

Organizational Areas

Academic Affairs

The Vice President for Academic Affairs (VPAA) is responsible for all operations of the academic arm of Washburn University, providing administrative oversight, academic leadership, and external representation. The VPAA provides direction for all academic programs and, in conjunction with the faculty, establishes educational priorities for academic budgeting, hiring, and curricular changes enabling Washburn University to serve students by offering an academically challenging, relevant, and coherent curriculum provided by highly qualified faculty.

The Academic Affairs Office administers funds which have been allocated to support faculty and curriculum development as well as research initiatives. In addition, the office provides oversight for several academic support functions including the University libraries, Academic Scheduling and Commencement Services, the KTWU public television station, the Mulvane Art Museum, International Programs, Academic Outreach, and various interdisciplinary academic programs.

Administration and Treasurer

The Vice President for Administration and Treasurer (VPAT) is responsible for the management and development of Washburn's operating and capital improvements budgets, supervision and operations of all fiscal areas (Budget, Business Office, Finance, Payroll, Purchasing), property and liability insurance programs, computing and information technology resources, campus physical facilities, University Police, Human Resources, Risk Management and Safety, Memorial Union and auxiliary operations.

Enrollment Management

Enrollment Management oversees the operations of Admissions, Financial Aid, New Student Orientation, Student Service Center and University Registrar. The activities of each office are planned, operated and coordinated to meet the University's enrollment goals to attract, retain and graduate the student body.

Student Life

The Vice President for Student Life is responsible for the operations of residence halls, the Student Recreation and Wellness Center, Student Activities and Greek Life, Health Services, Student Services, and Multicultural Affairs. The Student Life office also addresses issues such as student health insurance, reinstatement, discipline, general University concerns, and standards and approvals for posting flyers and posters in University buildings.

Administrative and Support Services

Academic Outreach

The Office of Academic Outreach serves the University through the coordination of programs designed to increase access to "learning for a lifetime" for select academic and post-baccalaureate professional development programs that have a direct connection to academic areas and are generally considered post-baccalaureate in terms of knowledge or skills.

Academic Scheduling and Commencement Services Office

Classroom space for regularly scheduled academic courses is scheduled through this office.

Admissions

The Admissions Office serves as the point of entry for all prospective students. Throughout the year, Admissions staff work to create a presence among high school students throughout the State of Kansas. On campus, Admissions staff serve as hosts to prospective students and their parents when they visit the campus. They make arrangements to ensure the success of their visits and demonstrate many of the opportunities and advantages Washburn offers to its students. Contact Admissions if you know someone who would make a great "Ichabod!"

Alumni Association

The Washburn Alumni Association was organized in 1885 to advance the mutual interests of the University and its alumni. The Washburn Alumni Association nurtures and supports relationships between alumni and the University, keep alumni informed regarding University activities, and bring alumni together to promote fellowship and serve our alma mater. The Association reaches out to approximately 31,000 alumni living in all 50 states and several foreign countries. Two thirds of Washburn's alumni live in Kansas. Half of those who live in Kansas reside in Shawnee County. More than 3,000 alumni are members of the Alumni Association.

Athletics

Washburn's 10 intercollegiate sports programs participate as a member of the MIAA Conference and the NCAA Division II. The University fields teams in five women's sports including basketball, soccer, tennis, volleyball and softball; and five men's sports which include football, basketball, tennis, golf and baseball. The men's teams are known as the Ichabods; the women's teams are known as the Lady Blues. Season tickets may be purchased for football and basketball at a discount for faculty and/or staff. For ticket information call extension 1092.

Campus Activities Board

The Campus Activities Board (CA B) is an organization of undergraduate students who plan entertainment and special events at Washburn. Events are organized with student interests in mind, but staff are often welcome to participate as well.

Career Services

Career Services provides opportunities for interaction among students, alumni, employers, and the University community to promote lifelong career development. From the freshman seeking part-time job opportunities, to the junior seeking an internship, to the senior or alumnus seeking a full-time career opportunity, Career Services offers assistance with the employment process. Career Services staff provide workshops, class presentations, and individual counseling on topics such as resume writing, interviewing skills, mock interviews, networking, and job search strategies. Career Services sponsors career networking and interviewing events such as the fall and spring Career Fairs and Interview Days. The Career Services website, with job-search information, leads, and tips, is located at www.washburn.edu/services/career.

Center for Kansas Studies

The Center for Kansas Studies at Washburn University encourages study of the state's history and culture to gain insight into oneself as a product of these forces. The Fellows of the Center are Washburn faculty who offer courses which focus on the state and who benefit from the interdisciplinary exchange of ideas and resources.

Center for Student Success

The Center for Student Success provides support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation. Academic Advisors in the Center offer assistance and support to students throughout their time at Washburn. The Office of Career Counseling, Testing, and Assessment is an integral part of the Center, providing assistance to students in the exploration of college and career interests and related personality characteristics and abilities. Occupational information, computer-assisted career exploration, and graduate school information are also provided. The Educational Opportunity Program is also a part of the Center, providing academic support and through tutoring, mentoring and other services to promote student success.

Counseling Services

Counseling services are available to all currently enrolled Washburn students to support their intellectual, personal and social growth. Additionally, University employees may receive limited services to obtain referrals for services in the community or to discuss possible options to their concerns. All information shared is confidential. Services are provided at no cost.

Crane Observatory

The Crane Observatory offers open house and tour group appointments for viewing the sky through the Warner & Swasey refracting telescope built in the late 1800's.

Curriculum Resource Center

Demonstrating the integral role a library/media center plays in curriculum development and implementation in the classroom, the Curriculum Resource Center (CRC) provides Washburn students and faculty with materials and equipment to use in demonstrating and developing instructional experiences. The Center also provides a practical collection of materials which area teachers can use with students in the classroom or to develop learning experiences. Any Kansas resident 18 years of age or older may check out materials from the CRC. First priority, however, is given to Washburn faculty, students, and staff. A Washburn iCard or Guest Borrower's Card is **required** for checkout.

Dining Services

Breakfast, lunch and dinner are served in Union Market, the University's central dining area which is located in Stauffer Commons. Hours of service vary, but generally the Union Market opens at 7:00 a.m. during the week and 11:00 a.m. on weekends. Catering services are also available for meetings and programs, small and large, in the Memorial Union as well as other locations on campus.

Equal Opportunity

The administration of Washburn University is committed to its support of the principles of equal opportunity for students, faculty, and staff. Each unit within the University is charged with conducting its practices in conformity with these principles. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all personnel share in the specific activities necessary to achieve these goals.

Facilities Services

The Facilities Services Department is responsible for the construction, operation, and maintenance of the University's facilities. The facilities consist of the buildings, grounds, and supporting infrastructure. The department also provides the services necessary to enable the facilities to be used by the community.

Finance Department

The Finance Department provides financial and accounting information and support to all units of the University. It includes the Business Office (Payroll, Grants Accounting, and the Bursar's Office), Accounts Payable, Fixed Assets, and Financial Accounting and Reporting.

Financial Aid

Washburn University provides financial assistance through scholarships, grants, college work study, and student loans. In addition, academic departments award scholarships to students who have special talents or skills. Tuition assistance for employees with dependent children who attend Washburn University is also administered by this office.

Health Services

All Washburn University students and employees are eligible to visit Health Services free of charge for treatment of illness or injuries. No appointment is necessary. Treatment is not available to spouses or children of students or employees. Services provided by Health Services include care for illnesses or injuries, health education, preventive medicine, family planning services, diagnostic consultation of physical and emotional problems, and referrals to other health care facilities when necessary.

Employees who are injured on the job are to be treated at Stormont Vail WorkCare. (Contact HR 1538)

Honors Program

The University Honors Program provides opportunities for highly motivated students to enrich their education through special honors sections of existing courses, special honors seminars and colloquia that satisfy general education requirements, independent research projects, a close working relationship with distinguished faculty, individual advising, and special intellectual, cultural, and social activities.

Human Resources

Human Resources facilitates the employment, retention and improvement of all University employees through appropriate recruitment, orientation, salary administration, training, and benefit programs.

Ichabod Service Center

The Ichabod Service Center provides the Washburn iCard, the official photo ID card for Washburn University. All faculty, staff, and students will need this card whenever asked to present University identification. The iCard includes the cardholder's photograph and official Washburn Identification Number (WIN). The first card is issued at no cost to an individual or department. Replacement cards are issued for a fee. Washburn University offers a "one-card" campus, and the iCard can be used to access various University events and services, library circulation, all campus retail operations, and door access for the Living Learning Center, Washburn Village, the Student Recreation and Wellness Center, and the Art Building.

Ichabod Shop

The Washburn University Bookstore, located in Memorial Union, is an auxiliary operation of Washburn University and offers textbooks, books for general reading, supplies, computer software, clothing items, cards, and gift items for the campus community as well as the public. Although there is no individual employee discount, campus departments receive a 10% discount on purchases.

Information Technology Services (ITS)

Information Technology Services (ITS) works to address all campus technology needs. The Technology Support Center, located in Bennett Hall, provides e-mail (support@washburn.edu), telephone (ext 3000) and walk-in support for voice mail, MyWashburn, e-mail and other services offered by Washburn's technology team. Support is also provided to University administrative and academic units using the Banner integrated system.

Instructional Services

Instructional Services, a unit of Information Technology Services, provides a variety of services for the Washburn University and Washburn Tech campus, including the following:

- Online Education Support-supporting students, faculty, and staff in their use of Desire2Learn for online courses, Respondus, Respondus LockDown Browser, Respondus Monitor and a variety of other services and software integrated with the learning management system.
- Video Conferencing –provides accounts and support of Zoom and Adobe Connect for faculty and staff as requested for their collaborative learning environment needs.
- Video and Multimedia Production–servicing faculty and staff with audio and video streaming, multimedia or video production, media duplication, and equipment training for production labs and the Washburn Video server. Also provides general support and consultations regarding video equipment installed or used across the campus.
- Mediated Classroom Support-classrooms throughout the campus are equipped with technology to project video, audio, and data. Implementation and installation of these mediated classrooms is coordinated through Instructional Services. Instructional Services can assist departments in design, installation, or update of equipment in learning spaces.
- Instructional Design-An Instructional Designer is available to assist you with your instructional design, technology training, and technology resource needs. One-on-one sessions are encouraged for assistance in any area.
- Online Resources:
 - Instructional Design – <http://www.washburn.edu/a-z-index/its/online-education/ocd/>
 - Technology Training - <http://www.washburn.edu/a-z-index/its/training/>
- Web Development-supporting faculty and staff in web space requests, including requests for WordPress blogs. Other website development needs and training on the content management system are supported through Instructional Services.

International Programs

International Programs is located in the International House near the Memorial Union (see campus map for location). Services provided by the director and staff include advising and assistance to international students, assistance with study abroad, assistance to faculty and administrative officials who wish to present papers or do short-term projects abroad, host to international campus guests, development and maintenance of relationships with foreign universities and international programming on campus. The director also serves as University liaison to the International Center of Topeka, Inc., a community group of about 200 members interested and involved in international issues.

Inventory Control Services

Inventory Control Services at Washburn University identifies, tags, and tracks University Capital and Controlled assets. This office should be advised when these items are acquired, transferred within the University, or are going to be disposed of so they may be properly noted for inventory/audit purposes. Information on Capital and Controlled assets can be found under Section MyWashburn University Policies, Regulations and Procedures Manual, or you can contact the office for assistance.

Inventory Control Services is also in charge of all surplus furniture and office items at Washburn and should be contacted about availability of items from surplus, when you want to send unwanted items to surplus, or have items to be disposed of properly.

Joint Center on Violence and Victim Studies

The Joint Center on Violence and Victim Studies is an affiliation between Washburn University, California State University-Fresno, and the University of New Haven. The Center addresses issues of violence and victimization through training and consultation for professionals, promotes the higher education programs of the affiliate universities, and conducts research and other special projects.

KTWU

KTWU is a non-commercial, public television station authorized by the Federal Communications Commission, Washington, D.C. and licensed to Washburn University. KTWU commenced telecasting on October 21, 1965, as the first public television station in Kansas. KTWU provides a comprehensive broadcast schedule 24 hours each day, 7 days each week, with analog broadcasts on Channel 11 and digital broadcasts on OT Channel 23. The digital broadcasts include 3 streams of programming: Hi-Definition, Multi-cast (simulcast of Channel 11), and Multi-cast Channel "Enhance." KTWU also serves the southeast portion of the state with translator K30-AL, Channel 30, Iola, Ft. Scott, and Chanute, Kansas.

Law Library

The Law Library enjoys a national reputation for excellence (National Jurist, ABA). The library is home to Washburn Web, one of the nation's leading internet legal research portals. All Washburn students, faculty and staff who present their Washburn iCards may use Law Library Services.

Leadership Institute

The mission of the Leadership Institute (LI) is to develop and use resources to prepare participants to make an immediate contribution via leadership roles in their professions and communities. The LI administers the Leadership Studies Certificate program, an interdisciplinary program open to baccalaureate students in all majors and degree programs.

This certificate program is designed to be completed concurrently with earning a bachelor's degree. Thus students graduate with a traditional major coupled with practical leadership skills and experience.

Learning In the Community (LINC)

LINC is the student-directed community service learning office for the Washburn University campus. LINC's mission is to promote a life-long commitment to service among Washburn students, faculty and staff. LINC has been providing opportunities for service learning to the students of Washburn University since the fall of 1993. During this time, the student coordinators have recruited and placed over 900 students into meaningful volunteer projects throughout the community, and worked with over 300 different non-profit agencies. In addition, LINC has expanded to include: University Networking in Tutoring Youth (U.N.I.T.Y.), America Reads/America Counts, Student Coalition for Action in Literacy Education (SCALE), and supports the Alternative Spring Break Program.

Mabee Library

The Mabee Library provides a full array of library services to the Washburn University community. All Washburn faculty, staff, administrators, and students must present their current Washburn iCards for material check-outs and renewals, and to reserve usage. Any Kansas resident, 18 years of age or older, may apply for a Guest Borrower's Card and use Mabee Library services as well. The Library uses the Library of Congress Classification Scheme for shelving materials. ATLAS allows students, faculty and staff to search Library holdings and access full text Library resources from any computer terminal on campus or off campus.

Memorial Student Union

The Memorial Student Union is home to a variety of support services, including the University Bookstore, Dining Services, the Corner (convenience) Store, and the Ichabod Service Center. There are also a variety of meeting rooms available for use in the Union to accommodate a range of needs.

Multicultural Affairs

Multicultural Affairs assists students in their overall development as they pursue a course of study and serves any individual or group seeking knowledge, understanding, and appreciation for human similarities and differences represented in Washburn University's diverse community. This is accomplished through involvement in academic, social, cultural, and career-oriented activities and experiences throughout the year.

Mulvane Art Museum

With almost 3000 objects in its permanent collection, a schedule of changing exhibitions and numerous public programs, Mulvane Art Museum has something of interest for everyone. Founded in 1922, Mulvane Art Museum is Kansas' oldest art museum. Its facilities feature over 5,000 square feet of exhibition space on two floors. The museum is also home to the Art Lab, an educational facility for all ages that includes a resource library and four art classrooms. Admission to the Mulvane is free.

New Student Orientation

The college experience at Washburn University begins with New Student Orientation. Attending this event will prepare students with the facts and opportunities to be successful their first year.

Office of Sponsored Projects

The Grants Office promotes and facilitates the acquisition of extramural funding to support Washburn University programs, projects and related activities. The Grants Office provides resources and assistance to faculty, staff and administrators to foster project ideas, locate funding opportunities, strengthen grant writing and research skills, develop grant proposals, and comply with applicable approval and compliance requirements.

Purchasing

Purchasing provides the service and support necessary for the procurement of goods and services for the University community in the most economical means possible while complying with established policies and regulations. Procurement activities are accomplished through cooperative interaction with University faculty, staff and students through fair and open competitive bidding.

Residential Living

Residential Living manages on-campus housing for full time-students in four University residence settings: Living Learning Center, West Hall, Kuehne Hall, and Washburn Village. Residential Living also facilitates programs to enhance the personal and academic experience for all residents.

Risk Management and Safety

Risk Management and Safety is a resource for training, assistance, concerns, and risk analysis to the campus community on many levels associated with workers' compensation claims, injuries and compliance issues. This office holds responsibility for the Washburn crisis management plan as serves as a resource for communication, awareness and ongoing training in disaster planning. Hazardous materials, food, fire, health, and insurance inspectors are assisted by this office during campus inspections.

Small Business Development Center

The Washburn University Small Business Development Center (SBDC) provides confidential one-on-one counseling and training for people either in business or wanting to start a new business. There is no charge for the counseling and a small fee fix seminars. The SBDC also provides referrals to a variety of different resources.

Strategic Analysis and Reporting (SAR)

Strategic Analysis and Reporting (SAR) serves as a central repository for data about Washburn University and its operations. Its mission is to analyze the data and effectively communicate information to other departments at Washburn and external entities (e.g., state and federal governments and accrediting agencies).

Student Activities and Greek Life

Student Activities and Greek Life at Washburn strives to be a teacher of students as they become involved in student organizations and campus life. Their purpose is to create educationally purposeful activities that will facilitate the development of the whole person.

Student Recreation and Wellness Center

The 39,000 square foot Student Recreation and Wellness Center contains a gymnasium, fitness loft, rock climbing wall, wellness suite, and a multi-purpose room. Student use of the Center is free, but faculty and staff may use the facilities for a reasonable fee. Contact the Center for hours and fees.

Student Service Center

The Student Service Center is the place where students can take care of a range of matters related to admissions, financial aid, student records/registration, and student accounts. The "one-stop" concept in Morgan Hall, room 152 incorporates the front office services of the Business Office, Financial Aid and the Registrar in one convenient location. Stop in and visit with a University Service Advisor for assistance or call extension 2162. You can also email at SSC@washburn.edu.

Student Services

Student Services provides assistance to non-traditional students, veterans and students with permanent or temporary disabilities. Students who request services for more than one week must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Services, based on individual needs, are note-takers, readers, library assistance, recorders, tapes or other necessary accommodations.

Theatre, Andrew J. and Georgia Neese Gray

Public performances are offered throughout the year by the Theatre Department in the Andrew J. and Georgia Neese-Gray Theatre. As one of the University's "public faces," the University Theatre is a cultural resource provided for the students, faculty, staff and alumni of Washburn and the Topeka community. Students, faculty and staff may attend Theater Department productions without charge upon presentation of their WU iCards.

University Counsel

The University Counsel, as the in-house attorney for the University, its Board of Regents and administration, provides legal services to the University and to those persons acting in their official University capacity and within the scope of their employment.

University Police

The University Police Department is a service-oriented campus department that provides a variety of services to ensure a safe campus environment and to assist members of the campus community. The Department is responsible for all law enforcement activities, ranging from preventive patrol, on foot, bicycle, and in clearly marked police vehicles to investigation of criminal offenses, recovery of property, apprehension of offenders, and providing monthly crime reports. The department is also responsible for parking and traffic control. The officers are state-certified police officers. Their duties include enforcement of federal, state and local laws and University policies and regulations. The Department also provides related services such as a Lost and Found, guest and contractor parking permits, general information and parking information. The Department is open 24 hours each day, every day of the year.

University Mail and Printing Services (UMAPS)

University Mail and Printing Services provides a wide variety of printing, copying, faxing and mailing solutions for all Washburn University departments and student groups. A wide array of paper types and colors are available and can be printed in black and white, or color. The finished project can be bound or folded and can also be addressed and mailed or distributed across campus.

University Registrar

The Registrar's Office provides academic support services for the academic programs of the University, serving faculty, students, administration, staff, and alumni. The office maintains timely and accurate records of the academic progress of Washburn students. A number of services and activities are conducted as a result of maintaining the academic records of students. Typical activities include advance registration, producing official transcripts, auditing degrees, checking graduation requirements to assist advisors, and ordering and providing diplomas for graduates.

University Relations

University Relations is the central public relations office for Washburn University. Areas of responsibility include external communication with the media and the community and internal communication through postings on MyWashburn and on the Web. This department enhances the University's presence in the community and state by coordinating the annual Quest academic competition and presenting special celebrations, such as the University's 140th anniversary. Publications produced by University Relations include the President's Annual Report, the campus telephone directory, An Expert's Guide for the Media and Plaudits, a listing of faculty and staff accomplishments.

University Scheduling Office

Washburn University facilities are available for use by University departments, registered student organizations, non-university organizations, and individuals. Contact the Scheduling office for more information or to reserve meeting space.

Washburn Institute of Technology (Washburn Tech)

The Washburn Institute of Technology is committed to helping high school, adult students and business/industry students develop the skills and knowledge to pursue many opportunities in today's career fields. Among the programs offered are building and industrial technology, business technology, design technology, electronic technology, computer repair and networking, graphics technology, health occupations, mechanical technology and metal technology. Washburn Tech is affiliated with Washburn University and is accredited or approved by Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools.

Washburn Station

Washburn Station, operated and staffed by UMAPS, provides mailing services to faculty, staff, students and citizens for USPS first class and package mail. Stamps are also available for purchase. The hours of operation are 8:00 am to 1:00 pm, Monday through Friday. The facility is closed on all University holidays.

Washburn Student Government Association

The Washburn Student Government Association serves the students of Washburn University through the allocation of funds to student groups, the funding of other related projects, and maintaining continual awareness of student's interests on campus.

Washburn University Foundation

The Washburn University Foundation is an independent organization that exists to support Washburn University through fundraising and endowment fund management. Since Washburn's establishment in 1865, the Foundation has received privately endowed gift and pledge commitments now worth more than \$100 million. These funds provide for student scholarships, faculty support, equipment and technology enhancements, and visiting professor and lectureship programs. Unrestricted funds enable the University to provide timely assistance and meet unexpected needs.