

Student Handbook



*The
Division of
Student Affairs,
Equity and
Diversity*

WASHINGTON STATE
 UNIVERSITY

World Class. Face to Face.

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335-5586

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335-2586

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335-3525

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[Student Book Corporation](#)
CUB Ground and 1st Floors
332-2537

[The Bookie Too!](#)
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334-3661

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335-6849

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335-1647

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Washington Building G-41
335-2273

Counseling
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Lighty 280
335-4511

[Psychology Clinic](#)
Johnson Tower 362
335-3587

Crisis Line
335-1505
Pullman Regional Hospital
332-2541
Psychology Clinic Crisis
(800) 663-2810
Alternatives to Violence
332-4357

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Dad's Weekend
[Public Relations and Events](#)
(877) 978-3868

[Dean of Students](#)
Lighty 360
335-5757

[Dining Services](#)
335-4577

Directory Assistance
Off campus: 335-3564
On campus: 0

[Disability Resource Center](#)
Ad. Annex 205
335-1566

[Distance Degree Programs](#)
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335-3557

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335-4511

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Emergency Calls
Fire, Police, Ambulance: 911

[Employment, Student](#)
[Career Services](#) Lighty 180
335-2546

[Enrollment Certification](#)
French Ad 346
335-5511

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[Ferdinand's](#)
(800) 457-5442
Mon-Fri 9:30am - 4:30pm

[Financial Aid](#)
Lighty 380
335-9711

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CUB 401
335-6388

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Center for Fraternity and Sorority Life
CUB 315
335-5433

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Health and Wellness Services
1125 NE Washington Street
335-3575

Honors College
Honors Hall 130
335-4505

Housing Services
On campus: Streit-Perham
Admin. Suite, 335-4577

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International Programs
Bryan Hall 206
335-2541

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Junior Writing Portfolio
CUE 303
335-7959

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335-9444

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335-9671

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Mom's Weekend
WRC - Wilson Hall 8
335-6849

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334-1002

Museum Info.
Art Museum Fine Arts Center
335-1910

Museum of Anthropology
College Hall
335-3441

Charles R. Conner Natural History Museum
Abelson Hall 1st floor
335-3515

-N-
Name Changes
Payroll - French Ad 236
335-9575

Newspaper (Evergreen)
Murrow East 113
335-4573

New Student Programs
Lighty 190
5-4242

-O-
Ombudsman
Wilson Hall 2
335-1195

Outdoor Recreation Center
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Palouse Ridge Golf Course
335-4342

Parking Permits
Parking and Transportation Building
335-7275

Pass-Fail Options
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Payroll Services
French Ad 236
335-9575

Pullman Transit
332-6535

-R-
Recreation Center, University
335-8732

Registration

Registrar, Office of
French Ad 343
335-5346

Residence Hall Reservations
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Residence Life
Streit-Perham Admin. Suite
335-1227

Rental Shop
335-8732
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-S-
SALC (Student Advising and Learning Center)
Lighty 260
335-6000

Schedule of Classes (time schedule)
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Scholarship Services
Lighty 380
335-1059

Sexual Assault, Harassment Center for Human Rights
French Ad 225
335-8288

Sexuality Information and Education
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Short-Term Loans
Lighty 380
335-9711

Student Accounts
University Receivables
French Ad 342
335-9651

Sports Club Federation
See Rec Center

Student Computing Services (SCS)
Information Tech Building 2071
335-4357

Student Conduct
Lighty 190
335-4532

Student Involvement and Leadership Development
CUB 320
335-9667

Student Organizations
See Student Involvement and Leadership Development

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-T-
Telephone Services
Information Tech Bldg 2008
335-3663

Testing Services
Lighty 280
335-4511

Ticket Offices
Cougar Depot
North 225 Grand Ave
335-9626

Beasley Coliseum
Ticket Info, 335-1514

Daggy Hall Box Office
335-7236

Transcripts
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Transfer Center
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Tuition and Fees
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Tutoring
See SALC

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See Rec Center

-V-
Veterans Affairs
French Ad 346
335-1857

Visitor Center
Cougar Depot
Corner of Davis Way and Grand
335-8633

-W-
Withdraw from WSU

Women's Resource Center
Wilson Hall Room 8
335-6849

Women's Transit
Wilson Hall Room 8
Office Hours: 335-4386
After Hours: 335-6830 Work

Study, Loans and Grants
See Financial Aid

Writing Center
CUE 303
335-7959

WSU Alert
5-7471

WSU Police Department
Public Safety Building
335-8548

-Y-
Yearbook, Chinook
Murrow East 113
335-2490

YMCA
335-7900

YWCA
Koinonia House
335-3916

Student Services and Facilities

ADMISSIONS

335-5586; Lightly 370; 8am-5pm, M-F; admiss2@wsu.edu; futurestudents.wsu.edu/admission/

- Admission of undergraduate students
- Evaluation of transfer credits

ASWSU (ASSOCIATED STUDENTS OF WASHINGTON STATE UNIVERSITY)

335-9676; CUB 314; 8am-5pm, M-F; aswsu.wsu.edu

ASWSU represents student interests, needs, and welfare within the WSU community at large on issues affecting student life.

- ASWSU is comprised of the three arms of government including the Executive, Legislative, and Judicial branches. The legislative power of ASWSU is vested in the ASWSU Senate, which is comprised of four (4) At-Large Senators, six (6) Off-Campus Senators, and eight (8) Living Group Senators
- ASWSU funds more than 15 student committees including Multi-Cultural, Entertainment, Awareness, and Service Committees to provide a variety of programs and services for the students and WSU community

ATHLETICS TICKET OFFICE AND INFO.

335-9626, 1-800-GO-COUGS; North 225 Grand Avenue (until summer, 2008); NE Plaza of Martin Stadium (moving to new office space in summer, 2008); 8am-4:30pm, M-F

What is a Sports Pass?

2008-09 sports pass (undergraduate student): \$129

2008-09 sports pass (graduate student): \$175

The student sports pass is an academic year pass which allows admittance to all regular season home events in football, women's volleyball, men's basketball, women's basketball, and baseball from August through May, based on student section seating availability. The sports pass is embedded into the magnetic stripe on your student ID card once it is purchased, and you swipe your ID card at the student entrance to gain admission to home events. The sports pass also includes "home" WSU football games at Qwest Field in Seattle and any "home" men's basketball games at Spokane Arena or at Key Arena in Seattle. Tickets for these home games at venues outside of Pullman usually require ticket pickup in advance of game day. Your sports pass does not include admittance to any NCAA or Pac-10 championship events. For any further questions about your student sports pass, contact the Cougar Athletics ticket office at 509-335-9626.

The approximate value, if all student tickets were purchased separately, is greater than \$300.

Purchasing an all-academic year sports pass

A WSU student can purchase a sports pass in only two ways:

1. When you initially register for your classes online at www.my.wsu.edu, check the appropriate box and it will be charged to your student account.
2. After registration, students can still purchase a Sports Pass at www.my.wsu.edu. Simply click on the "Finances" tab, and scroll to the bottom of the page. Use the "Buy Sports Pass" link under "Optional Purchases at WSU Pullman". Once purchased, the sports pass will be read off of the magnetic stripe on your student ID card when you attend the next WSU athletic event.

Refund information

Once a sports pass is purchased, all requests for refunds must be made in person through the athletics ticket office, located in the visitor's center at N. 225 Grand Avenue in downtown Pullman. A full refund will be provided upon request through September 26th, only if the sports pass has not yet been used for admission to a WSU sporting event. Sports passes purchased in the spring term will be eligible for refunds until January 30th, also only if the sports pass has not yet been used for admission to a WSU sporting event. Students have no online ability to uncheck their initial "yes" selection.

Reminder

Students must have a valid WSU ID in order to enter a game, receive a refund on a sports pass, purchase student guest tickets or guest passes, or to purchase a sports pass. Reserved tickets can be purchased over the phone. Simply call 509-335-9626 locally or 1-800-GO-COUGS from out of town, Monday - Friday, 8am-4:30pm. Some fees and restrictions do apply.

For more information

For more information about individual ticket sales, rules applying to student seating, and special event tickets (such as Apple Cup, and Seattle/Spokane tickets), please see our Web site at www.wsucougars.com.

THE BOOKIE (STUDENT BOOKSTORE)

332-2537; CUB Ground and 1st floors; regular hours 7:30am-7pm, M-F; Sat 10am-5pm; www.wsubookie.net/

Barnes and Noble at The Bookie Too! 334-3661; 405 NE Stadium Way; regular hours 10am-8pm, M-F; Sat-Sun 10am-6pm

- ☛ Offers textbooks for all WSU courses, general reading books, school and art supplies, electronics, convenience items, and an extensive selection of Cougar merchandise.
- ☛ Offers a 10% discount on all textbooks for WSU students and buys back textbooks at the end of each semester.

CAREER SERVICES

335-2546; Lighty 180; 8am-5pm, M-F; www.careers.wsu.edu/

Career Services offers a comprehensive range of services to assist you with your career exploration and employment needs. Whether you are a student just beginning your college career and deciding on a major, or a student searching for internships or career opportunities, Career Services is here to help you achieve your academic and professional goals.

- ☛ Individual Assistance
- ☛ Career and Technology Resource Center
- ☛ Workshops
- ☛ Drop-In Hours for quick questions and resume critiques, M-Th 2-4pm
- ☛ Career Planning Courses (Univ-100, Univ-300, and Univ-300A)
- ☛ Internship Program
- ☛ Career Development Specialist Program
- ☛ Job Search Strategy Groups
- ☛ On-Campus Interviews
- ☛ Student Employment Program
- ☛ Career Fairs and other Events

CENTER FOR CIVIC ENGAGEMENT

335-7708; CUB L48; 8am-5pm, M-F; cce.wsu.edu/

The Center for Civic Engagement (CCE) offers WSU students, faculty, campus departments, and community partners opportunities to share knowledge, skills, and resources for the benefit of student learning and the wellbeing of our communities.

Established partnerships with local, regional, national and international organizations provide students with diverse opportunities for learning the skills necessary to create positive change in the world.

The CCE offers students:

- ☛ Curricular and co-curricular civic engagement opportunities, local and statewide
- ☛ Individual placements, group projects, and internships
- ☛ Leadership and professional development
- ☛ On-line database to seek and record community involvement
- ☛ Scholarships for civic engagement

Types of student civic engagement facilitated by the CCE:

- ☛ Volunteerism and Community Service
- ☛ Public Education and Awareness
- ☛ Community Development
- ☛ Voting and Political Participation
- ☛ Civic Leadership
- ☛ Public Scholarship
- ☛ Grassroots Alliances

CENTER FOR HUMAN RIGHTS (CHR)

335-8288; French Ad. 225; 8am-5pm, M-F; www.chr.wsu.edu/

CHR is a unit of The Division for Student Affairs, Equity and Diversity. CHR's mission is to carry out investigative and monitoring activities to ensure equal employment opportunity and respect for human rights at WSU, and to promote improvements in relevant policies and procedures. CHR conducts affirmative, pro-active activities that educate, train, and inform the broader WSU community in equal employment opportunity, human rights issues (including discrimination and sexual harassment), and ADA issues. CHR assists University units in detecting and addressing relevant issues before they become problems. Program areas include:

- ☛ EEO/AA Compliance
- ☛ Discrimination, Sexual Harassment, and Hate/Bias Complaint Investigation
- ☛ Human Rights, Workforce Recruitment and Diversification, and EEO/AA Education
- ☛ Scholarly Activities (cosponsored with academic units)
- ☛ Public Events/Forums

- ☛ Outreach Activities
- ☛ Workforce Recruitment and Diversification Efforts
- ☛ Consultations

To file a discrimination, sexual harassment, or hate/bias complaint, contact CHR at 335-8288, email chr@wsu.edu, or go online at www.chr.wsu.edu.

CHILD CARE RESOURCE AND REFERRAL

335-7625; Children's Center, Room 108; 10am-2pm, M-F; www.childrencenter.wsu.edu/

We are the student and faculty/staff source for all information pertaining to child care and early learning in our area. We provide to all families:

- ☛ Referrals to licensed childcare in Whitman County, which includes a listing of names, addresses, and phone numbers of licensed child care and preschool programs
- ☛ Information on quality child care
- ☛ Information on choosing childcare
- ☛ Referrals to other available family services in the area
- ☛ Information on child care licensing and steps to becoming a licensed provider in Washington

CHILDREN'S CENTER

335-8847; Olympia Ave.; 7:30am-5:30pm, M-F; www.childrencenter.wsu.edu/

- ☛ Full- and part-time child care and early education for 6-week to 12-year-old children of WSU students, staff, and faculty
- ☛ Licensed by Washington State DSHS
- ☛ Seeking accreditation from the National Accreditation Commission for Early Care and Education
- ☛ Developmentally appropriate program designed to enhance children's intellectual, social, physical, and emotional growth
- ☛ Located between Rogers and Orton residence halls

COLISEUM, BEASLEY PERFORMING ARTS

335-3525; Ticket information: 335-1514; 8am-5pm, M-F; beasley.wsu.edu/

- ☛ Hosts sporting events, concerts, craft shows, charity events, theater and dance performance
- ☛ Ticket office

THE COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)

509-335-4503; Lighty 260; wsucamp@wsu.edu; camp.wsu.edu/

The College Assistance Migrant Program (CAMP) is a federally funded program that provides services to eligible students from migrant and seasonal farm worker backgrounds. We offer services such as recruitment to WSU and provide a structured 1st year experience which entails academic support services and personal counseling to enhance the retention and graduation rates for CAMP participants. Academic, personal and financial services include:

- ☛ Recruitment to Washington State University-Pullman
- ☛ Financial Aid Stipends at \$1,500.00
- ☛ Academic, career, and personal counseling
- ☛ Free tutoring
- ☛ Academic workshops and seminars
- ☛ Referral services

COMPTON UNION BUILDING

Information Desk 335-9444; cub.wsu.edu

A student union is more than a building; it is the main gathering place of the University. The Compton Union Building, commonly referred to as the CUB, is the primary gathering place on campus, as it was 55 years ago. Within the CUB students can find countless ways to become involved, including student lead programs and committees where they gain important leadership, technical, and other life-long skills, as well as co-curricular activities. The union also houses a diversified spectrum of recreational offerings.

The newly renovated CUB provides a facility for the WSU community with major enhancements and new services, including:

- ☛ More retail and food vendors: The Bookie, WSECU, US Bank, Jamba Juice, Panda Express, The Pita Pit, Carlita's, Villa Fresh Italian Kitchen, and a full-service restaurant
- ☛ Enhanced leading-edge technology
- ☛ North entrance stairwell tower and elevator
- ☛ Library access

- Expanded ballroom
- Improved wired and wireless internet services
- Additional late-night entertainment and programming venues

CUB Residents

The CUB will house several departments and, for the first time, will have all of the Multicultural Student Services located in the same building. The following residents will have offices in the CUB:

- Associated Students of Washington State University (ASWSU)
- Graduate and Professional Student Association (GPSA)
- Student Involvement and Leadership Development
- Center for Civic Engagement
- Center for Fraternity and Sorority Life
- Gender Identity/Expression and Sexual Orientation Resource Center (GIESORC)
- International Student Center
- Middle Eastern Students Association
- Multicultural Student Services including:
 - Academic Enrichment Center
 - Student Mentor Programs
- African American Student Center
- Asian American/Pacific Islander Center
- Chicano/a and Latino/a Student Centers
- Native American Student Center
- Intercultural Leadership Initiatives and Student Development (ILI)
- Residence Hall Association

Meeting and Event Space

Upon opening in August of 2008, the CUB will have more enhanced meeting space than ever before. In addition, built into all room reservation rates are all equipment costs including audiovisual components, tables/chairs, and setup/teardown. All meeting space is free for student groups with the exception of large-scale event space (CUB Ballroom, Jr. Ballroom, Auditorium, and Butch's Den) which is free for the initial use, and offered at a discounted rate subsequently. For more information regarding floor plans, space configurations, general scheduling questions and concerns, or to make a reservation, please visit www.scheduling.wsu.edu.

Retail Operations

The Students Book Corporation (Bookie) will relocate to the CUB and will offer services on the ground and first floors. Keeping current amenities, the Bookie will have a Starbucks in its café area and will offer grab and go convenience items.

The Washington State Employees Credit Union (WSECU) will be located on the ground floor of the CUB and will have new expanded space to meet all of your banking needs.

CougarCopies returns to the CUB to serve all of WSU's printing and copying needs, and will also incorporate CougarExpress Mail. Patrons will be able to ship packages and letters from the CougarCopies location.

The CUB will feature four ATM machines; WSECU and US Bank (available for individuals who have linked their CougarCard to a US Bank Account) on the ground floor and Washington Mutual and Bank of America on the first floor.

COUNSELING SERVICES

335-4511, Lighty 280; 8am-5pm, M-F; 24-hour crisis line: 335-2159; www.counsel.wsu.edu/

- Confidential individual counseling and consultation
- Counseling, support, and topic-related groups
- Workshops and Outreach programs

COUGARCARD OFFICE

335-CARD (335-2273); CUB Room 60; 8am-5pm, M-F

A CougarCard is the official multi-purpose WSU photo ID card used on all WSU campuses. New students will have their photos taken and obtain their CougarCard during orientation. A CougarCard is required for library privileges, obtaining and cashing checks, riding Pullman Transit and commuter buses, use of the Student Recreation Center, access to WSU athletic events for students who purchased a sports pass, and admission to many other university events and activities. Additional services include Cougar CASH accounts, Residence Dining Accounts (RDA), and access to selected residence halls, offices and buildings.

Your CougarCard can be linked to your U.S. Bank account and used as an ATM card or to make PIN-based transactions at over 1.2 million Interlink retail locations nationwide.

For more information regarding the services accessed via your CougarCard and locations that accept Cougar CASH visit www.cougarcard.wsu.edu.

COUGAR SECURITY PATROL

335-8548; *Public Safety Building*; www.wsu.edu/~cougarsecurity/

- ☛ WSU student members make up the Cougar Security Patrol, who work night patrol and auxiliary patrol
- ☛ The night patrol provides for the safety of people and property through observing and reporting of crimes, security deficiencies, and safety hazards, as well as providing escorts for those in need
- ☛ The auxiliary patrol assists the night patrol and works special events like football and basketball games, concerts, and dances
- ☛ Employment available (Safety Building, 335-8548)

CULTURE AND HERITAGE HOUSES

Information: www.thedivision.wsu.edu

Houses dedicated to collections of art, books, film and education about African/African American Chicano/Latino and Native American cultures. The houses may be reserved for gatherings and are open to all.

Locations:

- ☛ Talmadge Anderson Heritage House- 935 B Street, 509-338-9209
- ☛ Casa Latina- 955 B Street, 509-332-6461
- ☛ Native American Cultural House- 975 B Street, 509-334-3630

DEAN OF STUDENTS, THE OFFICE OF THE

335-5757; *Lighty 360, 7:30am-5:00pm M-F*; deanofstudents.wsu.edu

The Office of the Dean of Students is dedicated to providing a student-centered, co-curricular environment that enhances the academic mission of the university and embodies the belief that learning is not confined solely within traditional classroom boundaries. It endeavors to augment university efforts to encourage holistic growth and development among students. The Dean of Students:

- ☛ Strives to support students in times of critical need
- ☛ Helps students accomplish their educational and personal goals
- ☛ Disseminates information about extracurricular services, programs and university policies and procedures that affect students
- ☛ Assists students with general problem solving and information-referral assistance
- ☛ Provides help in emergencies, Notary Services, and Courtesy Notifications

DINING SERVICES

335-3561; *Streit-Perham Admin. Ste.; 8am-5pm, M-F*; www.livingat.wsu.edu/hdrl/

Dining Centers

The Northside, Hillside and Southside Cafés are conveniently located throughout campus. Each Café offers a retail ala carte dining program for students, faculty and staff. All dining centers accept Residence Dining Account (RDA) and Cougar CASH, in addition the Hillside Café also accepts cash. The Cougar Fitness Café, located within the Northside Café, offers an all you care to eat program.

Markets

Markets offer a wide variety of snack items, school supplies, and toiletries.

- ☛ Towers (Stephenson)
- ☛ Flix Café and Market (Southside Café)
- ☛ Northside Market
- ☛ Hillside Market

Espresso Bars

Espresso Bars offer espresso, pastries, salads, and sandwiches.

- ☛ Lighty Student Services Bldg.
- ☛ Carpenter
- ☛ Cleveland
- ☛ Bustad
- ☛ Stephenson
- ☛ Cyber Café (in the Smith Center)
- ☛ Northside Espresso Bar and Market
- ☛ Flix Café and Market
- ☛ Hillside Magic Beans Espresso

Campus Vending

Vending machines located across campus.

Compton Union Building

WSU Dining Services is pleased to announce the opening of Carlita's Mexican Grill and Espresso Bar in August of 2008.

DISABILITY RESOURCE CENTER

335-3417; Washington Building, 2nd floor; 8am-5pm, M-F; www.drc.wsu.edu/

The Disability Resource Center offers a variety of legally mandated services to students with documented disabilities (whether temporary or on-going), including the coordination of certain academic accommodations. Appropriate accommodations are agreed upon after a Disability Specialist reviews the student's disability documentation and meets with the student to discuss their needs. Some of the most common accommodations and services include:

- Individual support, e.g., academic coaching (time management and study skills/resources), self-advocacy skills, and career counseling
- Coordination of the Disability Awareness Association-funded
- Van service for intra-campus transportation
- Testing services (reduced distraction, extended time and proctoring, reading and scribing assistance)
- Assistive technology (advanced text-to-speech/speech-to-text software, digital recordings of text via CD or .mp3)
- Sign Language Interpreters
- Alternative Print media (Braille and large print texts; image enhancement and scanning/editing services)
- Note-taking assistance
- Adaptive furniture and tools for course-related activities and other academic requirements

DISTANCE DEGREE PROGRAMS

335-3557 or 800-222-4978; Vandoren 106; online.wsu.edu; distance@wsu.edu

Students who must leave WSU without completing their degrees may be able to finish their remaining requirements toward graduation by taking WSU online courses through Distance Degree Programs.

Distance Degree Programs offers the following undergraduate degrees:

- Business Administration (with majors in Entrepreneurship, Management and Operations, and Management Information Systems)
- Criminal Justice
- Humanities
- Human Development
- Social Sciences
- Women's Studies

Other classes are offered through the Distance Degree program. It may even be possible for former WSU students majoring in other disciplines to complete their degrees through online courses. If you are interested contact the advisor you worked with while on campus, or your academic department. WSU campus students wishing to enroll in DDP courses with restricted schedule line numbers to complete their degree must fill out an online course request form at online.wsu.edu/current_students/ar_restricted_slm.aspx.

For additional information for former WSU students, please visit: futurestudents.wsu.edu/admission/require-former.aspx.

DIVERSITY EDUCATION

334-0279; Talmadge Anderson Heritage House, 935 B Street; www.diversity.wsu.edu/

Washington State University has a long-term commitment to Diversity Education and Cultural Competency and is eager to provide programs that will help to achieve its mission. Programs will provide valuable tools to improve working relationships among students, faculty and staff of all backgrounds and a more effective learning environment.

Trainings we provide will help you:

- Build better relationships across group lines; sharpen skills to listen to people with whom you may disagree.
- Enhance your leadership capacity by learning new information and skills.
- Learn new skills to avoid unintentional conflict and a different approach to conflict resolution.
- Learn commonalities that all people share.
- Deal with problems of cultural differences and bias.

THE DIVISION OF STUDENT AFFAIRS, EQUITY AND DIVERSITY

335-8888; French Administration 134; 8am-5pm, M-F; www.thedivision.wsu.edu/

Office of the Vice President

Responsible for providing administrative leadership for The Division of Student Affairs, Equity and Diversity.

EDUCATIONAL TALENT SEARCH

509-826-7208; PO Box 1689, Omak, WA 98841; 8am-5pm M-F; www.collegebound.wsu.edu

WSU Educational Talent Search is designed to assist middle school/high school students and high school dropouts with the necessary understanding, knowledge, skills, and self-esteem to continue in and graduate from high school.

Talent Search serves up to 600 students from Grant, Douglas and Okanogan counties providing both an academic year program and a summer institute in June.

FERDINAND'S ICE CREAM SHOPPE/WSU CREAMERY

335-2141; 101 Food Quality Building; 9:30am-4:30pm, M-F; www.wsu.edu/creamery/

- ☛ Home of the famous Cougar Gold Cheese and Ferdinand's Ice Cream
- ☛ Eight cheeses, 18 flavors of ice cream, fresh milk, and espresso

FINANCIAL AID, STUDENT

335-9711; Lighty 380; 8am-5pm, M-F; finaid@wsu.edu, www.finaid.wsu.edu/

- ☛ Administers federal and state financial aid programs, including the Federal Family Education Loan Program
- ☛ Determines eligibility for financial aid
- ☛ Facilitates process for WSU's Short-term Loan Program
- ☛ Helps students apply for financial aid using the Free Application for Federal Student Aid (FAFSA)
- ☛ March 1 priority processing date; students who miss this date should apply as soon as possible
- ☛ Educates students on their rights and responsibilities as financial aid recipients
- ☛ Distributes financial aid information to current and prospective students
- ☛ Participates in campus outreach and orientation events by conducting presentations and workshops as required.

FIRE AND EMERGENCY MEDICAL SERVICES

Emergencies: 911, Business: 332-8172; 2 stations: 620 S Grand Ave and 55 NW Terre View Drive

Fire and Basic and Advanced Life Support Emergency Medical Services are provided by the City of Pullman Fire Department. The Department has three fire engines, one ladder-pumper, five ambulances, one rescue/combination pumper, three hazardous material and technical rescue response vehicles, and four administrative support vehicles. There are 32 Career employees and 25 Reserve Personnel. All fire departmental personnel are trained and certified by National and State of Washington professional standards. The department offers First Aid, CPR and Fire Safety Education.

FRATERNITY AND SORORITY LIFE

335-5433; CUB 315; 8am-5pm, M-F www.wsu.edu/GreekLife

The Center for Fraternity and Sorority Life (CFSL) engages fraternity and sorority affiliated students, alumni, and (Inter)National Organizations, as well as University faculty and staff, in creating a dynamic environment that enhances the intellectual, creative, and practical abilities of all members. The CFSL is dedicated to fostering quality undergraduate fraternity and sorority experiences that build community among *all* Chapters and with the institution through emphasizing founding fraternal principles of Scholarship, Service, Leadership and Lifelong Relationships.

The Center's Core Values are:

- ☛ *Values Integration* – The CFSL is dedicated to working with students to use their knowledge for the betterment of themselves and society.
- ☛ *Citizenship and Diversity* – The CFSL encourages and enhances civic engagement, cultural competency and a commitment to diversity.
- ☛ *Intellectual Development* – The CFSL helps facilitate the acquisition of knowledge through experience and application. The CFSL is committed to emphasizing the importance of lifelong learning.
- ☛ *Positive Relationships* - The CFSL helps foster a positive environment where collaboration, involvement, and participation are paramount, an environment of belonging and acceptance where communication and teamwork are emphasized.
- ☛ *Leadership Development* – The CFSL strives to strengthen involvement in addressing complex issues, act upon opportunities that fulfill responsibilities of leadership, followership, and teamwork, and to encourage students to contribute to the broader community, state, nation and world. The CFSL is dedicated to helping students lead with compassion, creativity, flexibility and steadfastness to meet the challenges of the new century.

GIESORC (GENDER IDENTITY/EXPRESSION AND SEXUAL ORIENTATION RESOURCE CENTER)

335-6388; CUB 401; 8am-5pm, M-F; www.thecenter.wsu.edu/

- ☛ Resources for gay, lesbian, bisexual, transgendered community and allies
- ☛ Library: books, magazines, videos, research assistance
- ☛ Educational and cultural programs and events
- ☛ Speaker's Bureau
- ☛ Safe Zone Training
- ☛ Referrals
- ☛ Brown Bag Discussion Series
- ☛ "Inquery"

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)*

335-9545; CUB 308; 7:30am-4:30pm, M-F; M (Senate meetings), 5:30-8:00pm; www.gpsa.wsu.edu/

- ☛ Governing and representative body for graduate and professional students at WSU
- ☛ Enhances the academic and social lives of graduate and professional students
- ☛ Activities include Annual Wiley Research Expo, Advisor/TA/RA Excellence Awards, grant funding for conference registration and travel, affiliate group funding for speakers, Computer Study Center, discounted copy cards, and free tickets to most WSU Theatre productions.

*The GPSA is a separate entity from the WSU Graduate School. For Graduate School information contact the Graduate School at 335-6424 or follow this hyperlink: gradschool.wsu.edu/.

HEALTH AND WELLNESS SERVICES

Located in Washington Bldg.; www.hws.wsu.edu

Medical Clinic and Pharmacy

335-3575; appointments, M-F, Sat for acute care

Fully accredited medical clinic with board-certified physicians and other practitioners offering a broad range of primary medical care and mental health care services to WSU students. An urgent care clinic and a full service **Pharmacy** (phone: 335-5742) are available. Treatment available for illnesses, injuries, fractures, chronic diseases, allergy shots, immunizations, women's health, sexual health, mental health, warts, stress-related concerns, and HIV counseling and testing. There is an international travel clinic available by appointment and 24-hour nurse available via telephone for consults. Students registered for 7 or more credit hours pay the mandatory health fee that covers most services. Lab tests, X-rays, minor procedures, injections, prescriptions, and supplies are available for an additional charge. Emergency services available through Pullman Regional Hospital 24 hours a day (332-2541).

Health Promotion Unit

335-5759; 211 Washington Bldg, 8-5 p.m. M-F, www.hws.wsu.edu/Health_Promotion/default.htm

Professional health promotion staff works to promote and sustain a safe learning environment and the good health of students by

- ☛ Providing high quality educational programs to the campus community based on best practices research.
- ☛ Implementing evidence-based, environmental strategies to reduce risk factors and build community
- ☛ Providing educational and co-curricular opportunities for students
- ☛ Conducting outcome-based program evaluation

Health Advocates groups and services include

- ☛ CHAT - Cougar Health Awareness Team
- ☛ V-Day WSU Vagina Monologues Program
- ☛ CPR/First Aid Training
- ☛ Tobacco Cessation Assistance
- ☛ HIV/AIDS Peer Counseling

Center for Research

335-5759

The Center for Research works to improve early detection of disease within the community by

- ☛ Conducting multidisciplinary and integrated research, providing innovative and sensible recommendations on importance health issues.
- ☛ Disseminating and incorporating research into health care delivery systems and public health information.
- ☛ Coordinating cooperative initiatives/programs involving entities such as educational institutions, private and public health agencies and community-based leaders and organizations.
- ☛ Educating and training students and professionals about health risk factors.
- ☛ Offering training programs for undergraduate and graduate students in the field of public health.

Student Medical Insurance

335-6756 or 335-3255

The staff provides administration of the optional Student Medical Insurance Plan for students and their dependents. It is designed to help you pay a large part of those expenses you may incur—hospital, medical, and surgical—which are not covered by Health and Wellness Services health fee. Check our web site for specific details: www.hws.wsu.edu/Student_Info/Insurance.htm.

The staff also provides administration of the Medical and Dental Insurance Plan for graduate students holding 50% or more graduate service appointments. The staff can also assist International students with medical insurance waivers and all other medical insurance and billing related issues.

HONORS COLLEGE

335-4505; Honors College Hall 130; 8am-5pm, M-F honors.wsu.edu/

- Offers small, interdisciplinary courses and seminars that fulfill university graduation requirements for general education
- Curriculum of enriched, not accelerated, courses taken over four years and taught by some of the best faculty on campus; includes the Honors thesis
- Opportunities for education abroad through exchanges, study abroad programs and faculty-led programs
- Certificate of Global Competencies available
- Distinction on Honors thesis noted on WSU transcript
- Admission to Honors requires completion of an essay and two letters of recommendation.

HOUSING SERVICES

335-4577; A.E. McCartan Office Suite, Streit-Perham; 8am-5pm, M-F, www.livingat.wsu.edu/hdrl/

- Assists students in finding housing in the residence halls or in University-owned apartments
- Cleans and maintains residence hall and apartment housing
- Assists campus departments with conference housing.

INFORMATION TECHNOLOGY (IT)

Help Desk

335-HELP(4357); Information Technology Building; infotech.wsu.edu/

Information Technology (IT) provides telephone, computing, data networking, graphics services, and instructional media support for students, faculty, and staff at WSU.

Student Computing Services (SCS)

335-HELP; ITB 2091; helpdesk@wsu.edu, www.scs.wsu.edu

SCS operates on-campus lab facilities for students which include open access to personal computers, the Internet, laser and color printers, and training classes. ResNET is a division of SCS that provides in-house technical support to students living in university residence halls.

Service and Accounts Desk

335-3355; ITB 2088, L.sa@wsu.edu

The Service and Accounts Desk manages computer accounts (e.g. Network ID, Unix, Exchange, AIS) for accessing network and computing resources as well as provides support for telephone services which include voice mail and installation of telephones for WSU apartments and residence halls. Telephone troubleshooting and repair service is also available.

Graphics Lab

335-7586; ITB 2043, itgraphics@wsu.edu, www.wsu.edu/graphics/

Lab services include audio and video captures, film and hard copy scanning, CD-ROM, multi-media projects, and basic image bureau services including color printing and film support.

Academic Media Services (AMS)

335-4535; Holland Library 150A, ams@wsu.edu, www.iss.wsu.edu/

AMS provides assistance to students, faculty, and staff in achieving their instructional goals at WSU.

INTERNATIONAL PROGRAMS

335-2541; Bryan 206 www.ip.wsu.edu/

International Programs facilitates, supports, and coordinates Washington State University's international activities. The scope of this mission involves work in each of the areas mentioned below. The administration of International Programs is led by the Vice Provost, Dr. Lance LeLoup, who oversees the service units, personnel, finances, strategic planning, fund-raising, fostering of cordial relationships with academic dignitaries from abroad, and developing international agreements with partner institutions.

Global Studies

335-2541; Bryan 206F

- Advise the WSU global studies minor program.
- Provides support and advising for Fulbright, NSEP, Marshall, and other prestigious international scholarships.
- Assists with international internships and service-learning programs.

International Research and Development

335-2980; Bryan 206

- Enrich experiences of students and faculty by increasing opportunities to participate in education, research, and outreach abroad.
- Forge mutually beneficial alliances and partnerships in competitively securing grants and contracts to facilitate and support participation in these activities.
- Raise the profile of WSU as a quality, international recognized institution for its contributions to global development needs.

Education Abroad

335-4508; Bryan 105

- Coordinates study abroad and international exchange programs for WSU students, including faculty-led programs and for-credit international internships. Offers advising and resources on all aspects of education abroad.

International Enrollment

335-4508; Bryan 101a

- Recruits international undergraduates and English as a Second Language (ESL) students
- Manages international undergraduate scholarships
- Provides information to prospective international students

Intensive American Language Center

335-6675; McAllister 116

- Prepares international students and community members to communicate in English and to study in American colleges and universities through regular ESL session, and special programs. Coordinates international teaching assistant evaluations

Office of International Students and Scholars

335-4508; Bryan 108

- Assists new and current international students, scholars, and accompanying family members in matters related to Department of Homeland Security, Department of State and Department of Labor regulations, as well as cultural adjustment and integration into to the academic and social life of WSU and the Pullman community.
- Promotes interaction and integration between international students and the University and Pullman community through programs such as Campus Friends and Friendship Families, the International Peer Mentor Program, and international student organization events.
- Oversees the staff, programs and activates of the International Center, located in the CUB.

STUDENT LEGAL SERVICES (ASWSU)

335-9539; 9am-5pm, M-Th; 9am-1pm, F; studentlegal.wsu.edu/sls.aspx

- Free answers to legal questions
- Free advice, referrals, and consultations
- SLS hires volunteer interns to work in the office with the attorney to gain experience that will help them later in their careers
- Students are able to hire the attorney and receive 35% off his/her fees

LIBRARIES

www.wsulibs.wsu.edu/

- Over 7 million books, journals, films, videotapes, newspapers, microfilms, technical reports, maps, manuscripts, art prints, and photographs are available in a variety of print, electronic, multimedia, and micro-formats
- Depository for federal and Washington state documents and collections of municipal, United Nations, and foreign documents.
- The following services are available at each library:
- Assistance from reference librarians
- Instruction in using the libraries

- ☛ Access to electronic books, indexes, and journals
- ☛ Access to the information resources of the World Wide Web, including:
 - Griffin, an online catalog of library holdings at all WSU campuses; and
 - Summit, a joint catalog and borrowing service that WSU shares with 30+ academic libraries in Washington and Oregon, including the University of Washington, the University of Oregon, and Oregon State University.

All library hours vary during intersession and holiday periods. Please consult the WSU Libraries at www.wsulibs.wsu.edu/general/hours.htm for current semester hours.

Architecture Library

335-4967; Carpenter Hall 114; Academic Year Hours: 8am-8pm, M-Th; 8am-5pm, F; 1-5pm, Sat; 1-8pm, Sun

- ☛ Collections support the School of Architecture and Construction Management; and the department of Apparel, Merchandising, and Interior Design

George B. Brain Education Library

335-1591; Cleveland Hall 130; Academic Year Hours: 8am-8pm, M-Th; 8am-5pm, F; 1-5pm, Sat; 1-8pm, Sun

- ☛ Research and instructional needs from preschool through postsecondary and adult education, including educational and school psychology. Includes K-12 textbooks and juvenile literature.

George W. Fischer Agricultural Sciences Library

335-2266; Johnson Annex C-2; Academic Year Hours: 8am-8pm, M-Th; 8am-5pm F; 1-5pm, Sat; 1pm-5pm, Sun

- ☛ Support for the plant and entomological sciences

Health Sciences Library

335-9556; Wegner Hall 170; Academic Year Hours: 7:30am-10 pm, M-Th; 7:30am-6pm, F; 11am-5pm, Sat; 11am-10pm, Sun

- ☛ Print and electronic biomedical resources in veterinary medicine, pharmacy, and medicine

The Holland and Terrell Libraries

335-9671; Academic Year Hours: 7:30am-1:45am, M-Th; 7:30am-5:45pm, F; 9am-5:45pm, Sat; 12pm-1:45am, Sun

- ☛ Collections in social sciences, humanities, business, fine arts, and performing arts
- ☛ Extended campus library services: WSU Spokane, WSU Tri-Cities, WSU Vancouver, and ICN
- ☛ Primary materials include books, manuscripts, photographs, journals, newspapers, and special collections
- ☛ Distance degree library services for distance learners
- ☛ Interlibrary loan for materials not owned by WSU

Media Materials/Reserves

335-9671; Terrell Library, ground floor; same hours as The Holland and Terrell Libraries

- ☛ Houses equipment and provides videotapes, slides, audio tapes, and other media for classroom instruction and checkout, as well as housing course reserves and coordinating house reserves

Frances P. Owen Science and Engineering Library

335-4181; Academic Year Hours 7:30am-10:45pm, M-Th; 7:30am-5:45pm, F; 9am-5:45pm, Sat; 12pm-10:45pm, Sun

- ☛ Collections support study and research in the pure and applied sciences. Access is provided to online databases and full text as well as print resources
- ☛ Wireless access to networked resources available

Kemble A. Stout Music Listening Library

335-3305; Kimbrough 360; 8am-5pm, M-F; evening and weekend hours vary

MULTICULTURAL STUDENT SERVICES

335-7852; CUB 409; M-F, 8am-5pm mss.wsu.edu/

Academic Enrichment Center

335-8187; CUB 421; 8am-8pm, M-Th; 8am-5pm, F

Free tutoring, free access to a computer lab, and workshops to support students' academic goals

African American Student Center

335-2626; CUB 420; 8am-8pm, M-Th; 8am-5pm, F

Academic advising; personal, career, and financial aid counseling; orientation and retention programs; referrals; student mentoring program; facilitate programs with ASWSU, AAA, BWC, CWS, sororities, fraternities and other organizations; employment, internship, and scholarship information; cultural programs and events; leadership development and training.

Asian American and Pacific Islander Student Center

335-1986; CUB 414; 8am-7pm, M-Th; 8am-5pm, F

Academic advising; student mentoring program; assistance with financial aid and scholarship information; personal and career advising; orientation and retention programs; cultural events and program; leadership development and training; referral to university and community resources; advising for Asian American and Pacific Islander student organizations.

Native American Student Center

335-8676; CUB 410; 8am-7pm, M-Th; 8am-5pm, F

Resource for Native American students that promotes retention, academic success, and graduation; referral to university and community resources; academic advising; student mentoring program; provides scholarship, financial aid, internship, and special opportunity information; resource for current native issues; advising for Native American student organizations.

Chicana/o Latina/o Student Center

335-2616; CUB 402; 8am-7pm, M-Th; 8am-5pm, F

Academic advising; student mentoring and support; personal, financial, and career counseling; scholarship and internship information; leadership development opportunities; cultural events and programming; supportive, family-like environment; advising for Chicana/o Latina/o student organizations.

NATIONAL STUDENT EXCHANGE

335-5661; Lighty 260; 8am-5pm, M-F salc.wsu.edu/NSE

The National Student Exchange (NSE) program allows WSU students the opportunity to study at a different college or university for up to one calendar year. Participating students can choose from among 175 different locations within the United States, Guam, Puerto Rico, and Virgin Islands. NSE provides students with the chance to take a class from a renowned professor, explore a graduate program, or experience a different culture. All full-time students who have a GPA of 2.5 or above are invited to apply.

NEW STUDENT PROGRAMS

335-4242; 190 Lighty Student Services Bldg., orientation@wsu.edu, www.nsp.wsu.edu/

New Student Programs serves new students and their parents/families by assisting in the transition process to WSU. Our orientation/registration programs are designed to create an atmosphere that minimizes anxiety, promotes student action and responsibility, and prepares new students to hit the ground running their first days, weeks and months.

Programs/Services offered:

- ☛ Introduce WSU's mission, learning goals, values, and expectations
- ☛ Introduce academic policies, procedures and programs
- ☛ Provide information and exposure to available resources and services aimed at student success, retention and graduation
- ☛ Promote an awareness of non-classroom opportunities
- ☛ Introduce new students and parents/families to new and current students, faculty, staff and the campus community

Programs coordinated through this office include:

- ☛ Alive! Summer Orientation
- ☛ Parent Orientation/Programs
- ☛ Alive! Fall Orientation
- ☛ Week of Welcome
- ☛ Convocation
- ☛ Transfer Registration Days
- ☛ Spring Orientation Session

OMBUDSMAN'S OFFICE

335-1195; Wilson Hall 2; 8am-5pm, M-F wsu.edu/~ombuds/

- ☛ Serves as an independent, impartial official to help resolve problems that may arise in University programs
- ☛ Offers confidential assistance with problems or grievances that have not been resolved through normal channels
- ☛ Functions as a source of information and help concerning rules, regulations, and procedures of the University.

PARKING AND TRANSPORTATION SERVICES (PTS)

(509) 335-PARK; Corner of Colorado and D Street, 7am-6pm, M-F wsu.edu/parking/

The students of Washington State University, PTS, and Pullman Transit have teamed up to provide local bus transportation and a campus shuttle service for all WSU students, faculty, and staff. In addition, the Wheatland Express operates a commuter bus free of charge to WSU students between Pullman and Moscow. Just use your CougarCard as your pass for both of these services!

Essential Parking and Transportation Web Sites:

- ☛ WSU Parking and Transportation Services: www.wsu.edu/parking
- ☛ WSU Visitor Center: www.wsu.edu/visitor

- ☛ Pullman Transit: www.pullmantransit.com
- ☛ Wheatland Express: www.wheatlandexpress.com

Tips To Avoid Parking Tickets

- ☛ If you have any questions about parking on campus, call (509) 335-PARK (7275). Any other source is unreliable.
- ☛ Have a valid parking permit for the area you are parked in. Be sure that your permit is properly displayed.
- ☛ Use the Smith Center or Library parking garage to attend a class, take an exam, or drop off a paper. These garages are perfect for those occasional times when you need to park close to central campus. Garage rates are posted at the entrance to the garages and on our web site. Garage rates are reduced after 5:00pm and on weekends.
- ☛ Pre-paid meter keys make it easy to use the meters around campus. Contact Parking and Transportation Services for more info on meter keys.
- ☛ WSU's zone parking system provides you with a reliable chance of finding a space in your zone. Parking is first-come, first-served. If you cannot find a space in your zone, use the park-down rules to find the other areas where your permit is valid.
- ☛ Park in marked spaces only. All parking lots have signs at the entrances to let you know when permits are required. Areas which are enforced 24 hours a day include service areas, disabled areas, fire zones, crimson 1 and 2 zones, and gray 1 and 2 zones.
- ☛ If your vehicle is disabled and you cannot move it, call Parking and Transportation Services at (509) 335-PARK (7575) or the University Police at (509) 332-2521.

PAYROLL SERVICES

335-9575; French Ad. 236; 8am-5pm, M-F wsu.edu/payroll/

- ☛ WSU has a semi-monthly, lagged payroll cycle
- ☛ Paydays are the 10th and 25th of each month
- ☛ All WSU employees must have a valid IRS W-4 form on file at Payroll Services
- ☛ WSU participates in the Direct Deposit program
- ☛ To update your address or phone number: Go to the WSU home page (www.wsu.edu) and click on "My WSU" (top of picture). Sign in. On the left side choose "My Profile". On the right side choose "Change Address or Phone". This will get your new address into the WSU system where all administrative offices will have access to your address change.

POLICE DEPARTMENT (WSU)

Emergencies: 911; non-emergency service or business: 335-8548; Public Safety Building police.wsu.edu/

- ☛ Offers a full range of traditional police services and functions
- ☛ All officers are certified through the State Training Commission
- ☛ Traffic control
- ☛ Campus lighting surveys
- ☛ Employment applicant finger printing
- ☛ Assistance with vehicle lock-outs and building lock outs under limited circumstances
- ☛ Crime prevention information and presentations
- ☛ Presents a variety of public programs including RADD
- ☛ Conducts foot patrol in university facilities including academic and residential buildings.
- ☛ Monitors the general safety of campus facilities and public events
- ☛ Non-judgmental referrals for assistance in preventing or overcoming alcohol/drug abuse, domestic violence, or sexual abuse
- ☛ Programs such as the Safe Winter Driving Campaign and Walk in the Dark
- ☛ Internships

RE-ENTRY PROGRAM

335-5757; Lighty 360; 8am-5pm M-F

- ☛ Adult students just beginning or continuing their college education
- ☛ Information and referral to assist adult students

REGISTRAR'S OFFICE

335-5346; French Ad. 346; 8am-5pm, M, W-F; 9am-5pm, Tu; registrar.wsu.edu/Registrar/Apps/Homepage.ASPX

- ☛ Assists with registration and enrollment changes
- ☛ Certifies enrollment for loan deferral, scholarship continuation, insurance discounts, and various other needs
- ☛ Prepares and distributes student grade reports
- ☛ Interprets and enforces all academic regulations and rules
- ☛ Prepares and publishes final exam schedules

- ☛ Prepares President's Honor Roll
- ☛ Maintains all student academic records
- ☛ Processes transcript orders
- ☛ Monitors academic eligibility for student athletes
- ☛ Processes undergraduate degrees
- ☛ Evaluates academic records of students for degree and graduation honors
- ☛ Publishes university catalog and time schedule of courses
- ☛ Coordinates commencement ceremonies
- ☛ Schedules university classrooms
- ☛ Provides residency applications and information

RESIDENCE LIFE

335-1227; A.E. McCartan Office Suite, Streit-Perham Building; 8am-5pm, M-F livingat.wsu.edu/hdrl/

- ☛ Residence hall options: Coed, single gendered, age restricted, single occupancy, suite style rooms, and double occupancy rooms
- ☛ Special program options: The Freshman Focus program provides the opportunity for first year students to co-enroll with other residents in two classes during the Fall semester. Theme-oriented residence hall options are available for students interested in international contacts, global learning, academic scholarship, or math, science, and engineering.
- ☛ Opportunities for involvement with student government are available and encouraged
- ☛ Professional and paraprofessional staff members are responsible for the educational environment, university resources outreach, facility management, and promoting student and community development. Emergency response is available 24 hours a day via the front desk or a staff member on call.

SCHOLARSHIP SERVICES

335-1059; Lighty 380; 8am-5pm, M-F; scholarships@wsu.edu, finaid.wsu.edu/

- ☛ Provides assistance to students in understanding and applying for scholarships. OSS offers information on university, college, and department scholarships and on private scholarships
- ☛ All students may apply
- ☛ More information available on the web at www.finaid.wsu.edu/scholar/.

SPEECH AND HEARING CLINIC

335-1509; Daggy Hall 133; 8:30am-5pm, M-F libarts.wsu.edu/speechhearing/

- ☛ Provides diagnostic and rehabilitation services to students
- ☛ Serves students with speech, language, cognitive, voice or hearing problems
- ☛ Serves students needing accent reduction
- ☛ Student clinicians supervised by nationally certified and state licensed faculty professionals
- ☛ Fees are charged; Sliding-fee schedule available
- ☛ Majors in speech and hearing may observe and participate in activities if approved by student receiving services.

STUDENT ACCOUNTS (UNIVERSITY RECEIVABLES)

335-9651; French Ad. 342; 8am-5pm, M-F; wsu.edu/studacct/

- ☛ Official student account notifications are posted on the web at MyWSU
- ☛ Information status of scholarship, third-party, and student account balances
- ☛ All tuition and fees are charged through student accounts
- ☛ Financial aid is also disbursed through student accounts

STUDENT ADVISING AND LEARNING CENTER (SALC)

335-6000; Lighty 260; 8am-5pm M-F; salc.wsu.edu/

The purpose behind mandatory academic advising at Washington State University is to provide an exemplary learning environment that fosters educational relationships in which students and advisors are partners in planning academic, personal, and career goals. Advising fosters intellectual and personal development leading to academic success and self-directed life-long learning.

At WSU, academic advising incorporates the institutional goal of providing student advising and mentoring that empowers students to complete their program of study, improve retention, increase student satisfaction, and bolster academic achievement.

Every undergraduate student at WSU is required to meet with his or her academic advisor prior to registration for the next semester. The Student Advising and Learning Center assigns an academic advisor for every non-certified student. Many students are advised by SALC advisors. Certified majors are assigned an advisor by their department.

SALC provides information on degree requirements and academic regulations. We coordinate learning support programs, including tutoring, and College Success Workshops. Students who are academically deficient may apply for reinstatement through SALC.

We are also a point of contact for transfer students regarding transfer credits, and assistance for students in developing realistic academic goals and plans.

Partner programs that are also housed in SALC include Freshman Seminar, Freshman Focus, National Student Exchange, College Success Program for Achiever Scholars, Student Support Services, and the College Assistance Migrant Program.

STUDENT CONDUCT

335-4532; *Lighty 190*; 8:00 am – 5:00 pm, M-F; conduct.wsu.edu/

The Office of Student Conduct provides student-centered educational services that promote personal development and individual responsibility. The Office of Student Conduct is responsible for administering the Standards of Conduct for Students which describes behavior acceptable in a living and learning environment conducive to educational pursuits. The Standards of Conduct for Students can be found on our Web site.

Services provided include assisting students in understanding university expectations as well as their rights and responsibilities as members of the community. The office also conducts individual and student organization educational programming. Programs are designed to help students realize their educational goals by providing opportunities to develop critical thinking and leadership skills.

The Office of Student Conduct also enables faculty, staff, students, and members of the university community address allegations of misconduct and academic dishonesty. Misconduct can be reported on line at www.conduct.wsu.edu.

STUDENT INVOLVEMENT AND LEADERSHIP DEVELOPMENT

335-9667; *CUB 320*; 8am-5pm, M-F; www.studentinvolvement.wsu.edu

Student Involvement and Leadership Development (formerly Campus Involvement) was created to strengthen student oriented programming, advising, leadership, and involvement. Student Involvement and Leadership Development encompasses Leadership Programs, Cultural and Arts Programs, and Up All Night. We also advise the Associated Students of Washington State University (ASWSU). Student Involvement and Leadership Development is a resource for students looking to get involved with student organizations and student government. We also sponsor involvement fairs, workshops, and leadership development programs.

We invite you to visit our Web page (see above) where you can learn about all the programs that Student Involvement and Leadership Development sponsors, as well as search our Student Involvement Guide. You can find information about the more than 240 registered student organizations and other involvement opportunities on campus. You can even find information on how to start your own club!

STUDENT PUBLICATIONS

335-4573; *Murrow Communications Center 113*; 8am-5pm, M-F; wsu.edu/sp/

Opportunities for students to develop professional skills and to serve the University community by working in all aspects of print media: editorial, advertising, graphics, photography and Web development. Work with industry-trained professional staff. Student directed; flexible hours; paid positions.

- 📖 Daily Evergreen
- 📖 Summer Evergreen
- 📖 Chinook Yearbook
- 📖 Online Evergreen

STUDENT SUPPORT SERVICES PROGRAMS (SSS)

335-7324; *Student Advising and Learning Center (SALC)*; *Lighty 260*; 8am-5pm, M-F; sssp@wsu.edu, sssp.wsu.edu/

SSS at WSU is a federally funded TRiO program that offers a variety of academic assistance services. SSS is part of The Division of Student Affairs, Equity and Diversity and serves 160 eligible students. SSS is designed to provide comprehensive academic support services on a one-on-one basis, developed for a student's personal academic and social success. Services and benefits include: academic advising, college success workshops, career/personal counseling, tutoring, mentoring, study skills training, financial management, technical support, remedial instruction, computer access,, grant aid, cultural enrichment activities, a book-loan program, priority registration and referral services.

Eligible WSU students must be a U.S. citizen or legal resident, and one or both of the following:

- First generation college students (neither parent has received a bachelor's degree)
- Students with a documented disability

Interested students must submit a completed Initial Information Form to the SSSP office. SSS enrollment is limited and students are accepted on a first-come, first-serve basis. All services are provided at no cost to participants.

Beginning in the fall of 2007 the state of Washington has provided funding to expand the reach of the SSS program to an additional and distinct population. As such Student Support Services has expanded to serve an additional population of 250 students who meet the same or similar eligibility requirements as traditional TriO students. These students, although distinctly served, will be eligible for the same set of comprehensive support services and benefits. Interested students should contact Student Support Services to learn more.

SURPLUS STORES

335-4530; Dairy Rd. off Grimes Way; 8am-4:30pm; surplus.wsu.edu/

- ☛ Each year the university sends approximately 15,000 items to Surplus Stores for redistribution.
- ☛ Inventory includes computers, laptops, Mac computers, desks, file cabinets, chairs, sofas, lab equipment, Cougar athletic apparel and much more.
- ☛ View our Monthly public sale schedule at the above Web site
- ☛ If you would like to sign up to receive a monthly email about our upcoming sales go to www.surplus.wsu.edu/email/.

TESTING SERVICES

335-1744; Lightly 286; 8am-5pm, M-F counsel.wsu.edu/

- ☛ National, vocational, and psychological testing
- ☛ Math placement exam
- ☛ Information regarding grad/prof school testing and teaching certifications, i.e., GRE, LSAT, GMAT, SAT, ACT, WEST-B

UNIVERSITY RECREATION

335-UREC); Student Recreation Center 250; Building open 5:30am - 11:30 pm M-F, check web for weekend hours; urec.wsu.edu/

University Recreation (UREC) fosters personal development, enhances academic productivity, and enriches the quality of life for a diverse university community through excellence in programs, services, and facilities.

Intramural Sports

Intramural Sports provide the opportunity for students and spouse/partners to participate in various sports and leisure activities regardless of skill level. There are individual and team sports in two separate leagues, competitive and recreational. With over 85 activities offered throughout the year, Intramural Sports has something for everyone.

Sports Club Federation

The WSU Sports Club Federation is comprised of over 30 student-organized clubs who work with UREC to provide competitive, recreational, and instructional sport programs for all students. Some club sports participate in intercollegiate competition, while others are for self-improvement and fun. For more information about specific clubs or how to form your own, visit sportclubs.wsu.edu/sport_club_home.aspx.

Fitness

University Recreation fitness classes are a great way to stay healthy while having fun. UREC offers a variety of classes at reasonable prices to fit any budget. Regardless of your fitness goals, our diverse assortment of classes can help you on your way. Please visit urec.wsu.edu for complete class offerings. Examples include:

- ☛ Fitness Passport
- ☛ Mind/Body (yoga/yolates)
- ☛ Gravity
- ☛ Dance
- ☛ Martial Arts

Massage Therapy

Licensed Massage Practitioners are available at the Student Recreation Center to offer a variety of techniques to suit your needs. Massage Therapy is great for releasing chronic tension and pain in muscles, increasing flexibility in the muscles and joints, and reducing physical and mental fatigue. Currently, UREC offers four different types of massage including Swedish, Therapeutic/Treatment, Sports, and Chair. Massages can be charged to your student account.

Training and Certification

UREC Training and Certification programs offer over 75 non-credit activities per year including multiple-week classes and one day workshops in a variety of disciplines. Training and Certification programs differ from traditional sport programming and often vary in type, size, and duration. Expand your horizons and become certified in first aid, lifeguarding, challenge facilitation, or prepare to be a personal trainer or fitness instructor. For a complete listing of offerings, visit urec.wsu.edu.

Personal Training

University Recreation certified personal trainers can motivate, inspire, and assist you in accomplishing your fitness goals, whatever they may be. With the experience and education that you need at a price you can afford, our personal trainers can make your dreams a reality. Training packages, prices, and personal trainer bios are available online at urec.wsu.edu.

Challenge

Challenge is a branch of experiential education utilizing specialized activities to accelerate learning, allowing participants and groups to explore and practice new skills and styles. Most importantly, challenge is fun! Your group may choose from table top indoor exercises, portable and low elements, or high course activities. A physically and emotionally safe environment for learning and choosing is the starting point for all programs.

Youth Programs

University Recreation offers a wide variety of youth programming to meet the needs of every family including swim lessons, martial arts, fitness classes, and summer camp (Cougar Kids Camp). Cougar Kids Camp provides the ultimate summer experience for children entering school grades one through eight encouraging participation in sports, outdoor activities, crafts, and weekly fun with exciting themes. Cougar Kids Camp is primarily located in the Recreation Center, but utilizes many indoor and outdoor facilities around campus.

Student Recreation Center

335-3000; 5:30am-11:30pm, M-F; 9am-11:30pm Sat; 10am-11:30pm Sun

The Student Recreation Center is home to recreation and leisure activities in an award winning, world-class facility. Features: weight and cardio center; 7 basketball courts, volleyball, badminton, roller hockey, indoor soccer; lap pool; leisure pool; spa; racquetball/squash courts; multi-purpose rooms; table tennis; shuffleboard; pool tables; dart boards; and chess. Full-time students (7 or more credit hours) are automatic members, other elected memberships are available. Take a virtual tour online at urec.wsu.edu.

Outdoor Recreation Program/Center (ORC)

335-1892; Hollingbery Field House Annex 101, 10:30am-6pm, M-F

The focus of the ORC is to impart minimum impact principles as well as the knowledge and skills necessary to learn and engage in outdoor activities in a safe and sensible way for both participants and the environment. The ORC offers many trips and instructional classes each semester, and is a valuable resource for those planning their own adventure. The ORC also hosts many special events each year including the Annual Ski Swap, WSU Bouldering Competition, ORC Outdoor Photography Contest, and Banff Film Festival. For a complete listing of offerings, visit orc.wsu.edu.

Rental Shop

335-1892; Hollingbery Field House Annex 101, 10:30am-6pm, M-F

The ORC Rental Shop is a great resource for students and community members who are looking to take a trip, but don't have the gear they need. All equipment is reliable and in great condition to allow users a fun outdoor experience at a very low cost. Choose from outdoor or recreational sports equipment as well as winter and water sports gear. For a complete listing, visit orc.wsu.edu.

Climbing Wall

335-1892; Hollingbery Field Court Seven

The WSU Climbing Wall is a fun and exciting place to practice skills, learn new techniques, and meet new people. With both vertical walls and a bouldering cave, the Climbing Wall provides challenges to meet the needs of both beginner and experienced rock climbers. The Climbing Wall is free for all WSU students and SRC members to use. Participants must first take a certification class, held weekly, to use the facility. For a virtual tour, hours, and more information visit orc.wsu.edu.

UNIVERSITY RECYCLING

335-4530; Dairy Rd. off Grimes Way; 7am-4pm, M-F; recycle.wsu.edu/

- ♻️ University Recycling manages recycling bins located near the dumpsters at residence halls and University apartments
- ♻️ University Recycling manages recycling in academic and administrative buildings and outdoor locations
- ♻️ Acceptable materials include cardboard, newspaper, mixed paper, aluminum cans, tin cans, glass, #1 PETE plastic, and #2 HDPE plastic
- ♻️ More comprehensive recycling is available at our Dairy Road drop site, which is open 7 days a week, 24 hours a day
- ♻️ Pick up schedules and program information are available at www.wsu.edu/recycle, or 335-4530

UPWARD BOUND/ OMAK

509-826-7208; PO Box 1689, Omak, WA 98841; 8am-5pm M-F www.collegebound.wsu.edu

WSU Upward Bound in Okanogan County provides academic support, information and assistance to high school students from Omak and Okanogan high schools. The project enrolled the first student in April 2004 and now serves 50 students through an extensive academic year program and a 4-week summer program. Upward Bound services include academic advising, college and career preparation, one on one assistance, tutoring, campus visits, cultural events and community service activities.

VETERANS' AFFAIRS

335-1234; French Ad. 346A; 8am-5pm, M-F, www.va.wsu.edu/

- ☛ Provides assistance to student Veterans
- ☛ Certifies VA education benefits and processes administrative actions for Veterans, dependents of deceased or totally disabled Veterans, and GI Bill eligible National Guard/Reserve Component personnel.
- ☛ Administers Veterans Undergraduate and Graduate tuition waiver program, Law Enforcement Officers/Fire Fighters tuition waiver program, Veteran Dependents tuition waiver program and VA work-study program
- ☛ Provides information on eligibility requirements for monthly VA education benefits, advance pay, extension of VA education benefits and VA funded tutoring.
- ☛ Processes military tuition assistance documents, changes in programs, places of training, addresses, pay status, dependency claims.
- ☛ Provides residency verification for in-state tuition for Active Duty military personnel and their dependants residing in the state of Washington and for members of the Washington National Guard.
- ☛ Provides assistance regarding nonfunctional inquiries, such as VA home loan information, pensions, VA disability rating, and Soldiers and Sailors Relief Act

VETERINARY TEACHING HOSPITAL

335-0711; Grimes Way; routine appointments 8am-5pm, M-F; 24-hour emergency services available
vetmed.wsu.edu/depts-vth/

- ☛ Routine health maintenance, diagnosis and treatment of diseases and injuries of all species of domestic and wild animals including companion and exotic animals, horses, and agricultural animals
- ☛ No referrals needed
- ☛ Specialty care by the largest group of board certified veterinary specialists in the Pacific Northwest
- ☛ Client animals are seen by appointment and fees are charged on par with surrounding private practices

VISITOR CENTER

5-7345, visit.wsu.edu, visitation@wsu.edu

- ☛ Campus tours Monday through Saturday, except holidays.
- ☛ Future Cougar Day
- ☛ WSU Preview visit programs
- ☛ Cougar Connection (student ambassadors)

WOMEN'S RESOURCE CENTER

335-6849; Wilson Hall 8; 8am-5pm, M-F; www.women.wsu.edu

- ☛ Coordinates programming on issues related to women
- ☛ Provides services to address the diverse needs of women students, staff, and faculty
- ☛ Serves as an advisor for activities coordinated by student organizations
- ☛ Emphasizes a multi-cultural approach to programming and encourages a greater awareness of gender issues
- ☛ Coordinate the annual NEW Leadership Inland Northwest Summer Institute, a residential program dedicated to educating and empowering women in public leadership.

WOMEN'S TRANSIT

335-6830; Wilson 8; Women's Resource Center; 6pm-midnight, Sun-Th; 6pm-3am, F-Sat
women.wsu.edu/default.asp?PageID=1419

- ☛ Sexual assault prevention program that provides free transportation for women who would otherwise have to walk alone after dark
- ☛ Provides academic credit with volunteer work experience.

WRITING ASSESSMENT OFFICE

335-7959; CUE 305; writingprogram.wsu.edu/units/writingassessment/

Provides assistance and information for the Writing Placement Exam and University Writing Portfolio.

WRITING CENTER

335-3628; CUE 303; writingprogram.wsu.edu/units/writingcenter/

- ✿ Provides free peer tutoring in a relaxed atmosphere to undergraduates and graduate students, both native and non-native speakers, for all phases of the writing process
- ✿ No appointment necessary
- ✿ Online tutoring is available at eTutoring.org (select Northwest Consortium, then WSU)
- ✿ Schedules students for English 102, 202, and Gen. Ed. 302 (1-credit, S/F, repeatable writing tutorial courses open to all students)
- ✿ Offers support for faculty in creating writing assignments
- ✿ Additional note: Instructors are asked to recommend rather than require students to use the Writing Center.

YWCA

Eliminating racism, empowering women

335-3916; Koinonia House (next to the Bookie)

- ✿ Volunteer organization which strives to eliminate racism and create opportunities for women's growth, leadership, and power in order to attain a common vision: peace, justice, and dignity for all people
- ✿ As a student movement committed to building a coalition of all women to address issues of oppression through the process of empowerment, we develop skills in leadership, project development, and social activism
- ✿ Programs include: Racial Justice Conference, the Clothesline Project, the Week Without Violence, the Civil Rights Art and Essay Project, and mentoring young women to hold regional and national offices with the YWCA of the USA
- ✿ Academic credit available through internships.



Family Educational Rights and Privacy Act (FERPA) Information

www.registrar.wsu.edu/Registrar/Apps/FERPA.ASPX

Federal law requires Washington State University (WSU) to annually notify current students of their rights under the Family Educational Rights and Privacy Act (FERPA). Under FERPA, a student has the right to:

1. Inspect and review his or her education records. "Education records" means those records that are directly related to a student and are maintained by WSU or by a party acting for WSU. Students should submit a written request to the Registrar's Office identifying the record that they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student's request will be forwarded to the correct WSU official.
2. Request the amendment of the contents of an education record that the student considers to be inaccurate, misleading, or otherwise in violation the student's privacy or other rights. A student should notify (in writing) the WSU official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student within a reasonable time of the decision and advise the student of his or her right to a hearing regarding the challenged record. Additional information about hearing procedures will be provided to the student at that time.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Education records may be disclosed to school officials with a legitimate educational interest. A school official is a person employed by WSU in an administrative, supervisory, academic or research, or support staff position (including health staff and WSU police); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her educational responsibilities. WSU may disclose a student's education records to other institutions if the student seeks or intends to enroll in the other institution and the institution has requested the records. Information from a student's education records may be released to appropriate persons in connection with a health or safety emergency.
4. File with the Department of Education a complaint concerning alleged failures by Washington State University to comply with the requirements of FERPA. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Independence Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION: Washington State University may release directory information contained in a student's education records. "Directory Information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the following: name (including any former name), local and permanent addresses, telephone numbers, email addresses, major and minor fields of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, enrollment status (e.g., undergraduate, graduate; full-time or part-time), grade level, degrees, certificates, and awards received, including the President's Honor Roll, and the most recent previous educational institution attended by the student. Students may request that WSU not release directory information by indicating "restrict address" on WSU's MyWSU Portal's address update screen, or by filing a written request with the Registrar's Office by the tenth day of the academic semester.

NOTE: If a student files a directory restriction at WSU, his or her name, address, phone number and email address will not be published in the campus directory. In addition, WSU will not release the student's name in any WSU press releases, including President's Honor Roll notification to hometown newspapers. For more information on directory restrictions, please contact the Registrar's Office, French Administration Building, Room 346.

The Crime Awareness and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Yearly statistics on campus crimes must be provided to students, faculty, and prospective students. The Department of Public Safety at WSU publishes an annual disclosure report. Please visit www.wsu.edu/safety for more information.

Guidelines for Use of the Washington State University Names and Identifying Marks

Prepared for Student Organizations by the Trademark and Licensing Office,
a unit of Business and Finance

There are a number of guidelines that govern use of the University's graphic identity and trademarks by student groups. These guidelines—administered by the campus Trademarks and Licensing Office—regulate, promote, and protect use of the University's identity. The guidelines govern use of the identity for both on and off campus and for both commercial and non-commercial uses.

A student group must obtain the written permission of the Trademark and Licensing Office before it uses one of the registered trademarks for any purpose other than official University business. Trademarks include, but are not limited to, the identifying names "WSU," "Washington State," "Wazzu," and "Cougars," or artwork such as the popular Cougar head symbol and the Washington State University academic signature.

The University identity is registered with the State of Washington and the United States Patent and Trademark Office. These registrations ensure protection of the identity while simultaneously enabling the University to collect royalties when the identity is used. In addition, by ensuring that products bearing the WSU identity are of the highest quality and good taste, the Trademarks and Licensing Office stimulates public awareness and promotes the University.

Student groups that would like to develop artwork for apparel or other memorabilia are required to use a WSU licensed vendor. These vendors are familiar with the licensing process and are responsible for knowing the rules for using University names and artwork.

Among the issues student groups should pay particular attention to are the following:

- ❖ Artwork used for student elections
- ❖ Artwork that promotes the annual Apple Cup competition
- ❖ Use of the University Crest or Cougar head alone

For details about the use of the University's graphic identity and trademarks, please visit www.trademarks.wsu.edu, or contact the Trademarks and Licensing Office, logolicensing@wsu.edu.



Reporting Violations of Policies

Students, staff, faculty, parents, and community members are encouraged to report complaints and concerns. Following is a listing of appropriate reporting agencies for campus-related concerns. When in doubt, call WSU Police at 911 for assistance.

Crime, such as hate crimes, sexual assault, assault, drug use or sale, vandalism, etc.	Call WSU Police at 335-8548
Student-to-student related issues that take place in the Residence Halls or University Apartments such as violations of: Residence Hall Community Standards, Student Conduct Code, assaults, sexual assaults, sexual misconduct, sexual harassment, harassment, bias-related incidents, discrimination, theft, etc.	In case of a crime, contact 911. For immediate assistance in other situations, contact your Area Coordinator, Apartment Coordinator, or Residence Life, 335-1227
Student-to-student related issues that take place off campus, such as violations of Student Conduct Code, assaults, sexual assaults, sexual misconduct, sexual harassment, discrimination, harassment, theft, bias-related incidents, etc.	In case of a crime, contact 332-2521. For immediate assistance in other situations, contact the Office of Student Conduct, 335-4532
Student-to-student related issues that take place in the Greek community, such as violations of the Student Conduct Code, assaults, sexual assaults, sexual misconduct, sexual harassment, discrimination, hazing, harassment, theft, bias-related incidents, etc.	In case of a crime, contact 911. For immediate assistance in other situations, contact the Greek Life staff, 335-5433
Computer abuse/misuse	Report to abuse@wsu.edu
Third-party reports of sexual assault and hate/bias-related incidents	Contact the BIAS HOTLINE 332-BIAS, or Office of Student Conduct, 335-4532
Student complaints regarding staff or faculty with respect to discrimination, including sexual harassment	Your Department Chair or the Center for Human Rights, 335-8288.
Student complaints regarding staff or faculty with respect to academic concerns.	Your Department Chair or the Ombudsman's Office 335-1195
Student-staff complaints regarding work issues or work environment	Your supervisor or Human Resource Services 335-4521

In addition to administrators, faculty, and supervisors, the following university offices also are available to discuss any concerns or complaints, or to provide advice on utilizing university complaint procedures:

- ☛ Center for Human Rights, French Administration Building, Room 225, 335-8288
- ☛ Counseling Services, Lighty Student Services Building, Room 280, 335-4511, Crisis Line after 5:00 pm, 332-1505
- ☛ The Division of Student Affairs, Equity and Diversity, French Administration Building, Room 134, 335-4531
- ☛ Office of Student Conduct, Lighty Student Services Building, Room 190, 335-4532
- ☛ Office of the Dean of Students, Lighty Student Services Building, Room 190, 335-5757
- ☛ Ombudsman's Office, 2 Wilson Hall, 335-1195
- ☛ Women's Resource Center, 8 Wilson Hall, 335-6849
- ☛ Alternatives to Violence of the Palouse, 332-HELP

No individual shall be penalized or retaliated against in any way by a member of the university community for initiation or participation in a complaint procedure.

Computer and Network Use

Students at WSU are provided with central computing and networking resources for academic and communication purposes. Legitimate Use of Computers, Networks, and Facilities include:

- Teaching and Learning
- Research
- E-mail
- Accessing the Internet

Use of WSU computing and networking resources and facilities for academic purposes is a privilege for students. Abuse of the University's computing and networking systems is strictly forbidden. Improper use can result in possible referral for conduct code violation(s). The following guidelines are intended to clarify appropriate use of WSU computing and networking resources and facilities. It is your responsibility to know the rules. Specifically, users should be familiar with and compliant with the following before using WSU computing and networking resources and facilities:

- Computer Abuses (Washington Administrative Code 504-25-085) apps.leg.wa.gov/WAC/default.aspx?cite=504-26-218
- WSU Policy on Electronic Publishing and Appropriate Use of Computing Resources, Information Technologies, and Networks (WSU Executive Policy #4) www.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Publishing_Policy.htm
- University Data Policy (WSU Executive Policy #8) www.wsu.edu/~forms/HTML/EPM/EP8_University_Data_Policies.htm
- University Anti-Virus Policy (WSU Executive Policy #14) www.wsu.edu/~forms/HTML/EPM/EP14_Antivirus.htm
- University Network Policy (WSU Executive Policy #16) www.wsu.edu/~forms/HTML/EPM/EP16_University_Network_Policies.htm
- Duplicating software (WSU Business Policies and Procedures Manual 35.30) www.wsu.edu/~forms/HTML/BPPM/35_Intellectual_Property/35.30_Duplicating_and_Using_Software.htm

WSU computer accounts and network connections are only for use by the authorized party to which service is granted. Connections may not be shared by any means including wired or wireless networking except as authorized, provided and maintained by WSU Information Technology (IT). This includes, but is not limited to, sharing access to the WSU virtual private network services with friends and family members.

WSU computing and networking resources may not be used to provide dedicated servers such as, but not limited to, HTTP (web), FTP, IRC or Game servers except as allowed for departments and other official entities. The running of such servers over a WSU connection is an unacceptable use of system resources.

WSU accounts may not be used in any attempt to gain unauthorized access to other computer systems. Port scanning, vulnerability scanning, network monitoring or sniffing, exploitation of security holes, execution of hacking tools or use of another person's user and password credentials are all grounds for termination of access and may result in disciplinary action and/or civil penalties and/or criminal charges.

Legal Guidelines

All WSU computer and network resources and facilities must be used in strict accordance all applicable WSU policies and federal, state, and local laws and regulations. These policies, laws, and regulations, cover areas such as illegal access to computer systems, networks, and files; copyright violations; and the use of WSU computing and networking resources for harassment purposes. The following activities would be considered violations:

- Copying, distributing, and/or using software, images, music, movies, or other intellectual property unless appropriate permission has been secured. Educational institutions are not exempt from the laws covering copyrights. Most software, images, music, movies, and files available for use on computers at WSU are protected by federal copyright laws. Federal copyright and license protection laws are to be obeyed.
- Making copies of university software for use on non-university machines unless appropriate university permission is secured.
- Transmitting inappropriate images, sounds, or messages to others that might reasonably be considered to be harassing. (Harassment is defined as the creation of an intimidating, hostile, or offensive working or educational environment).
- Attempting to break into university systems, networks, or user accounts (known as "hacking" or "cracking"), or using university systems or networks as a staging ground for attempts to break into other systems or networks.
- Attempting to interfere with, disrupt, or deny access to any user, computer or network system or service.
- Using university resources for partisan political purposes, such as using e-mail to circulate advertising for political candidates.
- Using university computers for private business activities (e.g., using your university account to offer goods or services for sale).

Unauthorized use of software, images, music, movies, or files is regarded as a serious matter, and any such use is without the consent of Washington State University. If abuse of computer software, images, music, movies, or files occurs, those responsible for such abuse may be held legally accountable.

E-mail Guidelines

E-mail must meet the same standard that is applied in the use of campus telephones and campus mail. The following activities would be considered violations:

- ☛ Sending e-mail to someone who has requested that you not do so.
- ☛ Creating, sending or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information). Sending e-mail to large groups can degrade the system; if done with malicious intent it is considered “hacking.”
- ☛ Flooding or sending large numbers of unsolicited of email messages to another system, network, or user account.
- ☛ Sending e-mail to individuals or groups who you could not reasonably expect to welcome e-mail from you. If you have any doubt, ask their permission before adding them to any list.
- ☛ Obscuring the true identity of the sender of e-mail or forging e-mail messages.
- ☛ Subscribing anyone to an e-mail list without the individual’s permission.
- ☛ Using university computing and network resources and facilities to communicate information of an abusive or obscene nature or which discriminates against an individual or individuals on the basis of race, color, creed, religion, gender, or sexual orientation.

Other Responsible Use Issues

WSU computing and networking resources and facilities may not be used to commit or facilitate academic dishonesty, or to use copyright material improperly. Using the Internet makes access to public documents easier, but your work should still be your own. Always cite other references where appropriate. Remember, too, that public distribution of copyrighted work, (including, but not limited to, graphics and pictures, music, or movies) requires the permission of the copyright holder. Posting copyrighted material is illegal and could result in prosecution or lawsuit. Also refer to the following web site for WSU policy and guidelines on the educational use of copyrighted materials:

- ☛ www.wsu.edu/Copyright.html.

Account Guidelines

- ☛ Once a WSU ID has been created for you, giving you access to computing and network resources at WSU, you are responsible for any and all use made of those services with your WSU ID.
- ☛ Choose a password that is a minimum of 8 characters in length.
- ☛ Choose a password that consists of at least three of the following character sets: upper case letters, lower case letters, numbers, or special punctuation characters (e.g., !@#%&*+?).
- ☛ Choose a password that cannot easily be guessed. Avoid using your name, pet’s name, relative’s name or other common names, WSU ID, dictionary words (including words from foreign language dictionaries), birth date, phone number, address, social security number, or any other type of personal information or that which is easily derived from such information.
- ☛ Change your password at least once per semester.
- ☛ It is the responsibility of everyone to keep their passwords secret. Passwords are considered confidential information and shall not be shared or transferred to others.
- ☛ Immediately report any suspected unauthorized use of your account by sending an e-mail to abuse@wsu.edu.

Consequences of Illegal or Unethical Actions

Violations of WSU computer and network use policies are subject to loss of access to computing and network resources without notice, as well as to university disciplinary and/or legal action. When a report of misuse is received, the following steps will be taken to protect WSU systems, networks and the user community:

- ☛ The suspected accounts may be suspended immediately, pending the outcome of any investigation.
- ☛ The files and data associated with the account may be inspected for evidence.
- ☛ WSU policy violations will be reported to the appropriate authorities:
- ☛ Any university policy violations may be reported to the responsible network and systems administrator, the appropriate instructor, department chair, and/or supervisor, WSU Computer and Network Security Group (abuse@wsu.edu), and/or the Office of Student Affairs.
- ☛ In addition, illegal activity may be reported to the Pullman Police, WSU Police, the Attorney General, and/or the FBI or other federal agencies.

Violations are subject to any and all of the following:

- ☛ Loss of access to WSU computing and networking resources and facilities.
- ☛ University disciplinary actions as prescribed in the University’s Standards of Conduct for Students.
- ☛ Civil proceedings.
- ☛ Criminal prosecution.

For information about these policies please follow the link:

University Expectations for Use of Alcohol (www.conduct.wsu.edu/default.asp?PageID=693)

WSU's Policy Prohibiting Discrimination and Sexual Harassment (www.chr.wsu.edu/default.asp?PageID=889)

Standards of Conduct for Students (www.conduct.wsu.edu/default.asp?PageID=338)

Policies and Regulations Applying to Student Organizations (getinvolved.wsu.edu/default.asp?PageID=1506)



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