

# Self-Service Guide for Students

This guide contains information regarding the following:

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## Address Changes

You may update your current or permanent address through your [MyWashburn](#) account or in the Student One Stop, Morgan Welcome Center. On the Student Academics tab, click on the [Update your Address Information](#) link in the Registration and Academic Information section under University Registrar Links. If you do not have a valid/complete address, essential University services cannot be provided for you.

## A/Pass/Fail Grading Option/Credit Hour Changes

You may change a course to/from A/Pass/Fail or change the number of credits for a variable credit hour course by selecting the Student Academics tab, then clicking on [Registration Menu](#). On the next screen, click on [Active Registrations](#). Find your course and click either the Grade Mode to change to A/Pass/Fail or on the credit hours to change the number of hours on a variable credit course. A/Pass/Fail changes can be made online only through the end of the first week of the term. After this timeframe, A/Pass/Fail changes must be processed in the Student One Stop in person until the academic deadline or by emailing [enrollment@washburn.edu](mailto:enrollment@washburn.edu) from your [MyWashburn](#) account. **If you register for a Variable Credit Course, the system will always enroll you in the lowest credit option. You will need to change the credit hours if you want additional hours.**

## Application for Graduation

You must file an Application for Graduation at the beginning of the semester in which you plan to graduate. On the Student Academics tab, click on the [Apply to Graduate](#) link in the Registration and Academic Information section under Graduation and Beyond. The form can also be found at [www.washburn.edu/registrar](http://www.washburn.edu/registrar) or in the Student One Stop, Morgan Welcome Center.

## Commencement Information

Information regarding Spring/Summer and Fall commencements can be found at [www.washburn.edu/commencement](http://www.washburn.edu/commencement).

## Declaring a Major

To declare a major, you will need to meet with an academic advisor in your area of interest.

## Degree Audits

You and/or your advisor can process your degree audit online to ensure you are making progress toward meeting degree requirements. You may also explore different degree programs to determine how your courses apply to those degrees. Instructions and the link to process degree audits are found on the Student Academics tab under [Academic Advising](#) within [MyWashburn](#).

## Diplomas \*\*

Diplomas are disbursed in the Student One Stop approximately 2-3 months after the end of term. A photo ID must be presented in order to pick up your diploma free of charge in the Student One Stop, Morgan Welcome Center. If you choose to have it mailed to you, a form is available at [www.washburn.edu/registrar](http://www.washburn.edu/registrar).

## Final Exam Schedule

The most up-to-date final exam schedule is found online on the [My Courses](#) tab within [MyWashburn](#). Click on [Final Exam Schedule](#) under [Classes @ WU](#).

## Enrollment Verifications

Enrollment verification certificates can be obtained through the [Transcript Request and Enrollment Verification](#) link found on the Student Academics tab within [MyWashburn](#). Students may view enrollment history and check loan deferments sent to lenders.

## Final Grades

Final grades may be viewed in [MyWashburn](#) the day after grades are due. Go to the Student Academics tab, and click [View Final Grades](#).

## Financial Aid

Financial Aid information may be found on the [Financial Services](#) tab within [MyWashburn](#). Here you may check your Financial Aid status, accept/decline Financial Aid awards, review your eligibility, etc.

## Holds

If you have a hold(s) on your account, you may view your holds by logging in to [MyWashburn](#) and clicking [Check Your Registration Status](#) on the Student Academics tab. After selecting a term, scroll to the bottom of the page and click [View Holds](#).

## “Last Day” Deadlines for Courses

You may view “Last Day” deadlines for any course by clicking on [“Last Day” deadlines for courses](#) on the Student Academics tab within [MyWashburn](#). This link provides the specific dates for the following: Last Day to enroll without instructor’s permission, Last day to change from Audit to Grade or A/Pass/Fail, Last day to drop course without a W recorded, Last day to change graded or A/Pass/Fail to Audit, Last day to withdraw, and Last day to change from grade to A/Pass/Fail or A/Pass/Fail to grade.

## Late Add

Instructor permission is required to add a course approximately one week after the semester begins (see academic deadlines). In order to submit the request, you must go to the registration page on [MyWashburn](#) and click on [Late Add](#) in the middle of the text after you have entered your PIN number. The instructor will receive the request in their [MyWashburn](#) e-mail, and may take up to 48 hours to approve it. You will receive an e-mail indicating whether or not your request was approved or denied.

## Name Change

Name changes are not an option on self-service. Documentation is required to process a change. Name changes may be made in the Student One Stop, Morgan Welcome Center, or by mail or fax (785-670-1104). You must send either a copy of your driver’s license, state ID or court document (marriage license, divorce decree, legal name change, etc.) as well as a signed request to have the name changed on your Washburn University records.

## Online Courses Access

Click on the [MyCourses](#) tab within [MyWashburn](#). The online course will appear as a link under [Courses I’m Attending](#). This link will launch you to the course home page. You will not have access to the course until the first day of classes. Additional information is listed further down on the MyCourses tab under Desire2Learn.

## Overrides

If you have been granted registration overrides by your instructor, they may be viewed by going to the Student Academics tab within [MyWashburn](#) and clicking on [Check your Registration Status](#).

## Registration

Registration information may be found by logging in to [MyWashburn](#) and using links listed in the [Registration and Academic Information](#) box on the Student Academics tab. Here you may search for available courses, register or add/drop courses, view your schedule, or look up “Last Day” deadlines.

## Transcripts \*\*

- You may view an unofficial copy of your Washburn transcript on the Student Academics tab (within [MyWashburn](#)) after the Office of Admissions/University Registrar’s Office has processed your records. Click on [View Academic Transcript](#).
- An official transcript must be requested in writing. Current students may request official transcripts by logging into [MyWashburn](#) and choosing [Transcript Request and Enrollment Verification](#). Both current and former students may request a transcript in the Student One Stop, Morgan Welcome Center, with a photo ID or visit our website at [www.washburn.edu/transcripts](http://www.washburn.edu/transcripts) which contains information about the options for ordering transcripts. Each option contains specific directions for ordering. The cost of each transcript is \$8.00.

## Transfer Guide

Washburn University provides transfer guides for post-secondary institutions accredited by one of the U.S. regional accrediting agencies. To determine how your courses will transfer to Washburn, go to [www.washburn.edu/registrar/transfer](http://www.washburn.edu/registrar/transfer)

## Tuition and Fees

You may view your account or pay tuition and fees online with [MyWashburn](#). This information is found on the [Financial Services](#) tab in the right column under Student Account Information, or you may contact the cashiers in the Student One Stop, Morgan Business Center.

\*\* Diplomas and transcripts cannot be released to students with unmet financial obligations to the University. Please contact the cashiers in Morgan Business Center, in order to resolve financial holds.