines for all summer courses can be found on MyWashburn by selecting the Student Tab and then selecting “Last Day” deadlines for courses under the Registration section of Student Self-Service. Faculty will find the link under the Student Advising section of Faculty Advisor Self-Service.
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Enrollment at a Glance
You may enroll in as many as 9 hours concurrently during
Summer Term, 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.

Advance Registration
Monday, April 6 – Tuesday, April 21, 2009
(Page 4)
For: Students currently enrolled Spring 2009

Open Registration
Wednesday, April 22 – Sunday, May 31, 2009
(Page 4)
For: 1) New students
2) Readmitted former Washburn students
3) Students enrolled Spring 2009 who did not
   Advance Register

Procedures:
1. Fill out registration worksheet (page 11)
2. See an Advisor and complete the worksheet
3. Enroll in classes
4. Pay tuition and fees
5. Obtain new I.D. if needed

Late Enrollment
Monday, June 1 – Sunday, June 30*, 2009
(Page 5) - *see the last day to enroll for the specific
summer session you will attend
For everyone who did not enroll before classes started or
for students who need to change their schedules.

Admissions Priority Deadline
May 11, 2009
To avoid delays in transcript and financial aid processing,
new students should have their admissions file completed by May 11, 2009.

REFUNDS
REFUND POLICY – PAGE 7
REFUND DATES – PAGE 7

DISABILITY SERVICES
Qualified students with disabilities must register with the Office of Student Services to be eligible for
services. For complete information, see page 17.

OUR MISSION
Washburn University shall prepare qualified individuals for
careers, further study and life long learning through
excellence in teaching and scholarly work. Washburn
University shall make a special effort to help individuals
reach their full academic potential.

Approved by the Washburn Board of Regents, 9/17/99
WEB ENROLLMENT
Available 8:00 a.m. on April 6 to 5:00 p.m. on July 6*, 2009
*See the last day to initiate an enrollment for each specific Summer session in the Summer 2009 Term Calendar

Advance Registration and Open Registration for Summer 2009 are available to students on the Web. If you are eligible, you can enroll from home, work (if not prohibited by firewalls), or on campus through your MyWashburn account. The majority of students who are currently enrolled Spring 2009 may participate.

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
- AP/CEP Students
- KATS Students (KATS students must go to Benton 306)
- Conditional students must go to the Center for Undergraduate Studies and Programs (CUSP - Morgan Hall Room 122) in person for advising and enrollment

Registration may be unavailable when regular 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 during and after 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 not allow you to register until it has been cleared.
After registering your 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 during and after your alphabetical schedule or Open Registration. Be certain to check again to verify that your schedule did change.

Morgan Hall Room 115 will 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 3 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 2009 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 INSTRUCTIONS

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 (page 11).
   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 regular 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 2009” from the pull-down menu: select “Submit.”
   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/Drop Classes).”
   Enter your registration PIN which you obtained from your advisor and select “Submit.”
   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.”

   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
   Through the first week of classes, choose “Change Course Option” at the bottom of the “Register for Courses” screen if you want to change a course to or from A/Pass/Fail or audit, or change the number of credit hours for variable credit courses. You may also choose the same option from the “Registration Menu.”
   Beginning the second week of classes, the “Change Course Option” link will no longer be available. Students must process the options for changing a course in person in the University Registrar’s Office, 115 Morgan Hall, or e-mail their request to enrollment@washburn.edu.

5. VERIFY YOUR SCHEDULE
   After submitting your courses, you should verify 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.” To change any errors on your schedule, repeat the registration process (steps 2 through 5).
   NOTE: Once you have submitted your registration, you will be obligated to pay all associated tuition and fees unless you withdraw yourself from the courses prior to the published 100% tuition refund date specified for the specific session.

6. PAY FOR IT
   PAYMENT IN FULL MUST BE MADE by the published date to enroll without a late fee for each specific summer session.
   • 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 published date to enroll without a late fee for each specific summer session.
   • You can set up a payment plan through IBOD (MyWashburn – Student tab). It is not possible to set up a payment plan after June 1, 2009.
   • Provide authorization from a third party to the business office by the published date to enroll without a late fee for the specific summer session so that an invoice can be sent.

   IF THE ACCOUNT IS NOT PAID IN FULL BY THE PUBLISHED DATE TO ENROLL WITHOUT A LATE FEE FOR THE SPECIFIC SESSION, OR A PAYMENT PLAN SET UP BY JUNE 1, 2009, 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 through the Logout button. Log back into MyWashburn to resume other activities.
ADVANCE REGISTRATION  
April 6 through April 21, 2008

Advance Registration is for eligible students who are currently enrolled at Washburn during Spring 2009. Follow enrollment instructions listed under Steps for Enrollment on page 3. 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

REGISTRATION ASSISTANCE - MORGAN HALL ROOM 115
Registration staff will be available to answer questions or to provide assistance. The staff will NOT enroll students in person but will assist students who are having difficulty with the registration process on the Web.

ALPHABETICAL/CLASSIFICATION SCHEDULE
Undergraduate students will be able to register on and after your specified Alphabetical/Classification Schedule and during Open Registration.

Graduate students may register on any of the dates below and during Open Registration.

Seniors
- April 6 A – L
- April 7 M – Z
- April 8 A – Z

Juniors
- April 9 A – L
- April 10 M – Z
- April 13 A – Z

Sophomores
- April 14 A – L
- April 15 M – Z
- April 16 A – Z

Freshmen
- April 17 A – L
- April 20 M – Z
- April 21 A – Z

OPEN REGISTRATION
April 22 at 8:00 a.m. to May 31, 2009 at 5:00 p.m.

For:
- All Washburn students enrolled for Spring 2009 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 Room 114, for application processing and enrollment instructions. Then, the University Registrar’s Office will process the student’s enrollment.

NOTE: Registration assistance will be available in Morgan Hall Room 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 2 for details.

To Enroll: Follow the STEPS FOR ENROLLMENT on page 3, 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" on page 2 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 – June 1
- Full Session – June 1
- Late Session – July 1

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 Session: June 1 – June 2; Full Session: June 1 – June 4; Late Session: July 1 – July 2

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 2 for details. To register your initial schedule or drop/add, follow the "STEPS FOR ENROLLMENT" on page 3, Web Enrollment.

LATE ENROLLMENT (Instructor’s Permission Required)

Web Enrollment: Early Session: June 3 – June 5; Full Session: June 5 – June 10; Late Session: July 3 – July 6

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

1. 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)
2. Click on the Student Tab of your MyWashburn account
   - Select Register for Courses/Add or Drop Classes
3. Select Register for Courses
4. Select term
5. Enter your PIN
6. Select Late Adds (in red in the middle of the page)
7. Complete the Form to Request Late Class Add
8. 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 7 for the Full Session, and July 21 for the Late Session. Students may NOT withdraw after each respective date. To complete this process, you will need the advising PIN you obtained from your Academic Advisor.

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ENROLLMENT GUIDELINES FOR STUDENTS

1. A student may enroll in as many as 9 hours concurrently during the Summer Term, provided no more than 6 hours are taken in the same early or late session or shorter term. A student may petition the Dean of the academic unit where the student is declared to enroll in additional hours (undeclared students go to the Dean of the College of Arts and Sciences).
2. Undergraduate courses in which the student receives a D or an F may be repeated. Only the repeated grade will be included in determining the cumulative grade point average. It is the responsibility of the student to report repeated courses to the University Registrar’s Office. Repeated courses will also be noted by the University Registrar's Office when such circumstances are identified. Students who are taking graduate courses may repeat courses in which they received a grade of C, D, or F if the repeat is granted by the dean/chair of the department offering the course.
3. A/pass/fail option may be selected for one course each specific summer session outside the major area of study with 24 hours and a 2.0 GPA. Through June 22 for the Early Session, July 7 for the Full Session, and July 21 for the Late Session, students are allowed to switch from A/pass/fail status to grade status or grade to A/pass/fail status (if qualified). However, only one course per session (in addition to any courses taught only A/pass/fail) may be so selected.
4. Students enrolled for Audit may convert to credit status by June 2 for the Early Session, June 4 for the Full Session, or July 2 for the Late Session. Students may not change from grade or A/pass/fail to audit after June 5 for the Early Session, June 10 for the Full Session, or July 6 for the Late Session.
5. Students withdrawing from the Early Session by June 4, the Full Session by June 8, or the Late Session by July 4 will not have W’s recorded on their transcripts.
6. Course Number: Junior status is required for enrollment in English 300. Courses numbered 400 – 499 are also open to graduate students. Courses numbered 500 – 599 are open to graduate students only.
7. Prior to enrolling in EN300, all students must complete the EN300 Placement Exam (see page 10).
### TUITION AND FEES

At Washburn University, we are fully committed to using the resources we have available to fulfill our mission (page 1). We invest in our students by striving for excellence in our academic offerings, and in providing superior customer service. While Washburn University makes a special effort to help our students achieve their educational goals, the ultimate responsibility rests with each student. Individual student responsibility is also expected for financial obligations. Financial aid and alternative payment arrangements may assist students in meeting their obligations, but **IT IS THE RESPONSIBILITY OF EACH STUDENT TO PAY ALL OUTSTANDING COSTS OF COLLEGE ATTENDANCE ON A TIMELY BASIS**, as defined by University policies. Failure to remit outstanding balances due to Washburn University within published deadlines will incur penalties as defined in this policy. It is not the intention of Washburn University or the Business Office to be punitive in enforcing this policy, but to ensure the University will continue to have the financial resources necessary to provide the quality education students expect to receive.

**Tuition & Fees – 2008-2009 Academic Year**

Tuition and fees are established by the Washburn University Board of Regents and are subject to change by the Board of Regents.

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. Once you enroll, you are liable for all charges – see [www.washburn.edu/business-office](http://www.washburn.edu/business-office) for specific information and dates. This tuition and fee schedule will be in effect through the Summer 2009 term.

**Undergraduate Tuition – Traditional Courses (except for School of Business, School of Nursing, Bachelor of Health Sciences, Computed Tomography/Magnetic Resonance Imaging, Medical Sonography, and Radiation Therapy)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Resident*</td>
<td>$197 per credit hour</td>
<td>$447 per credit hour</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$272 per credit hour</td>
<td>$554 per credit hour</td>
</tr>
</tbody>
</table>

**Graduate Tuition – Traditional Courses (except for School of Business, School of Nursing and School of Law)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Resident*</td>
<td>$272 per credit hour</td>
<td>$554 per credit hour</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$242 per credit hour</td>
<td>$492 per credit hour</td>
</tr>
</tbody>
</table>

**School of Business – Traditional Courses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Resident*</td>
<td>$222 per credit hour</td>
<td>$472 per credit hour</td>
</tr>
<tr>
<td>Masters in Business – Resident*</td>
<td>$341 per credit hour</td>
<td>$591 per credit hour</td>
</tr>
</tbody>
</table>

**School of Nursing – Traditional Courses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Resident*</td>
<td>$222 per credit hour</td>
<td>$472 per credit hour</td>
</tr>
<tr>
<td>Masters in Nursing – Resident*</td>
<td>$341 per credit hour</td>
<td>$591 per credit hour</td>
</tr>
</tbody>
</table>

**School of Applied Studies**

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Health Sciences (online)</td>
<td>$253 per credit hour</td>
</tr>
</tbody>
</table>

**Distance Education and Online Courses (except for School of Business and School of Nursing)**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN Z+2</td>
<td>$253 per credit hour</td>
<td>$346 per credit hour</td>
</tr>
<tr>
<td>Online Courses</td>
<td>$298 per credit hour</td>
<td>$548 per credit hour</td>
</tr>
<tr>
<td>Graduate – Resident*</td>
<td>$397 per credit hour</td>
<td>$647 per credit hour</td>
</tr>
<tr>
<td>Graduate – Non-Resident</td>
<td>$278 per credit hour</td>
<td>$528 per credit hour</td>
</tr>
</tbody>
</table>

**School of Nursing – Online Courses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate – Resident*</td>
<td>$298 per credit hour</td>
<td>$548 per credit hour</td>
</tr>
<tr>
<td>Graduate – Resident*</td>
<td>$397 per credit hour</td>
<td>$647 per credit hour</td>
</tr>
<tr>
<td>Graduate – Non-Resident</td>
<td>$278 per credit hour</td>
<td>$528 per credit hour</td>
</tr>
</tbody>
</table>

**WECEP**

(Washburn Early College Enrollment Program)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>$99 per credit hour</td>
<td>$21</td>
<td>$43</td>
</tr>
</tbody>
</table>

No activity fees are charged on undergraduate courses during the summer term.

**Payment of Tuition**

The University reserves the right to correct clerical errors. Summer 2009 tuition and fees are **due in full by the last published date to enroll without a late fee for each specific summer session – Early Session - Thursday, June 4; Full Session - Monday, June 8; Late Session - Saturday, July 4.** Charges and payments will be assessed to registered students on May 1, 2009 and automatically thereafter as they enroll. Students who have completed advance/open registration but do NOT intend to attend Washburn during the Summer 2009 term **MUST drop 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 daily; 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 account online.

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, a payment plan* of four monthly installments is available via IBOD.

*Please note that there is only one payment plan for summer, no matter which session(s) are enrolled in. No interest is charged for an installment plan, but a $30 set up fee will be charged.

Through IBOD, students and authorized users have the ability to check the current balance, together with the detail to monitor outstanding charges and payments. It is the student’s responsibility to pay all outstanding charges by the payment deadline, which is the last published date to enroll without a late fee for each specific summer session – Early Session - Thursday, June 4; Full Session - Monday, June 8; Late Session - Saturday, July 4.

"IBOD” – Ichabod Billing on Demand

PRINTED STATEMENTS ARE NOT MAILED

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

- Print Statements of Account from the web for your records, reimbursement by an employer, or to send in with payment.
- Set up an installment plan and pay for it online or with more traditional methods.
- Set up online payment from a checking or savings account or credit card and have reminder emails sent to you.
- 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
  - discuss the student’s account with the Business Office.

IBOD e-bills are refreshed periodically throughout the semester and may not reflect recent activity. 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.

Liability for Charges

Once a student has enrolled in classes, she or he is liable for tuition and fee charges unless the student withdraws from classes via the web.

Tuition charges for classes from which a student has withdrawn will be removed from the student account according to the following schedule for Summer 2009:

**Early Session:**
- June 1 – June 4 ......................... 100%
- June 5 – June 9 ........................ 50%

**Full Session:**
- June 1 – June 8 ........................ 100%
- June 9 – June 14 ....................... 50%

**Late Session:**
- July 1 – July 4 ........................... 100%
- July 5 – July 9 ........................... 50%

Tuition charges for out-of-sequence courses from which a student has withdrawn will be removed according to a prorated schedule. Contact the business office at (785) 670-1156 if you have questions.

Having tuition charges removed from the student account does not necessarily mean there will be a refund. In fact, if withdrawal from one or more classes results in having financial aid removed as well, the student may owe a balance. Students considering withdrawing from one or more classes need to be sure that the financial implications are clearly understood before withdrawing.

If a student withdraws from one or more classes in which she or he has enrolled, it may be necessary to return all or a portion of the Title IV financial aid (e.g. loans) that was received as required by Federal regulations. This means that if the student was refunded excess financial aid, she or he will have to repay Washburn University for the amount of aid that has been returned.

Please note that the student activity fee is refundable up to the first day of class; and is non-refundable once class begins, even if the student withdraws from all classes. Refunds and/or charges due to a student leaving campus housing are governed by the terms of the housing contract.
Refunds
If a student account has a credit balance, a refund will be generated, except in the case of non-refundable payments, such as from a third party. 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). Parents will receive any excess funds for Parent PLUS loans 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, on the Business Office Web page (www.washburn.edu/business-office.html), and via email to students and authorized users. You will be able to change your mailing address through your MyWashburn account. PLEASE make sure that your address information is correct. Checks are mailed to a student’s current address.

Due to the unique nature of the various programs offered, cancellations and refunds for non-credit offerings may be different depending on the program or course. If a student is unable to attend a course, she or he should refer to the cancellation and refund policies established for each program as indicated in the program brochure, on the program web page, or contact the coordinator responsible for the program. If a policy is not specified, the Division of Continuing Education must receive the 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.

Delinquent Payments
Unpaid balances are subject to the imposition of late charges and may incur collection fees should we need to use a collection agency to recover the balance. Additionally, a Business Office hold will be placed on the account, which will prevent the release of transcripts and diplomas, as well as preventing enrollment in subsequent terms. Beginning with the Spring 2009 term, ALL outstanding charges must be paid before enrollment in subsequent terms will be permitted.

Late charges are applicable to those students who have not paid their outstanding balances or set up an installment plan before June 1, 2009. 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>

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.

Installment payments may be made in the Business Office during regular office hours or after 5:00 p.m. at the depository box outside of Morgan Hall Room 205. Payments may also be made by mail, by phone, or 24/7/365 via IBOD.

Students with financial aid should check to make sure financial aid has been released to their student accounts by the payment deadline. If a student’s financial aid is delayed because his/her FAFSA was not submitted in a timely manner, or other requirements to receive financial aid were not completed in a timely manner, the student will still be obligated to meet the payment in full deadline for each specific summer session – Early Session - Thursday, June 4; Full Session - Monday, June 8; Late Session - Saturday, July 4. If the disbursement of financial aid to the student account is delayed through no fault of the student, the late charge will be waived provided the student has paid any balance not to be covered by financial aid by the payment deadlines above.

Additional Information
Classes added after the initial enrollment will be charged 100% of the tuition rate. (Tuition and/or fees are never prorated.)

Tuition charges for classes from which a student has withdrawn will be removed according to the schedule given above. There are a few exceptions; such as transferring from one section of a class to another (e.g., EN300A to EN300C) or in case of a notification by the registrar of a duplicate class.

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 audit.
Enrollment for Summer 2009 High School Juniors and Seniors

Monday – Friday
April 22 - May 29, 2009
8:00 a.m. to 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 22 - May 29, 2009. Students should report to the Office of Admissions, Morgan Hall Room 114. There will be academic advising and enrollment, and the opportunity to obtain a student ID card. High School students may enroll for 6 hours maximum.

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.
2. Make sure the appropriate people sign the "Request to Enroll Form.

These forms are available in high school guidance offices and online at www.washburn.edu/admissions.

If you took a class at Washburn in Spring 2009, 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.

STUDENT IDs

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

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

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

Special Enrollment Hours:
Monday, May 25 – CLOSED (Holiday)
Tuesday, May 26 and Wednesday, May 27 – 8:00 a.m. – 5:30 p.m.
Thursday, May 28 and Friday, May 29, - 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 University Mailing and Printing Services (UMAPS). The iCard is your photo ID for University services: Library circulation, use of the pool in Petro Allied Health Center, recreational services in the Student Recreation and Wellness Center, and attendance at special music, theatre, and athletic events. The iCard also provides the dining service declining balance account for residence hall students and door access for Living Learning Center/Washburn Village residents.

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

UPDATE YOUR PERSONAL INFORMATION ON THE WEB

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

To update your address information and your directory profile:
1. Log in to MyWashburn (my.washburn.edu).
2. Select the Student Tab at the top of the page.
3. Select Update Your Address Information.
THE EN300/200 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 available ONLINE only. Check your MyWashburn email for registration information in September and in February. When exam registration maximum has been met, a CLOSED message will be displayed.

EN300 ENROLLMENT
Education students must enroll in a section with the Teaching Emphasis.
Business students should enroll in a section with the Business Emphasis.

SUMMER COURSE LISTING

Summer 2009 course listings are located in the published summer poster OR online at www.washburn.edu/schedule in the following forms:

- PDF of summer poster
- Online Course Schedule (updated nightly)
- Course Descriptions and Availability (updated as changes occur)

CURRENT AND ADMITTED STUDENTS

a) On my.washburn.edu, go to the Student Tab
b) In the Student Self-Service section on the right side, under Registration, select:
   - Summer 2009 Course Listing (updated nightly), or
   - Search for Available Courses (and then select the appropriate semester)

FACULTY

a) On my.washburn.edu, go to the Faculty Tab
b) In the Faculty Self-Service section on the right side, under Student Advising, select:
   - Summer 2009 Course Listing (updated nightly), or
   - Search for Available Courses (and then select the appropriate semester)

GENERAL PUBLIC

a) Go to www.washburn.edu/schedule
b) Select the link under the appropriate semester

LOCATING CLASSROOM ASSIGNMENTS

Classroom assignments are indicated on both the Online Course Schedule and on Search For Available Courses, or by following the instructions below.

STUDENTS (After Enrollment)

- On my.washburn.edu, go to the Student Tab
- In the Student Self-Service section on the right side, under Registration, select View Detail Course Schedule
- Select term Summer 2009 – the room assignment will be listed under “Where”

IT IS STRONGLY RECOMMENDED THAT STUDENTS PRINT OUT A COPY OF THEIR SCHEDULE JUST BEFORE CLASSES BEGIN TO VERIFY THE CURRENT ROOM ASSIGNMENTS.

FACULTY

- On my.washburn.edu, go to the Faculty Tab
- In the Faculty Self-Service Section on the right side, under Faculty Assignments and Rosters, select View course schedule for a particular term
- OR
- On the Faculty Schedule Channel in the center of the page, enter the beginning date of the session or term in the Search box, and select Go
- Select Weekly View for class assignments
ADVISING LOCATIONS AND STUDENT REGISTRATION WORKSHEET

UNDECLARED, HIGH SCHOOL, INTERNATIONAL, AND KATS STUDENTS:
HIGH SCHOOL STUDENTS: Admissions Office, Morgan Hall Room 114 (785/670-1030)
INTERNATIONAL STUDENTS: International House (785/670-1051)
KATS STUDENTS: Deans Office, School of Applied Studies, Benton Hall Room 306 (785/670-1282)
UNDECLARED STUDENTS: CUSP (Center for Undergraduate Studies and Programs), Morgan Hall Room 122 (785/670-1942)

DECLARED STUDENTS:
School of Applied Studies
BE107 Allied Health (785/670-2170) (Health Services Administration, Medical Imaging, Diagnostic Medical Sonography, Health Information Technology, Physical Therapist Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy)
BE311 Office, Legal & Technology (785/670-2281) (Banking, Design, Technology, Food Service, Industrial Technology, Legal Studies, Office Administration, Purchasing, Technology Administration)
BE201/204 Criminal Justice (785/670-1411)
BE203 Human Services (785/670-2116)
BE405 Social Work (785/670-1616)

School of Business – HC114 (785/670-1308)

Accounting, Economics, Finance, General Business, Management, Marketing, MBA

School of Nursing – PC203 (785/670-1525)

Banking, Design, Technology, Food Service, Industrial Technology, Legal Studies, Office Administration, Purchasing, Technology Administration

College of Arts and Sciences
AB101 Art (785/670-1125) HC311 History (785/670-2060)
ST210 Astronomy, Physics (785/670-2141) HC316 Mass Media (785/670-1836)
ST202 Biology (785/670-2077) MO275 Mathematics & Statistics (785/670-1491)
ST312 Chemistry (785/670-2270) MO375 Modern Languages (785/670-1714)
MO266 Communication (785/670-2230) GC211 Music (785/670-1511)
BT100 Computer Information Sciences (785/670-1739) GC233 Philosophy (785/670-1542)
CA202 Education (785/670-1427) HC215 Political Science (785/670-1737)
MO258 English (785/670-1441) HC211 Psychology (785/670-1564)
PC201 Health & Physical Education & Exercise Science (785/670-1459) HC218 Sociology/Anthropology (785/670-1608)

Building Codes
AB Art Building GC Garvey Fine Arts Center MO Morgan Hall
BE Benton Hall HC Henderson Learning Resource Center PC Petro Allied Health Center
BT Bennett Computer Center LLC/LLC2 Living Learning Center ST Stoffer Science Hall
CA Carnegie Hall

REGISTRATION WORKSHEET

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject and Course Number</th>
<th>Credit Hours</th>
<th>Grading Options Grade, Pass/Fail, Audit</th>
<th>Day/Time</th>
<th>Building/Room</th>
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11
Online credit courses are available in a variety of subjects. These courses require that you have access to the Internet or use the campus computer labs to access MyWashburn and course materials. Some of the courses require periodic on-campus 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. You may enroll in an online course the same way you enroll in any other WU credit courses (refer to the Registration Information Guide for specific enrollment information). To access online courses, faculty and students must login to MyWashburn at http://my.washburn.edu. Online courses are located on the MyCourses tab in MyWashburn. Online courses will open in a new window. Students should check their computers for pop-up blockers and allow pop-ups from washburn.edu. Students should also change their MyWashburn time out setting from the default value in “My Account Preferences” inside MyWashburn to at least 120 minutes to avoid timing out while working in an online course. Care should be taken to log out completely when finished. 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 before or during the first week of classes.

The student 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 (785) 670-2381. Phone support is available Monday through Friday, 8 a.m. – 5 p.m. central time. 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. Face-to-face WebCT Student Orientations are held on Washburn’s campus during the first two weeks of classes. Orientation dates are sent out to all students’ MyWashburn e-mail addresses and are posted on announcements placed throughout the Washburn campus prior to the first day of classes.

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

The Partnership for Learning and Networking (PLAN) is a collaborative set of baccalaureate degree completion programs offered by Washburn University. This program allows you to complete an associate degree at any one of the 28 partner community colleges or schools and then a baccalaureate degree from Washburn University in just two years without traveling to Topeka for classes. 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 2PLUS2@washburn.edu.

In addition to the distance education programs coordinated by the Division of Continuing Education, Washburn University offers a variety of noncredit professional development courses including computer training, continuing nursing education, management and human resources programs, Spanish language classes, social service programs, and victim assistance training. On-site and contract training programs are also available for organizations that desire greater convenience or specialized training for their employees. For more information on noncredit courses, call (785) 670-1399 or go to www.washburn.edu/ce/.
General Information
For complete University policies and procedures, see the University Catalog

Admissions
www.washburn.edu/admissions
Students are admitted as degree candidates, non-degree seeking, or non-credit auditors according to their personal goals 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 11, 2009. Applications received after May 11 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

   **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
   - ACT Composite Score 21, 22, or 23 and GED Score ≥ 500

   **Conditional Admission for Home School Students:**
   - ACT Composite Score ≤ 20 and GED Score ≥ 450 together with a prescription for freshman success.

   **NOT admitted:** ACT Composite Score < 24 and GED Score < 450.

   **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
   - ACT Composite Score 21, 22, or 23 and GED Score ≥ 500

   **Conditional Admission for GED Students:**
   - ACT Composite Score ≤ 20 and GED Score ≥ 450 together with a prescription for freshman success.

   **NOT admitted:** GED Score < 450 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 fall.

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
www.washburn.edu/financial-aid
Washburn University students who want to apply for summer 2009 financial aid must have the 2008-2009 FAFSA information on file in the Financial Aid Office. To apply for federal financial aid, please go to http://www.fafsa.ed.gov. Students must also complete a Washburn Summer School Financial Aid Application to indicate their summer enrollment plans. The summer application is available on our web site at http://www.washburn.edu/financial-aid.
Summer is treated as a “trailer” to our previous fall and spring semesters. If a student has not utilized their Stafford loan eligibility and/or Federal Pell Grant eligibility for the fall and spring semesters, there may be remaining eligibility for the summer session. For financial aid purposes, undergraduates must be enrolled in 12 credit hours to receive full-time financial aid, and 6 credit hours for half-time. Graduate and law students must be enrolled in 6 credit hours for full-time financial aid, and 3 credit hours for half-time. For students who have maximized their federal Stafford loan eligibility, private loans may be an option. Campus based funds are only available if not fully expended for the previous fall and spring semesters.

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

Drop/Adds (Class schedule changes)
Drop/Adds 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. **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 (page 7).

Making changes to your course schedule may cause you to have an amount you owe 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.

Procedures for Withdrawing from Classes
Students may withdraw from semester courses on the Web until the last day to withdraw (Early Session – June 22; Full Session – July 7; Late Session – July 21). 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 in being responsible for all assessed charges. Specific deadlines for all courses, including out-of-sequence courses, can be found on MyWashburn by selecting the Student Tab and then selecting "Last Day" deadline for courses under the Registration section of Student Self-Service.

Military Withdrawals
Students who are called to active duty and must withdraw from classes as a result, should contact the Dean of Students, Student Life Office, Morgan Hall Room 104, (785) 670-2100, or email at meredith.kidd@washburn.edu.

Medical Withdrawals
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 (Early Session – June 22; Full Session – July 7; Late Session – July 21). 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 (page 7) 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 two weeks 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.

Withdrawal 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.

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.

Final Grades
Final grades will be able to be viewed on the Web the next day after semester grades are due 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 2009 term will be dated July 30, 2009. All work not completed (i.e. incomplete grades, etc.) by July 30 will result in graduating the following semester/term or later. Transfer work must be received by August 14, 2009 to count for Summer 2009 graduation.

Application for Degree – Students planning completion of the associate, baccalaureate, or master's degree for Summer should have filed the Application for Degree form in the University Registrar's Office, Morgan Hall Room 115, by February 6, 2009, if you plan to attend Commencement in May 2009. If you do not plan to attend Commencement in May, you may submit your Application for Degree by June 5, 2009, for summer graduates. A new Application for Degree must be submitted for a later semester/term if you do not graduate Summer 2009.

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 Room 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, Morgan Hall Room 115, 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, Morgan Hall Room 115, during regular business hours or by dropping a transcript request form in the University Registrar's Office drop box east of the office after the office is closed.

Transcripts may be requested through the mail or by fax at (785) 670-1104. A mailed transcript request must be sent to the Office of the University Registrar, Morgan Hall Room 115. 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, the name of the person 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 Hall Room114
Financial Aid: Morgan Hall Room 267
University Registrar: Morgan Hall Room 115

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

Classification of Students

Code/Definition
1  Freshman  fewer than 24 hours
2  Sophomore 24-53 hours
3  Junior  54-87 hours
4  Senior  more than 88 hours
Center for Undergraduate Studies and Programs (CUSP)
Washburn students function within a highly competitive intellectual environment and, due to the rigorous demands of study, the typical student may need help in gaining and maintaining an adequate level of academic proficiency. The Center assists students in developing learning strategies and effective skills through workshops, individual assistance, and virtual libraries.

Office of Academic Advising
Academic Advising provides advising services for prospective, undeclared, transfer, probationary, and reinstated students, and oversees the Academic Fresh Start program. Professional advisors assist undecided students with academic concerns; provide information about university policies, regulations, and services; assist students with course selection, and guide students in the exploration of majors and investigation of potential transformational experiences. Advisors are available Monday – Friday from 8:00 a.m. – 5:00 p.m., so students may schedule appointments by calling (785) 670-1942. For more information visit www.washburn.edu/services/acadadv.

Office of Career Counseling, Testing and Assessment
As part of the career counseling process, testing is available to aid students in the exploration of college and career interests and related personality characteristics and abilities. Occupational information, computer-assisted career exploration, and graduate school information are also provided. Career Counseling services are available in Morgan Hall Room 122, from 8:00 a.m. – 5:00 p.m., Monday – Friday. Students may drop in or call for an appointment at (785) 670-3069. You can also visit the Career Counseling, Testing and Assessment website at www.washburn.edu/services/cusp.

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 Hall Room 122 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/services/eop.

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.

The Harlan J. Koca Mathematics Enrichment Program – Tutor Center
The Mathematics Tutor Center located in Morgan Hall Room 279 is a peer tutoring facility for students in MA103, 104, 110, 116, 117, 123, 140, 141, and 151. Hours of operation for the Fall and Spring semesters are typically 8 a.m. to 8 p.m. on Monday through Thursday, and 8 a.m. to 3 p.m. on Friday. Summer hours vary and will be posted. No appointment is necessary. The Tutor Center is staffed by one or two student tutors at a time; most tutors are math or science majors. Please visit the web at www.washburn.edu/cas/math/mathlab.htm for more information.

Information Systems and Services (ISS)
MyWashburn
MyWashburn, our campus portal, is available on- or off-campus through an Internet connection. MyWashburn provides students secure Web-based access to campus news, Washburn e-mail, calendaring, virtual groups, enrollment, fee payment and financial aid. To obtain MyWashburn account information, students need to know their Washburn Identification Number (WIN). Visit my.washburn.edu for additional information.

Online Classes and Distance Education
Visit www.washburn.edu/online-education/ for a link to the Class Schedule Search, which allows students to search for courses based on a variety of criteria. Courses taught online will utilize the ANGEL learning management system. Interactive distance learning classrooms in Henderson Hall provide videoconferencing for selected courses. On-campus courses have access to an array of online communication tools via MyCourses in MyWashburn.

Wireless Access On-Campus
Wireless Access is available to students in several locations across campus and all residential living areas. Registration is required using MyWashburn account credentials. Visit netreg.washburn.edu to register.

On-Campus Labs
A listing of lab locations is available in the Quick Facts section at www.washburn.edu/iss. To obtain authentication information required for using lab equipment, bring your Washburn ID (iCard) to the Technology Support Center in Bennett Room 104.

Technology Support Center Hours – Bennett Computer Center

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<td>Netreg</td>
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Policies
All users of university computing resources are expected to abide by Acceptable Use of Computing Resource policies online in the Quick Facts section under General Policies found at www.washburn.edu/iss.
Ichabod Service Center/Student IDs
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 University Mailing and Printing Services (UMAPS). 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, fax, and postage stamp services.

Service Center Hours: Monday – Friday 8am – 5pm

Student Activities/Greek Life
The Student Activities and Greek Life Office, working cooperatively with University offices and community partners, enhances the educational experiences of Washburn students by promoting participation and self-exploration through social, cultural, and leadership activities.

Whether you have an interest in getting involved with student government, working with our University newspaper and yearbook, helping plan entertainment for our campus community, fraternities & sororities, or want to get involved with one of many other student organizations on campus, the Student Activities & Greek Life staff will assist you. For more information please call (785) 670-1723 or visit www.washburn.edu/getalife.

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 in Morgan Hall Room 110, phone (785) 670-1622, email: mao@washburn.edu, or visit www.washburn.edu/mao.

Disability Services
The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for students 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. 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.

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 extensive online resources.

To participate in campus recruiting, résumé referrals, and job listings, the student must register for a free BodJobs account on the Career Services website. To schedule an appointment, call (785) 670-1450 between 8:00 a.m. and 5:00 p.m., Monday – Friday. More information and resources are on the web at www.washburn.edu/services/career and at the Career Services office in Morgan Hall Room 123.

Counseling Services
Counseling Services can assist students with personal concerns and learning or education issues. These services support Washburn students' efforts toward intellectual, personal, and social growth. Confidentiality is maintained for all types of counseling. Counseling Services also
Eligible recipients of educational assistance must certify release from active duty. Generally ceases 10 years from the date of the veteran's semester. Students enrolling in short-term courses will exceed one-half of the total hours attempted for the academic year. Reminder: TV and independent study courses must not be approved for a veteran education credit. To apply 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. 

Veterans

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

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

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

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

Student Health Services

The Student Health Services Office is located in Morgan Hall Room 170. A physician, nurse practitioner, and registered nurse 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
- Sunflower Prompt Care
- Tallgrass Immediate Care

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 for most visits.

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 Room 104. Purchase of the health insurance plan is optional and is not required for visits to the campus Student Health Services Office; however, given the cost of health care, some form of insurance is highly recommended.

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

65 Years of Age and Over Audit Program

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

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

If you are a first-time participant to this program, or have missed a semester, call (785) 670-1030 to request a 65 and Over application. The application should be returned by May 15, 2009. It may be returned to Morgan Hall Room 114 in person or mailed to the Admissions Office, Washburn University, 1700 SW College Avenue, Topeka, KS 66621.

Registration for classes will be May 29 in Morgan Hall Room 137 from 9:30 a.m. – 10:30 a.m.

Office of International Programs

Located in the International House, the Office of International Programs coordinates a number of study abroad programs, notably, Fukuoka University (Japan), University of Klagenfurt (Austria), University of Orebro (Sweden), University of Clermont-Ferrand (France), Cambridge University (England), and the University of Cantabria (Spain). Washburn is also active in the Magellan Exchange (the Netherlands, Austria, Finland, Belgium, France, Germany, and Mexico). In addition, Washburn maintains formal or informal relationships with institutions in such countries and regions as Australia, Paraguay, the Dominican Republic, Jamaica, Nicaragua, Italy, Scotland, Ireland, Northern Ireland, Finland, Hungary, Romania, Denmark, South Africa, Korea, China, Taiwan, and Thailand, among others, where students can go and study. In close cooperation with the International
Center of Topeka, 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 international students, visitors, and scholars, who come to Washburn to study, visit or lecture. For more information, call (785) 670-1051.

University Bookstore
The Washburn University Bookstore welcomes you. The Bookstore takes great pride in providing students, faculty, staff, alumni and the community with textbooks, study aids, school and office supplies, technology and computer products, and WU clothing, memorabilia and gifts. We provide used textbooks whenever possible in order to economize the cost of your education without a sacrifice in quality. The Bookstore offers a variety of reading materials from study aids to bestsellers and magazines. Our wide selection of supplies helps you stay organized and productive in class or office as well as providing those incidentals you need away from home. The Bookstore is always looking for new and exciting products and services as 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, Mabee Library, located in the center of campus, is the intellectual and cultural heart of the university. Its staff offers a wide variety of services, with a special focus upon educational programs that promote the intelligent use of information resources and information literacy. Ongoing physical improvements in the Library continue to make it a place for 21st century learning and allow the Library to host a growing list of public exhibits and events—including the Day of Transformation and Apeiron.

The Library has three floors – one which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to 22 computers at all times and over 50 when instruction sessions are not occurring in the electronic classroom. The Library website (www.washburn.edu/mabee) is designed for ease of use and features the ENCORE search tool that allows researchers to access the collections of Mabee Library, the Curriculum Resources Center, the Washburn School of Law Library, the Kansas Supreme Court Library, the Kansas State Library and the Kansas State Historical Society Library. In addition to an extensive number of books and print journals, the Library also provides access to an expanding number of electronic resources. The Librarians also provide an online subject specific set of help tools (washburn.libguides.com), which extend public services beyond the 90 hours each week that in-person research assistance is available.

Mabee Library is a selective depository for Federal and Kansas State documents. Special Collections in the Library include the Rare Book Collection, the University Archives, the William I. Koch Art History Collection and a growing Digital Institutional Repository (digital.washburnlaw.edu) that displays the scholarly work of both faculty and students.

The Curriculum Resources Center (CRC), a branch of the Mabee Library located in Carnegie Hall, specializes in teacher resources and also models contemporary pre K-12 libraries. The CRC seeks to enhance the teaching and learning initiatives of the Washburn University Department of Education in its ability to successfully develop 21st century learners. Library services and programming also serve Topeka area educational communities. In addition to its unique physical collections, the CRC website (www.washburn.edu/mabee/crc) provides access to an increasing number of digital resources. The new integrated learning system lab at the CRC provides access to burgeoning educational technologies and digital equipment.

Mabee Summer Session Hours
Monday-Thursday ............................. 7:30 a.m. – 9:00 p.m.
Friday ............................................... 7:30 a.m. – 6:00 p.m.
Saturday & Sunday ........................... 1:00 p.m. – 5:00 p.m.

CRC Summer Session Hours
Monday-Friday ..................................... 8:00 a.m. – 5:00 p.m.
Saturday & Sunday ............................. CLOSED

Special hours for Mabee Library and the CRC during holidays, interim and final exam periods will be posted.

Contact information:
Mabee Library
Website: www.washburn.edu/mabee
Email: refemail@washburn.edu
Telephone: (785) 670-2485
Toll Free: (800) 736-9060

Curriculum Resources Center
Website: www.washburn.edu/mabee/crc
Email: refemail@washburn.edu
Telephone: (785) 670-1436
Toll Free: (800) 736-9060

Military Science
Army ROTC
Under an agreement between Washburn University, the University of Kansas, and the U.S. Army, Washburn students may participate in Army ROTC classes taught at Washburn by KU faculty. The culmination of the ROTC program is a commission as an officer in either the active Army or in the reserves or National Guard. Students simultaneously pursue an academic degree in any academic major of their choice. Contact: KU Army ROTC Department by calling (785) 864-3311 or visit their website at www.armyrotc.ku.edu
**Air Force ROTC**
Washburn University currently has a cross-town Air Force Reserve Officer Training Corps program with the University of Kansas and Kansas State University. This program allows Washburn students to complete their primary course of study at Washburn, but participate in the officer program at KU or KSU. Contact: KU AFROTC Detachment 280 (785) 864-4676, or KSU AFROTC Detachment 270 at (785) 532-6600.

**Navy ROTC**
The University of Kansas Naval ROTC Unit offers a cross-town enrollment program for those individuals interested in obtaining a commission in the U.S. Navy Nurse Corps. These courses are currently only offered at the Lawrence campus. Contact: (800) JHK-NAVY.

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

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 on foot patrol, bicycle patrol, or vehicle patrol. You can also access the Washburn Police website at www.washburn.edu/admin/police.

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. You do 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 Kuhehne 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
- South of Washburn Endowment Association building at 1729 MacVicar.

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.

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**University Mail and Printing Services**
University Mail and Printing Services provides students with copying, color copying, printing, digital services, and mail services. Staff is available to provide help with student projects ranging from posters and banners to reports. University Mail and Printing Services, (785) 670-1605, is located in Morgan Hall Room 113 and is open 7:30 a.m. to 5:00 p.m. Monday through Friday.
PROCEDURE FOR CONTESTING GRADES
(The College and Schools, except the School of Law)
The following grade appeal procedure applies to the College and the Schools, not 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 prohibited discrimination may appeal the grade following the procedures below. A student who believes the grade was on account of discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation may appeal the grade following the University's procedure for complaints of discrimination.

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/Department Chair 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 student and instructor 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 initialed by both the Vice President and the Registrar.

SEXUAL HARASSMENT AND HARASSMENT POLICY
(www.washburn.edu/sexual-harrassment.html)
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.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
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; or,
Such conduct emphasizes the sexuality of an individual in a manner which prevents or impairs that individual’s full enjoyment of work and/or 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:
The conduct has the purpose or effect of interfering with the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment, or,

It is imposed by an employee or agent of the University and denies, limits, conditions, or provides different aid, benefits, services, or treatment.

Harassment is defined to have occurred when, on the basis of color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation, a hostile or intimidating environment is created in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual’s work or education, or affect adversely an individual’s living conditions.

Complaints of sexual harassment or harassment (as defined above) are to be made to the Equal Opportunity Director, Ms. Carol Vogel, Morgan Hall Room 380A, Phone: 785-670-1509, Email: carol.vogel@washburn.edu. Complaints must be filed within 180 days of the latest alleged incident.

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. Information is also located in the Student Planner/Handbook.

EQUAL OPPORTUNITY POLICY STATEMENT
www.washburn.edu/eo.html
Washburn University is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation/gender identity. Each unit within the University is charged with conducting its practices in conformity with these principles.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, 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. Positive action shall be taken to assure the full realization of equal opportunity for all Employees of the University.

Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all Employees will share in the specific activities necessary to achieve these goals.
Complaints of discrimination are to be made to the Equal Opportunity Director, Ms. Carol Vogel, Morgan Hall Room 380A, Phone: 785-670-1509, Email: carol.vogel@washburn.edu.

The Equal Opportunity Director is Ms. Carol Vogel, Morgan Hall, Room 380A, Phone: 785-670-1509, Email: carol.vogel@washburn.edu.

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

Prohibited behaviors include, but are not limited to: disruption and disorderly conduct which interferes with the rights and opportunities of other students to pursue their academic studies; theft or malicious destruction, intentional damage, or misuse of University property or private property of another member of the University community, whether occurring on or off campus; or theft or malicious destruction, intentional damage, or misuse on campus of property of a nonmember of the University community; unauthorized entry upon the property of the University or into a University facility or any portion thereof, including a computer file, which has been reserved, restricted in use, or placed off limits; unauthorized presence in any University facility after closing hours; or unauthorized possession or use of a key to any University facility; possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the State of Kansas except as expressly permitted by law; possession or use of alcoholic beverages on campus except as permitted under policies adopted by the Board of Regents.

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

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

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

For a complete copy of the Academic Impropriety Policy, contact the Vice President for Academic Affairs Office, Morgan Hall 262. The policy is also located in the Student Planner/Handbook.

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

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

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

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

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

a. Obtaining and providing the student’s written consent, or
b. Establishing the student’s dependency as defined by the Internal Revenue Code of 1954, Section 152.
Disclosure to Government Agencies
Some federal and state agencies specified in the Family Educational Rights and Privacy Act have the right to student records without written consent. In addition, judicial order or lawfully issued subpoenas can secure student records without the written consent of the student.

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

Federal law and University policies allow the Office of the University Registrar to release directory information to the public unless the student requests otherwise. Students who do not want their name, current address, telephone number or email included in the directory may exclude information at any time during the year from the Update Campus Directory Profile under the Students tab in MyWashburn.

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

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

PARKING REGULATIONS

9.1.1 Registration of vehicles operated on the campus by all faculty, staff, and students is required. Vehicles are registered at the time of enrollment and/or upon acquisition. Any changes of vehicle and/or tag information should be completed at the Washburn Police Department.

9.1.2 Persons operating or parking a vehicle on campus shall be 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 them either through University registration or tracing through the State Motor Vehicle Department regardless of the operator at the time of violation.

9.1.3 These regulations are in effect 24 hours a day, 365 days a year. Restricted 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 designated parking areas is by permit only.

9.2.2 Students are not eligible for designated 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 state license plate displaying the international symbol of access to the physically handicapped;
- a disabled veteran license plate issued in accordance with K.S.A. 8-161; or
- a specially issued state 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 Docking 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 where vehicle parking 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 business 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 -traffic statutes, 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 must be made at the University Police Department.
   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 five (5) business days following issuance of the ticket. A hearing will be scheduled by the Parking Ticket Review Board which will consist of two students, two faculty or staff members and the Director of Police. The Parking Ticket Review Board must meet and take action within seven (7) business days. The decision of the Parking Ticket Review Board shall be 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. Tickets issued for state or city violations 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

<table>
<thead>
<tr>
<th>Academic Services</th>
<th>Location</th>
<th>Ext.</th>
</tr>
</thead>
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<tr>
<td>Admissions Information/Catalogues/Class Schedules</td>
<td>Morgan 114</td>
<td>1030</td>
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<tr>
<td>Academic Advising</td>
<td>Benton 306</td>
<td>1282</td>
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<tr>
<td>Applied Studies</td>
<td>Morgan 108</td>
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<td>Nursing</td>
<td>CUSP, Morgan 122</td>
<td>1942</td>
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<tr>
<td>Undecided/Undeclared</td>
<td>CUSP, Morgan 122</td>
<td>1942</td>
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<td>Adding or Dropping a class</td>
<td>University Registrar's Office, Morgan 115</td>
<td>1074</td>
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<tr>
<td>Address Change</td>
<td>University Registrar's Office, Morgan 115</td>
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<td>Books/Supplies/Clothing/Gifts</td>
<td>Bookstore, Lower Level, Memorial Union</td>
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<td>Business Office/Bursar</td>
<td>Morgan Hall 205</td>
<td>1156</td>
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<td>Career Services</td>
<td>Morgan 123</td>
<td>1450</td>
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<td>Complete Withdrawal</td>
<td>University Registrar's Office, Morgan 115</td>
<td>1074</td>
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<td>Declaring a major</td>
<td>Department chairperson of proposed major</td>
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<td>Educational Opportunity Program (EOP)</td>
<td>CUSP, Morgan 122</td>
<td>1871</td>
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<tr>
<td>Financial Aid/Scholarships</td>
<td>Financial Aid Office, Morgan 267</td>
<td>1151</td>
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<tr>
<td>Honors Program</td>
<td>CUSP, Morgan 122</td>
<td>2299</td>
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<tr>
<td>Housing Information</td>
<td>Cap. Fed. Ctr. for Learning, LLC 152</td>
<td>1065</td>
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<tr>
<td>Information Systems and Services / MyWashburn</td>
<td>Bennett 104</td>
<td>3000</td>
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<tr>
<td>Library</td>
<td>Mabee Library</td>
<td>2485</td>
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<tr>
<td>Online Classes</td>
<td>Bennett 102</td>
<td>2381</td>
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<tr>
<td>Study Skills Information</td>
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<td>2299</td>
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<td>Tutoring</td>
<td>Call Department Office</td>
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<td>Transcript Request</td>
<td>University Registrar's Office, Morgan 115</td>
<td>1078</td>
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<td>Veterans Education Benefits Information</td>
<td>Morgan 150</td>
<td>1629</td>
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<td>Writing Center</td>
<td>Morgan 257</td>
<td>1409</td>
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### Personal Services

- **University Police**...Morgan, Center wing, outside entrance 1153
- **Charting a new student organization**...Student Activities, Memorial Union 1723
- **Child Care**...University United Methodist Church 232-0263
- **Curricular Activities**...Student Activities, Memorial Union 1723
- **Counseling, Personal**...Morgan 123 1450
- **Disability Services**...Morgan 150 1629
- **Dining Services**...Memorial Union 2221
- **Employment/Work-Study/Part time employment**...Financial Aid Office, Morgan 267 1151
- **"Good Student" discount on car insurance**...University Registrar's Office, Morgan 115 1074
- **iCard (Washburn's ID), copies, faxing, postage stamp services**...Ickabod Service Center, Memorial Union 1188
- **Illness**...Student Health Services, Morgan 170 1470
- **International Activities**...Office of International Programs 1051
- **Jobs (off-campus)**...Career Services, Morgan 123 1450
- **Lost & Found**...Police/Office, Morgan, Center wing, outside entrance 1153
- **Mail packages or purchase stamps**...Post Office Located east of the stadium 670-1158
- **Multicultural and Diversity Programming**...Multicultural Affairs, Morgan 110 1622
- **Post notices or signs on campus**...Student Life Office, Morgan 104 2100
- **Printing, copying, mailing**...University Mail and Printing Services, Morgan 113 1605
- **Refunds tuition**...Business Office, Morgan 205 1156
- **Residential Living**...Cap. Fed. Ctr. for Learning, LLC 152 1065
- **Risk Management and Safety Department**...Morgan 235 1779
- **Room reservations (on campus)**...University Scheduling Office, Memorial Union 1707/1725
- **Student Health Insurance**...Student Life Office, Morgan 104 2100
- **Student Health Services & Insurance Information**...Morgan 170 1470
- **Student Recreation and Wellness Center**... 1314

### Ticket Information:

- **Athletic**...Petro Allied Health Center 1092
- **Cultural**...Facts & Snacks, Memorial Union 1454

### Other

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