



**University Handbook  
for  
Undergraduate Advisors**

**August 2018**

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## INTRODUCTION

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### 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.

*Referrals:* 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 when appropriate 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 four-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 completed 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](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](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 before they register for their fall courses. 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>. 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](mailto: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 (304 Jolley 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 placement 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>

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 or AN requirement.

### ***Courses Beyond the Calculus Sequence***

Before placing a student in a course beyond the Calculus 131-132-233 sequence, please consult with Blake Thornton (5-6301 or [bthornton@wustl.edu](mailto:bthornton@wustl.edu)).

### ***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](mailto:rf@wustl.edu)) or Blake Thornton (5-6301 or [bthornton@wustl.edu](mailto: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 Skills 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 Kim Daniels in the Department of Music for specific program requirements. The B.Mus. cannot be declared until the student’s sophomore year.

### ***Prospective Music Minors:***

General minors should register for Music Theory 121C-122C, or 121J-122J. Jazz minors should register for 121J-122J and History of Jazz 105. Special lesson and ensemble scholarships are available for both music majors and minors.

### ***Students who wish to continue or begin private lessons:***

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

### **Preregistration Course Numbers**

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 Jessica Flannigan in the Department of Music 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 music teacher's studio, we cannot guarantee that all new students will be assigned to a teacher. For questions regarding registration, please contact Jessica Flannigan.

***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: <https://music.wustl.edu/browse>.

### **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. Two additional courses, "Citizen Scientist" (L13 102) or "Writing Identity" (L13 104), may be used to meet the College Writing requirement. As indicated in course listings, some sections of College Writing 1 include themes – Environment, Technology, Dreams & Nightmares, Subcultures, and Foodways. Enrollment is open for these special sections. Other special sections are reserved for students participating in paired first-year programs – When I'm 64 (fall) and Text & Tradition (spring) – and interested students or their advisors should contact the College Writing Program office ([collegewriting@wustl.edu](mailto:collegewriting@wustl.edu)) regarding enrollment. Guidelines for transfer and Engineering students are below. Additional course information may be found at <http://collegewriting.wustl.edu/university-writing-requirement>.

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

Transfer portfolios are done online at this website: <https://collegewriting.wustl.edu/are-you-transfer-student>

Students first fill out an eligibility form (linked on the transfer portfolio 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 1<sup>st</sup>** 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.
- Pass the English Composition Exam administered online 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. In May the College Writing Program office contacts students required to take the writing placement exam based on low test scores, language status, or years of study in the U.S. The exam is available online until August 3<sup>rd</sup>, and an onsite exam is offered during orientation. Based on the evaluation of the Placement Exam, students could be placed in one of the two preparatory writing courses: L59 1001 (Fundamentals of Academic Writing), which some second-language students 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 writing 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, then the student should take the Writing Placement Exam prior to finalizing his/her fall schedule.
- 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.

## **ACADEMIC OPTIONS ACROSS SCHOOLS**

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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:

<b>Architecture &amp; Art</b>	Georgia Binnington	5-6532
<b>Arts &amp; Sciences</b>	Jennifer Romney	5-7969
<b>Business</b>	Paige LaRose	5-7773
<b>Engineering</b>	J. Christopher Kroeger	5-6169

### **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 Jennifer Romney 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. with a major in philosophy along 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; 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 Art 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

<b>Georgia Binnington</b> Associate Dean of Students	Phone: 5-6532	<a href="mailto:gbinning@wustl.edu">gbinning@wustl.edu</a>
<b>John Early</b> Undergraduate Academic Advising Coordinator	Phone: 5-3106	<a href="mailto:johne@wustl.edu">johne@wustl.edu</a>
<b>Cris Baldwin</b> Assistant Dean & Registrar	Phone: 5-4761	<a href="mailto:crisbaldwin@wustl.edu">crisbaldwin@wustl.edu</a>

The College of Architecture may accept students in the introductory studio, Arch 111 – 112. First-year students who are interested in architecture should contact Georgia Binnington to discuss options.

Students can receive either the Bachelor of Science in Architecture or the Bachelor of Arts in Architecture degree. The requirements for both degrees are the same through the third year. Prior to beginning the fourth year, students must choose which degree program they want to pursue.

### Requirements (both degrees):

	Units
Writing I or Approved Option (C- or better)	3
Humanities	3
Natural Sciences or Mathematics – Calculus I	3

(C- or better)	
Natural Sciences or Mathematics – Physics 197 (C- or better)	3
Social & Behavioral Sciences	3
History of Western Art, Architecture & Design (C- or better) (may be taken Pass/Fail)	3
Introduction to Modern Art, Architecture & Design (C- or better)	3
Drawing	3
Practices in Architecture + Art + Design I	1
Practices in Architecture + Art + Design II	1
Architecture, Art/Design Electives	6
Intro to Design Processes I	3
Intro to Design Processes II	3
Intro to Design Processes III	4.5
Intro to Design Processes IV	4.5
Architectural Design I	6
Architectural Design II	6
Architectural History I	3
Architectural History II	3
Building Systems	3
History/Theory Research & Writing Elective	3

***Additional Bachelor of Science in Architecture Requirements:***

	Units
Architectural Design III	6
Architectural Design IV	6
Structures I	3
Structures II	3
Environmental Systems	3
Electives in Architecture, Art/Design, Arts & Sciences, Business and/or Engineering*	30

***Additional Bachelor of Arts in Architecture Requirements:***

	Units
Senior Capstone in Architecture	3
Electives in Architecture, Art/Design, Arts & Sciences, Business and/or Engineering*	48

**Total credit units required for the BS or BA in   122  
Architecture**

\*A maximum of 15 units of Advanced Placement (AP), International Baccalaureate (IB), or transfer credit may apply.

\*A maximum of 9 units of physical education, lessons, or independent study may apply.

\*Courses taken in University College do not count toward degree requirements.

*The first-year curriculum includes:*

<b>Fall:</b>	<b>Units</b>
Architecture Studio - A46 111	3
Practices I – A46 183A	1
Writing I or Approved Option	3
Calculus I – L24 131	3
Western Art History – L01 113	3
Elective/Distribution	3
	<b>16</b>

<b>Spring:</b>	<b>Units</b>
Architecture Studio - A46 112	3
Drawing	3
Practices II – A46 184A	1
Modern Art History – L01 215	3
Elective/Distribution	3
Elective/Distribution	3
	<b>16</b>



## Undergraduate Advising Guidelines

### College of Art

<b>Georgia Binnington</b> Associate Dean of Students	Phone: 5-6532	<a href="mailto:gbinning@wustl.edu">gbinning@wustl.edu</a>
<b>John Early</b> Undergraduate Academic Advising Coordinator	Phone: 5-3106	<a href="mailto:johne@wustl.edu">johne@wustl.edu</a>
<b>Cris Baldwin</b> Assistant Dean & Registrar	Phone: 5-4761	<a href="mailto:crisbaldwin@wustl.edu">crisbaldwin@wustl.edu</a>

**Bachelor of Fine Arts Degree:** Major areas of study are communication design, fashion design, and art with optional concentrations in painting, photography, printmaking and sculpture. A concentration requires at least 15 units of major course work in an area.

The Bachelor of Fine Arts degree includes the capstone studio for all seniors in the College of Art. The capstone studio brings together all seniors in the studio areas and separately in the Communication Design and Fashion Design areas for critical dialogue beyond disciplinary boundaries and to guide preparation for each area's culminating BFA exhibition.

#### **Requirements:**

	<b>Units</b>
Writing (C- or better)	3
Humanities	3
Natural Sciences or Mathematics	3
Social & Behavioral Sciences	3
History of Western Art, Architecture & Design	3
Introduction to Modern Art, Architecture & Design	3
Art History/Visual Culture Electives	9
Drawing	3
Practices in Architecture + Art + Design	1
Digital Studio	3
2-D Design	3
3-D Design	3
Major Studios (2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Year)	36

(C- or better)	
Capstone (4 <sup>th</sup> Year) (C- or better)	6
Architecture, Art/Design Electives	9
Electives in Architecture, Art/Design, Arts & Sciences, Business and/or Engineering*	30
<b>Total credit units required for BFA</b>	<b>121</b>

<b>Fall:</b>	<b>Units</b>
Drawing or Digital Studio	3
2-D or 3-D Design	3
Practices in Art + Architecture + Design I	1
Intro to Western Art	3
Writing I or Approved Option	3
Elective/Distribution	3
	<b>16</b>

<b>Spring:</b>	<b>Units</b>
Drawing or Digital Studio	3
2-D or 3-D Design	3
Intro to Modern Art	3
Elective/Distribution	3
Elective/Distribution	3
	<b>15</b>

**Bachelor of Arts Degree:** Major areas of study are art or design with optional concentrations in design in communication or fashion.

**Requirements:**

	<b>Units</b>
Writing (C- or better)	3
Humanities	3
Natural Sciences or Mathematics	3
Social & Behavioral Sciences	3
Art History/Visual Culture Electives	6
Drawing or 2-D or 3-D Design (Any 2)	6
Digital Studio	3
200-level Studios (F10)	6
300-level Studios (F10)	9
Architecture, Art/Design Electives	12
Electives in Architecture, Art, Design, Arts & Sciences, Business and/or Engineering*	66
<b>Total credit units required for BA</b>	<b>120</b>

\*A maximum of 15 units of Advanced Placement (AP), International Baccalaureate (IB), or transfer credit may apply.

\*A maximum of 9 units of physical education, lessons, or independent study may apply.

\*Courses taken in University College do not count toward degree requirements.

### **Second Majors in Art & Design:**

A student pursuing a bachelor's degree in Architecture, Arts & Sciences, Business or Engineering may also pursue a second major in the College of Art. Second majors are offered in Art and Design. The design major has optional concentrations in and Communication and Fashion.

Drawing or 2-D or 3-D Design (Any 2)	6
Digital Studio	3
200-level Studios (F10)	6
300-level Studios (F10)	9
Electives in Architecture, Art, Design or Sam Fox Commons	12

***Total credit units required for 2<sup>nd</sup> Major***                      **36**

## Undergraduate Advising Guidelines

### College of Art & Sciences

**Jennifer Romney**

*Associate Dean*

Phone: 5-7969

Email: [jlromney@wustl.edu](mailto:jlromney@wustl.edu)

## IQ Curriculum

Note: Freshman- and sophomore-level transfer students entering FL 2013 and later 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:

- |   |         |
|---|---------|
| • College Writing: in first year                              | 3 units |
| • Writing Intensive (WI)*                                     | 3 units |
| • Applied Numeracy (AN)*                                      | 3 units |
| • Social Differentiation (SD)* † or Social Contrasts (SC) * † | 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
- Ampersand Programs
- Designated Study Away Programs
- Integrated Inquiries (IQs)

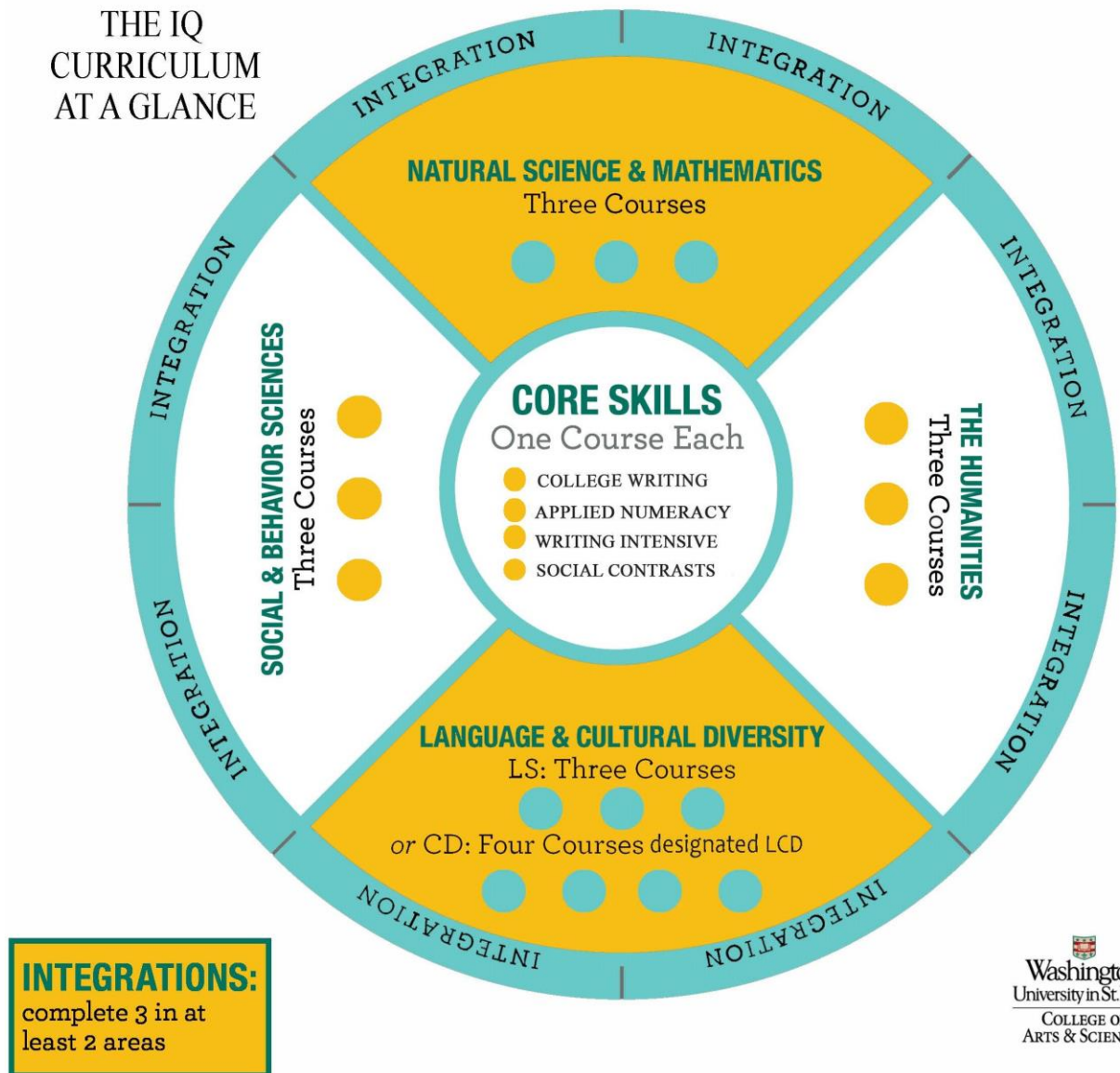
In addition to the requirements above, you must complete:

- 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.
- At least 30 units at the 300/400/500 levels (including the minimum of 18 required for your major).
- At least 90 units in Arts & Sciences.
- At least 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.”*

*†Students entering FL2017 and beyond complete at least one Social Contrasts (SC) course in lieu of the Social Differentiation (SD) course.*

# THE IQ CURRICULUM AT A GLANCE



Note: Beginning with the class entering FL2017, a Social Contrasts (SC) course replaces the core Social Differentiation (SD) course.

## Undergraduate Advising Guidelines

### John M. Olin School of Business

- Simon Hall, Room 118
- Box 1133
- Phone: 5-6315
- Fax: 314-935-9095
- Website: <http://www.olin.wustl.edu/Pages/default.aspx>
- 

<b>Alana Greene</b>	5-4186	<i>Undergraduate Academic and Student Affairs Advisor</i>
<b>Yoon Groves</b>	5-3328	<i>Associate Director of Undergraduate Advising and Student Affairs</i>
<b>Konnie Henning</b>	5-5775	<i>Associate Director of Undergraduate Advising and Student Affairs</i>
<b>Paige LaRose</b>	5-7774	<i>Assistant Dean and Director of Undergraduate Programs</i>
<b>Steve Malter</b>	5-7159	<i>Senior Associate Dean of Undergraduate Programs</i>
<b>Analisa Ortiz</b>	5-4691	<i>Undergraduate Academic and Student Affairs Advisor</i>
<b>Sandra Philius</b>	5-3329	<i>Undergraduate Academic and Student Affairs Advisor</i>
<b>Lanna Skadden</b>	5-4758	<i>Assistant Dean of Undergraduate Programs/ Academic Affairs</i>
<b>Liz Shabani</b>	5-9237	<i>Associate Director of Global Programs/Academic Advisor</i>
<b>Sara Stratton</b>	5-3569	<i>Undergraduate Academic Advisor/Global Programs</i>
<b>Maureen Wysocki</b>	5-7774	<i>Undergraduate Academic Advisor/Global Programs</i>

- 
- Students who are interested in transferring to the Olin School should call 5-6315 or stop by Simon 118 to make an appointment to see an advisor. On-call advising is available Monday-Friday from 10:30 AM -4:30 PM

### General Requirements (48 units minimum):

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

Approved course selections are available in ECourse Listings: <a href="https://acadinfo.wustl.edu/CourseListings/Semester/Listing.aspx">https://acadinfo.wustl.edu/CourseListings/Semester/Listing.aspx</a>
D. Advanced electives: Each student must complete at least 12 graded units of advanced non-business course work (number 300 or above).
E. General Electives

While applications to transfer into the Olin School are welcome, transfer applications are approved on a space-available basis. Students must have at least a 3.0 CUM and Business GPA 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\*\*
- Management 150A\*\*\*
- QBA 120 or equivalent (Math 2200 or Math 3200 or ESE 326 or PS 363)

Freshmen seeking to transfer to Olin in the spring of their freshman year must have completed Calculus II with a B or better in their fall freshmen semester and maintain a 3.0 cumulative GPA.

Freshmen seeking to transfer in the fall of their sophomore year must complete Calculus II and at least two Olin courses by the end of the spring freshmen semester in addition to maintaining both their cumulative and business GPAs above a 3.0.

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

**Fourth Semester:**

- Core Requirement\*\*\*\*\*



statistics course) \*\*\*\*

- Accounting 2610
- Accounting 2620
- MGT 201 or another business course

*\*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.*

*\*\*\* Students can take a combination of courses to include MGT 100 and MGT 150A and/or QBA 120. Potential transfer students should talk with a business advisor to determine which courses are the best combination to take this spring.*

*\*\*\*\*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.*

### School of Engineering and Applied Science

- Lopata, Room 303
- Box 1100
- Phone: 5-6100
- Fax: 5-4301
- Website: <http://www.seas.wustl.edu/>

**J. Christopher Kroeger**

Associate Dean for Students

Phone: 5-6100

Email: [ckroeger@wustl.edu](mailto:ckroeger@wustl.edu)

Students in the School of Engineering complete a Common Studies program as part of their professional degree program. The Common Studies Program includes:

		Units
Writing 1	by examination or at least a C+ in Writing 1	3
Calculus	Math 131, 132, 233 and 217	14
Physics	Phys 117A, 118A or 197, 198	8
Chemistry*	Chem IIIA, 112A, 151, 152 or Chem IIIA, 151	5 or 10
Technical Writing	EP 310	3
Humanities/Social Science electives		18
<b>Total</b>		<b>51 or 56</b>

**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.*

## Graduate Advising Guidelines

### Olin Business School

Website: <http://www.olin.wustl.edu>

<b>Ruthie Pyles Stiffler</b> <i>Assistant Dean &amp; Director of Graduate Admission, Recruitment &amp; Financial Services</i> Campus Box 1156 Phone: 5-2898 Email: <a href="mailto:Ruthie.Pyles@wustl.edu">Ruthie.Pyles@wustl.edu</a>	<b>Ashley Macrander</b> <i>Assistant Dean &amp; Director of Graduate Programs Student Affairs</i> Campus Box 1156 Phone: 5-9144 Email: <a href="mailto:AshleyMacrander@wustl.edu">AshleyMacrander@wustl.edu</a>
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**MBA – Master of Business Administration** consists of 67 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 Jennifer Romney 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 specialized masters program beginning in their senior year must submit a Certification for Program Eligibility form completed by Dean Jennifer Romney 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 (summer, fall, spring). The MSFC will give you a deeper dive into financial markets, financial scenarios modeling, and raising capital.

**Master of Science in Finance-Wealth and Asset Management (MSFWAM)** Track consists of 30.5 graduate credits and is completed in two semesters (summer, fall, spring). The MSFWAM focuses on financial markets, portfolio construction, and the understanding and interpretation of financial plans, market ratios, and investment ratings.

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

**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 Business Analytics (MSA)** Program consists of 39 graduate credits and is completed in three semesters, positioning students to excel in the growing area of big data. The MSA Program holds a STEM (Science, Technology, Engineering and Mathematics) designation. The MSA program offers four tracks: customer analytics, supply chain analytics, financial technology analytics, and healthcare analytics.

**Global Master of Finance (GMF).** Students receive a Master of Science in Finance (MSF) degree from Olin throughout two summer terms and a second degree or certificate from a partner school during the academic year. 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; IDC Herzliya in Israel, Certificate in Innovation and Entrepreneurship; WHU Otto Beisheim School of Management in Germany, Master in Finance; and Universitat Pompeu Fabra Barcelona School of Management in Spain, MS in Finance and Banking. **This program requires that WUSTL students take the GRE/GMAT exam and can only be pursued upon completion of their undergraduate degree.**

### Occupational Therapy

**Website:** <http://www.ot.wustl.edu>

**Dr. Kathy Kniepmann**

Campus Box 8505

Phone: 286-1610

Email: [kniepmannk@wustl.edu](mailto:kniepmannk@wustl.edu)

#### **Entry: Fall Semester only**

**Course of Study:** Washington University has a top-ranked Program in Occupational Therapy that prepares graduate students for leadership in clinical, research, policy, and academic settings. 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 a sixteen-week doctoral experiential component. A joint MSOT- MPH degree with the Brown school is also available. Application deadline is December 15; earlier application is very strongly encouraged.

**Eligibility for Application:** A baccalaureate degree or completion of three years in Washington University's approved cooperative 3/2 education program. Specific prerequisite courses with 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. Minimum required GPA is 3.25. Many students major in life sciences or behavioral sciences, but the program welcomes students from all academic majors. Apply through the OT Common Application Service: [www.otcas.org](http://www.otcas.org)

*A&S students applying for the 3/2 program must get the Certificate of Eligibility form from Dean Jennifer Romney 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 Neuroanatomy, Comparative Anatomy, Zoology, Genetics, Human Anatomy, Botany, Ecology, Sensation & Perception 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 (two semester) sequence, both courses must be completed and one part can fulfill the Life Science prerequisite with the other part for the physiology prerequisite.
- Developmental Psychology (3 credits) – Either child development OR lifespan development.

- Abnormal Psychology (3 credits) – an abnormal psychology or a psychopathology course.
- One additional social science course: Options include - but are not limited to - Sociology, Anthropology, Psychology, Economics, Political Science, or Public Health.
- Statistics (3 credits) Behavioral, Psychological, Educational Statistics, or Math 3200. Business Statistics does not fulfill this requirement.

### Physical Therapy

- Website: <http://pt.wustl.edu>

<b>Sarah Rands</b> <i>Manager, Admissions and Student Affairs</i> Phone: 286-1402 Email: <a href="mailto:rands@wustl.edu">rands@wustl.edu</a>	<b>Jenny Brown</b> <i>Manager, Recruitment, Marketing &amp; Public Relations</i> Phone: 273-6067 Email: <a href="mailto:jennifer.brown@wustl.edu">jennifer.brown@wustl.edu</a>
<b>Alice Samatmanivong</b> <i>Admissions and Student Affairs Coordinator</i> Phone: 286-1401 Email: <a href="mailto:samatma@wustl.edu">samatma@wustl.edu</a>	

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 2960, 2970, or 334, 349) NO ecology or environmental courses
- Anatomy and Physiology with labs (University College 2-semester series Bio 322 and Bio 323)
- Statistics (Psych 300, Math 1011, Math 2200, 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 (recommended – not required)

***Application Process:***

- Apply through Physical Therapy Centralized Application Service ([www.PTCAS.org](http://www.PTCAS.org))
- Standardized Test: GRE required ([www.GRE.org](http://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

### Master of Social Work

Website: [brownschool.wustl.edu](http://brownschool.wustl.edu)

**Jamie Adkisson**

*Director of Admissions and Recruitment*

Phone: 5-3524

Email: [jadkisson@wustl.edu](mailto:jadkisson@wustl.edu)

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 top-ranked Master of Social Work (MSW) program is a leader in fields of micro, mezzo and macro social change. The two-year, 60 credit-hour program features a flexible curriculum, transdisciplinary learning opportunities, and an evidence-based approach that prepares students for sustainable leadership in the field. Local, national and global practicum opportunities give students first-hand experience working in their field of interest.

The Brown School allows students to pursue one of eight established concentrations or individualize their course of study. In addition, students can earn an optional specialization or certificate.

**The School's extensive resources are designed to transition students into graduate school seamlessly, including: robust scholarship opportunities, extensive advising system, a Communications Lab, Statistics Lab, dedicated Career Services team, student groups, professional development opportunities, and a speaker series.**

**Combined Degree Options:** The Brown School MSW program offers a dual-degree with Public Health (MPH); five joint-degree programs with 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.

### Master of Public Health

- Website: <http://brownschool.wustl.edu>

**Jamie Adkisson**

*Director of Admissions & Recruitment*

Phone: 5-3524

Email: [jadkisson@wustl.edu](mailto:jadkisson@wustl.edu)

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 Public Health Program:** The Brown School's Master of Public Health program provides students with the knowledge, skills and tools to take leadership in the field of public health. The two-year, 52-credit-hour program features an innovative curriculum that uses transdisciplinary problem-solving approaches to address population health challenges. Local, national and global practicum opportunities give students first-hand experience working in their field of interest.

Students have the option to obtain a generalist degree, or focus their studies in one of four specializations, including: Epidemiology/Biostatistics, Global Health, Healthy Policy Analysis and Urban Design. The program also offers a certificate in Violence and Injury Prevention.

The School's extensive resources are designed to transition students into graduate school seamlessly, including: robust scholarship opportunities, extensive advising system, a Communications Lab, Statistics Lab, dedicated Career Services team, student groups, professional development opportunities, and a speaker series.

A 3-2 program allows undergraduates from Washington University to accelerate their careers by earning a bachelor's degree and a Master of Public Health 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 MPH 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.

**Prerequisite Courses:**

- MPH students must complete an undergraduate campus-based human biology course

with a grade of “B” or better prior to the conclusion of their first year of the MPH program.

**Combined Degree Options:** The Brown School MPH program offers a dual-degree with Social Work (MSW) and three joint-degree programs with other top-ranked schools of Washington University, including: Business Administration (MBA), Medicine (MD)\*, Anthropology (PhD)\* and Occupational Therapy (MSOT). Students interested in a dual- or joint-degree must apply to each program separately and be accepted into both. \*Students wishing to apply to the MD/MPH or PhD/MPH must already be enrolled in the MD or PhD program.

## A&S PRE-PROFESSIONAL ADVISING GUIDELINES

### Education Certification

**Ronald Banfield**

Seigle Hall, Room 131, Box 1183

Phone: 5-3571

Email: [rbanfield@wustl.edu](mailto:rbanfield@wustl.edu)

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.

Elementary teacher education majors are required to at least minor in a second area, and to strongly consider majoring in a second area, if feasible. Middle and secondary teacher education students will double major in the subject area they expect to teach. This requirement insures that students meet certification requirements set by the State. Because students must meet professional licensure standards (including required assessments) as well as fulfill degree requirements, it is imperative that they contact Ronald Banfield 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:** A pre-entrance test called MOGEA is 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](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 applying 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 as 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 and see our website at [http://college.artsci.wustl.edu/pre\\_grad](http://college.artsci.wustl.edu/pre_grad):
    - Mary Laurita, PhD, Assistant Dean, coordinator - pre-graduate advising, College of Arts & Sciences; [mlaurita@wustl.edu](mailto:mlaurita@wustl.edu)
    - Amy Heath-Carpentier, MA, PhD Student, Assistant Director, Pre-Grad School and Career Development; The Career Center; [heath-carpentier@wustl.edu](mailto:heath-carpentier@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.

## Pre-Law

Nicole Gore	Tamara King	Mark Smith
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### *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](mailto: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](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](mailto:artsci-prelaw@email.wustl.edu). A Pre-Law Advisor emails pre-law students once per 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.

## **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](mailto:cherman@wustl.edu)

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

### **For Students in Engineering:**

**Ron Laue**

*Assistant Dean and  
Health Profession Advisor*  
Phone: 5-6178  
Email: [ron.laue@wustl.edu](mailto: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, pharmacology, 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. Engineering students interested in premed should contact Dean Ron Laue at [ron.laue@wustl.edu](mailto:ron.laue@wustl.edu)



## A&S Pre-Professional Advising Guidelines

### Overview of Pre-Med Requirements

Please note: these requirements are in flux

Subject	Coursework Required	WUSTL Courses
Biology	2 semesters with laboratory	Bio 2960 and 2970
General Chemistry	2 semesters with laboratory	Chemistry 111A and 151(lab), 112A and 152 (lab)
Organic Chemistry	2 semesters with laboratory	Chemistry 261 and 262
Biochemistry*	1 semester strongly suggested (see *note below)	L41 451 (1 semester), U29 406 (1 semester), or L07 481 and 482 (both semesters)
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 I 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.**

## A&S Pre-Professional Advising Guidelines

Common course sequences for pre-med students are shown in Appendix D of the Pre-Health Handbook, <http://PreHealth.wustl.edu/Documents/HANDBOOK.pdf>.

- 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).

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

#### **Should I take chemistry and chemistry lab?**

- 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.
  - 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 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*. Students should discuss MCAT timing with their PreHealth advisors, who are assigned in the middle of sophomore year.

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@artsci.wustl.edu](mailto:PreHealth@artsci.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 around 520.

Each year, at least 10% of the students in 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.

## A&S Pre-Professional Advising Guidelines

### Praxis

- Website: <http://college.A&S.wustl.edu/praxis>

**Joy Kiefer**

*Associate Dean and Director, Undergraduate  
Research Office*

Phone: 5-8136

Email: [jkiefer@wustl.edu](mailto:jkiefer@wustl.edu)

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

**7. 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://rotc.wustl.edu/>

**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 units of elective credit for a student who completes all eight of the Military Science Courses. Army ROTC Olin Business School Cadets receive 12 credits towards general non-business credits. Army ROTC Engineering Cadets receive up to 6 credits towards their GPA.

**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. All Army ROTC Scholarships cover full tuition and fees. 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 fifteen 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>.

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  
Matthew E. Snell  
LTC, Infantry  
314-935-7200

Recruiting Operations Officer  
Lee E. Rodriguez Sr.  
DoD Civ., GS-11  
314-935-5521  
[lee.e.rodriquez@wustl.edu](mailto:lee.e.rodriquez@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](http://www.rotc.wustl.edu).

For Army ROTC scholarship information, see the main Washington University in Saint Louis Army ROTC page under scholarships: <http://rotc.wustl.edu/scholarship-opportunities/>.

## 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:

College of Architecture:	Cris Baldwin
College of Art:	Cris Baldwin
College of Arts & Sciences:	Sean McWilliams
Olin Business School	Steve Malter & Paige LaRose
School of Engineering and Applied Science:	Chris Kroeger

### 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.

A student whose semester or cumulative grade point averages is below 2.0 (grade of "C") 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 two semesters, the semester or cumulative grade point average is below 2.0 or the pace is less than 66 2/3%, the student may be ineligible for normal advancement or may be suspended.

Probation serves as a warning that unless the quality of work improves, the student may be subject to suspension. A student suspended for academic deficiency will not be eligible for readmission until they can demonstrate, under the conditions set for each individual case, their ability to do satisfactory work. In support of the student, the Sam Fox School Registrar's Office will work with the student to develop a plan for success. To succeed, the student must understand the cause(s) of their current situation, identify what needs to change, and implement and review a plan. The student is required to meet regularly with the associate dean of students to review progress. Failure to make these meetings will result in a "HOLD" being placed on the student's record.

**First Academic Probation:** The first time a student qualifies for probation, they are placed on Academic Probation. Students placed on Academic Probation are sent a letter informing them of this action.

**Second Academic Probation:** The second time a student qualifies for probation, they are placed on Second Academic Probation. Students placed on Second Academic Probation are sent a letter informing them of this action. A copy of this letter is sent to parent(s)/legal guardian(s).

**Special Academic Probation:** A student is placed on Special Academic Probation when their earned semester "pace" or grade point average is below the terms of Satisfactory Academic Progress because of outstanding grades or incompletes. Students placed on Special Academic Probation are sent a letter informing them of this action. Once all grades are received, their record is reviewed to determine satisfactory or probationary status.

The third time a student qualifies for probation, they will be suspended. A letter is sent to the student and their parent(s)/legal guardian(s) informing them of this action. The student is not allowed to enroll in any classes at Washington University while suspended. If the suspended student would like to return to the university in the future, they must apply, and be approved, for reinstatement. If the student fails to achieve and maintain satisfactory academic progress after reinstatement, they will be dismissed.

No transfer credit will be awarded for courses taken while a student is suspended from Washington University for violations of the University's Student Conduct Code or Academic Integrity policy.

### **College of Art**

Same as the College of Architecture.

**College of Arts & Sciences**

Students must meet the standards for academic progress 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 may 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 will be at risk of 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 professional (business), semester 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 for future registration in the Olin School of Business. 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. Registration is restricted to a maximum of 15 credits for students on academic probation.

### **School of Engineering and Applied Science Academic Probation and Suspension**

A student whose work is of unsatisfactory quality is placed on academic probation and is classified as not being in good academic standing. 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:

1. 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.
2. 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.
3. 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.
4. 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 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 may 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.

If applicable, 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.

Dismissal may result if a student was enrolled in credit courses and earns no degree credit at the end of a semester.

### **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, or was enrolled in credit courses and earns no degree credit at the end of a semester, 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. A student placed on academic suspension is classified as not being in good academic standing. 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 College 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 College Writing 1

in a semester that will require the least amount of travel.

The Habib Health and Wellness Center notifies the prime school the student is enrolled in for students who have been hospitalized. It is each school's responsibility to communicate the information to instructors and advisors.

For students in the Sam Fox School, regular attendance at all studio courses is expected.

## 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, excluding courses taken with the Pass/Fail or Audit option.

### College of Art

Students qualify for the Dean's List by earning a semester GPA of 3.5 or above with 14 graded units, excluding courses taken with the Pass/Fail or Audit option.

### 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.

## Policies and Procedures

## 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 and with the exception of letter grades in physical education courses.

## **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 end of the seventh week (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 credit and earn a C- or better. Other courses, except Writing I, Physics, Calculus and Introduction to Modern Art may be taken pass/fail, one course a semester.

### **College of Art**

Students pursuing majors or minors in art/design must take all art/design courses for credit and earn a C- or better. 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 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, advanced electives and all business courses 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**

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. Contact the instructor before the final review or exam 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 Sam Fox School Registrar’s Office for final approval.

Incomplete marks in all architectural design courses (at the 100-600 levels) must be resolved 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 director of the College of Architecture. 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 Sam Fox School Registrar's Office 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 or by the deadline specified, whichever comes first.

### **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 must submit a Special Grade Report form to change the final grade. 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 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. Petitions are reviewed and approved by the Sam Fox School Registrar's Office. Any requests extending beyond one year will be reviewed on a case-by-case basis.

Students returning from a Leave of Absence must submit a written letter to the Sam Fox School Registrar's Office stating their intention to re-enroll by July 1st (returning in the fall semester) or December 1st (returning in the spring semester).

In the case of a medical leave of absence, a letter of clearance is also required from the Habib Health & Wellness Center before a student will be permitted to re-enroll. Students on medical leave must submit their request for reinstatement between June 1 and July 1 (for fall semester) or November 1 and December 1 (for spring semester). There is no option to return from a leave of absence for the summer.

International students requesting a leave of absence must contact their assigned advisor at the Office for International Students & Scholars (OISS) to discuss how the leave might affect their visa status.

### **College of Art**

Same as the College of Architecture.

### **College of Arts & Sciences**

Undergraduates who are in good standing 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 work directly with the College Office. The College Office 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, the student should submit the MLOA

petition to Student Health Services (SHS). A student's request for the MLOA or re-enrollment from an approved MLOA will be reviewed by SHS once the recommendations 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 BSBA Programs Office. A student considering a medical leave of absence should first contact Student Health Services to initiate this leave.

In either case, the student must complete the Leave of Absence or the Medical Leave of Absence form and submit it to the appropriate office for consideration.

A BSBA student who wishes to formally withdraw from the university should meet with their business school adviser to file a Withdrawal Petition. In the event that a student wishes to return after formally withdrawing from Olin, a student must re-apply for admission if they wish to return to 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, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to R indicating the re-enrollment. If the second grade is lower, both grades will stand. Credit towards the degree will be allowed for only one of the enrollments. This policy only applies to courses taken at Washington University. No student may use the retake option to replace a grade received as a sanction for an academic integrity violation. In this case, both grades and credits for the course will be included on the transcript but the grade and credits for only one enrollment will count toward requirements.

### **College of Art**

Same as the College of 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. 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*. While courses taken credit/no credit (pass/fail) may be retaken for a letter grade, courses initially taken for a letter grade must be retaken for a letter 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. The course should be retaken for the same grade option as the course originally was taken. 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**

A maximum of 15 units of pre-matriculation credit may be counted towards any undergraduate degree. These units will count towards graduation but will not meet general education requirements. Students wishing to transfer credit for course work completed at another institution should bring a full catalog description of the course(s) to the Sam Fox Registrar's Office for pre-approval. Only with pre-approval and upon receipt of an official transcript indicating a grade of “C” or better will courses be considered for transfer. Grades for transfer courses will not appear on the student's Washington University record and will not figure into the student's grade point average. College courses taken to earn credit for high school graduation will not be considered for transfer credit. Washington University does not transfer credits for courses taken online.

### **College of Art**

Same as the 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 complete the online form and bring it with a full description of the course(s) to the College Office to obtain approval of a dean, or, if the course might be counted toward a major or minor, the description and form should be brought to the department for consideration of approval. 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**

The Olin School expects that all business courses be taken at Washington University. Under certain circumstances, permission may be granted for a student to take a business course from another university with accreditation by AACSB–International (Association to Advance Collegiate Schools of Business). In order for consideration to be given, a syllabus showing text used must be submitted. However, a BSBA student must still complete 54 of their 60 business units in residence. Any course counting toward a business major must be taken in residence also.

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 118. 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. A maximum of 6 units may be taken during a summer program from another university.

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 303 Lopata Hall, 314/935-6100.

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](mailto: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

Overseas Programs Coordinator	Programs	Email Address	Phone
Amy Suelzer Director, Overseas Programs	Argentina, Bolivia, Brazil, Chile, Costa Rica, Cuba, Ecuador, France, Panama, Peru, Spain, Alternative Program Petitions and Leave of Absence	<a href="mailto:acsuelze@wustl.edu">acsuelze@wustl.edu</a>	935-8372
William Bonfiglio Study Abroad Advisor	England (except UK Summer programs), Iceland, Netherlands, Switzerland	<a href="mailto:bonfiglio.w@wustl.edu">bonfiglio.w@wustl.edu</a>	935-3859
Carrie Canham Senior Advisor and International Program Manager	Australia, China, Ireland, Indonesia, Samoa, Scotland, Vietnam	<a href="mailto:mosebach@wustl.edu">mosebach@wustl.edu</a>	935-7695
TBA International Scholarship and Fellowship Advisor	Czech Republic, Denmark, Germany, Greece, Hungary, Italy, Morocco, Russia, Serbia, Archaeological Field Study	<a href="mailto:@wustl.edu">@wustl.edu</a>	935-
Julie Laveglia Senior Advisor and International Program Manager	Hong Kong, India, Israel, Japan, Jordan, Korea, Nepal, WUSTL faculty-led summer programs	<a href="mailto:jdibera@wustl.edu">jdibera@wustl.edu</a>	935-9607

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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### 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 opportunities that enhance the strengths of our undergraduate programs. Summer, semester, and full-year programs allow students to earn credit and add a valuable international dimension to the WU degree through study abroad.

### **College of Art & Sciences**

See <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 Programs undergraduate study abroad in Arts & Sciences**

- Each A&S 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 semester program. Some students have found that being in a spring program limits summer job and internship opportunities, makes honors thesis preparation more complicated, 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 students do not need credit from the study abroad experience, they 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 *Overseas Programs 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; limited scholarships and 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. An academic focus is essential. While much personal growth can occur during a study abroad experience, 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 personal 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.

### **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. Some students may choose to 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 and the academic requirements of programs make it difficult to work even on a part-time basis.

### **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. Although 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**

**Office of Global Programs** | <https://olinwustl.campusgroups.com/bsbaglobal/about/> | Simon Hall, Suite 118 | Box 1133

### 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 10-15-week, full-time internship – work typically assigned to junior-level employees.
- 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 London (UK), Koblenz (Germany), Paris (France), Herzliya (Israel), Singapore, Sydney (Australia), Hong Kong, or domestically in Washington D.C.

### Traditional Study Abroad

Olin offers semester-long programs to Olin BSBA students in the following countries: Argentina & Chile, Australia, China (Hong Kong), Denmark, France, Germany, Ireland, Israel, Italy, Korea, The Netherlands, Scotland (UK), Singapore, and Spain.

Most students participate on these programs during the second semester junior year, although some semester programs are available to students as early as their second semester sophomore year. Olin students may also be eligible to participate in Washington University's Overseas Programs. Tuition for the programs listed above is at the current Washington University semester rate and all financial assistance awards and academic scholarships apply.

### Academic Study Tours

Academic Study Tours are a unique opportunity for students studying on select programs to participate in a credit-bearing study tour. Students attending the London, Paris, Koblenz, Milan, and Madrid programs participate in a credit-bearing multi-country European Study Tour (generally late January) while abroad. Students participating in the Asia-Pacific Internship program participate a single country study tour. Students participating in the South America Multi-Country program participate in a study tour to Uruguay and Peru. Each study tour is worth 1.5 units of general business credit. There is an additional cost for the logistics of the trips, which will be arranged by Olin and our international partners. Versions

for fall programs are modified.

#### Short-term or Summer Programs

Olin also offers several summer and short-term opportunities as well, including the Israel Summer Business & Innovation Academy and Entrepreneurship & Startups in Europe (Spain & Sarajevo).

#### Domestic Programs

Olin offers several for-credit or not-for-credit short term programs in fields of Entrepreneurship, Economics of Entertainment, Marketing, and Business of Sports.

#### Credit Policies

<https://olinwustl.campusgroups.com/bsbaglobal/academic-credit-policy/>

Olin Global Programs Coordinator	Programs	Email Address	Phone
Liz Shabani, Associate Director, Global Programs	Internship Programs, South America, Alternative Program Petitions and Leave of Absence	<a href="mailto:e.shabani@wustl.edu">e.shabani@wustl.edu</a>	935-9237
Sara Stratton, Global Programs Advisor	Study Abroad, Domestic	<a href="mailto:s.stratton@wustl.edu">s.stratton@wustl.edu</a>	935-5723
Maureen Wysocki, Global Programs Advisor	ISBA, Incoming and Outgoing Exchange	<a href="mailto:mwyoscki@wustl.edu">mwyoscki@wustl.edu</a>	935-3757

### **Sam Fox School of Design + Visual Arts**

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 offers undergraduate students in art, architecture, and design the opportunity to spend a semester or summer studying in Florence, Italy, a city key to the field of architecture and the birthplace of Western cultural modernity. Introduction takes place on the campus of the Santa Reparata International School of Art and in Palazzo Pandolfini, a historic place designed by Raphael in the 16<sup>th</sup> century. All these facilities are located in the central area of Florence. Courses and studios are taught by Washington University Faculty as well as local faculty. Instruction is in English, except for language classes. All classes make use of the rich artistic and cultural environment, urban architectural history, and contemporary

aspects of Florence, as well as the surrounding Tuscan countryside. All programs include field trips to other major Italian cities such as Rome, Milan, and Venice.

Students can spend the entire semester studying in Florence, where they can take full semester curriculum including design studios, art & architecture history, and Italian Language. The semester programs are open to Sam Fox Major's only. Architecture students study abroad in the Fall of senior year; Studio Art and Fashion Design students study in the fall of the junior year; and Communication Design students study in the spring of the junior year. All students participating in the semester program are required to take at least one semester of introductory Italian language before arriving in Florence so they can reap the full benefit of their study abroad experience.

The summer Florence Program is open to students of any major, and level, and any university. It is a time for collaboration and exploration and gives students from all backgrounds an opportunity to study art and architecture in one of the most influential cities. The curriculum is designed to challenge all students, and for those pursuing a degree in architecture, art or design, it gives flexibility in the schedule while maintaining a track to timely graduation. The summer program begins with a week-long intensive language workshop on the island of Elba, part of the Tuscan Archipelago National Park, and continues with two months of study in the heart of Florence.

Sam Fox School students are also eligible to participate in the University's overseas programs, available through the Office of Overseas Programs, 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 Coordinator of Special Programs. The Sam Fox School accepts 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 Washington 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](mailto: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 Energy, Environmental & Chemical Engineering department offers a faculty led, summer program in a different location each year to explore environmental issues.

The School of Engineering & Applied Science works with the [Arts & Sciences Overseas Programs Office](#) to offer additional study abroad opportunities in many disciplines.

### Engineering Specific Study Abroad Programs

Queensland, Australia  
Hong Kong, China  
Copenhagen, Denmark (Computer Science)  
London, England  
Aachen, Germany (Summer Only)  
Amman, Jordan (Summer Only)  
Reykjavik, Iceland (Summer Only)  
Dublin, Ireland  
Herzliya, Israel (Computer Science)  
Tel Aviv, Israel (Electrical Engineering)  
Florence, Italy (Mechanical Engineering)  
Auckland, New Zealand  
Edinburgh, Scotland  
Cape Town, South Africa  
Madrid, Spain  
Amsterdam, The Netherlands Israel (Computer Science)

See the website for more information: <https://engineering.wustl.edu/current-students/outside-classroom/Pages/study-abroad.aspx>

**Melanie Osborn**

Assistant Dean

Engineering Student Services

Lopata Hall, Room 303

Email: [Osborn@wustl.edu](mailto:Osborn@wustl.edu)

Phone: 5-8013

## The Office of the Dean of Students (DOS)

- South 40 Annex
- Box 1250
- Phone: 5-4329
- Fax: 5-7776

### Robert M. Wild

Associate Vice Chancellor for Students and Dean of Students

Phone: 5-8081

Email: [rob.wild@wustl.edu](mailto:rob.wild@wustl.edu)

The Dean of Students reports to the Vice Chancellor for Student Affairs, Dr. Lori White, and works closely with other members of the senior student affairs 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, families, 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:

- **Campus Life** Campus Life is responsible for Student Union, fraternity and sorority life, leadership programs, LBGQT group advisement, multicultural student group advisement, and other student organization and program advisement, along with space reservation and event management for premier properties on campus and in the DUC.
- **First Year Center:** The First Year Center facilitates a wide range of programs that serve students and families during their first year the University. They run a year-long student mentoring program that assigns Washington University Student Associates (WUSAs) to first year residential communities to provide additional advice, resources and support to new students. The FYC also runs Summer Orientation Advising and Registration (SOAR), Bear Beginnings, Pre-Orientation, and Parent and Family Weekend.
- **Office of Student Conduct and Community Standards:** The Office of Student Conduct and Community Standards is responsible for overseeing the student conduct process and the Student Conduct Board. OSCCS works collaboratively with academic units to respond to violations of the academic integrity policy as well.
- **Residential Life:** The Office of Residential Life provides housing for over 5,000 undergraduate students both on and off campus. The largest residential community, the South 40, is home to 10 Residential Colleges, 9 live-in faculty fellows, and nearly all first and second year students. The North Side is home to a community of nearly 1,000

students, 300 of whom live in fraternity houses. An additional 800 reside in apartment communities near campus.

- **Student Life:** The Dean of Students is also the University's liaison to *Student Life* the University's student campus newspaper, published twice weekly during the academic year.

### **The Associate Vice Chancellor for Student Affairs for Student Support and Wellness**

- Danforth University Center, Suite 200
- Box 1167
- Phone: 314-935-5081
- Fax: 314-935-5820

**Tamara L. King, J.D.**

**Associate Vice Chancellor for Student Affairs for Student Support and Wellness**

**Phone: 314-935-5081**

**Email: [king@wustl.edu](mailto:king@wustl.edu)**

The Associate Vice Chancellor for Student Affairs for Student Support and Wellness under the direction of Dr. Lori White works closely with other members of the senior student affairs 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 Associate Vice Chancellor for Student Affairs for Student Support and Wellness leads programs that support, and enhance attention to, student health and wellness and provides strategic direction for the development of a holistic approach to ensuring student health, personal development, and overall well-being, for a diverse student population.

Currently, the Associate Vice Chancellor for Student Affairs and Student Support and Wellness oversees the following departments:

- **The Habif Health and Wellness Center:** The Student Health Center provides care for the evaluation and treatment of an illness or injury, preventative health care and health education. The Mental Health Services provides a safe, inclusive and affirming community of care for all students. The interdisciplinary team fosters personal, emotional and academic well-being by offering comprehensive therapeutic services, outreach and prevention programs. The Center is conveniently located on the South 40 on the corner of Shepley Drive and Big Bend Boulevard in the Habif Health & Wellness Center.
- **The Relationship and Sexual Violence Prevention (RSVP) Center:** The RSVP Center is a community health resource committed to prevention education, as well as

response, support and empowerment for victims of relationship and sexual violence. 24-hour services are available for individuals in immediate need of assistance, such as hospital care, reporting an assault to police or emergency housing accommodations.

- **WashU Cares Program:** WashU Cares assists the university in handling situations involving the safety and well-being of Danforth Campus students. As such, WashU Cares is committed to fostering student success and campus safety through a proactive, collaborative, and systematic approach to the identification, intervention, and support of students of concern while empowering all university community members to create a culture of caring.

## Campus Life

- Danforth University Center, DUC 170
- Box 1068
- Phone: 5-3443
- Fax: 5-8363
- Websites: Danforth University Center: [campuslife.wustl.edu](http://campuslife.wustl.edu)  
Event Management: [eventmanagement.wustl.edu](http://eventmanagement.wustl.edu)  
Campus Life:

### Leslie Heusted

Executive Director of Campus Life and Director, Danforth University Center

Phone: 5-3964

Email: [leslie.heusted@wustl.edu](mailto:leslie.heusted@wustl.edu)

### Campus Life empowers students to discover and define themselves and their communities through advising, programs and resources.

- **Event Management:** serves as the central reservation resource within the Division of Student Affairs, handling the majority of space reservations on the Danforth Campus for non-academic use.
- **Leadership Development:** create, implement and facilitate leadership training for individuals or student groups, advise identity-based student groups, fraternities and sororities and create leadership retreat experiences.
- **Fraternity and Sorority Life:** advise and support the 10 fraternities, 9 sororities, 1 multicultural Greek letter organization and the 4 affiliated chapters of city wide NPHC chapters that are represented on campus.
- **Student Involvement:** offer resources for all student groups on campus, advise and support Student Union, the undergraduate student government, programming, events and maintains the student group event calendar through the Washington University Group Organizer (WUGO).
- *Office Location:* Danforth University Center (DUC) 160
- *Contact Info:* [leslie.heusted@wustl.edu](mailto:leslie.heusted@wustl.edu)



## Career Center

- Career Center
- Main office: DUC 110, Satellite offices in: Lopata Hall and Steinberg Hall
- Box 1091
- Phone: 5-5930
- E-Mail: [careers@wustl.edu](mailto:careers@wustl.edu)
- Website: [careercenter.wustl.edu](http://careercenter.wustl.edu)

<b>Mark Smith, JD</b> Associate Vice Chancellor and Dean for Career Services Phone: 5-6489 Email: <a href="mailto:msmith@wustl.edu">msmith@wustl.edu</a>	<b>Aimee Wittman</b> Director of Career Services Phone: 5-4435 Email: <a href="mailto:awittman@wustl.edu">awittman@wustl.edu</a>
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### Tips for Helping All Students – encourage all students to:

- *Stop by the Career Center.* Drop by anytime between 10-5, Mon-Fri for immediate peer feedback and support. Our Career Peers can help with your resume, cover letter, and job search.
- *Utilize Career Advising.* Take advantage of one-on-one career advising by scheduling online at [careercenter.wustl.edu](http://careercenter.wustl.edu), calling (314) 935-5930 or visiting our office at DUC 110 to schedule an advising appointment.
- *Attend Career Fairs.* Career fairs are a great opportunity for all of our undergraduate and graduate 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 additional off-campus career fairs throughout the year. Career fair information is posted on our website at [careercenter.wustl.edu](http://careercenter.wustl.edu).
- *Attend Employer Information Sessions and “Lunch with a Pro” Events.* Each year, the Career Center hosts 250+ employer information sessions for students to learn about an organization’s culture, open positions, and the characteristics they desire in applicants.
- *Go on a Road Show:* Each year, the Career Center takes groups of students to New York, Chicago, 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.
- *Join a Career Interest Group.* For students who are focused on a particular industry and seek more education/opportunities, a Career Interest Group is an ideal place to connect. Career Center staff facilitate meetings and/or digital information sharing. Students are encouraged to take active roles in motivating themselves and each other

as they learn the art of the search. Visit our website to sign up: [careercenter.wustl.edu/students/career-interest-groups](http://careercenter.wustl.edu/students/career-interest-groups).

- *Attend Internship & Job SLAM events.* Employers pitch their job opportunities in a fast-moving, on-stage line-up, with the opportunity for networking afterwards.
- *Take MGT200, Business Fundamentals for Career Development.* This three-credit course helps Arts and Sciences students develop a business mindset to apply to all types of post-graduation settings. Students will also develop career development tools and practices to inform their WashU experience and to help them map out their post-graduation plans.
- *Register in CAREERlink.* Students who complete a CAREERlink profile can specify their interests, and sign up to receive emails with relevant job opportunities.

### **Tips for Helping First Year Students - encourage them to:**

- *Connect with a Career Peer to get started.* The Career Center encourages each first year student to stop by the Career Center and meet with a career peer to learn about resources and programs the Career Center has to offer. If a student already has a resume or cover letter, they can also get on-the-spot advice from a Career Peer, without an appointment. If a first year student is applying for an internship, or is ready to dive more deeply into their career journey, they can also make an appointment with a Career Advisor.
- *Develop a Professional Resume.* The Career Center offers Quick Questions drop-in hours on weekdays between 10 a.m. and 5 p.m. Students can meet with a Career Peer to talk about what to highlight on their first professional resume.
- *Attend a Career Center Program.* Several programs are available for First Year and transfer students. This year, a new program called Career Development Day (November) will prep First Years with knowledge of the campus resources they need in order to be ready for opportunities after graduation. FRESHstart (spring) is an event that helps acquaint first year students with how the Career Center can support them through the life-long career development process. Another event, Career Early Action (fall), is offered to teach networking fundamentals.
- *Plan a Meaningful First Year Summer.* A student's first summer is a great time to learn more about oneself and interests through a summer job, volunteering, research, internship, or shadowing.

### **Tips for Helping Sophomore Students - encourage Sophomores to:**

- *Attend Career Development Day.* This one day workshop preps Sophomores with knowledge of the campus resources they need in order to be ready for opportunities after graduation. (November)
- *Connect with a Career Advisor.* The Career Center encourages every sophomore to meet with a career advisor to talk about interests and how those interests translate into life at college as well as future career choices. By meeting with a career advisor early on, students can build a relationship that will help foster a successful

Washington University experience, as well as more effective post-graduate planning. To help students explore interests, the Career Center offers self-assessment tools including MBTI, StrengthsQuest, and Strong Interest Inventory.

- *Attend Major Minor Decision Making workshops.* Offered in both fall and spring, these workshops help students answer questions about how major is (and is not) related to career. They also educate students about the process of choosing a major.
- *Begin to Build Professional Relationships.* A good first step is to advise students to get to know at least one professor and/or staff person who shares their intellectual and social interests.
- *Consider the 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 five days during spring break. Applications are posted in CAREERlink during the fall semester.
- *Start Looking for Internships & Research Opportunities.* Sophomores are encouraged to participate in their first internship or research opportunity either during the school year or the summer. These experiences facilitate career exploration and professional skill development.
- *Explore Success Stories.* This interactive database allows students to network with and learn from other students' internship, research, or volunteer experiences. Find Success Stories at: [careercenter.wustl.edu/students/success-stories](http://careercenter.wustl.edu/students/success-stories).

#### **Tips for Helping Junior Students - encourage Juniors to:**

- *Connect with a Career Advisor.* The Career Center encourages every junior to meet with a career advisor to talk about interests and how those interests translate into life at college as well as future career choices. Building a relationship with a career advisor will help foster a successful Washington University experience, as well as more effective post-graduate planning.
- *Attend Career Camp.* Held every August, students are invited to reflect on their previous summer and create an action plan for the following year. Sessions include exploring options and interests; graduate, medical, or law school; as well as resume, cover letter, networking, and interview preparation.
- *Try On Interests.* Juniors tend to have a clearer sense of possible career options but may need help narrowing down the list. Junior year is usually a student's best chance to participate in a summer internship that will help assess "fit" with fields under consideration.
- *Look Ahead.* Students who are heading directly to graduate or professional school need to research schools, start gathering application materials, and prepare for entrance exams. For students who will be looking for an entry-level or one-year job, this is the time to start researching organizations and building contacts. Career fairs, on-campus employer information sessions, Slams, networking events, and industry-specific Road Shows are all encouraged.

- *Attend 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.

**Tips for Helping Senior Students - encourage Seniors to:**

- *Attend Career Camp.* Held every August, students are invited to reflect on their previous summer and create an action plan for the following year. Sessions include exploring options and interests; graduate, medical, or law school; as well as resume, cover letter, networking, and interview preparation.
- *Participate in 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. In addition, online mock interviews are available anytime through Big Interview at **wustl.biginterview.com**.
- *Explore Transitional Opportunities.* Many students are looking for a one- or two-year job that will give them time to find their next step. The Career Center helps connect students to opportunities including the Peace Corps or Teach for America, 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.
- *Participate in On-Campus Recruiting:* On-Campus Recruiting brings more than 200 employers to campus who are specifically looking to hire WashU seniors. Many employers hire students through on-campus interviews and resume collects.

For more information on any Career Center service or program, please advise students to call (314) 935-5930 or visit DUC 110. Information is also posted at: [www.careercenter.wustl.edu](http://www.careercenter.wustl.edu), and on CAREERlink.

### **Weston Career Center (Olin Business School)**

- Knight Hall
- Room 210
- Box 1156
- Phone: 5-5950
- Fax: 5-4027
- Website: <http://olincareers.wustl.edu>

Jennifer Whitten  
Associate Dean & Director  
Phone: 5-8970  
Email: [jwhitten@wustl.edu](mailto:jwhitten@wustl.edu)

- 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 passionate about helping students chart their career path. Career coaches 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 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.
- A wide variety of firms interview on-campus in the Bauer 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. 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 Learning Center

- ☒ Ground floor of Gregg Hall on the South 40
- ☒ Campus Box 1135
- ☒ Telephone: 5-5970
- ☒ Fax: 5-7559
- ☒ Website: [cornerstone.wustl.edu](http://cornerstone.wustl.edu)

Cornerstone: The Learning Center. Located on the first floor of Gregg Hall 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 residential peer mentors, academic mentors, and walk in help desks in several fundamental courses. Other services include workshops and individual sessions on study skills, time management, and note-taking.. Cornerstone also offers fee-based graduate and professional school entrance exam preparation courses.

Cornerstone is home to Disability Resources (DR), Washington University's official resource for students with disabilities and students with suspected disabilities. DR assists students with disabilities by providing guidance and accommodations to ensure equal access to our campus, both physically and academically.

Finally, 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.

For more information, visit our website at [cornerstone.wustl.edu](http://cornerstone.wustl.edu) or call 314-935-5970.

<b>Dr. Jan Duchek</b>	Director	935-5946	<a href="mailto:jduchek@wustl.edu">jduchek@wustl.edu</a>
<b>Kathy Atnip</b>	Technology Services Specialist	935-5914	<a href="mailto:atnip@wustl.edu">atnip@wustl.edu</a>
<b>Dr. Joan Downey</b>	PreHealth Professions Advisor	935-7997	<a href="mailto:downey@wustl.edu">downey@wustl.edu</a>
<b>Ashley Gilkey</b>	Diversity in Retention Coordinator	935-8802	<a href="mailto:ashley.gilkey@wustl.edu">ashley.gilkey@wustl.edu</a>
<b>Liz Gilmore</b>	Student Resource Coordinator	935-5978	<a href="mailto:egilmore@wustl.edu">egilmore@wustl.edu</a>
<b>Laura Gross</b>	Disability Resources Coordinator	935-8550	<a href="mailto:lauragross@wustl.edu">lauragross@wustl.edu</a>
<b>Lisa Kuehne</b>	Math Programs Coordinator	935-4226	<a href="mailto:lmkuehne@wustl.edu">lmkuehne@wustl.edu</a>
<b>Libby Lessentine</b>	Disability Resources Coordinator	935-4062	<a href="mailto:ellessentine@wustl.edu">ellessentine@wustl.edu</a>
<b>Dr. Jay Sriram</b>	Assistant Director, Academic Programs	935-5970	<a href="mailto:jayanthisriram@wustl.edu">jayanthisriram@wustl.edu</a>
<b>Heather Stout</b>	Assistant Director, Disability Resources	935-4153	<a href="mailto:stout.h@wustl.edu">stout.h@wustl.edu</a>
<b>Erika Loudenslager</b>	Disability Resources Testing Coordinator	935-3119	<a href="mailto:elouden@wustl.edu">elouden@wustl.edu</a>
<b>Teresa Williams</b>	Director, TRiO	935-8099	<a href="mailto:teresa.j.williams@wustl.edu">teresa.j.williams@wustl.edu</a>

## Disability Resources

- ☒ Located in Cornerstone: The Learning Center
- ☒ Gregg Hall, South 40, Box 1135
- ☒ Phone: 5-5970
- ☒ Fax: 5-7559
- ☒ Website: <http://cornerstone.wustl.edu/disability-resources/>

Cornerstone is also home to Disability Resources (DR), the official department that documents disability, which determines eligibility and coordinates academic adjustments and services for students with disabilities. If a student wishes to request an academic accommodation and has a disability, or suspects they may have a disability, including physical, learning, attention, psychological, or chronic medical conditions, 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 accommodation eligibility differ between high school and college. To be eligible in college, students must self-identify as having an impairment that substantially limits them in a major life activity. DR reviews student self-report, medical documentation and history of accommodation use, to help students determine whether or not they are eligible. Students can visit the DR website to review the guidelines for documenting a disability and requesting accommodations. Students are encouraged to submit their documentation before courses begin 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 <http://cornerstone.wustl.edu/disability-resources/> 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: <http://cornerstone.wustl.edu/about-cornerstone/employment/searching-for-employment/work-dr-employment/> .

<b>Libby Lessentine</b>	Disability Resources Coordinator	935-4062	<a href="mailto:elessentine@wustl.edu">elessentine@wustl.edu</a>
<b>Laura Gross</b>	Disability Resources Coordinator	935-8550	<a href="mailto:lauragross@wustl.edu">lauragross@wustl.edu</a>
<b>Heather Stout, MS, CRC</b>	Assistant Director, Disability Resources	935-4153	<a href="mailto:stout.h@wustl.edu">stout.h@wustl.edu</a>
<b>Erika Loudenslager</b>	Disability Resources Coordinator	935-3119	<a href="mailto:elouden@wustl.edu">elouden@wustl.edu</a>

## First Year Center

- South 40, Umrath House, lower level, suite 0925Box 1136
- Phone: 5-5040
- Fax: 5-8516
- **firstyearcenter@wustl.edu**
- **<http://firstyear.wustl.edu>**

The First Year Center supports new students, including first-year, 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 Residential Life, Campus Life and other student affairs departments to help students settle into the place they will call home for the next few years. Much of the information that students require will be given to them during Bear Beginnings: New Student Fall Orientation or Winter Welcome: New Student Spring Orientation. Reinforcement of those messages will continue 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):** Three-day, overnight summer program hosted by the First Year Center and all undergraduate 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.
- **Parent & Family Weekend:** Parents and families return to campus to spend time with their students for this special weekend.
- **First Year Center Executive Board (FYX):** Executive Board members serve for 18 months to plan and implement programs for first-year students. Each FYX holds a specific chair position and work with one of our three orientation programs: SOAR,



Pre-Orientation, or Bear Beginnings. In addition to their programmatic responsibilities, the SOAR and WUSA Chairs supervise teams of student leaders. The Pre-Orientation Chair works with the Assistant Director to liaise with the 17 individual program leaders.

- **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.
- **Common Reading Program:** A 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.
- **Lunch by the Dozen:** First-year students in classes of 50 or more get to know faculty members in a series of informal lunches.
- **First-Year Finale:** A celebration held at the end of the first year to allow students to reflect on their 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 new students throughout their first year. Some newsletters focus on important dates and events on campus, along with student and faculty spotlights.
- **Family Ties eNewsletter:** Publications sent to all undergraduate family members, connecting them to campus.

### First Year Center Staff

Katharine Pei	Director, First Year Center	5-6679	kpei@wustl.edu
Andrea Farnan	Assistant Director, First Year Center	5-8350	andrea.farnan@wustl.edu
Reggie Gacad	Coordinator, First Year Center	5-7532	<a href="mailto:regacad@wustl.edu">regacad@wustl.edu</a>
Miranda Kroeger	Administrative Coordinator	5-5040	<a href="mailto:mkroeger@wustl.edu">mkroeger@wustl.edu</a>

## Office for International Students and Scholars

- Stix International House
- 6470 Forsyth Blvd.
- Box 1083
- Phone: 5-5910
- Fax: 5-4075
- Website: <http://www.oiss.wustl.edu>

### Kathy Steiner-Lang

**Assistant Vice Chancellor/Director, OISS**

Phone: 5-5910

Email: [ksteiner@wustl.edu](mailto:ksteiner@wustl.edu)

## English Language Programs (ELP) Staff

Karen Schwelle Director, English Language Program Phone: 5-5966 Email: <a href="mailto:kschwelle@wustl.edu">kschwelle@wustl.edu</a>	Cathy Raymond Assistant Director, English Language Programs Phone: 5-5046 Email: <a href="mailto:craymond@wustl.edu">craymond@wustl.edu</a>
Pam Dzunu Instructor, English Language Programs Phone: 5-7402 Email: <a href="mailto:pdzunu@wustl.edu">pdzunu@wustl.edu</a>	

## Student Advising Staff

Martha Lynn Turner Director, International Advising Phone: 5-5991 Email: <a href="mailto:mlturner@wustl.edu">mlturner@wustl.edu</a>	Jason Marquart Team Leader for Programming, International Student & Scholar Advisor Phone: 5-5532 Email: <a href="mailto:marquart@wustl.edu">marquart@wustl.edu</a>
Kaaren Quezada Senior International Student & Scholar Advisor Phone: 5-4931 Email: <a href="mailto:kquezada@wustl.edu">kquezada@wustl.edu</a>	Alma Von Gontard International Student & Scholar Advisor Phone: 5-9675 Email: <a href="mailto:avongontard@wustl.edu">avongontard@wustl.edu</a>
India Baker Hudspeth International Student Advisor Phone: 5-7649 Email: <a href="mailto:ibhudspeth@wustl.edu">ibhudspeth@wustl.edu</a>	Claire Seely International Student Advisor Phone: 5-3562 Email: <a href="mailto:claireseely@wustl.edu">claireseely@wustl.edu</a>

Desiree Waits International Student & Scholar Advisor Phone: 5-7743 Email: <a href="mailto:dwaits@wustl.edu">dwaits@wustl.edu</a>	
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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.
- 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

### The Lofts Housing Area

First Floor 6300 Enright  
 Hours: TBA  
 Box 1252  
 Phone: 5-0099  
 Fax: 5-0141

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 includes 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.

### Residential Life Managed Off-Campus Properties

- University Drive
- Greenway Place
- The Lofts of Washington University

- 520 Kingsland
- 6665, 6678 Washington Avenue
- Rosedale Court Apartments

### **University –Owned Off Campus Apartments**

Office: 700 Rosedale

Campus Box 1016

Hours: 8:30s.m. -6:00 p.m. weekdays

#### Quadrangle Housing

Phone: 5-9511

Fax: 5-9515

Web site [quadrangleleasing@wustl.edu](mailto:quadrangleleasing@wustl.edu)

Renters must be current Wash U students

#### Parallel Properties

Phone: 5-4141

Fax: 5-9515

Web site: [rentparallel.com](http://rentparallel.com)

Renters can be anyone.

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

Brittany Bynum	Beaumont/Lee	5-4123
Brandon Cash	Danforth/Shepley/Wheeler (William Greenleaf Eliot Residential College)	5-9605
Shanai Sloan	Dardick/Nemerov (Wayman Crow Residential College)	5-7409
E'Quain Rhodes	Dauten/Rutledge/Shanedling	5-3312
Hannah Jayne	Gregg/Lien (Robert S. Brookings Residential College)	5-7422
E'Quain Rhodes* temporarily covering until Oct 2018 (new hire tbd)	Hitzeman/Hurd/Myers	5-3111
Jared Snead	Koenig/Liggett	5-8913
Melanie Cassidy	Lopata/Village House 11	5-4264
Jordan Cooper	Millbrook, Greenway, University Drive Apartments, Village East	5-3205
Christian Sandoval	Mudd/Park	5-8295
Amanda Heubach	The Lofts of Washington University, 520 Kingsland, 6665, 6678 Washington Ave, Rosedale Court	5-7105
Allison Schipma	So40 House/Umrath	5-3792
John Rios	Thomas Eliot A & B	5-3113

### **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 Cancellation Request can be found under the Housing tab on the student's WebSTAC account.

## Student Technology Services

- Gregg Storefronts, between the Clock Tower and the Underpass
- 6601 Shepley Dr., Box 1245, St. Louis, MO 63105
- Phone: 935-7100
- STS Website: <http://sts.wustl.edu/>
- Email: [student.technology@wustl.edu](mailto:student.technology@wustl.edu)
- **Service Desk Hours:** Sunday through Thursday, noon – midnight  
Friday and Saturday, noon – 6 p.m.
- **Administrative Offices Hours:** Monday through Friday, 8:30 a.m. – 5 p.m.

Student Technology Services provides technical services and support to students. The STS service desk is staffed with knowledgeable and friendly student technicians, while student technology coordinators, who live in each residential college, provide on-site support to students who live on campus. STS support services include virus and malware removal, hardware diagnostics, network and printing setup/troubleshooting, mobile device support, data recovery, email support, and more.

Student Technology Services also provides a computer lab in every residential college. Residential students have access to these labs 24 hours a day. All labs are equipped with several iMac computers and a print release station connected to a high-volume color laser printer/scanner.

STS is home to the STaRS program, which connects interested students with departments offering technology-related jobs across the WashU campuses.

STS's 3D print service allows students to submit their model files to be printed for academic purposes.

## Engineering Communication Center

- Urbauer 104
- Box 1102
- Phone: 5-4902
- Email: [ecc@seas.wustl.edu](mailto:ecc@seas.wustl.edu)

*Director*

Phone: 5-4902

Email:

[smatteucci@wustl.edu](mailto:smatteucci@wustl.edu)

**Sandra Matteucci**

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 and faculty are encouraged to e-mail [ecc@seas.wustl.edu](mailto:ecc@seas.wustl.edu) to schedule an appointment.

## Habif Health and Wellness Center

### General Health Services

- Dardick House, Box 1201
- Phone: 5-6666
- Website: [habif.wustl.edu](http://habif.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.

**Cheri LeBlanc, MD**

*Executive Director*

Phone: 5-9626

Email: [cleblanc@wustl.edu](mailto:cleblanc@wustl.edu)

All medical and mental health concerns may be referred to the Habif Health and Wellness Center. Specialty services include orthopedics, psychiatry, nutrition, physical therapy, and gynecology are available by appointment at [habif.wustl.edu](http://habif.wustl.edu) or 5-6666.

Students must enter their medical health history information at [habif.wustl.edu](http://habif.wustl.edu) (no physical exam or physician's signature required). They may make or cancel appointments and sign up for text message reminder via the website as well.

### 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 we are 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

All full-time, degree-seeking students on the Danforth campus are required to have health insurance and are automatically enrolled in the WashU plan (coverage begins 8/1 and ends 7/31). If students wish to waive out of the WashU plan they must do so by 9/5. The Health Fee Waiver link is available on WebSTAC. Questions? Email [studentinsurance@wustl.edu](mailto:studentinsurance@wustl.edu)  
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 Habif Health and Wellness Center website at [habif.wustl.edu](http://habif.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

The Habif Health and Wellness Center is a participating provider on most insurance plans. Students should arrive with their health insurance card. We will 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 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.

<b>Thomas Brounk, Ph.D.</b> <i>Director, Mental Health Services</i> Phone: 5-5955 Email: <a href="mailto:tom_brounk@wustl.edu">tom_brounk@wustl.edu</a>	<b>TBA</b> Coordinator, Mental Health Services Phone: 5-6695 Email: TBA
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**Purpose:** To help students with a variety of personal and interpersonal difficulties experienced in their University careers.

MHS provides short-term, time-limited counseling services. For students needing open-ended care or regular weekly face-to-face visits, MHS can help with referral suggestions to off campus clinicians and private care that fits the student’s needs. There is no charge for counseling appointments up to 9 visits per academic year. Additional fees apply beyond the 9<sup>th</sup> visit.



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, however there may be a waiting period before services can be provided, Continuing care with a psychiatrist back home may be the best option if the student is able to be in regular contact with the clinician and is comfortable working with the clinician at a distance or has a complicated problem.

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
  - Psychiatry services are available (including new prescriptions and management of existing medications). Student issues requiring immediate psychiatric care for medical stabilization and/or imminent safety concerns are prioritized and seen as quickly as possible
  - 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, managing loneliness, and eating concerns
  - Special programs designed for interested groups (e.g. residential colleges, fraternities/sororities, organizations, faculty/staff)

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

**"Let's Talk"** is a program that provides students with easy access to free, brief, confidential consultations with counselors from Mental Health Services (MHS). MHS counselors hold walk-

in hours at selected sites on campus during which students can stop by when their schedule permits- no appointments needed. While “Let’s Talk” consultation sessions are not to replace traditional counseling services offered in-house at MHS, they can help provide insight, solutions, and information about other resources. More information can be found at: <http://shs.wustl.edu/Pages/letstalk.aspx>

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](http://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.”

**★New! TAO** (Therapy Assistance Online) helps students to help manage their own emotional well-being with or without the help of a counselor. TAO includes modules for developing the ability to bounce back from disappointments and setbacks, often referred to as resilience training. It can also be used as effective treatment for problems like anxiety, depression, relationship difficulties, anger management, or evaluating alcohol and drug use.

The sets of modules in TAO consist of 6-7 highly engaging educational modules, typically completed over 6-9 weeks, with interactive activities to help learn strategies and skills. It can be used for self-help, or in conjunction with supportive online coaching with an SHS counselor.

In addition, students have access to practice tools designed specifically to work with the educational modules, a mindfulness library, and a progress measure to track change week-to-week. To learn more about TAO, please visit <https://shs.wustl.edu/MentalHealth/Pages/TAO>

## Health Promotion Services

- Habif Health & Wellness Center and Summers Recreation Center
- Phone: 314-935-7139
- Website: [habif.wustl.edu](http://habif.wustl.edu)

**Melissa Ruwitch**

*Assistant Director,*

Health Promotion Services

Phone: 5-7139

Email: [mruwitch@wustl.edu](mailto:mruwitch@wustl.edu)

The Health Promotion department helps WashU students develop healthy behaviors, take care of themselves and their friends, and reach their full potential at WashU. Staff members offer free consultations on stress management and substance use/abuse. They promote the expertise of staff in Medical and Mental Health Services at the Habif Health and Wellness Center and connect students with programs and resources. Focus areas include flu shot outreach, alcohol and other drugs, fitness/nutrition, mental health, and sexual health. Signature efforts include the Peer Health Education (PHE) program and Stressbusters. PHEs and staff members develop health promotion programs and communications. Stressbusters volunteers offer free five-minute backrubs and wellness information at events, and the Stressbusters Wellness App is available for free on most smartphones. Find Health Promotion staff in the Habif Health and Wellness Center or in the Zenker Wellness Suite of the Summers Recreation Center (room 303). Email [wellness@wustl.edu](mailto:wellness@wustl.edu) with any questions.

## Office of Undergraduate Research

- Cupples II, Suite 304 (Third Floor)
- 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](mailto: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 direct students to the OUR web site at [ur.wustl.edu](http://ur.wustl.edu) or contact us at [undergradresearch@wustl.edu](mailto:undergradresearch@wustl.edu).

## The Writing Center

- Olin Library, Level 1
- Box 1061
- Phone: 5-4981
- Website: [writingcenter.wustl.edu](http://writingcenter.wustl.edu)

### **Robert Patterson**

*Director*

Phone: 5-9817

Email: [rhpattern@wustl.edu](mailto:rhpattern@wustl.edu)

<b>Days</b>	<b>Fall &amp; Spring Hours:</b>
Monday-Thursday	11:00 a.m. - 9:00 p. m.
Friday	11:00 a.m. - 5:00 p.m.
Sunday	11:00 a.m. - 9:00 p.m.

<b>Days</b>	<b>Summer Hours:</b>
Monday-Thursday	2:00 - 7:00 p.m.
Friday	2:00 - 5:00 p.m.

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.

Department	DUS	DUS email	Phone	Box
Center for the Humanities	Wendy Love Anderson	andersonwl@wustl.edu	5-9523	1071
Legal Studies	Frank Lovett	flovett@wustl.edu	5-5829	1063
Religion and Politics	Marie Griffith	mgriffith@wustl.edu	5-9345	1066
Speech and Hearing	William Clark	clarkw@wustl.edu	747-0101	8042
African and African-American Studies	Tim Parsons	tparsons@wustl.edu	5-4974	1109
American Culture Studies	Maire Murphy	maire.murphy@wustl.edu	5-7262	1126
Anthropology	EA Quinn	equinn@wustl.edu	5-5252	1114
Anthropology - Medicine and Society program	Bradley Stoner	bstoner@wustl.edu	5-5673	1114
Archaeology	John Kelly	jkelly@WUSTL.EDU	5-5231	1114
Art History and Archaeology	Bill Wallace	wwallace@wustl.edu	5-5223	1189
Biology	Amanda Ismail	a.ismail@WUSTL.EDU	5-6850	1137
Chemistry	John Bleeke	Bleeke@wustl.edu	5-6809	1134
Classics	Will Bubelis	wbubelis@wustl.edu	5-4770	1050
College Writing Program	Peter Monahan(Assist Pro. Dir	pfmonaha@wustl.edu	5-5586	1096
Comparative Literature	Joe Loewenstein	jfloewen@wustl.edu	5-9344	1107
Earth and Planetary Sciences	Phil Skemer	pskemer@wustl.edu	5-3584	1169
East Asian Languages and Cultures	Ji-Eun Lee	lee.j@wustl.edu	935-3865	1111
East Asian Studies	Kristina Kleutghen	kleutghen@wustl.edu	935-4427	1111
Economics	Bruce Petersen	petersen@wustl.edu	5-5643	1208
Education	Michelle Purdy(Ed studies) /Ron Banfield(Teacher Ed)	mpurdy@wustl.edu/rbanfiel@wustl.edu	5-8724/ 5-3571	1183
English	William Maxwell	wmaxwell@WUSTL.EDU	5-5579	1122
Environmental Studies	David Fike	dfike@wustl.edu	5-6607	1169
Film and Media Studies	Colin Burnett(FL18 Chair)	cburnett@WUSTL.EDU	5-4056	1174
Germanic Languages and Literatures	Christian Schneider	christianschneider@wustl.edu	5-4005	1104
History	Corinna Treitel	ctreitel@WUSTL.EDU	5-5333	1062
Interdisciplinary Project in the Humanities	Joe Loewenstein	jfloewen@wustl.edu	5-4404	1029
International and Area Studies	Seth Graebner	graebner@wustl.edu	5-5175	1088

Jewish, Islamic and Near Eastern Languages and Cultures	Pamela Barmash	pbarmash@wustl.edu	5-7156	1121
Latin American Studies	Ignacio Sanchez-Prado	isanchez@wustl.edu	5-4957	1077
Linguistics	Brett Hyde	bhyde@wustl.edu	5-7612	1073
Mathematics	John Shareshian	jshareshian@wustl.edu	5-6786	1146
Music	Nicole Aldrich	naldrich@wustl.edu	5-5597	1032
Performing Arts	Andrea Urice	aurice@wustl.edu	5-4057	1108
Philosophy	Anne Margaret Baxley	abaxley@wustl.edu	5-6821	1073
Philosophy-Neuroscience-Psychology	Ron Mallon	rmallon@wustl.edu	5-7149	1073
Physics	Henric Krawczynski/ Francesc Ferrer(by Spring break)	duc@physics.wustl.edu	5-8553	1105
Political Science	Sunita Parikh(FL18) / Guillermo Rosas(Sp19)	sparikh@wustl.edu/grosas@wustl.edu		1063
Psychological & Brain Sciences	Leonard Green	lgreen@wustl.edu	5-6534	1125
Religious Studies	mark Valeri	mvaleri@WUSTL.EDU	5-9367	1065
RL&L - French	Harriet Stone	hastone@wustl.edu	5-8453	1066
RL&L - Italian	Michael Sherberg	sherberg@wustl.edu	5-5197	1077
RL&L - Spanish	Eloisa Palafox	epalafox@wustl.edu	5-5002	1077
Romance Languages and Literatures	Michael Sherberg	sherberg@wustl.edu	5-5197	1077
Sociology	David Cunningham	david.cunningham@wustl.edu	5-4741	1112
Urban Studies	Carol Camp Yeakey	cyeakey@WUSTL.EDU	5-6241	1183
Women, Gender, and Sexuality Studies	Barbara Baumgartner	bbaumgar@wustl.edu	5-4213	1078
Center for the Humanities	Wendy Love Anderson	andersonwl@wustl.edu	5-9523	1071
Legal Studies	Frank Lovett	flovett@WUSTL.EDU	5-5829	1063
Religion and Politics	Marie Griffith	mgriffith@wustl.edu	5-9345	1066
Speech and Hearing	William Clark	clarkw@wustl.edu	747-0101	8042
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