



WASHBURN[™]
UNIVERSITY

2008 Summer Sessions

Early Session: May 27 - June 26

Full Session: May 27 - July 17

Late Session: June 30 - July 31

www.washburn.edu

Admissions

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

Applications for Admission and official transcripts should be on file in the Admissions Office by May 12, 2008.

Enrollment for Summer 2008 High School Juniors and Seniors:
April 23 – May 23, 2008 from 8:00 a.m. – 5:00 p.m.
Office of Admissions, Morgan Hall 114

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

Tuition for Summer 2008

The tuition charge per credit hour is applicable to all parts of term such as regular semester, evening programs, etc. whether taken for credit or as an auditor. Once you enroll, you are liable for all charges – see www.washburn.edu/business-office for specific information and dates.

Undergraduate Tuition – Traditional Courses (except for School of Business, School of Nursing, Bachelor of Health Sciences, Medical Sonography, and Radiation Therapy)

Kansas Resident*	\$185 per credit hour
Non-Resident	\$420 per credit hour

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

Kansas Resident*	\$255 per credit hour
Non-Resident	\$520 per credit hour

School of Business – Traditional Courses

Kansas Resident*	\$210 per credit hour
Non-Resident	\$445 per credit hour
Masters in Business – Resident*	\$320 per credit hour
Masters in Business – Non-Resident	\$555 per credit hour

School of Nursing – Traditional Courses

Kansas Resident	\$200 per credit hour
Non-Resident	\$435 per credit hour
Masters in Nursing – Resident*	\$320 per credit hour
Masters in Nursing – Non-Resident	\$555 per credit hour

School of Applied Studies

Bachelors, Health Sciences (online)	\$238 per credit hour
Medical Sonography	\$238 per credit hour
Radiation Therapy	\$315 per credit hour

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

PLAN 2+2	\$238 per credit hour
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Online Courses

Undergraduate – Resident*	\$238 per credit hour
Undergraduate - Non-Resident	\$473 per credit hour
Graduate – Resident*	\$325 per credit hour
Graduate – Non-Resident	\$573 per credit hour

Distance Education

Undergraduate	\$238 per credit hour
Graduate	\$325 per credit hour

School of Business – Online Courses

Undergraduate – Resident*	\$263 per credit hour
Undergraduate – Non-Resident	\$498 per credit hour
Graduate – Resident*	\$373 per credit hour
Graduate – Non-Resident	\$608 per credit hour

School of Nursing – Online Courses

Undergraduate – Resident*	\$253 per credit hour
Undergraduate – Non-Resident	\$488 per credit hour
Graduate – Resident*	\$373 per credit hour
Graduate – Non-Resident	\$608 per credit hour

WECEP (Washburn Early College Enrollment Program)

\$93 per credit hour

*Resident qualifications are defined in the University Catalog.

Financial Aid

Washburn University students who want to apply for summer 2008 financial aid must have the 2007-2008 FAFSA information on file in the Financial Aid Office. To apply for federal financial aid, please go to www.fafsa.ed.gov. Students must also complete a Washburn Summer School Financial Aid Application to indicate their summer enrollment plans. The summer application is available on our web site at www.washburn.edu/financial-aid. For additional information, see the Registration Information Guide at www.washburn.edu/schedule/summer.

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

Disability Services

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The Office MUST have current documentation on file in order to provide services. Requests for accommodations should be submitted at least **TWO MONTHS** before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Location: Student Services, Morgan Hall, Room 150
Phone: (785) 670-1629
TDD: (785) 670-1025
Email: student-services@washburn.edu

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

Equal Opportunity Policy Statement

It is the policy of Washburn University to assure equal educational and employment opportunity to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation. For additional information go to www.washburn.edu/eo.html or the Registration Information Guide at www.washburn.edu/schedule/summer.

Drug Free Schools and Campuses Information/Annual Security Report

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

65 Years of Age and Over Audit Program

Topeka area citizens, age 65 and over, have opportunities to continue their education in regular credit courses at the University on a cost-free, audit only, and space available basis. Registration for classes will be May 23 in Morgan Hall, Room 137 from 2:30 p.m. – 3:30 p.m.

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

BEFORE YOU CAN ENROLL ON THE WEB

Obtain your WIN (Washburn Identification Number) located on:

- Your iCard (for current students) – obtain your iCard from the Ichabod Service Center in Memorial Union.
- Your Admissions Acceptance Letter (for students admitted for the Summer 2008 term).
- Your Admissions printout (for new/returning students admitted on campus during enrollment and late enrollment).

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

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

Select "**Retrieve Account Information**"

Follow the instructions to access MyWashburn.

STEPS FOR WEB ENROLLMENT

(complete information is located in the Registration Information Guide at www.washburn.edu/schedule/summer)

1. Meet with your advisor
2. Access the internet:
 - Log into MyWashburn (my.washburn.edu) – make sure you have your WIN
 - Select Student Tab at the top of the screen
 - Select Register for Courses/Add or Drop Classes
 - Select Term – Summer 2008 – and press Submit
 - Select Register for Courses, enter your registration PIN and press Submit
3. Build your course schedule (you can choose Change Course Option if you want to change to or from A/pass/fail or audit, or to change the number of credit hours for variable hour credit courses)
4. Verify your schedule – select View Student Course Schedule by Day and Time
5. Pay for it – go to www.washburn.edu/business-office for specific information and dates

ADVISING LOCATIONS

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

ADVANCE REGISTRATION

April 7 through April 22, 2008

Advance Registration is for eligible students who are currently enrolled at Washburn during Spring 2008. In order to access Web registration and build your course schedule, you will have to observe the schedule listed below. You will have a date, alphabetical, AND classification registration timeframe.

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

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

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

ALPHABETICAL/CLASSIFICATION SCHEDULE:

<u>Seniors</u>		<u>Juniors</u>		<u>Sophomores</u>		<u>Freshmen</u>	
April 7	A – L	April 10	A – L	April 15	A – L	April 18	A – L
April 8	M – Z	April 11	M – Z	April 16	M – Z	April 21	M – Z
April 9	A – Z	April 14	A – Z	April 17	A – Z	April 22	A – Z

OPEN REGISTRATION

April 23, 2008 at 8:00 a.m. to May 26, 2008 at 5:00 p.m.

- All Washburn students enrolled for Spring 2008 who did not advance register;
- All new students – must submit an Application for Admission, official transcripts, and ACT scores if fewer than 24 hours of college work has been completed;
- Former students who have been readmitted to the University; and
- High School juniors and seniors.

LATE ENROLLMENT

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

Early Session – May 27

Full Session – May 27

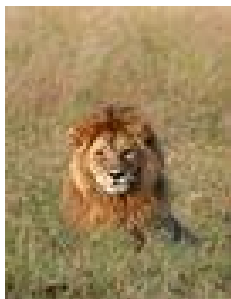
Late Session – June 30

**Complete enrollment/registration information is located at www.washburn.edu/schedule/summer
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Summer 2008 Travel Courses

**AR101B/AR301A/AR399A/AR500GA/AN300XA/HI300A/HI300GA/LS501GB/LS502GB
SACRED SITES AND MAGICAL ISLES: HISTORY, ART AND ARCHAEOLOGY OF
GREECE: May 27 – June 16**

Instructor: Reinhild Janzen, reinhild.janzen@washburn.edu This course includes on-campus lectures and a 21 day study trip to Greece with Professors Janzen, Prasch and Wood. The itinerary includes Athens, Epidauros, Mycenae, Nauplion, Mystras, Delphi, Mykonos, Delos, Crete, Santorini, and Sifnos. On-campus sessions are May 10, 17, and 24 at 7:00 p.m. We will depart on May 27 and return on June 16.



PY295A/PY395A ANIMAL BEHAVIOR – SOUTH AFRICA/BOTSWANA: May 29 – June 11

Instructor: Joanne Altman, Ph: (785) 670-1568, joanne.altman@washburn.edu

Live Africa! Listen to the call of lions and jackals at sunset and dine by an outside campfire in an African "boma." A summer study abroad course for a hands on introduction to studying a diversity of wildlife in the natural habitats of South Africa and Botswana. Live in huts and tents in the bush and go on game drives in the early mornings and evenings to observe lions, elephants, crocodiles, rhino, hippo and monkeys. Walk among giraffe and wake to monkeys calling in the morning. There will be discussions on behavior and its relationship to habitat.

SP290A STUDY ABROAD IN THE DOMINICAN REPUBLIC: May 22 – June 1

Instructor: Georgina Tenny, Ph: (785) 670-2094, georgina.tenny@washburn.edu

The Dominican Republic trip will explore the birth of our hemisphere through studying and visiting many historical sites of the first city in the New World – Santo Domingo. We will visit several other cities which offer service opportunities and a chance to peek into the economy of this island nation. Students who embark in this adventure will have the opportunity to enrich their Spanish vocabulary and improve their speaking ability in the language. Readings and visits to places relevant to more recent history will help students understand the vibrant make-up of Dominican culture and people.



**SW390XA/SW585GX – INTERNATIONAL SOCIAL WORK: CUERNAVACA INTERCULTURAL
DIALOGUE ON DEVELOPMENT – July 20 – August 2**

Instructor: Jay Memmott, Phone: (785) 670-2139, jay.memmott@washburn.edu

Dialogue with rural and urban Mexicans striving for social and economic justice. Critically examine the social, economic, and political forces at work in the Americas. Join us in exploring diverse communities and archeological sites in central Mexico.

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

Important Dates

April 7	Advance Registration Begins for Students Enrolled in Spring 2008
April 23	Open Registration Begins for new, returning, and Spring 2008 students who did not advance register
May 12	Admissions Priority Deadline
May 27	CLASSES BEGIN for EARLY SESSION AND FULL SESSION
June 2	Last Day to Enroll for Early Session
June 5	Last Day to Enroll for Full Session
June 26	Early Session Classes End
June 30	CLASSES BEGIN for LATE SESSION
July 4	Independence Day Observed No Classes, Offices Closed
July 7	Last Day to Enroll for Late Session
July 17	Full Session Classes End
July 31	Late Session Classes End END OF SUMMER TERM

For the complete Summer 2008 Academic Calendar, see the Registration Information Guide at www.washburn.edu/schedule/summer

OUR MISSION

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

Approved by the Washburn Board of Regents, 9/17/99



CHOOSE FROM OVER 300 SUMMER COURSES

Early Session: May 27 - June 26

Full Session: May 27 - July 17

Late Session - June 30 - July 31

Course (CRN) Course Title Days Time Credit
(</ Indicates General Education Course)

ACCOUNTING (AC) – School of Business

FULL SESSION

AC224A (20448)	FINANCIAL ACCOUNTING	TWR	11:00 – 12:35	3
PREREQUISITE(S): EN101, MA116 (RECOMMENDED) OR MA110, AND 24 HOURS, OR CONSENT				
AC224EA (20240)	FINANCIAL ACCOUNTING	MW	5:30 – 8:00	3
PREREQUISITE(S): EN101, MA116 (RECOMMENDED) OR MA110, AND 24 HOURS, OR CONSENT				
AC225EA (20241)	MANAGERIAL ACCOUNTING	TR	5:30 – 7:55	3
PREREQUISITE(S): AC224, MA116 (RECOMMENDED) OR MA110, BU250 OR CONCURRENT ENROLLMENT, AND 24 HOURS				

ALLIED HEALTH (AL) – Allied Health Department

EARLY SESSION

AL243VA (20009)	DIR PRAC COD/HLTH INFO TECH	ONLINE		2
PREREQUISITE(S): AL245 AND AL246				

FULL SESSION

AL186VA (20442)	CARDIOPULMONARY ASSESS IN AH	ONLINE-M		2
PREREQUISITE(S): AL185 OR CONSENT				
AL231A (20122)	RAD PROTEC & BIO EFFECTS	T	9:30-2:00	2
PREREQUISITE(S): AL121 OR AL131 OR CONSENT				
AL236XA (20123)	RADIOLOGY CLINICAL III	MWRF	ARR	3
PREREQUISITE(S): AL121, AL131, AL135, OR CONSENT				
AL271MA (20423)	HEALTH POLICY & SYS IN PT	ARR		3
PREREQUISITE(S): AL265				
AL289MA (20440)	RESP THERAPY CLINICAL II	M	9:30-3:00	5
PREREQUISITE(S): AL187				
AL300VA (20434)	INTRO TO ULTRASOUND	ONLINE		2
AL390VA (20200)	SPECIAL TOPICS/ALLIED HEALTH	ONLINE		3
PREREQUISITE(S): CONSENT				
AL480VA (20344)	SEMINAR IN HEALTHCARE	ONLINE		3
PREREQUISITE(S): CONSENT				

OUT-OF-SEQUENCE

AL239MA (20424)	RADIOLOGY CLINICAL VI	MTWR	ARR	2
5/19-6/20/08 PREREQUISITE(S): AL238, AL320, OR CONSENT				
AL264MA (20425)	PHYSICAL THERAPY CLINIC I & LAB	MTWR	9:00-12:00	3
5/19-6/27/08 PREREQUISITE(S): AL170				
AL378VA (20428)	ADV GEN SONOGRAPHY CLIN	ONLINE		5
5/12-8/1/08				
AL379VA (20429)	CLIN TOPICS IN GEN SONOGRAPHY	ONLINE		3
5/12-8/1/08 PREREQUISITE(S): AL374				
AL380VA (20435)	CLIN RAD THERAPY III	ONLINE-MTWR		3
5/19-8/9/08				
AL381VA (20436)	RADIATION THERAPY SEMINAR	ONLINE		2
AL381VB (20437)	RADIATION THERAPY SEMINAR	ONLINE		2
AL381VC (20438)	RADIATION THERAPY SEMINAR	ONLINE		2
5/27-8/8/08				
AL387VA (20430)	ADV CARDIAC SONOGRAPHY CLIN	ONLINE		5
5/12-8/1/08 PREREQUISITE(S): AL386				
AL388VA (20431)	CLIN TOPS CARDIAC SONOGRAPHY	ONLINE		3
5/12-8/1/08 PREREQUISITE(S): AL386				
AL397VA (20432)	ADV VASCULAR SONOG CLIN	ONLINE		5
5/12-8/1/08 PREREQUISITE(S): AL396				
AL398VA (20433)	CLIN TOPS VASCULAR SONOG	ONLINE		3
5/12-8/1/08				

ANTHROPOLOGY (AN) – Sociology & Anthropology Department

EARLY SESSION

</AN112A (20506)	CULTURAL ANTHROPOLOGY	MTWR	11:50-1:50	3
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FULL SESSION

AN363A (20509)	INTERNSHIP	ARR		1-3
PREREQUISITE(S): DECLARED MAJOR, SENIOR STANDING AND CONSENT				
AN372XA (20558)	ARCHAEOLOGICAL FIELD SCHOOL	ARR		1-6
PREREQUISITE(S): AN112 AND AN114 OR CONSENT				

LATE SESSION

AN361A (20323)	SUPERVISED STUDY	ARR		1-3
PREREQUISITE(S): DECLARED MAJOR, JR/SR STANDING AND CONSENT				

OUT-OF-SEQUENCE

AN300XA (20521)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
5/27-6/16/08 Crosslisted w/AR101B, AR301A, AR399A, AR500GA, HI300A, HI500GA, LS501GB, LS502GB – Travel Required – 5/27-6/16/08 PREREQUISITE(S): SO100 OR AN112				

ART (AR) – Art Department

FULL SESSION

</AR101A (20490)	SURVEY OF ART HISTORY I	TWR	9:15-10:50	3
</AR102VA (20492)	SURVEY OF ART HISTORY II	ONLINE		3
</AR103VA (20493)	LIVING WITH ART	ONLINE		3
</AR140A (20285)	DRAWING I	MTWR	6:30-9:00	3
AR344A (20286)	WKSHIP IN DRAWING	MTWR	6:30-9:00	3
AR401A (20502)	INTERNSHIP	ARR		1-3
PREREQUISITE(S): JR/SR ART MAJOR AND CONSENT OF CHAIR				

OUT OF SEQUENCE

</AR101B (20497)	SURVEY OF ART HIST (GREECE)	STUDY ABROAD		3
5/27-6/16/08 Crosslisted w/AN300XA, AR301A, AR399A, AR500GA, HI300A, HI500GA, LS501GB, LS502GB – Travel Required – 5/27-6/16/08				
</AR301A (20498)	ANCIENT ART (GREECE)	STUDY ABROAD		3
5/27-6/16/08 Crosslisted w/AN300XA, AR101B, AR301A, AR399A, AR500GA, HI300A, HI500GA, LS501GB, LS502GB – Travel Required – 5/27-6/16/08				
AR399A (20499)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
5/27-6/16/08 Crosslisted w/AN300XA, AR101B, AR301A, AR500GA, HI300A, HI500GA, LS501GB, LS502GB – Travel Required – 5/27-6/16/08				
AR500GA (20500)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
5/27-6/16/08 Crosslisted w/AN300XA, AR101B, AR301A, AR399A, HI300A, HI500GA, LS501GB, LS502GB – Travel Required – 5/27-6/16/08 PREREQUISITE(S): ADMISSION TO MLS PROGRAM OR CHAIR PERMISSION, UNDERGRADUATE EXPERIENCE IN DISCIPLINE				

BIOLOGY (BI) – Biology Department

EARLY SESSION

</BI100A (20065)	INTRO TO BIOLOGY-HEALTH EMPH	MTWR	9:40-11:40	3
</BI100B (20116)	INTRO TO BIOLOGY-GEN ED EMPH	MTWR	9:40-11:40	3
</BI101AA (20066)	INTRO TO BIOLOGY LAB	MTWR	11:50-1:50	2
PREREQUISITE(S): BI100 OR CONCURRENT ENROLLMENT				
</BI202VA (20478)	BIOLOGY OF BEHAVIOR	ONLINE		3
BI204A (20479)	INTRO MICROBIOLOGY	MTWR	9:40-11:40	3
PREREQUISITE(S): BI100 AND BI101 OR BI102				
BI205A (20480)	INTRO MICROBIOLOGY LAB	MW	11:50-1:50	1
PREREQUISITE(S): BI204 OR CONCURRENT ENROLLMENT				
BI324A (20069)	SYSTEMATIC BOTANY	TR	9:00-11:50	3

FULL SESSION

BI180VA (20476)	ENV ETHICS & GLOBAL WARMING	ONLINE		3
BI255A (20067)	HUMAN PHYSIOLOGY LECTURE	MTWR	8:55-10:10	4
BI255AA (20068)	HUMAN PHYSIOLOGY LAB	MW	10:20-1:10	0
MUST TAKE LAB CONCURRENT WITH LECTURE PREREQUISITE(S): BI100 AND BI101 OR BI102				
BI275 A (20119)	HUMAN ANATOMY LECTURE	MTWR	8:55-10:10	4
BI275AA (20120)	HUMAN ANATOMY LAB	MTWR	10:20-12:10	0
MUST TAKE LAB CONCURRENT WITH LECTURE PREREQUISITE(S): BI100 AND BI101 OR BI102				
BI395A (20111)	RESEARCH IN BIOLOGY	ARR		1-3
BI395B (20264)	RESEARCH IN BIOLOGY	ARR		1-3
PREREQUISITE(S): 15 HOURS OF BIOLOGY AND JUNIOR STANDING				
</BI100C (20207)	INTRO TO BIOLOGY-GEN ED EMPH	MTWR	1:45-3:40	3
</BI203A (20208)	HUMAN IMPACT ON ENVIRONMENT	MTWR	9:35-11:30	3
BI380A (20481)	ECOLOGY OF THE CASCADES	ARR		2
Travel Required – 6/30-7/31/08				

OUT OF SEQUENCE

BI380B (20484)	HUMAN CADAVER DISSECTION	MTWR	9:00-4:00	2
5/19-6/6/08 PREREQUISITE(S): BI102 AND CONSENT				
		MTWR	1:00-4:00	
		(5/26-6/6)		

BUSINESS (BU) – UNDERGRADUATE & GRADUATE

School of Business

FULL SESSION

BU250EA (20233)	MGMT INFO SYSTEMS	TR	7:00-9:25	3
PREREQUISITE(S): CM101 OR CONSENT, EN101, MA116 (RECOMMENDED) OR MA110, AND 24 HOURS				
BU302EA (20361)	BUSINESS COMMUNICATIONS	MW	5:30-8:00	3
PREREQUISITE(S): EN101 OR EN140 (WITH GRADE OF C OR BETTER), CM101 OR EQUIVALENT, CN150 OR CN365 OR EQUIVALENT				
BU315EA (20238)	LEGAL ENV OF BUSINESS	TR	5:30-7:50	3
PREREQUISITE(S): EC200, EC201, 2.0 GPA AND 54 HOURS				
BU342A (20362)	ORGANIZATION & MANAGEMENT	TWR	9:15-10:50	3
PREREQUISITE(S): EC200, EC201, TWO FROM AN112, PY100, AND SO100; 2.0 GPA AND 54 HOURS				
BU345VA (20449)	HUMAN RESOURCES MGMT	ONLINE		3
PREREQUISITE(S): EC200, EC201, AND 54 HOURS				
BU346A (20250)	ORGANIZATIONAL BEHAVIOR	TWR	12:45-2:20	3
PREREQUISITE(S): PY100, SO100 AND 54 HOURS				
BU360EA (20363)	PRINCIPLES OF MARKETING	MW	5:30-8:00	3
PREREQUISITE(S): EC200, EC201, 2.0 GPA AND 54 HOURS				
BU381EA (20160)	BUSINESS FINANCE	TR	5:30-7:55	3
PREREQUISITE(S): AC225, EC211 (OR MA343 OR MA140 AND MA145), MA141, 2.0 GPA AND 54 HOURS				
BU449EA (20236)	STRATEGIC MANAGEMENT	MW	5:30-8:00	3
PREREQUISITE(S): BU342, BU360, BU381, 2.0 GPA, 88 HOURS, AND ADMISSION TO THE SCHOOL OF BUSINESS				
BU956GA (20162)	COMPUTER-BASED INFO SYST	TR	5:30-8:10	3
PREREQUISITE(S): ADMISSION TO MBA PROGRAM, BU250, BU922, AND BU923, OR CONSENT				
BU974GA (20364)	INTERNATIONAL BUSINESS	MW	5:30-8:00	3
PREREQUISITE(S): ADMISSION TO MBA PROGRAM,				

CHEMISTRY (CH) – Chemistry Department

FULL SESSION

</CH101VA (20137)	CHEM FOR LIBERAL ARTS MAJORS	ONLINE		3
</CH101VP (20190)	CHEM FOR LIB ARTS MAJ (PLAN)	ONLINE		3
</CH103VA (20138)	INTRO FORENSIC CHEM	ONLINE		3
</CH103VP (20232)	INTRO FORENSIC CHEM (PLAN)	ONLINE		3
</CH121VA (20002)	GEN, ORG & BIO CHEM LECTURE	ONLINE		5
</CH121AL (20003)	GEN, ORG & BIO CHEM LAB	MW	10:10-1:10	0
</CH121AR (20004)	GEN, ORG & BIO CHEM RECITAT	MW	9:00-10:00	0
MUST TAKE ON-CAMPUS LAB & RECITATION CONCURRENT WITH ONLINE LECTURE PREREQUISITE(S): MA110 (OR EQUIVALENT) OR MA116 OR MA140 OR CONCURRENT ENROLLMENT				
CH390A (20005)	UNDERGRAD CHEM RESEARCH	ARR		1-5
CH390B (20006)	UNDERGRAD CHEM RESEARCH	ARR		1-5
CH390C (20007)	UNDERGRAD CHEM RESEARCH	ARR		1-5
CH390D (20008)	UNDERGRAD CHEM RESEARCH	ARR		1-5
CH390E (20308)	UNDERGRAD CHEM RESEARCH	ARR		1-5
PREREQUISITE(S): CONSENT				
LATE SESSION				
CH393A (20198)	INTERNSHIP	ARR		3-6

CRIMINAL JUSTICE (CJ) – Criminal Justice Department

FULL SESSION

CJ305VA (20354)	CRIME & JUSTICE IN FILM	ONLINE		3
Crosslisted w/CJ585GA				
CJ360A (20115)	INDEPENDENT STUDY	ARR		1-3
PREREQUISITE(S): 12 HOURS OF CRIMINAL JUSTICE AND CONSENT OF THE DEPARTMENT CHAIR				

CJ390A (20455)	SCOTLAND COMPARATIVE JUSTIC	STUDY ABROAD		3
Crosslisted w/CJ585A – Travel Required – 6/15-6/28/08 PREREQUISITE(S): CONSENT				
CJ390B (20470)	CONSTITUTIONAL LAW	MW	5:30-8:00	3
Crosslisted w/CJ585B PREREQUISITE(S): CONSENT				
CJ390VA (20471)	APPLIED PENOLOGY	ONLINE		3
Crosslisted w/CJ585GC PREREQUISITE(S): CONSENT				
CJ390VB (20456)	GLOBAL SYSTEMS OF JUSTICE	ONLINE		3
Crosslisted w/CJ585GB PREREQUISITE(S): CONSENT				
CJ440VA (20457)	ENFORCEMENT ADMINISTRATION	ONLINE		3
Crosslisted w/CJ510GA PREREQUISITE(S): CONSENT				
CJ470A (20201)	INTERNSHIP IN SECURITY	ARR		3
CJ470B (20324)	INTERNSHIP IN SECURITY	ARR		6
PREREQUISITE(S): CJ100, CJ110, CJ220, CJ340, CJ400, AND CJ450, OR CONSENT OF INSTRUCTOR				
CJ480A (20091)	INTERNSHIP IN CORRECTIONS	ONLINE		3
CJ480B (20325)	INTERNSHIP IN CORRECTIONS	ARR		6
PREREQUISITE(S): CJ100, CJ120, CJ220, CJ320, CJ400, AND CJ420 OR CONSENT OF INSTRUCTOR				
CJ490A (20114)	INTERNSHIP IN LAW ENFORCE	ARR		3
CJ490B (20326)	INTERNSHIP IN LAW ENFORCE	ARR		6
PREREQUISITE(S): CJ100, CJ110, CJ230, CJ310, CJ400, AND CJ410 OR CONSENT OF INSTRUCTOR				
CJ510GA (20465)	SEM IN ORG & MGMT	ONLINE		3
Crosslisted w/CJ440VA PREREQUISITE(S): CONSENT				
CJ585A (20473)	SCOTLAND COMPARATIVE JUSTIC	STUDY ABROAD		3
Crosslisted w/CJ390A – Travel Required – 6/15-6/28/08 PREREQUISITE(S): CONSENT				
CJ585B (20472)	CONSTITUTIONAL LAW	MW	5:30-8:00	3
Crosslisted w/CJ390B PREREQUISITE(S): CONSENT				
CJ585GA (20355)	CRIME AND JUSTICE IN FILM	ONLINE		3
Crosslisted w/CJ305VA PREREQUISITE(S): CONSENT				
CJ585GB (20357)	GLOBAL SYSTEMS OF JUSTICE	ONLINE		3
Crosslisted w/CJ390VB PREREQUISITE(S): CONSENT				
CJ585GC (20474)	APPLIED PENOLOGY	ONLINE		3
Crosslisted w/CJ390VA PREREQUISITE(S): CONSENT				
CJ695GA (20365)	CRIMINAL JUSTICE PRACTICUM	ARR		1-6
CJ699GA (20366)	THESIS	ONLINE		1-6

COMPUTER INFORMATION SCIENCE (CM) – Computer Information Science Department

EARLY SESSION

CM101VA (20385)	COMP COMPETENCY & INTERNET	ONLINE		3
PREREQUISITE(S): NOT ELIGIBLE FOR CREDIT IF ONE HAS/IS ENROLLED IN CM110 OR CM211. NOT OPEN FOR CREDIT TO STUDENTS WITH CREDIT IN CM110 OR CM211 OR BU250				
CM390A (20247)	WEB 2.0: IMPLEMENTING SERVICES	MW	12:30-5:20	3
PREREQUISITE(S): CONSENT				

FULL SESSION

CM401A (20269)	SYST ANALYSIS COOPERATIVE I	ARR		1
PREREQUISITE(S): 12 HOURS IN COMPUTER INFORMATION SCIENCES EARNED AT WASHBURN, DECLARED MAJOR IN COMPUTER INFORMATION SCIENCES, AND CONSENT OF INSTRUCTOR				
CM402A (20270)	SYST ANALYSIS COOPERATIVE II	ARR		1
PREREQUISITE(S): CM401				
CM403A (20271)	SYST ANALYSIS COOPERATIVE III	ARR		1
PREREQUISITE(S): CM402				

COMMUNICATION (CN) – Communication Department

EARLY SESSION

</CN101VB (20092)	PRIN & PRAC OF HUM COMM	ONLINE		3
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CHOOSE FROM OVER 300 SUMMER COURSES

Early Session: May 27 - June 26

Full Session: May 27 - July 17

Late Session - June 30 - July 31

EN300A (20087)	ADV COMP-TEACHING MAJORS	TWR	9:15-10:50	3
EN300B (20302)	ADV COMP-BUSINESS EMPHASIS	TWR	11:00-12:35	3
EN300C (20079)	ADV COMPOSITION	MW	5:30-8:00	3
EN300VA (20152)	ADVANCED COMPOSITION	ONLINE		3

This course is a University requirement

EN385A (20080)	DIR READING/WRITING RESRCH	ARR		3
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LATE SESSION

</EN133VA (20297)	STORIES AROUND THE WORLD	ONLINE		3
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EN193A (20314)	CONTEMP HORROR BY WOMEN	ONLINE		3
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EN300D (20303)	ADVANCED COMPOSITION	MTWR	9:35-11:30	3
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EN300VE (20403)	ADVANCED COMPOSITION	ONLINE		3
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This course is a University requirement

</EN332VA (20305)	LIT OF AMERICAN WEST	ONLINE		3
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EN393VA (20315)	CONTEMP HORROR BY WOMEN	ONLINE		3
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GEOGRAPHY (GG) - Political Science Department

EARLY SESSION

</GG102A (20293)	WORLD REGIONAL GEOGRAPHY	TWR	10:10-12:40	3
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GEOLOGY (GL) - Physics & Astronomy Department

EARLY SESSION

</GL101A (20139)	INTRO TO GEOLOGY	TWR	5:30-8:00	3
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HISTORY (HI) - History Department

EARLY SESSION

</HI111VA (20495)	US HISTORY I	ONLINE		3
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</HI112A (20206)	US HISTORY II	TWR	10:10-12:40	3
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FULL SESSION

</HI100VA (20060)	SURVEY-EARLY WLD HIST	ONLINE		3
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HI397A (20307)	INTERNSHIP IN HIST AGENCIES	ARR		3
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PREREQUISITE(S): HI111, HI112, 6 HOURS UPPER DIVISION HISTORY, AND CONSENT

HI398A (20306)	DIRECTED READINGS	ARR		1-6
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PREREQUISITE(S): SENIOR HISTORY MAJOR OR APPROVAL OF DEPARTMENT CHAIR

LATE SESSION

</HI101VA (20501)	CHNGNG WLD HIST-TRAD & TRANS	ONLINE		3
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HI300B (20496)	SOUTHERN HISTORY	TWR	5:30-8:00	3
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OUT OF SEQUENCE

HI300A (20491)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
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Crosslisted w/AN300XA, AR101B, AR301A, AR399A, AR500GA, HI500GA, LS501GB, LS502GB - Travel Required - 5/27-6/16/08

HI500GA (20494)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
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Crosslisted w/AN300XA, AR101B, AR301A, AR399A, AR500GA, HI300A, LS501GB, LS502GB - Travel Required - 5/27-6/16/08

HUMAN SERVICES (HS) - Human Services Department

EARLY SESSION

HS325VA (20202)	GROUP WORK IN HUMAN SERVICES	ONLINE		3
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HS390VA (20203)	PEACEMAKING	ONLINE		3
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HS585GV (20336)	PEACEMAKING	ONLINE		3
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FULL SESSION

HS280VA (20333)	INTERNSHIP I	ONLINE		3
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PREREQUISITE(S): HS100 AND HS131, AT LEAST ONE COURSE IN AREA OF EMPHASIS, AND CONSENT

HS281VA (20337)	INTERNSHIP II	ONLINE		3
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PREREQUISITE(S): HS250 AND HS280, AT LEAST ONE COURSE IN EMPHASIS AREA, AND CONSENT

HS360A (20121)	DIR STUDY IN HUMAN SERVICES	ARR		1-3
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LATE SESSION

HS380VA (20338)	INTERNSHIP III	ONLINE		3
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PREREQUISITE(S): HS281, HS300, HS302, AND CONSENT

HS381VA (20373)	INTERNSHIP III - PLAN 2+2	ONLINE		3
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PREREQUISITE(S): HS281, HS300, HS302, AND CONSENT

HS481VA (20339)	INTERNSHIP IV	ONLINE		3
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PREREQUISITE(S): HS325, HS330, HS380, UPPER DIVISION LEVEL COURSE IN EMPHASIS AREA, AND CONSENT

OUT OF SEQUENCE

HS240XA (20439)	INTRO TO DEV DISABILITIES	R	11:00-3:00	3
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Classes meet at Kansas Neurological Institute, 3107 SW 21st (Wheatland Building)

HS376XA (20426)	MORITA THERAPY INTENSIVE	ARR		3
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This course is an intensive residential experience. Meals and Lodging - \$135.00. Crosslisted w/HS576GX

HS390VA (20569)	NICARAGUA SERVICE EXPERIENCE STUDY ABROAD			3
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Travel Required - 7/30-8/14/08

HS576GX (20427)	MORITA THERAPY INTENSIVE	ARR		3
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This course is an intensive residential experience. Meals and Lodging - \$135.00. Crosslisted w/HS376XA

INTENSIVE ENGLISH (IE) - Intensive English

INTERNATIONAL STUDENTS (NEW & RETURNING) MUST ENROLL IN THE INTERNATIONAL HOUSE

EARLY SESSION

IE070A (20482)	BASIC INTENSIVE ENGLISH	TWR	9:00-12:00	3
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CONSENT/CREDIT NOT APPLICABLE TOWARD DEGREE

IE100A (20483)	INTENSIVE ENGLISH	TWR	9:00-12:00	3
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CONSENT/CREDIT NOT APPLICABLE TOWARD DEGREE

INTERDISCIPLINARY STUDIES (IS) - Center for Undergraduate Studies and Programs (CUSP)

FULL SESSION

IS201XE (20367)	STUDY ABROAD-NORTH AM AFFIL			1-18
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IS201XI (20368)	STUDY ABROAD-NORTH AMERICA			1-18
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IS202XE (20369)	STUDY ABROAD-LATIN AM-AFFIL			1-18
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IS202XI (20370)	STUDY ABROAD-LATIN AMERICA			1-18
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IS203XC (20371)	STUDY ABROAD-EUROPE-CAMBRIDGE			1-18
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IS203XE (20372)	STUDY ABROAD-EUROPE-AFFIL			1-18
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IS203XI (20373)	STUDY ABROAD-EUROPE			1-18
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IS203XM (20374)	STUDY ABROAD-EUROPE-MAGELLAN			1-18
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IS204XE (20172)	STUDY ABROAD-ASIA-AFFIL			1-18
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IS204XI (20375)	STUDY ABROAD-ASIA			1-18
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IS205XE (20173)	STUDY ABROAD-OCEANIA-AFFIL			1-18
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IS205XI (20376)	STUDY ABROAD-OCEANIA			1-18
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IS206XE (20377)	STUDY ABROAD-AFRICA-AFFIL			1-18
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IS206XI (20378)	STUDY ABROAD-AFRICA			1-18
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IS389VA (20149)	CAPSTONE PROPOSAL	ONLINE		1
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IS390VA (20167)	CAPSTONE PROJECT	ONLINE		2
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LEGAL STUDIES (LG) - Office, Legal & Technology Department

FULL SESSION

LG205VA (20477)	CORPORATE LAW	ONLINE		3
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PREREQUISITE(S): LG100, LG200, OR CONSENT

LG390EA (20281)	LAW AND THE CINEMA	T	5:30-8:30	3
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LG450A (20422)	INTERNSHIP	ARR		2-3
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PREREQUISITE(S): STUDENTS MUST APPLY WITH THE PROGRAM DIRECTOR AND BE GIVEN CONSENT TO ENROLL

LIBERAL STUDIES (LS)

FULL SESSION

LS590GA (20249)	SPECIAL TOPICS	ARR		3
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LS599GA (20166)	CAPSTONE EXPERIENCE	ARR		3
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LATE SESSION

LS501GA (20383)	PRES ELEC & POLITICAL COMM	TWR	5:30-8:00	3
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Crosslisted w/CN395A, LS502GA, PO300A

LS502GA (20394)	PRES ELEC & POLITICAL COMM	TWR	5:30-8:00	3
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Crosslisted w/CN395A, LS501GA, PO300A

OUT OF SEQUENCE

LS501GB (20518)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
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Crosslisted w/AN300XA, AR101B, AR301A, AR399A, AR500GA, HI300A, HI500GA, LS502GB - Travel Required - 5/27-6/16/08

LS502GB (20519)	GREECE: HIST/ART/ARCHAEOLOGY STUDY ABROAD			3
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Crosslisted w/AN300XA, AR101B, AR301A, AR399A, AR500GA, HI300A, HI500GA, LS501GB - Travel Required - 5/27-6/16/08

MATHEMATICS & STATISTICS - Mathematics & Statistics Department

All Mathematics courses except MA104 require a TI83 or Equivalent Graphics Calculator

EARLY SESSION

MA104A (20277)	INTERMEDIATE ALGEBRA	MTWR	5:30-7:30	3
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PREREQUISITE(S): MA103, OR 1 YEAR HIGH SCHOOL ALGEBRA

</MA116A (20072)	COLLEGE ALGEBRA	TWR	10:10-12:40	3
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This course satisfies the University Math requirement

PREREQUISITE(S): A GRADE OF C OR BETTER IN MA104 OR AN ACT MATHEMATICS SCORE OF AT LEAST 22 (SAT QUANTITATIVE SCORE OF AT LEAST 505) OR A PLACEMENT EXAM SCORE OF AT LEAST 15

</MA140A (20280)	STATISTICS	MTWR	9:40-11:40	3
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PREREQUISITE(S): A GRADE OF C OR BETTER IN MA110 OR MA116 OR AN ACT MATHEMATICS SCORE OF AT LEAST 25 (SAT QUANTITATIVE SCORE OF AT LEAST 570)

FULL SESSION

</MA110VA (20544)	EXPLORING MATHEMATICS	ONLINE		3
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This course satisfies the University Math requirement.

PREREQUISITE(S): A GRADE OF C OR BETTER IN MA104 OR AN ACT MATHEMATICS SCORE OF AT LEAST 22 (SAT QUANTITATIVE SCORE OF AT LEAST 505) OR A PLACEMENT EXAM SCORE OF AT LEAST 15

</MA141A (20154)	APPLIED CALCULUS I	MTWR	8:55-10:10	3
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PREREQUISITE(S): A GRADE OF C OR BETTER IN MA116 OR MA123 OR AN ACT MATHEMATICS SCORE OF AT LEAST 25 (SAT QUANTITATIVE SCORE OF AT LEAST 570)

LATE SESSION

MA104B (20278)	INTERMEDIATE ALGEBRA	MTWR	9:35-11:30	3
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PREREQUISITE(S): MA103, OR 1 YEAR HIGH SCHOOL ALGEBRA

</MA116B (20079)	COLLEGE ALGEBRA	MTWR	5:30-7:25	3
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This course satisfies the University Math requirement

PREREQUISITE(S): A GRADE OF C OR BETTER IN MA104 OR AN ACT MATHEMATICS SCORE OF AT LEAST 22 (SAT QUANTITATIVE SCORE OF AT LEAST 505) OR A PLACEMENT EXAM SCORE OF AT LEAST 15

</MA140B (20077)	STATISTICS	MTWR	5:30-7:25	3
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PREREQUISITE(S): A GRADE OF C OR BETTER IN MA110 OR MA116 OR AN ACT MATHEMATICS SCORE OF AT LEAST 25 (SAT QUANTITATIVE SCORE OF AT LEAST 570)

MASS MEDIA (MM) - Mass Media Department

EARLY SESSION

MM202VA (20505)	BASIC MEDIA WRITING	ONLINE		3
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PREREQUISITE(S): EN101 OR EN102, OR CONSENT

MM393A (20520)	DIGITAL FILMMAKING WORKSHOP	TWR	10:10-12:40	3
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PREREQUISITE(S): MM100 OR CONSENT

MM393VA (20525)	WOMEN & MEDIA	ONLINE		3
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PREREQUISITE(S): MM100 OR CONSENT

FULL SESSION

MM494A (20016)	INTERNSHIP	ARR		1-3
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PREREQUISITE(S): MAJORS ONLY, CONSENT OF DEPARTMENT CHAIR

LATE SESSION

</MM100VA (20522)	INTRO TO MASS MEDIA	ONLINE		3
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MODERN LANGUAGE (FR, SP) - Modern Language Department

EARLY SESSION

SP101A (20112)	BEGINNING SPANISH I	MTWR	1:00-3:40	4
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LATE SESSION

FL399A (20537)	FRENCH FILM AND FILMS	MTWR	11:40-1:35	3
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PREREQUISITE(S): FR309A

FR309A (20536)	FRENCH FILM AND FILMS	MTWR	11:40-1:35	3
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Crosslisted w/FL399A

</SP102A (20128)	BEGINNING SPANISH II	MTWR	9:40-12:20	4
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Summer 2008

REGISTRATION INFORMATION GUIDE

(Registration instructions and guidelines only)



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

2008 SUMMER ACADEMIC CALENDAR

April	7 - 22	Advance Registration for Summer 2008 by Alphabetical/Classification Schedule only for students enrolled Spring 2008
	23 - 30	Open Registration for Summer 2008 for new, returning, and Spring 2008 students who did not advance register
May	1 - 26	Open Registration for Summer 2008 Continues (including weekends)
Monday	May 26	Memorial Day Holiday (University Closed)
Early Session – May 27 – June 26		
Monday	May 19	Textbooks available in Bookstore (subject to change)
Tuesday	May 27	CLASSES BEGIN
Wednesday	May 28	Last day for 100% refund Last day to enroll without a late fee Last day to enroll in a course without the instructor's permission Last day to change audit to graded or A/pass/fail status
Monday	June 2	LAST DAY TO INITIATE AN ENROLLMENT FOR EARLY SESSION Last day to change from graded or A/pass/fail status to audit Last day for 50% tuition refund
Friday	June 6	Last day for full refund (with receipt) for textbooks
Tuesday	June 17	Last day to withdraw Last day to change graded course to A/pass/fail or A/pass/fail to graded
Thursday	June 26	END OF SESSION
Tuesday	July 1	Web available for submitting Early Session grades (5:00 p.m.) Deadline for submission of Early Session grades (10:00 a.m.) Semester-end Book Buy begins and continues through July 31
Friday	July 4	Independence Day (University Closed)
Full Session – May 27 – July 17		
Monday	May 19	Textbooks available in Bookstore (subject to change)
Monday	May 26	Memorial Day Holiday (University Closed)
Tuesday	May 27	CLASSES BEGIN
Friday	May 30	Last day to enroll without a late fee Last day to enroll in a course without the instructor's permission Last day to change audit to graded or A/pass/fail status
Monday	June 2	Last day for 100% refund
Thursday	June 5	LAST DAY TO INITIATE AN ENROLLMENT FOR FULL SESSION Last day to change from graded or A/pass/fail status to audit
Friday	June 6	Last day for full refund (with receipt) for textbooks
Monday	June 9	Last day for 50% tuition refund
Tuesday	July 1	Last day to withdraw Last day to change graded course to A/pass/fail or A/pass/fail to graded Semester-end Book Buy begins and continues through July 31
Friday	July 4	Independence Day (University Closed)
Thursday	July 17	END OF SESSION
Tuesday	July 22	Web available for submitting Full Session grades (5:00 p.m.) Deadline for submission of Full Session grades (10:00 a.m.)
Late Session – June 30 – July 31		
	May 27 – June 29	Open Registration Continues
Monday	May 19	Textbooks available in Bookstore (subject to change)
Monday	June 30	CLASSES BEGIN
Tuesday	July 1	Last day for 100% tuition refund Last day to enroll without a late fee Last day to enroll in a course without the instructor's permission Last day to change audit to graded or A/pass/fail status
Friday	July 4	Semester-end Book Buy begins and continues through July 31 Independence Day (University Closed)
Monday	July 7	LAST DAY TO INITIATE AN ENROLLMENT FOR LATE SESSION Last day to change from graded or A/pass/fail status to audit Last day for 50% tuition refund
Wednesday	July 9	Last day for full refund (with receipt) for textbooks
Monday	July 21	Last day to withdraw Last day to change graded course to A/pass/fail or A/pass/fail to graded
Thursday	July 31	END OF SESSION END OF SUMMER TERM
Tuesday	August 5	Web available for submitting Late Session grades (5:00 p.m.) Deadline for submission of Late Session grades (10:00 a.m.)

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

Academic deadlines for courses shorter than the posted general summer sessions will be calculated at the same ratio as the academic deadlines for semester courses. Specific deadlines for all summer courses can be found on MyWashburn by selecting the Student Tab and then selecting "Last Day" deadlines for courses under the Registration section of Student Self-Service. Faculty will find the link under the Student Advising section of Faculty Advisor Self-Service.

Summer Session 2008

REGISTRATION INFORMATION GUIDE

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

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

DISABILITY SERVICES

Qualified students with disabilities must register with the Office of Student Services to be eligible for services. For complete information, see page 18.

*The information in this guide is subject to change after press time; therefore, this guide should be used **for reference only**.

For the most current course, room and instructor information select Search For Available Courses on the Student or Faculty tab on MyWashburn or at www.washburn.edu/schedule/summer

OUR MISSION

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

Approved by the Washburn Board of Regents, September 17, 1999

Enrollment at a Glance

Advance Registration

Monday, April 7 – Tuesday, April 22, 2008

(See page 5)

For students currently enrolled in Spring 2008

Open Registration

Wednesday, April 23 through Monday, May 26, 2008

(See page 5)

For

New students

Readmitted former Washburn students

Students enrolled Spring 2008 who did not Advance Register

Procedures

Fill out Registration Worksheet (page 10)

See an Advisor and complete the worksheet

Enroll in classes

Pay tuition and fees

Obtain new I.D. if needed

Late Enrollment

Tuesday, May 27 through Tuesday, July 1*, 2008

(See page 6)

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

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

ADMISSIONS PRIORITY DEADLINE

MAY 12, 2008

To avoid delays in transcript and financial aid processing, new students should have their admissions file completed by **May 12, 2008**.

REFUNDS

REFUND POLICY, PAGE 15

REFUND DATES, PAGE 15

THE EN 300/200 PLACEMENT EXAM

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

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

EN300 ENROLLMENT

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

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

WEB ENROLLMENT

Available 8:00 a.m. on April 7 to 5:00 p.m. on July 7*, 2008

Advance Registration and Open Registration for Summer 2008 are available to students on the Web. If you are eligible, you can enroll from home, work, or on campus through your MyWashburn account. The majority of students who are currently enrolled Spring 2008 may participate. (*See the last day to enroll for each specific Summer session in the Summer 2008 Academic Calendar.)

FACTS YOU NEED TO KNOW

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

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

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

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

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

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

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

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

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

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

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

BEFORE YOU CAN ENROLL ON THE WEB

Obtain your WIN (Washburn Identification Number) located on:

- Your iCard (for current students) – obtain your iCard from the Ichabod Service Center in Memorial Union (see page 9).
- Your Admissions Acceptance Letter (for students admitted for the Summer 2008 term).
- Your Admissions printout (for new/returning students admitted on campus during enrollment and late enrollment).

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

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

Select "**Retrieve Account Information**"

Follow the instructions to access MyWashburn.

WEB ENROLLMENT

STEPS FOR ENROLLMENT

1. MEET WITH YOUR ADVISOR

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

See the list of Advising Building and Rooms by Department above the Registration Worksheet on page 10.

Determine your course selections and include alternate courses.

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

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

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

2. ACCESS THE INTERNET

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

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

Select **Student Tab** at top of screen

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

3. BUILDING YOUR COURSE SCHEDULE

Select **"Select Term."**

Choose **"Summer 2008"** from the pull-down menu: press **Submit** button.

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

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

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

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

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

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

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

NOTE: If you do **NOT** know the CRNs which are required to build your course schedule, select **"Search for Available Courses"** from the **"Registration Menu"** or consult the printed Summer 2008 Course Schedule Poster.

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.

3. Once you have successfully completed your online registration, you have incurred a financial obligation to the University. If you decide **not** to attend the University after registering, you must drop your classes online by the published "Last day to enroll without a late fee" for the specific summer session in order to remove your financial obligation.

4. CHANGE COURSE OPTIONS

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

5. 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 above).

6. PAY FOR IT

PAYMENT IN FULL MUST BE MADE by the last published date to enroll without a late fee.

There are several ways to do this:

- You can pay via the web, or with cash, check, or credit card, either by mail, at the cashier windows in Morgan 205 or at the depository outside that office, or by student financial aid funds posted to your Washburn student account.

- If full payment cannot be made by the published "last day to enroll without a late fee," students may:

Set up a payment plan – (within my.washburn.edu, **Students Tab**, select the **"IBOD"** button and select payment plans)

- pay at least 1/4 down, either via the web or with cash, check, or credit card by mail or at a Business Office cashier's window. **IF YOUR FINANCIAL AID WILL PAY PART OF YOUR BILL,** it will count as a first payment. You will still need a payment plan for the balance.
- Provide authorization from a third party to the business office before your class begins so that an invoice can be sent.

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

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

ADVANCE REGISTRATION

April 7 through April 22, 2008

Advance Registration is for eligible students who are currently enrolled at Washburn during Spring 2008. Follow enrollment instructions listed under **Steps for Enrollment** on page 4. In order to access Web registration and build your course schedule, you will have to observe the schedule listed below. You will have a date, alphabetical, AND classification registration timeframe.

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

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

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

REGISTRATION ASSISTANCE - MORGAN 115

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

ALPHABETICAL/CLASSIFICATION SCHEDULE:

<u>Seniors</u>		<u>Juniors</u>		<u>Sophomores</u>		<u>Freshmen</u>	
April 7	A – L	April 10	A – L	April 15	A – L	April 18	A – L
April 8	M – Z	April 11	M – Z	April 16	M – Z	April 21	M – Z
April 9	A – Z	April 14	A – Z	April 17	A – Z	April 22	A – Z

Graduate Students may register on any of the above dates and during Open Registration.

OPEN REGISTRATION

April 23, 2008 at 8:00 a.m. to May 26, 2008 at 5:00 p.m.

For:

- All Washburn students enrolled for Spring 2008 who did not advance register;
- All new students – must submit an Application for Admission, official transcripts, and ACT scores if fewer than 24 hours of college work has been completed;
- Former students who have been readmitted to the University; and
- High School juniors and seniors.*

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

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

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

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

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

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

LATE ENROLLMENT

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

Early Session – May 27

Full Session – May 27

Late Session – June 30

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

LATE ENROLLMENT (Instructor's Permission Not Required)

Web Enrollment: Early: May 27– May 28; Full: May 27 – May 30; Late: June 30 – July 1

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

LATE ENROLLMENT (Instructor's Permission Required)

Web Enrollment: Early: May 29– June 2; Full: May 31 – June 5; Late: July 2 – July 7

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

Obtain the instructor's permission.

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

Click on the Student Tab of your MyWashburn account

Select Register for Courses/Add or Drop Classes

Select Register for Courses

Select term

Enter your PIN

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

Complete the Form to Request Late Class Add

Select Submit

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

Note: Students may drop courses on the Web using their MyWashburn account through June 17 for the Early Session, July 1 for the Full Session, and July 21 for the Late Session. Students may NOT withdraw after each respective date.

Enrollment for Summer 2008 High School Juniors and Seniors

Monday - Friday

April 23 – May 23 2008

8:00 a.m. – 5:00 p.m.

If you are a high school junior or senior and would like to take classes at Washburn, you may now enroll during Washburn's Open Registration, April 23 – May 23 2008. Students should report to the Office of Admissions, Morgan Hall Room 114.

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

1. **A Non-Degree Seeking Application for Admission.**
2. **Make sure the appropriate people sign the "Request to Enroll Form."**
These forms are available in high school guidance offices and online at www.washburn.edu/admissions.

If you took a class at Washburn in Spring 2008, you do not need to file another Non-Degree Seeking Application for Admission. Simply complete step 2 above.

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

TUITION AND FEES

BILLING AND PAYMENT

Once a student is enrolled, s/he must pay the tuition and fees assessed unless s/he withdraws by the published date to do so: Early Session: Wednesday, May 28, Full Session: Monday, June 2; Late Session: Tuesday, July 1. After that date, the university refund schedule applies. Refunds for housing are prorated.

Tuition and fees will be assessed to student accounts at the end of the Spring 2008 semester and updated each business day thereafter as processes are run. IBOD statements will be run when Summer tuition and fees are assessed and then refreshed frequently throughout the semester.

Additional information:

- Classes added after the initial enrollment will be charged 100% of the tuition rate. (Tuition and/or fees are never prorated.)
- Refunds for dropped classes will follow the published refund schedule on page 8 (e.g., class "A" is dropped during the third week of the semester and class "B" is added at the same time – the student will pay 100% of tuition for "B", but receive a 50% refund for "A"). There are a few exceptions; such as transferring from one section of a class to another (e.g., EN300A to EN300C) or in case of a notification by the registrar of a duplicate class.
- Resident qualifications are defined in the University catalog.
- 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.
- There are no activity fees for telecourses, off-campus courses, or online courses **if those are the only courses a student takes.**
- Any student enrolling in only short-term/out-of-sequence courses must pay his/her tuition in full by the second day of class.

“IBOD” – Ichabod Billing on Demand

~ PRINTED STATEMENTS ARE NOT MAILED ~

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

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

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

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

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

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

Tuition and fees are due in full by the last day to pay without a late fee published for each session. For Summer, 2008, these are: Early Session: Wednesday, May 28; Full Session: Friday, May 30; Late Session: Tuesday, July 1. If this is impossible, students may make a downpayment by that date and pay the balance in installments by setting up a payment plan through IBOD.

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

Students who have sufficient financial aid to pay tuition and fees in full need do nothing about payment, except to check to make sure financial aid has been released to their student account, and to indicate how the excess should be disbursed – direct deposit or mailed check (if nothing is indicated, checks will be available for pick up at a designated site), as long as the financial aid is in the student's account by payment deadlines. Financial aid will be applied automatically and excess financial aid disbursed according to the student's preferred method of disbursement.

However, if a student's financial aid will pay only a portion of tuition and fees, the remainder must be paid or set up on installment payments by the last day to pay without a late fee published for each session. The financial aid that has been disbursed may be used as a first payment, with the balance split into installments. To set up an installment plan, go to my.washburn.edu, "students" tab, IBOD. Call the Business office at 785-670-1156, or send email to business-office@washburn.edu with questions. There is a \$30 fee to set up an installment plan.

Financial Aid Priority deadline for academic year 2007-2008 (classes beginning by Summer 2008) was February 15, 2007. Students who are planning to enroll in Summer 2008 classes, who want financial aid and who have not submitted a FAFSA should do so as soon as possible to assure timely processing of funds. ***If a student's financial aid is delayed because his/her FAFSA was not submitted in a timely manner, the student will be required to make a down payment to hold classes.***

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

Early Session: May 28, Full Session: May 30, Late Session: July 1

Late Fees

After the published date to enroll without a late fee, if charges have not been paid nor an installment plan set up, a single late fee will be charged according to the number of credit hours taken.

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

Refund Dates - Please Note! (See page 15 for University Refund Policy)

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

Early Session:	May 27 – May 28	100%
	May 29 – June 2.....	50%
Full Session:	May 27 – June 2.....	100%
	June 3 – June 9.....	50%
Late Session:	June 30 – July 1.....	100%
	July 2 – July 7	50%

SHORT TERM CLASSES:

Tuition refunded 100% if the student processes the official withdrawal on the Web **the day before class begins.**

STUDENT ID's

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

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

Returning Students – your iCard will be electronically updated after you have paid your fees.

Special Enrollment Hours:

Monday, May 26 – CLOSED (Holiday)

Tuesday, May 27 and Wednesday, May 28 – 8:00 a.m. – 5:30 p.m.

Thursday, May 29 and Friday, May 30 – 8:00 a.m. – 5:00 p.m.

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

Call the Ichabod Service Center if you have any questions at (785) 670-1188.

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

UPDATE YOUR PERSONAL INFORMATION ON THE WEB

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

To update your address information and your directory profile:

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

LOCATING CLASSROOM ASSIGNMENTS AND INSTRUCTORS

STUDENTS (After Enrollment)

- On my.washburn.edu, go to the **Student Tab**
- Select “**View Detail Course Schedule**” under **Student Self-Service** under **Registration**
- Select term “**Summer 2008**” – the room assignment will be listed under “Where”

It is recommended that students print out a copy of their schedule just before classes begin to verify the current room assignments.

FACULTY

- On my.washburn.edu, go to the **Faculty Tab**
- Select “**View course schedule for a particular term**” under **Faculty Self-Service** under **Faculty Assignments and Rosters**

OR

- On **Faculty Schedule Channel** in the center of screen, in the **Search** box, enter the beginning date of the session and select **Go**
- Select **Weekly View** for class assignments

Courses can also be viewed using the “**Search For Available Courses**” option in either the Faculty Self-Service Area, the Student Self-Service Area, or at www.washburn.edu/schedule/summer.

ADVISING LOCATIONS AND STUDENT REGISTRATION WORKSHEET

UNDECLARED, HIGH SCHOOL, INTERNATIONAL, AND KATS STUDENTS:

HIGH SCHOOL STUDENTS: Admissions Office, Morgan114
 INTERNATIONAL STUDENTS: International House
 KATS STUDENTS: Deans Office, School of Applied Studies, Benton 306
 UNDECLARED STUDENTS: CUSP (Center for Undergraduate Studies and Programs), Morgan122

DECLARED STUDENTS:

School of Applied Studies

BE107 Allied Health (Health Services Administration, Medical Imaging, Diagnostic Medical Sonography, Health Information Technology, Physical Therapist Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy)
 BE311 Office, Legal & Technology (Banking, Design Technology, Food Service, Industrial Technology, Legal Studies, Office Administration, Purchasing, Technology Administration)
 BE201/204 Criminal Justice
 BE203 Human Services
 BE405 Social Work

School of Business – HC114 (785/670-1308)
 Accounting, Economics, Finance, General Business, Management, Marketing, MBA

School of Nursing – PC203

College of Arts and Sciences

AB101 Art
 ST210 Astronomy, Physics (785/670-2141)
 ST202 Biology (785/670-2077)
 ST312 Chemistry (785/670-2270)
 MO266 Communication
 BT100 Computer Information Sciences
 CA202 Education
 MO258 English
 PC201 Health & Physical Education & Exercise Science
 HC311 History

HC316 Mass Media
 MO275 Mathematics & Statistics
 MO375 Modern Languages (785/670-1714)
 GC211 Music
 GC233 Philosophy (785/670-1542)
 HC215 Political Science
 HC211 Psychology
 HC218 Sociology/Anthropology (785/670-1608)
 GC133 Theatre Arts

Building Codes

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

REGISTRATION WORKSHEET

CRN	Subject and Course Number	Credit Hours	Grading Options Grade, Pass/Fail, Audit	Day/Time	Building/Room



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

To view the list of online courses, go to <http://www.washburn.edu/online-education/> and click the **Class Schedule Search** link. You may enroll in an online course the same way you enroll in any other WU credit courses (refer to the registration section of the class schedule for specific enrollment information). To access online courses, faculty and students must login to MyWashburn at <http://my.washburn.edu>. Online courses are located on the MyCourses tab in MyWashburn. Online courses will open in a new window. Students should check their computers for pop-up blockers and allow pop-ups from washburn.edu. Students should also change their MyWashburn time out setting from the default value in “My Account Preferences” inside MyWashburn to at least 120 minutes to avoid timing out while working in an online course. Care should be taken to log out completely when finished. All students enrolled in online courses have access to the WebCT **Student Orientation**. The link to the orientation is on the MyCourses tab of MyWashburn in the **WebCT @ WU** channel. Students new to online classes are strongly encouraged to read the orientation material before or during the first week of classes.

The student orientation covers each of the WebCT tools and answers some of the most commonly asked questions. For technical support with online classes e-mail webtech@washburn.edu or call (785) 670-2381. Phone support is available Monday through Friday, 8 a.m. – 5 p.m. central time. E-mail support is available all the time except for official holidays and University closings. Average response time for e-mail support is 8 to 12 hours. Face-to-face WebCT Student Orientations are held on Washburn’s campus during the first two weeks of classes. Orientation dates are sent out to all students’ MyWashburn e-mail addresses and are posted on announcements placed throughout the Washburn campus prior to the first day of classes.



In addition to the distance education programs coordinated by the Division of Continuing Education, Washburn University offers a variety of noncredit professional development courses including computer training, continuing nursing education, management and human resources programs, Spanish language classes, social service programs, and victim assistance training. On-site and contract

training programs are also available for organizations that desire greater convenience or specialized training for their employees. For more information on noncredit courses, call (785) 670-1399 or go to www.washburn.edu/ce/.

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



The **Partnership for Learning and Networking (PLAN)** is a collaborative set of baccalaureate degree completion programs offered by Washburn University in conjunction with 20 Kansas community colleges and six technical colleges. These programs allow you to complete an associate degree at any of the participating community colleges, and then a baccalaureate degree from Washburn University in another two years without traveling to Topeka for classes. For more information about the 2+2 PLAN degree completion programs, visit the PLAN web site at <http://www.washburn.edu/PLAN/>, or send an email to 2PLUS2@washburn.edu.

General Information

For complete University policies and procedures, see the University Catalog

Admissions

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

1. **An Application for Admission** must be completed by all first time students and by former students who were not in attendance during the prior semester. An Application for Admission can be obtained from the Admissions Office upon request, or be accessed online at www.washburn.edu/admissions.
2. **An Application Fee** of \$20 must be mailed in with the application for all first time degree-seeking students.
3. **Official high school or GED transcripts*** are required of all degree-seeking applicants and transfer students with fewer than 24 hours of college work completed.
4. **Official transcripts* of all previous college work from each institution attended** must be submitted prior to enrollment by all degree-seeking applicants.
5. Entering freshmen or students who have not attained the classification of sophomore are required to submit ACT test scores. These results will be used to determine admission status and by your advisor to select the proper courses of study.
6. **Applications for Admission** and official transcripts should be on file by May 12, 2008. Applications received after May 12 will still be accepted but file evaluation may not be completed prior to the start of classes.
7. **Priority Admission.** Students meeting one of the following criteria will be granted admission.
High School GPA ≥ 3.5 on a 4.0 grading scale *or* ACT Composite Score ≥ 24 *or* ACT Composite Score 21, 22, or 23 *and* High School GPA ≥ 2.60 on a 4.0 grading scale *or* ACT Composite Score 18, 19, or 20 *and* High School GPA ≥ 2.90 on a 4.0 grading scale *or* ACT Composite Score 16 or 17 *and* High School GPA ≥ 3.20 on a 4.0 grading scale

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

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

Priority Admission for Home School Students:

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

Conditional Admission for Home School Students:

ACT Composite Score ≤ 20 and GED Score ≥ 45 together with a prescription for freshman success.

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

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

Priority Admission for GED Students:

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

Conditional Admission for GED Students:

ACT Composite Score ≤ 20 and GED Score ≥ 45 together with a prescription for freshman success.

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

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

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

Financial Aid

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

Summer is treated as a "trailer" to our previous fall and spring semesters. If a student has not utilized their Stafford loan eligibility and/or Federal Pell Grant eligibility for the fall and spring semesters, there may be remaining eligibility for the summer session. For financial aid purposes, undergraduates must be enrolled in 12 credit hours to receive full-time financial aid, and 6 credit hours for half-time. Graduate and law students must be enrolled in 6 credit hours for full time financial aid, and 3 credit hours for half-time. For students who have maximized their federal Stafford loan eligibility, private loans may be an option. Campus based funds are only available if not fully expended for the previous fall and spring semesters.

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

Tuition & Fees – 2007-2008 Academic Year.

The tuition charge per credit hour is applicable to all parts of term such as regular semester, evening programs, etc. whether taken for credit or as an auditor. This tuition and fee schedule will be in effect through the Summer 2008 Academic Period.

Undergraduate Tuition – Traditional Courses (except for School of Business, School of Nursing, Bachelor of Health Sciences, Medical Sonography, and Radiation Therapy)

Kansas Resident*	\$185 per credit hour
Non-Resident	\$420 per credit hour

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

Kansas Resident*	\$255 per credit hour
Non-Resident	\$520 per credit hour

School of Business – Traditional Courses

Kansas Resident*	\$210 per credit hour
Non-Resident	\$445 per credit hour
Masters in Business –Resident*	\$320 per credit hour
Masters in Business – Non-Resident	\$555 per credit hour

School of Nursing – Traditional Courses

Kansas Resident	\$200 per credit hour
Non-Resident	\$435 per credit hour
Masters in Nursing – Resident*	\$320 per credit hour
Masters in Nursing – Non-Resident	\$555 per credit hour

School of Applied Studies

Bachelors, Health Sciences (online)	\$238 per credit hour
Medical Sonography	\$238 per credit hour
Radiation Therapy	\$315 per credit hour

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

PLAN 2+2	\$238 per credit hour
Online Courses	
Undergraduate – Resident*	\$238 per credit hour
Undergraduate - Non-Resident	\$473 per credit hour
Graduate – Resident*	\$325 per credit hour
Graduate – Non-Resident	\$573 per credit hour
Distance Education	
Undergraduate	\$238 per credit hour
Graduate	\$325 per credit hour

School of Business – Online Courses

Undergraduate – Resident*	\$263 per credit hour
Undergraduate – Non-Resident	\$498 per credit hour
Graduate – Resident*	\$373 per credit hour
Graduate – Non-Resident	\$608 per credit hour

School of Nursing – Online Courses

Undergraduate – Resident*	\$253 per credit hour
Undergraduate – Non-Resident	\$488 per credit hour
Graduate – Resident*	\$373 per credit hour
Graduate – Non-Resident	\$608 per credit hour

WECEP (Washburn Early College Enrollment Program)

\$93 per credit hour

**Resident qualifications are defined in the University Catalog.*

Activity Fees (except School of Law)

Activity fees are not charged if your schedule **only** involves telecourses, online or distance education courses, or off campus courses.

	Undergrad/Grad
3, 4, or 5 hours	\$21
6 or more hours	\$43

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

Payment of Tuition

The University reserves the right to correct clerical errors.

All Summer 2008 tuition and fees are **due by the last day to pay without a late fee for each session: Early session: Wednesday, May 28; Full Session: Friday, May 30; Late Session: Tuesday, July 1.** Charges and payments will be assessed to registered students the day after the last day of the Spring 2008 semester, and automatically thereafter as they enroll. Students who have completed advance/open registration but do NOT intend to attend Washburn during the Summer semester MUST drop their courses via the web. Students MUST withdraw to avoid charges for which they will be liable.

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

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

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

With an installment plan, there will be a downpayment, of 1/4 the total amount, with additional payments due before the class is completed. The specific dates will be posted on the business office website (www.washburn.edu/business-office) and will be listed on the Summer Installment plans through MyWashburn. If any installment payment is not received by the Business Office by the appropriate date, a \$25.00 late fee will be assessed for that installment and will be added to the student's account. See "Late Registration and Delinquent Payments" for more information.

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

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

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

Excess Financial Aid

Refunds of excess financial aid (credit balance) will be disbursed within 14 calendar days after funds are credited to the student's account. The preferred method of disbursement of excess financial aid is via direct deposit to a student checking or savings account, (which the student sets up via MyWashburn, "Students" tab, IBOD, My Profiles, Payment Profile). Students who have set up direct deposit by Spring 2008 do not have to do anything unless their bank information has changed. Parents who will receive excess funds for Parent PLUS loans will receive a paper check for those funds by mail. Students may request that a check be mailed, or they may pick up a check – specific dates, times and places for that process will be posted on MyWashburn, on the Business Office Web page (www.washburn.edu/business-office.html), and via email to students and authorized users. You will be able to change your mailing address through your MyWashburn account. **PLEASE** make sure that your address information is correct. Checks are mailed to a student's **current** address.

Tuition Payment for Summer 2008

Once a student is enrolled, s/he must pay the tuition and fees assessed unless s/he withdraws by the date listed for each class on the academic calendar. After that date, the University refund schedule applies. Refunds for housing are prorated.

Online enrollment will be available in April 2008. Tuition and fees will be assessed to student accounts at the end of the Spring 2008 semester and updated each business day as processes are run. IBOD statements will be run when Summer tuition and fees are assessed and then refreshed frequently throughout the semester.

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

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

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

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

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

Drop/Adds (Class schedule changes) can be done any time the Web is available to you up to the last day to withdraw. You can keep track of that by checking your account on the Web. **ONE MAJOR CHANGE** is that drops and adds are figured separately,

so in order to drop and add an equal number of class hours without any charge, you must do that within the published 100% refund period (see academic calendar or www.washburn.edu/business-office/refunds.shtml for more information)

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

Late Enrollment and Delinquent Payments

Late enrollment fees are applicable to those students who have not paid their charges or set up an installment plan on the dates set and published as the last day to pay without a late fee. Late enrollment fees also apply to TV Courses.

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

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

The deadline for completing the enrollment process, with late enrollment fee, is: Early Session: Wednesday, May 28; Full Session: Friday, May 30; Late Session: Tuesday, July 1. The rules of payment/installment plans apply to late enrollment.

Out-of-sequence courses starting after the regular registration period and scheduled for periods other than the full semester are not subject to the late registration fees. TV courses are not out-of-sequence courses. Drop/adds after initial registration will not be assessed a late fee.

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

Installment payments may be made in the Business Office during regular office hours, or after 5:00 p.m. and before 8:00 a.m. at the depository box outside of Morgan 205. Please use the envelopes provided and print your WIN number on the envelope or your payment if you choose to use the depository. Payments may also be made by mail, by phone, or 24/7 via IBOD.

Procedures for Withdrawing from Classes

Students may withdraw from courses on the Web until the last day to withdraw (Early session: June 17; Full Session: July 1; and Late Session: July 21). The date of withdrawal is determined by the day the withdrawal is processed on the Web. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term, and in being responsible for all assessed charges.

To verify that the withdrawal process has been successfully completed, students should access their MyWashburn accounts online and view the "Detail Course Schedule" link on the Student Tab. The status will indicate withdrawn and the date the course was withdrawn successfully.

Tuition Refunds (Refund policy is subject to change.)

The University reserves the right to correct clerical errors.

A student permitted to withdraw may be allowed a refund of the University tuition charge for an academic session in which she or he is enrolled according to the published tuition refund schedule. Tuition refunds different from the published schedule are not permitted unless the course is canceled by the University or unless an error was made by the University. No refunds will be made of the late registration fee unless such charge has been made through an error of the University (or if the withdrawal is caused by military deployment). In the event some or all of the tuition and fees were paid by some source(s) other than the student, including but not limited to scholarships, grants, Federal Title IV funds, the first refund amounts will be made payable to those sources. If the student has any unpaid account with the University any refund due from withdrawal may be applied to such account. Any refund amounts that exceed the amounts paid by other sources and amounts due to the University will then be paid to the student. For those students who completely withdraw from classes and have received Federal Title IV funds, please refer to the refund policy published through the Financial Aid Office to determine the percentage of refund. Refunds issued for withdrawal are not on the same timetable as excess financial aid refunds.

The refund policy for credit courses that are less than five weeks duration and more than one day is 100% if the student processes the official withdrawal on the web the day before class begins.

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

Tuition Refund Schedule

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

Early Session:

May 27 – May 28.....	100%
May 29 – June 2.....	50%
After June 2.....	NONE

Full Session

May 27 – June 2.....	100%
June 3 – 9.....	50%
After June 9.....	NONE

Late Session

June 30 – July 1.....	100%
July 2 – 7.....	50%
After July 7.....	NONE

Short Term Classes

Fees refunded 100% if the student processes the official withdrawal on the Web prior to the beginning of the class.

Deferred Payment Obligations (Installment Plans)

The University's tuition refund policy is not affected by a student electing to pay by installments. In such event, the refund shall be calculated by multiplying the total tuition charge for the academic session in which such student is enrolled by the appropriate

percentage to determine the amount to be retained by the University. The University shall retain from any payments made to it the amount of University fees charged and the amount of tuition payment to which it is entitled under the refund schedule. If a student on deferred payment withdraws from courses, any outstanding deferred payment obligation, taking into consideration the amount of tuition then due and owing to University under the refund schedule, will be added to the installment plan amounts and will be due at the agreed due dates.

Withdrawal Due to Serious Illness or Injury

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

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

Refund Due to Death of Student

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

Non-Credit Hour Courses

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

Residency

The residency status of a student for the purpose of paying tuition to Washburn University is determined at the time the student applies or reapplies to the University. If a new student questions the status that was assigned, he/she should contact the Office of Admissions for further information and instructions. Current students classified as non-residents who have continuously lived in Kansas for at least six months, have continued to attend Washburn without having to reapply, and believe that they have

met residency requirements as described under "Residence Qualifications" of the University Catalog, may contact the Office of the University Registrar for information and instructions to have their status reviewed. Non-resident tuition is not assessed for Summer sessions for undergraduates.

Final Grades

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

Degrees

Degree Conferment – The University confers degrees three times a year to students who have met all requirements as of the last day of final examinations for each of the three semester/terms: Fall semester, Spring semester and Summer term. Degrees for the Summer 2008 semester will be dated July 31, 2008. All work not completed (i.e. incomplete grades, etc.) by July 31 will result in graduating the following term/semester or later. Transfer work must be received by August 22, 2008 to count for Summer 2008 graduation.

Application for Degree – Students planning completion of the associate, baccalaureate, or master's degree for Summer should file the Application for Degree form in the University Registrar's Office, Morgan Hall 115, by February 15, 2008.

A new Application for Degree must be submitted for a later term/semester if you do not graduate Summer 2008.

Diplomas

Diploma Distribution

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

Diploma Replacement

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

Diploma Designations

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

Transcripts

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

Transcripts may be requested in person upon showing some form of photo identification at the University Registrar's Office, 115 Morgan Hall, during regular business hours or by dropping a transcript request form in the University Registrar's Office drop box east of the office after the office is closed.

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

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

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

Evening Office Hours

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

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

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

Classification of Students

Code/Definition

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

Student Services

Center for Undergraduate Studies and Programs (CUSP)

Washburn students function within a highly competitive intellectual environment and, due to the rigorous demands of study, the typical student may need help in gaining and maintaining an adequate level of academic proficiency. The Center assists students in developing learning strategies and effective skills through workshops, individual assistance, and virtual libraries.

Office of Academic Advising

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

Office of Career Counseling, Testing and Assessment

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

Educational Opportunity Program

The Educational Opportunity Program (EOP) seeks to build bridges within the Washburn community so that more students will be successful. If you have a question or concern, or need academic assistance (tutoring, mentoring services), contact us. If you are looking for an opportunity to work as a peer tutor, we would like to talk with you. The EOP main office is in Morgan 122 and can be reached by phone at (785) 670-1871. You can also learn more information about EOP at the web site www.washburn.edu/services/eop.

The Writing Center

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

The Harlan J. Koca Mathematics Enrichment Program – Tutor Center

The Mathematics Tutor Center located in Morgan Hall 279 is a peer tutoring facility for students in MA 103, 104, 110, 116, 117, 123, 140, 141, and 151. Hours of operation for the Fall and Spring semesters are typically 8 a.m. to 8 p.m. Monday

through Thursday and 8 a.m. to 3 p.m. Friday. Summer hours vary and will be posted. No appointment is necessary. The Tutor Center is staffed by one or two student tutors at a time; most tutors are math or science majors. Please visit the web at www.washburn.edu/cas/math/mathlab.htm for more information.

Information Systems and Services (ISS)

MyWashburn

MyWashburn, our campus portal, is available on- or off-campus through an Internet connection. MyWashburn provides students secure Web-based access to campus news, Washburn e-mail, calendaring, virtual groups, enrollment, fee payment and financial aid.

To obtain MyWashburn account information, students need to know their Washburn Identification Number (WIN). Visit my.washburn.edu for additional information.

Online Classes and Distance Education

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

Wireless Access On-Campus

Wireless Access is available to students in several locations across campus. Registration is required using MyWashburn account credentials. Visit netreg.washburn.edu to register.

Student Web Sites

The University provides file storage space for student Web sites at students.washburn.edu. To publish these Web sites, students must provide the authentication information obtained at the Technology Support Center, Bennett Hall 104.

On-Campus Labs

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

Technology Support Center Hours Bennett Computer Center

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.

Policies

All users of university computing resources are expected to abide by Acceptable Use of Computing Resource policies online in the *General Policies Quick Facts* found at www.washburn.edu/iss.

Ichabod Service Center/Student ID's

The Ichabod Service Center, a centralized office for your iCard (Student ID), is located on the main level of the Memorial Union. The iCard is used for Washburn's all campus system. Deposit money on your iCard for purchases at participating

University locations: Dining Services, University Bookstore, Libraries, Washburn Athletic Department, University Theatre, Vending/Concessions, and University Mailing and Printing Services (UMAPS). The iCard is your photo ID for University services: library circulation, use of the pool in Petro Allied Health Center, use of recreational facilities in the Student Recreation and Wellness Center, and attendance at special music, theatre, and athletic events. The iCard also provides the dining service declining account balance for residence hall students and door access for Living Learning Center/Washburn Village residents. The Ichabod Service Center also provides copy, fax, and postage stamp services.
Service Center Hours: Monday – Friday 8am – 5pm

Student Activities/Greek Life

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

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

Multicultural Affairs Office

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

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

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

For more information, contact Multicultural Affairs Office in Morgan 110, phone (785) 670-1622, email mao@washburn.edu, or visit www.washburn.edu/mao.

Disability Services

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for students with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The Office MUST have current documentation on file in order to provide services. Requests for accommodations should be submitted at least **TWO MONTHS** before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Location: Student Services, Morgan Hall, Room 150

Phone: (785) 670-1629

TDD: (785) 670-1025

Email: student-services@washburn.edu

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

Student Recreation and Wellness Center

The mission of the Student Recreation and Wellness Center (SRWC) is to enrich the quality of campus life by promoting and offering

opportunities for physical and mental growth, as well as social interaction in healthy surroundings and superior recreational facilities.

The SRWC's innovative co-curricular programs and offerings serve to provide a connecting link between students and the Washburn University experience.

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

For more information, check us out on the web at www.washburn.edu/getfit.

Career Services

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

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

Counseling Services

Counseling Services can assist students with personal concerns and learning or educational issues. These services support Washburn student efforts toward intellectual, personal, and social growth. Confidentiality is maintained for all types of counseling. Counseling services is located in Morgan 123, www.washburn.edu/counseling. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For an appointment, call 785-670-1450.

Veterans

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

Location: Student Services, Morgan Hall, Room 150

Phone: 785-670-1629

Email: student-services@washburn.edu

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

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

Student Health Services

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

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

If a provider is not available and a student does not have a family physician in Topeka, treatment may be obtained at the following

emergency care centers **at the student's expense:**

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

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

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

Student Health Insurance information is available in the Student Health Services office and also in the Student Life Office, Morgan Hall 104. Purchase of the health insurance plan is optional and is not required for visits to the campus Student Health Services Office; however, given the cost of health care, some form of insurance is highly recommended.

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

Office of International Programs

Located in the International House, the Office of International Programs coordinates a number of study abroad programs, notably, Fukuoka University (Japan), University of Klagenfurt (Austria), University of Orebro (Sweden), University of Clermont-Ferrand (France), Cambridge University (England), and the University of Cantabria (Spain). Washburn is also active in two consortia: Magellan Exchange (the Netherlands, Austria, Finland, Belgium, France, Germany, and Mexico) and CONAHEC (Mexico and Canada), which offer over 70 sites for study abroad programs. In addition, Washburn maintains formal or informal relationships with institutions in such countries and regions as Australia, Paraguay, the Dominican Republic, Jamaica, Nicaragua, Italy, Scotland, Ireland, Northern Ireland, Finland, Hungary, Romania, Denmark, South Africa, Korea, China, Taiwan, and Thailand, among others, where students can go and study. In close cooperation with the International Center of Topeka, the office serves a variety of campus and community constituencies interested in and involved in international and intercultural affairs. The office is the principle hosting unit for international students, visitors, and scholars, who come to Washburn to study, visit or lecture. For more information, call (785) 670-1051.

65 Years of Age and Over Audit Program

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

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

If you are a first-time participant to this program, or have missed a semester, call (785) 670-1030 to request a 65 and Over application. The application should be returned by May 16, 2008. It may be returned to Morgan Hall 114 in person or mailed to the Admissions Office, Washburn University, 1700 SW College Avenue, Topeka, KS 66621.

Registration for classes will be May 23 in Morgan Hall, Room

137, from 2:30 p.m. to 3:30 p.m.

University Bookstore

The Washburn University Bookstore welcomes you. The Bookstore takes great pride in providing students, faculty, staff, alumni and the community with textbooks, study aids, school and office supplies, technology and computer products, and WU clothing, memorabilia and gifts. We provide used textbooks whenever possible in order to economize the cost of your education without a sacrifice in quality. The Bookstore offers a variety of reading materials from study aids to bestsellers and magazines. Our wide selection of supplies helps you stay organized and productive in class or office as well as providing those incidentals you need away from home. The Bookstore is always looking for new and exciting products and services as we strive to exceed your expectations.

Summer Semester Hours:

Monday - Friday 8:00 a.m. – 5:00 p.m.

Contact us:

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

Library Facilities

THE UNIVERSITY LIBRARY, MABEE LIBRARY, is located in the center of campus. Its three floors provide a variety of attractive study environments, from quiet individual study carrels to group study rooms. The library contains traditional print and media collections, while maintaining a technologically rich environment by providing access to thousands of online journals, databases, and electronic books. The collection contains 350,000 volumes, 1,500 print periodical titles, over 100 online databases, and a media collection which includes music CDs and DVDs. ATLAS, the online catalog, includes the holdings of Mabee Library, the Curriculum Resources Center (CRC), the Washburn University School of Law Library, the Kansas State Supreme Court Library, the State Library of Kansas, and the Kansas State Historical Society. The online catalog and all of the library's online resources can be accessed from either on or off campus. Also included in the facility are an Electronic Classroom, a Special Collections Room, and a Multi-Purpose/Lecture Room.

THE CURRICULUM RESOURCES CENTER (CRC), a branch of Mabee Library, is located in rooms 101 and 103 of Carnegie Hall. The CRC is designed as a model school library/media center and teacher resource center. While primarily used by education students and faculty, it is available to the entire University community. The CRC collection consists of children's/young adult fiction and non-fiction, primary and secondary school textbooks, teacher reference books, non-print materials such as charts, posters, games, toys, educational computer software, and electronic resources.

Mabee Library Hours

Monday – Thursday 7:45 a.m. – 11:00 p.m.
Friday 7:45 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.
Sunday..... 1:00 p.m. – 11:00 p.m.

CRC Hours*

Monday – Thursday 8:00 a.m. – 6:00 p.m.

Friday..... 8:00 a.m. – 5:00 p.m.
Saturday..... 10:00 a.m. – 2:00 p.m.
Sunday..... CLOSED

*CRC hours are subject to change based on Education Department class schedules.

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

Contact us:

Web Page: <http://www.washburn.edu/mabee>
Email: refemail@washburn.edu
Telephone: (785) 670-2485
Toll Free: (800) 736-9060

Extended hours are offered before and during finals.

Military Science

Army ROTC

Under an agreement between Washburn University, the University of Kansas, and the U.S. Army, Washburn students may participate in Army ROTC classes taught at Washburn by KU faculty. The culmination of the ROTC program is a commission as an officer in either the active Army or in the reserves or National Guard. Students simultaneously pursue an academic degree in any academic major of their choice. Contact: The KU Military Science Department by calling collect at (785) 864-3311 or visit the KU ROTC website at [www.ku.edu/KUAROTC/..](http://www.ku.edu/KUAROTC/)

Air Force ROTC

Washburn University currently has a cross-town Air Force Reserve Officer Training Corps program with the University of Kansas and Kansas State University. This program allows Washburn students to complete their primary course of study at Washburn, but participate in the officer program at KU or KSU. Contact: Captain Major Ardis G. Cecil of the KU Department of Aerospace Studies at (785) 864-4676, or Captain Clarence Ward of the KSU Department of Aerospace Studies 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.

Washburn Police Department

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

Access to the Washburn Police Department is available through its headquarters on campus located in Morgan Hall at the south end of the middle wing. The telephone number is (785) 670-1153 (campus extension 1153). Police officers are available on foot patrol, bicycle patrol, or vehicle patrol. You can also access the Washburn Police website at www.washburn.edu/admin/police.

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

Locations of 'EMERGENCY PHONES':

Northeast of Morgan Hall by K-zone parking lot
East of Petro Allied Health Center by the southeast entrance
South of Stoffer Science Hall at the west end of parking lot #2
Southwest of KTWU by parking lot #7
Southwest of the Garvey Fine Arts Center on Jewell Ave.
North of the Law School by parking lot D
Northeast of Mabee Library by parking lot #16
Northwest of Benton Hall on Jewell Ave.
Southwest corner of 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: www.washburn.edu/right-to-know or at the Washburn Police Department Office.

University Mail and Printing Services

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

Policies Affecting Your Rights & Responsibilities

Procedure for Contesting Grades

(The College and Schools, except the School of Law)

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

a. Consultation with the Instructor

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

b. Mediation by the Department Chair

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

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

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

d. Appeal to Grade Appeal Committee

If, after mediation with the Dean as provided above, the student is still dissatisfied with the result, she/he may file a notice of appeal with the Dean, which shall specify the relief requested and provide a written summary of the grounds for appeal to the Grade Appeal Committee. Such notification must be received by the Dean within 10 working days of the day on which the student/instructor consultation has been completed. The process shall be terminated if notification is not received within the 10 working days. Upon receipt of the notice of appeal, the Dean shall forward it and all materials submitted by the instructor and student during the mediation process to the Vice President for Academic Affairs. The Vice President for Academic Affairs, upon receipt of the notice and materials, shall appoint and convene a committee of five persons, comprised of three faculty members (two from the same department or area, one faculty from another department or area), and two students, to serve as the Grade Appeal Committee. At its first meeting, the Grade Appeal Committee shall select its chairperson and set the date, time and place for the appeal to be heard. The committee shall advise the student and the instructor of the hearing date.

(i) Hearing

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

(ii) Decision

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

Sexual Harassment Policy

(www.washburn.edu/sexual-harrassment.html)

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

Employees: Harassment on the basis of sex is defined by Section 703 of Title VII of the Civil Rights Act of 1964 as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or

rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

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

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

Drug Free Schools and Campuses Information/Annual Security Report

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

Equal Opportunity Policy Statement www.washburn.edu/eo.html

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

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

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

The administration of Washburn University is committed to its

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

*Complaints of discrimination should be made verbally or in writing to the Equal Opportunity Director, Carol Vogel, MO 380A, 670-1509, carol.vogel@washburn.edu.

Student Conduct Code

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

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

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

Academic Impropriety Policy

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

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

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

Family Educational Rights and Privacy Act

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

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

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

Disclosure to Faculty and Administrative Officers of the University

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

Disclosure to Parents

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

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

Disclosure to Government Agencies

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

Disclosure to Other Individuals and Organizations

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

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

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

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

PARKING REGULATIONS

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

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

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

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

9.2 Parking

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

9.2.2 Students are not eligible for designated parking privileges.

9.2.3 Handicapped Parking

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

- a specially issued state license plate displaying the international symbol of access to the physically handicapped;
- a disabled veteran license plate issued in accordance with K.S.A. 8-161; or
- a specially issued state identification hangtag displaying the international symbol of access to the physically handicapped.

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

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

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

9.2.4 Faculty and Staff Parking

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

9.2.5 Overlength Vehicle

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

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

9.2.7 Prohibited Parking

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

1. Double parking or blocking streets;
2. Parking on sidewalks or grass;
3. Parking in service or restricted areas;

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

9.2.8 Fees for Misuses of Parking and Late Payment.

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

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

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

9.2.9 Failure to Pay Parking Misuse Fees

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

9.2.10 Misuse of Parking and Vehicle Removal

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

9.3 Vehicle Operation

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

9.3.2 Vehicles shall stop and yield to all for pedestrians.

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

9.3.4 The following acts are prohibited:

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

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

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

Failure to pay Vehicle Operation Violation Fees

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

9.4 Accidents

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

9.5.1 Hearings

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

1. A complaint regarding a specific ticket issuance may be made at the Police Office within five (5) business days.
2. If the individual is not satisfied with the disposition of the complaint regarding a specific ticket, the individual may submit in writing to the Director of Police his/her reason for a review request. The written statement must be submitted to the Director of Police within five (5) business days following registering the complaint to the Police office. Upon receiving the written request for a review of the complaint the Director of Police will schedule a hearing by the Parking Ticket Review Board which will consist of two students, two faculty or staff members and the Director of Police. The Director of Police will only vote in the event of a tie.

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

Visitors

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

Students

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

Disclosure of Education Records or Personally Identifiable Information

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

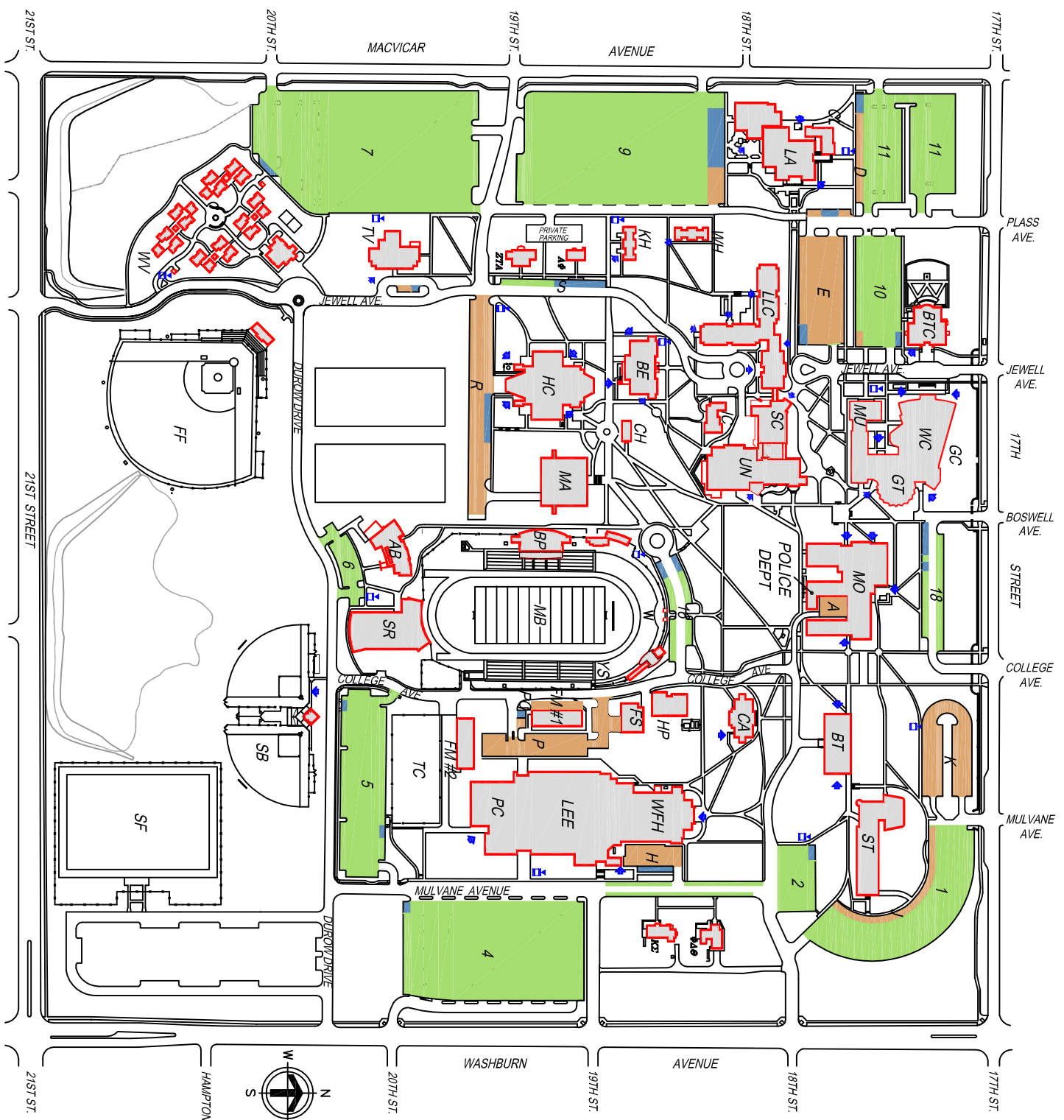
University Police Personnel will attempt to verify the identity of the person requesting information and the emergency situation. The class schedule will not be released to the requesting individual but a police officer will attempt to contact the student directly.

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

Important Locations & Phone Numbers

Academic Services	Location	Ext.
Admissions Information/Catalogues/Class Schedules	Morgan 114	1030
Academic Advising		
Applied Studies	Benton 306	1282
Arts and Sciences.....	Morgan 108	1636
Business	Henderson 114	1308
Nursing	Petro Center 203	1525
Undecided/Undeclared	CUSP, Morgan 122	1942
Adding or Dropping a class	University Registrar's Office, Morgan 115	1074
Address Change	University Registrar's Office, Morgan 115	1074
Books/Supplies/Clothing/Gifts	Bookstore, Lower Level, Memorial Union	2665
Business Office/Bursar.....	Morgan Hall 205	1156
Career Services	Morgan 123	1450
Complete Withdrawal	University Registrar's Office, Morgan 115	1074
Declaring a major.....	Department chairperson of proposed major	
Educational Opportunity Program (EOP)	Morgan 122	1871
Financial Aid/Scholarships	Financial Aid Office, Morgan 267	1151
Honors Program.....	CUSP, Morgan 122	1494
Housing Information	Cap. Fed. Ctr. for Learning, LLC 152	1065
Information Systems and Services / MyWashburn.....	Bennett 104	3000
Library	Mabee Library	2485
Online Classes	Bennett 102	2381
Study Skills Information	CUSP, Morgan 122	1299
Tutoring	Call Department Office	
Transcript Request.....	University Registrar's Office, Morgan 115	1078
Veterans Education Benefits Information.....	Morgan 150	1629
Writing Center.....	Morgan 257	1409
Personal Services		
University Police	Morgan, Center wing, outside entrance	1153
Chartering a new student organization.....	Student Activities, Memorial Union	1723
Child Care	University United Methodist Church	232-0263
Co-curricular Activities	Student Activities, Memorial Union	1723
Counseling, Personal.....	Morgan 123	1450
Disability Services	Morgan 150	1629
Dining Services	Memorial Union	2221
"Good Student" discount on car insurance.....	University Registrar's Office Morgan 115	1074
iCard (Washburn's ID), copies, faxing, postage stamp services	Ichabod Service Center, Memorial Union	1188
Illness	Student Health Services, Morgan 170	1470
International Activities.....	Office of International Programs	1051
Jobs (off-campus)	Career Services, CLASS, Morgan 122	1450
Lost & Found.....	Police/Office, Morgan, Center wing, outside entrance	1153
Mail packages or purchase stamps	Post Office Located east of the stadium	670-1158
Multicultural and Diversity Programming.....	Multicultural Affairs, Morgan 110	1622
Post notices or signs on campus	Student Life Office, Morgan 104	2100
Printing, copying, mailing.....	University Mail and Printing Services, Morgan 113	1605
Refunds tuition.....	Business Office, Morgan 205	1156
Residential Living.....	Cap. Fed. Ctr. for Learning, LLC 152	1065
Risk Management and Safety Department	Morgan 235	1779
Room reservations (on campus).....	University Scheduling Office, Memorial Union	1707/1725
Student Health Insurance	Student Life Office, Morgan 104	2100
Student Health Services & Insurance Information.....	Morgan 170	1470
Student Recreation and Wellness Center		1314
Ticket Information:		
Athletic	Petro Allied Health Center	1092
Cultural	Facts & Snacks, Memorial Union	1454
Work-Study/Part time employment	Financial Aid Office, Morgan 267	1151
Other		
Equal Opportunity Office.....	Morgan 380A	1509
Alumni Office	Bradbury Thompson Center	1641
Student Government.....	Memorial Union, WSGA Office	1169
Campus Switchboard	On Campus: Dial 0	670-1010
TDD (Telecommunications Device for the Deaf)	Morgan 150	670-1025

WASHBURN UNIVERSITY CAMPUS / PARKING MAP



BUILDING LEGEND

- AB ART BUILDING
- BE BENTON HALL
- BP BIANCHINO PAVILION
- BT BENNETT COMPUTER CENTER
- BTC BRADBURY THOMPSON ALUMNI CENTER
- CA CARNEGIE HALL
- CH CAROLE CHAPEL
- CL LEGAL CLINIC
- FF FALLEY FIELD
- FM FACILITIES MAINTENANCE BUILDING
- FS FACILITIES SERVICES
- GA GARNEY FINE ARTS CENTER
- GT ANDREW J & GEORGIA NEESE GRAY THEATRE
- HC HENDERSON LEARNING RESOURCES CENTER
- HP HEAT PLANT
- IC INTERNATIONAL CENTER
- KH KUENNE HALL
- LA LAW SCHOOL
- LEE LEE ARENA
- LLC LIVING LEARNING CENTER
- MA MABEE LIBRARY
- MB MOORE BOWL
- MO MORGAN HALL
- MU MULVANE ART MUSEUM
- PC PETRO ALLIED HEALTH CENTER
- PO POST OFFICE
- SB SOFTBALL FIELDS
- SC STAUFFER COMMONS FOOD COURT
- SF SOCCER FIELD
- SR STUDENT RECREATION & WELLNESS CENTER
- ST STOFFER SCIENCE HALL
- TC TENNIS COURTS
- TV KTUV TELEVISION STUDIO
- UN MEMORIAL UNION
- WC WHITE CONCERT HALL
- WFH WHITING FIELD HOUSE
- WH WEST HALL
- WV WASHBURN VILLAGE
- YS YAGER STADIUM

LEGEND

- EXISTING BUILDING
- ACCESSIBLE PARKING
- UNRESTRICTED PARKING
- RESTRICTED BUILDING
- ACCESSIBLE ENTRANCE
- LOCATION OF HELP PHONES

REVISIONS: 03/05, 06/05, 08/05