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INTRODUCTION

Using This Book

Washington University offers its undergraduates a wide variety of learning experiences. As our mission statement promises:

_We are committed to a University setting in which undergraduate and graduate, liberal arts and professional, as well as doctoral and postdoctoral programs complement and enrich one another. We value the movement of students and the interaction of colleagues across disciplines, departments, and schools._ (Undergraduate Bulletin)

With this promise of variety comes the added challenge of providing appropriate guidance to students as they ponder the numerous possibilities available to them.

This Handbook for Undergraduate Advisors has been compiled to provide convenient and consistent information to all undergraduate advisors as they help students match their interests and aspirations with the opportunities at this University. While acknowledging that advising procedures differ widely between schools, the handbook increases the flow of information across school boundaries and establishes University-wide expectations for advisors and advisees.

The Advising Guidelines should be read by all advisors. The remaining material is provided as a convenient reference – ready to be used when needed. Unlike other important resources such as the _Bulletin_ and _Course Listings_, which are organized by school, this handbook is organized by subject, allowing immediate comparison between schools when necessary.

The handbook provides quick answers to frequently asked questions and directs advisors to the proper source when further information is needed. Furthermore, by providing a variety of information – ranging from support services to co-curricular activities – the handbook offers support for discussions that extend beyond degree requirements.

Each of the Schools has a homepage that may yield helpful information about curriculum and requirements.

What is Expected of Advisors?

**Accessibility:** An advisor should be available for student contact. Regular office hours should be posted, and additional time should be scheduled as needed during registration periods. Advisors should also make available office phone numbers and email addresses.

**Interest:** An advisor should treat each advisee with respect and listen carefully to his or her concerns. The advisor should be interested in the student's academic program and co-curricular activities, and concerned with how choices in both these areas may affect future educational and/or career plans.

**Information:** An advisor should be able to provide accurate information about courses, degree requirements, and both University and school policies. An advisor should be able to offer
knowledgeable opinions about course choices and schedules and be able to suggest alternatives where appropriate. Advisors should be able to direct advisees to sources of information about major and minor fields, on and off campus academic opportunities, and co-curricular learning experiences.

*Refrerrals:* An advisor should be able to make informed referrals to University support services – academic or non-academic – that may benefit the student. The Career Center, Cornerstone, the Writing Center, Student Health Services, and pre-professional advisors are examples of such services.

*References:* An advisor should come to know the advisee well enough to be able to provide letters of reference and should also encourage the student to become acquainted with other members of the University community for this purpose.

*Advocacy:* An advisor should be available to act as an advocate for the advisee in other University offices whenever appropriate and necessary.

*Discretion:* An advisor should use discretion and good judgment in discussing a student's record, performance, problems, and potential with other faculty members and administrators.

What is Expected of Advisees?

*Awareness:* Advisees should be aware of degree requirements and the basic policies and procedures of their school.

*Initiative:* Advisees should take the initiative to keep their advisors informed of any problems that they encounter during the semester that may affect their studies.

*Interests:* Advisees should speak with their advisors regarding co-curricular opportunities and academic interests.

*Planning:* Advisees should think about potential plans for life after college to facilitate a productive discussion with their advisors.

*Preparation:* Advisees should prepare for advising meetings in advance. Advisees should be familiar with available courses and should prepare a tentative schedule and/or list of courses of interest. Advisees should have a list of pertinent questions prepared regarding courses, distribution, major and minor requirements.

*References:* Advisees should develop a relationship with their advisors that simplifies the process of writing reference letters.

*Responsibility:* Advisees should schedule appointments with their 4-year and major advisors in preparation for course registration.
Placement and Credit Guidelines

Prematriculation Credit

Prematriculation Credit is college credit that you may receive based on AP, IB, British A-Level scores, or college course work earned before your enrollment at Washington University as a first-year student, which can be applied toward a degree. A maximum of 15 units of Prematriculation Credit may be counted toward any undergraduate degree. These units will count toward graduation, but will not meet general education requirements.

http://college.artsci.wustl.edu/policies/placement_credit

Prematriculation Credit from another University

To apply to receive credit for college course work taken at another university, students must submit the Prematriculation Credit form, a transcript, and a course description of each course. For course work completed prior to matriculation, the following standards must be met:
1. The course’s enrollment primarily is made up of matriculated college students.
2. The course is taught by college faculty.
3. The course is taught on a college campus.
4. The course is taken after the junior year of high school.
5. The course is not on the high school transcript.
6. The course was taken at a fully accredited college.

http://college.artsci.wustl.edu/policies/prematriculation-credit

Credit from Test Scores

To receive credit for AP test scores, please call the College Board at 1-888-CALL-4-AP (College Code 6929) to submit test scores to Washington University.

To receive credit for IB or British A-Level tests, please submit test scores to: Freshman Coordinator, Washington University in St. Louis, One Brookings Drive, Campus Box 1117, Saint Louis, MO 63130-4899

The AP, IB, and A-Level policies are listed below, and can also be seen in the section titled Proficiency and Placement Examinations on the Admissions Procedures page of our Undergraduate Bulletin. No department at Washington University offers absolute credit for AP scores lower than 4 without further study. In French, German, Latin, Modern Hebrew, and Spanish, a score of 3 confirmed by a course here earns additional credit.

Policies

To view the policies for Advanced Placement (AP), International Baccalaureate (IB), British A-Level, or Back Credit, please go online to:

http://college.artsci.wustl.edu/policies/placement_credit
WU Placement Exams

**Chemistry**
All first-year students registering for General Chemistry I (Chemistry 111A) in the fall are expected to take the online chemistry diagnostic exam between **June 15 - August 14, 2015**. Before students take the exam they should review the online tutorial, practice problems and practice quiz questions.

The objectives of the online diagnostic exam and tutorial are:

- To provide a means and motivation for you to review pre-requisite material that is needed to be successful in Chemistry 111A but which is not explicitly covered in the Chemistry 111A lectures.
- To help fill in gaps in students’ knowledge base (via the online tutorials) and to provide a means of identifying areas that need further work (via the online diagnostic exam).
- To identify students who may require supplementary resources at WU such as specific topic-based review workshops and extended recitation sections. Recommendations regarding extended recitations will be given to you by your academic advisor when you meet him or her in late August.
- To introduce interested students to real-life applications and cutting-edge research that takes place in the Department of Chemistry through Advanced Application tutorials.

The tutorial, practice problems and quizzes, and the diagnostic exam are accessible at: [http://chp090.chemistry.wustl.edu/~coursedev/Online%20tutorials/chemtutorials.htm](http://chp090.chemistry.wustl.edu/~coursedev/Online%20tutorials/chemtutorials.htm). Students will need their six-digit WU student ID number to access this website, but no password is required. If students have questions about their student ID number or any problems logging onto the website please, they should contact Dr. Jia Luo via e-mail (jluoa@wustl.edu) or phone (314-935-4163). Contact by email is preferred. The tutorial website contains Exam Instructions, Frequently Asked Questions and a Hints page.

**Computer Science**
Upon request, the Computer Science department (509 Bryan Hall; 5-6160) will evaluate a student for proficiency for any of our introductory courses. If a student is determined to be proficient in a given course, that course will be waived (without awarding credit) in the student's degree requirements and the student will be advised in selecting a more advanced course.

**Foreign Languages**
Placement tests are required for all students continuing the study of a language previously studied or learned elsewhere. *Students who enroll in a course below their placement level are not eligible for retroactive credits*. Credit is limited to 3 units for testing into second year and to 6 units for testing into third or above. These credits will only be given on the basis of previous academic study; without proof of academic credit earned, no advanced placement credit will be given. Students must petition for retroactive credit; those with native or near-native language proficiency determined by the individual language exam are ineligible for advanced credit units. [http://college.artsci.wustl.edu/policies/placement_credit](http://college.artsci.wustl.edu/policies/placement_credit)
Mathematics Placement
Students (Art & Sciences, Business, Engineering, Architecture, Art) who are planning to take a calculus course during their time at Washington University can take the Math placement exam online: [http://wumath.wustl.edu/undergraduate/newstudents/calculus-placement-exam](http://wumath.wustl.edu/undergraduate/newstudents/calculus-placement-exam)

For students who took an AP exam:
AP Calculus AB: If your score is a 1 or 2, then you should probably take Math 131 (Calculus I). If you score is 4 or 5, then you should probably take Math 132 (calculus 2). If your score is 3 then we would encourage you to do some studying over the summer and take Math 132.
AP Calculus BC: If your score is a 1 or 2, then you should probably take Math 132 (Calculus I). If you score is 4 or 5, then you should probably take Math 233 (calculus 3). If your score is 3 then we would encourage you to do some studying over the summer and take Math 233.
If you do not have your AP score at the time of registration, then we advise you to proceed as if you did well (scored a 4 or 5). You can adjust your course later if needed.
For most entering students, choosing a mathematics course comes down to deciding which calculus course to take. Please remember that it is easier for a student to “drop back” than to “jump forward” if misplaced in the calculus sequence (see dates for switching courses below).

Calculus Courses: The Standard Sequence
Math 131 (Calculus 1) Be sure also to choose a discussion section when registering.
Math 132 (Calculus 2) Be sure also to choose a discussion section when registering.
Math 233 (Calculus 3)

Pre-calculus
A few students need additional preparation for calculus. Math 100, “Foundations for Calculus,” is the appropriate course. This class will be limited to about 15 students who intend to follow it with a calculus course. It is offered only in the fall semester, must be taken for a letter grade and it does not satisfy the QA requirement.

Courses Beyond the Calculus Sequence
Before placing a student in a course beyond the Calculus 131-132-233 sequence, please consult with Ron Freiwald (5-6737 or rf@wustl.edu) or Blake Thornton (5-6301 or bthornton@wustl.edu).

Music
Prospective Music Majors:
B.A. Students should register for the following sequence of courses in the first or second year:
- Music Theory 121C-122C, or 121J-122J
- Keyboard 1232, 1242
The Music Department does not recommend registering for more than 9 units of music per semester in the first year for B.A. music majors. As soon as is practical, the student should declare his or her major in order to have a music advisor assigned.

NOTE: B.Mus. students should contact the Assistant Director of Undergraduate Studies in the Department of Music for specific program requirements. The B.Mus. cannot be declared until the student’s sophomore year.
Prospective Music Minors:
Students should register for Music Theory 121C-122C, or 121J-122J. Students interested in Jazz should also take History of Jazz 105. Special applied music scholarships are available for music minors.

Students who wish to continue or begin private lessons:
Applied music lessons, both instrumental and vocal, are available to all University students regardless of academic major. To register for lessons, students should take the following steps:

1. Students must register on WebSTAC using the L27 registration place-holder course numbers listed below. Choose the correct course number, enter the desired number of units and choose a grade option.

**Preregistration Course Numbers**

L27-100B-01: Brass Registration  
L27-100G-01: Guitar Registration  
L27-100G-02: Jazz Guitar Registration  
L27-100D-01: Percussion Registration  
L27-100P-01: Piano Registration  
L27-100P-02: Jazz Piano Registration  
L27-100P-03: Organ Registration  
L27-100S-01: Strings Registration (including Harp students)  
L27-100S-02: Jazz Strings Registration  
L27-100V-01: Voice Registration  
L27-100W-01: Woodwinds Registration

a. **Units**  
   1.0 - Half hour lessons  
   2.0 - One hour lessons

b. **Grade Options**  
   Credit (Letter Grade)  
   Pass/Fail  
   Audit (Not for Credit)

c. **Audit Option:** Students may choose to audit applied music lessons if they do not want the course to count towards their degree. If students need to audit in order to stay under 21 units, please enter 0.0 units and contact the Applied Music Coordinator to confirm whether they are taking half-hour or hour lessons. Otherwise, enter 1.0 or 2.0 to indicate half-hour or hour lessons (the credit units will not be counted toward the total units required for graduation).

2. **New Students:** Once students have registered in L27 100 course, sign up on the department’s website for a Placement Days appointment, held at the beginning of the semester. During the appointment, we will hear students play/sing (or conduct an
interview with beginners) and provide them with information about our program. Afterwards, students will be assigned an instructor and an official course number.

3. **Returning Students:** Once students have registered on WebSTAC, they should contact their instructor to schedule a lesson time. Their place in their instructor’s studio will only be guaranteed until the start of Placement Days. If students have not informed their teacher of their intent to continue lessons by that date, they will be moved to a waitlist and their spot may be assigned to a new student.

**Note:** Because we have a limited number of slots in each applied music teacher's studio, we cannot guarantee that all new students will be assigned to a teacher. For questions regarding registration, please contact the Applied Music Coordinator.

**Students who want to participate in Music Department-sponsored ensembles:** Auditions are held at the beginning of each semester. For further information, including audition requirements, dates, and times, visit our website: [http://music.wustl.edu/ensembles](http://music.wustl.edu/ensembles).

**College Writing 1 (CWP 100)**

Arts & Sciences, Art, Architecture, and Business students satisfy the first-year writing requirement by completing L59-100 with the grade of C- or better during the fall or spring semester of the first year, or by completing the preparatory course sequence and 100 by the end of the sophomore year (if required). Students who receive a D+ or below must retake College Writing I the following semester. Guidelines for transfer and Engineering students are below.

**The College Writing 1 Portfolio for A&S, AR, BU, & FA External Transfer Students**

Transfer portfolios are done online at this website: [https://pages.wustl.edu/transferportfolio](https://pages.wustl.edu/transferportfolio).

Students first fill out an eligibility form (linked on the transferportfolio page). If they are deemed eligible, they follow the instructions to submit a writing portfolio through the site. After reviewing the portfolio, The College Writing Program office will contact the students and their advisors with placement decisions.

The Portfolio should include **2-4 essays** (minimum of 4 pages each) from previous college coursework, including one researched essay if the student has one. The essays should have analytical or argumentative thesis statements; use evidence to support claims; and integrate and cite researched sources responsibly. (Students should **not** submit responses to essay examinations, personal or creative writing, book reviews, or journalism articles.)

Portfolios must be received no later than **August 1st** for transfer students. Students who **do not submit** portfolios by the deadlines will be required to take L59-100 during the fall semester at Washington University. Results of portfolio evaluations will be communicated to students via email prior to registration. For any questions, please contact The College Writing Program office (collegewriting@wustl.edu).

**College Writing 1 Guidelines for Engineering**

Engineering students may satisfy the writing requirement in one of several ways:
- Earn a 5 on the AP English Exam or a 7 on the IB English Exam.
- Earn a score of 750 on the new SAT W exam or a score of 36 on the ACT Writing exam.
- Pass the English Composition Exam administered by the Engineering School.
- Receive a C- or better in a composition course at another institution that has been pre-approved by the Engineering School.
- Take L59 100 (and preparatory classes if required), and earn a C- or higher.

**College Writing 1 Guidelines for Transfers from Engineering to A&S, AR, BU, & FA**

- Engineering students who were required to take preparatory classes (U15 1511, L59 1001) before entering L59-100 must complete the course sequence as outlined by Engineering placement. The writing requirement will be satisfied once the student passes L59-100 with the grade of C- or better.
- Students in Engineering, whether or not initially required to take L59-100, must take L59-100 to satisfy the writing requirement during the first semester after they transfer.

**Students Required to Enroll in the Preparatory Writing Sequence**

Some students will need to take one or more preparatory courses before they will be allowed to register for 100. Based on the evaluation of the Placement Exam, students could be placed in one of the courses designed to instruct second-language students: L59 1001 (Fundamentals of Academic Writing), which students must take in conjunction with U15 199 ELP Tutorial, and U15 1511 (Critical Reading and Analytical Writing). **Please inform advisees placed in a preparatory course that registering in 100 will be prohibited until the preparatory course sequence is completed.** Please note that the sequence of preparatory classes can be changed if the students’ class work performance indicates that they are ready for more advanced second-language instruction.

**Registration Procedures**

Before registering students, advisors should consult their advisees’ student records (or the list provided by The College Writing Program) for details about writing course placement.

- Should advisees’ schedules prohibit them from taking L59-100 in the semester indicated, please contact the Program Administrator (collegewriting@wustl.edu) to verify that a change in semester is possible.
- If the student has a Writing Placement Exam milestone (with a Recommendation or a Requirement), then the student may need to take the Writing Placement Exam prior to finalizing his/her fall schedule. Note that all students with WPE Requirement milestones will have a holds on their registration. To release the hold please contact the Program Administrator (collegewriting@wustl.edu).
- If anything else appears next to the student's name, contact the Program Administrator. (collegewriting@wustl.edu) instead of calling for time-sensitive issues.

**Waitlisting**

Waitlisting for College Writing 1 and Preparatory Writing Courses (L59 100, L59 1001, and U15 1511) is not available.

Additional course information may be found at http://collegewriting.wustl.edu/university-writing-requirement.
ACADEMIC OPTIONS ACROSS SCHOOLS

Students interested in pursuing one of the many academic options in two schools at Washington University should be urged to consult the appropriate dean as soon as possible:

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture &amp; Art</td>
<td>Georgia Binnington</td>
<td>5-6532</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>Dirk Killen</td>
<td>5-9457</td>
</tr>
<tr>
<td>Business</td>
<td>Lanna Skadden</td>
<td>5-4758</td>
</tr>
<tr>
<td>Engineering</td>
<td>J. Christopher Kroeger</td>
<td>5-6100</td>
</tr>
</tbody>
</table>

**Joint Degree: Undergraduate Degree & MBA, MSOT or OTD, or MSW Graduate Degree**

Students may combine an undergraduate degree and a graduate/professional degree. These are five year programs requiring students to earn 150 or more units of credit. A&S students must complete A&S distribution requirements, a major and 90 A&S units before starting the graduate program. A&S students accepted into a graduate program are transferred from the College of Arts & Sciences to the appropriate graduate school in their senior year. Undergraduate financial aid does apply to graduate school programs. A&S students must obtain Certification of Eligibility from Dirk Killen in the College of Arts & Sciences.

**Joint Degree: AB & MS Degree Programs in Computer Science, Accounting & Finance, OSCM or Customer Analytics**

Students apply to the School of Engineering for the MS program in Computer Science and to the Olin School of Business for the MS program in Accounting, Finance, OSCM or Customer Analytics. The AB/MS combined degree is a five year program that requires 150 (153 units for some of Olin’s programs) units of credit. With permission a student may count up to 6 units of Computer Science credit towards both the AB and MS degrees. Applicants should have at least a 3.0 cumulative GPA.

**Combined or Dual Degree (Two WU Undergraduate Degrees)**

Students may work on two undergraduate degrees simultaneously from different schools; e.g. A.B. in philosophy with a B.S. in accounting. The student must fulfill the distribution requirements of both schools, a major in both schools, and a total of 150 units and if earning an A.B. then 90 of the units must be A&S units.

**Majors in Two Different Schools**

Students earning majors from two different schools must meet the course requirements for the two areas of study, but not the distribution or core courses required for a second bachelor's degree. The College of Arts & Sciences, the Olin Business School, the School of Engineering, and the College of Architecture offer majors to students in other WU schools. (Note: students get one degree with the two majors noted on their transcripts.)

**Minors**

Minors are available from all the undergraduate schools (see the Bulletin or the departmental websites).
COURSE GUIDELINES FOR ALL SCHOOLS

To help answer questions from students who are considering transfer to another school within Washington University, general outlines for distribution requirements and first-year schedules are listed below.

College of Architecture

<table>
<thead>
<tr>
<th>Georgia Binnington</th>
<th>Cris Baldwin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Dean of Students</strong></td>
<td><strong>Assistant Dean &amp; Registrar</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong> 5-6532</td>
<td><strong>Phone:</strong> 5-4761</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:gbinning@wustl.edu">gbinning@wustl.edu</a></td>
<td><strong>Email:</strong> <a href="mailto:crisbaldwin@wustl.edu">crisbaldwin@wustl.edu</a></td>
</tr>
</tbody>
</table>

The College of Architecture may accept a limited number of students in the introductory studio, Arch 111 – 112. Freshmen who are seriously interested in architecture should make an appointment to see Georgia Binnington to discuss alternatives for the studio sequence.

Bachelor of Design in Architecture

**Academic Requirements (Arts & Sciences):**

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing 1 (C- or better)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics –</td>
<td>3</td>
</tr>
<tr>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences or Mathematics –</td>
<td>3</td>
</tr>
<tr>
<td>Physics 117 or 197</td>
<td></td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Academic electives</td>
<td>27</td>
</tr>
</tbody>
</table>

**Art History Requirements (Arts & Sciences):**

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art history (Art-Arch 113 and 215)</td>
<td>6</td>
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</tbody>
</table>

**Studio Architecture Requirements:**

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations</td>
<td>5</td>
</tr>
<tr>
<td>Major Area Requirements</td>
<td>42</td>
</tr>
<tr>
<td>Art, Architecture, Sam Fox Commons</td>
<td>6</td>
</tr>
<tr>
<td>electives</td>
<td></td>
</tr>
<tr>
<td>Art, Architecture, Arts &amp; Sciences,</td>
<td>21</td>
</tr>
<tr>
<td>Business and/or Engineering electives</td>
<td></td>
</tr>
</tbody>
</table>

**Total credit units required for BDes in Architecture**

122
Bachelor of Science in Architecture

**Academic Requirements (Arts & Sciences):**

<table>
<thead>
<tr>
<th>Units</th>
<th>Writing 1 (C- or better)</th>
<th>Humanities</th>
<th>Natural Sciences or Mathematics – Calculus I</th>
<th>Natural Sciences or Mathematics – Physics 117 or 197</th>
<th>Social &amp; Behavioral Sciences</th>
<th>Academic electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>27</td>
</tr>
</tbody>
</table>

**Art History Requirements (Arts & Sciences):**

<table>
<thead>
<tr>
<th>Units</th>
<th>Art history (Art-Arch 113 and 215)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
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</tbody>
</table>

**Studio Architecture Requirements:**

<table>
<thead>
<tr>
<th>Units</th>
<th>Foundations</th>
<th>Major Area Requirements</th>
<th>Art, Architecture, Sam Fox Commons electives</th>
<th>Art, Architecture, Arts &amp; Sciences, Business and/or Engineering electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>60</td>
<td>6</td>
<td>3</td>
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</tbody>
</table>

**Total credit units required for BS in Architecture**

122

*The first-year curriculum includes:*

<table>
<thead>
<tr>
<th>Fall:</th>
<th>Units</th>
<th>Spring:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture A46 111</td>
<td>3</td>
<td>Architecture A46 112</td>
<td>3</td>
</tr>
<tr>
<td>Drawing 1 X10 101</td>
<td>3</td>
<td>Practices 2 X10 182</td>
<td>1</td>
</tr>
<tr>
<td>Practices 1 X10 181</td>
<td>1</td>
<td>Physics L07 117A or 197</td>
<td>3</td>
</tr>
<tr>
<td>Writing 1 L59 100</td>
<td>3</td>
<td>Art Arch History L01 215</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics L24 131</td>
<td>3</td>
<td>Elective/Distribution</td>
<td>6</td>
</tr>
<tr>
<td>Art Arch History L01 113</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16</strong></td>
<td></td>
<td><strong>16</strong></td>
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</tbody>
</table>
Academic Requirements (Arts & Sciences):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing 1 (C- or better)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Academic electives</td>
<td>21</td>
</tr>
</tbody>
</table>

Art History Requirements (Arts & Sciences):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art history (Art-Arch 113 and 215)</td>
<td>6</td>
</tr>
<tr>
<td>Art history electives</td>
<td>9</td>
</tr>
</tbody>
</table>

Studio Art Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations</td>
<td>14</td>
</tr>
<tr>
<td>Major Area Requirements</td>
<td>42</td>
</tr>
<tr>
<td>Art, Architecture, Sam Fox Commons electives</td>
<td>9</td>
</tr>
<tr>
<td>Art, Architecture, Arts &amp; Sciences, Business and/or Engineering electives</td>
<td>15</td>
</tr>
</tbody>
</table>

Total credit units required for BFA 128

The first-year curriculum includes:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall:</td>
<td>Drawing 1 X10 101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Design F10 105 or 107</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Practices 1 X10 181</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Art Arch History L01 113</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Writing 1 L59 100</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective/Distribution</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td>Spring:</td>
<td>Drawing 2 X10 102</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Design F10 106 or 108</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Practices 2 X10 182</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Art Arch History L01 215</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective/Distribution</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
Discovery Curriculum - through class of 2015
Note: Junior-level transfer students entering FL 2013 will follow the requirements of the Discovery Curriculum.

Core Skills
- 3 units of Writing 1 in freshman year with the grade of C+ or better
- 3 units of course work designated as Quantitative Analysis (QA) with the grade of C+ or better
- 3 units of course work in an upper level Writing-Intensive course (WI). Must be taken in junior or senior year with the grade of C+ or better

Four Distribution Areas
- 8 - 9 units of course work in each of four distribution areas:
  - Natural Sciences and Mathematics (NS)
  - Social Sciences (SS)
  - Textual and Historical Studies (TH)
  - Language and the Arts (LA)
- 6 or more units in each area must be integrated by a major, a minor, or a cluster

Social and Cultural Perspectives
- 3 units of course work fostering an understanding of Cultural Diversity (CD)
  - May be taken credit/no credit
  - Cannot be the same course used to satisfy the Social Differentiation requirement
- 3 units of course work substantially focused on forms of Social Differentiation (SD)
  - May be taken credit/no credit
  - Cannot be the same course used to satisfy the Cultural Diversity requirement

*120 units of course work
- 30 units must be in 300-, 400-, or 500-level courses
- 24 units may be taken credit/no credit, but only 12 such units may be applied towards distribution requirements

Completion of an approved major
IQ Curriculum – class of 2016 and beyond
Note: Freshman- and sophomore-level transfer students entering FL 2013 will follow the requirements of the IQ Curriculum.

Core Requirements
To secure a superior academic foundation, students take at least one course sharpening each of the following critical skills:

- Writing 1: in first year 3 units
- Writing Intensive (WI)* 3 units
- Applied Numeracy (AN)* 3 units
- Social Differentiation (SD)* 3 units

Area Requirements
To achieve breadth, students take a minimum number of courses in each of four areas. In the first three areas, they take at least three courses totaling at least nine units:

- The Humanities (HUM) 9 units
- Natural Sciences & Mathematics (NSM) 9 units
- Social & Behavioral Sciences (SSC) 9 units

In the 4th area, students take either three sequenced courses in a single foreign language, or they take at least four courses of at least 3 units each:

- Language & Cultural Diversity (LCD) 9-12 units

Integrations
To achieve depth and coherence, students complete three integrations in at least two areas of study (HUM, NSM, SSC, LCD). There are four types of integrations:

- Majors, Second Majors, and Minors
- Focus and Other First-Year Programs
- Designated Study Away Programs
- Integrated Inquiries (IQs)

In addition to the requirements above, you must complete:

- A major with a minimum of 18 units numbered 300 or above, with the probable inclusion of a synthesizing capstone experience for seniors in most major departments.
- A total of 30 units at the 300/400/500 levels (including the minimum of 18 required for your major).
- A total of 90 units in Arts & Sciences.
- A total of 120 units required for graduation.

* Courses with one of these three designations may also be counted toward the Area Requirements; i.e., they may “double-count.”
15 Undergraduate Advising Guidelines

THE IQ CURRICULUM AT A GLANCE

- **Natural Science & Mathematics**: Three Courses
- **Core Skills**: One Course Each
  - Writing One
  - Applied Numeracy
  - Writing Intensive
  - Social Differentiation
- **Social & Behavioral Sciences**: Three Courses
- **Language & Cultural Diversity**: LS: Three Courses
  or CD: Four Courses designated LCD

**Integrations**: Complete 3 in at least 2 areas.
Students who are interested in transferring to the Olin School should contact Audrey Plump at 5-6315 to make an appointment to see an advisor.

General Requirements (48 units minimum):

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Writing 1 (C- or better)</td>
<td>3</td>
</tr>
<tr>
<td>B. Mathematics 131/132</td>
<td>3-6</td>
</tr>
<tr>
<td>C. Distribution Requirements:</td>
<td></td>
</tr>
<tr>
<td>1. Physical and life sciences</td>
<td>3</td>
</tr>
<tr>
<td>2. Humanities</td>
<td>3</td>
</tr>
<tr>
<td>3. International studies</td>
<td>6</td>
</tr>
<tr>
<td>4. Behavioral analysis</td>
<td>3</td>
</tr>
<tr>
<td>5. Ethics and values</td>
<td>3</td>
</tr>
</tbody>
</table>

Approved course selections are available in ECourse Listings: https://acadinfo.wustl.edu/CourseListings/Semester/Listing.aspx

D. Advanced electives: Each student must complete at least 18 graded units of advanced non-business course work (number 300 or above).

E. General Electives
Undergraduate Advising Guidelines

While applications to transfer into the Olin School are welcome, transfer applications are approved on a space-available basis. Ordinarily, students must have at least a B average to transfer into the Olin School and must be reasonably on track in terms of completing course requirements. Olin students enroll in MGT 100 and MGT 150A in the fall semester and MEC 290 and QBA 120 in the spring semester during their freshmen year. Transfer applicants must demonstrate their readiness for Olin by completing a specific number of Olin courses with a strong academic performance. The specific number of Olin courses will depend on when the student applies to transfer. Specific requirements are listed on Olin’s Campus Group site: http://olinwustl.campusgroups.com/bsba/about/ Ideally, we encourage students to transfer to Olin by the fall of their sophomore year.

Freshmen who are considering the possibility of transferring into the Olin School should take the following course work during the freshman year:

First Semester:
- Writing 1
- Math 131 (or higher)

Second Semester:
- Managerial Economics (MEC) 290*
- Math 132
- Management 100**
- QBA 120 or equivalent (Math 3200 or ESE 326 or PS 363)

If a student does not transfer at the start of their sophomore year, then we would suggest the following sequence:

Third Semester:
- QBA 121 (or other second-level statistics course) ***
- Accounting 2610
- MGT 250A

Fourth Semester:
- Core Requirement****
- Accounting 2620

*Students who complete Econ 1011 must also complete Econ 4011 or MEC 290 to satisfy the micro requirement.

**Mgt 100 is open to BSBA degree students only in the fall. Potential transfers can take Mgt 100 in the spring of their freshman year. If taken in the spring, students could wait to take QBA until the fall semester of their sophomore year.

***If the student has not completed Calculus II in the freshman year, he/she should talk with one of the academic advisors in the Olin School prior to spring registration to determine how best to approach their statistics requirement.

****Students should talk with an academic advisor from the Olin School before selecting their core course.
Students in the School of Engineering complete a Common Studies program as part of their professional degree program. The Common Studies Program includes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing 1</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>14</td>
</tr>
<tr>
<td>Physics</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry*</td>
<td>5 or 10</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science electives</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>51 or 56</strong></td>
</tr>
</tbody>
</table>

**Fall:**
- Engineering 120
- Math 132
- Physics 117A or 197
- Chemistry 111A, 151*
- Humanities/Social Science
- Engineering Course(s)

**Spring:**
- Writing I
- Math 233
- Physics 118A or 198
- Chemistry 112A, 152*
- Humanities/Social Science
- Engineering Course(s)

Requirements are somewhat different for students pursuing an applied science rather than a professional degree. *The Undergraduate Bulletin* should be consulted for specific detail.

*If pre med or majoring in Chemical Engineering or Biochemical Engineering.
**If English requirement is not already satisfied.
MBA – *Master of Business Administration* consists of 66 units of graduate credit. The early admission option for the MBA allows WU students to spend three years pursuing course work at the undergraduate level and then the two years completing the MBA degree. More information is available for the MBA program from the Admissions Office in Knight Hall, Room 310. 

**A&S students applying for the 3/2 MBA program must get the Certificate of Eligibility form from Dean Dirk Killen in the College of Arts & Sciences.** A&S students must have completed 90 A&S units, a major, and all distribution requirements by the end of their junior year to be eligible for the 3/2 program.

**Specialized Masters Programs**

Current WUSTL undergraduates may apply during their junior year for early admission to the Specialized Masters Programs and begin the graduate portion of their studies as seniors. Admitted WUSTL students would be required to take at least one additional semester as a full-time graduate student following graduation from their undergraduate studies. The GMAT/GRE requirement and application fee is waived for current WUSTL students. More information is available in Knight Hall, Room 310.

A&S students who would like to begin a specialize masters program beginning in their senior year must submit a Certification for Program Eligibility form completed by Dean Dirk Killen in the College of A&S.

**Master of Accounting (MACC)** Program consists of 33 graduate credits and may be completed in two or three semesters giving students extensive accounting knowledge required for careers in public or corporate accounting. This program offers enough credits to sit for the Uniform CPA Examination in states with the “150-hour rule.”
**Master of Science in Finance-Corporate Finance & Investments (MSFC)** Track consists of 30.5 graduate credits and is completed in two semesters.

**Master of Science in Finance-Quantitative (MSFQ)** Track consists of 39 graduate credits and is completed in three semesters. Both the MSFC and MSFQ tracks fuse mathematical tools with strategic understanding of business decision-making. The MSFQ Program holds a STEM (Science Technology, Engineering and Mathematics) designation.

**Accelerated Master of Science in Finance (AMSF)** Track consists of 30 graduate credits and is completed in two summer semesters, typically starting the summer following the students’ junior year of study. Six credit hours are taken virtually or on campus during the senior year.

**Master of Science in Supply Chain Management (MSSCM)** Program consists of 36 graduate credits and can be completed in two or three semesters giving students a deep understanding of the fundamental concepts of logistics, supply chain, change management, innovation, and integrated risk management. The MSSCM program has an embedded practicum in the curriculum allowing students to directly apply their gained knowledge. The MSSCM Program holds a STEM (Science Technology, Engineering and Mathematics) designation.

**Master of Science in Customer Analytics (MSCA)** Program consists of 39 graduate credits and can be completed in two or three semesters positioning students to excel in the growing area of big data. The MSCA Program holds a STEM (Science, Technology, Engineering and Mathematics) designation.

**Global Master of Finance (GMF)** Program. Students receive a Master of Science in Finance (MSF) degree from Olin and a second degree or certificate from a partner school. Currently our partners and their programs include Lee Kong Chian School of Business at Singapore Management University (SMU), Master of Science in Applied Finance degree; Yonsei University in South Korea; Global MBA; and IDC Herzliya in Israel, Certificate in Innovation and Entrepreneurship. **This program requires that WUSTL students take the GRE/GMAT exam.**
Graduate Advising Guidelines

Occupational Therapy

Website:  http://www.ot.wustl.edu

Dr. Kathy Kniepmann
Campus Box 8505
Phone: 286-1610
Email: kniepmannk@wustl.edu

Entry:  Fall Semester only

Course of Study:  Students can apply for a masters or doctoral degree.  The Master of Science in Occupational Therapy (MSOT) degree includes two years of academic coursework followed by six months of full-time fieldwork.  The Occupational Therapy Doctor degree (OTD) requires a third year of academic study, six months of full-time fieldwork and sixteen weeks of apprenticeship.  Application deadline is December 15; earlier application is encouraged.

Eligibility for Enrollment:  A baccalaureate degree or completion of three years in Washington University's approved cooperative 3/2 education program.  Specific prerequisite courses within a minimum grade of B are required for admission, as listed below.  Students can apply when they have at least four of the prerequisites completed. Cumulative overall GPA needs to be 3.25 or better. Many students major in life sciences or behavioral sciences, but the program welcomes students from all academic majors.

A&S students applying for the 3/2 program must get the Certificate of Eligibility form from Dean Dirk Killen in the College of Arts & Science. A&S students must have completed 90 A&S units, a major, and all distribution requirements by the end of their junior year to be eligible for the 3/2 program.

Prerequisite courses:

- Life Science (3 credits) - 200-level or above, no lab is required.  Suggested courses include but are not limited to Human Anatomy, Neuroanatomy, Comparative Anatomy, Zoology, Genetics, Botany, Ecology and Cognitive Neuroscience.

- Physiology (3 credits) - must cover the organization of cells into tissues, organs and organ systems in humans.  A course titled “Anatomy and Physiology” is acceptable; however, if the course is part of a two-course sequence, both courses must be completed to be able to fulfill this prerequisite.  If it is a 200-level or higher course, one part can fulfill the Life Science prerequisite with the second part for the physiology prerequisite.  If the course is less than 200-level, it can only fulfill the physiology prerequisite.

- Developmental Psychology (3 credits). Either child development OR lifespan development.

- Abnormal Psychology (3 credits) – an abnormal psychology or a psychopathology.

- One additional social science course: Options include - but are not limited to - Sociology, Anthropology, Psychology, Economics, Political Science, or Public Health.

- Statistics Behavioral, Psychological, Educational Statistics, or Math 320. Business Statistics does not fulfill this requirement.
Graduates will receive a Doctorate in Physical Therapy, which is a clinically-oriented three-year program that prepares individuals for general practice in a wide variety of settings.

**Individuals entering the Program are required to have:**
1. Completed a Bachelor's degree (any baccalaureate major is acceptable; many students enter with degrees in biology or psychology, but almost every possible major has been represented).
2. Taken and passed the prerequisite courses.
3. Taken the GRE (Graduate Record Exam). International students who do not speak English as a primary language must take the TOEFL and TWE.
4. Hold current certification in CPR (cardiopulmonary resuscitation-adult/infant/child) and First Aid.

**Prerequisite Courses:**
- 1 year of Physics with labs (Phys 117A, 118A)
- 1 year of Chemistry with labs (Chem 111A/151, 112A/152)
- 1 year of Biology (Bio 2960A, 2970A, or 334, 349) NO ecology or environmental courses
- Anatomy and Physiology (University College 2-semester series B 3221 and Bio 3231)
- Statistics (Psych 300, Math 1011, Math 3200 or Math 322)
- 1 Psychology course – abnormal psych preferred but not required (Psych 100B, Psych 354)
- Medical Terminology competence (Classics 225D) or a self-paced programmed text

**Application Process:**
- Apply through Physical Therapy Centralized Application Service (www.PTCAS.org)
- Standardized Test: GRE required (www.GRE.org)
- Strong GPA in core prerequisites (minimum 3.0)
- Strong GPA in math and sciences courses (minimum of 3.0)
- Written essays to assess thinking and writing ability
- Three letters of recommendation to assess academic integrity, professionalism, and interpersonal skills (to include an academic instructor)
- Interview is not required
The Brown School is located on the Danforth Campus and offers doctoral and master’s degree programs in social work and public health.

Master of Social Work Program (MSW):

The Brown School’s #1 ranked Master of Social Work program brings an evidence-based approach to professional practice, and brings together an amazing array of disciplines, professions and community partners. The two year, 60-credit-hour program features a customizable curriculum that allows students to tailor their coursework to their career goals and personal interests. Students choose from one of seven concentrations and have the option to declare a specialization or certificate that further focuses their coursework. MSW students complete two practica—a 360-hour Foundation Practicum, followed by a 600-hour Concentration Practicum—to apply knowledge from the classroom in a real-world setting, at local, national or international sites that they select. Scholarship support at the Brown School is generous, with over $6 million awarded in 2015. More information about the School’s preeminent faculty, diverse research opportunities, and energetic student life is available at msw.wustl.edu.

Prerequisite Courses:

- MSW students must complete an undergraduate campus-based statistics course with a grade of “B” or better prior to starting classes.

Combined Degree Options: The Brown School MSW program offers a dual-degree with Public Health (MPH) and seven joint-degree programs with other top-ranked schools of Washington University, including: Architecture (MArch), Urban Design (MUD), Business Administration (MBA), Education (MAEd), Law (JD), and in partnership with Eden Theological Seminary – Divinity (MDiv) and Pastoral Studies (MAPS). Students interested in a dual- or joint-degree must apply to each program separately and be accepted into both.

A 3-2 program allows undergraduates from Washington University to accelerate their careers by earning a bachelor’s degree and a Master of Social Work degree in five years. To qualify, eligible 3-2 students must complete all distribution and major requirements by the end of their junior year, and have elective credits available to be used as MSW course credit during senior year. Applicants must apply by March 1 of their junior year and submit a signed copy of the Certificate for 3-2 Program Eligibility with their application.
Graduate Advising Guidelines

Master of Public Health

- Website: http://msw.wustl.edu

Jamie Adkisson
Director of Admissions and Recruitment
Phone: 5-3524
Email: jadkisson@wustl.edu

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Teacher education provides the only opportunity within the four-year baccalaureate degree program for undergraduates to obtain teacher certification. Teacher certification options offered through the Department of Education include:

- Elementary teacher certification (grades 1-6),
- Middle School teacher certification (grades 5-9), in language arts, mathematics, science or social studies.
- Secondary teacher certification (grades 9-12) is available in the following subject areas: biology, chemistry, earth sciences, English, mathematics, physics, social studies.
- K-12 teacher certification (classified as secondary) is available in the following subject areas: art, French, German, Japanese, Latin, Russian, Spanish, Chinese and Dance.

All teacher education majors are required to double major in a second area. This requirement ensures that students meet certification requirements set by the State. Middle school and secondary teacher education students will double major in the subject area they expect to teach. Because students must meet professional licensure standards (including required assessments) as well as fulfill degree requirements, it is imperative that they contact Natalia Kolk quickly who will counsel interested freshmen or other students even before they declare a major.

**Frequently Asked Questions**

**Q: Is it ever too late to declare a teacher education major and become certified?**
**A:** Course sequencing requires that elementary majors declare their major and enroll in specific education courses no later than the first semester of their junior year. Secondary, and possibly middle school, majors might be able to declare later in the junior year. Because of certification requirements, there is no guarantee that any student who declares after the first semester of the junior year can finish within four years.

**Q: Are there required tests?**
**A:** Pre-entrance tests called MOGEA and MEP are currently mandated by the State of Missouri for all undergraduates who wish to major in teacher education. The Education Department has more information on test administration. Exit assessments in the content area and student teaching performance are also required for teacher education majors. These assessments are taken toward the end of the student's program, usually during the student teaching semester.
A&S Pre-Professional Advising Guidelines

Pre-Graduate Study: http://college.A&S.wustl.edu/pre_grad

What kind of graduate school programs and degrees are supported?
- Doctoral and Master’s programs focusing on research and theory
- Professional Master’s programs in Business (MBA), Public Health (MPH), Public Affairs (MPP), Education (MAT and MAEd), Social Work (MSW) in preparation for specific professions.

Points of emphasis for students applying to graduate school interested in PhD programs:
- Programs should be chosen based on a match between the research of faculty at the prospective institution and the student’s research interests.
- The decision to select programs/institutions to apply to should be made in consultation with the student’s thesis advisor and/or their mentor in the field in which they are applying.
- Students applying to doctoral programs should be advised that their proposed research and research experience, letters of recommendation, GPA in their major, and personal statement are weighted more than their GRE score.

Points of emphasis for students applied to graduate school interested in Master’s programs:
- Students should be advised to select a program based on its ability to provide exceptional preparation for a career in their field of interest.
- The decision to select programs/institutions to apply to should be made in consultation with the student’s thesis advisor and/or their mentor in the field in which they are applying.
- Students applying to Master’s programs should be advised that their work experience, which includes research, volunteering, or an internship, should demonstrate a sustained interest in the field to which they are applying.
- Test scores such for the GRE and GMAT may be given greater weight in professional Master’s programs, as opposed to their PhD counterparts.

Below are steps students should be advised to take when trying to determine what to do next:
1. Talk with mentors and advisors in their field of interest as well as their four-year advisor.
   a. Students should also reach out to the Pre-Graduate advisors:
      - Tim Bono, PhD; Assistant Dean and Lecturer in Psychology; tjbono@wustl.edu
      - Amy Heath-Carpentier, MA, PhD Student, Assistant Director, Pre-Grad School and Career Development; The Career Center; heath-carpentier@wustl.edu
      - Dirk Killen, PhD; Associate Dean, College of Arts & Sciences; dkillen@wustl.edu
      - Mary Laurita, PhD, Assistant Dean, College of Arts & Sciences; mlaurita@wustl.edu
2. Experience your field through courses, research, thesis, summer programs, internships, symposiums, and conferences.
3. Develop professional relationships with faculty members in your field
4. Research prospective programs in your field.
The College's Role

1. Advising: The pre-law advisors help students at every stage in the pre-law process, including holding information sessions for each class each year. By attending these sessions, students will learn about suggested preparation for law school, the application process, LSAC (the organization that administers the law school admissions process), and the LSAT (Law School Admissions Test). All first-year students will receive an email notifying them of an information session early in the fall semester. Thereafter, students who have signed up for the prelaw email list (artsci-prelaw@email.wustl.edu) will learn of other information sessions designed for their class. Sophomores will have an information session early in the spring semester; juniors can attend multiple pre-law sessions at Junior Jumpstart in May; seniors have several information sessions about the application process in the senior year.

Students are not assigned a pre-law advisor but are welcome to meet with any of the advisors. In general, individual appointments are unnecessary until students are in or close to the application process.

2. Information Resources: Students and advisors can go to the WU pre-law website at http://college.artsci.wustl.edu/pre_law for information about contacting the pre-law advisors. Students should read the Pre-Law Handbook before scheduling an appointment with an advisor.

3. Letter of Recommendation Service: The College Office keeps faculty letters of recommendation on file and supplies them to law schools or LSAC on request. The WU recommendation form is accepted at all law schools, but schools often prefer that applicants use LSAC’s Letter of Recommendation Service. WU’s recommendation form is available at the prelaw website or in the College Office.

4. Pre-Law Email List: Students who are interested in law and wish to be on the pre-law mailing list should register by emailing artsci-prelaw@email.wustl.edu. A Pre-Law Advisor emails pre-law students once a week information about events, lectures, information sessions, campus student groups, and potential internship opportunities.
Frequently Asked Questions

Q: What should students major in if considering law school?
A: There is no required course of study at the undergraduate level for law school. Students should choose a major that interests them and do well in it. Many law school applicants have majors in political science, English, philosophy, economics, and history, but law schools also welcome those with backgrounds in science, engineering, and business. A technical or scientific background can be very helpful for lawyers who specialize in environmental issues or patent law, for example.

Q: What classes should students take outside the major?
A: Words are the lawyer’s most important tool. Students should take Writing 1 seriously and use it as an opportunity to improve their writing. After Writing 1, they should look for additional courses that require significant writing. They should also take courses that focus on thinking analytically, such as math, economics, statistics, science, and logic. Political science, philosophy, economics, and history courses help develop an understanding of the traditions behind, and development of, our legal system. Students can use co-curricular opportunities and classroom presentations to sharpen their oral communication skills.

Q: How important is the GPA?
A: Law schools give great weight to GPA as an indicator of likely success in law school, which is why it’s important for students to study what they love and do well in it. Students should attend class, work hard to understand the material, and take advantage of opportunities to sharpen their study and test-taking skills.

Q: How important is the LSAT? When do students take it?
A: The LSAT score is a significant factor in law school admissions. Students often take the LSAT during the summer after junior year or in the fall of senior year if they plan to go directly to law school from college. Students who will take some time between college and law school should make sure to take the LSAT no later than fall of the year before they hope to matriculate.

Q: Will students need letters of recommendations?
A: Yes, they will need at least two recommendation letters, preferably from faculty. The most effective letters are those that address their intellectual capacity and writing ability.

Q: What if a student wants to work for a few years before applying to law school?
A: Fewer than 50% of first-year law students enter directly from college. Working for a year or more can help students decide if law school is a good fit. Students taking time before law school can gain maturity and experience that may make them both a more interesting applicant and a more focused and successful law student. In addition, because students who intend to go directly to law school after college apply on the basis of grades only through the junior year, students who struggled in the first year or two of college can be at a disadvantage when applying within that timeline. Waiting to apply to law school until after graduation can give them more time to show improved performance.
A&S Pre-Professional Advising Guidelines

PreHealth

Website: http://PreHealth.wustl.edu

For Students in Arts & Sciences, Art, Architecture, and Business

Carolyn Herman
Associate Dean and
Director, PreHealth Advising
Phone: 5-8076
Email: cherman@wustl.edu

For a full list of advisors, please see the PreHealth website.

For Students in Engineering:

Ron Laue
Health Profession Advisor
Phone: 5-6178
Email: ron.laue@wustl.edu

PreHealth professions advising include all careers in health-related fields that may interest students. Encourage students to explore broadly some of the following options: dentistry, veterinary medicine, physical therapy, occupational therapy, osteopathic medicine, optometry, pharmacy, physician assistant and nursing. Also, many students find a good match for their interests in public health, health administration and social work.

The College of Arts & Sciences oversees premed and other PreHealth applications and advising for students enrolled in Arts & Sciences, the Olin School of Business, the College of Architecture, and the College of Art. The School of Engineering and Applied Science oversees premed application of its own students. Engineering students interested in premed should contact Dean Ron Laue at ron.laue@wustl.edu
### Overview of Pre-Med Requirements

Please note: these requirements are in flux

<table>
<thead>
<tr>
<th>Subject</th>
<th>Coursework Required</th>
<th>WUSTL Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology</strong></td>
<td>2 semesters with laboratory</td>
<td>Bio 2960 and 2970</td>
</tr>
<tr>
<td><strong>General Chemistry</strong></td>
<td>2 semesters with laboratory</td>
<td>Chemistry 111A and 1151(lab), 112A and 152 (lab)</td>
</tr>
<tr>
<td><strong>Organic Chemistry</strong></td>
<td>2 semesters with laboratory</td>
<td>Chemistry 261 and 262</td>
</tr>
<tr>
<td><strong>Biochemistry</strong>*</td>
<td>1 semester strongly suggested (see *note below)</td>
<td>L41 451 (1 semester), U29 406 (1 semester), or L07 481 and 482 (both semesters)</td>
</tr>
</tbody>
</table>
| **Mathematics**  | 2 semesters of college math (often satisfied by 5 on AP BC Calc exam). Note: some med schools have no math requirement. For broadest range of schools students should complete (or have AP credit for) Calc 1 and II. | -Math 131 and 132  
-Math 2200 (stats) or another stats course recommended and sometimes required (this could also count as the 3rd math class now required for the bio major) |
| **Physics**      | 2 semesters with laboratory                              | Phys 117A and 118A or Phys 197 and 198                                       |
| **Psychology**   | 1 semester (see **note below)                            | L33 100B (or 5 on AP Psych)                                                   |
| **Sociology**    | 1 semester or equivalent familiarity with the basic concepts of sociology as they apply to healthcare | For specifics, students should consult with a PreHealth advisor.               |
| **English**      | 2 semesters, one of composition                          | Writing 1 and the writing-intensive requirement or an upper-level composition class |

Some medical schools recommend additional courses in biology beyond the minimum requirement, and some require other additional specific courses. Students should check individual program’s requirements – their state medical school and any other programs that interest them. This is especially important given the current fluid state of medical school requirements.

* Biochemistry is covered to some degree in the intro biology two-semester course sequence, but more depth and more recent coverage of the topic may be helpful for the MCAT.

**Some background in psychology is needed for the MCAT, but a college-level course is not required on the transcript. Students who have a 5 in AP Psych or who take Psych 100 have the necessary background, but students who got a 4 on AP Psych or who took a good honors psych elective in high school may also have sufficient preparation.

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Some additional notes:  

- *L41 451 (1 semester), U29 406 (1 semester), or L07 481 and 482 (both semesters)  
- *L33 100B (or 5 on AP Psych)
A&S Pre-Professional Advising Guidelines

Possible pre-med 3-year schedule at WU (but often tweaked)

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
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</thead>
<tbody>
<tr>
<td><strong>Freshman year</strong></td>
<td></td>
</tr>
<tr>
<td>Chemistry 111A</td>
<td>Chemistry 112A</td>
</tr>
<tr>
<td>Chemistry 151 (lab)</td>
<td>Chemistry 152 (lab)</td>
</tr>
<tr>
<td>Math 131</td>
<td>Math 132 or stats</td>
</tr>
<tr>
<td>Writing 1(if FL placement)</td>
<td>Bio 2960</td>
</tr>
<tr>
<td>1-2 electives/major/DR</td>
<td>Writing 1(if SP placement)</td>
</tr>
<tr>
<td></td>
<td>1 or 2 electives/major/DR</td>
</tr>
<tr>
<td><strong>Sophomore year</strong></td>
<td></td>
</tr>
<tr>
<td>Chemistry 261</td>
<td>Chemistry 262</td>
</tr>
<tr>
<td>Bio 2970</td>
<td>Bio 3058*</td>
</tr>
<tr>
<td>3 electives/major/DR</td>
<td>2 or 3 electives/major/DR</td>
</tr>
<tr>
<td><strong>Junior year</strong></td>
<td></td>
</tr>
<tr>
<td>Physics 117A or 197</td>
<td>Physic 118A or 198</td>
</tr>
<tr>
<td>Biochemistry</td>
<td></td>
</tr>
<tr>
<td>3 electives/major/DR</td>
<td>4 electives/major/DR</td>
</tr>
</tbody>
</table>

Students often also need an upper-level English comp course (preferable) or the Writing Intensive course, which can be taken in the senior year. Psych 100B and sociology coursework, if needed, can be taken any semester before the student takes the MCAT.

* Helpful content for the MCAT, but not a required course. Some students may choose other courses or learn the topics in an MCAT prep course.

This is just one of many ways for students to satisfy the requirements for medical school. Common variations are shown in Appendix D of the Pre-Health Handbook, http://PreHealth.wustl.edu/Documents/HANDBOOK.pdf.

- Students without a strong high school background in physics should start with physics, not chemistry.
- Many students spread the requirements over 4 years, opting to take at least a year off between undergrad and med school.
- Many take courses at summer school – at WU or elsewhere – in order to free up space in their schedule during the rest of the year. If they are science majors, they should clear any science courses taken elsewhere with the appropriate WU department.
- Students who place into Calculus II (Math132) or higher by AP scores may take only 1 semester of calculus or omit it entirely (depends on the med school they wish to attend).
A&S Pre-Professional Advising Guidelines

Key First-Semester Decisions for Students Considering a Career in Medicine:

Should I take chemistry and chemistry lab?
- Has the student had a year-long physics course in high school (usually in 11th or 12th grade) that covered electrical and magnetic fields and vectors?
  - Yes: Student is prepared for Chemistry 111A
  - No – Premed students can delay chemistry and still meet all the premed requirements!
    - If the student has placed into Calculus II (Math 132) or has AP credit for Math 132, then s/he should consider enrolling in Physics 197, and deferring chemistry for next year.
    - If the student is not ready for Calculus II and has not had high school physics, enrolling in Calculus I, taking physics in the summer (perhaps at home) and then taking chemistry next year may be the best choice.
- Does the student want to major in a science?
  - Yes: Prospective chemistry and biology majors start in Chem 111A in the fall of the first year. Prospective physics majors start in Physics 197.
  - No: Prospective social sciences, humanities and math majors may wish to focus on exploring a major the first year. Some of our most successful premed students begin the specific requirements for medical school in the sophomore year. These students finish all coursework before they graduate from WU and usually work during a gap year between undergrad and med school while they are interviewing for medical school. Currently about half of our medical school applicants are opting for the gap year. Students may enroll in MEDPREP I (L41 2651) without any concurrent science coursework.

How much math do I need? Should I take math this first semester?
Medical school math requirements vary considerably. Some have no math requirement; others require one or two semesters of calculus or a mix of calculus and stats. Of those schools with a math requirement, many (but not all) will accept AP credit. For the vast majority of schools, Calc II or AP credit for Calc II will satisfy the calc requirement. A minority of schools will want to see a calculus class taken at college. Students should check the requirements of their state medical school and any other medical school that particularly interests them to make sure they are meeting those schools’ requirements.

Here are the questions to pose to a student who is trying to decide whether to take a calculus class this first semester:
- Does the student love math?
  - Yes: Take the math class recommended by the placement exam.
A&S Pre-Professional Advising Guidelines

- No: Does the student expect to be a physics or chemistry major?
  - Yes: Take the math class recommended by the placement exam.
  - No: Does the student have AP credit for BC calculus? (Credit for Math 132, Calculus II)
    - Yes: the student has credit for all the math required for most medical schools, including our own School of Medicine. Additional math is optional and can be taken later.
    - No: Students should decide whether it is more important to hurry up and finish a course they are not looking forward to, or to explore courses this first semester that are more interesting to them. Math can be taken inexpensively at home over the summer at a state school.

Frequently Asked Questions

Q: Do students need to major in the sciences to be admitted to medical school?
A: No. They should be encouraged to major in any academic discipline they find interesting. Medical schools do not discriminate against students who have chosen to major in subjects outside the sciences. However, for the student who plans to apply to a medical scientist training program or an M.D./Ph.D. program, a major in the sciences and significant time in a research setting is required.

Q: Can pre-med students study abroad?
A: Yes, but if they plan to study abroad (typically in the junior year), they will need to plan very carefully. Language proficiency at a certain level is required for most Washington University study abroad programs as is a minimum overall GPA. If students have not begun to study the language of the country they wish to visit, they should begin their first semester.

See the PreHealth handbook for more information about study abroad program for PreHealth students.

Q: Are there research opportunities available for undergraduates?
A: There are many opportunities to do research in all the science departments on the Hilltop campus. Also, many faculty members at the School of Medicine, both in the basic science and the clinical departments, welcome undergraduates into their laboratories. A student may do independent research that can lead to an honors thesis.

Q: How is a student accepted into Medical School?
A: In addition to strong grades, it is also important for students to demonstrate a commitment to service and to the community by becoming involved in volunteer activities. They do not have to volunteer in hospital settings, but it is important that at some point through some experience they demonstrate a familiarity with a medical setting. They can tutor through
A&S Pre-Professional Advising Guidelines

Campus Y or do Habitat for Humanity or any other community service project. Staying involved in a particular activity for more than a year is very important.

*Letters of recommendation* from professors and research or clinical mentors are a vital part of the medical school application. Acquaintance with a professor requires extra effort on the student's part since most classes for the premed curriculum will be large.

Another key to medical school admission is the *MCAT examination*. Many students take the MCAT in April of their junior year when they have completed their premed curriculum. The highest possible score is 45; the average score for students who enter medical school is about 31.

Students should take advantage of the programs to help them apply to medical school offered by the College of Arts & Sciences. Students planning on applying through the College of Arts & Sciences are required to complete a PreHealth Application Institutional Review (PIR) during the year before they plan to apply (usually the junior or senior year). They will need to attend Junior Jumpstart and have a PIR appointment with their assigned PreHealth advisor. For details about this process, email Liz Heidger at PreHealth@arts.wustl.edu.

**Q: Do Washington University students receive preference at WU Medical School?**

**A:** WU undergraduates make up the largest group of students in the entering freshman medical school class from any one institution. The average GPA for a member of the class is around 3.8 and the average MCAT score of the successful applicant is in the 36-37 range.

Each year, at least 10% of the entering class at WUSM are Washington University undergraduates. The acceptance rate into the Washington University School of Medicine by our undergraduates is about double the acceptance rate of students from other institutions.
The Praxis Program provides an exciting opportunity to combine the practical reading, writing and analytical skills of a Liberal Arts education with marketable skills required for success in today’s workplace. Praxis is neither a major nor a minor, but a unique program that will complement any Arts & Sciences major. The program is flexible, so you will have room in your schedule to fulfill the requirements while taking other courses that interest you.

**Required Praxis Core Courses:**

1. **Organizational/Leadership Requirement (3 Units)**
   **Required:** Praxis L62 201 Leaders in Context

2. **Socio-Tech Requirement (Technology in Organizations (2 Units))**
   **Required:** Praxis 207 Fluency in Socio-Technology

3. **Communication Requirement, Written and Oral (3 Units)**
   **Required:** Praxis 285 Communication That Works

4. **Internship**
   **Required:** Praxis 298 or 299 Praxis Internship

5. **Praxis Seniors Masters Class (Required for the Class of 2015 and later)**
   **Required:** Praxis 300 Praxis Seniors Master Class

6. **Analytic and problem-solving requirement (3 units)**
   **Required:** Econ 1011 Introduction to Microeconomics

7. **Quantitative Skills (3 units)**
   **Required:** A course in statistics (select one from below):
   - Math 1011 Introduction to Statistics
   - Math 2200 Elementary Probability and Statistics
   - Math 3200 Elementary to Intermediate Statistics and Data Analysis

8. **International perspective or experience (3 units)**
   **Required:** The study of any language through the 300 level
   or Study Abroad
   or One course with an international perspective by petition (must be 300 level or above).
Reserve Officer Training Corps (ROTC)

Website: [http://bulletin.wustl.edu/about/rotc/](http://bulletin.wustl.edu/about/rotc/)

**Army ROTC (Washington University)**
- 700 Rosedale Ave., Suite 1120
- Box: 1206
- Phone: 5-5537; 5-5521
- Fax: 5-6931
- Email: ROTC@wustl.edu

Students from all majors are eligible to take Army ROTC. Introductory “basic” courses allow students to look at officer opportunities without obligation. By accepting an Army ROTC scholarship or entering the junior level (Advanced Course) program, a student makes the commitment to serve as an officer on active duty or reserve duty upon graduation. Army ROTC Arts and Science Cadets receive up to 16 credits of elective credits for a student who completes all eight of the Military Science Courses.

**Air Force ROTC (St. Louis University)**
- Saint Louis University
- 3631 Forest Park Blvd
- St. Louis, MO 63108
- Phone: 977-8227
- Fax: 977-8332
- [HTTP://PARKS.SLU.EDU/CURRENT-STUDENTS/STUDENT-ORGANIZATIONS/AFROTC-207](http://parks.slu.edu/current-students/student-organizations/afrotc-207)

Air Force Reserve Officers Training Corps (AFROTC) is administered by St. Louis University and is open to all qualified Washington University students. AFROTC commissions as second lieutenants qualified students who complete the AFROTC program and receive a baccalaureate degree. The first two years of AFROTC are available to all interested students without obligation. When students enter the junior year in AFROTC, they become obligated to enter active duty in the United States Air Force. AFROTC courses do not count towards graduation.

**AROTC and AFROTC Scholarships**

Merit-based scholarships are available for the Army ROTC program. Students are eligible to compete for two, three and four-year Army ROTC scholarships. For students that receive a campus based scholarship Washington University will award up to 16 free room and board offers. During the national high school process Washington University awards the first ten high school national scholarship winners free room and board. Scholarship recipients also receive an annual book allotment and a monthly subsistence allowance. Students interested in an Army ROTC scholarship should contact the ROTC department for further information or refer to the home page at: [http://www.rotc.wustl.edu](http://www.rotc.wustl.edu).
Air Force ROTC scholarships are also available for outstanding students, covering part or all of tuition. In addition, all AFROTC scholarships provide support for fees, textbook payments, and a monthly stipend. Student interested in AFROTC scholarships should contact the Air Force ROTC Department for further information or refer to the website at: http://parks.slu.edu/current-students/student-organizations/afrotc-207

Army ROTC – Military Science

Professor of Military Science
Chad A. Callis
LTC, Armor
314-935-7200

Recruiting Operations Officer
Lee E. Rodriguez Sr.
DoD Civ., GS-11
314-935-5521
lee.e.rodriguez@wustl.edu

Washington University is the Host University for Army ROTC. Army ROTC is a program that develops leadership, management and training skills regardless of a student’s career plans. Those who successfully complete the program will earn a commission as a second lieutenant in the U.S. Army, Army Reserve or Army National Guard.

Army ROTC is the largest Military Commissioning Program in the Nation. The Army ROTC Program has been a part of Washington University since 1891.

All students are eligible to participate in Army ROTC courses. Introductory courses are available in which students will develop confidence, self-esteem and motivation. The intent is to develop and refine a student’s leadership traits and skills to ensure success. Instruction also includes the role of the military in national defense strategy. Once a student accepts a scholarship or enters the advanced courses (300- and 400-levels), he or she incurs a military obligation. For more information, write the Military Science Department, Washington University in St. Louis, 700 Rosedale Ave., Suite 1120, St. Louis, MO 63112, or call 314/935-5521, or visit the Washington University Army ROTC website at www.rotc.wustl.edu.

For Army ROTC scholarship information, see the Scholarship page of this Bulletin.
Policies and Procedures Across Schools

Academic Integrity

Effective learning, teaching, and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged, and work that is presented as original must be, in fact, original. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University.

This statement on academic integrity applies to all undergraduate students at Washington University. Graduate students are governed by policies in each graduate school or division. All students are expected to adhere to the highest standards of behavior.

The Academic Integrity Policy is outlined on the Student Conduct page on Wash U’s website: https://studentconduct.wustl.edu/academic-integrity/policies-and-procedures/

For further information contact:

<table>
<thead>
<tr>
<th>College of Architecture:</th>
<th>Georgia Binnington</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Art:</td>
<td>Georgia Binnington</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences:</td>
<td>Sean McWilliams</td>
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<tr>
<td>Olin Business School</td>
<td>Steve Malter</td>
</tr>
<tr>
<td>School of Engineering and Applied Science:</td>
<td>Chris Kroeger</td>
</tr>
</tbody>
</table>

Academic Probation and Suspension

While the University desires to give all students the opportunity to prove themselves, it is not in the best interest of either the students or the University to permit students to continue indefinitely in an educational program in which they are not making satisfactory progress. Accordingly, each School has formulated its own policies and procedures for identifying and responding to the needs of its students.

College of Architecture

A student whose semester grade point average is below 2.0 or who falls below a “pace” of 66 2/3% (number of credits earned divided by the number of credits attempted) will be placed on academic probation. If, after the following semester, the grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended. Students must maintain a 2.0 minimum cumulative grade point average to graduate.
College of Art
Same as the College of Architecture.

College of Arts & Sciences
Students are expected to maintain the highest level of scholarship during their time at Washington University. At a minimum, however, students must meet the standards set by the faculty as well as those mandated by the U.S. Department of Education. Those who do not complete at least 12 units or achieve a semester grade point average of 2.0 or better for each semester are subject to probation or, in extreme cases of poor academic performance, suspension. In certain cases, students who have completed at least 12 units and have a semester grade point average of at least 2.0 for each semester may still be placed on academic warning or probation if the Committee on Academic Progress identifies areas of significant concern about a student's progress.

Students must make acceptable progress toward meeting degree requirements. Students must be on pace to complete their program by attempting no more than 150 percent of the credits required. Anytime students fall below completing 2/3 or fewer of the credits they have attempted overall, they are considered to not be achieving satisfactory academic progress (SAP). The College will work with those students to develop a plan to help them achieve acceptable pace within a set period of semesters. Additionally, if it is determined that a student cannot complete his or her program within the 150 percent maximum credits, the student may not continue their program of study at Washington University.

In the event of an academic warning or probation, or failure to meet SAP, the student will be matched with a progress counselor for the following semester. The student must complete an academic agreement with the progress counselor to map out how improvement will be achieved. Failure to establish these guidelines with the progress counselor by the deadline the Committee provides may result in the termination of the student's enrollment for that semester. Furthermore, should a student agree to, but persistently fail to abide by, the terms established in the agreement, suspension may be invoked during the semester.

In order to be eligible for a return to good academic standing, a student on warning or probation must complete at least 12 units of credit and earn no single grade of C– or lower. Students who do not meet this standard may be subject to academic suspension from the college. Students suspended for academic deficiency are not eligible for readmission to the College of Arts & Sciences until they demonstrate, under the conditions set for each individual case, a capacity to work productively at the level required by the college curriculum.

Olin Business School
Approximately three weeks following the end of a semester, the Academic Review Committee reviews the record of any student who shows signs of unsatisfactory academic progress. Students must maintain a 2.0 grade point average in both professional (business) and general course work to be in “good academic standing.” Failure to do so may result in the student being placed on academic probation, or becoming ineligible to re-register (NERR). Failure on the part of a student to meet the conditions of probation in the following semester may result in dismissal.
Another cause for probationary action or dismissal is failure on the part of a student to complete professional requirements within a reasonable time period. Students who fall behind in completing requirements should make an appointment to see their primary advisor to work out a plan for making up the work at the earliest possible time. Students on academic probation may take no more than 15 units per semester.

School of Engineering and Applied Science
Academic Probation and Suspension

A student whose work is of unsatisfactory quality is placed on academic probation. If a student on probation doesn't improve his or her academic record after a reasonable time, probation is followed by dismissal. The regulations governing probation and dismissal are as follows:

At the close of each semester, each student's semester grade point average is computed as the total grade points earned during the semester divided by the total credit units attempted. At the same time, the cumulative grade point average is computed as the quotient of the cumulative total of grade points over the cumulative total of credit units attempted. The computations are made on the basis of the grade point scale indicated in the section on grades. Courses taken on a pass/fail basis are not included in these calculations.

1. At the close of each semester, each student's semester and cumulative grade point averages are reviewed. If either is below 2.0, the probation rules stated below apply and the student is notified of any academic probation or dismissal action.
2. At the end of a semester, any student who in the judgment of the associate dean is not making adequate academic progress is required to meet with his or her adviser before enrollment is allowed for the following semester.
3. A student who is dismissed may, if he or she desires to continue, present a written statement setting forth reasons why the student believes the situation should be reconsidered. This statement should be addressed to the Undergraduate Academic Standards Committee and forwarded via the associate dean (Lopata Hall, Room 303).

Probation and Dismissal Rules

Probation follows any semester during which either the semester or cumulative grade point average is less than 2.0, or a student has three I (incomplete) grades at the end of a semester, or a student was enrolled in credit courses and earns no degree credit at the end of a semester, or a student drops below full-time student status without the approval from his or her academic adviser or the associate dean for students.

A student placed on academic probation will have a “hold” placed on his or her record and must complete the steps below in order to have the hold removed:

1. Within two weeks of receiving a probation notification the student must contact his or her Engineering Student Services (Lopata Hall, Room 303) four-year adviser and schedule a meeting. The scheduled meeting must take place before the end of first week of classes for the upcoming semester.
2. Prepare a written statement with two sections. In the first section, provide a clear explanation of the circumstances that caused the grades received the previous semester.
In the second section, describe the student's plan to improve grades in the future. The written statement should be sent to the four-year adviser before the scheduled meeting takes place so that the four-year adviser has an opportunity to review it before the meeting.

3. Meet with the four-year adviser at the scheduled date and time. The meeting is designed for the student to answer the question: “Are you getting appropriate help?” The four-year adviser may recommend that routine meetings take place throughout the semester.

The hold will be removed after the student meets with the four-year adviser. If a student has been on academic probation twice previously, dismissal may follow the next time the student is eligible for probation.

Dismissal may result if a student becomes eligible for probation in two sequential semesters.

Dismissal may result if any course is failed twice.

**First Academic Probation**
The first time a student qualifies for probation, he or she is placed on "First Academic Probation." Students placed on First Academic Probation status are sent a letter informing them of this action.

**Second Academic Probation**
The second time a student qualifies for probation, he or she is placed on "Second Academic Probation." Students placed on Second Academic Probation status are sent a letter informing them of this action.

**Special Academic Probation**
Special Academic Probation means that a student was eligible for suspension but was not suspended.

**Academic Suspension**
The third time a student qualifies for probation, or becomes eligible for probation the second semester in a row, or fails the same course twice, he or she is dismissed from the university. Students placed on academic suspension status are sent a letter informing them of the suspension action. Students who wish to appeal are instructed to prepare a written statement that informs the Academic Standards Committee of the decision to appeal and respond to two questions: explain why the unsatisfactory academic performance occurred, and, if allowed to return, what would be done differently by the student. The student must then attend an appeal hearing. The student's academic record, written appeal and any other factors the student may wish to discuss are considered by the committee. When the discussion ends, the student leaves the hearing room, and the committee immediately makes a decision regarding the student's appeal. Engineering Student Services then informs the student of the committee's decision. The committee's decision is final (no other appeals are possible). If the appeal is successful, the student is placed on Special Academic Probation and the student is allowed to enroll in classes.

If a student is placed on academic suspension status and chooses not to appeal, or appeals and the
appeal is denied, the student is not allowed to enroll in any classes in any division at Washington University. If a suspended student would like to return to the university at a future time, the student must apply for reinstatement to the School of Engineering & Applied Science.

### Attendance

Successful education at the college level depends to a large extent on regular attendance at classes and laboratories. Washington University has no fixed rules for “cuts” or “excused absences” but leaves to the judgment of each department or instructor the number of absences of any kind a student may have and still pass a course. The faculty expects each instructor to give reasonable consideration to unavoidable absences and to the feasibility of making up missed work. The student is expected to explain to instructors the reasons for such absences and to discuss the possibility of completing missed assignments. Students who will have to miss several classes due to illness or family emergency should contact their advisor or dean as well as their instructor.

Because of the intensely interactive nature of Writing 1 and foreign language classes, a strict attendance policy is in place for those classes. In order to comply with this strict attendance policy, student athletes may consider asking permission to take Writing 1 in a semester that will require the least amount of travel.

Student Health Services notifies the prime school the student is enrolled for students who have been hospitalized. It is each school’s responsibility to communicate the information to instructors and advisors.

### Dean’s List

**College of Architecture**
Students qualify for the Dean’s List by earning a semester GPA of 3.5 or above with at least 14 graded units.

**College of Art**
Students qualify for the Dean’s List by earning a semester GPA of 3.5 or above with 14 graded units.

**College of Arts & Sciences**
Students qualify for the Dean’s List by earning a semester GPA of 3.6 or above with at least 14 graded units.

**Olin Business School**
The Dean's List at Olin requires that a student earns a semester GPA of 3.6 or above with at least 14 hours of graded units and no incompletes or otherwise missing grades.

**School of Engineering and Applied Science**
The Dean’s List is composed of freshman, sophomore, junior and senior engineering students who, for the preceding semester, have achieved a 3.6 or higher grade point average based on a minimum of 12 units of courses taken for grades (not pass/fail). An appropriate entry is added to their official transcripts.
Grades

College of Architecture
College of Art
College of Arts & Sciences
Olin Business School
School of Engineering and Applied Sciences

Points for each grade:

- A+ = 4.0
- B+ = 3.3
- C+ = 2.3
- D+ = 1.3
- NCR/F = 0
- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- A- = 3.7
- B- = 2.7
- C- = 1.7
- D- = 0.7

GPA

Multiply the number of units a course is worth by the grade points and that gives the quality points of a course (e.g. a three credit course given a grade of A equals 12). Do this for each course taken. Total the quality points and divide by the number of units taken for the semester. Every course attempted is included in the calculation with the exception of courses taken pass/fail.

Audit

This option allows students to sit in on a course without the pressure of the course work load. Audit courses do not count toward the degree. Consult the instructor on the requirements of a successful audit, as unsatisfactory performance results in a grade of Z. A successful audit results in a grade of L. Contact the dean’s office for further information on availability and fees.

Credit/No Credit or Pass/Fail Option

Students from each school are allowed to take a certain number of courses under the Pass/Fail or Credit/No Credit option. Change in grade option from letter grade to CR/NCR or P/F must be made in WebSTAC by the middle of the second week of classes. (See academic calendar for exact deadline.) Changes from CR/NCR or P/F to letter grade, however, are permitted through the twelfth week of classes.

Pre-professional and prospective graduate students should consider seriously the strong probability that professional schools may want more definite grades than CR or P in courses that are required or strongly recommended for admissions to professional or graduate study.

College of Architecture

Students pursuing majors or minors in architecture must take all architecture courses for grade. Other courses, except Writing I, may be taken pass/fail, one course a semester.

College of Art

Students pursuing majors or minors in art must take all art courses for grade. Other courses, except Writing I, may be taken pass/fail, one course a semester.

College of Arts & Sciences
In any semester, a full-time student may elect one course under the CR/NCR option; no more than 24 units earned taken under this option may apply toward the A.B. degree, and no more than twelve credits taken under this option may apply to area distribution requirements. The first-year writing course, the writing-intensive course, the applied numeracy course, and courses in the major and minor are excluded from the credit/no credit option.

**Olin Business School**
A student may enroll in one Pass/Fail course each semester. **Note:** At any time during the semester, only one course may be registered under the Pass/Fail option. Only non-business courses may be taken Pass/Fail. A Pass/Fail course will count only towards general non-business electives. Calculus, Writing 1, distribution requirements and advanced electives must be taken for a grade.

**School of Engineering and Applied Science**
All undergraduate engineering students are eligible to register each semester for up to 6 units on the pass/fail option, up to a maximum of 18 units attempted. Some departments require students to take certain courses pass/fail; credits in these courses do not count toward either the semester limit of 6 units or the cumulative limit of 18 units. Other than these courses, only elective courses may be taken on this option, including courses in other divisions of the University. Humanities, social sciences and some technical electives specifically allowed by individual engineering programs, as well as some engineering courses, both undergraduate and graduate that are not specifically required for the major program may be taken with the pass/fail option. Some programs do not allow courses, required or elective, to be taken with the pass/fail option. Graduate courses taken on the pass/fail basis cannot be transferred later for credit toward a graduate degree. Changes from the regular grade basis to pass/fail or vice versa may not be made after the last dates specified in the current Course Listings. The normal regulations for withdrawal or change to auditor status also apply to pass/fail courses. A final grade of P# (pass) will replace the normal letter grade and will earn degree credit. A final grade of F# (fail) will be entered on the official record and will not earn degree credit. Neither P# nor F# will affect the grade point average.

**Grade of Incomplete ("I" grade)**

**College of Architecture**
Incomplete marks in all architectural design courses (at the 100-600 levels) must be removed by the first day of classes of the following semester. Failure to remove the Incomplete will prevent the student from continuing in another architectural design course.

In all other courses the grade of “I” must be removed no later than the last day of classes of the next full semester. A student who fails to make up an “I” within the following semester will automatically receive an “F” unless explicitly excused by the dean. An “F” grade, so received, may not be changed. A student with 9 units of incomplete work may not enroll the next semester.

**College of Art**
Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request the grade of Incomplete. Students in such a situation should take the following steps:

1. Visit the instructor before the final critique or portfolio review to discuss the request.
2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student.
3. Return the signed petition to the Associate Dean of Students for final approval. The instructor is under no obligation to award a grade of Incomplete. The Associate Dean of Students must review each request before a grade of Incomplete in a course can be granted. Once granted, a grade of “I” will become a grade of “F” if the deficiency is not made up within the next two semesters of residency.

**College of Arts & Sciences**

Students who receive an incomplete grade must submit completed required work by the last day of the next full semester. A student who fails to make up an “I” or an “N” by the deadline will automatically receive an “F” in the course. Faculty may either submit an “I” or a letter grade based upon work completed at the end of the semester. When the required additional work is turned in the faculty may submit a Special Grade Report form. A student with more than two incomplete courses may not enroll in courses the next semester.

**Olin Business School**

An Incomplete grade may be given to a student where extenuating circumstances preclude the satisfactory completion of coursework. Incomplete grades must be resolved by the end of the next academic semester. This grade will be changed to a “F” if the student does not resolve their incomplete by the appropriate term.

**School of Engineering and Applied Science**

The grade I (incomplete) indicates that the work of a student has been generally acceptable but that extenuating circumstances led to certain requirements not having been met. The grade of X is recorded when a student is absent from a midterm or final examination because of illness or other unavoidable reason, provided the work has been otherwise satisfactory. Grades of X and I must be removed no later than the close of the next full semester a student is in residence. On failure to make up an X or I, the student will not receive credit for the course, and the grade will be changed to F unless the student has been explicitly excused by the associate dean.

**Leaves of Absence**

**College of Architecture**

A leave of absence for one or two semesters is normally granted to a student when individual circumstances warrant it. A leave of absence assumes that the student will not be taking any academic work at another institution, and it guarantees re-enrollment at the conclusion of the leave. Students intending to re-enroll after a leave should notify the Associate Dean of Students by July 1 (for fall semester) or December 1 (for spring semester).

**College of Art**

A student may request a leave of absence from the College for one semester at a time, up to one year, and, if this is granted, may re-enroll at the end of that time without going through further admission or readmission procedures. A leave of absence assumes that the student will not be taking any academic work at another institution, and it guarantees re-enrollment at the conclusion of the leave. Students intending to re-enroll after a leave should notify the Associate Dean of Students by July 1 (for fall semester) or December 1 (for spring semester).

**College of Arts & Sciences**

Undergraduates who are in good standing at the completion of a semester are eligible to take leaves of absence. For some students, time spent away from the University is of great value in
determining objectives and gaining experience not available at WU. Students who wish to take a leave should complete the form available on the College Office website. Students returning from a leave of absence must complete a reinstatement request at least six weeks prior to the first day of classes of the semester they wish to re-enroll. That form is also available on the College Office website.

Students who are not in good standing, but would clearly benefit from some time away from the academic community should also be directed to the College Office. The College will work with them to structure time off with the design of a successful return to WU.

**Olin Business School**
Undergraduates who are in good standing at the completion of a term are eligible to apply to take a leave of absence from the Olin Business School. A business student should first contact their academic advisor to discuss their situation. The student must submit a request for a Leave of Absence to their four-year academic advisor. Students on an approved leave of absence should submit their Reinstatement Form by March 1 for a fall semester return or October 1 for a spring semester return.

A student wishing to take a medical leave of absence (MLOA) should first talk with a representative from Student Health Services. Then, he/she would submit your MLOA petition to your business school advisor. A student’s request for the MLOA or re-enrollment from an approved MOLA will be reviewed by the B.S.B.A. officer once the recommendations from Student Health Services are received. The decision on whether or not to grant the request for a medical leave of absence or re-enrollment will be communicated to the student by the B.S.B.A. Programs Office. If a student is considering a medical leave of absence, he/she should first contact Student Health Services to initiate this leave. In either case, a student must complete the Leave of Absence or the Medical Leave of Absence form and submit it to their four-year business academic advisor.

Business students who leave the University without filing either a Leave of Absence or a Medical Leave of Absence will be considered officially withdrawn from the University. In this instance, a student must re-apply for admission if he/she wishes to return the University.

**School of Engineering and Applied Science**
School of Engineering and Applied Science Engineering students may petition to take a leave of absence. On a leave of absence, you are assured re-enrollment within the next two years. Before returning you are to notify the School of Engineering & Applied Science by e-mailing Associate Dean Kroeger at least six weeks prior to the beginning of the appropriate term. A student wishing to take a medical leave of absence must have a recommendation for the medical leave of absence from Student Health Services submitted to the appropriate dean in the School of Engineering & Applied Science prior to leaving and prior to re-enrollment. The associate dean will decide whether or not to grant the request for the medical leave of absence and re-enrollment upon reviewing the recommendations from the Student Health Services and the student’s file.

**Repeating a Course**

**College of Architecture**
When a student retakes a course in which a passing grade has been received, both enrollments will
show on the transcript. The first grade will have the symbol "R" next to it indicating the re-enrollment. The grade and credit toward the degree will be allowed for only one of the enrollments.

**College of Art**
Same as Architecture

**College of Arts & Sciences**
Students are permitted to retake a course, receive a second grade, and have the letter R, denoting the retake, placed next to the grade for the first enrollment. The course should be retaken for the same grade option as the course originally was taken. All registrations will show on the transcript; however, only the grade and units of the final enrollment will be used to calculate the GPA even if the second enrollment results in a lower grade. NOTE: No student may use the retake option to replace a failing course grade received as a sanction for violation of the Academic Integrity Policy.

**Olin Business School**
When a course is repeated, both registrations will show on the transcript; the lower grade will have the symbol “R” next to it to indicate the course was repeated. Credit is only given once and only the grade is used to calculate the GPA.

**School of Engineering and Applied Science**
If a student repeats a course, only the second grade is included in the calculation of the student's grade point average. Both enrollments and grades are shown on the student’s official transcript. The symbol “R” next to the first enrollment indicates that the course was later retaken. Credit toward the degree is allowed for the latest enrollment.

**Transfer Credit /Summer School Credit**

Advisors and/or students should contact the appropriate dean’s office for specific information regarding transfer credit as well as credit earned through summer course work.

**College of Architecture**
*Summer courses at Washington University:* Enrollment in the WU summer program requires permission from the Associate Dean of Students.

*Summer courses at another college or university:* Students wishing to transfer credit for summer courses taken at fully accredited institutions should bring a full description of the course(s) to the Associate Dean of Students for prior approval. Upon receipt of a transcript indicating C work or better, credit for work will be transferred to the student’s Washington University record. Grades are not transferred. Online courses do not count as credit towards the degree. Non-Washington University courses do not count towards the 48 units of academic credit required in Arts & Sciences.

**College of Art**
Same as College of Architecture.

**College of Arts & Sciences**
*Summer courses at Washington University:* Enrollment of WU students in the WU summer
session does not require permission from the advisor or dean. Note that not all summer courses fulfill distribution requirements in the College of Arts & Sciences. Online WU summer courses do not count as credit towards the degree.

*Summer courses at another college or university:* Students wishing to transfer credit for summer courses elsewhere should bring a full description of the course(s) to the College Office to obtain approval of a dean. Upon receipt of a transcript indicating C work or better, credit for the work will be transferred to the student's Washington University record. Grades are not transferred. **Note:** Non-WU summer courses do not count towards distribution requirements in the College of Arts & Sciences.

**Olin Business School**
As a general rule, the Olin School encourages students to take all of their business courses at Washington University. Under certain circumstances, permission may be granted for a student to take a course at another AACSB accredited institution.

Students planning to attend summer school (including at Washington University) must get approval of their course selection from their advisor before they register. To initiate the review process, the student should complete the Summer Approval Form, available at Simon 12. The student should bring the completed form to the scheduled advising appointment. If applying to take a course at another university, the student must also bring a course syllabus.

The review process takes approximately two weeks. If a course is approved, the student must earn at least a grade of “C” in order to receive credit for the course.

**School of Engineering and Applied Science**
The School of Engineering & Applied Science offers a variety of engineering courses each summer. Class times are varied to accommodate both traditional daytime students and those with full- or part-time employment. The Engineering Summer School calendar comprises one full eight-week evening session as well as several accelerated sessions of shorter duration. If you are interested in enrolling in an engineering summer course, you can obtain further information, advice and registration materials in 204 Lopata Hall, 314/935-5484.

A student must get prior approval before taking a course at another university. After completing the course, the student must have an official copy of the transcript sent to the School of Engineering & Applied Science for evaluation. If the credit is accepted, the course will show on the transcript with the units, but not the grade. Only units of credit for courses with a grade of C- or better will transfer. No transfer credit will be accepted for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy. The transfer course approval process is outlined on the School of Engineering's website.

Engineering students may only enroll in a limited number of University College courses that have been preapproved by the Engineering Undergraduate Studies Committee. Please refer to the Undergraduate Bulletin for more specific information. [http://bulletin.wustl.edu/engineering/policies/]
OVERSEAS PROGRAMS
Office of Overseas Programs | http://overseas.wustl.edu | overseas@wustl.edu
McMillan 138 | Box 1088 | Phone: 5-5958 | Fax: 5-7642

Information on Work Abroad
- Career Center Library
- Phone: 5-5930 | Box 1091

Financial Aid Questions (Re: study abroad)
- Vicki Mueller, Financial Aid Office
- Phone: 5-5900 | Box 1041

Washington University encourages students to consider a variety of overseas academic and cultural experiences to aid them in gaining acknowledge and understanding of societies other than their own. Students who study in academic programs abroad can receive language training and can study most disciplines currently offered at the University. Programs offered through the Office of International and Area Studies, Overseas Programs, as well as programs offered through other divisions and Washington University schools, have been developed to be challenging both academically and personally. They are designed to provide the support necessary for success.

Students who wish to study abroad should begin planning in the freshman year. This is especially true of students who are studying sciences, foreign languages, or who plan to double major.

Contact List for Study Abroad Questions

<table>
<thead>
<tr>
<th>Overseas Programs Coordinator</th>
<th>Programs</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Amy Suelzer</td>
<td>Argentina, Bolivia, Brazil, Chile, Costa Rica, Cuba, Ecuador, France, Panama, Peru, Spain, Alternative Program Petitions and Leave of Absence</td>
<td><a href="mailto:acsuelze@wustl.edu">acsuelze@wustl.edu</a></td>
<td>935-8372</td>
</tr>
<tr>
<td>William Bonfiglio</td>
<td>England (except Oxford and Summer), Iceland, Netherlands, Switzerland</td>
<td><a href="mailto:bonfiglio.w@wustl.edu">bonfiglio.w@wustl.edu</a></td>
<td>935-3859</td>
</tr>
<tr>
<td>Carrie Canham</td>
<td>Australia, China, England (Oxford), Hong Kong, Ireland, Indonesia, Samoa, Scotland, Vietnam</td>
<td><a href="mailto:mosebach@wustl.edu">mosebach@wustl.edu</a></td>
<td>935-7695</td>
</tr>
<tr>
<td>Dr. Helen Human</td>
<td>Czech Republic, Denmark, Germany, Greece, Hungary, Italy, Morocco, Russia, Serbia, Turkey, Archaeological Field Study</td>
<td><a href="mailto:hhuman@wustl.edu">hhuman@wustl.edu</a></td>
<td>935-2933</td>
</tr>
<tr>
<td>Ms. Julie Laveglia</td>
<td>India, Israel, Japan, Jordan, Korea, Nepal, Singapore, WUSTL faculty-led summer programs</td>
<td><a href="mailto:jllibera@wustl.edu">jllibera@wustl.edu</a></td>
<td>935-9607</td>
</tr>
</tbody>
</table>
Emma Spong  
Systems Specialist  
Cameroon, Kenya, Ghana, Madagascar, New Zealand, Tanzania, Senegal, South Africa, England Summer Programs (LSE Summer, KCL Summer, Sussex Summer)  
espong@wustl.edu  
935-6527

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<th>Overseas Programs Coordinator</th>
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</tr>
</thead>
</table>
| Ms. Julie Laveglia  
Study Abroad Advisor | Czech Republic, Denmark, Ghana, Hungary, India, Israel, Japan, Jordan, Kenya, Korea, Morocco, Russia, Senegal, Singapore, South Africa, Washington DC, SIT in Africa, Eastern Europe, Middle East, South Asia, and Eastern Asia, Wash U faculty-led summer. | jdibera@wustl.edu | 935-9607 |
| Ms. Carrie Canham  
Study Abroad Advisor | Australia, China, Hong Kong, Ireland, New Zealand, United Kingdom, SIT in Australia and SE Asia. | mosebach@wustl.edu | 935-7695 |
| Dr. Amy Suelzer  
Director, Overseas Programs | Brazil, Chile, Costa Rica, Cuba, France, Germany, Greece, Italy, Netherlands, Spain, Turkey; SIT in Latin America and Western Europe; and Spain; and all petitions. | acsuelze@wustl.edu | 935-8372 |

Study Abroad Programs by School:

Washington University offers many ways to incorporate international study into the undergraduate program. Each undergraduate school has developed an array of study abroad programs that enhance the strengths of our undergraduate programs. Summer, semester, and full-year programs allow students to earn credit toward the WU degree while studying abroad.

College of Art & Sciences

See [http://overseas.wustl.edu/](http://overseas.wustl.edu/) for the most current list of programs.

Overseas Programs offers a variety of study abroad programs worldwide, through which students may experience other cultures, improve foreign language skills, and study specialized subjects. The experience is designed to enhance a student’s academic field of study and career direction, and is often life-changing. We endeavor to provide all Arts & Sciences students with the opportunity to study abroad at some point during their undergraduate program.

Arts & Sciences Study Abroad Basics:

- To be eligible for study abroad, students must have a 3.0 GPA and meet the prerequisites established for the program they are interested in (some programs may require a higher GPA). This may include foreign language preparation and/or coursework in the area(s) to be studied abroad.
Overseas/Study Abroad Programs

- Each department has designated a Departmental Study Abroad Advisor to help students choose appropriate overseas coursework for their major or minor. They may also consult with the Overseas Programs Advisors.
- If a student is planning to do a semester program, please encourage him or her to think about a fall program. Some students have found that being in a spring program limits summer job and internship opportunities and conflicts with LSAT and MCAT testing dates.
- If regularly offered programs do not meet a student’s academic needs, it is possible to petition for approval of an alternative program.
- Semester and year-long program fees are based on WU tuition and financial assistance is applicable to those fees. Summer fees are charged at cost and financial assistance may not be available.
- If a student does not need credit from the study abroad experience, s/he may take a leave of absence (LOA) from WU and participate in the program of choice. A student on LOA to study abroad will receive no WU credit, but will need no special approval and will have to pay only the direct program cost rather than one based on WU tuition.

Frequently Asked Questions (See also the Study Abroad Website)

Q: Does financial aid apply to study abroad?
A: Yes. WU financial aid can apply to WU sponsored or approved study abroad programs with a duration of one or more semesters. Special rules apply to some scholarships. WU financial aid generally is not applicable to summer programs; loans may be available if a student is eligible.

Q: When are the general deadlines for study abroad?
A: For the fall semester and academic year programs, the deadline is February 1 of the previous year. For the spring semester programs, the deadline is generally May 1. Summer program deadlines vary tremendously and could fall anytime between October and February. It may be advantageous for student to apply early; some programs offer rolling admission.

Q: What characteristics are desirable in a study abroad candidate?
A: Maturity and flexibility are essential. Also essential are a strong academic record and motivation to study abroad. The primary purpose must be academic. Study abroad is not designed to simply provide travel opportunities and/or to be less rigorous than WU.

Q: What letters of recommendation are required?
A: The type of recommendation required for study abroad programs varies from program to program. Most desire a character reference and general confirmation of the student's academic competence but some programs are looking for a more incisive assessment of a student’s scholarly potential. It is the student’s responsibility to inform recommenders of their program’s specific requirements and deadlines.
Overseas/Study Abroad Programs

Q: How many semesters can one study away from the WU campus?
A: Two semesters (no more than 33 units will be credited for a year abroad). Students may petition if they have a compelling reason for an additional semester spent elsewhere. Students may combine summer programs with semester programs during their time at WU.

Q: May students work abroad?
A: Students should contact the Career Center for information. Working abroad in conjunction with study abroad is discouraged unless an internship is included in the program. Very often student visa policies of individual countries prohibit holders of student visas from working for pay.

Q: Do grades from study abroad affect the WU GPA?
A: For most programs, grades for courses taken abroad do not affect the student's GPA at WU and do not appear on the WU transcript. However, students must receive a ‘C’ or better for the credit to transfer back to WU. There are few WU programs that have courses that factor into the WU GPA, particularly summer programs taught by WU faculty and WU programs with a required core course taught by a WU instructor. When then WU transcript does not reflect grades earned abroad, the transcript issued by the program or foreign institution are part of the student's academic file. These transcripts may be required by graduate or professional schools, competitive scholarships and fellowships, and jobs or transitional programs.

Olin School of Business
International Internship Programs
Participants are juniors and seniors who are pursuing a business degree or a second major. Students in these programs:
- Complete 15 credit hours of course work and a demanding 15-week, full-time internship – work typically assigned to junior-level employees – with an institution such as Citigroup.
- Write an extensive research paper similar to a thesis and present it to faculty, fellow students and company representatives.
- Participate in experimental learning through study tours and/or colloquia.

International Internship Programs are offered in partnership with:
- London, United Kingdom
- Germany
- Paris, France
- Tel Aviv/Herzliya, Israel
- Sydney, Australia

Traditional Study Abroad
Olin offers semester-long programs to Olin BSBA students at the following partner schools:
- Bocconi University in Milan, Italy
- Chinese University of Hong Kong
- Hong Kong University of Science and Technology
- Carlos III in Madrid, Spain
- University of Maastricht, The Netherlands
- University of Melbourne, Australia
Singapore Management University
FGV in São Paulo, Brazil with CIEE
ESCP in Paris, France
WHU in Koblenz, Germany

Olin students are also eligible to participate in Washington University's Overseas Programs, such as WU in Shanghai, China. Tuition for the programs listed above is at the current Washington University semester rate and all financial assistance awards and academic scholarships apply.

European Study Tour
Students in the London, Paris, Italy, Koblenz and Madrid programs participate in a weeklong European Study tour. Students meet with government and business officials in an EU country to research their attitudes about a specific issue. At the end of the week, students represent the country at a mini-parliament exercise in Brussels, Belgium to debate the assigned issue.

Summer Programs
Olin also offers several summer and short-term opportunities as well. See the website for more information: http://www.olin.wustl.edu/EN-US/academic-programs/bs-business-administration/global-programs/Pages/study-abroad.aspx

Tammy Orahood
Director of International Programs and Global Initiatives
Box 1133,
Simon Hall 118C,
Email: Orahood@wustl.edu

College of Art

An international experience is essential to a 21st-century education in design and visual arts and is integral to our curriculum. Students are encouraged to participate in the study abroad programs to further their education as global citizens who are fluent in international cultures and practices.

The Sam Fox School sponsors semester and summer programs in Florence, Italy for students in both the College of Architecture and College of Art. The semester program takes place in the second semester of the junior year. Students apply in the spring semester of their sophomore year. To participate in the semester program, a grade point average of 3.0 or better is required. The summer program in Florence is offered to Sam Fox School students of all levels. The application deadline is in the spring semester.

The College of Architecture offers students in the fall semester of their senior year a study abroad option at DIS, an international school in Copenhagen, Denmark. Rising seniors may study at DIS in the summer.

Rising juniors and seniors from both colleges may also participate in the Summer Travel Drawing Program, offered every other summer alternating between European and Latin American cities.

Sam Fox School students are also eligible to participate in the University's overseas programs,
Overseas/Study Abroad Programs

available through the Office of International and Area Studies, which provide students with academic experiences in universities outside of the United States. In order to participate a student must submit study plan for the program to be approved by the faculty in the student’s major and the Assistant Director of Special Programs. The Colleges accept earned grades and credits only from approved programs. A portfolio review by the major faculty to confirm compliance with the proposal is required after return. Students are urged to enroll in a program that offers an equivalent of their major studio experience. If a student chooses to participate in a program that is not through the University they may petition the Study Abroad Committee or take a leave of absence. Details of the petition and leave of absence process are in the study abroad policy on the Sam Fox School website, http://samfoxschool.wustl.edu/node/4133.

For more information about Sam Fox School study abroad programs for undergraduate students, please contact:

**Courtney Cushard**
Coordinator of Special Programs
Sam Fox School of Design & Visual Arts
Bixby Hall, Suite 1 (lower level)
Phone: 5-4643
Email: courtney.cushard@wustl.edu

School of Engineering & Applied Science

Washington University School of Engineering & Applied Science views international study as an integral part of today’s college experience. Experiencing an academic program in another country and culture can be both career-enhancing and life-transforming. Students have the opportunity to study abroad through the College of Arts & Sciences Overseas Programs, but there are also many opportunities available only to engineering students - including summer, semester- or year-long study programs, and other specialized programs.

Students also have the opportunity to participate in faculty-led, two-week international internship experiences. For example, rising seniors majoring in biomedical engineering may undertake a summer experience in Hong Kong. Accompanied by a Washington University biomedical engineering professor, these students live and study at Hong Kong Polytechnic University. During their stay, students intern in orphanages and hospitals in rural China.

The School of Engineering & Applied Science also works with the Arts & Sciences Overseas Programs Office to offer additional study aboard opportunities in many disciplines.

**Engineering Specific Study Abroad Programs**
- Amman, Jordan (Summer Only)
- Dublin, Ireland
- Edinburgh, Scotland
- Hong Kong, China
Istanbul, Turkey
London, England
Queensland, Australia
Reykjavik, Iceland (Summer Only)
Auckland, New Zealand
Herzliya, Israel (Computer Science)
Mumbai, India
Madrid, Spain
Aachen, Germany

See the website for more information: http://www.engineering.wustl.edu/intstudyabroad.aspx

**Melanie Osborn**
Assistant Dean
Engineering Student Services
Lopata Hall, Room 303
Phone: 5-8013
Email: osborn@wustl.edu
Student Involvement and Leadership focuses on providing student involvement and leadership opportunities for students. Staff members work directly as advisors with various community services, multicultural students, student media organizations; class and school councils; and social programming groups. The staff works closely with Student Union, which is the WUSTL undergraduate student government. Various staff members are responsible for the Annika Rodriguez Scholars Program, StEP (Student Entrepreneurial Program), Leadership Initiative, and the annual Excellence in Leadership Awards. If you have a question regarding co-curricular activities or student involvement, there’s a good chance we can help!
The Office of the Dean of Students (DOS)

- Danforth University Center
- Box 1068
- Phone: 5-8499
- Fax: 5-8363

Justin Carroll
Associate Vice Chancellor for Students and Dean of Students
Phone: 5-5081
Email: carroll@wustl.edu

The Dean of Students reports to the Vice Chancellor for Students and works closely with other members of the senior student services administrative team who together strive to build and sustain an undergraduate experience of exceptional quality where students, known by name and story, prepare themselves for lives of purpose and meaning. The Dean provides leadership and support for students through a variety of educational initiatives, programs, and services. The Dean is a resource for individual students seeking assistance with any academic or personal need. The Dean is also a point of contact for parents, faculty, and staff regarding student concerns. The Dean works closely with colleagues in each school, i.e. faculty, academic deans, four year advisors, and with other University administrators and staff regarding the welfare of students.

Currently, the Dean of Students oversees the following departments:

- **Athletics** (Intramurals, Club Sports, Intercollegiate Athletics, Physical Education, Fitness and Recreation)
- **Danforth University Center & Event Management**
- **Student Health Services** (medical services, mental health services, and health promotion services.)
- **Student Involvement & Leadership** (Student Union, fraternity and sorority life, leadership programs, LBGQT group advisement, multicultural student group advisement, and other student organization and program advisement.)
- **Community of Concern Team**

**Staff**

Justin X. Carroll, Associate Vice Chancellor for Students and Dean of Students
Sandy Graham, Administrative Assistant
Danforth University Center & Event Management

- Danforth University Center
- Box 1155
- Phone: 5-5234
- Fax: 5-4094
- Websites: Danforth University Center: duc.wustl.edu
  Event Management: eventmanagement.wustl.edu

Leslie Heusted
Director of the Danforth University Center & Event Management
Phone: 5-3964
Email: leslie.heusted@wustl.edu

Through a strong commitment to quality service, Danforth University Center & Event Management features well maintained spaces, centralized resources, and targeted programming that meet the diverse needs of the Washington University community.

DUC & Event Management (DUC&EM) is responsible for the William H. & Elizabeth Gray Danforth University Center, 12 additional premier spaces, and all pooled classrooms for co-curricular use. The team focuses on developing the infrastructure to provide exceptional service for the majority of events and event spaces on the Danforth Campus for faculty, staff, students, and external clients (including wedding parties). Throughout a typical academic year, the office processes and serves between 18,000-20,000 reservation requests.

DUC&EM team implements 120 programs each year within the Danforth University Center: weekly programs, collaborations with campus departments and student organizations, and special partnerships with Dining Services. Additionally, DUC&EM supervises approximately 60 student staff (working as information desk assistants, technology assistants, facilities assistants, graphic designers and event assistants).
Tips for Helping Freshman Students

- **Connect with a Career Advisor.** The Career Center encourages each freshman student to meet with a career advisor to start talking about interests and how those interests translate into a future career choice. By meeting with a career advisor early on, students will have the chance to build a relationship that will help foster a successful Washington University experience, as well as more effective post-graduate planning. Please encourage your freshman advisees to schedule a meeting with a career advisor at some point during the year. To help students explore interests, the Career Center offers self-assessment tools, including MBTI, StrengthsQuest, and Strong Interest Inventory.

- **Develop a Professional Resume.** A formal resume is different from a resume used for college admission. The Career Center offers Quick Questions drop-in hours on weekdays between 11 a.m. and 5 p.m. Students can meet with a Career Peer to talk about what to highlight on their first professional resume.

- **Freshmen Programs.** Freshmen Early Action and FRESHstart are fall and spring semester events, respectively, that help acquaint freshmen with how the Career Center can support them through the life-long career development process. Freshman summer is a great time to learn more about oneself and interests through a summer job, volunteering, or shadowing. Summer experiences are an important way to build a student’s resume and gain practical work experience.

Tips for Helping Sophomore Students

- **Sophomore GPS (Goals + Planning = Success).** Exclusively for the sophomore class, this event provides the opportunity to connect majors and skill sets with possible career paths. The event is held the evening before Fall Break.

- **Career Exploration.** Sophomore year is a great time for students to begin exploring different careers. The Career Center offers events throughout the year that connect them with professionals and alumni. These events are focused by either industry or geography. Students can find more information at careercenter.wustl.edu.

- **Alumni Career Externship (ACE) Shadowing Program.** The ACE Program is an opportunity for students to shadow an alumni sponsor in his or her place of business for two to three days during spring break. The opportunity offers the extern a glimpse of
what types of skills, knowledge and capabilities are needed to be successful in a particular industry. Applications for the ACE Program are posted in CAREERlink during the fall semester.

- **Internships & Research Opportunities.** Sophomores are encouraged to participate in their first internship or research opportunity either during the school year or the summer. Internships and research opportunities are great ways to try on different careers and build professional skills. Encourage your advisees to consider a summer internship following sophomore year, especially if they are planning to study abroad during their junior year.

- **Career Advising.** By meeting with a career advisor, a student will get help identifying their interests and laying out an internship search plan. Students should call 935-5930 to schedule an appointment.

- **Success Stories.** This interactive database allows students to network with and learn from other students’ internship, research, or volunteer experiences. Success Stories includes students’ experiences from summer 2011 through 2014 both in the U.S. and abroad.

**Tips for Helping Junior Students**

- **Trying On Interests.** Juniors tend to have a better idea of the careers that sound interesting but may need help narrowing down the list. An internship is a valuable tool to help evaluate a particular career. In addition, junior year is usually a student’s best chance to participate in a summer internship.

- **Start Looking Ahead.** Students who are heading to graduate or professional school need to research schools and start gathering application materials, as well as prepare for entrance exams. For students who will be looking for an entry-level or one-year job, junior year is a time to start researching organizations and building contacts at these organizations. Career fairs and on-campus employer information sessions are a great way for students to build relationships with recruiters and find out about internships and entry-level positions. In addition, the Career Center hosts networking events and industry-specific Road Shows in several cities throughout the year. Attending a Career Center-sponsored program is a great way to learn more about an industry or profession.

- **Career Camp.** Held every August, rising juniors and seniors are invited to reflect on their previous summer and create an action plan for the following year. Sessions include exploring options and interests; how to select and apply to the right graduate, medical, or law school; as well as resume, cover letter, networking, and interviewing preparation.

- **Junior Jumpstart.** Junior Jumpstart, held after spring semester finals, is a conference-style event meant to help our students create an action plan for senior year. The event features sessions on health professions, medical school, law school, graduate programs and the job search. Please encourage all of your juniors to attend this event.

**Tips for Helping Senior Students**

- The paths after graduation are unique for all WUSTL students. No matter what type of opportunity they are looking for, we can help your advisees gain the skills necessary to look for and secure their post-graduation opportunity.
On-Campus Recruiting: On-Campus Recruiting brings more than 100 employers to campus who are specifically looking to hire WUSTL seniors. Many employers hire students through on-campus interviews and resume collects.

Fall, Winter & Spring Career Fairs: Fall, spring, and architecture career fairs bring more than 200 employers to campus who are looking to hire WUSTL students for full-time positions and internships. Employers from a wide range of industries are represented. Students are also invited to participate in the Career and Internship Consortium (CIC) career fairs held during winter break in New York, Washington, D.C., Boston, and Los Angeles.

SLAM events: At these events, employers across all industries come to campus to pitch their job opportunities in a fast-moving, on-stage line-up. Immediately following the pitch, students have the opportunity to speak with each organization that struck their interest. The Career Center will host a Mosaic SLAM for Diversity & Inclusion opportunities, as well as a S.T.E.M. SLAM for science, technology, engineering, and math interests. Students can learn more and RSVP in CAREERlink.

Road Shows: Each year, the Career Center takes groups of students to New York, Los Angeles, Washington, D.C., and other cities, to learn about a variety of organizations, internships, and post-graduate employment opportunities. The events are open to students who are interested in working in a particular city or industry.

Workgroups: For students who can benefit from a more structured, regular check-in on their job search, a workgroup is an ideal resource. Career Center staff help facilitate the weekly meetings. Students are encouraged to take active roles in motivating themselves and each other as they learn the art of the job search.

- **Mock Interviews.** For seniors who will be going through the interview process for a job or graduate/professional school, the Career Center offers a specialized practice interview service for jobs, internships, medical school, graduate school, and case interviews. Students can schedule a one-on-one interview with a Career Center staff member to practice answering questions specific to their interview process.

- **Transitional Opportunities.** Many students are looking for a one- or two-year job that will give them time to find their next step, whether that is a graduate school program or a career. The Career Center can help connect students to the hundreds of opportunities that are available to them, whether it is organized programs such as Peace Corps or JET, or a position in a specific industry. Even if a student’s plans change at the last minute, Career Center staff are there to help.

- **Interfolio,** the University’s online recommendation letter system, allows students and alumni to manage recommendation files for graduate school and other professional opportunities. The system enables the Career Center to upload recommendations to the student’s Interfolio file. To access the system, please visit careercenter.wustl.edu or call 314-935-5930 to learn more.
Student Services

Tips for Helping All Students

- **Career Advising.** Take advantage of one-on-one career advising by calling (314) 935-5930 or visiting our office at DUC 110 to schedule an advising appointment.

- **Career Fairs.** Career fairs are a great opportunity for all of our students to connect with a diverse array of employers, from corporations to nonprofits, for internships and full-time positions. The Career Center helps host 3 on-campus and 4 off-campus career fairs throughout the year.

- **Employer Information Sessions and Lunch with a Pro Events.** Each year, the Career Center hosts over 200 employer information sessions in order for students to learn about an organization’s culture, open positions, and the characteristics they desire in applicants.

- **Internship & Job SLAM events.** Employers pitch their job opportunities in a fast-moving, on-stage line-up, with the opportunity for students to network with them afterwards.

- **Summer Meetups.** Through this summer program, students can engage with alumni and professionals to learn about an industry, career paths, and build connections. These events happen around the country over an informal meal.

- **Career Camp.** Offered to rising juniors and seniors, this event provides an opportunity for students to create an action plan for the following year. Students may choose from different sessions to find one right for them.

Architecture and Art Career Center Contacts

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<th>Jen Meyer</th>
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Weston Career Center (Olin School of Business)

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- Room 210
- Box 1156
- Phone: 5-5950
- Fax: 5-4027
- Website: [http://olincareers.wustl.edu](http://olincareers.wustl.edu)

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- The Weston Career Center (WCC) offers a full range of career planning and job-search services and resources for students in the Olin Business School. The WCC advisors are market savvy professionals who are passionate about helping students chart their career path. These seasoned industry specialists have a broad range of work experience in such areas as accounting, consulting, entrepreneurship, finance, health care, investment banking, consumer package goods, marketing, non-profit, retail, operations and supply chain. Advisors are available for individual mentoring and guidance on career goals and search strategies.

- In addition to advising, WCC offers skill-building (Advantage in the Workplace) programming, including workshops and seminars tailored to the specific needs of students in each degree program. Olin student clubs and the Weston Career Center work closely together to provide prep-sessions for Olin and Washington University students. They co-sponsor, promote and host sessions on such topics as preparing for career fairs, case interview techniques, internship success tips and personal finance. The WCC also maintains an Interview Lab with HDTV recording and playback capabilities.

- A required, sophomore-level career planning course (MGT260) Building Your Career Foundation: Techniques and Strategies, is taught each fall and is designed to teach tools for lifelong career management. It begins with self-assessment and clarification of career goals and continues with job search strategies and tactics, such as résumé writing, interview preparation, self-introduction and networking.

- A wide variety of firms interview on-campus in the Simon Hall Interview Suite for full-time and internship positions. All positions are posted online through CAREERlink – on-campus recruiting, job postings and announcements. The WCC also coordinates several recruiting and networking events that provide opportunities for students to meet with alumni and hiring managers. Road Shows and Meet-the Firms events are held on-campus and in selected geographic locations, such as New York, San Francisco, Chicago, and Hong Kong.

- All business students are encouraged to make use of the information available on the WCC website [OlinCareers.wustl.edu](http://olincareers.wustl.edu), as well as the resources available in the Career Center, including the Management Communication Center (MCC). The WCC is also available to non-business students referred by other campus career centers for career, company, industry, and employment information related to the business world.
Cornerstone: The Center for Advanced Learning

- First floor of Gregg Hall on the South 40
- Campus Box 1135
- Telephone: 5-5970
- Fax: 5-7559
- Website: cornerstone.wustl.edu

Cornerstone: The Center for Advanced Learning. Located on the first floor of Gregg Residence House on the South 40, Cornerstone is the hub of academic support at Washington University. We provide students with help in a variety of forms, including course-specific mentors, study groups, and intensive intersession review programs in gateway courses such as chemistry, physics, and calculus. Other services include workshops on study skills, time management, and note-taking, as well as walk-in help desks for fundamental courses like calculus, physics, and writing. Cornerstone also offers final exam work sessions and fee-based graduate and professional school entrance exam preparation courses. Additionally, Cornerstone administers TRiO, a federally-funded program that offers advising, leadership development, financial assistance, and other support to students who are low-income, the first in their family to go to college, and/or have a documented disability. Take advantage of our Tech Lab, which features learning software and flexible study space, or use our classrooms and lounge to study or relax. Most services are free, and last year, more than 2,000 students participated in one or more of our programs. For more information, visit our website at cornerstone.wustl.edu or call 314/935-5970.

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Erin Winters  Student Resource Coordinator  935-5970  winterse@wustl.edu
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Susan Lowther  Writing Programs Coordinator  935-8099  selowther@wustl.edu
Christine Street, J.D.  Assistant Director, Disability Resources  935-4153  christine_street@wustl.edu
Laura Gross  Disability Resources Coordinator  935-8550  lauragross@wustl.edu
Located in Cornerstone: The Center for Advanced Learning
Gregg Hall, South 40, Box 1135
Phone: 5-5970
Fax: 5-7559
Website: disability.wustl.edu

Cornerstone is also home to Disability Resources (DR), the official source for students with disabilities or suspected disabilities. If a student has received accommodations in the past or has any physical, learning, attention, psychiatric, or medical disorders, they may request accommodations and services to ensure equal access in the classroom. It is important for incoming students and their families to know that the laws governing disability status eligibility differ between high school and college. To be eligible in college, students must have an impairment that substantially limits them in a major life activity in comparison to most people. DR helps students determine whether or not they are eligible. Students can visit the DR website to review the requirements for documenting their disability and requesting accommodations. Students should submit their documentation well before course registration to be sure there is no delay in getting accommodations after classes begin. Accommodations are determined on a case-by-case basis.

Visit our website at disability.wustl.edu or call Cornerstone at 314-935-5970 for more information. DR is located within Cornerstone, on the first floor of Gregg Residence House on the South 40.

Cornerstone also hires note-takers and proctors. Interested students should fill out an application on the Cornerstone website: cornerstone@wustl.edu.

Libby Lessentine  Disability Resources Coordinator  935-4062  elessentine@wustl.edu
Laura Gross  Disability Resources Coordinator  935-8550  lauragross@wustl.edu
Christine Street, J.D.  Assistant Director, Disability Resources  935-4153  christine_street@wustl.edu
The First Year Center supports new students, including freshmen, transfer, and exchange students, through their transition into the Washington University community. Our goal is to ensure each new student builds and sustains his or her academic and personal goals. We bring together people, programs, and resources to provide an undergraduate experience of exceptional quality where we come to know students by name and story and where we help them prepare for lives of purpose and meaning.

We work very closely with the five undergraduate divisions as well as the Office of Residential Life, Campus Life, and other student services departments to help students settle into the place they will call home for the next few years. Much of the information students need will be given to them during Bear Beginnings: New Student Fall Orientation or Winter Welcome: New Student Spring Orientation. Reinforcement of those messages will come days later from faculty, advisors, Washington University Student Associates (WUSAs) and resident advisors (RAs).

Home to more than 20 unique programs and events, the First Year Center coordinates the following initiatives:

- **SOAR (Summer Orientation, Advising, Registration):** Two-day, overnight summer program hosted by the First Year Center and all four academic divisions. Students interact with faculty and staff, register for courses and explore St. Louis.
- **Pre-Orientation:** This mix of 17 independently run programs offers students the opportunity to work with a campus organization, gain leadership skills, get an early start on campus involvement, and meet students with common interests.
- **Bear Beginnings and Winter Welcome:** These events officially introduce Washington University to new students and their families.
- **Parent & Family Orientation:** The official welcome for family members so they can learn about campus programs and resources that will be supporting their students.
- **First 40:** A series of on- and off-campus social and cultural events held during the first 40 days of the fall semester. Signature events include Day 1, Night at the Museum, Saturday in the Park, Symphony on the South 40, a Bike-in Movie, and Carnival on the Swamp. More details can be found at [first40.wustl.edu](http://first40.wustl.edu).
- **Parent & Family Weekend:** Parents and families return to campus to spend time with their students for this special weekend.
Student Services

- **First Year Center Executive Board (FYX):** Executive Board members serve for 18 months to plan and implement programs for first year students. They are also responsible for the recruitment, selection, training and supervision of a team of Washington University Student Associates (WUSAs).

- **Washington University Student Associates (WUSAs):** WUSAs support new students through their academic and social transition to the University. They serve as mentors, academic resources, celebrate milestones (such as the end of a big exam), and remind students of important deadlines such as add/drop and registration.

- **First Year Reading Program:** A common reading is provided to the incoming class, with common intellectual experiences built around the book throughout the year, starting with a discussion with a faculty member during Bear Beginnings.

- **First 40 Foundations (previously known as Campus Connections):** Weekly programs to introduce the many resources on campus.

- **Emerging Leaders:** Co-sponsored by the First Year Center and Student Involvement and Leadership, this semester-long program held in the spring is designed to further the leadership development of first-year students.

- **Lunch by the Dozen:** Students in classes of 50 or more get to know faculty members in a series of relaxed and informal lunches or dinners.

- **Freshman Finale:** A celebration held at the end of the first year to allow students to reflect on their freshman experiences and recognize outstanding members of the University community who contributed to their first-year success.

- **Bear Facts:** A publication sent to all incoming students to prepare them for their arrival to campus.

- **Bear Bulletin e-Newsletter:** Distributed to freshmen throughout their first year. Some newsletters focus on important dates and events on campus, along with student and faculty spotlights.

- **Parent & Family Resource Calendar and Family Ties eNewsletter:** Publications sent to all family members, connecting them to campus.

### First Year Center Staff

<table>
<thead>
<tr>
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Office for International Students and Scholars

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- Website: http://www.oiss.wustl.edu

Kathy Steiner-Lang
Assistant Vice Chancellor/Director, OISS
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English Language Programs (ELP) Staff

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Student Advising Staff

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The Office for International Students and Scholars provides a wide range of services to international students and offers opportunities for intercultural exchange via educational and cross-cultural programming activities.

- Assistance with cultural, personal and/or academic problems.
Student Services

- Advice on immigration regulations and assistance in complying with SEVIS and US Citizenship and Immigration Services regulations.
- Services to strengthen English language skills for academic and professional purposes, including courses, tutoring, and appointment-based help.
- Information and appropriate forms to applicants for undergraduate financial aid.
- Liaison with students' sponsors and/or government agencies.
- Assistance in preparing documents required by students' governments.
- Opportunities to participate in social, cultural, and educational activities both on and off campus.
- Workshops and seminars on specific areas of interest such as taxes or employment.
- Visa eligibility documents for international students, faculty, and researchers.

Office of Residential Life

South Forty
Ground floor of So40 House
Hours: 8:30 a.m.-5:00 p.m. weekdays
Box 1250
Phone: 5-5050
Fax: 5-4001
Website: http://reslife.wustl.edu/

North Side Housing Area
Ground Floor of Village House
Hours: 8:30 a.m.-5:00 p.m. weekdays
Box 6500
Phone: 5-8828
Fax: 5-8783

Advisors are invited to call for information regarding students who live in Residential Life housing. All freshmen are required to live on campus, and a very high percentage of our sophomores do as well.

A smooth transition into the University is crucial for all new students. To enhance student learning, the Office of Residential Life works with faculty, advisors, and others to acquaint students with a variety of important University resources and services. In addition, the staff helps each student to feel at home by developing a strong sense of community.

Key staff available to assist academic advisors include Residential College Directors (RCDs) and Resident Advisors (RAs). RCDs are full-time professional staff members responsible for encouraging the development of programs and activities that enhance the quality of life for their residents. RAs are junior or senior students who live with the other students and facilitate the development of community within their individual halls and floors.

Most first-year students are assigned to a double room in a Residential College located on the South Forty, however many students are assigned to both single and triple rooms as well.

The North Side Housing Area located on the northwest corner of campus includes Lopata and Village Houses. The Village is intended to blend living and learning, action and thought, and to encourage student involvement. Students who share a common interest choose to live together in
a small group known as a BLOC. Millbrook Square and Village East Apartments are located on the North Side. In addition, Residential Life is responsible for students residing in the following off-campus apartment areas:

- University Drive
- Greenway Place
- The Lofts of Washington University
- University Terrace
- Castlereagh (6820 Delmar)
- 520 Kingsland
- Several buildings on Washington Avenue, Melville, Kingsbury
- Rosedale Court Apartments

Molly Pierson (5-4928) is the full-time Residential Life Staff Member working directly with the off-campus apartment areas.

**Residential College/Community Directors** (alpha order by residential college)

<table>
<thead>
<tr>
<th></th>
<th>Res Hall</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Sandoval</td>
<td>Beaumont/Lee</td>
<td>5-4123</td>
</tr>
<tr>
<td>John Land</td>
<td>Danforth/Shepley/Wheeler (William Greenleaf Eliot Residential College)</td>
<td>5-9605</td>
</tr>
<tr>
<td>Steph Meyer</td>
<td>Dardick/Nemerov (Wayman Crow Residential College)</td>
<td>5-7409</td>
</tr>
<tr>
<td>Anthony Williams</td>
<td>Dauten/Rutledge/Shanedling</td>
<td>5-3312</td>
</tr>
<tr>
<td>Allison Schipma</td>
<td>Gregg/Lien (Robert S. Brookings Residential College)</td>
<td>5-7422</td>
</tr>
<tr>
<td>Aaron Rutledge</td>
<td>Hitzeman/Hurd/Myers</td>
<td>5-3111</td>
</tr>
<tr>
<td>Kayla Kromer</td>
<td>Koenig/Liggett</td>
<td>5-8913</td>
</tr>
<tr>
<td>Matt Valenti</td>
<td>Lopata/Village House and Village East</td>
<td>5-4264</td>
</tr>
<tr>
<td>Chance Remmel</td>
<td>Millbrook, Greenway, 520 Kingsland, 6640-44, 6665, 6678 Washington Ave, 6601-19 Kingsbury, 551 Meliville, University Drive Apartments</td>
<td>5-3205</td>
</tr>
<tr>
<td>Courtney Brewster</td>
<td>Mudd/Park</td>
<td>5-8295</td>
</tr>
<tr>
<td>Amanda Heubach</td>
<td>The Lofts of Washington University, University Terrace and Castlereaugh Apartments</td>
<td>5-7105</td>
</tr>
<tr>
<td>Nick Dietrich</td>
<td>Rubelmann/So40 House/Umrath</td>
<td>5-3792</td>
</tr>
<tr>
<td>Domonique Crosby</td>
<td>Thomas Eliot A &amp; B</td>
<td>5-3113</td>
</tr>
</tbody>
</table>

**Looking up Student Information**

Current housing information for students assigned to housing with the Office of Residential Life is available on SIS. To look up a student’s current housing information, go to the report under “Housing” called “Student Lookup” and type in the student’s six-digit WU ID or search for the student’s name. When the student has been selected, hit the “Run” button. A window will appear that includes all of the student’s housing information including room assignment, roommates, campus box, etc.
Students leaving the University

Please encourage students to complete the Room Cancellation Form for those students who are withdrawing or taking a leave from the University. The link to the form is located on the Residential Life website.

University-Owned Off Campus Apartments Managed by Quadrangle Housing

- 700 Rosedale Court
- Campus Box 1016
- Hours: 8:30 a.m.- 5:00 p.m. weekdays
- Phone: 5-9511
- Fax: 5-9515

Off Campus Apartments are owned by Washington University and managed by a subsidiary of the University, Quadrangle Housing. All persons living in University-owned apartments must be current students.
Student Services

Student Technology Services

- Gregg Storefront, between the Clock Tower and the Underpass
- 6614 Shepley Dr., Box 1245, St. Louis, MO 63105
- Phone: 935-7100
- Fax: 935-8308
- ResTech Website: http://sts.wustl.edu
- Email: student.technology@wustl.edu
- **Help Desk Hours:** Sunday through Thursday, noon – midnight
  Friday and Saturday, noon – 6:00 pm
- **Administrative Offices Hours:** Monday through Friday, 8:30 am – 5:00 pm

Student Technology Services provides a computer lab in every Residential College. Residential students have access to the labs twenty-four hours a day. The labs are equipped with dual-boot iMac computers so students can use both Windows and Mac OS. Additionally, each lab has a high-volume printer maintained by STS that students can use for academic printing.

Other services provided by STS include technical support at the STS Help Desk, such as virus removal, hardware diagnosis, wireless troubleshooting, limited data recovery, email support, general technology service, cable TV service, and University telephone services. In addition, personal technology assistance is available from Student Technology Coordinators (STCs) living in each Residential College.

Engineering Communication Center

- Urbauer 104
- Box 1102
- Phone: 5-4902
- Email: ecc@seas.wustl.edu

The Engineering Communication Center offers students the opportunity to confer one-on-one with faculty instructors. We address individual concerns on a wide variety of topics, including resumes and cover letters, writing assignments, and personal statements. Oral presentations can be rehearsed and videotaped. Our services are not limited to engineering students, but our collective expertise is in technical writing or projects with a scientific or technical component. Students are encouraged to call, e-mail, or stop in to schedule an appointment.
### General Health Services
- Habif Health and Wellness Center
- Dardick House, Box 1201
- Phone: 5-6666
- Website: shs.wustl.edu
- Regular Hours: Mon, Tues, Thurs. 8:00 a.m. – 6:00 p.m.
  - Wednesday 10:00 a.m. – 6:00 p.m.
  - Friday 8:00 a.m. – 5:00 p.m.

Urgent Care Hours: Sat. (when school in session) 9:00 a.m.–1:00 p.m.

### Student Health Services (SHS)

All medical and mental health concerns may be referred to Student Health Services. Specialty services at SHS include orthopedics, psychiatry, nutrition, physical therapy, and gynecology are available by appointment at shs.wustl.edu or 5-6666.

SHS now has on line capabilities for students to make or cancel appointments. This can be done via the website at shs.wustl.edu. SHS is now accepting medical health history information online and does not require a physical exam or physician’s signature. The information can be submitted via the SHS website using their WU ID and password.

### Urgent Care
Students may speak with a Registered Nurse after business hours to seek advice about urgent or emergent care by calling 5-6666 and selecting option one. Students who are in need of urgent or emergent care services while SHS is closed and who are not able to call for nursing advice should call Campus Police at 5-5555 while on campus, or 911 while off campus, and go to the nearest emergency department for treatment.

### Student Insurance
This program is available to all full-time, degree seeking students. Students may obtain information about the student health insurance plan by going to the Student Health Services website at shs.wustl.edu. Students may waive out of the student plan by providing proof of comparable coverage. Please follow the website links to “Health Insurance” for information about the waiver process.

### Insurance
Student Health Services is a participating provider on most insurance plans. Students should arrive to SHS with their health insurance card. SHS will then collect any co-pay required of the student’s insurance plan and bill the balance to the insurance company. Students will receive all communication from the billing service to the local address indicated in Webstac. Students should monitor their local mail in the event there is a balance due to SHS for services.
Mental Health Services

Regular Hours:  
Monday, Tues, Thurs 8:00 a.m. – 6:00 p.m.  
Wednesday 10:00 a.m. – 6:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.

Thomas Brounk, Ph.D.  
Director, Mental Health Services  
Phone: 5-5955  
Email: tom_brounk@aismail.wustl.edu

Forrest Ceballos, LCSW  
General Questions about Mental Health Services  
Phone: 5-6695  
Email: forest.ceballos@wustl.edu

Purpose: To help students with a variety of personal and interpersonal difficulties experienced in their University careers.

There is no charge for counseling appointments up to 9 visits per academic year. Additional fees apply beyond the 9th visit. Students are eligible for up to 16 counseling appointments per academic year.

Psychiatry appointments are available for medication management. Fees for psychiatry appointments are billed to the student’s insurance company. Any co-pays due are collected at the time of service. There are no appointment limits to consult with a psychiatrist.

Among the most common concerns students bring to the service:
- Low confidence in themselves
- Finding, keeping, or losing a partner
- Relating well with others
- Puzzling emotional states (most frequently anxiety and depression)
- Family relationships
- Grief and loss
- Eating Concerns
- Life direction and purpose
- Academic and other performance anxiety
- Other intense or difficult psychological conditions

Services:

1. Direct service to the students who come in, including:
   - Assessment: exploring concerns and developing ways to work on them
   - Counseling (limited term): individually, in groups, or as couples
   - Referral: connection to additional resources as they may be most helpful (e.g., extended psychotherapy, career or medical evaluation)
2. Consultation with faculty/staff/students about psychological situations.
3. Programs:
   - Presentations and skill development on such subjects as stress-management, assertiveness, sexuality, self-understanding, and eating concerns
   - Special programs designed for interested groups (e.g. residential colleges, fraternities/sororities, organizations, faculty/staff)
Student Services

All counseling and consultative services of the office are confidential to the extent permitted by law.

For students not experiencing a crisis, it is generally possible for a student to see a counselor within 5-10 business days after a request for counseling is made. During periods of heaviest demand, the waiting time may increase further. If the student is experiencing a crisis, students will be seen on the same day. The first step for most students seeking mental health services is a brief, confidential phone conversation with a MHS staff member. The purpose of the conversation is to clarify and assess the student’s needs, and explore options for next steps.

The telephone assessment can be scheduled online through the SHS portal (studenthealth.wustl.edu).

For further information about making successful referrals to the counseling service, download the publication “What Can I Do: Recognizing and Helping Students in Distress” from the SHS website. Go to the Counseling Service section and click on “Faculty and Staff Resources”.

Health Promotion Services

- Habif Health and Wellness Center
- Dardick House
- Phone: 5-7139
- Fax: 5-8515
- Website: shs.wustl.edu

Health Promotion Services works to help students build healthy decision making skills, reduce risk, and take care of themselves and their friends. Health Promotion supports students reaching their full potential in academics, outside the classroom, and beyond Washington University.

The office uses resources and programming to promote the expertise of their colleagues in Medical Services and Mental Health Services and helps students access what they need at Student Health.

Health Promotion Services trains student leaders in Residential Life, Greek Life, and Campus Life, and advises students involved in peer health education on key topics, including: alcohol/other drugs, interpersonal violence, relationships/sexual health, stress/sleep/anxiety, nutrition/fitness/body image, and basic self-care.
Office of Undergraduate Research

- Cupples II, Room 306
- Box 1026
- Phone: 5-7342
- Fax: 5-4384
- Website: http://ur.wustl.edu

Joy Kiefer
Associate Dean, College of Arts & Sciences and Director, Undergraduate Research Office
Phone: 5-8136
Email: jkiefer@wustl.edu

The Office of Undergraduate Research (OUR) facilitates undergraduate research in all disciplines. The OUR unites students and mentors, assists with funding, and promotes research by sponsoring symposia and publishing students' work. It offers workshops to help students make effective presentations and maintains a knowledge base of available research opportunities.

For advice on getting started, find funding, presenting at the symposium and more please visit the OUR web site at ur.wustl.edu.
The Writing Center

- Olin Library, Level 1
- Box 1061
- Phone: 5-4981
- Website: writingcenter.wustl.edu

Robert Patterson
Director
Phone: 5-9817
Email: rhpatter@wustl.edu

<table>
<thead>
<tr>
<th>Days</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
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<td>Friday</td>
<td>2:00 - 5:00 p.m.</td>
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The Writing Center is a free service for all WU students. The Writing Center tutors are trained to help students at any stage of the writing process, including brainstorming, developing and clarifying argument, organizing evidence, and improving style. Tutors will not edit or proofread papers. They teach students how to edit their own papers. Students are seen primarily by appointment; walk-ins are accepted as the schedule allows.

In The Speaking Studio, a service of The Writing Center, students work with a tutor on any oral presentation and receive help on all speaking issues, from argument and organization to gestures and intonation.

**Frequently Asked Questions**

**Q: Can ESL students find language help at The Writing Center?**
**A:** Writing Center tutors are happy to work with all ESL writers, but are not ESL experts. Students with serious ESL difficulties should also contact the Stix International House for specific ESL tutoring and classes.

**Q: Can students currently enrolled in Writing 1 courses use The Writing Center?**
**A:** Absolutely, but students also see their Writing 1 instructors. The instructors know the assignments and work regularly with the students on their writing so they can provide very helpful guidance.
**Departmental Contacts**

The following people have been designated by their departments or programs to coordinate major field studies. Students (or advisors) seeking information about a particular major should contact the department office for general information or the designated faculty member for details about the program.

<table>
<thead>
<tr>
<th>Department</th>
<th>DUS</th>
<th>DUS email</th>
<th>Phone</th>
<th>Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>African and African-American Studies</td>
<td>Gerald Early</td>
<td><a href="mailto:gearly@wustl.edu">gearly@wustl.edu</a></td>
<td>5-4008</td>
<td>1109</td>
</tr>
<tr>
<td>American Culture Studies</td>
<td>Maire Murphy</td>
<td><a href="mailto:maire.murphy@wustl.edu">maire.murphy@wustl.edu</a></td>
<td>5-5001</td>
<td>1126</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Gayle Fritz</td>
<td><a href="mailto:gjfritz@WUSTL.EDU">gjfritz@WUSTL.EDU</a></td>
<td>5-8588</td>
<td>1114</td>
</tr>
<tr>
<td>Anthropology - Medicine and Society program</td>
<td>Bradley Stoner</td>
<td><a href="mailto:bstoner@wustl.edu">bstoner@wustl.edu</a></td>
<td>5-5673</td>
<td>1114</td>
</tr>
<tr>
<td>Anthropology - Public Health</td>
<td>Bradley Stoner</td>
<td><a href="mailto:bstoner@wustl.edu">bstoner@wustl.edu</a></td>
<td>5-5673</td>
<td>1114</td>
</tr>
<tr>
<td>Archaeology</td>
<td>David Browman</td>
<td><a href="mailto:DLBROWMA@WUSTL.EDU">DLBROWMA@WUSTL.EDU</a></td>
<td>5-5231</td>
<td>1114</td>
</tr>
<tr>
<td>Art History and Archaeology</td>
<td>Bill Wallace</td>
<td><a href="mailto:wwallace@wustl.edu">wwallace@wustl.edu</a></td>
<td>5-5275</td>
<td>1189</td>
</tr>
<tr>
<td>Biology</td>
<td>Allan Larson</td>
<td><a href="mailto:LARSON@WUSTL.EDU">LARSON@WUSTL.EDU</a></td>
<td>5-4656</td>
<td>1137</td>
</tr>
<tr>
<td>Center for the Humanities</td>
<td>Wendy Love Anderson</td>
<td><a href="mailto:andersonwl@wustl.edu">andersonwl@wustl.edu</a></td>
<td>5-9523</td>
<td>1071</td>
</tr>
<tr>
<td>Chemistry</td>
<td>John Bleeke</td>
<td><a href="mailto:Bleeleke@wustl.edu">Bleeleke@wustl.edu</a></td>
<td>5-6809</td>
<td>1134</td>
</tr>
<tr>
<td>Classics / Ancient Studies</td>
<td>William Bubelis</td>
<td><a href="mailto:wbubelis@wustl.edu">wbubelis@wustl.edu</a></td>
<td>May-70</td>
<td>1050</td>
</tr>
<tr>
<td>Comparative Literature/Art</td>
<td>Joe Lowewinstein</td>
<td><a href="mailto:jfloewen@wustl.edu">jfloewen@wustl.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EALC - Chinese</td>
<td>Letty Chen</td>
<td><a href="mailto:llchen@wustl.edu">llchen@wustl.edu</a></td>
<td>5-5147</td>
<td>1111</td>
</tr>
<tr>
<td>EALC - East Asian Languages and Cultures</td>
<td>Ginger Marcus</td>
<td><a href="mailto:vsmarcus@wustl.edu">vsmarcus@wustl.edu</a></td>
<td>5-4449</td>
<td>1111</td>
</tr>
<tr>
<td>EALC - East Asian Studies</td>
<td>Ginger Marcus</td>
<td><a href="mailto:vsmarcus@wustl.edu">vsmarcus@wustl.edu</a></td>
<td>5-4449</td>
<td>1111</td>
</tr>
<tr>
<td>EALC - Japanese</td>
<td>Marvin Marcus</td>
<td><a href="mailto:MHMARCUS@WUSTL.EDU">MHMARCUS@WUSTL.EDU</a></td>
<td>5-4797</td>
<td>1111</td>
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<tr>
<td>EALC - Korean</td>
<td>Mimi Kim</td>
<td><a href="mailto:mmkim@wustl.edu">mmkim@wustl.edu</a></td>
<td>5-4450</td>
<td>1111</td>
</tr>
<tr>
<td>Earth and Planetary Sciences</td>
<td>Phil Skemer</td>
<td><a href="mailto:pskemer@wustl.edu">pskemer@wustl.edu</a></td>
<td>5-9451</td>
<td>1169</td>
</tr>
<tr>
<td>Economics</td>
<td>Dorothy Petersen</td>
<td><a href="mailto:dottie@wustl.edu">dottie@wustl.edu</a></td>
<td>5-5644</td>
<td>1208</td>
</tr>
<tr>
<td>Education</td>
<td>Cindy Brantmeier</td>
<td><a href="mailto:cbrantme@wustl.edu">cbrantme@wustl.edu</a></td>
<td>5-6791</td>
<td>1183</td>
</tr>
<tr>
<td>English</td>
<td>J Dillon Brown</td>
<td><a href="mailto:jdbrown@WUSTL.EDU">jdbrown@WUSTL.EDU</a></td>
<td>5-5190</td>
<td>1122</td>
</tr>
<tr>
<td>Germanic Languages and Literatures</td>
<td>Erin McGlothlin</td>
<td><a href="mailto:mcglothlin@wustl.edu">mcglothlin@wustl.edu</a></td>
<td>5-4288</td>
<td>1104</td>
</tr>
<tr>
<td>History</td>
<td>Christine Johnson</td>
<td><a href="mailto:cjohns@WUSTL.EDU">cjohns@WUSTL.EDU</a></td>
<td>(5-7881)</td>
<td>1062</td>
</tr>
<tr>
<td>IAS - European Studies</td>
<td>Lynne Tatlock</td>
<td><a href="mailto:ltatlock@wustl.edu">ltatlock@wustl.edu</a></td>
<td>5-5163</td>
<td>1088</td>
</tr>
<tr>
<td>IAS - International &amp; Area Studies</td>
<td>Seth Graeber</td>
<td><a href="mailto:graeber@wustl.edu">graeber@wustl.edu</a></td>
<td>5-7952</td>
<td>1088</td>
</tr>
<tr>
<td>IAS - Russian</td>
<td>Mikhail Palatnik</td>
<td><a href="mailto:palatnik@wustl.edu">palatnik@wustl.edu</a></td>
<td>5-4558</td>
<td>1088</td>
</tr>
<tr>
<td>IPH - Interdisciplinary Project in the Humanities</td>
<td>Joe Loewenstein</td>
<td><a href="mailto:jfloewen@wustl.edu">jfloewen@wustl.edu</a></td>
<td>5-4404</td>
<td>1029</td>
</tr>
<tr>
<td>IPH - Medieval and Renaissance Studies</td>
<td>Joe Loewenstein</td>
<td><a href="mailto:jfloewen@wustl.edu">jfloewen@wustl.edu</a></td>
<td>5-4404</td>
<td>1029</td>
</tr>
<tr>
<td>IPH - Text and Tradition</td>
<td>Joe Loewenstein</td>
<td><a href="mailto:jfloewen@wustl.edu">jfloewen@wustl.edu</a></td>
<td>5-4404</td>
<td>1029</td>
</tr>
<tr>
<td>JINELC - Arabic</td>
<td>Erin McGlothlin</td>
<td><a href="mailto:mcglothlin@wustl.edu">mcglothlin@wustl.edu</a></td>
<td>5-4288</td>
<td>1121</td>
</tr>
<tr>
<td>JINELC - Hebrew</td>
<td>Erin McGlothlin</td>
<td><a href="mailto:mcglothlin@wustl.edu">mcglothlin@wustl.edu</a></td>
<td>5-4288</td>
<td>1121</td>
</tr>
<tr>
<td>JINELC - Hindi</td>
<td>Erin McGlothlin</td>
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<td>5-4288</td>
<td>1121</td>
</tr>
<tr>
<td>JINELC - Jewish, Islamic and Near Eastern Languages and Cultures</td>
<td>Erin McGlothlin</td>
<td><a href="mailto:mcglothlin@wustl.edu">mcglothlin@wustl.edu</a></td>
<td>5-4288</td>
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<tr>
<td>Field</td>
<td>Instructor</td>
<td>Email</td>
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<tr>
<td>JINELC - Persian</td>
<td>Erin McGlothlin</td>
<td><a href="mailto:mcglothlin@wustl.edu">mcglothlin@wustl.edu</a></td>
<td>5-4288</td>
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<tr>
<td>Latin American Studies</td>
<td>Ignacio Sanchez-Prado</td>
<td><a href="mailto:isanchez@wustl.edu">isanchez@wustl.edu</a></td>
<td>5-5175</td>
<td>1077</td>
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<tr>
<td>Legal Studies</td>
<td>Frank Lovett</td>
<td><a href="mailto:florett@WUSTL.EDU">florett@WUSTL.EDU</a></td>
<td>5-5829</td>
<td>1062</td>
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<tr>
<td>Linguistics</td>
<td>Brett Hyde</td>
<td><a href="mailto:bhyde@wustl.edu">bhyde@wustl.edu</a></td>
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<tr>
<td>Mathematics</td>
<td>Ron Freiwald</td>
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