

Fall 2018

REGISTRATION INFORMATION GUIDE

WASHBURNTM

UNIVERSITY

THIS GUIDE DOES NOT CONTAIN THE COURSE SCHEDULE

*For the most current course, room and instructor information, select **Search For Available Courses** on the Student Academics or Faculty tab on My Washburn OR Go to www.washburn.edu/schedule and select "Course Schedule (updated nightly)" for Fall 2018*

Questions and comments should be directed to:
Janet Schneider, Academic Scheduling, janet.schneider@washburn.edu

DATELINE

<i>March 27</i>	<i>Advance Web Registration begins for students enrolled in Fall 2018</i>
<i>August 18</i>	<i>CLASS WORK BEGINS</i>
<i>March 31</i>	<i>Open Registration begins for returning and Fall 2018 students who did not advance register</i>
<i>September 3</i>	<i>Labor Day Holiday No classes, Offices closed</i>
<i>September 7</i>	<i>Last day to initiate an enrollment</i>
<i>October 20-23</i>	<i>Fall Break Begins – No Classes</i>
<i>October 24</i>	<i>Classes Resume</i>
<i>November 21</i>	<i>Thanksgiving Break – No Classes</i>
<i>November 26</i>	<i>Classes Resume</i>
<i>December 7</i>	<i>Class Work Ends</i>
<i>December 8-14</i>	<i>Final Exams Week</i>
<i>December 14</i>	<i>Washburn University Commencement Ceremonies</i>

See the online 2018 Fall Semester Calendar for a complete listing of all important dates, including dates for payment of tuition and fees.

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu. For the full non-discriminatory policy visit: <http://www.washburn.edu/faculty-staff/human-resources/wuprpm/a-general-topics-regs.pdf#page=3>

2018 FALL SEMESTER CALENDAR

March	27	Ichabod Shop Begins accepting textbook pre-orders for Fall 2018
March	27-30	Advance Web Registration begins for Fall 2018 – by Classification Schedule only for students enrolled in Spring 2018.
March	31	Open Registration begins for Fall 2018 for new, returning, and Spring 2018 students who did not advance register
May	1-31	Open Registration for Fall 2018 Continues
June	1-30	Open Registration for Fall 2018 Continues
July	1-31	Open Registration for Fall 2018 Continues
July	13	Last day to submit textbook pre-orders to the Ichabod Shop for Fall 2018
July	23-27	Fall 2018 Tuition/Fee Assessment appears on student accounts (approximately)
August	1-17	Open Registration for Fall 2018 Continues
August	9	Course materials available at the Ichabod Shop
August	18	Fall Semester Classes Begin (excluding Law students)
August	24	Last day to change from audit to graded or A/Pass/Fail status. Last day to enroll in a course without instructor's permission. Last day for a full refund, with receipt, for Fall course materials at the Ichabod Shop
August	31	Last day to receive 100% tuition refund. (Activity Fees are NOT refunded) Last day to set up payment plan.
September	3	Labor Day Holiday (University Closed Monday)
September	4	Classes Resume
September	7	Last day to initiate enrollment.
September	7	Last day to change from grade or A/Pass/Fail status to audit
September	7	Last day to submit an APPLICATION FOR GRADUATION for FALL GRADUATES
September	7	Last day for 40% Tuition Refund (Activity Fees are NOT refunded)
September	14	Last day for 20% Tuition Refund (Activity Fees are NOT refunded)
October	17	Freshmen Mid-Term Grades Due (10:00am)
October	20	FALL BREAK BEGINS
October	23	Spring / Summer 2019 Advance Registration Begins for students enrolled Fall 2019
October	24	Classes RESUME
October	27	Spring/Summer 2019 Open Registration Begins
November	2	Last Day to Withdraw
November	15	Priority Date for 2019-2020 Federal Campus-Based Financial Aid
November	21	Thanksgiving Student Recess Begins
November	21 – 25	Thanksgiving (University Holiday – classes also not held on Saturday)
November	26	Fall classes resume and Success Week Begins
December	1 – 31	Open Registration for Spring and Summer 2019 continues (including weekends)
December	10 - 17	Fall Sell Back – sell your books back at the Ichabod Shop
December	7	LAST DAY OF FALL SEMESTER CLASSES
December	8-14	Final Exams (excluding Law students)
December	14	END OF FALL SEMESTER - FALL COMMENCEMENT - SCHOOL of NURSING RECOGNITION CEREMONY Last day to submit textbook pre-orders to the Ichabod Shop for Spring 2019
December	17-21	Spring 2019 Tuition/Fee Assessment appears on student accounts (approximately)
December	19	Deadline for submission of Fall grades on web (10:00am) AND Ichabod Shop Rental Textbooks Return Deadline
December	25 – Jan. 1	Winter Holiday Break (University Closed)

The academic and tuition refund deadlines reflected in the calendar above are for courses one semester in length. Academic and tuition refund deadlines for courses shorter than one semester will be calculated at the same ratio as the academic and tuition refund deadlines for semester courses. Specific deadlines for all courses can be found on My Washburn by selecting the Student Academics Tab and then selecting “**Last Day**” deadlines for courses under Additional Registration Information.

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Enrollment at a Glance

Advance Registration

Tuesday, March 27, 2018 – Friday March 30, 2018
(Page 6)

For: Students currently enrolled in Spring 2018

Open Registration

Saturday, March 31, 2018 – Friday, August 17, 2018
(Page 6)

For: 1) New students
2) Readmitted former Washburn students
3) Students enrolled Spring 2018 who did not
Advance Register

Procedures:

1. Fill out registration worksheet (page 14)
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

Saturday, August 18 – Friday, September 7, 2018
(Page 6-7)

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

REFUNDS

**LIABILITY FOR CHARGES/REFUND POLICY – PAGES 9 &
10
REFUND DATES – PAGE 10-11**

DISABILITY SERVICES

Qualified students with disabilities must register with the Office of Student Services to be eligible for services. For complete information, see page 22-23.

OUR MISSION

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 community.

Approved by the Washburn Board of Regents, 4/9/10

WEB ENROLLMENT

Available 8:00 a.m. on March 27, 2018 to 5:00 p.m. through September 7, 2018

Advance Registration and Open Registration for Fall 2018 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 My Washburn account. The majority of students who are currently enrolled in Spring 2018 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
- Washburn Institute of Technology students seeking an Associate Degree at Washburn University must go to Benton 306
- All students admitted by exception must go to Academic Advising, Mabee Library Room 201, in person for advising and enrollment

Registration may be unavailable when regular maintenance is scheduled, which is every Thursday from 12:01 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 CLASSIFICATION SCHEDULE, and at any time during the OPEN REGISTRATION period.

If you have a registration 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 classification schedule and Open Registration. Be certain to check again to verify that your schedule did change.

The Student One Stop in Morgan Hall 101A (Morgan Hall Welcome Center) will assist those students having difficulty enrolling.

Dates, times, and enrollment schedules may vary.

Instructions for Web Enrollment are listed on **page 5** 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 11).
- Your Admissions Acceptance Letter or email (for students admitted for the Fall 2018 term).

Obtain My Washburn Account Information (for students who do not already have a My Washburn password).

Access my.washburn.edu

Select "**Activate Account/Retrieve Account Information**"

Follow the instructions to access My Washburn

WEB ENROLLMENT INSTRUCTIONS

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 14).

Determine your course selections and include alternate courses.

Write the CRN (Course Reference Number) 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 My Washburn (my.washburn.edu) – make sure you have your WIN

My Washburn may be unavailable due to regular system maintenance on Thursdays from 12:01 a.m. to 1:00 a.m., and on Sundays from 3:00 a.m. to 10:00 a.m.

Select **Student Academics Tab** at top of screen

Select **Register for Courses/Add or Drop Classes** in the left column under the Registration Link in the Registration and Academic Information box.

3. BUILDING YOUR COURSE SCHEDULE

Choose **Select Term**.

Choose **Fall 2018** from the pull-down menu and 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.

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. To change a grading mode, students must change a course **in person** in the **Student One Stop** in **Morgan Hall 101A** (Morgan Hall Welcome Center) or **email** a request from their My Washburn account to enrollment@washburn.edu. To increase the number of credit hours of a course, students must use the Late Add option. (See LATE ENROLLMENT – Instructor's Permission Required.) To decrease the number of credit hours of a course, students may make the change in person or by sending an email as described previously.

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.

6. PAY FOR THE TERM

PAYMENT IN FULL MUST BE MADE by Friday, August 31, 2018.

Accounts must be fully paid or set up in a payment plan to avoid late fees charged according to enrollment (\$25 for each 3 credit hours to a maximum of \$100). Options for payments made to the Business Office include:

- At the **cashier windows** in **Morgan Hall 103** (east of the lobby) during **business hours** (Monday, Tuesday, Thursday and Friday – 7:30 a.m.-5:00 p.m., and Wednesday – 9:00 a.m. – 5:00 p.m.) by cash, paper check, money order, or PIN-based debit cards.
- **Online** – Webcheck, debit, and credit card* payment options available online through WU-View (go to my.washburn.edu and then to the Financial Services tab). **Online credit card payments will be charged a credit card convenience fee of 2.75% of the amount being paid (minimum of \$3.00) to cover processing costs.*
- **Payment plan** – available online through WU-View. Must be set up by August 31, 2018.
- **Third party payments** – provide an authorization to the Business Office to invoice a third party payer. Authorization must be provided before the published payment deadlines in order to avoid late fees

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

ADVANCE REGISTRATION

March 27 through March 30, 2018

Advance Registration is for eligible students who are currently enrolled at Washburn University during Spring 2018. 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. Your registration timeframe is based on your classification.

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

Classifications: Freshman 0 to 29 credit hours
 Sophomore 30 to 59 credit hours
 Junior 60 to 89 credit hours
 Senior 90 or more credit hours
 Graduate pursuing graduate courses/degree

- You may register on your assigned dates according to your classification, which includes your current courses in progress. You may also register after your specified classification two-day block. Please note that Advance Registration is closed during the weekend.
- Non-degree seeking students will be classified according to their completed and in-progress credit hours.

REGISTRATION ASSISTANCE
 STUDENT ONE STOP
 MORGAN HALL 101A (MORGAN WELCOME CENTER)
 (785) 670-1074

UNIVERSITY SERVICE ADVISORS WILL BE AVAILABLE TO ANSWER QUESTIONS OR TO PROVIDE ASSISTANCE.

CLASSIFICATION SCHEDULE

Undergraduate students will be able to register on their assigned dates of the Classification Schedule after their Classification Schedule and during Open Registration. Graduate students may register on any of the dates below and during Open Registration.

Seniors:	March 27	Sophomores:	March 29
Juniors:	March 28	Freshmen:	March 30

OPEN REGISTRATION

March 31 at 8:00 a.m. to August 17, 2018 at 5:00 p.m.

For:

- All Washburn University students enrolled for Spring 2018 who did not advance register;
- Former students who have been readmitted to Washburn 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 in Morgan Hall 100 for application processing and enrollment instructions. Then, the Student One Stop will process the student's enrollment.

IMPORTANT: Students participating in Enrollment must make certain that they have **obtained their WIN and My Washburn account information** before registering on the Web. See **BEFORE YOU CAN ENROLL ON THE WEB** on page 4 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.

- The groups of students listed under **Facts You Need to Know** on page 4 will need to enroll **in person**.

LATE ENROLLMENT

Late enrollment is for students who did not enroll before August 18, 2018.

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

To complete any enrollment process online, you will need the Advising PIN obtained from your Academic Advisor.

LATE ENROLLMENT (Instructor's Permission NOT Required)

Web Enrollment: Saturday, August 18 through Friday, August 24, 2018

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

LATE ENROLLMENT (Instructor's Permission Required)

Web Enrollment: Beginning Saturday, August 25, 2018

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

- Log into your My Washburn account
 - Click on the **STUDENT ACADEMICS** tab
 - Click on **REGISTER FOR COURSES/ADD OR DROP CLASSES**
- Select semester and click **SUBMIT**
- Enter your alternate **PIN** (issued to you by your advisor) and click **SUBMIT**
- Look for:
 - Late Adds** (opens in a new window)
 - Only for courses in progress that require instructor's permission
 - Click on **LATE ADDS**, complete the form and submit

Once you submit your request, an email message will automatically go to the instructor. The instructor will approve or deny your request. An email will be sent to you informing you of his/her decision.

Courses that are late adds will not immediately appear on your schedule. Processing will be complete in one to two days.

Note: Students may drop individual courses on online using their My Washburn account through Friday, August 17, 2018. Students may NOT withdraw from individual courses online after August 17, 2018. Instead, contact the Student One Stop at 785-670-2162.

To withdraw from all courses or your last/only course for the term contact Mallory Riley in the Center for Student Success and Retention at 785-670-2098. You cannot withdraw from your only/last course for a term online.

ENROLLMENT GUIDELINES FOR STUDENTS

1. No student may enroll for more than 20 hours without the consent of the Dean of the academic unit where the student is declared. (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. Any undergraduate course in which the student receives a C or better may be repeated with the approval of the Department Chair. 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 freshman is limited to 17 credit hours per semester except under approval by the faculty advisor and the appropriate Dean.
4. Freshmen whose last names begin with A-K take EN101 during the fall semester, and those L-Z during the spring semester.
5. A/pass/fail option may be selected for one course outside the major area of study for students with 24 hours and a 2.0 GPA. Through **November 2, 2018** (for a 16-week course), 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 semester (in addition to any courses taught only A/pass/fail) may be selected.
6. Students enrolled for Audit may convert to credit status by **August 24, 2018**. Students may not change from grade or A/pass/fail to audit after **September 7, 2018**.
7. Students withdrawing from 16-week courses through **August 24, 2018** will not have W's recorded on their transcripts.

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 Washburn 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 that Washburn University will continue to have the financial resources necessary to provide the quality education students expect to receive.

Tuition & Fees – 2018-2019 Academic Year

Tuition and fees are established by the Washburn University Board of Regents and are subject to change by the Board of Regents. Updated rates are typically available by June 1.

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 enrolled, you are liable for all charges – see

washburn.edu/business-office for specific information and important dates.

The tuition and fee schedule below will be in effect from Fall 2018 through the Summer 2019 terms.

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)

Kansas Resident*	\$292 per credit hour
Non-Resident**	\$661 per credit hour

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

Kansas Resident*	\$402 per credit hour
Non-Resident**	\$817 per credit hour

School of Business – Traditional Courses

Kansas Resident lower division*	\$292 per credit hour
Kansas Resident upper division*	\$374 per credit hour
Non-Resident lower division**	\$661 per credit hour
Non-Resident upper division**	\$743 per credit hour
Masters in Business (MBA) –Resident*	\$504 per credit hour
Masters in Business (MBA) – Non-Resident	\$872 per credit hour
Masters of Accountancy (MAcc) –Resident*	\$504 per credit hour
Masters of Accountancy (MAcc) – Non-Resident	\$872 per credit hour

School of Nursing – Traditional Courses

Kansas Resident*	\$353 per credit hour
Non-Resident**	\$736 per credit hour

School of Applied Studies

Bachelor of Health Sciences (online)	\$378 per credit hour
CLS/CT/MRI & Sonography	\$393 per credit hour
Radiation Therapy	\$368 per credit hour

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

PLAN 2+2	\$378 per credit hour
Online Courses	
Undergraduate – Resident*	\$378 per credit hour
Undergraduate - Non-Resident**	\$378 per credit hour
Graduate – Resident*	\$513 per credit hour
Graduate – Non-Resident	\$513 per credit hour
Distance Education	
Undergraduate	\$378 per credit hour
Graduate	\$513 per credit hour

School of Business – Online Courses

Undergraduate Resident lower division*	\$378 per credit hour
Undergraduate Resident upper division*	\$460 per credit hour
Undergraduate Non-Res lower division**	\$378 per credit hour
Undergraduate Non-Res upper division**	\$460 per credit hour
Graduate – Resident*	\$588 per credit hour
Graduate – Non-Resident	\$588 per credit hour

School of Nursing – Online Courses

Undergraduate – Resident*	\$637 per credit hour
Undergraduate – Non-Resident**	\$637 per credit hour
RN to BSN	\$225 per credit hour
Graduate – Resident*	\$637 per credit hour
Graduate – Non-Resident	\$637 per credit hour
Psyc Mental Health NP – Resident*	\$637 per credit hour
Psyc Mental Health NP – Non-Resident	\$637 per credit hour
Doctorate of Nursing Practice – Resident*	\$637 per credit hour
Doctorate of Nursing Practice – Non-Resident	\$637 per credit hour
Early Start Option/CEP	\$146 per credit hour
Early Start Option Online	\$189 per credit hour

*Resident qualifications are defined in the University Catalog.

**All undergraduate classes are billed at the resident rates during the summer term.

Activity Fees (except School of Law)

Activity fees are charged regardless of whether the courses are on-campus or off-campus. Activity fees are non-refundable after the term begins.

	Undergrad/Grad
More than 0.5 credit hours	\$55

Payment of Tuition

The University reserves the right to correct clerical errors.

Fall 2018 tuition and fees must be paid in full by **Friday, August 31, 2018** or a payment plan must be set up. Fall 2018 charges and payments will be assessed to registered students in late July and automatically thereafter as enrollment occurs or changes. See full details of payment options in the Web Enrollment Instructions. Students who have completed advance/open registration but do NOT intend to attend Washburn during the Fall 2018 term **MUST drop their courses. Students MUST withdraw to avoid charges for which they will be liable.**

Students who plan to withdraw from all registered courses, or the last/only course for a given term must contact Mallory Riley in the Center for Student Success

and Retention at 785-670-2098 for assistance. You cannot drop your last/only class online.

Beginning summer 2018, students who plan to withdraw from all registered classes, or the last/only registered course for a given term must withdraw from the University by visiting Mallory Riley in the Center for Student Success and Retention in the Maybe Library.

Students who are out of town may call Mallory Riley at 785-670-2098 for assistance over the phone. If there is no answer, please leave a message with your name, WIN, return-call phone number and a brief message.

Students who stop attending, but do not go through the Complete Withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the course(s).*

*Please see the Semester Calendar on page 2 of this Registration Information Guide for tuition refund dates and applicable percentages.

For payment, Washburn University accepts cash, paper checks, money orders, PIN-based debit cards, and employer authorizations in person at the cashier windows in Morgan Hall 103-O. Checks or money orders (payable to Washburn University) can be mailed to the Business Office. For online payments in WU-View, webcheck, debit card, and credit card* payments are accepted. No credit card payments are accepted at the cashier window or by phone. Please take into account that checks received at the cashier window and webcheck payments submitted online are sent to the bank electronically on a daily basis. If a student or parent remits a check that is returned for insufficient funds, no personal check or webcheck payment will be accepted to repay that obligation. Any scholarships, grants, or loans released by the Financial Aid Office 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 My Washburn student account.

If a student cannot pay the full amount of tuition and fees prior to the first class, payment plans of three or four installments are available via WU-View. A student must enroll in a payment plan by the term payment deadline of August 31, 2018. No interest is charged for an installment plan but a \$30 set up fee will be charged.

Through WU-View, students and authorized users have the ability to check the current balance and monitor all charges and payments.

It is the student's responsibility to pay all outstanding charges or to set up a payment plan by the payment deadline of Friday, August 31, 2018.

**WU-View – Washburn Online Account Info
NOTIFICATIONS OF FINANCIAL COMMITMENT ARE
MAILED EARLY IN THE FALL AND SPRING TERMS ONLY.**

ELECTRONIC BILLS ARE SENT TOWARDS THE END OF EACH MONTH TO ALL STUDENTS WITH A BALANCE DUE.

Log into **My Washburn**, go to the **Financial Services** tab, and click on **WU-View** in order to:

- ❖ Print Statements of Account from the web for your records, for 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. The setup fee becomes part of the plan balance.
- ❖ Set up a direct deposit account for refunds of excess financial aid.
- ❖ Set up a saved payment method using a checking or savings account, debit or credit card*
- ❖ Set up parents or others as authorized users. Those authorized users can then:
 - View the student's financial account;
 - Receive copies of eBills generated each month;
 - Set up automatic payment arrangements or make online payments
 - Discuss the student's account with the Business Office.

***Online credit card payments are charged a credit card convenience fee of 2.75% of the amount being paid (minimum fee of \$3.00) to cover processing costs.**

WU-View eBills are sent to a student's Washburn email account near the end of each month throughout the semester and **reflect activity only up to the time the eBill is generated.** Check **Current Activity** to see the most recent activity on the account. Authorized users (in WU-View) will receive these eBills as well, unless the student revokes the authorization.

Information accessed via the web is the most current available to the student. **Students should check their account balances periodically to watch for changes to their account.**

Liability for Charges

Once a student has enrolled in classes, he/she is **liable for tuition and fee charges unless the student withdraws from classes via the web prior to the start of class.**

Activity fees are non-refundable once the term begins. Tuition charges for courses from which a student has withdrawn will be removed from the student account according to the following schedule* for Fall 2018:

Through August 31, 2018.....	100%
September 1 – September 7, 2018.....	40%
September 8 – September 14, 2018.....	20%
After September 14, 2018.....	0%

***Tuition charges for classes that are LESS than full term from which a student has withdrawn will be removed according to a prorated schedule available on the Business Office website under Tuition Refunds/Refund Dates by Course. 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 he/she has enrolled, it may be necessary to return all or a portion of the Title IV financial aid (Pell, SEOG, and loans) received for the term as required by Federal regulations. This means that if the student was refunded excess financial aid, he/she will have to repay Washburn University for the amount of aid that has been returned.

Students who plan to withdraw from all registered courses, or the last/only course for a given term must contact Mallory Riley in the Center for Student Success and Retention at 785-670-2098 for assistance. You cannot drop your last/only class online.

Beginning summer 2018, students who plan to withdraw from all registered classes, or the last/only registered course for a given term must withdraw from the University by visiting Mallory Riley in the Center for Student Success and Retention in the Maybe Library.

Students who are out of town may call Mallory Riley at 785-670-2098 for assistance over the phone. If there is no answer, please leave a message with your name, WIN, return-call phone number and a brief message.

Students who stop attending, but do not go through the Complete Withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the remaining course(s).*

*Please see the Semester Calendar on page 2 of this Registration Information Guide for tuition refund dates and applicable percentages.

Please note that the Student Activity Fee (not applicable for summer courses) is only refundable up to the first day of the term and is non-refundable once the term 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 refunding excess financial aid to the student is via direct deposit to a checking or savings account, (which the student sets up in **WU-View**, Electronic Refunds). Parents will receive refunds from Parent PLUS loans in the form of a check sent by mail only.

Students who do not have direct deposit may pick up a check. Specific dates, times and places for that process are posted on My Washburn and on the Business Office Web page (washburn.edu/business-office). Students may also request that a check be mailed. Students can update their mailing address through their My Washburn account. **PLEASE** make sure that your address information is correct. Checks not picked up after 7 to 10 business days are mailed to a student's **current** address if one is available.

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, he/she 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 program office 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. **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 by the payment deadline. Students who do not meet this deadline are charged a single late fee **according to the number of credits** in which they are enrolled:

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

Delinquent installment fees are applied to those students who are enrolled in a payment plan but have not paid their installment payment on or before the due date specified. Delinquent payment fees are \$25.00 for each late installment.

Installment payments can be made at the cashier windows, Morgan Hall 103 (east of the main lobby) during regular business hours. Payments can also be made by mail or 24/7/365 via WU-View. No payments can be made over the telephone.

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 **August 31, 2018 deadline**. If the application 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 that will not be covered by financial aid by the payment deadline 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).

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.

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 – your cards will be automatically electronically updated for current student access after you have paid your fees. You do not need to stop in the office. **We observe University Holidays** **Extended operating hours are available during enrollment. Please call for dates and times (785) 670-1188 or visit www.washburn.edu/icard**

Deposit money on your iCard for use on purchases at participating University locations: Dining Services, Ichabod Shop, University 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 meal plan access for residence hall students and door access on campus.

By opening a US Bank account you can turn your iCard into your ATM/debit card and/or student checking account. US Bank has made it easy for you to manage your money with a great student checking account.

Ichabod Service Center (785) 670-1188

www.washburn.edu/icard

Regular business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

UPDATE YOUR PERSONAL INFORMATION ON THE WEB

Students may update their permanent, current, and emergency contact addresses, as well as their personal email using the Web. To **update** your address information and your directory profile:

1. Log in to **My Washburn** (my.washburn.edu).
2. Select the **Student Academics Tab** at the top of the pages
3. Select **Update Your Address Information** under **University Registrar Links** in the **Registration and Academic Information** box in the left column.

FALL COURSE LISTING

Fall 2018 course listings are located online at washburn.edu/schedule in the following forms:

- Online Course Schedule (updated nightly)
- Course Descriptions and Availability (updated as changes occur)

CURRENT AND ADMITTED STUDENTS

- On my.washburn.edu, go to the **Students Academics Tab**
- In the **Registration and Academic Information** section at the top of the left column:
 - Under **Registration**, select **Search for Available Courses** (and then select the appropriate semester), OR
 - Under **Additional Registration Information**, select **Course Schedule and Registration Information Guide**, then select **Course Schedule (updated nightly)** under the appropriate semester or term.

FACULTY

- On my.washburn.edu, go to the **Faculty Tab**
- Under **Student Advising** in the right column select:
 - **Course Schedule and Registration Information Guide**
then select **Course Schedule (updated nightly)** under the appropriate semester or term, OR
 - **Search for Available Courses** (and then select the appropriate semester)

GENERAL PUBLIC

- Go to washburn.edu/schedule
- 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 Academics Tab**
- In the **Registration and Academic Information** section at the top of the left column under **Registration**, select **View Detail Course Schedule**
- Select term **FALL 2017** – 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 CURRENT ROOM ASSIGNMENTS.

FACULTY

- On my.washburn.edu, go to the **Faculty Tab** and under **Faculty Assignments and Rosters**, select **View course schedule for a particular term**, OR
- On the **Faculty Schedule Channel** in the center column, enter the beginning date of the session or term in the **Search** box, select **Go** and then select **Weekly View** for class assignments

ADVISING LOCATIONS AND STUDENT REGISTRATION WORKSHEET

UNDECLARED, HIGH SCHOOL, INTERNATIONAL, AND WASHBURN TECH STUDENTS:

HIGH SCHOOL STUDENTS:	Admissions Office, Morgan Hall 100 (785/670-1030)
INTERNATIONAL STUDENTS:	International House (785/670-1051)
WASHBURN TECH STUDENTS:	Dean's Office, School of Applied Studies, Benton Hall 306 (785/670-1282)
UNDECLARED STUDENTS:	Academic Advising, Mabee Library 201 (main floor) (785/670-1942)

DECLARED STUDENTS:**School of Applied Studies**

- BE107 Allied Health (785/670-2170) (Clinical Laboratory Science, Computed Tomography, Diagnostic Medical Sonography, Health Information Technology, Health Services Administration, Magnetic Resonance Imaging, Medical Imaging, Occupational Therapy Assistant, Physical Therapist Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy, Surgical Technology, Technology Administration)
- BE201 Criminal Justice/Legal Studies (785/670-1411)
(Criminal Justice, Legal Studies, Military & Strategic Studies)
- BE306 Dean's Office (785/670-1282) (Banking, Design Technology, Industrial Technology, Office Administration)
- BE311 Human Services (785/670-2116)
- BE412 Social Work (785/670-1616)

College of Arts and Sciences

- AB101 Art (785/670-1125)
- ST210 Astronomy, Physics (785/670-2141)
- GC133 Bachelor of Integrated Studies (785/670-2245)
- ST202 Biology (785/670-2077)
- ST312 Chemistry (785/670-2270)
- MO206 Communication (785/670-2230)
- ST304 Computer Information Sciences (785/670-1739)
- CA202 Education (785/670-1427)
- MO237 English (785/670-1441)
- HC311 History (785/670-2060)
- PC201 Kinesiology (785/670-1459)

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

Accounting, Economics, Finance, General Business, Management, Marketing, International Business, Entrepreneurship & Innovation, MBA, MAcc

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

- HC316 Mass Media (785/670-1836)
- MO209 Master of Liberal Studies (785/670-1636)
- MO250 Mathematics & Statistics (785/670-1491)
- MO350 Modern Languages (785/670-1714)
- GC211 Music (785/670-1511)
- MO206 Philosophy, Religion (785/670-1542)
- HC215 Political Science, Public Admin (785/670-1737)
- HC211 Psychology (785/670-1564)
- HC218 Sociology, Anthropology (785/670-1608)
- GC133 Theatre Arts (785/670-1639)

Online credit courses are available in a variety of subjects. These courses require that you have access to the Internet or use campus computer labs to access **Desire2Learn** course materials. Some of the courses may require periodic on-campus sessions or proctored exams.



To view the list of online courses, go to

washburn.edu/schedule and click the **Course Schedule** link for the proper term. You may enroll in an online course the same way you enroll in any other WU credit course (refer to the registration section of the Registration Information Guide for specific enrollment information). To access online courses, faculty and students should login to My Washburn at **<https://my.washburn.edu>**. Direct access to your online courses is located on the MyCourses tab in My Washburn by clicking on the course name. Online courses may also be accessed directly through **Desire2Learn** at **<https://d2l.washburn.edu/>**. Login using your My Washburn username and password. Students should also change their My Washburn time out setting from the default value in "My Account Preferences" inside My Washburn 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 **Online Student Resource Center**. To access the **Desire2Learn Orientation**, within D2L, select My Home in the upper left. From the Table of Contents, select the **Desire2Learn Orientation** module. The D2L Help Files link in the upper right everywhere in D2L directs students to additional resources from Desire2Learn. Students new to online classes are strongly encouraged to review the orientation material before or during the first week of classes.

The student training and orientation covers each of the tools and answers some of the most commonly asked questions. For technical support with online classes email **online-ed-support@washburn.edu** or call (785) 670-2381. Phone support is available Monday through Thursday, 8 a.m. – 9 p.m. central time, and Friday, 8 a.m. – 5 p.m. Email support is available all the time except for official holidays and University closings. Online Education Support staff will answer emails within 24 hours.

THE WASHBURN TRANSFORMATIONAL EXPERIENCE (WTE) AT WASHBURN UNIVERSITY

The Washburn Transformational Experience (WTE) is a one-of-a-kind program available to all Washburn University undergraduate students. The main objective of the WTE program is to transform students into a new kind of individual (i.e., think or act in a way different from before). The WTE goes beyond the everyday classroom experience. Students, under the guidance of a faculty member of their choosing, have the opportunity to participate in an activity that reflects their interests and that will enhance their lives. Students are strongly encouraged to complete more than one of the transformational experiences listed below. Students interested in completing a WTE should contact a faculty member of their choice or the appropriate WTE Area Director (below).

Community Service

Dr. Rick Ellis, Benton Hall 405, (785) 670-1950

***Purpose:** Students who have engaged with faculty members and other students in significant, meaningful community service, and who have been guided to reflect on the power and purpose of these experiences, graduate from the University as citizens who are not resigned to accepting the community as it is but have a vision for how they can help make the community better.*

International Education

Baili Zhang, International House, (785) 670-1051

***Purpose:** Students who have studied abroad or been thoroughly exposed to the richness of history and culture beyond our shores graduate from the University ready to contribute to a fast-paced global society in which information is delivered instantly around the world.*

Leadership

Dr. Michael Gleason, Benton Hall 408, (785) 670-2001

***Purpose:** Students who serve in leadership roles are transformed by improved self-understanding derived from practical experience and examination of inspirational examples of selfless leadership service; they graduate from the University as citizens who recognize the abundance of leadership opportunities and are ready to accept the mantle of responsibility that comes with these opportunities.*

Scholarly or Creative

Dr. Mike Russell, Henderson 211, (785) 670-1566

***Purpose:** Students who have engaged with faculty members to advance knowledge, to create music or art or literature, or to participate in other experiences that require a high level of intellectual stimulation or achievement, graduate from the University prepared to solve increasingly complex problems and to sort through complex and sometimes contradictory information in order to gain fresh insight.*

The specific requirements for each WTE can be located at washburn.edu/wte.

GENERAL INFORMATION

For complete University policies and procedures, see the University Catalog

Admissions

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 have not been enrolled over the past two calendar years. An Application for Admission can be accessed online at washburn.edu/admissions. Returning students who were enrolled after 2004 can complete the online form to have their account reactivated if they will be staying within the same classification. If a student was classified as Non-degree seeking and wishes to become degree seeking, they must fill out a new application for admission.
2. An application fee of \$20 must be paid online, with a credit/debit card, or mailed for all first time degree seeking undergraduate 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. Students under 21 who have less than 24 hours of transferrable college credit must provide an ACT score. All direct from high school students must provide an ACT score regardless of number of college credits.
6. Official transcripts are desired to be on file by the first week of January. Applications received after January 2 will be reviewed for acceptance. File evaluation will depend on when the student applied and transcripts are received.
7. **Regular Admission for High School and Home school Students:**
Students meeting one of the following criteria will be granted admission:
 - High School GPA ≥ 3.50 on a 4.00 scale OR;
 - ACT Composite Score ≥ 23 OR;
 - ACT Composite Score 19-22 and High School GPA ≥ 2.50 on 4.00 scale OR;
 - ACT Composite Score 16-18 and High School GPA ≥ 3.00 on 4.00 scale OR;

Admission Exceptions for High School and Home school students

Students not meeting Regular Admission may be granted admission by exception. Applicants admitted by exception are required to participate in the Passport for Success Program or The Ichabod Ignite Program. This passport may include for example:

- Mandatory Multi-Session per Semester Advising. These three or four per semester sessions will include academic assessment, program and degree planning.
- Limit on Number of Semester Hours: 12 semester credit hours per semester during their first year. (Exceptions will be made upon approval by the academic advisor).

- Required participation in study skills, career planning, test taking and other seminars offered by the Office of Academic Advising/Center for Student Success
- Tutorials required as needed.
- Mid-Term Grade Checks.

Students graduating from an Unaccredited High School or Home school Curriculum:

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 for course content and completion.

Home schooled students with an ACT composite score less than 21 are required to submit a General Educational Development (GED) test score.

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 diploma and official ACT report of scores.

Adults (21 years or older):

Students who are 21 years of age or older by September 1 for the fall term, February 1 for the spring term or June 1 for the summer term who will be transferring less than 24 completed hours from a postsecondary institution.

Regular Admission Adults (21 years or older): Student must have graduated from an accredited high school **OR** Student must have earned an acceptable GED score.

Transfer Students

Transfer students who have attended a postsecondary institution must submit an official transcript from each regionally accredited postsecondary institution previously attended. To be official, transcripts must be sent directly from each school to the Office of Admissions at Washburn University. Faxed transcripts are not considered official. If the student has completed fewer than 24 college or vocational hours and is degree seeking, additional material maybe required for admittance.

Entering degree seeking transfer students must have an application, \$20 processing fee, and all transcripts on file in the Office of Admissions by the respective beginning term deadline. Those students unable to meet the minimum admissions standards due to unusual circumstances may be considered on a case-by-case basis by the Director of Admissions. Transfer students desiring additional information should call (785) 670-1030.

Regular admission for transfer students is based on number of hours completed and cumulative GPA.

- 1-29 cumulative hours ≥ 1.8 cumulative GPA
- 30-59 cumulative hours ≥ 1.9 cumulative GPA

Transfer students who do not meet the regular admissions standards can be admitted by exception. The acceptance is based on number of hours completed and cumulative GPA.

- 0-23 cumulative hours ≤ 1.79
- 24-29 cumulative hours ≥ 1.6 -1.79 cumulative GPA
- 30-59 cumulative hours ≥ 1.7 -1.89 cumulative GPA
- 60-89 cumulative hours ≥ 1.8 -1.99 cumulative GPA
- 90+ cumulative hours ≥ 1.9 -1.99 cumulative GPA

Credits and grades earned in courses which are not acceptable from a transfer school will not be counted in the final grade point average or total hours earned at Washburn University.

To determine whether transfer coursework has been approved as satisfying Washburn University's general education program, students can access the on-line transfer guide at washburn.edu/transfer-guide. A general education transfer application process is available to students who believe a transfer course meets the spirit and intent of the Washburn University general education criteria. The application is available at washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/gen-ed-transfer-petition.pdf. Students should work through their academic advisors to pursue this option.

Transfer students who have completed a baccalaureate degree at an accredited institution of higher education are considered to have satisfied general education requirements, and are therefore not required to meet Washburn University's specific general education requirements.

This includes all aspects of the general education degree requirements and the University requirements. Courses satisfactorily completed in the Arts & Humanities, Social Sciences, and Natural Sciences & Mathematics as part of an AA or AS will be accepted towards credit in the appropriate general education distribution area. Washburn baccalaureate graduates who are returning to pursue an additional degree are considered to have satisfied general education requirements in the same manner as transfer students.

At least 60 hours of the 124 hours required for the baccalaureate degree must be taken at a 4 year college or university.

Returning Student Reactivation

Students who attended Washburn University after 2004, and wish to come back, may be eligible to complete the reactivation process. Those wanting to go through this process must submit the online reactivation form (<http://washburn.edu/admissions/apply.html>) and an official transcript from each regionally accredited post-secondary institution attended, if not previously submitted. A letter and email will be sent to students within 3-4 business days notifying them of their status and additional instructions.

Students will be reactivated in the same status in which they left. Any student who wishes to change statuses (e.g. non-degree seeking to degree seeking, undergraduate level to graduate level, or from a high school student to a regular undergraduate student) must submit a new application for admission. Students who were academically suspended may use this form, but must contact the Advising Office (785 670-1942 or advising@washburn.edu) to complete the process for academic reinstatement. These students will not be reactivated until approval for reinstatement is received.

Returning students desiring additional information should contact the Student One Stop at (785) 670-2162.

Academically suspended students who have not attended Washburn for at least one full semester (not including the summer session) may be eligible for academic reinstatement. For information, please call the Advising Office, (785) 670-1942, or email advising@washburn.edu.

Non-degree seeking individuals or non-credit community auditors are required to submit an application only.

High School students may enroll for 6 hours maximum after submitting an Application for Admission and a completed Request to Enroll Form. Senior Academy students can be enrolled in more than 6 hours.

***Transcripts:** To be official, transcripts **must be sent directly** from each previously attended institution to the Office of Admissions.

Financial Aid

Washburn University provides financial aid assistance through scholarships, state programs, federal grants, federal work study, and federal student loans. Washburn University Academic Scholarships may be available to undergraduate students who meet the minimum cumulative GPA requirement, enrollment criteria and the priority date of December 1 based on availability of funds. In addition, Washburn University academic departments award scholarships to students who have special talents or skills. Check your academic department's webpage to find out more about their scholarship opportunities and deadlines. Washburn University Academic Scholarships are available up to a maximum of eight undergraduate semesters. To renew scholarship eligibility, students must complete the Academic Scholarship Renewal Application online at www.washburn.edu/financial-aid-forms each year by the December 1 priority date, as well as successfully complete 24 credit hours between the fall and spring semesters with the required cumulative grade point average established upon your initial scholarship award.

Federal financial aid is awarded for one year with its continuance based upon financial aid eligibility as determined by the Free Application for Federal Student Aid (FAFSA) and Satisfactory Academic Progress www.washburn.edu/financial-aid. Students must apply for financial aid each year by completing the FAFSA on the web at www.fafsa.gov. Washburn's federal school code is 001949. Beginning with the 2017-2018 academic year, the FAFSA application will be available to complete online as of October 1. For students who are eligible to receive consideration for limited campus-based funds, Washburn University encourages students to complete their FAFSA by Washburn University's November 15 priority date. Admission to Washburn University is a prerequisite for consideration of financial assistance.

All financial aid and scholarships must first apply to students' tuition and fee charges. Any excess financial aid may be issued to the student as a refund. For more information, contact the Financial Aid Office at 785-670-1151, or **stop by the Student One Stop in Morgan**.

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 schedule changes by checking your account on the Web. **DROPS AND ADDS ARE CALCULATED 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 (**pg 10**).

Making changes to your course schedule may cause a change in your financial aid and/or may cause you to have a financial obligation 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 My Washburn is correct.

Procedures for Withdrawing from Classes

Students may withdraw from semester courses on the Web until the last day to withdraw Friday November 2. 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 My Washburn by selecting the **Student Academics Tab** and then selecting **Last Day deadline for courses** under the **Additional Registration Information** section.

Procedures for Complete Withdrawal from the University

Students who plan to withdraw from all registered courses, or the last/only course for a given term must contact Mallory Riley in the Center for Student Success and Retention at 785-670-2098 for assistance. You cannot drop your last/only class online.

Beginning summer 2018, students who plan to withdraw from all registered classes, or the last/only registered course for a given term must withdraw from the University by visiting Mallory Riley in the Center for Student Success and Retention in the Maybe Library.

Students who are out of town may call Mallory Riley at 785-670-2098 for assistance over the phone. If there is no answer, please leave a message with your name, WIN, return-call phone number and a brief message.

Students who stop attending, but do not go through the Complete Withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the remaining course(s).*

*Please see the Semester Calendar on page 2 of this Registration Information Guide for tuition refund dates and applicable percentages.

Military Withdrawals

Students who are called to active duty and must withdraw from classes as a result, should contact the Student Life Office in Morgan Hall 240, (785) 670-2100.

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 (November 3). 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 Student One Stop in Morgan Hall 101 (Morgan Hall Welcome Center). 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.

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 in Morgan Hall 240, (785) 670-2100.

Attendance

Although the responsibility for withdrawing from courses rests with the student, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question.

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 University without having to reapply, and believe that they have met residency requirements as described under "Kansas Residency and Tuition Assessment" of the University Catalog, may obtain information regarding residency appeals by clicking on washburn.edu/admissions/paying-for-college/residency.html. The deadline for contacting the appropriate office and for completing and providing all necessary documentation for review is **Friday, September 14th for the Fall 2018** semester.

Final Grades

Final grades will be able to be viewed on the Web through your My Washburn account the day after semester grades are due. Grades will not be given over the telephone.

Declaring/Changing A Major

In order to ensure the early and proper selection of a field of concentration, students seeking a baccalaureate degree are required to file a declaration of major by the time they have completed 54 hours. Candidates for the associate degree must file the declaration of major at the completion of 24 credit hours. A student is free to change majors at any time, or to add a second or third major, by following the prescribed procedures. Declaration of a major is made online from the **Student Academic Tab** on My Washburn. After the information has been submitted, the student will receive an email confirming the declaration or change, and within a week, the student will receive notification on the status of the request; if approved, an advisor will be assigned. Graduate students must contact the appropriate graduate program office to declare/change their major.

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 Fall 2018 term will be **dated December 14, 2018**. All work not completed (i.e. incomplete grades, etc.) by December 14 will result

in graduating the following semester/term or later. Transfer work must be received by January 2, 2019, to count for Fall 2018 graduation.

Application for Graduation – Students who plan to complete a certificate, associate, baccalaureate, or master's degree for Fall should submit the Application for Graduation, located on the Student Academics tab in My Washburn by Friday, September 7, 2018.

Any student who does not complete graduation requirements in the semester for which they applied, must contact the University Registrar's Office at audits@washburn.edu to update their application for graduation for a later semester/term.

Diplomas

Diploma Distribution

Diplomas will be available approximately two months after each semester/term. Diplomas may be picked up in the **Student One Stop in Morgan Hall 101** (Morgan Hall Welcome Center) during regular business hours. Photo identification must be presented to obtain your diploma. Students may have diplomas mailed by completing the diploma mailing form in the Student One Stop. Students may also obtain the Diploma Mailing form by printing it after accessing washburn.edu/registrar. After printing and completing the form, return it to the University Registrar's Office by mail with the appropriate fee with your credit card information, or by bringing it to the Student One Stop in person. The fee for mailing a diploma is \$7. Diplomas are not issued if the student has outstanding financial obligations to Washburn University.

Diploma Replacement

A diploma may be replaced providing a request is made in writing. The Diploma Replacement Form is available in the **Student One Stop in Morgan Hall 101** (Morgan Hall Welcome Center) during regular business hours or it may be obtained by printing it after accessing washburn.edu/registrar. The same procedures for returning the form may be used as listed under "Diploma Distribution." The diploma replacement processing fee is \$30 for a diploma originally issued prior to the current academic year.

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 \$8. 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 Washburn University.

Transcripts may be requested in person upon showing some form of photo identification at the Student One Stop in Morgan Hall 101 (Morgan Hall Welcome Center) during regular business hours.

You may conveniently, request your Washburn transcript online through the National Student Clearinghouse system from the University Registrar's Office homepage at the following link www.washburn.edu/transcript. The National Student Clearinghouse transcript secure ordering system directs you through placing your order, including the delivery options and fees. You may request that your transcript be a paper, official mailed version or an electronic, official PDF transcript to be transmitted. Order updates are sent to you via email and text messages. You can also track your transcript order online and pay for your transcript with a major credit card or debit card.

Current students may also request transcripts by logging into My Washburn and accessing the link on the Student Academics tab. The "Transcript Request and Enrollment Verification" link is located under the University Registrar links.

Transcripts may be requested via mail. A mailed request must be sent to the University Registrar's Office. The request should include your current name, and other names while attending Washburn University, student signature, identification number/social security 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 \$8 for each transcript requested, paid at the time of request.

Checks should be made payable to Washburn University. The University accepts Visa, MasterCard, American Express and Discover (Novus). A transcript Request form may also be obtained by printing it at www.washburn.edu/registrar. It may be returned to the Student One Stop (SOS) by mail, or in person by following the relative procedures described in this section.

Transcripts may be requested online through the transcript ordering service by logging on to My Washburn and accessing the Student Academics tab. The "Transcript Request and Enrollment Verification" link is located under University Registrar links.

Classification of Students: Code/Definition

1	Freshman	29 or less hours
2	Sophomore	30-59 hours
3	Junior	60-89 hours
4	Senior	90 or more hours

Student Services

Student One Stop

Morgan Hall 101 (McPherson Commons), (785) 670-2162

Students can take care of a range of school matters related to financial aid, registration and student records in the Washburn University Student One Stop. The “one-stop” concept incorporates front-line services of the Business Office, Financial Aid Office and the University Registrar in one convenient location. Stop in Morgan Hall 101 and visit with a University Service Advisor for assistance or give us a call at (785)670-2162. You can also email us at SOS@washburn.edu. Visit washburn.edu/SOS for more information.

University Registrar’s Office

Morgan Hall 102 (785)670-1074

Students may visit us at the Student One Stop for all records and registration needs.

Office of Academic Advising

Mabee Library 201, (785) 670-1942

The Office of Academic Advising serves as a resource for high quality academic advising for the entire Washburn University community. The Office provides advising services for prospective, exploring, transfer, probationary, exception, and reinstated students and oversees both the Passport for Success and the Academic Fresh Start programs. Professional advisors assist undeclared 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-Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 5:00 p.m. in Mabee Library 201. Students may schedule appointments by calling (785) 670-1942. Daily drop-in times are also available. Visit washburn.edu/advising for more information.

University Tutoring and Writing Center

Students are encouraged to maximize their success by utilizing the tutoring services located on the upper floor of Mabee Library in The center provides assistance in many course areas and 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, contact the center at (785) 670-1980 or visit washburn.edu/tutoring.

First-Year Experience

First-Year Experience (FYE) supports the academic, social and personal transitions of all first-year students. Through collaborative efforts with faculty, staff and peer educators, FYE empowers and supports first-year students by providing intentional courses, programs and services that promote success and persistence in college. The Washburn 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.

The Harlan J. Koca Mathematics Enrichment Program – Tutor Center

Math tutors are located in Morgan Hall 252 and in the University Tutoring and Writing Center (see information above). Services

are provided on a drop-in basis and are free of charge. The Morgan Hall mathematics tutor center may be reached at (785) 670-1491. Please visit washburn.edu/academics/college-schools/arts-sciences/departments/mathematics-statistics/mathtutor.html for more information.

University Honors Program

The mission of the Honors Program at Washburn University is to provide highly motivated and academically talented students with enriched educational experiences in and out of the classroom, enabling and empowering them to realize their full potential as critical thinkers, informed global citizens, and agents of change. The program provides curricular and co-curricular experiences supporting, promoting, and rewarding excellence in academic rigor, research and scholarship, leadership, and service learning.

In pursuit of its mission, the University Honors Program provides opportunities for honors student to enrich their education through special honors sections of existing courses, special honors seminars and colloquia that satisfy general education requirements, independent research projects or other creative scholarly projects, a close working relationship with distinguished faculty, individual advising, and special intellectual, cultural, and social activities. The program fits well with Washburn University’s many four-year degree programs. The University Honors Program is committed to providing students, faculty, and staff with opportunities to develop and implement good ideas.

Entering freshman students with a minimum ACT of 28 or a minimum unweighted high school GPA of 3.5 are especially encouraged to inquire about the University Honors Program by submitting a completed application (washburn.edu/honors). Those students who demonstrate a strong probability for benefiting from, and contributing to, the program will be invited to join the community of exceptional learners. Students can choose to participate in honors at varying levels (a.k.a., tiers) as noted. Students who complete 24 hours of University Honors courses and satisfy the thesis and GPA requirements will graduate with the distinction of University Honors Graduate. Students completing 18 hours of honors credit will graduate with the distinction of University Honors Scholar. Students completing 12 hours of honors credit will graduate with the distinction of University Honors Associate. The completed tier will be reflected on students’ transcripts. Washburn University is an institutional member of both the National Collegiate Honors Council and the Great Plains Region Honors Council. For more information on the University Honors Program, contact Dr. Michael McGuire, Dean, University Honors Program, Henderson Learning Center 110, (785) 670-1342, honors@washburn.edu.

Information Technology Services (ITS)

My Washburn

My Washburn, our campus portal, is available on- or off-campus through my.washburn.edu. My Washburn provides students secure web-based access to campus news, enrollment, fee payment, financial aid and the Washburn Learning Management System (LMS). To obtain My Washburn account information, students must know their Washburn Identification Number (WIN) and Account Activation code. Visit my.washburn.edu for additional information.

Email and Calendar

Students are provided an account for email and calendar on Microsoft Office 365 at outlook.washburn.edu. Login information for email as well as access to campus computers (computer labs) can be found on the initial My Washburn page on the left column. This provides your account username and initial password. If you have changed your password and don't remember it, you will need to contact the Technology Support Center as listed below. The Office suite is available for installation on personal devices through Office 365 and while being a student. Any questions, please contact the Technology Support Center as indicated below.

Online Classes and Distance Education

Visit washburn.edu/online-education for information and support for online courses. Select the Course Schedule link and then select a specific semester to search for courses based on a variety of criteria. Courses taught online will utilize the Desire2Learn learning management system. Faculty may also choose to utilize Adobe Connect or Zoom for selected courses. On-campus courses have access to an array of online communication tools through Desire2Learn.

Wireless Access On-Campus

Wireless Access is available to students in several locations across campus and all residential living areas. Registration is required using full Washburn email address and e-mail/PC account credentials. To register, connect your device to the **Washburn** wireless network, open up a web browser and follow the instructions provided. You may also register wireless devices at netreg.nix.washburn.edu. If you need additional assistance connecting to the wireless network, contact the Technology Support Center as indicated below.

On-Campus Labs

A listing of computer lab locations is located at washburn.edu/its in the **Technology Support** section. To obtain login information for campus computers, go to my.washburn.edu and select Activate Account/Retrieve Account Information on the left side of the **My Washburn** page.

Student Printing

Students have access to free printing services in a number of campus labs and Mabee Library up to a specified free printing allowance. Visit washburn.edu/printing for more information.

Policies

All users of university computing resources are expected to abide by Acceptable Use of Computing Resource policies referenced at washburn.edu/its under the **Technology Support** section.

Technology Support Center Hours – Bennett Computer Center

For assistance with campus computing resources or general technology questions, you may contact the Technology Support Center by calling (785) 670-3000, emailing support@washburn.edu or dropping by the Support Center window in Bennett Computer Center 104.

Monday – Thursday	7:30 a.m. – 11:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 11:00 p.m.

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 University's all campus system. Deposit money on your iCard for purchases at participating

University locations: Dining Services, Ichabod Shop, University 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 provides the meal plan access and door access for campus. By opening a US Bank account you can turn your iCard into your ATM/debit card and/or student checking account. US Bank has made it easy for you to manage your money with a great student checking account.

The Ichabod Service Center also provides copy, fax, postage stamp, and notary services.

Ichabod Service Center Hours: Monday-Friday, 8:00 a.m.–5:00 p.m., washburn.edu/icard, (785)-670-1188

Student Activities & Greek Life

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

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 washburn.edu/getalife.

University Diversity and Inclusion

The Office of University Diversity and Inclusion provides leadership and support to campus and the community to address issues, policies and potential barriers to creating a welcoming and respectful environment. The Director of University Diversity and Inclusion coordinates the efforts of university committees, councils, deans, campus leaders and community stakeholders to address issues of diversity in recruitment of faculty, staff and students as well as academic programs, infrastructure and university policy.

The Office of University Diversity and Inclusion also collaborates with campus organizations and regional community organizations to develop, promote and host innovative training, programs and conferences that enhance the university climate, promote a culture of inclusion and demonstrate the university's commitment to excellence and diversity.

For more information, contact the Office of University Diversity and Inclusion in Morgan Hall 105, phone (785) 670-1622, email: diversity.inclusion@washburn.edu or visit us on the Washburn University webpage.

www.washburn.edu/diversity/multicultural/index.html

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 includes a diagnosis of a specific disability by a professional qualified in the area of the disability, states how the disability substantially limits a major life activity and explains 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,

brailled materials, 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.

Morgan Hall 105

Phone: (785) 670-1629

Email: student-services@washburn.edu

Website: washburn.edu/student-services

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 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.

We hope you take advantage of the campus recreation program. There are opportunities for everyone, from the novice to the advanced recreational athlete. 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. Check us out on the web at washburn.edu/getfit.

Career Services

Career Services provides comprehensive career development assistance for Washburn University 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/graduate school 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 to 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 information on majors and careers, job search materials, and graduate school information, is at washburn.edu/career-services.

Career Services in Morgan Hall 105 is open Monday-Friday, 8:00 a.m.–5:00 p.m. including the noon hour. Appointments for meeting with individual staff members are encouraged and may be arranged by calling (785) 670-1450. Individual counseling, assessments, workshops, events, and use of the online job search system are free to currently-enrolled Washburn students.

Veterans

To apply and establish entitlement for Veterans Administration (VA)

educational benefit programs, the applicant should contact the Student Services Office at Washburn University, or call the VA at (888) 442-4551. Program eligibility generally ceases ten years from the date of the veteran's release from active duty or 15 years under the Post 9/11 GI Bill.

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 monthly benefits must be enrolled full time (12 hours or more hours) FOR THE ENTIRE TERM. Enrollment in short-term classes results in payment only for the duration of those courses. Persons entitled to a Monthly Housing Allowance under the Post-9/11 GI Bill (Chapter 33) must be enrolled in more than half time each semester; allowance is prorated based on rate of pursuit, e.g. $\frac{3}{4}$ or fulltime.

Morgan Hall 105

Phone: (785) 670-1629

TDD: (785) 670-1025

Email: student-services@washburn.edu

Website: washburn.edu/student-services

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

Student Health and Counseling Services

Morgan Hall 140

Student Health Services

Nurse practitioners and a 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. More information can be found online at washburn.edu/current-students/services/health-services/index.html.

Services provided by Student Health Services include urgent care (i.e. bronchitis, rashes, sexually transmitted infections) care of stable chronic conditions, health education, preventive medicine, gynecologic care, and diagnostic consultation of physical and emotional problems. Student Health Services works closely with Washburn University's Counseling Services for treatment of anxiety, depression, ADD and ADHD. 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**:

- Cotton-O'Neil Express Care
- Med Assist
- Minor Med
- Sunflower Prompt Care
- Tallgrass Immediate Care
- St. Francis Hospital and Medical Center
- Stormont-Vail Regional Medical Center

Student Health Services in Morgan Hall 140 is open Monday-Friday, 8:00 a.m. – 5:00 p.m. No appointment is necessary for most visits. (Please call to schedule well-woman exams.)

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

Student Health Insurance information is available at Student Health

Services, Morgan Hall 140 or Student Life Morgan Hall 240. 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.

Counseling Services

The mission of Counseling Services is to assist students in realizing their maximum potential and to assist them toward optimal functioning. These services work to enhance mental health and support intellectual, personal, emotional and social growth. This is accomplished by providing a variety of counseling services, resources and referrals to students. All discussions are confidential, and referrals for more comprehensive assistance may be suggested when appropriate.

These services are free for currently enrolled students.

Office hours for Counseling Services in Kuehne Hall Suite 200 are 8:00 a.m.-5:00 p.m., Monday-Friday. Scheduled appointment and walk-in appointment times are available. To make an appointment or for more information, please call (785) 670-3100 or visit washburn.edu/counseling.

60 Years of Age and Over Audit Program

Topeka area citizens, age 60 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 or 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 60 and Over application. The application should be returned by August 10, 2018. It may be returned to the Student One Stop, Morgan Hall

100, in person or mailed to the Office of the University Registrar's Office, Washburn University, 1700 SW College Avenue, Topeka, KS 66621.

Registration for classes will be August 17, 2018 in Morgan Hall 52:
R-Z 8:30-9:30 a.m.
A-G 11:00-Noon
H-Q 2:30-3:30 p.m.

Office of International Programs

Located in the International House, the Office of International Programs is the principal hosting unit for international students, visitors and scholars who come to Washburn to study, visit or lecture. The office also coordinates a number of study abroad programs in Europe, Africa, Latin America, China, among other places. In close cooperation with the International Center of Topeka, the office serves a variety of campus and community constituents interested and involved in international and intercultural affairs. For more information, visit washburn.edu/ip or call (785) 670-1051.

Ichabod Shop

We take great pride in providing Washburn students, faculty, staff, alumni and our community with textbooks, study aids, school and office supplies, and technology and computer software and supplies, along with Washburn clothing, memorabilia and gifts. The Ichabod Shop offers a money-saving pre-order program each semester, provides used textbooks whenever possible, and offers rental options for textbooks, calculators and tablets to help

economize the cost of your education without sacrificing quality. You will find a variety of reading materials including study aids, Washburn and Kansas related books, bestsellers and popular magazines. Our wide selection of supplies helps you stay organized and productive in class or office, as well as providing any incidentals you need away from home. The Ichabod Shop is always looking for new and exciting products and services as we strive to exceed your expectations.

Fall Semester Hours:

Monday–Thursday	8 a.m. to 6 p.m.
Friday	8 a.m. to 5 p.m.
Saturday	11 a.m. to 2 p.m.*

*subject to change for special events

Contact us:

In person:	Lower Level, Memorial Union Building
Web:	ichabodshop.com
Email:	ichabodshop@washburn.edu
Phone:	(785) 670-1049 (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 on educational programs that promote the intelligent use of information resources and information literacy, including an Information Literacy Minor. Ongoing physical improvements in the library continue to make it a place for active and engaged learning and allow the library to host a growing list of public exhibits and events – including student art exhibits, a range of academic readings and presentations and the Kansas Book Award lecture.

The library has three floors – one of which is a dedicated quiet zone, a second is designated for group study, while the main floor is a mixed space that provides access to over 100 computers for students and faculty. Laptops are available for checkout at the Welcome Center, a bank of 33 high-speed computers is available on the third floor, and 7 computers are available on the first floor.

The University Tutoring (washburn.edu/tutoring) and Writing Center (washburn.edu/writingcenter), located on the third floor, provide free tutoring services for students. The Library website (washburn.edu/mabee) is designed for ease of use and allows researchers to access the collections of Mabee Library, the Carnegie Education Library, the Washburn School of Law Library, the Kansas Supreme Court Library, 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.

The Special Collections in the Mabee Library include the Rare Book Collection, the University Archives, the William I. Koch Art History Collection, the Thomas Fox Averill Kansas Studies Collection, the Nancy Boyda 2nd Congressional District Collection, the James Mead Collection of 19th and 20th Century Books, and a growing Digital Institutional Repository (<http://libguides.washburn.edu/archives/institutionalrepository>) 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.

Fall and Spring Semester

Mabee Library Hours

Sunday 1:00 p.m. – 2:00 a.m.
Monday - Wednesday..... 7:00 a.m. – 2:00 a.m.
Thursday 7:00 a.m. – 11:00 p.m.
Friday..... 7:00 a.m. – 6:00 p.m.
Saturday..... 8:00 a.m. – 5:00 p.m.

CEL Hours

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

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

Contact information:

Mabee Library

Website: washburn.edu/mabee
washburn.edu/success
Email: refemail@washburn.edu
Telephone: (785) 670-2485
Toll Free: (800) 736-9060

Carnegie Education Library

Website: 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 University 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) 864-1113 or visit their website at 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 University students to complete their primary course of study at Washburn University, 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.

University Mail and Printing Services

University Mail and Printing Services (UMAPS) provides students with copying, color copying, printing, digital, graphics services, and mail services. Staff is available to provide help with student projects ranging from posters and banners to reports. UMAPS Graphics/Printing Services, (785) 670-1605, is located in the Ichabod Service Center/UMAPS Printing on the main floor of the Memorial Union and is open 8:00 a.m.-5:00 p.m., Monday-Friday. UMAPS Mailing Services is located in Storage Building 1, and hours of operation are 7:30 a.m. – 4:00 p.m., Monday-Friday. UMAPS observes all Washburn University closings/holidays.

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 washburn.edu/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
- Southwest of KTWU by parking lot #7
- Southwest of the Garvey Fine Arts Center on Jewell Ave.
- North of the Law School by parking lot D
- Northeast of Mabee Library by parking lot #16
- Northwest of Benton Hall on Jewell Ave.
- Southwest corner of Kuehne Hall by sidewalk near parking lot #9
- Northeast corner of 19th & Jewell Ave. by Henderson Learning Resources Center
- Southeast corner of Washburn Village Complex on Jewell Ave.
- North side of parking lot of the Student Recreation Center.
- 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: washburn.edu/right-to-know or at the Washburn Police Department Office.

Policies Affecting Your Rights and Responsibilities

PROCEDURE FOR CONTESTING GRADES

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 the student's academic performance may appeal the grade received in a course. Students utilize the procedure outlined below to appeal the grade unless a student believes the grade was awarded based on illegal discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation/gender identity. Appeals based upon complaints of discrimination follow the University's procedure for complaints of discrimination.

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 on 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.

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 instructor shall make available to his/her Department Chair all of the materials in his or her possession and the criteria which entered into the determination of the student's final grade in the course. The student shall provide the Department Chair, in writing, the grounds for contesting the grade by the instructor. After receiving and reviewing these materials, the Department Chair shall meet with the student and the instructor, either jointly or separately, to attempt to mediate the dispute about the contested grade.

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

If the student is dissatisfied with the result of his/her consultation with the instructor and with the department chair (where appropriate) or the student shall have been unable to meet with the instructor because of the instructor's refusal to meet or absence, the student may seek mediation of the matter with the Dean of the College or School in which the course was offered. The instructor shall make available to the Dean all of the materials in his or her possession and criteria which entered into the determination of the student's final grade in the course. The student shall provide the Dean, in

writing, the grounds for contesting the grade by the instructor. After receiving and reviewing these materials, the Dean shall meet with the student and the instructor, either jointly or separately, to attempt to mediate the dispute about the contested grade.

Appeal to Grade Appeal Committee

If, after mediation with the Dean, as provided above, the student is still dissatisfied with the result, she/he may file a notice of appeal with the Dean, which shall specify the grade requested and provide a written summary of the grounds for appeal to the Grade Appeal Committee. Such notification must be received by the Dean within 10 working days of the day on which the student faculty member consultation was 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 faculty member and student during the mediation process to the Vice President for Academic Affairs, the faculty member, and the student. 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 (at least one and no more than two members from the department/discipline from which the grade appeal originated and a minimum of one from other departments/disciplines) and two students from departments/disciplines outside the originating college/school to serve as the Grade Appeal Committee. The Vice President for Academic Affairs may request names of potential discipline-based committee members from the appropriate Dean and/or Department Chair. The awarding of grades that are fair and equitable is taken seriously by the University. Therefore, faculty members are urged to view a request to serve on a grade appeal committee as an important obligation and a service to the University which should be refused only under extraordinary circumstances. At its first meeting, the Grade Appeal Committee shall select its chairperson, set the date, time and place for the appeal to be heard, and review appeal materials from the Vice President for Academic Affairs. The committee shall advise the student and the faculty member of the hearing date. The Grade Appeal Committee may only request clarifying information related to the original documents of the appeal packet. Clarifying information requested from the student/faculty member by the committee should be requested through the Vice President for Academic Affairs. Any clarifying information gathered by the Vice President for Academic Affairs will also be shared with the student and/or faculty member.

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 faculty member present witnesses, he/she must provide a written summary of the testimony expected of the witness(es) to the Vice President for Academic Affairs not later than five business days prior to the date of the hearing. The Vice President for

Academic Affairs will then disseminate such information to the Committee and each party within 3 business days. The student or the faculty member may be accompanied by an advisor whose only role in the course of the hearing will be to render advice to the student/faculty member. The student is required to attend the hearing. It is recommended that the faculty member attend the hearing. Should both the student and faculty member attend, they will meet with the committee jointly. The amount of time allotted to each party will be left to the discretion of the Committee. The hearing will not be audio, video, or digitally recorded.

Decision

The student will prevail only if at least four of the five members of the Committee agree that the relief (grade) sought should be awarded for the reasons stated in his/her notice of appeal and the student's grade be changed. The Committee shall report its decision in writing to the Vice President for Academic Affairs who will then disseminate the decision to the student, faculty member, Dean, and Department Chair (if applicable). The decision of the committee shall be final. If it is the judgment of the Committee that the grade be changed, the Vice President for Academic Affairs shall notify the University Registrar, who will enter the changed grade.

DRUG FREE SCHOOLS AND CAMPUSES INFORMATION/ANNUAL SECURITY AND FIRE SAFETY REPORTS

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 fire safety information and statistics, 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 240, (785) 670-2100 or by accessing washburn.edu/right-to-know. Information is also located in the Student Planner/Handbook.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

washburn.edu/equal-opportunity

Regulation and Procedure

1. Non-Discrimination—(Harassment, Sexual violence, and Retaliation).

1.1 University Commitment to Equal Opportunity. Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status (hereafter referred to as protected status). Each unit within the University is charged with conducting its programs and activities in accordance with the University's commitment to equal opportunity for all.

1.1.1 Sex discrimination is prohibited by Federal law and University policy includes sexual harassment and sexual violence as defined in Section 1.28 and 1.29.

1.1.2 If a violation of the policy is found, the University will take immediate action to eliminate the hostile environment,

prevent its recurrence and remedy the discriminatory effect.

1.2 Equal Educational Opportunity. Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

1.3 Equal Employment Opportunity. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination.

1.4 Responsibility. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director, who is designated as our Title IX Coordinator; however, all Employees will share in the specific activities necessary to achieve these goals.

1.4.1 The Equal Opportunity Director Phone: 785-670-1509. Email: odirector@washburn.edu. The EOD also serves as the Title IX and ADA Coordinator. (In this policy, hereinafter referred to as EOD/Title IX Coordinator.)

1.4.2 Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities.

1.4.3 Any faculty member, anyone in an Administrative Position, or anyone in a supervisor position who becomes aware of sexual harassment on campus or during University-sponsored activities must take steps to prevent its recurrence and must report the matter to the EOD/Title IX Coordinator.

1.4.4 Anyone deemed a "Responsible Employee" as defined below who becomes aware of an incident of sexual violence must report the matter to the EOD/Title IX Coordinator *see policy section 1.26 for definition*.

1.4.5 Any employee who becomes aware of any type of harassment should report the matter to the Employee's supervisor and/or the EOD/Title IX Coordinator.

1.5 Who is Covered. The policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities. All individuals, regardless of sexual orientation of either party, are subject to this policy. This means that it applies to conduct between two students, between an employee and student, and between an employee or student and a non-employee or non-student (third-party).

1.5.1 The policy applies whether behavior occurs on or off campus if the conduct adversely impacts an individual's equal educational or employment opportunity on campus, or the conduct poses an imminent or continuing threat to the safety of the University community.

1.5.2 All persons covered under this policy are required to fully cooperate with the EOD/Title IX Coordinator during an investigation and to provide information and materials such as official personnel or student files and records, and other materials necessary to complete a thorough review of complaints. All information, materials, and proceedings will be kept confidential and only shared with those who have a legitimate need to know.

Also see Section 2.6 for more detailed confidentiality provisions and Section 1.8 and 2.9 for retaliation provisions.

1.6 Complaints. Complaints of discrimination or harassment are to be made to the EOD/Title IX Coordinator. See Section A. of Regulations and Procedures for the process and more information.

1.7 Sanctions. Persons who violate this policy are subject to sanctions, up to and including exclusion from the campus,

dismissal from employment, or expulsion from the University. A list of all possible sanctions the University may impose can be found in the regulations in Section 3.6.

1.6.1 For third-parties found to violate the policy, the University's ability to take action may be limited. The University will take steps to provide appropriate remedies to the extent possible, while providing support (options as in Section 2) for the Complainant and campus community.

1.8 Retaliation. Retaliation against any person is prohibited under this policy and may result in sanctions or other disciplinary action. See 1.27 for the definition of retaliation.

For the most current and complete Non-Discrimination Policy visit: <http://www.washburn.edu/faculty-staff/human-resources/wuprpm/a-general-topics-regs.pdf#page=3>

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 240. 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, Bradbury Thompson Center Suite 200. 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 education 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, some of which are listed below. For the University's complete policy on FERPA, please see the Student Records section of the University Catalog or at washburn.edu/statements-disclosures/ferpa.

Disclosure to Faculty and Administrative Officers of the University

The University discloses academic records without written consent of students to university officials 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 certain information identified by the institution as public or directory information without written consent. Directory information at Washburn University includes: name, photo, current address and phone number, permanent address and phone number, university-assigned e-mail address, classification status, major field of study, 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.

Students can “opt out” of this release, meaning the University will not release directory information without students’ written consent. To “opt out” of directory information, students submit a form to the Office of the University Registrar. The form may be submitted throughout the year and becomes effective when submitted. It remains effective until revoked in writing.

Students who do not want their name, current address, telephone number or email included in the online student directory may exclude information at any time during the year from the View/Update Campus Directory Profile under the Student Life tab in My Washburn. Students who withhold information from the online student directory are not “opting out” of directory information for FERPA purposes.

If no listing in the Commencement Program is desired, the student must notify audits@washburn.edu of this intention after first submitting an online Application for Graduation located on the Student Academic tab of My Washburn.

washburn.edu/statements-disclosures/ferpa

Questions pertaining to FERPA may be addressed by contacting the University Registrar (785) 670-1074.

PARKING REGULATIONS

7.1 Responsibility for Vehicles. Individuals operating or parking any vehicle on campus shall be fully responsible for the vehicle and contents of the vehicle. The University has no responsibility for vehicles or their contents while the vehicle is on campus.

Individuals shall be responsible for any violations occurring while vehicles are under the control of or owned by the individual.

Vehicle ownership shall be determined through University registration or through a state motor vehicle department.

7.2 Effective Period of Regulations. Vehicle regulations are in effect at all times. Restricted parking spaces are available for open parking after 5:00 P.M. except as otherwise posted.

7.3 Enforcement Authority. The ordinances of the City of Topeka, adopted Standard Traffic Ordinance for Kansas Cities, Kansas State Statutes and any regulations adopted by the Board of Regents are applicable to the operation and physical condition of any type of motor vehicle operated on the University campus. The University is within the corporate limits of the City of Topeka. Officers of the University Police Department, City of Topeka Police Department, Shawnee County Sheriff’s Department and the Kansas Highway Patrol have authority to enforce all ordinances and statutes on the University campus. Violations committed on the University campus will be processed by the appropriate court or hearing officer having jurisdiction. Fines and court costs may be assessed by the court.

7.4 Parking—Handicap Accessible. Certain parking spaces have been designated for handicap accessible parking. Parking in designated handicap accessible parking spaces is restricted to vehicles displaying:

- An officially issued license plate displaying the international symbol of access to the physically handicapped;
- An officially issued placard displaying the international symbol of access to the physically handicapped; or,

- A disabled veteran license plate issued in accordance with K.S.A 8-161 or laws of any other state.

7.4.1 Individuals desiring special parking consideration because of temporary or permanent disability must obtain a State Handicapped Parking Placard or license tag by making application at the State Office Building or County Treasurer’s Office. The University is not authorized to allow non-handicapped individuals to park in designated handicapped accessible spaces.

7.5 Parking—Restricted. Certain parking lots and areas may be designated as permit parking only. The determination of which parking lots or areas so designated shall be subject to approval by the President.

7.5.1 Employees may apply for a restricted parking permit and parking lot access card. Application for a restricted parking permit and parking lot access card shall be made at the University Police Department. The restricted parking permit is a hang tag that shall be displayed by hanging the tag from the inside rear view mirror of the vehicle.

7.5.2 Only one restricted parking permit and parking lot access card will be issued to an Employee. Lost parking lot access cards will be replaced at a cost determined by the University.

7.5.3 Possession of a parking lot access card and/or restricted parking permit does not guarantee the holder a restricted space.

7.6 Parking—Student. Students, Student workers, and Student interns are not eligible for restricted parking privileges.

7.7 Parking—Over Length or Oversized Vehicles. No individual shall park any vehicle on campus that cannot be legally parked in a single parking space. Individuals requiring special parking consideration for over length or oversized vehicles shall contact the University Police Department to request arrangements for parking.

7.8 Camping or Sleeping in Vehicles. Parking or standing any type of vehicle on campus for the purpose of camping or sleeping in or around the vehicle is prohibited without prior approval from the Director of the University Police Department.

7.9 Prohibited Parking. No individual shall park, stop, or stand any vehicle, anywhere on campus in violation of the following acts that are considered illegal parking:

- Double parking or blocking streets;
- Parking on sidewalks or grass;
- Parking in areas restricted for Facility Maintenance Vehicle Parking Only;
- Parking which blocks driveways or sidewalks;
- Parking outside marked parking spaces;
- Parking within 15 feet of a fire hydrant;
- Parking in areas designated as no parking by signs;
- Parking in areas designated as restricted parking without a properly displayed permit;
- Parking in a fire lane;
- Parking in spaces designated for handicapped parking or access way; and,
- Any other parking violations as defined by Standard Traffic Ordinances (STO), City Ordinance, or State Statute.

Parking Violation Fees. A fee of \$25.00 will be assessed for

all University tickets issued to Students or Employees for parking violations (except for handicap accessible parking and fire lane parking violations). Such fees are due and payable at the University Cashier's Office (Morgan 1030) during business hours within 5 business days of the date of issuance of the ticket. If fees are not paid within 5 business days, a late fee of \$10.00 shall be assessed.

7.10 Violation Fee—Failure to Pay.

7.11.1 Employees with unpaid parking ticket fees and/or late fees may be subject to administrative review.

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

7.12 Removal of Illegally Parked Vehicles. Any vehicle parked in violation of any parking regulation may be deemed a common nuisance and the nuisance abated by removal of the vehicle in accordance with Topeka Municipal Code 10.25.010. The University Police will attempt to contact the owner of the vehicle and demand removal of the vehicle prior to the University removing the vehicle. The cost of abatement, including towing and impound storage fees shall be the responsibility of the owner of the vehicle.

7.13 Vehicle Operation—Pedestrians. Vehicles shall yield to all pedestrians in accordance with the Standard Traffic Ordinance.

7.13.1 Pedestrians shall obey all traffic regulations while on campus.

7.14 Vehicle Operation—Speed Limits. The speed limits on the University Campus shall be:

- 20 MPH on all streets and roadways on campus; and,
- 12 MPH in all parking lots, driveways, and parking lot access ways.

7.14.1 Posted speed limits do not relieve operators of motor vehicles of the responsibility to drive with caution and as safety requires in existing conditions.

7.15 Motor Vehicle Accidents. All motor vehicle accidents occurring on the University campus shall be reported to the University Police Department. The University Police Department will conduct a proper investigation of all motor vehicle accidents as required by law. The Topeka Police Department also has jurisdiction to investigate all accidents occurring within the City of Topeka.

7.16 Hearings. Any individual who desires to contest the issuance of a University ticket issued to the individual may request a hearing in accordance with the following procedures:

- A complaint regarding the ticket must be made in person at the University Police Department;
- If the individual is not satisfied with the disposition of the complaint regarding the ticket, the individual may request a review of the ticket by the Parking Ticket Review Board. The individual must submit, in writing, to the Director of University Police the reason(s) for requesting a review of the ticket. The written request for a review must be delivered to the Director of University Police within 5 business days after the day the ticket was issued;
- Upon receipt of the written request for a review, the Director of University Police will schedule a hearing before the Parking Ticket Review Board. The Parking Ticket Review Board will consist of two students

appointed by the Washburn student Government Association, one classified and one administrative Employee appointed by the Staff Council, and one faculty member appointed by the Faculty Senate. The Parking Ticket Review Board will meet and render its decision within 5 business days after the hearing; and,

The decision of the parking Ticket Review Board shall be final and is not subject to further review.

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 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

Mabee Library.....1942	
Academic Services	Admissions	Morgan Hall 100.....1030
	Student One Stop	Morgan 101.....2162
	Adding or Dropping a class	
	Financial Aid/Scholarships	
	Transcript Requests	
	Books/Supplies/Clothing/Gifts	Ichabod Shop, Lower Level, Union.....2665
	Business Office	Morgan 103.....1156
	Bursar/Third Party/Collections	
	Cashier Window	Morgan 103.....1156
	Refunds/Tuitions	
	Career Services	Morgan 105.....1450
	Jobs (off campus)	
	Financial Aid	Morgan 101.....1151
	Library, Mabee	Mabee Library.....2485
	Online Education Support.....	Henderson 3.....2381
	Military – Student Success Center.....	Mabee Library 206A.....1983
	Prior Learning and Testing Center.....	Mabee Library 218.....1227
	Tutoring Center.....	Harlan J. Koca Mathematics Enrichment Center, Morgan Hall 252.....1491
Location	Affairs University Honors Program	Henderson 110.....1342
670-Ext.	University Registrar	Morgan 101.....1074
Academic	University Tutoring and Writing Center	Mabee Library 3081980
Bradbury Thompson Alumni Center	Study Skills Information	
200	Tutoring	
1648	Writing Center	
Academic Advising	Veterans Education Benefits Information	Morgan 105.....1629
Applied	Washburn Transformational Experience (WTE)	
Studies	Community Service	Benton 405.....1950
Benton	International Education	International House.....1051
306	Leadership	Benton 408.....2001
1282	Scholarly and Creative	Henderson 211.....1566
Arts		
Sciences		
Morgan	Personal Services	
209	Chartwells (Dining Services)	Memorial Union.....2221
1636	Child Care	University Child Development.....232-0263
Business	Counseling, Personal	Morgan 140.....1470
Henderson	Disability Services.....	Morgan 105.....1629
114	Housing Information/Residential Living	Living Learning Center 152.....1065
1308	ICard (Washburn ID), copies, faxing, postage stamp, and notary services	Ichabod Service Center, Memorial Union.....1188
	Printing and Copying	
	Illness	Student Health Services, Morgan 140.....1470
Nursing	Information Technology Services/My Washburn	Bennett 104.....3000
Petro	Center International Activities	Office of International Programs, International House.....1051
203	Lost and Found	Police Department.....1153
1525	Mail, mail packages or purchase stamps.....	Mail Service, Storage Bld 1...1606
	Meeting room reservations.....	University Scheduling Office, Memorial Union.....1707/1725
Exploratory	Post notices or signs on campus.....	Student Life Office, Morgan 240...2100
Academic Advising, Mabee Library	Student Activities, Memorial Union	Memorial Union.....1723
201	Chartering a new student organization	
1942	Co-Curricular Activities	
Academic Advising, Center for Student	Student Health Insurance.....	Student Life Office, Morgan 240...2100
Success,	Complete Student Health Services & Insurance Information	Morgan 140.....1470
Withdrawal.....	Student One Stop	Morgan 101.....2162

Address Change	Ticket Information: Athletic	Petro Allied Health Center	1092
Employment/Work-Study/Part time	UMAPS.....	Ichabod Service Center, Memorial Union...Graphics...x1614 Printing....x1605	
employment	University Diversity and Inclusion	Morgan 105	1622
“Good Student” discount on car	University Police Department (Call or text 670-1153).....	Morgan Hall, Center wing, outside entrance ..	1153
insurance	Other		
Student Recreation and Wellness	Alumni Office.....	Bradbury Thompson Alumni Center 100	1641
Center	Campus Switchboard	On campus: Dial 0	670-1010
.....	Equal Opportunity Office	Morgan 200	1509
SRWC	Student Government	Memorial Union, WSGA office.....	1169
.....			
1314			

WASHBURN UNIVERSITY CAMPUS MAP

1700 SW College Ave., Topeka, Kansas 66621 • 785.670.1010

- AB - Art Building
- BE - Benton Hall
- BP - Bianchino Pavilion
- BT - Bennett Computer Center
- BTAC - Bradbury Thompson Alumni Center
- CA - Carnegie Hall
- CH - Carole Chapel
- FF - Falley Field
- FS - Facilities Services
- GC - Garvey Fine Arts Center
- HC - Henderson Learning Resources Center
- IH - International House
- KBI - KBI Forensic Science Center
- KH - Kuehne Hall
- LA - Law School
- LC - Lincoln

- LEE - Lee Arena
- LLC - Living Learning Center
- MA - Mabec Library
- MB - Moore Bowl
- MO - Morgan Hall
- MU - Mulvane Art Museum
- PC - Petro Allied Health Center
- SB - Softball Fields
- SC - Stauffer Commons Food Court
- SR - Student Recreation & Wellness Center

- ST - Stoffer Science Hall
- TC - Tennis Courts
- TV - KTWU Television Studio
- UN - Memorial Union
- WC - White Concert Hall
- WFH - Whiting Field House
- WH - West Hall
- WUF - Washburn University Foundation
- WV - Washburn Village
- YS - Yager Stadium

- ΑΔ - Alpha Delta
- ΑΦ - Alpha Phi
- ΔΓ - Delta Gamma
- ΦΔΘ - Phi Delta Theta
- ΣΦΕ - Sigma Phi Epsilon
- ZTA - Zeta Tau Alpha



- Accessible Entrance
- Entrance Closed
- Street/Parking Closed