Washburn University is committed to a policy of equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation/gender identity, marital or parental status or genetic information as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes, regulations and University policies. Washburn University prohibits sexual harassment, including sexual violence. The complaint procedure is at Washburn.edu/eeo-complaints. For inquiries and complaints regarding the statutes, regulations and policies listed above, contact: eodirector@washburn.edu.
Dear Parents,

We are excited to welcome you and your recently admitted student to the Washburn family. We commend your hard work to help your student achieve his/her goal to begin college studies at Washburn University.

The University is a life-changing experience for students. During their time here, they will grow and mature academically, intellectually, and personally. The college experience is more than just attending classes, although that is an integral part of it; it is also the opportunity to participate in extracurricular activities that will help develop life-long interests, polish leadership skills and round out one’s personal growth and development. Our society values educated individuals; it values educated and involved leaders even more.

Your involvement with your student remains critical to his/her success. Students appreciate the mentorship, encouragement and involvement of their parents. Your Washburn student is close to your heart. We appreciate what you do to help your student be successful.

Jerry B. Farley
President
**Vision Statement**

Washburn University is dedicated to being a premier Midwest regional institution recognized as a leader in providing a superior student-centered, teaching-focused learning experience, preparing graduates for success in their chosen profession and stimulating economic vitality.

**Mission Statement**

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

**Core Values**

Core values guide decision making and provide the foundation for directing our efforts, resources, and conduct. In fulfilling the mission, the faculty, staff, administration, and students are committed to the following core values of Washburn University:

- **Integrity**: Acting in an honest, fair, and ethical manner, creating a culture of trust evident in all University activities and in decision making.
- **Excellence**: Serving our scholarly community by delivering consistently high-quality programs, teaching, service, and scholarship.
- **Accountability**: Being held responsible for academic, programmatic, and fiscal integrity and value while prudently managing the resources entrusted to the University.
- **Respect**: Embracing diversity and treating others collegially with civility, openness, and professionalism in all interactions, activities, and decision making.
- **Collaboration**: Working toward common goals with others in the University and the community while valuing teamwork, participation, and diversity of ideas and perspectives.
- **Innovation**: Encouraging, considering, and supporting development of ideas by fostering individual ingenuity and creativity and creating an environment with opportunities for growth and change.
Washburn History

The University
In 1865, the Congregational Church established a college in the prairie capital of Topeka, Kansas. Founders christened the new school Lincoln College, in honor of the nation’s 16th president, Abraham Lincoln. The economic situation immediately following the Civil War resulted in financial hardships for the new educational institution. During a fundraising venture in New England, a school official was presented a $25,000 donation by Massachusetts wire manufacturer, Ichabod Washburn. Washburn was a church deacon, known for his support of advanced education for women, as well as an abolitionist. In 1868, the school was renamed Washburn College as a statement of gratitude in honor of the benefactor.

Ichabod
The emergence of competitive team sports at the turn of the century created the need for a mascot to symbolize school spirit. In 1904, the Kaw Yearbook called the baseball team the “Sons of Ichabod,” committing the nickname to print. No graphic representation of the Ichabod existed until the 1938 yearbook.

The creator of the image was Bradbury Thompson, a 1934 alumnus, who established an international reputation as a graphic artist. His bespectacled Ichabod sported the dapper attire of a blue tailcoat and bow tie, red top hat and shoes and yellow pants. While the color scheme of the ensemble has been revised through the years, Thompson originally intended the three colors to be used.

Crest
In 1917, the trustees of Washburn College adopted the Washburn family coat of arms as the official school crest. The origin of the coat of arms has been traced to the 11th century battlefield knighting of Sir Roger Washbourne by William the Conqueror. For his gallant service, Washbourne was granted the right to a family crest as well as lands and manors in the counties of Gloucester and Worcester. The spelling of the last name was modified through time.

The use of the crest was continued as the college became a university, with the adoption of the escutcheon in 1954 by the University Board of Regents. The official version of the crest features a yellow motto pennant, a red flame, a silver field of arms and six purple birds on a light blue field. The birds are believed to be martins, which, in heraldic symbolism, indicated that the Washburn family forefather, Roger Washbourne, was the fourth son.

The motto “Purificatus non consumptus” (“Purified but not consumed”) refers to the refinement attained from the pursuit of knowledge, but without the erosion of self or character.

In 2005, in conjunction with its 140th anniversary, the University unveiled an updated graphic identity. The new Washburn logo retains the original symbol of the crest with the flame in order to represent the University’s tradition of academic excellence. The vintage crest has been simplified and adapted to reflect the renewed strength and boldness of the University.

Washburn Facts
Washburn University provides broadly based liberal arts and professional education. More than 200 programs leading to certification, associate, bachelor’s, master’s and juris doctor degrees are offered through the College of Arts and Sciences and the schools of Applied Studies, Business, Law and Nursing.

- **Enrollment:** 7,204
- **Student/Faculty ratio:** 15:1
- **Classes:** 40 percent of undergraduate classes have fewer than 20 students.
- **Faculty:** 83 percent of full-time faculty members hold doctorates or the highest degrees in their discipline.
- **National recognition:** Washburn is annually ranked as one of the best colleges in the Midwest by U.S. News & World Report.
- **Financial aid:** Approximately $65 million in financial aid is available to students annually. Scholarships awarded from University resources are $6 million.
- **Endowment funding:** Washburn University Foundation assets of approximately $142 million rank Washburn second in the state on a per-student basis among public institutions.
- **Internships:** Each year, 1,000 students participate in internship opportunities at more than 125 sites in Washburn’s capital city location.
- **Athletics:** Ten athletic teams compete on the NCAA Division II level in the Mid-America Intercollegiate Athletics Association (MIAA) conference. Sports are baseball, basketball (men and women), football, golf (men), soccer (women), softball, tennis (men and women), and volleyball.
- **Alumni:** The University boasts more than 40,000 alumni. Washburn alumni can be found in every county in Kansas, every state in the United States, and numerous foreign countries.
The Mulvane Art Museum is the oldest accredited art museum west of the Mississippi River. The museum’s permanent collection, although international in scope, emphasizes the work of Kansas and Midwest artists.

Washburn is home to KTWU, the first public television station in Kansas.

Crane Observatory houses an 1898 Warner & Swasey refracting telescope.

The Kuehne Bell Tower features a quartet of bells once housed in the clock tower of Thomas Gymnasium, which was destroyed during the 1966 tornado.

Washburn University is a publicly funded, independently governed, state-coordinated university. In 1941, the citizens of Topeka endorsed Washburn by voting to establish a municipal university, supported in part by the city and governed by a local board of regents. In 1999, the University’s primary funding was moved from city property tax to county sales tax sources, with the school retaining status as a municipal subdivision of the state.

In addition to local financial support, Washburn has received state funds since 1961, which have been coordinated by the Kansas Board of Regents since 1991. The University is governed by its own nine-member Board of Regents.
Business Office
Morgan Hall 205
Phone: 785.670.1156
The Business Office is open from
MON - FRI 8 a.m. - 5 p.m., except WED, when it opens at 8:30 a.m. The Business Office is the major payment center for the University and offers several payment options for your convenience, including:
- Walk-in
- Mail
- Internet (credit card and Web check)
- Phone (credit card only)
- Drop-box (located outside the Business Office)

The Business Office handles many types of transactions, some of which are highlighted below:
- Processing of tuition payments, residence hall payments and payments for other University charges
- Processing of tuition refunds
- Disbursing of student paychecks

Please refer to the University catalog and the class-schedule booklets published each semester for more specific details on Business Office operations or go to Washburn.edu/business-office.

Admissions Office
Your student’s high school transcripts, college transcripts (transfer hours) and application fee should have been turned in to the Admissions Office; if not, this will need to be done as soon as possible to complete your student’s file. If a student has a hold on his/her file, he/she cannot receive financial aid or enroll for the next semester’s classes.

February 15 is the deadline for scholarships as well as scholarship renewal forms. Each year that your student attends Washburn, he/she will need to fill out a renewal form by February 15 in order to continue receiving his/her scholarships. This form may be found on the Financial Aid website, Washburn.edu/financial-aid.

New students who are not residents of the State of Kansas may apply for residency (i.e., in-state tuition) by contacting the Admissions Office. There are certain conditions that must be met to qualify. Returning or current students must contact the Registrar’s Office and meet the standards as outlined in the Washburn Catalog.

Admissions packets can be mailed to you or picked up in the Admissions Office, Morgan Hall 114, or call 877.281.BODS (2637).

Financial Aid
The Financial Aid Office is located in Morgan Hall 267. The Office is open
MON - FRI, 9 a.m. - 5 p.m. You can reach the Office by calling 785.670.1151 or 800.524.8447 or by sending a fax to 785.670.1079. You may also contact us at Washburn.edu/financial-aid.

Students must apply for financial aid each year. Washburn’s financial aid priority date is February 15 for the renewal of Washburn Academic Scholarships and for campus-based financial aid such as Federal Work Study, Federal seog (Supplemental Educational Opportunity Grant), and Federal Perkins Loans. Students must complete both the FAFSA (Free Application for Federal Student Aid) and the Washburn scholarship renewal application each year.

Students may use MyWashburn to accept and/or decline their financial aid awards. All first-time and transfer students will receive a paper award letter. Returning students will receive an email notification and must use MyWashburn to view and accept and/or decline their financial aid awards. Students should also read their Washburn email as this is the official communication format used by the Financial Aid Office.

The Federal Pell Grant and Federal Stafford Loan are “entitlement” programs; therefore, funds are always available for eligible students. All other awards are contingent upon funds availability and meeting the February 15 priority date. Students awarded Federal Work Study
earn funds beginning at the hourly federal minimum wage rate. Students not eligible for Work Study positions may also be hired by departments on campus at the same beginning wage. Students will be paid bi-weekly. Off-campus State Work Study positions are also available. Contact the Financial Aid Office for information on student employment.

A student’s file in the Admissions Office must be complete before financial aid can be released. Financial aid will be applied first to tuition and fees. Students will be responsible for campus housing charges as well. Books are not part of University charges, and students will be responsible for purchasing books. Available excess financial aid (except work study, which is earned) will be mailed to the student in the form of a credit balance check or direct deposited per student request.

Students are required to maintain Satisfactory Academic Progress (SAP). The measurement of SAP occurs at the end of the semester. Students may review the SAP policy at Washburn.edu/financial-aid or by picking up a copy in the Financial Aid Office.

If students have any “Special Circumstances” that may affect their eligibility for financial aid, please contact the Financial Aid Office for a form or obtain a copy from our website. For links to the Department of Education, free scholarship searches, loan entrance and exit counseling, and most of the forms a student might need to submit to our office, visit: Washburn.edu/financial-aid.

University Registrar’s Office

University Transcripts

A transcript is an official copy of a student’s permanent academic record. Official transcripts are available from the University Registrar’s Office. Effective July 1, 2013, each transcript will cost $8. A transcript request must be written, it must include the student’s signature, and the fee must be paid in advance. Transcript requests
will not be processed for students who have financial or other obligations to the University.

Because a transcript contains confidential information, it cannot be released to anyone without a written request from the student, including the student's signature. Any individual acting on behalf of the student with regard to requesting a transcript must have written authorization from the student. Transcripts may be requested in person upon showing some form of photo identification at the University Registrar's Office, Morgan Hall 115, during regular business hours. Any transcript picked up by, mailed to, or faxed to the student will be marked “Issued to Student.” Transcripts may be requested through the mail or by fax at 785.670.1104.

A mailed request must be sent to the University Registrar’s Office, Morgan Hall 115. A mailed or faxed request should include the following information:

- Full name as it appears on your transcript record, as well as any other name(s) used while enrolled at the University;
- Social Security Number or Washburn Identification Number (WIN);
- Dates of attendance;
- Address to which the transcript is to be mailed or fax number to which the transcript is to be faxed. (Please note that some universities and organizations/agencies will not accept a faxed transcript as official; check with them about their policy before making your request);
- Your return address and telephone number in the event we need to contact you;
- Your signature and the date; and
- $8 for each transcript requested (paid at the time of request). Requests are processed in the order in which they are received. Requests received by fax are not given priority over other requests received by mail or in person.

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 the three-digit security code on the back of the card. Faxed requests without complete information, including credit card information, cannot be processed.

A Transcript Request form may also be obtained by printing it after accessing Washburn.edu/main/university-registrar/transcript-request-form.html. It may be returned to the University Registrar’s Office by mail, by fax, or in person, following the procedures described in this section. Current students may view their academic records through their MyWashburn accounts. Unofficial transcripts are used solely as internal documents and are not issued to graduates of the University or to outside parties or institutions.

Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974, the University may release to the general public certain information about the student who has been identified by the institution as directory information. Directory Information at Washburn University includes: student's name, photo, current address and phone number, permanent address and phone number, university assigned email address, classification status (i.e., freshman, sophomore, etc.), major field of study, dates of attendance, honors and awards received, degrees and certificates received and dates awarded, enrollment level and status (full time, half time, or less than half time; undergraduate or graduate), most recent educational institution attended, participation in officially recognized activities and sports, and height and weight of members of athletic teams.

Listings in the online student directory are compiled from information supplied by students to the University.

- The student is responsible for updating and providing correct information for online directory listings.
- Information may be updated at any time during the year.
- The online directory listings are updated daily.
- To update online directory information, go to the View/Update Campus Directory profile on the Students tab of MyWashburn. In accordance with the Family Educational Rights and Privacy Act of 1974, currently enrolled students may choose to withhold information from the online university directory.
- Information may be excluded at View/Update Campus Directory Profile on the Students tab of MyWashburn.

Procedures for Withdrawing from Classes

Students may withdraw from semester courses on the Web until the last day to withdraw. 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 responsibility for all assessed charges. Specific deadlines for all courses, including out-of-sequence courses, can be found on MyWashburn by selecting the Students tab and then selecting “Last Day” deadlines for courses in the Registration and Academic Information section.
# 2013-2014 Academic Calendar

## Fall Semester 2013 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 1–16</td>
<td>Open Registration Continues</td>
</tr>
<tr>
<td>AUG 15</td>
<td>Residence Halls Open, 9 a.m.</td>
</tr>
<tr>
<td>AUG 16</td>
<td>Welcome Week Begins</td>
</tr>
<tr>
<td>AUG 17</td>
<td>Welcome Week Continues</td>
</tr>
<tr>
<td>AUG 18</td>
<td>Saturday Classes Begin</td>
</tr>
<tr>
<td>AUG 19</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>AUG 23</td>
<td>Last Day to:</td>
</tr>
<tr>
<td>AUG 30</td>
<td>Last Day to:</td>
</tr>
<tr>
<td>SEP 2</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>SEP 6</td>
<td>Last Day to:</td>
</tr>
<tr>
<td>SEP 13</td>
<td>Last Day to Receive 30% Tuition Refund</td>
</tr>
<tr>
<td>SEP 20</td>
<td>Last Day to Receive 20% Tuition Refund</td>
</tr>
<tr>
<td>SEP 28</td>
<td>Family Day</td>
</tr>
<tr>
<td>OCT 5</td>
<td>Fall Break Begins</td>
</tr>
<tr>
<td>OCT 9</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>OCT 26</td>
<td>Homecoming</td>
</tr>
<tr>
<td>NOV 1</td>
<td>Last Day:</td>
</tr>
<tr>
<td>NOV 4</td>
<td>Advance Registration for Spring Semester Begins (ends NOV 14)</td>
</tr>
<tr>
<td>NOV 14</td>
<td>Open Registration for Spring Semester Begins (ends JAN 13)</td>
</tr>
<tr>
<td>NOV 27</td>
<td>Thanksgiving Student Recess Begins</td>
</tr>
<tr>
<td>NOV 28-DEC 1</td>
<td>Thanksgiving (University Closed – no Saturday Classes)</td>
</tr>
<tr>
<td>DEC 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>DEC 6</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>DEC 7</td>
<td>Final Examinations Begin (for Saturday Classes)</td>
</tr>
<tr>
<td>DEC 9</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>DEC 13</td>
<td>Final Examinations End</td>
</tr>
<tr>
<td>DEC 14</td>
<td>School of Nursing Recognition Ceremony</td>
</tr>
<tr>
<td>DEC 25–JAN 1</td>
<td>Winter Holiday Break (University Closed)</td>
</tr>
</tbody>
</table>

*Commencement*
# 2013-2014 Academic Calendar

## Spring Semester 2014 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1-20</td>
<td>Open Registration Continues</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Residence Halls Open, 9 a.m.</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Martin Luther King Holiday (University Holiday)</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Jan 24</td>
<td>Last Day to:</td>
</tr>
<tr>
<td></td>
<td>- Change Audit to Graded or A/Pass/Fail Status</td>
</tr>
<tr>
<td></td>
<td>- Enroll in a Course without Instructor’s Permission</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Last Day to:</td>
</tr>
<tr>
<td></td>
<td>- Receive 100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td>- Set Up Payment Plan</td>
</tr>
<tr>
<td></td>
<td>- Enroll without a Late Fee</td>
</tr>
<tr>
<td>Feb 7</td>
<td>Last Day to:</td>
</tr>
<tr>
<td></td>
<td>- Enroll</td>
</tr>
<tr>
<td></td>
<td>- Change from Graded or A/Pass/Fail Status to Audit</td>
</tr>
<tr>
<td></td>
<td>- File Application for Degree for Spring Graduates</td>
</tr>
<tr>
<td></td>
<td>- Receive 50% Tuition Refund</td>
</tr>
<tr>
<td>Feb 14</td>
<td>Last Day to Receive 30% Tuition Refund</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Priority Deadline for Washburn University Academic Scholarships and Campus-Based Federal Financial Aid</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Last Day to Receive 20% Tuition Refund</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td>Mar 24</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Apr 4</td>
<td>Last Day to:</td>
</tr>
<tr>
<td></td>
<td>- Change Grade Status from A/Pass/Fail to Graded, Graded to A/Pass/Fail</td>
</tr>
<tr>
<td></td>
<td>- Last Day to Withdraw</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Advance Registration Begins for</td>
</tr>
<tr>
<td></td>
<td>Summer Session and Fall Semester (ends Apr 16)</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Open Registration for Summer Session and Fall Semester Begins (ends Aug 15)</td>
</tr>
<tr>
<td>May 5</td>
<td>Success Week Begins</td>
</tr>
<tr>
<td>May 9</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 10</td>
<td>Final Examinations Begin (for Saturday Classes)</td>
</tr>
<tr>
<td>May 12</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 16</td>
<td>Final Examinations End</td>
</tr>
<tr>
<td></td>
<td>End of Semester</td>
</tr>
<tr>
<td>May 17</td>
<td>School of Nursing Recognition Ceremony</td>
</tr>
<tr>
<td></td>
<td>School of Applied Studies Certificate Ceremony</td>
</tr>
<tr>
<td></td>
<td>Undergraduate/Graduate Commencement</td>
</tr>
</tbody>
</table>

Note: The academic deadlines reflected in the calendar above are for classes one semester in length. Academic deadlines for courses shorter in length than one semester will be calculated at the same ratio as the academic deadlines for semester courses. Calendar is subject to change. View online calendar for up-to-date information.
Academic SERVICES

Center for Student Success

The mission of the Center for Student Success (css) is to provide support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation.

The css, which houses Academic Advising, Academic Testing, the Academic Success Center (Tutoring & Writing Centers), and the First-Year Experience program, ensures that students who are at the beginning of their Washburn experience receive the support and advice required for matriculation into specific academic programs. The css contributes to the fundamental mission of the University that all students will fulfill their academic potential and provides testing and support for the University assessment initiatives.

Academic Advising: The Academic Advising Office provides advising services for students who have not yet declared a major and for prospective, transfer, probationary, reinstated and students admitted by exception. In addition, it oversees the Passport for Success and the Academic Fresh Start program. Professional advisors assist undecided students with academic concerns; provide information about University policies, regulations, services and course selection; and specialize in the General Education requirements.

First-Year Experience (fye): fye supports the academic, social and personal transitions of all first-year students. Through collaborative efforts with faculty, staff and peer educators, the fye program seeks to help students begin the process of becoming information literate to promote student success in the information age. To learn more about fye courses, programs and resources, visit Washburn.edu/fye.

Academic Success Center & Writing Center: The Academic Success Center (ASC) encourages students to maximize their success by utilizing the tutoring services located on the main floor of Mabee Library. Services are provided in two areas: the Writing Center is in Room 200A, and the ASC is next door in Room 206A.

The Writing Center supports students seeking writing assistance in a one-on-one manner, while the ASC provides help in other course areas and with general study skills, along with an ongoing program of success workshops. Services are provided on a drop-in basis and are free of charge. For additional information, see the Mabee Library website or check the Facebook page at “Washburn Tutoring at Mabee Library.” The Writing Center can be reached at 785.670.1397, or visit Washburn.edu/writingcenter. The Academic Success Center can be reached at 785.670.1980, or visit Washburn.edu/tutoring.

Center for Student Success
Morgan Hall 122
MON - FRI, 8 a.m. - 5 p.m.
Phone: 785.670.1942 (for appointments)
Web: Washburn.edu/studentsuccess
University Libraries

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, such as the one-credit course IS 170: Library Research Strategies; IS 171: Internet Research Strategies; IS 172: Advanced Research Strategies; and IS 174: Trace Your Family History. Ongoing physical improvements in the Library – the “Study Grounds” coffee bar and booth seating – 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 student art exhibits and the Averill Kansas Studies Lecture.

The Library has three floors – one of 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 over 100 computers for students and faculty. Laptops are available for check out at the Welcome Center and banks of high-speed computers are available on the first and third floors. The Academic Success Center (Washburn.edu/tutoring) and the Writing Center (Washburn.edu/writingcenter), also located on the main level, provide free tutoring services for students. The Library website (Washburn.edu/mabee) is designed for ease of use and features the ENCORE and SYNERGY search tools that allow researchers to access the collections of Mabee Library, the Carnegie Education Library, the Washburn School of Law Library, the Kansas Supreme Court Library, the State Library of Kansas, and the Kansas Historical Society. 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 (libguides.washburn.edu), which extend public services beyond the 105 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, the Thomas Fox Averill Kansas Collection, the Nancy Boyda 2nd Congressional District Collection, and a growing Digital Institutional Repository (ir.washburnlaw.edu) that displays the scholarly work of both faculty and students.

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

Mabee Library
Web: Washburn.edu/mabee
Email: refemail@washburn.edu
Text: 785.379.6223
Telephone: 785.670.2485
Toll Free: 800.736.9060

Mabee Library Hours
MON-THU 7:30 a.m. - 2 a.m.
FRI 7:30 a.m. - 6 p.m.
SAT 10 a.m. - 5 p.m.
SUN 1 p.m. - 2 a.m.

Carnegie Education Library (CEL)
Web: Washburn.edu/mabee/crc
Email: refemail@washburn.edu
Telephone: 785.670.1436
Toll Free: 800.736.9060

CEL Hours
MON-THU 8 a.m. - 6 p.m.
FRI 8 a.m. - 5 p.m.
SAT & SUN CLOSED

Special hours for Mabee Library and the CEL during holidays, interim and final exam periods will be posted.
Small Business Development Center

The Washburn University Kansas Small Business Development Center (KSBDC) is a resource for entrepreneurs and small business owners (including students) who are starting or growing a small business. The Center provides free and confidential consulting and small business seminars in the areas of writing a business plan, cash flow analysis, marketing, record-keeping, buying a business, and various legal issues encountered when starting a business. Washburn students can attend most seminars free of charge. Included in the Center is the Washburn Entrepreneurship Clinic, where students can obtain help to start a business and also work through the office as a volunteer consultant with the KSBDC clients. BU 470 Entrepreneurship Clinic is taught in the Center.

KSBDC Information

Washburn Kansas Small Business Development Center
120 SE Ave. 6th, Ste. 100, Topeka, KS 66603
Phone: 785.234.3235
Email: sbdc@washburn.edu
Web: Washburnsmallbusiness.com
Student Life

Office of Student Life
Student Life enriches the educational experience of the Washburn community with an appropriate balance of challenge and support, through a commitment to learning, student development and advocacy. We value all students and strive to create environments that foster the sustained development of well-balanced, civic-minded individuals.

Student Life provides and coordinates services to meet the physical, emotional and social needs of Washburn’s diverse student body by offering a variety of options for students – whether they are traditional or non-traditional, full time or part time, day or evening. Specific departments within Student Life include the following:

- Office of Student Life
- Vice President for Student Life and Dean of Students Offices
- Student Activities and Greek Life
- Student Services
- Non-traditional Students
- Students with Disabilities
- Veterans Affairs
- Multicultural Affairs
- Student Health Services
- Residential Living
- Student Recreation & Wellness Center
- Career Services
- Counseling Services

The functions of the Student Life units are central to the educational mission of Washburn University. Members of the Student Life team view themselves as facilitators of learning; from advising students to sponsoring organizations to serving as mentors. Team members are educators who assist students in learning how to function in groups, resolve conflicts, develop leadership skills, and gain knowledge to work within the institutional framework. In addition, the staff helps students learn how to cope with their environment so they may succeed in their college careers and learn how to apply this knowledge to their lives after goal completion or graduation. Facilitating student development and learning is an integral part of the team’s administrative responsibilities.

Student Life
Morgan Hall 104
MON - FRI, 8 a.m. - 5 p.m.
Phone: 785.670.2100

This is the office location for the Vice President for Student Life and Dean of Students. Student discipline issues, posting approval, student health insurance information, and general University concerns are some of the issues addressed by this office.
**Ichabod Shop**

**The things you need:** The Ichabod Shop offers one-stop shopping for all required and recommended textbooks and course materials for all Washburn and Washburn Tech courses. Save 25% when you purchase from the largest selection of **used** books available. We offer more **rental** options every semester. **Pre-order** your books every semester and save even more. (See store or IchabodShop.com for rental and pre-order information.)

There’s no better place for study aids, nursing supplies, school supplies, and Washburn scrubs. Don’t see it? We will special order for you at no extra charge. Let Ichabod Shop be your supplier of essential technology products: computers, software at educational discounts and more. Ichabod Shop also is the source for Washburn graduation regalia.

**The things you want:** Shop our selection of Washburn Ichabod clothing and gifts. Let your student pick up whatever he/she needs with an **Ichabod Shop Gift Card**, available in any amount. Dorm supplies, sundries, snacks, and other supplies are here for your student, right on campus.

**One site has it all:** You will find information, books and merchandise, calendars and links at IchabodShop.com. Sign up for informational emails, like *A Parent Advantage*, to keep up with events and sales.

Ichabod Shop is a wholly owned and operated subsidiary of Washburn University. Purchases support the programs and services of the Memorial Student Union.
Student Activities & Greek Life Office

Student Activities & Greek Life, in conjunction with the Student Life area, supports the Washburn community through the creation of co-curricular experiences that enhance student learning, leadership development and campus involvement.

Our office is proud to work with University and community partners to enhance the educational experience of Washburn students. We believe firmly that being involved in the life of Washburn will help any student have an improved collegiate experience. We provide the following:

- Organization registration, training and support
- Event planning guidance and resources
- Leadership training
- Direct advising to the Campus

Activities Board, Washburn Student Government Association, and Greek governance groups
General information about involvement at Washburn University

With over 125 student organizations and clubs under its auspices, Student Activities & Greek Life provides students the opportunity to connect with other students, as well as the University and local community. Some of the groups advised directly by Student Activities & Greek Life are as follows:

- **Washburn Student Government Association (wsga)**: All students are members of the wsga. The elected governance group representing the wsga is the Student Senate. Student representatives and elected/appointed officers serve as liaisons between faculty/staff and the student body. Washburn Student Government Association allocates funding for student group projects and leads many campus and community-based initiatives. wsga is made up of hard-working, interested and involved students.

- **Campus Activities Board (cab)**: cab is the programming board at Washburn. cab’s goal is to develop sound student leadership through the planning and implementation of recreational, leisure, social, cultural, and entertainment programs.

- **Interfraternity Council (ifr)**: IFC serves as the governing and recruitment board for the Washburn fraternity community.

- **Panhellenic Council (pc)**: Panhellenic Council serves as the governing and recruitment board for the Washburn sorority community.

Mulvane Art Museum

The Mulvane Art Museum, founded with a gift from Joab Mulvane, first opened its doors in 1924 – the first art museum in Kansas at the time. With nearly 4,000 works of art in its permanent collection, a dynamic schedule of changing exhibitions that are regional, national and international in scope, as well as public programming, the Mulvane offers something for everyone. In addition, ArtLab, a state-of-the-art “hands-on” experience center is located on the lower level.

Mulvane Information
Phone: 785.670.1124
Web: Washburn.edu/mulvane
**Student Services**

**Disability Services**
The Student Services Office is responsible for assisting in arranging reasonable 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. Documentation should include a diagnosis of a specific disability by a professional qualified in the area of disability. It should state how the disability substantially limits a major life activity and explain how the disability affects the student’s academic performance. Services are identified to meet the needs of individuals based on their specific disabilities, e.g., depression, physical or learning disability, and may include note takers, test readers/scribes, adaptive technology training, materials in Braille, or other necessary accommodations. Requests for accommodations should be submitted at least **two months** before services should begin; however, if you have a current accommodation need, please contact the Student Services Office immediately.

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

**Military Veterans**
To apply and establish entitlement for Veterans Administration (VA) educational 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 (15 years under the Post 9/11 GI Bill) from the date of the veteran’s release from active duty.

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 veterans to pursue an educational objective, file a degree plan with Student Services, regularly attend classes, and make satisfactory progress.

Veterans wishing to receive full-time benefits must be enrolled full time (12 hours or more) **for the entire term**. Enrollment in short-term classes results in payment only for the duration of those courses. Persons eligible under Chapter 33 (Post 9/11 GI Bill) must be enrolled more than half time each semester to receive the housing benefit; allowance is pro-rated based on rate of pursuit, e.g., 3/4 or full time.

**Reminder**: Independent study courses must not exceed one-half of the total hours attempted for the semester.

**Non-Traditional Students**
Going to college can be a huge challenge for the adult student. It involves making significant changes in one’s personal and family lifestyle.

Contact the Student Services Office to share your questions, concerns, ideas, insights and needs. Conveniently located in Morgan Hall, the office strives to provide services, support, and referrals for the adult learner at Washburn University.
Multicultural Affairs

Multicultural Affairs promotes awareness of cultural diversity and multicultural issues and serves as a resource and referral center for students, faculty, staff and the Topeka community. Throughout the year, Multicultural Affairs collaborates with the campus and local community to host a variety of cultural activities, e.g., speakers, cultural celebrations, and webinars. Multicultural Affairs also provides advisement and support to multicultural student organizations: Washburn Black Student Union (WBSU); Hispanic American Leadership Organization (HALO); Indigenous Nations Student Association (INSA); and the Asian American Association (AAA).

Student Health Services

Student Health Services (SHS) is located in Morgan Hall 170. Hours of operation are 8 a.m. – 1 p.m. and 2 p.m. – 5 p.m. Monday, Tuesday, Thursday and Friday on all days University offices are open. On Wednesday, the hours of operation are 8 a.m. – 1 p.m. and 2 p.m. – 4:30 p.m. SHS is staffed by two board-certified nurse practitioners, a registered nurse and a receptionist. Treatment is available to all Washburn University students (though not to spouses and children). Most care is provided free of charge, with the exceptions of immunizations, some medications, outside laboratory testing and x-rays.

Services available include treatment of urgent care issues such as minor injuries. Wellness care includes physical exams (including well woman exams/PAP testing), contraceptive education, TB testing, and immunizations. Students with chronic, stable conditions such as high blood pressure, diabetes and thyroid disease can also be seen at SHS. Treatment of depression, anxiety, bipolar disorder and ADD/ADHD is done in collaboration with Washburn University’s Counseling Services. Medical insurance is not required but is strongly recommended. A basic insurance plan administered by an external company is available to Washburn students; information is available at SHS and Student Life Offices and at Washburn.edu/main/studentlife/student-health/index.html.

When SHS is not open and the student does not have a personal health care provider, care may be obtained at the following urgent and emergency care centers at the student’s expense:

- Cotton-O’Neil Express Care
- Med-Assist
- Minor Med
- St. Francis Health Center
- Stormont-Vail Health Care
- Sunflower Prompt Care
- Take Care Clinic
- Tallgrass Immediate Care

Please note that the two hospitals (St. Francis and Stormont-Vail) are the places to seek treatment for serious illness or injury, and charges will likely be much higher than the other facilities listed.
Health Issues for Students and Parents

Students beginning college often have significant changes in lifestyle compared with what they led at home with their parents. We feel that it is important for all students to make their new lifestyle a healthy one.

As students establish their new routines, we encourage them to "work in a workout," and to try to maintain healthy eating habits. Washburn’s Recreation and Wellness Center will be helpful for the former goal. Making smart choices at the Union Market will help establish the discipline to maintain healthy eating habits, not just for college, but for a lifetime. (The above measures will also help prevent the notorious “Freshman 15.”)

We encourage students to try to maintain other healthy habits as well, e.g., avoiding tobacco and heavy drinking and maintaining a healthy sleep schedule. Some students become sexually active in college, and we try to help them make this transition safely.

While Washburn University does not require up-to-date immunization of incoming students, they are encouraged to make sure that they have had two M-M-R (measles, mumps and rubella) shots and that their tetanus and diphtheria immunizations are current. We strongly encourage all students to be immunized against Hepatitis B – this infection is much more easily transmitted than HIV and is completely preventable with safe, effective vaccines. (These are available at the Student Health Center for a fee.) Additionally, we encourage all students to consider influenza immunization every year.

What about meningitis?

We’ve all heard a lot about meningitis lately. In 2003-2004, at least four college students in Kansas developed this illness. There are sporadic (small) outbreaks at universities all over the world annually.

Meningococcal disease (infection caused by Neisseria meningitidis) is a rare but potentially lethal infection of the brain and/or bloodstream. Most people infected with this bacterium experience minimal or no symptoms, but a few develop catastrophic illness.

Meningococcal disease can develop rapidly, progressing from flu-like symptoms to serious illness in hours. It kills up to 15% of those who develop it. Fortunately, infection can be treated with antibiotics and aggressive life support, though survivors may sustain brain damage, hearing loss, and/or amputations. It may also be prevented through vaccination, and by preventive antibiotic treatment of those exposed to the bacterium.

Symptoms of meningococcal meningitis are initially flu-like, then high fevers, severe headache and neck stiffness, nausea, vomiting and confusion; later, a characteristic dark red blotchy rash may appear.

The disease is contagious, spread by respiratory and oral secretions (from coughs or sneezes, and from kissing and sharing drinks). As expected, infection is more likely to spread when many people are in close contact.

Recent data indicate that college students aged 18-23 have an overall lower risk of developing this illness than persons their age who are not enrolled (0.7 cases per 100,000 persons annually, vs. 1.5 for non-students). However, the risk for freshmen living in residence halls is much higher, at 4.6/100,000 per year. (Upperclassmen in residence halls and freshmen living off campus had lower but still somewhat elevated risk). Alcohol use and smoking also raise the risk of developing meningococcal disease.

Some states and universities have mandated immunization of incoming college students. The Center for Disease Control and Prevention and other groups strongly recommend that incoming college students (especially freshmen in residence halls) seriously consider getting the shot. As of August 1, 2006, all students residing in Washburn University residence halls are required to be immunized for meningitis or to sign a waiver of immunization.

The meningitis vaccine is 90-100% effective, and is very safe. It is available at many pediatricians’ offices, county health departments, and on campus. Washburn’s Student Health Services charges $110 (cash or check) for the shot; it may be obtained by visiting Morgan Hall 170. For more information, call 785.670.1470.

For additional information on meningococcal meningitis, and immunization, you may visit cdc.gov/ncidod/dbmd/diseaseinfo/ meningococcal_g.htm, or acha.org/projects_programs/meningitis/index.cfm.
Residential Living
Washburn University Residence Halls
Washburn University offers on-campus housing for full-time students in three University operated residence halls. Kuehne and West Halls provide a suite-style living experience for 84 students. Both complexes are co-ed with either eight men or eight women residing in each suite. Included in each suite is a large living room, two bathrooms with a shower, four double occupancy bedrooms, a patio or balcony, and a private entrance. Lounges with cable television, laundry facilities and kitchenettes are available in each building.

Living Learning Center
The Living Learning Center is Washburn’s largest residence hall and provides housing for 400 students. This facility is co-ed and features single-gender, four-person suites. Each suite consists of two bedrooms, a bathroom with a shower, and a foyer area with storage shelving. Private suite entrances open into a major corridor. Each floor has a lounge with cable television, a kitchenette with a microwave and a stove, and a study room with either computers or a large conference table for studying.

The Living Learning Center is linked to the Memorial Union by a set of common areas: Capitol Federal Center for Learning and the Stauffer Commons. Located inside of the Capitol Federal Center for Learning are the Residential Living Office, a reception desk, apartments for the Faculty-in-Residence and the Assistant Director for Residential Living, three seminar rooms, an activity room, and laundry facilities.

Washburn Village – Housing option for students beyond their freshman year
Washburn Village is the newest on-campus housing option for students who are beyond their freshman year and currently enrolled on a full-time status. This apartment-style housing is designed to ease the transition from a residence hall setting to an apartment setting. Students living in these units are provided many of the same services available to those living in the residence halls. Each unit has a living room area with a couch and a single chair, a coffee table, two end tables, and cable ready outlets. Kitchens contain an apartment-size refrigerator, a two-burner cooktop, convection microwave oven, and a bar area with stools for eating and studying.

Students living in the Washburn Village complex will have access to the Commons Building, which features a lounge area, reception desk, mailboxes, a recreation area, a conference/study room, restrooms, laundry facilities, vending machines, a fireplace, and an outside patio area. The laundry facilities are open to residents 24 hours a day on a card access basis. The Apartment Complex Coordinator’s office is also located in the Commons.

Residents dine in the Union Market food court located inside Stauffer Commons. All residents living in University operated housing participate in a declining balance food program.

Off-Campus Referral Service
The Residential Living Office serves as an off-campus referral source, providing limited information to students wanting assistance with the tasks of apartment hunting and getting settled in the Topeka area.
Career Services
Career Services provides comprehensive career development assistance for Washburn students. From the freshman deciding on a major or career to the senior or alumnus seeking a full-time career opportunity, Career Services helps with the developmental process through assessments, counseling, presentations, and print and online materials.

The Career Services staff members provide workshops, class presentations and individual counseling on topics such as major and career choice, résumé writing, interviewing skills, mock interviews, networking and job search strategies. Selected print materials on all aspects of the job search are distributed at presentations and in the office.

Through a secure online system, students and alumni may post their résumés for employers to access, allowing Career Services to refer candidates to employers seeking Washburn students and alumni. Through the same system, candidates may search for and apply for jobs and internships posted by employers specifically seeking Washburn students and graduates.

Career Services sponsors career networking and interviewing events such as the Fall and Spring Career Fairs and Interview Days. The comprehensive Career Services website, with job-search information, leads and tips is located at Washburn.edu/career-services.

Counseling Services
Counseling Services is a resource for Washburn students seeking personal counseling and study skills/educational counseling.

Students experiencing difficulty at Washburn may find it desirable to utilize the counseling services at an early date to address concerns such as: adjusting to college; building self-esteem; establishing successful relationships; succeeding in college; coping with stress, loss or grief; or a variety of other issues. Presentations can be arranged on a variety of topics relevant to student needs, e.g., study strategies. Confidentiality is maintained for all types of counseling.

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. Counseling Services may assist students in developing learning strategies and effective study skills through workshops or individual assistance.

Memorial Student Union
The Washburn Memorial Union is the community center for students, faculty, staff, alumni, and guests and plays an integral role in the educational mission of the university. It provides opportunities for student development, volunteerism, employment and leadership. The university community looks to the Union to provide services, conveniences, and programs that improve the quality of campus life. It fosters an environment that promotes respect for all people, and values diversity and the free exchange of ideas. The Memorial Union houses the Ichabod Shop, dining services, banquet and meeting facilities, vending, ATM, Ichabod Service Center, University Scheduling, and student offices.

Operating hours are subject to change without notice and will vary during the summer months and when classes are not in session. Hours are posted at building entrances.
Dining Services

Washburn Dining Services is committed to providing quality food and excellent service. Our guarantee is that we will do everything possible to ensure satisfaction. Questions regarding our dining programs and services should be directed to the dining services manager.

Our dining program is designed for the student. Whether the student is on the go, an early riser or a casual diner, we are sure to have what the student wants. We are constantly adapting to keep up with the ever-changing trends in campus dining.

The Stauffer Commons Union Market offers a food court style of dining and is dedicated to the campus dining experience. We have a variety of dining stations offering breakfast, lunch and dinner with a diverse selection of menu choices.

The Corner Store, situated on the first floor of the Memorial Student Union, is a popular location with students, faculty and staff. Centrally located in the lounge with televisions and wireless internet access, it is the perfect place to get a snack, take a break or meet friends. The Corner Store offers a selection of breakfast pastries, muffins, pre-packaged sandwiches and salads, candy, and chips. Enjoy coffee blends and specialty coffee beverages, too. The Corner Store is great for meeting your needs on the go!

Washburn Dining Services also offers a full food and beverage catering service. Contact the Dining Services Office for more information.

Dining Services Office

Phone: 785.670.1456
**Ichabod Service Center/Student ID**

The Ichabod Service Center, a centralized office for your student to obtain his/her iCard (Student ID), is located on the main level of the Memorial Union. The iCard is the official Washburn identification and is used for the all-campus card system. Your student can report his/her card lost/stolen here and also obtain a replacement with a $10 replacement fee.

Deposit money on your student’s account by credit card, check or cash. You can make a deposit in person, by phone, by mail or online. Your student can request a statement at any time; a fee may be charged for more than one statement per month.

Students can deposit money on their iCards for the following:
- Dining Services
- Self-serve copiers – libraries
- Bookstore
- Laundry facilities for residence halls
- Concessions
- Food/beverage vending machines
- Pay fees and fines – libraries
- Ichabod Service Center – copies, printing, faxes, postage stamps
- UMAPS, printing
- Student Health Center

Students can use their iCard for the following:
- Library circulation
- Attendance at special music, theatre and athletic events
- Door access
- Residence hall meal contract with Dining Services
- Access to Student Recreation & Wellness Center

**Ichabod Service Center**

Mon - Fri, 8 a.m. - 5 p.m.
Phone: 785.670.1188
Web: Washburn.edu/icard

**Ichabod Service Center**

Memorial Union
1700 SW College
Topeka, KS 66621

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**Ichtus**

Ichtus is a United Methodist-related Christian organization with an ecumenical flavor open to all Washburn students, faculty and staff. Students from all denominational backgrounds are welcome! We are a community from a wide variety of backgrounds who seek to grow closer to God as we commit to transform the world. We are open-minded and open-hearted, and everyone is always welcome.

Activities include Sunday Night Dinners, free for all students; a Tuesday night Bible study aimed for all who are growing or are curious about the Christian faith; and weekly worship on Thursday nights. We also sponsor a yearly mission trip coupled with a handful of opportunities for service in the Topeka area. The Ichtus house, located at 1621 SW Boswell, offers students a place for study, de-stressing and prayer. For more information, visit wucampusministry.org.

**The Catholic Campus Center**

The Catholic Campus Center at Washburn University is a Catholic student organization for Washburn students, faculty and staff. The Center is located at 1633 SW Jewell, on the corner of 17th & Jewell.

The Center celebrates Mass in its Holy Spirit Chapel each Sunday at 6 p.m. during the academic year; the sacrament of Reconciliation is offered before Mass at 5:30 p.m. Adoration is on Wednesday afternoons, and we pray the Angelus at noon Tuesday - Friday.

Classes on Catholic topics are offered on Wednesday and Sunday evenings. Other events throughout the year include our Kick-Off Mass & Fiesta, Chilling in the Catacombs Ice Cream Social, the Kansas Catholic College Student Convention, the Giving Tree Service Project, Spiritual direction, student-led book studies, Bible studies and more.

The Center is a great place to relax, study, and meet and make new friends. Those interested in becoming members of the Center may fill out a registration card at the Center or online at wucatholic.com.

For more information, contact Patti Lyon, SFO director, at 785.233.2204 or email wucatholic@hotmail.com. Our website is wucatholic.com. We look forward to meeting you.
Student Recreation & Wellness Center

The mission of the Student Recreation and Wellness Center (SRWC) is to provide awareness, education, opportunities and support resulting in enduring healthy lifestyle habits.

We strive 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.

SRWC facility components include a rock-climbing wall, indoor track, gymnasium, cardiovascular and resistance training area, multi-purpose room, wellness suite and locker rooms. Program offerings include informal, intramural, group exercise, climbing, and wellness opportunities.

There are opportunities for everyone – from the novice to the advanced recreational athlete!

Washburn University Athletics & Petro Facilities

Washburn student athletes compete in the MIAA Conference at the NCAA Division II level. Both the men’s and the women’s athletic teams are known as the “Ichabods.” The Athletics Department provides athletic scholarships in every sport. Washburn athletics compete in 10 sports:

Men’s Sports: Baseball, Basketball, Football, Golf and Tennis

Women’s Sports: Basketball, Soccer, Softball, Tennis and Volleyball

Washburn students are admitted free to every regular season home contest. Students need to show their student ID (iCard) for admittance.

Athletic facilities include: Yager Stadium at Moore Bowl for football and soccer; Lee Arena for basketball and volleyball; Tennis Complex; Falley Field for baseball; and Softball Complex.

For more information

Web: Washburn.edu/getfit

Phone: 785.670.1339
Washburn University Police Department

The Washburn University Police Department is responsible for all aspects of public safety for the University community. This includes, but is not limited to the following: police; emergency medical services, dignitary security, parking, and safety of all students, faculty, staff, and visitors in an open, urban campus setting.

The Washburn University Police Department is a Kansas POST certified law enforcement agency as defined under K.S.A. 13-13a12 and K.S.A. 22-2401a. The Department operates 24 hours a day, 365 days a year with 15 full-time and seven part-time police officers, four full-time and two part-time communication specialists and a campus resource officer.

The Washburn University Police Department is responsible for enforcing all traffic laws and parking regulations on the University campus. Copies of the University Parking Regulations as well as campus maps are available at the Department’s Office located in Morgan Hall 156. The Department also maintains a lost and found service.

Located throughout the 160-acre campus are 13 emergency telephones. These telephones are connected directly to the University Police Department’s Communication Center. The telephones are mounted on stainless steel towers with the word “Emergency,” as well as a blue light that flashes when the telephone is activated. These telephones can be used for any type of assistance needed.

The University Police Department has a full-time Crime Prevention/Campus Resource Officer who works closely with all students, student organizations (including fraternities and sororities), faculty and staff, to assist in making the Washburn University campus a safe learning environment. The Department publishes on a monthly basis all police and campus safety activity as well as crime prevention tips or information on current issues. The University Police Department can be contacted via email at police@washburn.edu. Individuals may visit the Department’s website at Washburn.edu/police. In accordance with federal law, individuals may access Washburn’s crime statistics by visiting the website and clicking on “Required Reporting.”

The Washburn University Police Department works closely with the Topeka Police Department, Shawnee County Sheriff’s Department, Topeka Fire Department and American Medical Response/Emergency Medical Service to ensure the safety of all members of the University community.

iAlert

Washburn University has implemented iAlert. This mass message emergency notification system significantly enhances our ability to maintain a safe academic environment for students, faculty and staff.

Safety, Planning and Emergency Management

The Safety, Planning and Emergency Management Department Office is currently staffed by one full-time director. We have created an internet alias, safety@washburn.edu, as a way to send out important safety information to the campus and a convenient way for others to contact our department. The department provides severe weather updates, refuge area information, and drill procedures as well as other important safety-related messages via announcements posted on MyWashburn and campus-wide emails as needed. The department works in cooperation with student government, student organizations, individual students and the residential living staff to provide information and assessment of safety issues.

University Police

Phone: 785.670.1153
Email: police@washburn.edu
Web: Washburn.edu/police

iAlert Information

Phone: 785.670.1154
Web: Washburn.edu/ialert

Emergency Information

Morgan Hall 235
Email: safety@washburn.edu
Phone: 785.670.1779
Web: Washburn.edu/main/safety
Facilities Services Department
The Facilities Services Department employs 75 well-trained staff members dedicated to providing all students, faculty and staff with a comfortable living and learning environment. The Department is responsible for the construction, renovations, operations, maintenance, grounds and landscaping, and custodial services for the University. Facilities consist of the buildings, grounds and landscaping; supporting infrastructure such as streets and walkways; overhead and underground power; natural gas, water and steam supplies; and sewer lines.

Currently, we have a campus beautification program and a campus sustainability plan which includes: an energy conservation program; a green cleaning program; integrated pest-control program; and a recycling program. Input and suggestions are welcome and appreciated.

Remember to recycle! Place soft drink bottles in the recycling bottle containers located throughout campus. Newspapers, magazines and computer printouts should be placed in blue recycling containers located on campus.

For fire safety, the use of portable electric heaters is not allowed and personal electrical appliances should be Energy Star-rated.

University keys issued from Facilities Services must be returned to Facilities Services when instructed by the employed department or at commencement time. Any student with outstanding keys will be placed on key hold. Holds will not be released until keys are returned, or a fine of $12 per key is paid to the Facilities Services Department. Keys can only be returned to the Facilities Services Department to prevent key holds and not just returned to the Department of Employment.

Information Technology Services (ITS)
MyWashburn (my.washburn.edu)
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.

Online Classes and Distance Education (Washburn.edu/online-education)
Visit 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 utilize the Washburn 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 the Washburn Learning Management System and MyCourses.

Wireless Access (washburn.edu/a-z-index/its/wireless)
Wireless access is available to students in several locations across campus and in all residential living areas. Registration is required using MyWashburn account credentials. Connect to the WUCAMPUS wireless network to register your device, or go to Washburn.edu/a-z-index/its/wireless to add a device manually.

Student Websites (students.washburn.edu)
Washburn University provides file storage space for student websites at students.washburn.edu. To publish these websites, students must provide the authentication information obtained at the Technology Support Center, Bennett Hall 104.

Residential Living
Recommended requirements for bringing a personal computer to campus as well as information on connecting your computer equipment to the campus network and receiving cable service can be found online in the FAQs for “Living on Campus” on the Residential Living website. (Washburn.edu/campus-life)

On-Campus Labs
A list of lab locations is available at Washburn.edu/a-z-index/its/tech-support-services/computer-labs.html found on the ITS website under “Technology Support.”

Acceptable Use Policy
All users of university computing resources are expected to abide by Acceptable Use of Computing Resources policies online in the Technology Support section of the Information Technology Services website at Washburn.edu/its.

Questions and Tech Support
For additional questions, technical support and other assistance, you can contact the Washburn Technology Support Center at support@washburn.edu. Call 785.670.3000 or go to the help window at Bennett Computer Center, Bennett Hall 104.

Maintenance & Emergency Services
For regular maintenance and emergency services, call Facilities Services:
Phone: 785.670.1149.
MON - FRI, 8 a.m. - 5 p.m.

After 5 p.m. on weeknights, weekends & holidays, call the Police Department:
Phone: 785.670.1153
Washburn University Cable Television

Washburn University Cable Television (WUCT) is an educational access channel carried on Channel 10 by Cox Cable in Topeka. The station is operated by Instructional Services and airs live satellite international programming such as Deutsche Welle; Washburn University home sporting events, including volleyball, football and basketball; and a variety of Washburn student programs.

KTWU

KTWU is a non-commercial, local public television station licensed to Washburn University. Its broadcast center is located at 19th and Jewell Avenue on the Washburn campus. The station is a member of the Public Broadcasting Service (PBS).

KTWU began broadcasting on Channel 11 in 1965 as the first public television station in Kansas. In 2003, the station began broadcasting a digital signal. Channel 11 serves a 70-mile radius in northeastern Kansas as well as a 30-mile area in southeast Kansas through a translator (K30AL located in Moran, Kan.). In addition, other communities in Kansas and Missouri receive the KTWU signal over various cable systems.

The professional staff of KTWU is aided by volunteers, work-study participants, and student interns. KTWU offers an annual Leadership Scholarship, which provides tuition and books for a Washburn student who participates in special projects and media studies at the KTWU studios. Students also assist with many annual events including membership drives; Lights, Camera, Auction!; community events; and other studio programs.

KTWU broadcasts programs 24 hours a day, seven days a week on three distinct digital television channels. Programming is for both children and adults with subjects related to education, cultural enrichment, public affairs and entertainment. KTWU also offers programming through the website at KTWU.org and over-the-air in Topeka on KTWU MobileTV.

Helping children prepare for school has been a KTWU mission for many years. To that end, KTWU is committed to the continuation of the Ready to Learn program. Workshops are offered year-round to parents, preschool teachers and day care providers to show them how to make the time children spend in front of the television more productive. In addition, the workshops provide materials and activities related to PBS programs that can help expand the program’s educational values.

KTWU is also building a successful community outreach with partners from various government, community and volunteer organizations to highlight and educate the public on critical issues.

Annual operating support for KTWU Channel 11 is provided from various community sources, including individual donations, corporate underwriting, production grants and instrumental program support from Washburn University.

Student Media

The Student Media Office is on the lower level of Memorial Union. All students, regardless of major, are encouraged to become part of the staff of these publications.

The Washburn Review

The student newspaper staff publishes at least 13 issues per semester. All positions are paid. Any student with at least a 2.0 GPA is eligible to apply for any staff position. The positions of editor and advertising manager are chosen by the Board of Student Media. The editor-in-chief selects all other positions based on applications received. There are positions for section editors, writers, photographers, designers, sales representatives and online staff. See Washburnreview.org for more information.

The Kaw

The Washburn yearbook is published annually and is available in May. All positions are paid. The position of editor is chosen by the Board of Student Media. The editor then chooses a staff from applicants. All students with at least a 2.0 GPA, regardless of major, are encouraged to apply. There are positions for writers, photographers and designers.
Student Organizations

Department and Professional
- American Medical Student Association
- Biology Club
- Chemistry Club
- Club Mathematica
- Criminal Justice Association
- Future Alumni Network
- FYE Peer Educator Club
- iTeach
- Jazz Coalition
- Kaw Yearbook
- National Association for Music Education
- National Council of the Mathematics Travelers
- Occupational Therapy Assistant Organization
- Organisation Mondiale pour l’Education Prescolaire
- Physical Education Majors Club
- Physics and Engineering Club
- Radiologic Technology Student Organization
- School of Nursing Community of Caring Club
- Sigma Alpha Iota
- Sociology/Anthropology Club
- Student Friends of Mabee Library
- Student Nurses of Washburn
- Washburn Art Students Association
- Washburn Collegiate Entrepreneurs’ Organization
- Washburn Ecobods
- Washburn Education Association
- Washburn Finance Society
- Washburn Human Services Coalition
- Washburn Pre-Law Club
- Washburn Psychology Club
- Washburn Review Online
- Washburn Sales & Marketing Executives
- Washburn Society for Human Resource Management
- Washburn Spanish Club
- Washburn Student Athletic Trainers Association
- Washburn Student Film and Video Association
- Washburn Student Media
- Washburn Student Social Work Association
Washburn University Association of Bands
Washburn University Flute Association
Washburn University Music Theory Club
Washburn University Physical Therapy Club
Washburn University Political Science Club
Washburn University Trumpet Association

Greek
Alpha Delta
Alpha Kappa Alpha
Alpha Phi
Delta Chi
Delta Gamma
Interfraternity Council
Kappa Alpha Theta
Kappa Sigma
Panhellenic Council
Phi Delta Theta
Sigma Phi Epsilon
Zeta Tau Alpha

Honorary
Alpha Lambda Delta Freshman Honor Society
Beta Alpha Psi
Beta Beta Beta Biological Honor Society
LinC Scholar Bonner Leaders
Mortar Board National Collegiate Senior Honor Society
Phi Theta Kappa
Pi Kappa Delta
Sigma Tau Delta (English)
Tau Epsilon Alpha
Washburn Psi Chi
Washburn University Honors Student Council
Washburn University Mock Trial

Mutual Interest
Bod Squad
Collegiate Democrats of Washburn

Collegiate Republicans of Washburn University
Game Club of Washburn
Hispanic American Leadership Organization (HALO)
International Club
Le Club Français
Literacy Education Action Project
Morita Study Group
National Alliance on Mental Illness of Washburn
Noon Group/Narcotics Anonymous
Open-Minded, Positive, Equality, Non-Discriminative (OPEN)
Oxfam Club at Washburn University
Sistahood
Social Justice League
Student Athlete Advisory Committee
Students for Life of America at Washburn
Students Together Advocating Nonviolence in Dating
Teaching and Interacting with Kids of Educated Students
The Philosophy Club
Top City Live
Washburn Alternative Break Program
Washburn Art Team of United Potters
Washburn Black Student Union
Washburn Collegiate 4-H Coalition
Washburn Peace Works
Washburn University Dancing Blues
Washburn University Players
WU Buddy
WU Public Debate Forum
Young Americans for Liberty
Young Life at Washburn University
Youth for Ron Paul

Religious
Biblical Institute
Catholic Campus Center at Washburn University
Chi Alpha Christian Fellowship
Christian Challenge
Ichtus (Campus Ministry)
Student Atheists of Washburn

Residence Halls
Washburn Residential Council

Student Services
Washburn Student Government Association
Washburn University Campus Activities Board
Washburn University Wellness Club

Recreational Sports Clubs
Cyclists at Washburn University
Table Tennis
A Plan of Action
FOR STUDENTS

Each year of a student’s career at Washburn will be marked by challenges and opportunities as self-knowledge increases and choices are made about the future. The keys to success are planning ahead, using time well, taking advantage of campus and community resources and being proactive. Students’ experiences are all different, but the following “plan for action” should help students make their way toward being the people they would like to be when they graduate.

Freshman
EXPlORING

Academics
Explore the University
➥ Read the General Catalog
➥ See your Academic Advisor
➥ Meet professors and staff
➥ Attend workshops on study skills, test taking, time management
➥ Explore General Education requirements
➥ Enroll in the College Experience course, IS 100 or WU 101
➥ Explore University Honors Program, Leadership Institute, and Washburn Transformational Experience

Personal
Self-Understanding
➥ Develop a support group of friends
➥ Get Rec’d! Check out the Student Recreation & Wellness Center
➥ Do values clarification exercises
➥ Explore individual counseling at Counseling Services
➥ Identify major fears of college life
➥ Redefine family relationships

➥ Become involved in a campus organization
➥ Make summer travel plans
➥ Nurture hobbies
➥ Develop a peer group
➥ Volunteer – Check out LinC

Career
Explore Career Areas
➥ Attend a career workshop – visit with Career Services
➥ Join the Career Services Facebook Page to get updates on all events
➥ Talk with parents, friends, advisors, professors and career counselors
➥ Do “career testing” by trying out jobs through volunteering

➥ Use “What Can I Do With This Major” and FOCUS2 on the Career Services website OR enroll in IS 120
➥ Attend the Majors & Activities Fair and Career Fairs
➥ Identify your transferable skills and abilities
➥ Develop career-related hobbies
➥ Assess personality and career values

Social
Initiate Relationships
➥ Join Washburn Residence Council (WRC)
➥ Get a Life! Visit Student Activities & Greek Life to get involved
Sophomore
DEFINING

Academics
Gain Specific Information
- Seek academic advice from professors and peers
- Grab lunch with one of your professors
- Establish a personal GPA goal
- Choose an academic major
- Develop a tentative academic plan
- Choose electives that match your needs/interests
- Explore Study Abroad
- Attend the Activities and Majors Fair

Personal
Explore New Roles
- Learn about cultural diversity – check out the Multicultural Affairs Office
- Find out about international events – check out International House
- Find a mentor who can offer support
- Explore individual counseling

Social
Increase Involvement
- Become actively involved in a club/organization – maybe one associated with your possible major
- Volunteer on student committees
- Volunteer in the community
- Join Intramural teams at the Student Recreation & Wellness Center
- Attend University-wide events, lectures and performances

Career
Collect More Information
- Read about careers in the library and online via FOCUS2 and O’Net
- Conduct an informational interview with someone in your area of interest
- Develop your short-term goals for gaining experience and skills
- Look for a summer internship
- Volunteer to “shadow” a professional
- Talk with Specialists in Career Services about resumes and internships
- Attend career presentations and fairs to gather information and seek internships
- Create an account on Bodjobs to start looking for jobs and internships

Junior
RESEARCHING

Academics
Make Initial Choices
- Take mock GRE/MCAT or LSAT exams
- Focus on major courses
- Relate academics to future life plans
- Attend seminars that relate to major
- Develop an academic mentor
- Consider research opportunities
- Look into internships

Personal
Risk Personal Openness
- Seek out sources of support
- Help others with their problems
- Continue discussions with a mentor
- Test ideas through decision groups
- Disagree with an authority

Social
Exercise New Skills
- Run for an elected office

Career
Increase Experience
- Find internships that interest you
- Make tentative career decisions

Senior
IMPLEMENTING

Academics
Long-Term Decisions
- Prepare grad school applications
- Take GRE/MCAT or LSAT exams
- Apply for awards
- Present projects at scholarly meetings
- Do a senior project
- Develop an independent study
- Work on an academic project with a professor
- Become a tutor

Personal
Make Commitments
- Prepare for your chosen lifestyle
- Attend stress workshops
- Talk about your first year out of school
- Make a list of your firm decisions
- Write down three life goals

Social
Leadership
- Lead a group or club
- Supervise a few student projects
- Join a professional organization
- Tutor high school students
- Assist in facilitation of leadership conferences and workshops

Career
First Career Choice
- Attend presentations on: job searches, interviewing, recruiting, resume writing, applying to grad school, etc.
- Establish life goals
- Develop a contact list
- Interview for jobs
- Develop a budget for job or grad school
- Check job listings
- Attend career fairs
Policies

Extended Absence
In the case of an extreme medical problem, the Student Life Office may be contacted with information relative to the student’s medical situation. This does not include brief illnesses. The Student Life Office will then notify the student’s instructors of the absence and expected return date, if that information is available.

It is the student’s responsibility to follow up with the instructor(s) and secure arrangements for make-up work and missed quizzes, tests or exams. It will also be the student’s responsibility to provide the necessary medical documentation, if requested by the instructors, to verify the medical absence.

Student Conduct
The University expects conduct of all students that is consistent with the law and with generally accepted principles of academic and community behavior. The University retains the right to secure the safety of individuals, the protection of property and the continuity of the educational process. Any interference with access to University facilities, interruptions of educational activities or damage to property exceeds permissible bounds. Although remedies are available through local law enforcement bodies, the University may elect to impose its own disciplinary sanctions.

Information regarding student rights and the rules governing student behavior are found in the Washburn University Student Conduct Code. Copies of the Code are available in the Student Life Office, Morgan Hall 104. The Code is also located at: Washburn.edu/main/studentlife/office/conduct.

Equal Educational and Employment Opportunity/ Harassment
The University’s Equal Educational and Employment Opportunity and Harassment Policies demonstrate the University’s commitment to providing a fair and equitable environment for students, faculty and staff. You will find these policies at Washburn.edu/eeo and Washburn.edu/sexual-harassment.

Equal Educational and Employment Opportunity/Harassment–Complaints
Complaints of discrimination and/or harassment are to be made to the: Equal Opportunity Director, c/o President’s Office, Morgan Hall 102. Phone: 785.670.1712 Email: eodirector@washburn.edu

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
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. A copy of the report can be obtained by contacting the Office of Student Life, Morgan Hall 104, 785.670.2100 or by accessing: Washburn.edu/right-to-know.
| Academic Advising                          | 1942 |
| Academic Affairs                         | 1648 |
| Academic Success Center                  | 1980 |
| Admissions                               | 1030 |
| Allied Health, School of                 | 2170 |
| Alumni Association                       | 1641 |
| Anthropology/Sociology                   | 1608 |
| Applied Studies, School of               | 1282 |
| Army ROTC                                | 1945 |
| Art                                      | 1125 |
| Arts & Sciences, College of              | 1636 |
| Astronomy                                | 2141 |
| Athletics                                | 1134 |
| Biology                                  | 2077 |
| Bookstore                                | 2665 |
| Business Office                          | 1156 |
| Business Services                        | 1454 |
| Campus Activities Board (CAB)            | 1222 |
| Career Services                          | 1450 |
| Center for Student Success               | 2299 |
| Chemistry                                | 2270 |
| College of Arts & Sciences               | 1636 |
| Communication                           | 2230 |
| Computer Information Sciences            | 1739 |
| Counseling Services                      | 1450 |
| Criminal Justice                         | 1411 |
| Dean of Students                         | 2100 |
| Disability Services (TDD: 670.1025)      | 1629 |
| Education                                | 1427 |
| Engineering                              | 2141 |
| English                                  | 1441 |
| Enrollment Management                    | 1812 |
| Facilities Services                      | 1149 |
| Financial Aid                            | 1151 |
| Food Service                             | 1456 |
| Future Alumni Network                    | 1641 |
| Geology                                  | 2141 |
| Health Services                          | 1470 |
| History                                  | 2060 |
| Honors Program                           | 1342 |
| Housing                                  | 1065 |
| Human Services                           | 2116 |
| Ichabod Service Center                   | 1188 |
| Information Systems & Services           | 2066 |
| International Programs                   | 1051 |
| International Student Services           | 1051 |
| Kinesiology                              | 1459 |
| Leadership Institute                     | 2000 |
| Learning in the Community (LINC)         | 2287 |
| Library, Law                             | 1088 |
| Library, Mabee                           | 1485 |
| LINC                                     | 2287 |
| Mabee Library                            | 1485 |
| Mass Media                               | 1836 |
| Mathematics & Statistics                 | 1491 |
| Memorial Union                           | 1454 |
| Modern Languages                         | 1714 |
| Multicultural Affairs                    | 1622 |
| Music                                    | 1511 |
| Nursing                                  | 1525 |
| Personal Counseling                      | 1450 |
| Philosophy                               | 1542 |
| Physics                                  | 2141 |
| Police                                   | 1153 |
| Political Science                        | 1737 |
| President’s Office                       | 1556 |
| Psychology                               | 1564 |
| Psychology Services Center               | 1750 |
| Registrar                                | 1074 |
| Residential Living                       | 1065 |
| Review, Washburn                         | 2506 |
| rotc, Army                               | 1945 |
| School of Applied Studies                | 1282 |
| School of Business                       | 1308 |
| School of Law                            | 1060 |
| School of Nursing                        | 1525 |
| Social Work                              | 1616 |
| Sociology/Anthropology                   | 1608 |
| Student Activities & Greek Life          | 1723 |
| Student Health Services                  | 1470 |
| Student Life                             | 2100 |
| Student Publications                     | 2506 |
| Student Recreation & Wellness Center     | 1314 |
| Student Services                         | 1629 |
| Student Success                          | 2299 |
| Theatre                                  | 1639 |
| Tutoring Services                        | 1980 |
| Union                                    | 1454 |
| University Honors Program                | 1342 |
| University Police                        | 1153 |
| University Relations                     | 1154 |
| Veterans Affairs                         | 1629 |
| Washburn Student Gov’t. Assoc.           | 1169 |
| Writing Center                           | 1550 |