



## NEW STUDENT CHECKLIST

- Activate your Washburn account** | [password.washburn.edu](https://password.washburn.edu)  
Need tech support? Contact IT Services at [support@washburn.edu](mailto:support@washburn.edu) or 785.670.3000
- Submit final transcript(s)** | [washburn.edu/admissions](https://washburn.edu/admissions)  
If you earned college credit(s) in high school or from another college/university, send an official transcript to Washburn. (We do not accept faxed transcripts.)  
*Mail: Washburn University, Office of Admissions, 1700 SW College Avenue, Topeka, KS 66621*  
*Email: [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu)*
- Upload a student ID photo** | [washburn.edu/icard](https://washburn.edu/icard)  
Download the GET app to upload a photo for your student ID card (App Store or Google Play)
  - Your ID photo is a quick way for Washburn staff and faculty to learn your name and face
- Answer Tuberculosis questions:** [washburn.edu/health](https://washburn.edu/health)
- Review your financial aid** | [washburn.edu/financialaid](https://washburn.edu/financialaid)  
Log into MyWashburn ([my.washburn.edu](https://my.washburn.edu)) > Financial Services > Financial Aid
  - Review your financial aid award & accept/decline funds for academic year 2022-2023
- Set up direct deposit for financial aid refunds** | [washburn.edu/business-office](https://washburn.edu/business-office)
- Military education benefits** | [washburn.edu/student-life/military](https://washburn.edu/student-life/military)  
If you plan to pay for college with military education benefits, review instructions online
  - Start the process when you for the upcoming term, new forms are required for each term.  
VA requires Washburn to report enrollment within 30 days of the start classes.
- Academic accommodations** | [washburn.edu/diversity](https://washburn.edu/diversity)  
Students with disabilities perform best when accommodations are in place at start of semester
  - Submit a Service Request Form with University Diversity & Inclusion
- Download Navigate app** | [washburn.edu/navigate](https://washburn.edu/navigate) (App Store or Google Play)  
View class schedule, make appointments with advisors & find study buddies
- FERPA Release Form (optional)** | [washburn.edu/statements-disclosures/ferpa](https://washburn.edu/statements-disclosures/ferpa)  
A release form gives Washburn permission to share information with parent, guardian, etc.

### IMPORTANT DATES

**Week of December 19, 2022** – Charge posted in WU-View for tuition & fees, room & meal plan  
**December 23, 2022-January 2, 2023** – University holiday for staff & faculty – offices closed  
**January 6, 2023** – Financial aid refunds: Direct deposit available  
**January 9, 2023** – Financial aid refunds: Refund check available to pick-up (photo ID required)  
**January 14, 2023** – University classes begin  
**January 17, 2023** – Martin Luther King, Jr. Day (University holiday – no classes, offices closed)  
**January 27, 2023** – Payment deadline for fall bill & last date to set-up a payment plan



## ON-CAMPUS RESOURCES & STUDENT SERVICES

### **Admissions**

Morgan Hall 100  
785.670.1030  
admissions@washburn.edu

### **Academic Advising**

Mabee Library 201  
785.670.1942  
advising@washburn.edu

### **Alumni Association & Foundation**

Ichabods Moving Forward  
785.670.2747  
wualumni.org/ichabodsmovingforward

### **Business Office**

Morgan Hall 103  
785.670.1156  
business-office@washburn.edu

### **Career Services**

Morgan Hall 105  
785.670.1450  
career-services@washburn.edu

### **Center for Prior Learning & Testing**

Mabee Library 218  
785.670.1227  
testing@washburn.edu

### **Counseling Services**

Kuehne Hall 200  
785.670.3100  
Monday-Friday, 8 AM- 5 PM

### **Dining Services & iCard**

Ichabod Service Center,  
Memorial Union  
785.670.1188  
icard@washburn.edu

### **Financial Aid Office**

Morgan Hall 103  
785.670.1151  
financialaid@washburn.edu

### **First-Year Experience (FYE)**

Center for Student Success &  
Retention, Mabee Library  
fye@washburn.edu

### **Ichabod Shop (Bookstore)**

Memorial Union, Lower Level  
785.670.1049  
ichabodshop@washburn.edu

### **IT Services (Tech Support)**

Bennett Hall 104  
785.670.3000  
support@washburn.edu  
washburn.edu/its

### **Leadership Institute**

Benton Hall 408  
785.670.2000  
leadership@washburn.edu

### **Learning in the Community (LinC)**

Benton Hall 405  
785.670.1950  
linc@washburn.edu

### **Mabee Library**

785.670.2485  
refemail@washburn.edu  
Library hours: washburn.edu/mabee

### **Military Student Success Center**

Mabee Library 206A  
785.670.1983  
wuveterans@washburn.edu

### **Residential Living**

Living Learning Center  
785.670.1065  
resliving@washburn.edu

### **Student Health Services**

Morgan Hall 140  
785.670.1420  
Monday-Friday, 8 AM-5 PM

### **Student Employment**

Search on-campus jobs &  
apply online:  
washburn.peopleadmin.com

### **Student Involvement & Development (OSID)**

Memorial Union, Lower Level  
785.670.1723  
student.involvement@washburn.edu

### **Student One Stop (Orientation)**

Morgan Hall lobby, 1<sup>st</sup> floor  
785.670.2162 (One Stop)  
sos@washburn.edu  
785.670.2034 (Orientation)  
orientation@washburn.edu

### **Study Abroad**

International House  
785.670.1051  
studyabroad@washburn.edu

### **Student Recreation & Wellness Center (The Rec)**

785.670.1314  
getfit@washburn.edu  
Facility hours: washburn.edu/getfit

### **Tutoring & Writing Center**

Mabee Library 308  
785.670.1980  
tutoring@washburn.edu

### **University Diversity & Inclusion**

Morgan Hall 105  
785.670.1622  
diversity@washburn.edu

### **University Honors Program**

Henderson Learning Center 110  
785.670.2062  
honors@washburn.edu

### **Washburn Police Department**

Morgan Hall 135  
785.670.1153