

## **Washburn University Glossary**

**Academic advisor:** A member of Washburn's Faculty or Staff who provide advice and guidance to students on academic matters, such as course selections. If you have declared a major, your adviser will be a faculty or staff member in that particular academic department.

**Academic Advising Office:** Located in the Plass Learning Resources Center, it is a resource for exploratory, first-year and transfer students in the transition to college. Advisors provide information about majors and degree options, answer questions about General Education and transfer credit, help with degree planning and interpreting degree audits, and assist with course planning leading to the timely completion of degree requirements.

**Academic Discipline:** An area of academic study.

**Academic Year:** Annual period during which a student attends and receives formal instruction at Washburn. At Washburn there are Fall, Spring, and Summer semester in an academic year. Current and future Semester calendars can be found at [Washburn Academic Calendars](#)

**Aleshire Center for Leadership and Community Engagement:** The Aleshire Center for Leadership and Community Engagement is committed to developing leaders through high-impact community-engaged learning. We empower students to become global citizens that support the creation of thriving, just communities. We bridge academic and co-curricular experiences to foster cross-cultural understanding and create innovative approaches to learning in partnership with community stakeholders.

**Alumni:** Individuals who have attended or graduated from Washburn. Alumni can become part of the [Washburn Alumni Association](#), which offers many benefits and networking opportunities. Students can also be apart of the Alumni Association while they work on their degree.

**Advance Registration:** The date on which a student can begin to enroll for classes for the following semester. It is based on how many credits have been earned as well as the number of hours in progress (decided by the Office of the University Registrar). Priority Registration for the spring typically starts in October and ends in November; Priority Registration for the fall/summer typically starts in April. To register for classes, students must obtain a PIN number (6 digit numerical code) from their primary advisor.

**Associate Degree:** An undergraduate degree awarded by a college or university upon successful completion of a program of study, usually requiring two years of full-time study. They are usually a career or technical degree.

**Audit:** To take a class to gain knowledge about a subject, but without receiving credit toward a degree. At Washburn you may have people in your classes who are participating in a program that allows Kansas residents over the age of 60 to audit classes.

**Bachelor's Degree:** An undergraduate degree awarded by a college or university upon successful completion of a program of study, typically requiring at least four years (or the equivalent) of full-time study. Common degree types include Bachelor of Arts (B.A. or A.B.), which refers to the liberal arts, and Bachelor of Science (B.S.). A bachelor's is required before starting graduate studies.

**Black Student Union (WSU):** A student organization that strives to create independent, responsible, and positive young adults who are also financially, politically, and socially aware leaders. Geared toward making a difference at Washburn University and the surrounding communities.

**BodBucks:** Discretionary dollars residents can spend at several places on campus, including the Market, Libation Station, Ichabod Shop, campus laundry facilities, concessions, and vending machines. *Remain on student account as long as they are a registered student.*

**BodsConnect:** A platform utilized to house all registered student organizations at Washburn University. Through BodsConnect students can find upcoming events, schedule room reservations, and find student organization meeting times and locations.

**Bods Feeding Bods:** Located in Kuehne Hall, Washburn University's food and commodities pantry. We stock FREE groceries, household and hygiene items, and even books and school supplies. It is free and easy to use the pantry. Check out their outpost locations to swing by quickly for a meal or snack that are included across campus.

**Bursar:** A financial administrator for a university. The bursar is responsible for billing student accounts and receiving payments. At Washburn, the Bursar is located within the [Washburn Business Office](#).

**Business Office:** Located in Morgan Hall, communicates information about student account balances to both Washburn and Washburn Tech students primarily through our online payment system, WU-View, and via Washburn email. Assistance is available for questions about billing, payments, deadlines, payment plans, refunds, or payments from third parties or the military.

**Campus Activities Board (CAB):** A student organization that plans and provides free social, educational, cultural, and recreational activities for all Washburn students, faculty, administration, alumni, and the Topeka community.

**Campus Advocate:** Located in Kuehne Hall, the Washburn University Campus Advocate is a trained professional hired to support victims of crime by advocating on their behalf, offering assistance in navigating the criminal justice system, providing emotional support, or simply sharing crime victim rights and reporting options.

**Catalog:** The official publication of academic policies and procedures, programs of study, and course offerings for a particular academic year.

**Career Engagement:** Located in the Plass Learning Resources Center, it provides assistance to Washburn students and Alumni in two major areas: 1) Deciding on majors and careers, including career counseling and 2) Job Search Preparation and Execution.

**Center for Prior Learning and Testing:** Located in the Plass Learning Resources, it works with students to evaluate and apply relevant college-level learning, work and life experiences toward college credits through the Credit for Prior Learning (CPL) process. The center educates students about CPL options at Washburn University and assists them in selecting courses and examinations that best match their education and experience. The center also provides proctoring services for students, and administers national standardized exams and placement exams including: ACT, ACT Residual, ACS General Chemistry Exam, DSST, CLEP, and the Accuplacer.

**Certificate:** A title awarded to students by a college or university after successful completion of a program of study.

**Change of Grade Mode:** A formal process in which students opt into receive either a "A" "credit" "pass" or "fail" grade, rather than using the traditional grading. Certain college or university courses can be taken pass-fail, but these typically don't include ones taken to fulfill major or minor requirements. Students are encouraged to speak with their primary academic advisor before selecting this option.

**College or School:** Comprehensive units within the university that offer specific academic programs. Washburn has one college and three schools that offer undergraduate programs which include the [College of Arts and Sciences](#), [School of Applied Studies](#), [School of Business](#), and [School of Nursing](#).

**Commencement:** A graduation ceremony where students officially receive their degrees, held in December or May (at the end of the fall and spring semesters).

**Convocation:** The official academic welcome to the University for new and returning students. This welcome helps students learn about the value of joining the Ichabod community and their commitment to student success.

**Core requirements:** Mandatory courses that students are required to complete to earn a degree.

**Correlate Course:** Courses required for a student's major that are taught by other departments. For example, a correlate class for a Business major is Introduction to Sociology.

**Counseling Services:** Located in Kuehne Hall, that provides services focused on short-term counseling options in order to help students perform their best academically.

**Course:** A regularly scheduled class on a particular subject. Washburn offers degree programs that consist of a specific number of required and elective courses.

**Course load:** The number of courses or credits a student takes during a specific term.

**Course Sequence:** Entry level courses must be completed before taking higher level courses. Common course sequences are in math, languages, and sciences, but also apply to most disciplines.

**Credits:** Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. Each school defines the total number and types of credits necessary for degree completion, with every course being assigned a value in terms of "credits," "credit hours," or "units."

**D2L (Desire2Learn):** A learning management online system used by instructors to inform students about course content and announcements as well as have students turn in assignments, quizzes, discussions, and more. All courses have a D2L online course page even if the class is held in person and not online.

**Dean:** The head of a division of a college or university.

**Dean's List:** Published list of students who have achieved a specific level of achievement established by the University. The list is published at the conclusion of each semester and Summer Session.

**Declaring a major/minor:** Indicates that a student wishes to pursue a particular major and/or minor. Many majors have specific admission requirements.

**Degree:** A diploma awarded to students by a college or university after successful completion of a program of study.

**Degree Plan:** An evaluation by the student and advisor of academic work completed and courses required for graduation.

**Degree Audit:** An on-line program that tracks program requirements.

**Department:** A division of a school, made up of faculty and support staff that gives instruction in a particular field of study, such as the history department.

**Dining Dollars:** Accepted like cash at all dining locations. It is a declining balance account that works like a debit card. Each time you make a purchase, that amount is subtracted from your balance. You can use your dining dollars to purchase beverages, snacks, a full meal or even household cleaning supplies in the Market. *Dining dollars roll over from the fall to spring semester, but any unused funds will be forfeited at the end of spring.*

**Double major:** A program of study that allows a student to complete the course requirements for two majors at the same time.

**Drop:** To withdraw from a course. A college or university typically has a period of time at the beginning of a term during which students can add or drop courses.

**Electives:** Courses that students can choose to take for credit toward a degree, but are not required.

**English as a Second Language (ESL):** A course or program of study used to teach English to non-native English speakers.

**Enroll:** To register or enter a school or course as a participant.

**Extracurricular activities:** Optional activities, such as sports, that students can participate in outside of academic classes.

**Faculty (Professor or Instructor):** A school's teaching and administrative staff who is responsible for teaching programs of study.

**FAFSA (Free Application for Federal Student Aid):** Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments. International students are not eligible for U.S. government aid, but schools may ask international students to submit a FAFSA to determine financial need. (Note: A social security number is required to complete the FAFSA.)

**Federal Work Study:** U.S. government program that provides part-time jobs for undergraduate and graduate students with financial need allowing them to earn money to help pay education expenses. Must fill out the FAFSA (see above) to be eligible.

**Fees:** An amount of money charged by colleges and universities, in addition to their tuition, to cover costs of services such as libraries and computer technology.

**Fellowship:** An amount of money awarded by a college or university, usually to graduate students and generally based on academic achievement.

**FERPA (Family Educational Rights and Privacy Act):** Enacted in 1974, it protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA.

**Finals Week:** The week after success week, where students take their final exams. The determined exam time can be found on the Washburn website but should always be confirmed with the course instructor.

**Financial Aid:** All types of money offered to a student to help pay tuition, fees, and other educational expenses. This can include loans, grants, scholarships, assistantships, fellowships, and work-study jobs.

**First-Generation College Student:** A student who neither parent(s) or legal guardian(s) completed a bachelor's degree, regardless of siblings and other relatives. Stop by the First-Generation Student Success Center in Plass Resources Center.

**First Year Experience (FYE):** Located in the Plass Learning Resources, the First Year Experience supports the academic, social and personal transitions of all first-year students. Through collaborative efforts with faculty, staff and peer educators, we empower and support first-year students by providing intentional courses, programs and services that promote success and persistence in college.

**Food and Housing:** Housing and meals. Typically, one of the costs that colleges and universities will list in their annual estimated cost of attendance, in addition to tuition, fees, and textbooks and supplies. If students choose to live in dormitories, they are required to buy into a meal plan to use on-campus dining facilities and must be enrolled in 12 credit hours to be full time.

**Fraternity:** A student organization, typically for men, formed for social, academic, community service, or professional purposes. A fraternity is part of a college or university's Fraternity and Sorority system. Some fraternities, such as those with an academic or community service focus, may be coed.

**Fraternity and Sorority Life (FSL):** A college or university's collection of fraternities and sororities on campus. That built on the principles of scholarship, leadership, service, community, and campus pride.

**Freshman:** A student in the first year of high school or college / university.

**Full-time student:** A student who is enrolled at a college or university and is taking at least the minimum number of credits required by the school for a full course load.

**General Education:** Group of foundation courses required of undergraduate students regardless of the student's major. There are three categories of general education which include Humanities (communication, arts, religion, modern language, etc.), Natural Science/Mathematics (Biology, Chemistry, Geology, Astronomy, etc.), and Social Sciences (Anthropology, History, Psychology, and Sociology, etc.).

**Grade:** A score or mark indicating a student's academic performance on an exam, paper, or in a course. A "grade" can also refer to which year a student is in while at elementary, middle, or high school, but that usage typically does not apply at the college or university level.

**Grade Point Average (GPA):** A student's overall academic performance, which is calculated as a numerical average of grades earned in all courses. The GPA is determined after each term, typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

**Graduate school:** The division of a college or university, or an independent postsecondary institution, which administers graduate studies and awards master's degrees, doctorates, or graduate certificates.

**Grant:** A type of financial aid that consists of an amount of free money given to a student, often by the federal or a state government, a company, a school, or a charity. A grant does not have to be repaid. "Grant" is often used interchangeably with "scholarship."

**Hispanic American Leadership Organization (HALO):** A student organization that aims to promote cultural awareness of the Hispanic culture on our campus as well as welcoming all cultures and the professional development of students. They provide opportunities for Washburn students to improve the community, campus culture, and enhance the educational opportunities for future students.

**Hold:** Block which prohibits students from functions such as registering for courses or receiving a transcript or diploma. Most holds are due to not completing required processes or not paying financial obligations.

**Honors Program:** Located in the Plass Learning Resources Center, connects students and faculty across campus in a common search for knowledge and understanding. We offer opportunities for honors students to work closely with professors in and outside of formal courses, and we encourage students to devote their intellectual talents to gaining a deeper understanding of all that they study.

**Intramurals:** Intramural sports are organized recreational sports leagues that allow students, faculty and staff to participate in team, dual and individual events and activities.

**Humanities:** Academic courses focused on human life and ideas, including history, philosophy, foreign languages, religion, art, music, and literature.

**iCard:** The Washburn iCard is the official photo ID card for Washburn University and Washburn Tech.

**iRead:** Common reading experience that enriches and expands the minds of students, fosters campus involvement and enhances the campus community that is surrounded by a book.

**Ichabod Shop:** Located in the Memorial Union Underground, is the university bookstore, where you can find all your required and recommended course books and materials, as well as tech gear and Washburn licensed apparel.

**Ichabods Moving Forward:** A student-led organization that provides an opportunity for students to help fellow Ichabods through difficult times by supporting an emergency assistance fund *for students and by students*.

**Incomplete:** A grade given, usually under extenuating circumstances, when a student is not able to complete a course within the semester. The professor assigns a grade of incomplete at the end of the semester and works out a contractual agreement for completion. Grades of incomplete do not affect a student's GPA.

**Independent study:** An academic course that allows students to earn credit for work done outside of the normal classroom setting. The reading or research assignment is usually designed by the students themselves or with the help of a faculty member, who monitors the progress.

**Internship:** An experience that allows students to work in a professional environment to gain training and skills. Internships may be paid or unpaid and can be of varying lengths during or after the academic year.

**International Services:** Located in the Plass Learning Resources Center, houses international programs and study abroad.

**ITS (Information Technology Services):** Office that supports Washburn communications, collaboration, classroom experiences, research, professional growth, student services, and business/operations.

**Late Add:** The time in the semester when students can only add a new class with instructor permission.

**Lecture hours / lab hours:** Represents the number of hours per week a course will meet in a lecture environment or laboratory environment, respectively. Generally one hour of a course in a lecture environment is equivalent to two hours of a course in a laboratory environment.

**Letter of recommendation:** A letter written by a student's teacher, counselor, coach, or mentor that assesses his or her qualifications and skills. Colleges, universities, and graduate schools generally require recommendation letters as part of the application process.

**Liberal arts:** Academic studies of subjects in the humanities, social sciences, and the sciences, with a focus on general knowledge, in contrast to a professional or technical emphasis. "Liberal arts" is often used interchangeably with "liberal arts and sciences" or "arts and sciences."

**Lower Level (100 or 200 level):** General introductory courses, usually making up the first two years of a bachelors degree. Credit awarded by a community college is generally considered lower division credit.

**Major:** The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen area during their junior and senior years.

**Master's:** A graduate degree awarded by a college or university upon successful completion of an advanced program of study, typically requiring one or two years of full-time study beyond the bachelor's degree. Common degree types include Master of Arts (M.A.), which refers to the liberal arts; Master of Science (M.S.); and master of business administration (M.B.A.).

**Math Lab:** The Richard E. Shermoen Mathematics Learning Lab is located in Plass Learning Resources Center 110 and staffed by two full-time Mathematics faculty members and peer tutors. The Lab specializes in tutoring students in MA 090, MA 095, MA 108, MA 112 and MA 116. Students in MA 117, MA 123, MA 140, MA 141 and MA 151 are encouraged to visit the Mathematics Tutoring Center in Morgan Hall if possible.

**Math Tutoring Center:** The Harlan J. Koca Mathematics Enrichment Program Center in Morgan 252 is staffed by peer tutors who are typically math or science majors. The Center specializes in tutoring students in MA 108, MA 116, MA 117, MA 123, MA 140, MA 141 and MA 151. Students in MA 090, MA 095 and MA 112 are encouraged to seek assistance at the Math Learning Lab in Plass if possible.

**Matriculate:** To enroll in a program of study at a college or university, with the intention of earning a degree.



**MBA:** A Master of Business Administration degree.

**Meal Plan:** A prepaid amount to use on food services at Washburn. Students can enroll in a meal plan whether they live on campus or not.

**Meal Swipe Plans:** A set number of passes for meals residents can redeem exclusively at Lincoln Dining. Every time their iCard is swiped, one meal is deducted from the resident's Meal Swipes balance. *Do not transfer from semester to semester, 14 Meal Swipe Plan does not allow for week to week transfers either.*

**Merit aid/merit scholarships:** A type of financial aid awarded by a college or university to students who have demonstrated special academic ability or talents, regardless of their financial need. Most merit aid has specific requirements if students want to continue to receive it, such as maintaining a certain GPA.

**MFA:** A Master of Fine Arts degree.

**Midterm exam:** An exam given after half of the academic term has passed and that covers all material studied in a particular course until that point. Not all courses have midterm exams.

**Minor:** An academic subject area that a student chooses to have a secondary focus on during their undergraduate studies. Unlike a major, a minor is typically not required, but it allows a student to take a few additional courses in a subject different from his or her major.

**Intersectional Learning Space (MILS):** Located in the Memorial Union Underground, the intersection will provide student-centered support for students identified as historically marginalized. Support will be provided through intersectional learning opportunities that will enhance students' academic success, empathy and inclusion, leadership, and cultural intelligence.

**Multicultural Fraternities & Sororities:** Multicultural fraternities and sororities are unique organizations which incorporate an appreciation of multiple different cultures as part of their membership. Multicultural awareness as well as service are foundational values of these organizations.

**Mulvane Museum:** Museum that offers free admission to over 9,000 square feet of exhibition space, 4 art classrooms, 2 sculpture gardens, an interactive art laboratory for young visitors and over 5,000 works of art, the Mulvane Art Museum exists to facilitate creative thought and intellectual growth. The Art Lab is within the Mulvane and open to students to create, de-stress, and explore their artistic abilities.

**Municipal College:** A city-funded and supported institution of higher education where city taxes contribute to the funding model.

**Native American and Indigenous Student Alliance of Washburn (NAISA):** A place where Native and Indigenous students can receive community support, while celebrating their heritage and culture. Additionally, it encourages cross-cultural awareness on campus through student, university, and community involvement.

**Navigate:** A mobile application that gets you from orientation to graduation. The app helps you choose the right major, schedule appointments, navigate requirements from financial aid to course registration, and stay on top of important dates and deadlines—all in the palm of your hand.



**Need-based financial aid:** Financial aid that is awarded to students due to their financial inability to pay the full cost of attending a specific college or university, rather than specifically because of their grades or other merit.

**Open Registration:** Following Advance Registration when registration for the upcoming semesters is open to all students.

**Orientation:** A college or university's official process of welcoming new, accepted students to campus and providing them with information and policies before classes begin, usually in a half-day or full-day event. At Washburn, this is referred to as NSO, or New Student Orientation.

**OSID (Office of Student Involvement and Development):** Located in the Memorial Union, provides educational programs, individual consultation and guidance, support and resources to all student organizations at Washburn University. OSID offers free printing to student organizations as well as resources to the student work room (craft and supplies, button maker, and more).

**Part-time student:** A student who is enrolled at a college or university but is not taking the minimum number of credits required for a full course load.

**Payment Plan:** Payment plans are offered for the convenience of students and authorized users who want to spread out the payment of charges for a term instead of paying in full by the payment deadline. During the Fall and Spring, we offer plans with either three or four installments, and during Summer we offer plans with either two or three installments.

**Peer Educators:** Students who have "been there, done that" at Washburn University that are included in the teaching team of all WU101 classes along with other First Year Experience courses.

**Ph.D.:** A Doctor of Philosophy Degree. A doctorate in any discipline except medicine, or sometimes theology

**Plagiarism:** The use of another person's words or ideas as your own, without acknowledging that person. Schools have different policies and punishments for students caught plagiarizing, which tends to occur with research papers and other written assignments.

**Plass Learning Resources Center (Plass):** Main resource building to study, connect and engage on campus. This building holds offices and spaces for University Libraries, Academic Advising, Success Coaching, Aleshire Center, Career Engagement, First-Generation Student Success, Accommodations, Study Abroad, Honors, International Services, Veterans Services, Writing Center and more.

**Prerequisite:** A required course that must be completed before a student is allowed to enroll in a more advanced one.

**Priority date:** The date by which an application must be received in order to be given full consideration. This can apply to admissions, financial aid, and on-campus housing. After the priority date passes, applications may be considered on a case-by-case or first-come-first-served basis.

**Probation:** A status or period of time in which students with very low GPAs, or whose academic work is unsatisfactory according to the school, must improve their performance. At Washburn, students can return to academic good standing by participating in the [STAR Program](#). (See below) If they are unable

to do so, they may be dismissed from the school. Students may also face "disciplinary probation" for nonacademic reasons, such as behavioral problems in the dorms.

**Psychological Services Clinic:** A treatment, research and training clinic that is committed to providing outstanding mental health care to members of the Washburn, Topeka and surrounding communities. The clinic has areas of focus on anxiety, depression, learning disabilities (LD), attention-deficit hyperactivity disorder (ADHD) and more.

**Registrar:** Person/office who is responsible for registering students and keeping their academic records, such as transcripts.

**Registration:** The process in which students choose and enroll in courses to be taken during the academic year or in summer sessions.

**Registration PIN:** A 6-digit numeral code that changes that is required for course registration. This number changes every semester, and a student can obtain theirs by meeting with their primary advisor.

**Retroactive Withdrawal:** A formal process where a student can submit a request to be withdrawn from a course if they have extenuating circumstances that prevent them from withdrawing by original deadline. There are two types Medical and Administrative. Students should talk with an academic advisor to discuss options.

**Ride Smart (Safe Ride):** A Washburn Student Government Association (WSGA) *discounted* service that allows all Washburn students discounted Lyft rides per month within the Topeka city limits and a few additional areas that fall right outside of Topeka. To sign up, create an account using the Lyft app and select the "Activate Lyft Pass" button, enter code, and verify Washburn email.

**Scholarship:** A type of financial aid that consists of an amount of free money given to a student by a school, individual, organization, company, charity, or federal or state government. Washburn has numerous scholarship opportunities available to undergraduate students who have not completed a first baccalaureate degree. Each year Washburn University awards millions of dollars in scholarships. Students must have a cumulative GPA of 3.0 or higher to qualify for Academic Scholarships and most Departmental Scholarships.

**School:** Any educational institution, including those that provide elementary, secondary, and postsecondary education. In the latter case, "school" is often used interchangeably with "college" and "university."

**Semesters:** Periods of study that divide the academic year into two equal segments of approximately 15 to 18 weeks each. Washburn also offers a shorter summer semester.

**Seminar:** A course offered to a small group of students who are typically more advanced and who meet with a professor to discuss specialized topics.

**Service learning:** Program which allows students to earn academic credit in selected courses in exchange for meaningful and productive community service. See [Aleshire Center for Leadership and Community Engagement](#).

**Sorority:** A student organization for women formed for social, academic, community service, or professional purposes. A sorority is part of a college or university's Fraternity and Sorority system. Some sororities, such as those with an academic or community service focus, may be coed.

**SRWC (Student Recreation and Wellness Center or “The Rec”):** We strive to enrich the quality of campus life by promoting and offering opportunities for physical and mental growth as well as social interaction in healthy surroundings and superior recreational facilities. The SRWC's innovative co-curricular programs and offerings serve to provide a connecting link between students and the Washburn University experience.

**Staff:** Generally referring to non-teaching employees of the university such as advisers, administrative assistants, and head of non-academic units like student life.

**Student Life:** Provides and coordinates non-academic options for Washburn’s diverse student population.

**Student One Stop (SOS):** Located in Morgan Hall, a one-stop location where you can take care of a range of school-related business such as Admissions, Business, Financial Aid, Registrar and more.

**Student Orientation Counselors (SOCs):** Student team who help new students and families transition to Washburn at New Student Orientation and Weeks of Welcome events. This on-campus student job is housed within the Office of Student Orientation & Transition Programs.

**Student Organization Advisor:** A member of Washburn’s Faculty or Staff who provide advice and guidance to students on student organization matters such as room reservations, event planning, and understanding university policy and procedures.

**STAR Program:** Students Taking Academic Responsibility (STAR) is a program designed to help students return to Academic Good Standing. Students on Academic Probation and Warning are required to complete the program before they are eligible to enroll in their next semester.

**Student Accessibility Services:** Located in Plass Learning Resources Center, that provides a range of services and accommodations to allow persons with disabilities to participate in educational programs and activities. Reasonable accommodations are modifications or alterations intended to provide equal access or improve accessibility to physical, programmatic, and academic areas of the University.

**Student Employment:** There is a tremendous variety of jobs available on campus, whether you are eligible for Federal Work Study or not. Nearly every department on campus utilizes student assistance in some manner, and in many cases, departments rely upon student employees as they would any full-time staff member.

**Student Health:** Located in Morgan Hall, all Washburn University students are eligible to visit Student Health Services free-of-charge with a valid WU ID. No appointment is necessary with the exception of pre-participation physicals and well woman exams.

**Student Hours:** Dedicated time during the week for students to ask questions or engage in discussion about course content with their faculty member.

**Study Abroad:** Study abroad programs are international education programs that provide students the opportunity to live, travel, and study in a foreign country. Programs range in length from 1 week to 1

year. Studying abroad opens the door to an entirely new world and new points of view that foster cross-cultural learning. It's a fully immersive experience that has the power to transform students global perspective, cultural understanding, and way of life.

**Success Week:** Success Week refers to the last week of classes (the week before final exams) in a normal 15-week semester. This time should be used for review of course material for final examinations. University departments shall not sponsor any meetings of registered student organizations and such organizations shall be encouraged to refrain from conducting any organizational activity or meeting during Success Week.

**Syllabus:** Document describing the objectives, outcomes, assessment activities, and structure of a course that is made available to students during the first week of classes.

**Teaching assistant (TA):** A graduate student who assists a professor with teaching an undergraduate course, usually within his or her field, as part of an assistantship.

**Tenure:** A status offered to high-level faculty members at a college or university that allows them to stay permanently in their positions, after demonstrating a strong record of teaching and published research.

**Term:** Periods of study, which can include semesters, quarters, trimesters, or summer sessions.

**Thesis:** A formal piece of writing on a specific subject, which may be required to earn a bachelor's or master's degree.

**Transcript:** An official record of a student's coursework and grades at a high school, college, or university. A high school transcript is usually one of the required components of the college application process.

**Transfer credit:** Credit granted toward a degree on the basis of studies completed at another college or university. For instance, students who transfer from a community college to a four-year college may earn some transfer credit.

**Tuition:** An amount of money charged by a school per term, per course, or per credit, in exchange for instruction and training. Tuition generally does not include the cost of textbooks, room and board, and other fees.

**Tutoring Services:** Located in Plass Resources Learning Center, you can receive assistance to free tutoring to help with homework, preparing for exams, and writing/proofing papers. Washburn offers tutoring online and in person along with specific math tutoring services as well, contact [tutoring@washburn.edu](mailto:tutoring@washburn.edu) to help get connecting to free tutoring.

**Undergraduate student / undergraduate studies:** A student enrolled in a two-year or four-year study program at a college or university after graduation from high school, leading to an associate or bachelor's degree.

**University Library:** Within the Plass Learning Resources Center, the University library is your place to study, hangout, and gather. There are four floors of the University Library in Plass. The first level is a quiet study space that also houses the Washburn University Archives and Special Collections, while the second floor is a mixed space that serves the Washburn Community as a learning commons – a space for faculty and students to engage one another and the world outside the formal classroom. The third level

contains the Curriculum Resources Center, a space for aspiring Pre-K – 12 educators to access the information resources they need to prepare for becoming educators. The stacks are located on the fourth floor.

**Upper Level (300 and 400 level):** Less general, more focused courses, usually making up most of the final two years of a bachelor's degree.

**Military and Student Success Center:** Located in Plass Resources Learning Center, a program to assist veterans and military connected students with their successful transition into higher learning and beyond.

**Washburn Tech:** Washburn Tech prepares you for rewarding careers and exciting occupations. You will not only learn by listening but learn by doing. Advanced technology, equipment labs and internships provide you with real hands-on skills and experience. Whether you are a high school student, an adult learner or a career changer, Washburn Tech offers an affordable and convenient way for you to prepare for the career you need and the future you want.

**Washburn University Police Department (WUPD or WUPO):** Certified law enforcement agency with the same responsibilities and authority as a city police agency or a sheriff's department. The Washburn University Police Department is committed to providing a safe campus and learning environment for students, faculty, staff and visitors.

**WIN (Washburn Identification Number):** Each individual associated with Washburn is assigned a unique number by Washburn's administrative software. This unique number is the WIN.

**Withdraw:** A formal process where a student removes themselves from a class. Students are encouraged to talk to an advisor before withdrawing from any class.

**Washburn Review/Student Media:** The Washburn Review is a student-run newspaper/website dedicated to informing and providing a voice for the general population of Washburn University.

**Washburn Student Government Association (WSGA):** Student political body that exists to represent and act in the interest of Washburn students.

**We Are F1rst:** The official Washburn student organization for First-Generation students, but open to all students to build opportunities for community and mentorship.

**Weeks of Welcome:** Events and opportunities for every student to start their college experience or new school year with fun! As a new or returning student, we hope you find a club or organization that interests you, explore student services and find your place in the Washburn community. Events are coordinated throughout the first few months to help students discover everything Washburn has to offer.

**WTE (Washburn Transformational Experience):** Located in Plass Learning Resources Center, the (WTE) provides an opportunity for students to enhance their learning through direct interaction with faculty while engaging in experiences outside the classroom in one of four arenas: leadership, community service, international experience, or scholarly and/or creative endeavors. Students' experiences yield a greater understanding of the world around them and how they might affect positive change.

[WUmester:](#) Intended to foster a university-wide conversation on a topic related to social justice that will change each spring semester. The goal of the program is to engage the entire WU community in a cross-disciplinary learning experience on timely subjects and help students see the connections between the subjects they study in the classroom and real-world debates and problems.