

# ADVISING LOCATIONS AND STUDENT REGISTRATION WORKSHEET

## UNDECLARED, HIGH SCHOOL, INTERNATIONAL, AND WASHBURN TECH STUDENTS:

HIGH SCHOOL STUDENTS:	Admissions Office, Morgan Hall 100 (785/670-1030)
INTERNATIONAL STUDENTS:	International House (785/670-1051)
WASHBURN TECH STUDENTS:	Dean's Office, School of Applied Studies, Benton Hall 306 (785/670-1282)
UNDECLARED STUDENTS:	Academic Advising, Mabee Library 201 (main floor) (785/670-1942)

## DECLARED STUDENTS:

### School of Applied Studies

- BE107 Allied Health (785/670-2170) (Clinical Laboratory Science, Computed Tomography, Diagnostic Medical Sonography, Health Information Technology, Health Services Administration, Magnetic Resonance Imaging, Medical Imaging, Occupational Therapy Assistant, Physical Therapist Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy, Surgical Technology, Technology Administration)
- BE201 Criminal Justice/Legal Studies (785/670-1411)  
(Criminal Justice, Legal Studies, Military & Strategic Studies)
- BE306 Dean's Office (785/670-1282) (Banking, Design Technology, Industrial Technology, Office Administration)
- BE311 Human Services (785/670-2116)
- BE412 Social Work (785/670-1616)

### School of Business – HC114 (785/670-1308)

Accounting, Economics, Finance, General Business, Management, Marketing, International Business, Entrepreneurship & Innovation, MBA, MAcc

### School of Nursing – PC203 (785/670-1525)

### College of Arts and Sciences

- AB101 Art (785/670-1125)
- ST210 Astronomy, Physics (785/670-2141)
- GC133 Bachelor of Integrated Studies (785/670-2245)
- ST202 Biology (785/670-2077)
- ST312 Chemistry (785/670-2270)
- MO206 Communication (785/670-2230)
- ST304 Computer Information Sciences (785/670-1739)
- CA202 Education (785/670-1427)
- MO237 English (785/670-1441)
- HC311 History (785/670-2060)
- PC201 Kinesiology (785/670-1459)
- HC316 Mass Media (785/670-1836)
- MO209 Master of Liberal Studies (785/670-1636)
- MO250 Mathematics & Statistics (785/670-1491)
- MO350 Modern Languages (785/670-1714)
- GC211 Music (785/670-1511)
- MO206 Philosophy, Religion (785/670-1542)
- HC215 Political Science, Public Admin (785/670-1737)
- HC211 Psychology (785/670-1564)
- HC218 Sociology, Anthropology (785/670-1608)
- GC133 Theatre Arts (785/670-1639)

**Building Codes**

AB Art Building  
 BE Benton Hall  
 BT Bennett Computer Center  
 CA Carnegie Hall  
 GC Garvey Fine Arts Center

HC Henderson Learning Resource Center  
 LLC2 Living Learning Center  
 KBI KBI Building  
 MA Mabee Library

MO Morgan Hall  
 MU Memorial Union  
 PC Petro Allied Health Center  
 ST Stoffer Science Hall

**REGISTRATION WORKSHEET**

CRN	Subject and Course Number	Credit Hours	Grading Options Grade, Pass/Fail, Audit	Day/Time	Building/Room

Online credit courses are available in a variety of subjects. These courses require that you have access to the Internet or use campus computer labs to access **Desire2Learn** course materials. Some of the courses may require periodic on-campus sessions or proctored exams.



To view the list of online courses, go to [washburn.edu/schedule](https://washburn.edu/schedule) and click the **Course Schedule** link for the proper term. You may enroll in an online course the same way you enroll in any other WU credit course (refer to the registration section of the Registration Information Guide for specific enrollment information). To access online courses, faculty and students should login to MyWashburn at <https://my.washburn.edu>. Direct access to your online courses is located on the MyCourses tab in MyWashburn by clicking on the course name. Online courses may also be accessed directly through **Desire2Learn** at <https://d2l.washburn.edu/>. Login using your MyWashburn username and password. Students should also change their MyWashburn time out setting from the default value in “My Account Preferences” inside MyWashburn to at least 120 minutes to avoid timing out while working in an online course. Care should be taken to log out completely when finished. All students enrolled in online courses have access to the **Online Student Resource Center**. To access the **Desire2Learn Orientation**, within D2L, select My Home in the upper left. From the Table of Contents, select the **Desire2Learn Orientation** module. The D2L Help Files link in the upper right everywhere in D2L directs students to additional resources from Desire2Learn. Students new to online classes are strongly encouraged to review the orientation material before or during the first week of classes.

The student training and orientation covers each of the tools and answers some of the most commonly asked questions. For technical support with online classes email [online-ed-support@washburn.edu](mailto:online-ed-support@washburn.edu) or call (785) 670-2381. Phone support is available Monday through Thursday, 8 a.m. – 9 p.m. central time, and Friday 8 a.m. – 5 p.m. Email support is available all the time except for official holidays and University closings. Online Education Support staff will answer emails within 24 hours.