

# Washburn University™

## Student Planner

The Washburn University Student Planner is sponsored by the Washburn Student Government Association and the Student Life Office.

**Editor: Dylan Babcock, WSGA Vice President**

***This planner belongs to:***

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## A WORD OF WELCOME

Dear Students,

We are excited to welcome you to Washburn! The journey you are embarking on will be both exciting and challenging, and it will be one of the most memorable experiences of your life. As a student, you will experience personal and intellectual growth as you explore your career options and better understand the world.

During your time at Washburn, you will be challenged as an Ichabod to dream, achieve, create, lead and excel both inside and outside of the classroom. You will also be challenged to adapt, much as we had to in the past year as we faced the Covid-19 Pandemic together. Through our commitment to each other as Ichabods and our dedication to our motto, Non Nobis Solum, Washburn was able to thrive during a difficult time in our history. The challenges of today are different than those of tomorrow; and, as a leader, you will create solutions to those problems using skills that you develop during your time as a collegiate. Your college education will prepare you to become a well-educated, world citizen. As future leaders, you will help society deal with complex challenges and issues.

Finally, as we embark on a new academic year and begin to create a “new normal” after Covid-19, I encourage you to become an active and engaged member of the Washburn and Topeka communities. As is true in all life experiences, the college experience is what you make it. Keys to success include working hard, attending classes, and committing yourself to your studies and assignments. Develop strong working relationships with your professors. Washburn has wonderful faculty members who teach because they are passionate about students.

Washburn University is an institution built around you. Please take advantage of all that we have to offer. Best wishes for a fantastic year.

Sincerely,

Jerry Farley, President



Fellow Ichabods,

On behalf of the Washburn Student Government Association (WSGA), we welcome you to Washburn University for the 2021-2022 school year! WSGA is looking forward to provide many opportunities for you throughout what should hopefully be a much more “normal” year. Whether it be joining Senate, attending one of our events, or taking advantage of one of the services we provide, we are excited to help you with getting more involved on campus and in the Topeka community.

As a student government, we strive to uphold our motto of “Students Serving Students” as we serve as liaisons between students and university administration and community leaders. Remember that WSGA is here to listen to and help address any concerns or enact any ideas that you may have for our campus. We welcome you to stop by our office, located in the Memorial Union Underground, to ask questions, find help, or just hang out!

In a final note, we highly encourage you to get involved on campus and in the Topeka community throughout the year. There will be a lot of events and opportunities that will be available to you as we all develop our “new normal” coming out of the COVID-19 pandemic.

Have a great school year, and as always, GO BODS!

Abby Trautman, WSGA President  
[wsga.president@washburn.edu](mailto:wsga.president@washburn.edu)

Dylan Babcock, WSGA Vice President  
[wsga.vp@washburn.edu](mailto:wsga.vp@washburn.edu)



*Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, KS 66621, 785.670.1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu).*

**WU PHONE LISTINGS**  
**785-670-EXT:**

Academic Advising .....	1942	Leadership Institute .....	2000
Academic Affairs.....	1648	Learning in the Community .....	2287
Admissions .....	1030	Library, Law.....	1088
Allied Heath, School of.....	2170	Library, Mabee.....	1485
Alumni Association.....	1641	Mass Media.....	1836
Anthropology/Sociology .....	1608	Mathematics & Statistic .....	1491
Applied Studies, School of.....	1282	Memorial Union.....	1454
Army ROTC .....	1945	Modern Languages.....	1714
Art .....	1125	Music.....	1511
Arts and Sciences, College of.....	1636	Nursing.....	1525
Astronomy .....	2141	Personal Counseling.....	1470
Athletics .....	1134	Philosophy.....	1542
Biology .....	2077	Physics .....	2141
Bookstore .....	2665	Political Science.....	1737
Business Office.....	1156	President's Office.....	1556
Business Services .....	1454	Psychology.....	1564
Campus Activities Board.....	1222	Registrar.....	1074
Career Services.....	1450	Residential Living .....	1065
Chemistry .....	2270	Review, Washburn.....	2506
College of Arts and Sciences.....	1636	Risk Management & Safety .....	1779
Communication .....	2230	ROTC, Army.....	1945
Computer Information Sciences .....	1739	School of Applied Studies.....	1282
Counseling Services .....	1470	School of Business .....	1308
Criminal Justice.....	1411	School of Law .....	1060
Ctr. for Student Success.....	1942	School of Nursing .....	1525
Disability Services.....	1629	Social Work.....	1616
Education.....	1427	Sociology/Anthropology .....	1608
Education Opportunity Program.....	1871	Student Activities & Greek Life.....	1723
Engineering .....	2141	Student Alumni Association.....	1641
English.....	1441	Student Health Services .....	1470
Enrollment Management .....	1812	Student Life.....	2100
Facilities Services.....	1149	Student One Stop.....	2162
Financial Aid .....	1151	Student Publications.....	2506
Food Service.....	1456	Student Recreation & Wellness Center ...	1314
Geology .....	2141	Student Services Office.....	1629
Health Services.....	1470	Student Success.....	1942
History.....	2060	Study Abroad .....	1051
Honors Program.....	1342	Theatre .....	1639
Human Services.....	2116	University Diversity and Inclusion.....	1622
Ichabod Service Center.....	1188	University Police.....	1153
Information Technology .....	3000	University Relations.....	1154
International Programs .....	1051	Veterans Affairs .....	1629
International Student Service.....	1051	Washburn Student Government Assoc....	1169
Kinesiology .....	1459	Writing Center.....	1980

## VISION STATEMENT

Washburn University is a premier public Midwest regional teaching institution recognized as a community leader in providing a superior *student-centered, teaching-focused* learning experience, preparing graduates for success in their chosen profession and stimulating economic vitality.

## MISSION STATEMENT

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

## CORE VALUES

In keeping with the University's founding heritage, we commit ourselves to the following core values:

- **Integrity:** acting in an honest, fair, and ethical manner, creating a culture of trust evident in all University activities and decision-making.
- **Excellence:** serving our scholarly community by delivering consistently high-quality programs, teaching, service, and scholarship.
- **Inclusion:** cultivating an inclusive learning, living, and working community, facilitating the success of all people, and supporting all individuals.
- **Accountability:** ensuring academic, programmatic, and fiscal integrity and value through prudent management of resources entrusted to the University.
- **Respect:** embracing diversity and treating others collegially with civility, openness, and professionalism in all interactions, activities, and decision-making.
- **Collaboration:** working toward common goals with others in the University and the community while valuing teamwork, participation, and diversity of ideas and perspectives.
- **Innovation:** encouraging, considering, and supporting development of ideas by fostering individual ingenuity and creativity and creating an environment with opportunities for growth and change.

*Approved by the Washburn Board of Regents, December 7, 2018*

## WASHBURN HISTORY

### The University

In 1865, the Congregational Church established a college in the prairie capital of Topeka, Kansas. Founders christened the new school Lincoln College, in honor of the nation's 16th president, Abraham Lincoln.

The economic situation immediately following the Civil War resulted in financial hardships for the new educational institution. During a fundraising venture in New England, a school official was presented a \$25,000 donation by Massachusetts wire manufacturer, Ichabod Washburn. Washburn was a church deacon known for his support of advanced education for women as well as his championing of the abolitionist cause. In 1868, the school was renamed Washburn College as a statement of gratitude in honor of the benefactor.

### Ichabod

The emergence of competitive team sports at the turn of the century created the need for a mascot to symbolize school spirit. In 1904, the Kaw yearbook called the college's baseball players "Sons of Ichabod," committing the nickname to print. No graphic representation of the Ichabod existed until the 1938 yearbook.



The creator of the image was Bradbury Thompson, a 1934 alumnus, who established an international reputation as a graphic artist. His

bespectacled Ichabod sported the dapper attire of a blue tailcoat and bow tie, red top hat and shoes and yellow pants. While the color scheme of the ensemble has been revised through the years, Thompson originally intended the three colors to be used.

### Crest

In 1917, the trustees of Washburn College adopted the Washburn family coat of arms as the official school crest. The origin of the coat of arms has been traced to the 11th Century battlefield knighting of Sir Roger Washbourne by William the Conqueror. For his gallant service, Washbourne was granted the right to a family crest as well as lands and manors in the counties of Glochester and Worchester. The spelling of the last name was modified through time.

The use of the crest was continued as the college became a university, with the adoption of the escutcheon in 1954 by the University Board of Regents. The official version of the crest features a yellow motto pennant, a red flame, a silver field of arms and six purple birds on a light blue field. The birds are believed to be martins, which, in heraldic symbolism indicated that the Washburn family forefather, Roger Washbourne, was the fourth son.

The motto, "Purificatus non consumptus," ("Purified but not consumed"), refers to the refinement attained from the pursuit of knowledge, but without the erosion of self or character.

In 2005, in conjunction with its 140th anniversary, the University unveiled an updated graphic identity. The new Washburn logo retains the original symbol of the crest with the flame in order to represent the University's tradition of academic excellence. The vintage crest has been simplified and adapted to reflect the renewed strength and boldness of the University.

## ABOUT WASHBURN UNIVERSITY

Washburn is a top-notch university in an urban setting where students of all backgrounds have been finding their niche since 1865.

Nestled in the heart of Topeka - the capital city with about 127,400 residents - Washburn can give students from small towns a big-city feel, while providing students from major metropolitan areas a more manageable environment.

Washburn's beautiful campus - on 160 acres - offers easy navigability, historic architecture, industry-standard technology in classrooms and labs and free parking. With about 7,000 students on campus, you'll be a name not a number.

And the academic environment is one hard to beat. Consider these facts:

- **Affordable education:** Tuition is charged per credit. If you're from **Colorado, Missouri, Nebraska, Oklahoma or Texas**, you'll pay resident tuition!
- **Student/faculty ratio:** 22:1. And 60 percent of undergraduate courses have fewer than 20 students.
- **Courses taught by experienced faculty:** 71 percent of Washburn's full-time faculty members hold doctorates or the highest degree awarded in their discipline. No courses are taught by graduate teaching assistants. This means undergraduate students work directly with professors in courses, research and other projects.
- **Academic options:** More than 200 courses of study are offered.
- **Nationally recognized:** U.S News and World Report has recognized Washburn for its low student debt upon graduation.
- **Graduate with experience:** More than 1,000 Washburn students participate in an internship each year. In several majors an internship or other hands-on experience in a professional work environment is required for graduation.
- **Public or private?** Washburn is publicly funded, independently governed and state coordinated. In addition to funding from city and county taxes, Washburn receives financial support from the State of Kansas.

- **Academics are a priority:** On-campus tutoring options, study centers and the First Year Experience program are available to ensure students are successful.

**The Campus:**

- The Mulvane Art Museum is the oldest accredited art museum west of the Mississippi River. The museum's permanent collection, although international in scope, emphasizes the work of Kansas and Midwest artists.
- Washburn is home to KTWU, the first public television station in Kansas.
- Crane Observatory houses an 1898 Warner & Swasey refracting telescope.
- The Kuehne Bell Tower features a quartet of bells once housed in the clock tower of Thomas Gymnasium, which was destroyed during the 1966 tornado.
- Washburn University is a publicly funded, independently governed, state coordinated university. In 1941, the citizens of Topeka endorsed Washburn by voting to establish a municipal university, supported in part by the city and governed by a local board of regents. In 1999, the University's primary funding was moved from city property tax to county sales tax sources, with the school retaining status as a municipal subdivision of Kansas.
- In addition to local financial support, Washburn has received state funds since 1961, which have been coordinated by the Kansas Board of Regents since 1991. The University is governed by its own nine-member Board of Regents.

**WASHBURN'S ALMA MATER**

A song of our prairies wide,  
 A song of breezes strong,  
 A song of our pride, the true and the tried,  
 Of our college dear, a song.

***Chorus:***

Washburn, Washburn, we love thee well,  
 Ours is the joy thy praise to swell;  
 With voices free we'll sing of thee.  
 And ever thy praise we'll tell.  
 'Tis not for thy hoarded light,  
 'Tis not for thy stately halls,  
 But 'tis for the right, the sword of might,  
 Thy sons obey thy calls.

***Repeat Chorus***

The winds for thee music make,  
 The prairies their strength reveal,  
 Our glorious state, our Kansas great,  
 On thee has set her seal.

***Repeat Chorus***



## WASHBURN FIGHT SONG

The name of Washburn shall never fall,  
Midst the great and small, she's the best of all;  
For her fair name, then, we'll win the game,  
And add another victor's crown So, then, we'll smash, crash against  
the line  
"As in Auld Lang Syne," crush them down, So  
cheer now, yes, cheer, cheer, cheer, Just for  
Washburn and her team!

*Words by Frances Storrs Johnston, 1892 Music by Lucy Platt  
Harshbarger, 1893*

## CAMPUS MAP

The Washburn Campus map can be found at  
[https://washburn.edu/\\_redesign2018/files/images/interior/about-pages/campusmap/campus-map.pdf](https://washburn.edu/_redesign2018/files/images/interior/about-pages/campusmap/campus-map.pdf)

## STUDENT LIFE

*The mission of Washburn University Student Life is to educate students, engage the community, and enrich the Washburn experience.*

We pursue our mission through educational programs, services, advocacy and mentoring to maximize our students' potential. Through promoting an inclusive and healthy Washburn community, we strive to empower students to navigate obstacles and strengthen their readiness to learn.

Specific departments within Student Life include the following:

- Office of Student Life
  - Vice President for Student Life and Associate Vice President for Student Life
- Student Involvement and Leadership
  - Fraternity and Sorority Life
  - Washburn Student Government and Campus Activities Board
  - Student Organizations
- University Diversity and Inclusion
  - Diversity training and engagement
  - Non-traditional Students
  - Students with Disabilities
  - Veterans Affairs
- Student Health
- Counseling Services
  - Campus Advocate
- Residential Living
- Student Recreation & Wellness Center
- Career Services

The functions of the Student Life units are central to the educational mission of Washburn University. Members of the Student Life team view themselves as facilitators of learning: from advising students to sponsoring organizations to serving as mentors. Team members are educators who assist students in learning how to function in groups, resolve conflicts, develop leadership skills, and gain knowledge to work within the institutional framework. In addition, the staff helps students learn how to cope with their environment so they may succeed in their college careers and learn how to apply this knowledge to their lives after goal

completion or graduation. Facilitating student development and learning is an integral part of the team's administrative responsibilities.

### **OFFICE OF STUDENT LIFE**

The Office of Student Life is located in Morgan Hall, 240 and includes the offices for the Vice President for Student Life and Associate Vice President for Student Life. Discipline issues, general University concerns, posting approval, and student health insurance information are some of the issues addressed by this office. Office hours are 8:00 a.m. - 5:00 p.m., Monday – Friday. The phone number for Student Life is (785) 670-2100.

### **RESIDENTIAL LIVING**

Students that live on campus for one or more years are more likely to be retained and graduate from Washburn University. Make an investment in yourself. First year students are required to live on campus.

For information about living on campus please contact the Residential Living Office at (785) 670-1065; or visit us on the Web at [www.washburn.edu/resliving](http://www.washburn.edu/resliving); or send an e-mail to [resliving@washburn.edu](mailto:resliving@washburn.edu).

### **OFFICE OF STUDENT INVOLVEMENT AND DEVELOPMENT**

Office of Student Involvement and Development, in conjunction with the Student Life Area, supports the Washburn community through the creation of co-curricular experiences that encourage collaboration and inclusivity to enhance student learning, through leadership development and campus engagement. Our Office is proud to work with University and community partners to enhance the educational experience of Washburn students. We believe firmly that being involved in the life of Washburn will help any student have an improved collegiate experience. We provide the following:

- organization registration, training, and support;
- event planning, guidance and resources;
- leadership training;
- direct advising to the Bod Squad, Campus Activities Board, Washburn Student Government Association, and Greek governance groups; and
- general information about involvement at Washburn University.

With over 130 student organizations and clubs under its auspices, Office of Student Involvement and Development provides students the opportunity to connect with other students, as well as the University and local community. Some of the governance groups advised directly by the Office of Student Involvement and Development are as follows:

#### **Washburn Student Government Association (WSGA):**

All students are actually members of the WSGA. The elected governance group representing the WSGA is the Student Senate. Student representatives and elected/appointed officers serve as liaisons between faculty/staff and the student body. Washburn Student Government Association allocates funding for student group projects and leads many campus and community-based initiatives. WSGA is made up of hard-working, interested and involved students.

#### **Campus Activities Board (CAB):**

CAB is the programming board at Washburn. CAB's goal is to develop sound student leadership through the planning and implementation of recreational, leisure, social, cultural, and entertainment programs.

#### **Interfraternity Council (IFC):**

IFC serves as the governing and programming board for the Washburn fraternity community.

#### **Panhellenic Council (PC):**

Panhellenic Council serves as the governing and recruitment board for the Washburn sorority community.

## STUDENT ORGANIZATIONS

Students interested in joining an organization or club should contact Office of Student Involvement and Development, located on the main level of the Memorial Union, 670-1723, 8:00 a.m. – 5:00 p.m., Monday – Friday. Contact us by phone (785) 670-1723, email: [student.involvement@washburn.edu](mailto:student.involvement@washburn.edu) or visit <https://www.washburn.edu/studentinvolvement>.

### Student Media:

The Student Media Office is located on the lower level of the Memorial Union. Student media is responsible for the weekly Washburn Review, and The Kaw, the Washburn University yearbook. Apply for all Student Media jobs online at [www.washburnreview.org](http://www.washburnreview.org). All students, regardless of major, are encouraged to become part of the staff of these publications.

## UNIVERSITY DIVERSITY AND INCLUSION

\*Diversity and Inclusion Programming

\*Veterans Benefits Certification

\*Academic and Campus Accommodations

University Diversity and Inclusion promotes awareness of cultural diversity and multicultural issues; enhances educational development about diversity; and serves as a resource and referral center for students, faculty, staff, and the Topeka community. In addition, they are responsible for facilitating health and disability accommodations on campus, as well as certifying all veteran benefits.

**Office Hours:** Monday-Friday, 8:00 a.m. – 5:00 p.m.

After 5:00 p.m. by appointment.

**Location:** 105 Morgan Hall (785) 670-1622;

## STUDENT HEALTH

**Health Services** is located in Morgan Hall, 140. Student Health Services is staffed by board-certified nurse practitioners, and a registered nurse. Treatment is available to all Washburn University students (*though not spouses and children*). Most care is provided free of charge with the exception of immunizations, some medications, outside laboratory testing and X-rays.

Services available include treatment of urgent care issues such as bronchitis, lacerations, sprains, bladder infections, and skin conditions. Wellness care includes physical exams (including well woman exams/PAP testing), contraceptive education, TB testing, and immunizations. Students with chronic, stable conditions such as high blood pressure, diabetes and thyroid disease can also be seen at Student Health. Treatment of depression, anxiety, bipolar disorder and ADD/ADHD is done in collaboration with Counseling Services.

Medical insurance is not required for most students but is strongly recommended. (International students are required to have insurance.) A basic insurance plan administered by an external company is available to Washburn Students. Information is available at the Student Health and Counseling Services, the Student Life Office, and online at <http://www.washburn.edu/student-health-services>.

When Student Health and Counseling Services is not open and the student does not have a personal health care provider, care may be obtained at the following urgent and emergency care centers at the student's expense:

- Cotton-O'Neil Express Care
- Med-Assist
- Minor Med
- Minute Clinic
- St. Francis Medical Center
- Stormont-Vail Health Care
- Sunflower Prompt Care
- Take Care Clinic
- Tallgrass Immediate Care

Please note the two hospitals (St. Francis and Stormont Vail) are places to seek treatment for serious illness or injury and charges will likely be much higher than the other facilities listed.

For more information, please call Student Health at (785) 670-1470 or go to <http://www.washburn.edu/student-health-services>.

## **COUNSELING SERVICES**

The mission of Counseling Services is to assist students in realizing their maximum potential and to assist them toward optimal functioning. These services work to enhance mental health and support intellectual, personal, emotional and social growth.

As a college counseling center, our services are focused on short-term counseling options in order to help students perform their best academically. Counseling Services commonly provides support for adjusting to college, building healthy relationships, developing healthy self-esteem, enhancing academic performance, fostering healthy lifestyles, improving communication skills, managing stress and anxiety, and supporting LGBTQ concerns.

All services are free for currently enrolled Washburn students. Appointments with a counselor can be scheduled between 8:00 a.m. – 4:00 p.m., Monday – Friday during the academic year.

All discussions are confidential, and referrals for more comprehensive assistance may be suggested when appropriate. Students may visit Kuehne Hall or call for an appointment at (785) 670-1470. Please visit our Website, [www.washburn.edu/counseling](http://www.washburn.edu/counseling), for more information.

## **STUDENT RECREATION & WELLNESS CENTER**

The mission of the Student Recreation and Wellness Center (SRWC) is to provide awareness, education, opportunities, and support resulting in enduring healthy lifestyle habits.

We hope you take advantage of the campus recreation program. There are opportunities for everyone: from the novice, to the advanced recreational athlete. Visit us to make friends, have fun and be healthy. For more information, go to [www.washburn.edu/getfit](http://www.washburn.edu/getfit).

## **CAREER SERVICES**

Washburn University Career Services provides comprehensive career development assistance for Washburn students. From the freshman deciding on a major or career to the senior or alumnus seeking a full-time career opportunity, Career Services helps with the developmental process through assessments, counseling/coaching, presentations, and print and online materials.

The comprehensive Career Services website, with information on events, majors and careers, job search materials and graduate schools, is located at [www.washburn.edu/career-services](http://www.washburn.edu/career-services).

Career Services is located in Morgan 105 and is open Monday-Friday, 8:00 a.m. - 5:00 p.m., including the noon hour. Please call (785) 670-1450 to schedule an appointment. Individual counseling/coaching, assessments, workshops, events, and use of the online job search system, BodJobs, are free to currently-enrolled Washburn students.

## **UNIVERSITY LIBRARIES**

### **Library Facilities**

*The University Library, Mabee Library*, located in the center of campus, is the intellectual and cultural heart of the University. Its staff offers a wide variety of services, with a special focus on educational programs that promote the intelligent use of information resources and information literacy, such as the 1-credit course IS 170: Library Research Strategies, IS 171: Internet Research Strategies, IS 172: Advanced Research Strategies, and IS 174: Trace Your Family History. Ongoing physical improvements in the library – the Study Grounds coffee bar and booth seating – continue to make it a place for 21<sup>st</sup> Century learning and allow

the library to host a growing list of public exhibits and events, including student art exhibits and the Averill Kansas Studies Lecture.

The Library has three floors - one of which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to over 100 computers for students and faculty. Laptops are available for checkout at the Welcome Center and banks of high-speed computers are available on the first and third floors. The University Tutoring ([washburn.edu/tutoring](http://washburn.edu/tutoring)) & Writing ([washburn.edu/writingcenter](http://washburn.edu/writingcenter)) Center provide free tutoring services for students. The Library website ([www.washburn.edu/mabee](http://www.washburn.edu/mabee)) is designed for ease of use and features the ENCORE and SYNERGY search tools that allow researchers to access the collections of Mabee Library, the Curriculum Resources Center, the Washburn School of Law Library, the Kansas Supreme Court Library, the State Library of Kansas, and the Kansas Historical Society Library. In addition to an extensive number of books and print journals, the Library also provides access to an expanding number of electronic resources. The Librarians also provide an online subject-specific set of help tools (**[libguides.washburn.edu](http://libguides.washburn.edu)**), which extend public services beyond the 105 hours each week that in-person research assistance is available.

Mabee Library is a selective depository for Federal and Kansas State documents. Special Collections in the Library include the Rare Book Collection, the University Archives, the William I. Koch Art History Collection, the Thomas Fox Averill Kansas Studies Collection, the Nancy Boyda 2<sup>nd</sup> Congressional District Collection, and a growing Digital Institutional Repository (**[ir.washburnlaw.edu](http://ir.washburnlaw.edu)**) that displays the scholarly work of both faculty and students.

*The Carnegie Education Library (CEL)*, a branch of the Mabee Library, is located in Carnegie Hall, specializes in teacher resources and also models contemporary preK-12 libraries. The CEL seeks to enhance the teaching and learning initiatives of the Washburn University Department of Education in its ability to successfully develop 21<sup>st</sup> Century educators and learners. Library services and programming also serve Topeka area educational communities. In addition to its unique physical collections, the CEL website

([www.washburn.edu/mabee/crc](http://www.washburn.edu/mabee/crc)) provides access to an increasing number of digital resources.

The new integrated learning system lab at the CEL provides access to burgeoning educational technologies and digital equipment.

#### **Mabee Fall & Spring Semester Hours**

Sunday: Open at 1:00 p.m. Monday – Thursday: 8 a.m. – 11 p.m.

Friday: Close at 6:00 p.m. Saturday: 10:00 a.m. – 5:00 p.m.

#### **CEL Fall & Spring Semester Hours**

Monday – Thursday: 8:00 a.m. – 6:00 p.m. Friday: 8:00 a.m. – 5:00 p.m.

Saturday and Sunday: CLOSED

*Special hours for Mabee Library and the CEL during holidays, interim and final exam periods will be posted.*

#### **Contact Information**

##### **Mabee Library**

Website: [www.washburn.edu/mabee](http://www.washburn.edu/mabee)

Email: [refemail@washburn.edu](mailto:refemail@washburn.edu)

Text: (785) 379-6223

Telephone: (785) 670-2485

Toll Free: (800) 736-9060

### **Curriculum Education Library**

Website: [www.washburn.edu/mabee/crc](http://www.washburn.edu/mabee/crc)

Email: [refemail@washburn.edu](mailto:refemail@washburn.edu)

Telephone: (785) 670-1436

Toll Free: (800) 736-9060

### **WASHBURN UNIVERSITY POLICE DEPARTMENT**

The Washburn University Police Department is responsible for all aspects of public safety for the University community. This includes, but is not limited to the following: police; emergency first aid services; dignitary security; parking; and safety of all students, faculty, staff, and visitors in an open, urban campus setting.

The Washburn University Police Department is a Kansas CPOST certified law enforcement agency as defined under K.S.A. 13-13a12 and K.S.A. 22-2401a. The Department operates 24 hours a day, 365 days a year with 15 full-time and 7 part-time police officers, 4 full-time and 2 part-time communication specialists.

The Washburn University Police Department is responsible for enforcing all traffic laws and parking regulations on the University campus. Copies of the University Parking Regulations as well as campus maps are available at the Department's Office located in Morgan Hall 135. The Department also maintains a lost and found service.

Located throughout the 168-acre campus are 13 emergency telephones. These telephones are connected directly to the University Police Department's Communication Center. The telephones are mounted on stainless steel towers with the word "EMERGENCY," as well as a blue light that flashes when the telephone is activated. These telephones can be used for any type of assistance needed.

The University Police Department Captain works closely with all students, student organizations (*including fraternities and sororities*), faculty, and staff to assist in making the Washburn University campus a safe learning environment. The Department publishes, on a monthly basis, all police and campus safety activity as well as crime prevention tips or information on current issues. The University Police Department can be contacted via e-mail at [police@washburn.edu](mailto:police@washburn.edu). Individuals may visit the Department's website at [www.washburn.edu/police](http://www.washburn.edu/police). In accordance with federal law, individuals may access Washburn's crime statistics by visiting the website and clicking on *Required Reporting*. The Washburn University Police Department works closely with the Topeka Police

Department, Shawnee County Sheriff's Department, Topeka Fire Department, and American Medical Response/Emergency Medical Service to ensure the safety of all members of the University community.

### **ACADEMIC CALENDAR**

The Washburn University academic calendar is available at <https://www.washburn.edu/academics/academic-calendar.html>

### **POLICIES & PROCEDURES**

*These policies and procedures are current at the time of printing. For any updated versions, please see listed websites.*

#### **EXTENDED ABSENCE**

In the case of an extreme medical problem, the Student Life Office may be contacted with information relative to the student's medical situation. This does not include brief illnesses.

The Student Life Office will then notify the student's instructors of the absence and expected return date, if that information is available.

It is the student's responsibility to follow up with the instructor(s) and secure arrangements for make-up work and missed quizzes, tests or exams. It will also be the student's responsibility to provide the necessary medical documentation, if requested by the instructors, to verify the medical absence.

## **CAMPUS TELEPHONE DIRECTORY INFORMATION**

Currently enrolled students may choose to withhold information from the online university directory. Students who do not want their name, current address, telephone number or e-mail included in the directory, may exclude information at any time during the year from "View/Update Campus Directory Profile" under the "Students" tab in MyWashburn.

## **iALERT**

Washburn University has implemented iAlert, a mass message emergency notification system which significantly enhances our ability to maintain a safe academic environment for students, faculty and staff. To review or change your current iAlert delivery settings, please go to <https://www2-prod.washburn.edu/ialerts/> and login using your MyWashburn username and password.

## **SMOKING**

All University buildings and residence halls are non-smoking facilities. All smoking must be done in the designated smoking area (where ashtrays have been placed by University staff). Smoking is not permitted within 10 feet of any entrance/exit or air handling unit. When smoking outside, please be mindful of your smoke impacting others by keeping a reasonable distance from people walking in or out of buildings. Cigarette butts and ashes must be disposed of in ashtrays. Please do NOT throw cigarette butts on the grounds, in trash containers or into any other inappropriate location. Inappropriately disposed cigarette butts may result in fines and/or disciplinary action.

## **HIGHER EDUCATION OPPORTUNITY ACT PLAN (HEOA) – P2P FILE SHARING**

Per the HEOA regulations issued October 29, 2009 in regard to P2P file sharing, Washburn has developed a plan to effectively combat the unauthorized distribution of copyrighted material by users of the Institution's network, without unduly interfering with educational and research use of the network. This plan includes the following:

1. A technology-based deterrent
2. A mechanism to educate and inform about inappropriate use
3. Disciplinary procedures
4. A procedure for periodic review of this plan
5. Make available information about legal alternatives for downloading

**Technology:** Washburn has installed a Netenforcer bandwidth shaping appliance. This appliance is configured to assign all P2P traffic lowest priority. Maximum bandwidth per user is 20K. Additionally, for the Gnutella and Ares protocols, total bandwidth for all users combined is set to 1K.

**Education:** Washburn will insert educational material in the student handbook as well as maintain the following website to provide disclosure to students describing copyright law and campus policies related to violating copyright law: <http://www.washburn.edu/studentsdisclosures/>.

### **Violations of HEOA Related to P2P File Sharing – Students**

The following practice for violations of P2P file sharing has been adopted:

- *First violation:* Documentation and education of students about DMCA.
- *Second violation:* A student found in violation of a second DMC violation will have his/her computer blocked from using the wireless or housing networks on campus. Also, the Associate Vice President for Student Life or designee will conduct a formal hearing with the student about this continued misconduct.

### **Violations of HEOA Related to P2P File Sharing – Employees**

Employees will be subject to disciplinary action related to illegal P2P file sharing.

**Review:** This plan will be reviewed annually by the Director of ITS, Vice President for Administration and Treasurer, University Counsel and Information Security Officer. They will use relevant assessment criteria to document the effectiveness of the plan, making any changes for the future as deemed necessary.

**Legal Alternatives:** Students are directed to the following website (maintained by Educause) for information on options for legal downloading: <http://www.educause.edu/Resources/Browse/LegalDownloading/33381>.

### **CLERY ACT**

Washburn University is committed to maintaining a safe and secure learning environment for the campus community. In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right to Know Act of 1990. (Clery Act) This law requires colleges and universities receiving federal funding to disclose the reported instances of certain categories of criminal activity on their campuses. As part of our ongoing commitment to public safety Washburn University maintains compliance with the Clery Act.

### **Annual Campus Security Report**

The Annual Campus Security and Fire Safety Report contains policies, procedures, statistics, and prevention programs intended to increase student and employee knowledge of crimes and crime prevention on campus. The Report contains information of reported crimes and certain arrests on University controlled property. Crime statistics and definitions used in compiling crime statistics are also provided in the Report. This report complies with requirements of the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act and the Higher Education Opportunity Act.

The Report is found online: <http://www.washburn.edu/securityreport> .

A paper copy of the Report can be obtained upon request at the Washburn University Police Department, Morgan 156.

### **CAMPUS BULLETIN BOARD & POSTER POLICY**

The Washburn University policy on posters and bulletin boards has been adopted in order to promote the effective use of postings within University buildings. Posting is only allowed on designated walls and bulletin boards.

1. Posters displayed in buildings on campus must be date stamped in the Student Life Office, Morgan Hall 240. Date stamping does not constitute University approval of the contents.
2. Maximum number of posters per organization or event allowed: 20 per building. WSGA Student Election fliers are exempt from the 20 per building limit.
3. Posters will be date stamped according to the following:
  - Non-University groups advertising products or services – 2 WEEKS;
  - Community service organizations or University groups – UP TO 30 DAYS, IF NEEDED;
  - University academic or administrative departments – 30 Days or through the date of the event.
  - The maximum size poster allowed on a bulletin board will be 11 by 17 inches.
4. Postings outside of buildings on the University campus are allowed only on bulletin boards or other locations designated for that purpose.
5. To minimize the risk of fire and the impeding of quick and safe egress from buildings in an emergency, posting is not allowed in the following locations:
  - a. In stair enclosures or on stair railings;
  - b. On doors or windows, including translucent glass block windows;
  - c. On lights or heaters;
  - d. In or on elevators;
  - e. On floors;
  - f. On furniture;



- g. Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
  - h. In any other location where they might constitute a safety hazard.
6. Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.
7. Posters on bulletin boards must be attached with thumbtacks. Staples are not permitted. Postings are limited to 1 item per bulletin board. When utilizing University public area, bulletin boards, stamped posted messages are limited to 1 posting per bulletin board. Posters on walls must be attached with masking tape. Scotch tape and other tapes are difficult to remove and may damage painted surfaces.
8. Custodial staff will remove postings on as timely a basis as possible, consistent with their other duties.
9. One copy of each poster must be left in the Student Life Office, Morgan Hall 240, with the name and phone number of the individual who will be posting the item.
10. Failure to abide by the rules of this policy may forfeit your right to post fliers in the future. *Approved September, 2019.*

**Additional regulations concerning sidewalk messages are:**

- Only Washburn Students, Student Organizations and employees shall be permitted to have sidewalk messages;
- A hard copy rendition (drawing) of the chalking message must be submitted to the Student Life office prior to approval;
- On a separate sheet of paper, the name and telephone number of the individual in the Student Organization who is responsible for posting the message shall be submitted to the Student Life office along with the request for approval; and,
- Only water-soluble dry stick chalk may be used. Aero spray chalk is not permitted.
- Sidewalk messages must be a minimum of 10 feet from any entrance to reduce chalk being tracked into buildings.
- Sidewalk messages must not be located on stairs.
- Sidewalk messages must not be located under overhangs or archways and must be able to be contacted by the elements.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all.

Non Discrimination Policy - [https://www.washburn.edu/faculty-staff/human-resources/wuprpm/WUPRPM-Procedures-and-Regs/A.%20GeneralTopicsRegs.pdf?\\_ga=2.247138434.728730433.1621514764-11938569.1621514764#page=2](https://www.washburn.edu/faculty-staff/human-resources/wuprpm/WUPRPM-Procedures-and-Regs/A.%20GeneralTopicsRegs.pdf?_ga=2.247138434.728730433.1621514764-11938569.1621514764#page=2)

How to File a complaint - <http://www.washburn.edu/statements-disclosures/equal-opportunity/how-to-file-a-complaint.html>

Washburn University **prohibits discrimination** on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-

discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [eedirector@washburn.edu](mailto:eedirector@washburn.edu) .

## **STUDENT CONDUCT CODE**

**SECTION 1: PHILOSOPHY STATEMENT** Washburn University is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. A community exists on the basis of shared values and principles. At Washburn University, student members of the community are expected to uphold and abide by certain standards of conduct within a set of core values that include integrity, excellence, inclusion, accountability, respect, collaboration, and innovation. This expectation forms the basis of the Student Conduct Code. These standards are embodied in the idea that Washburn University students build and enhance their community, are just and equitable in their treatment of all members of the community, and act to discourage and/or intervene to prevent unjust and inequitable behaviors. Each member of the Washburn University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these six core values by engaging in behavior that violates the rules below, campus conduct proceedings are used to assert and uphold the Student Conduct Code. The student conduct process at Washburn University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of Washburn University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

**SECTION 2: JURISDICTION AND DEFINITIONS** "Washburn University" or "Washburn" or "University" shall mean Washburn University, including but not limited to its major academic and Student Life units and Washburn Institute of Technology (Washburn Tech).

The Associate Vice President for Student Life shall be the principal officer responsible for implementing the Student Conduct Code. The Associate Vice President for Student Life, or designee, shall provide due process for students by following the proper steps related to the initiation, investigation, and disposition of complaints against a student as outlined in this document. The Associate Dean of Student Services at Washburn Tech, or designee, shall serve as the officer responsible for enforcement of the Student Conduct Code for infractions by Washburn Tech students.

The term "Student Conduct Administrator" means a University official authorized on a case by-case basis by the Associate Vice President for Student Life to determine whether a student has violated the Student Conduct Code and to impose sanctions upon any student(s) found to have violated the Student Conduct Code.

The term "Appeals Board" means any person or persons authorized by the Vice President for Student Life, or designee, to consider an appeal from a Student Conduct Administrator's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. Students at Washburn University are provided a copy of the Student Conduct Code annually in the form of a link on Washburn University website. Hard copies are available upon request from the Office of Student Life. Students are responsible for having read and abiding by the provisions of the Student Conduct Code.

The Student Conduct Code and the student conduct process apply to the conduct of individual students at Washburn University, both undergraduate and graduate, Washburn Tech students, and all University-affiliated student organizations. Conduct of Washburn University law students is addressed via the Washburn University School of Law Honor Code.

Notice of Non-Discrimination: Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785-670-1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu).

Complaints of discrimination (harassment, sexual violence, and retaliation) are to be made to the Equal Opportunity Director/Title IX Coordinator. If such a complaint is filed with the Associate Vice President for Student Life, the complaint will be forwarded to the Equal Opportunity Director/Title IX Coordinator. Washburn University's non-discrimination policy and procedures can be found here: [http://washburn.edu/statements-disclosures/equalopportunity/\\_files/non-discrimination-policy.pdf](http://washburn.edu/statements-disclosures/equalopportunity/_files/non-discrimination-policy.pdf)

For the purposes of student conduct, Washburn University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in Washburn University.

Washburn University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's account, which may affect their ability to re-enroll and/or obtain official transcripts and/or graduate. To be eligible to re-enroll, all sanctions must be satisfied. In the event of serious misconduct, committed while still enrolled but reported after the Respondent has graduated, Washburn University may invoke these procedures. Should the former student be found in violation of the Student Conduct Code, Washburn University may revoke that student's degree.

The Student Conduct Code applies to behaviors that take place on the campus, at Washburn University-sponsored events and may also apply off-campus when the Associate Vice President for Student Life, or designee, determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Washburn University;

The Student Conduct Code may be applied to behavior conducted online, via email or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. Washburn University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. However, most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";

- Speech posted online about Washburn University or its community members that causes a significant on-campus disruption.

The Student Conduct Code applies to guests of Washburn students whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to, and guests of, Washburn University may seek resolution of violations of the Student Conduct Code committed against them by Washburn students.

There is no time limit on reporting violations of the Student Conduct Code; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit Washburn University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life (785-670-2100) and/or to the Washburn University Police Department (785-670-1153).

A responding student facing an alleged violation of the Student Conduct Code will not cause an investigation to be terminated by withdrawing from the University. A responding student who does withdraw will still be given the same notice and opportunity to participate in the investigation as though he/she were still a student at Washburn.

University email is Washburn University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

**SECTION 3: VIOLATIONS OF THE LAW** Alleged violations of federal, state and local laws may be investigated and addressed under the Student Conduct Code. When an offense occurs, over which Washburn University has jurisdiction, Washburn University's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Washburn University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined [https://www.washburn.edu/student-life/services/files/Student\\_Conduct\\_Code.pdf](https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf), on p. 17-18). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Associate Vice President for Student Life to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and Washburn University is delayed or prevented from conducting its own investigation and resolving the allegation. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

For the most recent version of the Student Code of Conduct please see [https://www.washburn.edu/student-life/services/files/Student\\_Conduct\\_Code.pdf](https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf)

### **ACADEMIC IMPROPRIETIES**

An academic impropriety is any student action that undermines, or could reasonably be interpreted as undermining, the presumption that the academic work being produced or submitted by a student is his or her own, or that undermines, or could reasonably be interpreted as undermining, the presumption that the student is not enjoying, or has not enjoyed, an unfair advantage over other students in the production of the work in question. Thus, an academic impropriety is any action by a student that either actually undermines, or could reasonably be interpreted as undermining, the validity of the basic presumption. All academic improprieties are hereby officially forbidden. Academic improprieties may or may not involve dishonesty. Accordingly,

the claim or determination that a student has engaged in academically improper behavior does not always require the claim or determination that the student acted dishonestly. There are two kinds of academic improprieties: academic irregularities and academic dishonesties. The full policy is found online at <https://www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html#VIII>

### **SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING**

Washburn University prohibits sex discrimination in its programs and activities. Sex discrimination includes sexual harassment, sexual assault, dating violence, domestic violence or stalking as defined in the [Title IX Regulations and Procedures](#), section A. Programs and activities include locations, events or circumstances over which the University exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes any building owned or controlled by a student organization that is officially recognized by the University.

*The complete Non-Discrimination policy and regulations are found in the Washburn University Polices, Regulations and Procedures Manual (WUPRPM) in Section A:*

[https://www.washburn.edu/faculty-staff/human-resources/wuprpm/WUPRPM-Procedures-and-Regs/A.%20GeneralTopicsRegs.pdf?\\_ga=2.70936342.728730433.1621514764-11938569.1621514764#page=46](https://www.washburn.edu/faculty-staff/human-resources/wuprpm/WUPRPM-Procedures-and-Regs/A.%20GeneralTopicsRegs.pdf?_ga=2.70936342.728730433.1621514764-11938569.1621514764#page=46)

Policies listed in this planner were current at the time of printing. For updated versions, please see websites listed.

### **SAFETY TIPS**

#### ***Home and Residence Hall***

- Lock doors and windows, even if you are just going down the hall for a few minutes.
- Do not allow people you do not know to follow you into the residential portion/section of the residence halls.
- Do not answer the door for anyone you do not know.
- Do not prop open any doors.
- In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
- Take care of your keys; do not give anyone the opportunity to duplicate them. If you lose your keys, report it immediately.

#### ***Safety While Driving***

- Lock your doors and close the windows when leaving your car, whether it is for a few minutes or several hours.
- Park in well-lighted areas and try not to walk alone in parking areas at night.
- Store valuables out of sight by placing them in the trunk before leaving for/reaching your destination.
- Always make sure your vehicle is tuned up before trips.
- Always pack a survival bag. Pack the appropriate items for the time of year.
- If your car breaks down in an isolated area, raise the hood. Stay in the locked car. If someone stops to help, ask him/her to make a phone call for you. Sound the horn if threatened.
- Never pick up hitchhikers.

#### ***If Someone Tries to Assault You***

- Stay as calm as possible. Think rationally and evaluate your resources and options.
- Try to get an accurate description of an assailant's appearance, what was said, or anything else that would assist authorities.

- If you are robbed, threatened or raped on campus, call University Police immediately. You may save someone else from becoming a victim. If the incident occurs off campus, call the Topeka Police Department (TPD) first; then, notify the University Police after filing a report with the TPD.
- Help is available to assist you in dealing with the trauma that any assault can cause.

### ***Off-Campus Living***

Apartment complexes, townhouse/condominium communities and other multi-family dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to prevent this from happening to you:

- Always lock your vehicle. Do not leave valuables in sight.
- Always remove your key from the vehicle, and never hide a key. The thief knows all the places to look.
- Consider an alarm for luxury or expensive vehicles, and park as close to your apartment/dwelling as possible.

### ***Good Security Habits***

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks should be on all exterior doors.
- Install locks or protective devices on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light all entryways, all night long!
- Use Operation ID or a similar program to protect your property.
- Always schedule home maintenance repairs with reputable companies at a time when you can be at home and during the daylight hours.

### ***Protecting Yourself from Crime***

There are no guarantees against becoming a victim. Most criminals take advantage of the situation at hand. If they are faced with obstacles and a risk of getting caught, they will most likely be deterred. In other words, criminals look for the most opportune moment to commit the crime. The following are some suggestions that may help keep you from being a victim.

1. Know your environment:
  - Help phone locations.
  - Poorly lighted areas.
  - “Trouble” areas.
2. Have safe, unpredictable habits:
  - Walk in groups.
  - Keep your doors and windows locked.
  - Keep all of your belongings in a safe location.
3. Know what to do if something does happen:
  - University Police number (1153).
  - Topeka Police number (911).
  - Attend seminars and classes dealing with prevention and self-defense tips.

Colleges and universities are unique settings and are not exempt from crime. The campus community also has the obligation of helping the law enforcement agency in fighting crime. By being alert, looking out for others, and reporting incidents to the Police, everyone will help make your campus a safe, fun place to live, learn, work, and visit.

***If a Crime Does Occur Off Campus***

- Call Topeka Police immediately. A five-minute delay means that the chance of catching the criminal drops by two-thirds.
- It pays to prosecute.
- Being a witness in court is not as much trouble as you may think. Programs are available to help victims and witnesses with transportation, day care services and scheduling of cases.
- In areas adjacent to the University, the Topeka Police and the Washburn Police provide law enforcement and crime prevention services.