



Washington University in St. Louis

Handbook for Undergraduate Advisors

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INTRODUCTION

Using This Book

Washington University offers its undergraduates a wide variety of learning experiences. As our mission statement promises:

We are committed to a University setting in which undergraduate and graduate, liberal arts and professional, as well as doctoral and postdoctoral programs complement and enrich one another. We value the movement of students and the interaction of colleagues across disciplines, departments, and schools. (Undergraduate Bulletin 3)

With this promise of variety comes the added challenge of providing appropriate guidance to students as they ponder the numerous possibilities available to them.

This *Handbook for Undergraduate Advisors* has been compiled to provide convenient and consistent information to all undergraduate advisors as they help students match their interests and aspirations with the opportunities at this University. While acknowledging that advising procedures differ widely between schools, the handbook increases the flow of information across school boundaries and establishes University-wide expectations for advisors and advisees.

The Advising Guidelines should be read by all advisors. The remaining material is provided as a convenient reference – ready to be used when needed. Unlike other important resources such as the *Bulletin* and *Course Listings*, which are organized by school, this handbook is organized by subject, allowing immediate comparison between schools when necessary.

The handbook provides quick answers to frequently asked questions and directs advisors to the proper source when further information is needed. Furthermore, by providing a variety of information – ranging from support services to co-curricular activities – the handbook offers support for discussions that extend beyond degree requirements.

Each of the Schools has a Homepage that may yield helpful information about curriculum and requirements.

What is Expected of Advisors?

Accessibility: An advisor should be available for student contact. Regular office hours should be posted, and additional time should be scheduled as needed during registration periods. Advisors should also make available office phone numbers and email addresses.

Interest: An advisor should treat each advisee with respect and listen carefully to his or her concerns. The advisor should be interested in the student's academic program and co-curricular activities, and concerned with how choices in both these areas may affect future educational and/or career plans.

Information: An advisor should be able to provide accurate information about courses, degree requirements, and both University and school policies. An advisor should be able to offer

knowledgeable opinions about course choices and schedules and be able to suggest alternatives where appropriate. Advisors should be able to direct advisees to sources of information about major and minor fields, on and off campus academic opportunities, and co-curricular learning experiences.

Referrals: An advisor should be able to make informed referrals to University support services – academic or non-academic – that may benefit the student. The Career Center, Cornerstone, the Writing Center, Student Health Services, and pre-professional advisors are examples of such services.

References: An advisor should come to know the advisee well enough to be able to provide letters of reference and should also encourage the student to become acquainted with other members of the University community for this purpose.

Advocacy: An advisor should be available to act as an advocate for the advisee in other University offices whenever appropriate and necessary.

Discretion: An advisor should use discretion and good judgment in discussing a student's record, performance, problems, and potential with other faculty members and administrators.

What is Expected of Advisees?

Awareness: Advisees should be aware of degree requirements and the basic policies and procedures of their school.

Initiative: Advisees should take the initiative to keep their advisors informed of any problems that they encounter during the semester that may affect their studies.

Interests: Advisees should speak with their advisors regarding co-curricular opportunities and academic interests.

Planning: Advisees should think about potential plans for life after college to facilitate a productive discussion with their advisors.

Preparation: Advisees should prepare for advising meetings in advance. Advisees should be familiar with available courses and should prepare a tentative schedule and/or list of courses of interest. Advisees should have a list of pertinent questions prepared regarding courses, distribution, major and minor requirements.

References: Advisees should develop a relationship with their advisors that simplifies the process of writing reference letters.

Responsibility: Advisees should schedule appointments with their 4-year and major advisors in preparation for course registration.

PLACEMENT AND DEPARTMENTAL GUIDELINES

Placement by AP and IB Scores

According to the results of the Advanced Placement Examinations taken, the student is awarded units of credit and/or assigned classes as indicated below. A maximum of **15** units will count towards the degree for Arts & Sciences students. ***AP credits will not fulfill distribution requirements in the College of Arts & Sciences.***

For updated AP guidelines: <http://college.artsci.wustl.edu/placement-and-credit>

Advanced Placement Procedures: Fall, 2009

Department	Score	Description
ART HISTORY	5, 4	3 units of credit for L01 Art History 112E contingent upon the completion of a 300- or 400-level Art History course with a grade of B or better.
BIOLOGY	5, 4	6 units of credit for L41 Biology 100A (elective credit). Students who plan to major in Biology or who are pre-med normally will enroll in Bio 2960 in the Spring of freshman year, Bio 2970 in the Fall of sophomore year, and Bio 3050 in the spring of the sophomore year.
CHEMISTRY	5	6 units of credit: 3 units each of Chem 103 and 104. These units do not replace Chem 111A or 112A. Chem 112A must be completed prior to registration in Chem 251 or 401 or any advanced courses in Chemistry. N.B. Some medical schools require that applicants take 111A and 112A, regardless of their AP score.
	4	3 units of Chem 103. These units do not replace Chem 111A or 112A.
COMPUTER SCIENCE A TEST	5, 4	3 units 3 units of credit for CSE 131, only if the student passes the CSE 131 placement exam
COMPUTER SCIENCE AB TEST	5,4	3 units of credit for CSE 131.
ECONOMICS-MICRO Test: EMI	5, 4	Placement in Econ 4011 or in any 300-level class with an Econ 1011 (Econ 103B) prerequisite, so long as the other prerequisites -- such as calculus -- are met; no units of credit. Bypassing introductory courses may be disadvantageous, particularly with a score of 4. If Econ 1011 is bypassed, additional elective is required. See department's Academic Coordinator.
ECONOMICS-MACRO Test: EMA	5, 4	Placement in Econ 4021 or in any 300-level class with an Econ 1021 (Econ 104B) prerequisite, so long as the prerequisites -- such as Econ 4011 and calculus -- are met; no units of credit. Bypassing introductory courses may be disadvantageous, particularly with a score of 4. If Econ 1021 is bypassed, additional elective is required. See dept.'s Academic Coordinator.
ENGLISH COMPOSITION AND LITERATURE	5	3 credits of elective credit (L13-0001) contingent upon completing L13-100 with a grade of B or better. Please note no credit is given for writing or literature courses.

ENVIRONMENTAL STUDIES	5, 4	3 units of elective credit (L82 0001) contingent upon completion of a 300 or 400 level Environmental Studies course with a grade of B or better
FRENCH LANGUAGE Test: LNF		No credit awarded. Need to take the departmental placement exam. Students who place into and complete an upper-level course may earn up to 6 units of back credit for preceding courses.
FRENCH LITERATURE Test: LNF		No credit awarded. Need to take the departmental placement exam. Students who place into and complete an upper-level course may earn up to 6 units of back credit for preceding courses.
GERMAN Test: LNG	5	3 units of credit for L21 German 102D and 3 units for L21 German 210D awarded automatically; students may enroll in a 300-level course: German 301D, 302D, 313, 340C (German Literature and the Modern Era and German Tutorial).
	4	3 units of credit for L21 German 102D awarded automatically; an additional 3 units of credit* for L21 German 210D awarded upon satisfactory completion of German 301D (B- or better).
	3	3 units of credit for L21 German 102D* and 3 units for L21 German 210D, awarded upon satisfactory completion of German 301D (B- or better).
HISTORY, AMERICAN	5	3 units of credit for History 163.
	4	3 units of elective credit
HISTORY, EUROPEAN	5	3 units of credit for History 102.
	4	3 units of elective credit.
HISTORY, WORLD	5	3 units of credit for History 164.
	4	3 units of elective credit
LATIN	5, 4	6 units (total) of credit for Latin 101 and 102, upon completion of Latin 317C with a grade of B or better.
MATHEMATICS Test: MAB		The Mathematics Department gives a placement exam, available online and also during the Fall orientation period. We ask that all entering students planning to enroll in a calculus course take the placement exam. This gives us one more piece of information to try to ensure correct placement into the calculus sequence.
	5	3 units of credit for Math 131. You will be placed into Math 132.
	4	Take Math Placement test. You will probably be placed into Math 132.

<p>MATHEMATICS Test: MBC</p>	<p>5</p> <p>4</p>	<p>The Mathematics Department gives a placement exam, available online and also during the Fall orientation period. We ask that all entering students planning to enroll in a calculus course take the placement exam. This gives us one more piece of information to try to ensure correct placement into the calculus sequence.</p> <p>6 units of credit for Math 131 and 132. You will be placed into Math 233.</p> <p>Take Math Placement test. You will probably be placed into Math 233.</p> <p>Any student entering the Calculus 131-132-233 sequence can receive AP credit for earlier courses in this sequence by successful completion (grade of C+ or better) of the next course in the sequence. Students who successfully complete (grade of C+ or better) Math 128 (Survey of Calculus II) can receive AP credit for Math 127. In all cases, this assumes that the student does not already have credit for the preceding courses (for example: by transfer from another college or university). Students who have already received credit for Math 131 (132) cannot also receive credit for Math 127 (128).</p>
<p>MUSIC LITERATURE/LISTENING Test: L</p>	<p>5</p> <p>4</p>	<p>3 units of elective credit. Upon declaration of majors and minors, non-Music majors or minors may petition the College Office to have this credit count toward the Distribution Requirement.</p> <p>3 units of elective credit. Upon declaration of majors and minors, non-Music majors or minors may petition the College Office to have this credit count toward the Distribution Requirement.</p>
<p>MUSIC THEORY Test: T</p>	<p>5</p> <p>4</p>	<p>3 units of elective credit. Upon declaration of majors and minors, non-Music majors or minors may petition the College Office to have this credit count toward the Distribution Requirement.</p> <p>3 units of elective credit. Upon declaration of majors and minors, non-Music majors or minors may petition the College Office to have this credit count toward the Distribution Requirement.</p>
<p>PHYSICS Test: B</p>	<p>5</p>	<p>3 units of elective credit for Physics 113A. This corresponds to the first semester of an algebra-based introductory physics course (not a calculus-based course). Students who require calculus-based physics for course or major requirements should enroll in Physics 117 or Physics 197 in the Fall semester. Students who plan to major in physics or who have a strong interest in physics are encouraged to enroll in Physics 197.</p>

PHYSICS Test: CM (Mechanics)	5	4 units of credit for Physics 117. This corresponds to the first semester in a two semester, calculus-based introductory physics sequence. Students may enroll in Physics 118, the second semester of this introductory calculus-based physics sequence, in the Spring semester. Physics majors and students interested in an advanced treatment of introductory physics should enroll in Physics 197 in the Fall semester, followed by Physics 198 in the Spring semester. Students may not enroll in Physics 198 without first taking Physics 197.
	4	3 units of elective credit for Physics 113A. This corresponds to the first semester in a two semester, algebra-based introductory physics sequence. Students who require calculus-based physics for course or major requirements should enroll in Physics 117 or Physics 197 in the Fall semester. Students who plan to major in physics or who have a strong interest in physics are encouraged to enroll in Physics 197.
PHYSICS Test: CE (Electricity and Magnetism)	5	4 units of credit for Physics 118. This corresponds to the second semester in a two semester, calculus-based introductory physics sequence. Physics majors and students interested in an advanced treatment of introductory physics should enroll in Physics 197 in the Fall semester, followed by Physics 198 in the Spring semester.
	4	3 units of elective credit for Physics 114A. This corresponds to the second semester in a two semester, algebra-based introductory physics sequence. Students who require calculus-based physics for course or major requirements should enroll in Physics 117 or Physics 197 in the Fall semester. Students who plan to major in physics or who have a strong interest in physics are encouraged to enroll in Physics 197.
POLITICAL SCIENCE		
American Politics Test: A	5, 4	3 units of undergraduate credit, contingent upon completion of an advanced course (300/400 Level) in American Politics with a grade of B or better. The credit will not count toward the Political Science major/minor, but waives the Political Science 101B requirement.
Comparative Politics Test: C	5, 4	3 units of undergraduate credit, contingent upon completion of an advanced course (300/400 Level) in Comparative Politics with a grade of B or better. The credit will not count toward the Political Science major/minor, but waives the Political Science 102B requirement.
PSYCHOLOGY	5	No college credit given. Psychology 100B is waived.

SPANISH LANGUAGE Test: LNS		No credit awarded. Need to take the departmental placement exam. Students who place into and complete an upper-level course may earn up to 6 units of back credit for preceding courses.
SPANISH LITERATURE Test: LNS		No credit awarded. Need to take the departmental placement exam. Students who place into and complete an upper-level course may earn up to 6 units of back credit for preceding courses
STATISTICS Test: STA	5	3 units of credit for Math 2200.
STUDIO 2-D DESIGN Test: A2D	5	3 units of elective credit
STUDIO 3-D DESIGN Test: A3D	5	3 units of elective credit
STUDIO DRAWING Test: DRW	5	3 units of elective credit

Students seeking credit for British A-level exams should go to the following website to view the current credit policy: http://artsci.wustl.edu/~college/First_Year/ib.html

International Baccalaureate Procedures: Fall 2009

- Please note:
1. The maximum number of units of credit accepted from all sources toward the Bachelor of Arts degree earned prior to matriculation is 15.
 2. Washington University accepts credit for Higher Level examinations only. Standard Level examinations will not be considered for credit.

Department	Score	Description
BIOLOGY	7, 6	6 units of credit for L41 Biology 100A (elective credit). Students who plan to major in Biology or who are pre med normally will enroll in Bio 2960 in the Spring of freshman year, Bio 2970 in the Fall of sophomore year, and Bio 3050 in the spring of the sophomore year.
BUSINESS/ORGANIZATION		No credit given.
CHEMISTRY	7, 6	6 units of elective credit. Students who plan to major in Chemistry, Biology, Earth and Planetary Sciences, Physics, or any of the possible majors in Engineering are still required to complete Chem 111A, 112A, 151, 152
CLASSICAL GREEK		No credit awarded. Placement determined by departmental examination. Students who place into Greek 317 may be awarded 6 back credits upon completion of Greek 317 with a grade of B or better.
DESIGN TECHNOLOGY		No credit given but a student can take the CSE 131 (formerly, CS 101G) placement exam. Contact the CSE office at 935-6160 for more information.
ECONOMICS	7, 6	For students entering SP09 or earlier 3 units equivalent to Econ 1011 (Econ 103B) upon completion of Econ 4011 (Econ 401) with a grade of B- or better OR 3 units equivalent to Econ 1021 (Econ 104B) upon completion of Econ 4021 (Econ 402) with a grade of B- or better. Students may earn ONLY 3 units of credit for the IB exam (with a score of 6 or 7); but a student may elect to bypass Econ 1011 (103B) or Econ 1021 (104B) and enter Econ 4011 or Econ 4021, respectively, so long as the prerequisites are met. If both Econ 1011 (103B) and Econ 1021 (104B) are bypassed, an additional elective is required. See department's Academic Coordinator.
	7, 6	For students entering SU09 or later Placement in Econ 4011 or in any 300-level elective class, so long as the prerequisites – such as calculus – are met; no units of credit. Bypassing introductory courses may be disadvantageous, particularly with a score of 6. If Econ 1011 and/or Econ 1021 are bypassed, additional elective(s) are required. See department's Academic Coordinator.
ENGLISH COMPOSITION AND LITERATURE	7	3 units of elective credit (L13-0001) contingent upon completing L13-100 with a grade of B or better.
FRENCH		No credit awarded. Need to take the departmental placement exam. Students who place into and complete higher level courses can earn up to 6 units of back credit for preceding courses.

GERMAN A1, GERMAN B (MODERN FOREIGN LANGUAGES)		Student should take the departmental placement exam. Students who place into and complete these courses with a B- or better will receive the following credit: German 210D – 3 units for German 102D German 301D – 3 units for German 102D, and 3 units for German 210D German 302D – 3 units for German 102D, and 3 units for German 210D
HISTORY, American		No credit awarded.
HISTORY, European		No credit awarded.
HISTORY, Africa		No credit awarded.
WORLD HISTORY, Islamic		No credit awarded.
HISTORY, S. and S.E. Asia		No credit awarded.
HISTORY, S. Asia and Middle East		No credit awarded.
ITALIAN		No credit awarded. Need to take the departmental placement exam. Students who place into and complete higher level courses can earn up to 6 units of back credit for preceding courses.
LATIN		No credit awarded. Placement determined by departmental examination. Students who place into Latin 301 or above may be awarded 6 back credits upon completion of Latin 301 or above with a grade of B or better.
MATHEMATICS	7, 6	3 units of credit for Math 131.
MUSIC	7, 6	3 units of elective credit for students who do not major or minor in music
NORWEGIAN		No credit awarded.
PHILOSOPHY	7, 6	3 units of credit for Phil 125C.
PHYSICS	7	6 units of credit for Physics 101A and 102A
	6, 5	3 units of credit for Physics 101A
PSYCHOLOGY	7, 6	No college credit given. Psychology 100B waived.
SOCIAL ANTHROPOLOGY		Credit is evaluated on an individual basis by the Anthropology department.
SPANISH		No credit awarded. Need to take the departmental placement exam. Students who place into and complete higher level courses can earn up to 6 units of back credit for preceding courses.
VISUAL/STUDIO ARTS	7	3 units of elective credit

WU Placement Exams

Chemistry

The placement examination for Chemistry 111A/112A will be given by the Department of Chemistry during the first week of class. Students who pass the Chemistry 111A/112A placement exam will receive 3 units of credit for each course. Those students who place out of these courses and who have at least one year of laboratory work in high school should take their high-school laboratory manuals and notebooks to Dr. Kit Mao in order to discuss exemption from Chem 151/152.

Students must inform the departmental secretary in McMillen 525 of their plans to take the test (5-6530).

Computer Science

Upon request, the Computer Science department (509 Bryan Hall; 5-6160) will evaluate a student for proficiency for any of our introductory courses. If a student is determined to be proficient in a given course, that course will be waived (without awarding credit) in the student's degree requirements and the student will be offered guidance in selecting a more advanced course.

Foreign Languages

Placement tests are required for all students entering our language programs to continue a language previously studied or learned elsewhere. *Students who enroll in a course below their placement level are not eligible for retroactive credits.* Credit is limited to 3 units for testing into second year and to 6 units for testing into third or above. These credits will only be given on the basis of previous secondary or post-secondary study; any training without proof of academic credit earned will not be considered for advanced placement credit. Students must petition for retroactive credit; those with native or near-native language proficiency *as determined by the individual language section* are ineligible for advanced credit units.

Mathematics Placement

ALL students (Art & Sciences, Business, Engineering, Architecture, Art) who are planning to take a calculus course during their time at Washington University should take the Math placement exam online, as well as the ALEKS algebra assessment.

ALEKS Assessment (not placement)

We ask students to also take the ALEKS assessment in addition to the Math placement exam because we have found that there are a number of students who would benefit from a review of algebraic tools. To help ensure that students can recall the algebra that they need to do well in calculus, this fall we have added a **required** component for all students taking calculus, called ALEKS. ALEKS is a web-based teaching tool that will assess what a student knows and then provide an individualized tutorial to ensure that he/she understands what they need.

Completion of ALEKS will count toward final grade in calculus

- Students completing and passing ALEKS will have the grade of A (counting 10%) averaged into their final grade.
- Students not completing and passing ALEKS will have the grade of F (counting 10%) averaged into their final grade.

Placement by Departments

Mathematics

For most entering students, choosing a mathematics course comes down to deciding which calculus course to take. Please remember that it is easier for a student to “drop back” than to “jump forward” if misplaced in the calculus sequence. (See dates for switching courses, below.)

Calculus Courses: The Standard Sequence

Math 131 (Calculus 1) Be sure also to choose a discussion section when registering.

Math 132 (Calculus 2) Be sure also to choose a discussion section when registering.

Math 233 (Calculus 3)

Calculus Courses: The Alternate Sequence

Math 127-128 (Calculus I, II for the Life, Managerial, and Social Sciences) is a two-semester calculus survey designed for students outside the sciences who want some familiarity with calculus. Many students in the course are from the Business School, but enrollment is not limited to business students. Math 127-128 does not fulfill the calculus requirement in any science department. Students in other areas should consult with the appropriate major department to see whether Math 127-128 fulfills its requirement.

Pre-calculus

A few students need additional preparation for calculus. Math 100, “Foundations for Calculus,” is the appropriate course. This class will be limited to about 15 students who intend to follow it with a calculus course. It is offered only in the fall semester, must be taken for a letter grade and it does not satisfy the QA requirement.

Courses Beyond the Calculus Sequence

A student with some calculus background may also be placed in Math 320 (Elementary Probability and Statistics). Note that Math 320, Section 1 is a more challenging section recommended for Math majors and other more serious users. Section 1 has a Calculus II prerequisite, although we will admit an incoming student with a score of 4 or 5 on either the AB or BC AP Calculus Exam.

Before placing a student in a course beyond the Calculus 131-132-233 sequence, please consult with Ron Freiwald (5-6737 or rf@wustl.edu) or Blake Thornton (5-6301 or bthornton@wustl.edu).

Music

Prospective Music Majors:

B.M. students should call Director of Undergraduate Studies in the Department of Music, for music requirements.

B.A. Students should be registered for the following sequence of courses in the first year:

- Music Theory 103E-104E;
- Musicianship 1231-1241; and/or
- Keyboard 1232, 1242.

Students should register for Music History 3011 in the spring semester. The Music Department does not recommend registration for more than 9 units of music per semester in the first year for B.A. music majors. As soon as is practical, the student should declare his or her major with the College Office in order to have a music advisor assigned.

Prospective Music Minors:

Students should register for Music Theory 103E, 104E. Special scholarships are available for the study of applied music. Students interested in Jazz should also take History of Jazz 105P.

Students who wish to continue or begin private lessons:

Private lessons (Applied Music), instrumental and vocal, are available to all University students. These lessons are arranged by Peggy Bischof during the registration period. Students should come to the Music Department office, or advisors may call Peggy at 5-5574. With certain exceptions, special fees are charged for these courses. Since departmental approval is required, the online registration process will refer all students to the Department for proper registration.

Students who want to participate in Music Department-sponsored ensembles:

Any University student may audition for the performing ensembles. Auditions are held at the beginning of each semester. For information see Wanda Harry in Blewett Hall, or call the Music Department at 5-5581 for a pre-recorded announcement of the audition schedule.

Physics

Students who have not taken the AP exam but who seek placement and/or credit, should consult Rebecca Trousil of the Physics department during registration (trousil@wuphys.wustl.edu)

Writing 1 (E Comp 100)

Washington University expects all first-year students in the schools of Arts & Sciences, Art, Architecture, and Business to satisfy a University writing requirement. The first year writing requirement can be satisfied by successfully completing L13-100 during the fall or spring semester of the first year, or by completing the preparatory course sequence **and** 100 by the end of the sophomore year (if required). (*Please note:* successful completion of L13-100 means that

students pass the course with a C+ or higher. Students who receive a C or below must retake Writing I the following semester.) Students in the Engineering School follow the qualification guidelines listed below. Students transferring to Washington University in Arts & Sciences, Art, Architecture, and Business can satisfy the requirement by submitting a transfer portfolio; see details below.

Transfer Guidelines: The Writing Portfolio (for ArtSci, AR, BU, FA)

The Writing Portfolio must include a **formal cover letter** and **3-5 analytical, argumentative essays** (minimum of 4 pages each) from previous college coursework, including one researched essay if the student has one.

The cover letter must be a formal letter that provides an explanation of all composition courses taken during college study (not courses taken during high school), describing the goals of the course(s) and the types of essays written for each. Additionally, the letter must include a brief description of the original assignment for each essay in the portfolio.

The essays should be ones written for college (preferably writing) courses. They should have analytical or argumentative thesis statements; use evidence to support claims; and integrate and cite researched sources responsibly. (The following items should *not* be submitted: responses to essay examinations, personal or creative writing, book reviews, journalism articles, or writing done during high school.) Where possible, essays should not be marked or graded; grades received in previous courses have no bearing on the portfolio review process.

The portfolio should be sent to Chuck Sweetman, Interim Director of Writing Courses, either by email (writing1@artsci.wustl.edu) or by mail (Washington University, Dept. of English, Campus Box 1122, 1 Brookings Drive, St. Louis, MO, 63130). Portfolios must be received no later than **August 1st** for fall transfers, or **January 1st** for spring transfers. Students who **do not submit** portfolios by the deadlines indicated, or who do not have materials for a portfolio, will be required to take L13-100 during their first semester at Washington University. Portfolios will be evaluated to determine whether students are prepared for writing intensive upper-division courses, or whether additional writing instruction may be needed. Results of portfolio evaluations will be communicated to students and advisors prior to registration.

Placement Guidelines: Engineering

The School of Engineering allows its students to satisfy the writing requirement in one of several ways:

- Earn a 5 on the AP English Exam or a 7 on the IB English Exam.
- Earn a score of 750 or higher on the new SAT W examination.
- Earn a score of 36 on the ACT Writing exam.
- Demonstrate proficiency on the Freshman English Composition Proficiency Exam administered by the Engineering School.
- Receive a B or better in a composition course at another institution that has been pre-approved by the Engineering School.
- Take L13 100 (and preparatory classes if required), and earn a C+ or higher.

Transfer Guidelines: From Engineering to ArtSci, AR, BU, or FA

Students who transfer from the Engineering School to another school are placed according to the following guidelines:

- Students in Engineering who were required to take preparatory classes (U15 ELP 1311, U15 ELP 1411, L13-1001) before entering L13-100 must complete the course sequence as outlined by Engineering placement. The writing requirement will be satisfied once the student passes L13-100.
- Students in Engineering initially not required to take L13-100 must take L13-100 to satisfy the writing requirement during the first semester after they transfer.
- Students in Engineering required to take L13-100 must still take the course during the first semester after they transfer.

Students Required to Enroll in the Preparatory Course Sequence

Some students will need to take one or more preparatory courses before they will be allowed to register for 100. Based on the evaluation of the Placement Exam, students could be placed in one of the courses designed to instruct second language students (1311, 1411, 1001) or in the L13-100T tutorial. If so, these students **must** successfully complete these preparatory courses before they will be allowed to enroll in 100. Until a student completes L13-100 with a C+ or better, the requirement will not be satisfied. **Please inform advisees placed in a preparatory course that registering in 100 will be prohibited until the preparatory course sequence is completed.** Please note, however, that the sequence of preparatory classes, once begun, can be reevaluated in light of students' class work. For example, a student placed into 1311 based on the exam may be eligible to take 1001 the following semester should their performance indicate that they are ready for the more advanced level of second language instruction.

Registration Procedures

Before registering students, advisors should consult their advisees' student records (or the list provided by the English Department) for details about writing course placement.

- Should advisees' schedules prohibit them from taking L13-100 in the semester indicated, please contact the Program Administrator to verify that a change in semester is possible.
- If WPE appears next to the student's name, the student has not yet taken the Writing Placement Exam and must do so prior to finalizing his/her fall schedule.
- If anything else appears next to the student's name, contact the Program Administrator. Due to the volume of phone calls during the first days of open registration, you are encouraged to email the office (writing1@artsci) instead of calling for time-sensitive issues.

Waitlisting

Waitlisting for Writing 1 (L13 100, U15 1311, -1411) is not available. Sections of U15-1311, U15-1411, and L13-1001 are offered at set times each semester. No wait-listing is available.

DEGREES, MAJORS AND MINORS ACROSS SCHOOLS

Students interested in pursuing one of the many dual degree options at Washington University should be urged to consult the appropriate Dean as soon as possible:

Architecture	Georgia Binnington	5-6532
Art	Georgia Binnington	5-6532
Arts & Sciences	Delores Kennedy	5-6872
Business	Lanna Skadden	5-4758
Engineering	J. Christopher Kroeger	5-6100

The following definitions may help clarify some of the options available to our students:

Dual-Degree (3-2 Program in School of Engineering)

A combined degree program in Engineering begun at one of 83 affiliated liberal arts colleges and completed at Washington University. The affiliated campus grants the liberal arts degree; we grant the engineering degree.

Joint Degree

A Joint Degree is a combination of undergraduate and graduate/professional degrees, either from the same school or a different one. Such programs include:

- Joint AB-AM Program (Arts & Sciences)
- Joint BS-MArch Program (Engineering/Architecture)
- Joint BS-MBA Program (Engineering/Business)
- Joint AB-MSW (Arts & Sciences/Social Work)
- Joint BFA-MSOT or OTD (Arts & Sciences/Occupational Therapy)
- Joint AB-MS Program (Arts & Sciences/Computer Science)

(See the *Undergraduate Bulletin* for specific details)

Combined or Dual Degree (2 undergraduate degrees)

A student may work on two undergraduate degrees simultaneously (or in sequence) from different schools; e.g. A.B. in philosophy, with a B.S. in chemical engineering. For a Combined Degree, students must successfully complete 150 units and the distribution requirements for both degree-granting schools. For students getting a combined degree in the College of Arts & Sciences, 90 of the 150 units must be Arts & Sciences units.

In order to facilitate advising for combined degree students, prime schools have been determined for each possible degree combination, with the smaller school being the prime school, as listed below. Students interested in combined degree requirements should contact the Dean in the

prime school listed below.

- Architecture, Business, Engineering, or Art in combination with Arts & Sciences: Non-Arts & Sciences school is prime
- Architecture & Engineering: Architecture is prime
- Art & Engineering: Art is prime
- Business & Engineering: Business is prime
- Business & Art: Art is prime
- Business & Architecture: Architecture is prime
- Architecture & Art: Art is prime

Second Majors Across Schools

A student receives the degree with two majors from two different schools, e.g. a major in a professional school and a major in Arts & Sciences. A Second Major means meeting the course requirements for a second area of study, but not taking all the required distribution or core courses for a second bachelor's degree. The College of Arts & Sciences, the Olin Business School, the School of Engineering (Computer Science only), and the College of Architecture offer second majors. **(Note: Many students confuse taking a Second Major with a Combined Degree. Make sure that they understand that a Combined Degree requires 150 units, not 120, and completion of each school's distribution core courses.)**

In the School of Engineering and Applied Science, two majors usually mean two degrees. When two sets of undergraduate degree requirements are completed, two degrees are awarded, e.g. B.S. in computer science and a B.S. in electrical engineering. Students in Engineering, however, may earn a second major in another undergraduate division and have it recorded on their transcript.

Minor

Many undergraduates choose minor fields, allowing students in-depth study in one field (the major) with more than introductory knowledge of another. Majors and minors may be combined from different undergraduate schools (see "Handbook of Academic Minors" or department website).

ADVISING GUIDELINES ACROSS SCHOOLS

To help answer questions from students who are considering transfer to another school within Washington University, general outlines for distribution requirements and first-year schedules are listed below.

Undergraduate Advising Guidelines

College of Architecture

Iain Fraser
<i>Co-Director Undergraduate Program</i>
Phone: 5-6200
Fraser@wustl.edu

The College of Architecture may accept a limited number of college students in the introductory studio, Arch 111 – 112. Freshmen who are seriously interested in architecture should make an appointment to see Iain Fraser to discuss alternatives for the studio sequence. The freshman lecture series, 111A and 112A, is available to all students.

The first-year curriculum includes:

	Units
Architecture 111-112	6
Architecture 111A-112A	2
Writing 1	3
Mathematics 131	3
History 101C-102C	6
Distribution Requirements	12
	32

The second-year curriculum includes:

	Units
Architecture 211-212	6
Architecture 211A-212A	2
Physics 101A or 117A	3
Architecture 221A-221B	6
Distribution Requirements	9
Other Electives	6
	32

Undergraduate Advising Guidelines

College of Art

Georgia Binnington <i>Associate Dean of Students</i> Phone: 5-6532 binnington@wustl.edu	Cris Baldwin <i>Assistant Dean and Registrar</i> Phone: 5-4761 crisbaldwin@wustl.edu
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Academic Requirements:

	Units
Writing 1	3
Literature	6
Natural Sciences or Mathematics	6
Social Sciences	6
Academic electives	9

Art History Requirements:

	Units
Art history (Art-Arch 112E and 211)	6
Art history electives	9

Studio Art Requirements:

	Units
Core program-first year	12
Core program-second year	12
Major-third year	16
Major-fourth year	20
Art electives	15
Art and/or academic electives	8

Total credit units required for BFA ***128***

The first-year curriculum includes:

Fall:

- Drawing 101
- Design 105 or 107
- Art History 112E
- Elective/Distribution
- Writing I

Spring:

- Drawing 102
- Design 106 or 108
- Art History 211
- (2) Elective/Distribution

College of Arts & Sciences

Delores Kennedy
<i>Associate Dean</i>
Phone: 5-6872
Email: dkkenned@wustl.edu

- **120 units of course work**
 - 30 units must be in 300-, 400-, or 500-level courses
 - 24 units may be taken credit/no credit, but only 12 such units may be applied towards distribution requirements
- **Completion of an approved major**
- **Core Skills**
 - 3 units of Writing 1 in freshman year
 - Grade of C+ or better required
 - 3 units of course work substantially engaged in Quantitative Analysis (QA)
 - Grade of C+ or better required
 - 3 units of course work in an upper level Writing-Intensive course (WI)
 - Must be taken in junior or senior year
 - Grade of C+ or better required

Social and Cultural Perspectives

- 3 units of course work fostering an understanding of Cultural Diversity (CD)
 - May be taken credit/no credit
 - Cannot be the same course used to satisfy the Social Differentiation requirement
- 3 units of course work substantially focused on forms of Social Differentiation (SD)
 - May be taken credit/no credit
 - Cannot be the same course used to satisfy the Cultural Diversity requirement
- **Four Distribution Areas**
 - 8 - 9 units of course work in each of four distribution areas:
 - Natural Sciences and Mathematics (NS)
 - Social Sciences (SS)
 - Textual and Historical Studies (TH)
 - Language and the Arts (LA)
 - 6 or more of those units in each area must be integrated by a major or a minor or a cluster
- **A capstone experience, if required by the major**

Undergraduate Advising Guidelines

John M. Olin School of Business

- Simon Hall, Room 12
- Box 1133
- Phone: 5-6315
- Fax: 314-935-9095
- Website: <http://www.olin.wustl.edu/Pages/default.aspx>

Jeff Cannon	5-4691	<i>Associate Dean and Director of Undergraduate Programs</i>
Konnie Henning	5-5775	<i>Associate Director of Undergraduate Advising</i>
Paige LaRose	5-7774	<i>Associate Director of Undergraduate Advising</i>
Steve Malter	5-7159	<i>Director of Student Development</i>
Lanna Skadden	5-4758	<i>Assistant Dean and Director of Academic and Student Services</i>
Dan Stifler	5-9237	<i>Associate Director of Undergraduate Advising</i>

Students who are interested in transferring to the Olin School should contact Michelle Hall at 5-6315 to make an appointment to see an advisor.

General Requirements (48 units minimum):

	Units
A. Writing 1 (C+ or better)	3
B. Mathematics 127/128 or 131/132	3-6
C. Distribution Requirements:	
1. Physical and life sciences	3
2. Humanities	3
3. International studies	6
4. Behavioral analysis	3
5. Ethics and values	3
<i>Approved course selections are available in Simon Hall, Room 12, in Course Listings, or at http://www.olin.wustl.edu/bsba/srv/reg.cfm.</i>	
D. Advanced electives: Each student must complete at least 18 graded units of advanced non-business course work (number 300 or above).	
E. General Electives	

While applications to transfer into the Olin School are welcome, transfer applications are approved on a space-available basis. Ordinarily, students must have at least a B average to transfer into the Olin School and must be reasonably on track in terms of completing course requirements. Olin students enroll in the Olin Experience in the fall and spring semesters during

their freshmen year and in the fall of their sophomore year. Therefore, students are encouraged to transfer to Olin by the fall of their sophomore year in order to begin the sophomore Olin Experience. Any student transferring after their sophomore year will still be required to take the sophomore Olin Experience, but will not be required to take the freshmen Olin Experience course

Freshmen who are considering the possibility of transferring into the Olin School should take the following course work during the freshman year:

First Semester:

- Writing 1
- Math 127/131 (or higher)
- Management 100*

Second Semester:

- Managerial Economics (MEC) 290**
- Math 128/132
- Accounting 2610

Olin students enroll in our Olin Experience in the fall and spring semesters during their freshmen year and in the fall semester of their sophomore year. Therefore, we now strongly encourage students to transfer to Olin by the fall of their sophomore year in order to begin the sophomore Olin Experience. Any student transferring after their sophomore year will still be required to take the sophomore Olin Experience, but will not be required to take the Freshmen Olin Experience Course.

If a student does not transfer at the start of their sophomore year, then we would suggest the following sequence:

Third Semester:

- QBA 120 or equivalent (Math 3200 or ESE 326)
- Accounting 2620

Fourth Semester:

- QBA 121 (or other second level statistics course) ***
- Core Requirement****

*MGT 100 may be taken during the fall or spring of freshman year. If taken in the spring, students should wait to take Acct 2610 until the fall semester of the sophomore year and take Acct 2620 in the following spring semester.

**Students who complete Econ 1011 must also complete Econ 401 to satisfy the micro requirement.

***If the student has not completed Calculus II in the freshman year, he/she should talk with one of the academic advisors in the Olin School prior to spring registration to determine how best to approach their statistics requirement.

**** Students should talk with an academic advisor from the Olin School before selecting their core course.

Undergraduate Advising Guidelines

School of Engineering and Applied Science

- Lopata, Room 303
- Box 1100
- Phone: 5-6100
- Fax: 5-4301
- Website: <http://www.seas.wustl.edu/>

J. Christopher Kroeger
<i>Associate Dean for Students</i>
Phone: 5-6100
CK@SEAS.wustl.edu

Students in the School of Engineering complete a Common Studies program as part of their professional degree program. The Common Studies Program includes:

		Units
Writing 1	by examination or at least a C+ in Writing 1	3
Calculus	Math 131, 132, 233 and 217	14
Physics	Phys 117A, 118A or 197, 198	8
Chemistry*	Chem IIIA, 112A, 151, 152 or Chem IIIA, 151	5 or 10
Technical Writing	EP 310	3
Humanities/Social Science electives		18
Total		51 or 56

Fall:

Engineering 120
 Math 132
 Physics 117A or 197
 Chemistry 111A, 151*
 Humanities/Social Science
 Engineering Course(s)

Spring:

Writing I
 Math 233
 Physics 118A or 198
 Chemistry 112A, 152*
 Humanities/Social Science
 Engineering Course(s)

*If pre med or majoring in Chemical Engineering or Biochemical Engineering.

**If English requirement is not already satisfied.

Requirements are somewhat different for students pursuing an applied science rather than a professional degree. *The Undergraduate Bulletin* should be consulted for specific detail.

Graduate School Advising Guidelines

John M. Olin School of Business

Website: <http://www.olin.wustl.edu>

Gary Hochberg

Director, Specialized Master's Programs

Campus Box 1133

Phone: 5-7301

Email: maccinfo@wustl.edu

MBA – Master of Business Administration consists of 60 units of graduate credit. The early admission option for the MBA allows WU students to spend three years pursuing course work at the undergraduate level and then the two years completing the MBA degree. More information is available for the MBA program from the Admissions Office in Simon Hall, Room 114.

MAAC – Master of Science in Accounting consists of 33 units of graduate credit and may be completed in two-three semesters giving students extensive accounting knowledge required for careers in public or corporate accounting, and prepares you to take the CPA exam, including into those states that have enacted the “150 hour rule.” More information is available from Student Services Office in Simon Hall, Room 12.

MSF – Master of Science in Finance consists of 33 – 39 units of graduate credit that prepares students to begin their careers at an advanced level in financial services and corporate financial management. More information is available in the Student Services Office in Simon Hall, Room 12.

Arts & Sciences students interested in a specialized master’s degree should meet with Dean Kennedy in Arts & Science and Dean Hochberg in the Business School to determine eligibility and requirements for the specialized master’s degree.

Graduate School Advising Guidelines

Occupational Therapy

Website: <http://www.ot.wustl.edu>

Kathy Kniepmann
Campus Box 8505
Phone: 286-1610
kniepmannk@wustl.edu

Entry Time: Fall only

Course of Study: Students can apply for a masters or doctoral degree. The Master of Science in Occupational Therapy (MSOT) degree includes two years of academic coursework followed by six months of full-time fieldwork. The Occupational Therapy Doctor degree (OTD) requires a third year of academic study and three additional months of full-time fieldwork.

Eligibility for Enrollment: A baccalaureate degree or completion of three years in Washington University's approved cooperative education program. Specific prerequisite courses within a minimum grade of B- are required for admission, as listed below. Many students major in life sciences or behavioral sciences, but the program welcomes students from all academic backgrounds.

Biological Sciences:

- Life Science (3) - 200-level or above, no lab is required. Suggested courses include but are not limited to human anatomy, neuroanatomy, comparative anatomy, zoology, genetics, botany, ecology and cognitive neuroscience.
- Physiology (3) - must cover the organization of cells into tissues, organs and organ systems in humans. A course titled "Anatomy and Physiology" is acceptable; however, if the course is part of a two-course sequence, both courses must be completed to be able to fulfill this prerequisite. If it is a 200-level or higher course, one part can fulfill the Life Science prerequisite and the second part the physiology prerequisite.

Social Sciences:

- Developmental Psychology (3)
- Abnormal Psychology (3) – an abnormal psychology or a psychopathology.
- 3 additional semester hours from one of the following: Sociology, Anthropology, Psychology, Economics, Political Science, or Public Health.

Statistics:

- Behavioral, Educational, or Math 320. Business statistics does not fulfill this requirement.

Combined Degree Options:

Cooperative Education Agreements are held with the College of Arts & Sciences and the School of Art with Occupational Therapy. Students may earn a baccalaureate degree from the initial college and a M.S.O. T. from the Program in a five-year plan. Specific conditions exist for participation.

Graduate School Advising Guidelines

Physical Therapy

- Website: <http://pt.wustl.edu>

Sarah Rands <i>Admissions and Student Affairs Coordinator</i> Phone: 286-1402 rands@wustl.edu	Alisa Cooperstein <i>Admissions and Student Affairs Assistant</i> Phone: 495-0504 acooperstein@wustl.edu
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The Program in Physical Therapy is a three-year, graduate-level curriculum located at Washington University School of Medicine. Graduates will receive a Doctorate in Physical Therapy, which is a clinically-oriented degree program that prepares individuals for general practice in a wide variety of settings in any part of the United States.

Individuals entering the Program are required to have:

1. Completed a Bachelor's degree (any baccalaureate major is acceptable; many students enter with degrees in biology or psychology, but almost every possible major has been represented).
2. Taken and passed the prerequisite courses.
3. Taken the GRE (Graduate Record Exam). International students who do not speak English as a primary language must take the TOEFL and TWE.
4. Hold current certification in CPR (cardiopulmonary resuscitation) and First Aid.

Prerequisite Courses:

- 1 year of Physics with labs (Phys 117 A, 118A)
- 1 year of Chemistry with labs (Chem 111A/151, 112A/152)
- 1 year of Biology or Zoology (Bio 2960A, 2970A, 334, 349)*
- Anatomy (Bio 311)
- Physiology (PT 320/Bio 328)
- Trigonometry or Calculus (Math 217 or Math 131)
- Statistics (Psych 300, Math 1011 or Math 320)
- 1 year of English to include Writing 1 and an elective
- 1 year of Psychology to include abnormal psych (Psych 100B, Psych 354)
- At least two other courses in the Humanities and Social Sciences (Anthropology, Economics, History, Language, Literature, Philosophy, Political Science, Psychology, Speech or Sociology)
- Medical Terminology competence** (Classics 225D)

*Other Biology courses may also be used to meet this requirement (ecology or environmental courses are not accepted).

**Classics 225D is optional. The Physical Therapy program also recommends a self-paced, programmed text as an alternative to taking this course.

Graduate School Advising Guidelines

Social Work

- Website: <http://gwbweb.wustl.edu>

Janice Wells-White
<i>Director of Admissions</i>
Phone: 5-6676
jwhite@wustl.edu

The George Warren Brown School of Social Work is located on the Danforth Campus.

Eligibility for Enrollment: Prerequisites for admission to the George Warren Brown School of Social Work are the same for those holding a baccalaureate degree or for those who seek admission after the junior year in the College of Arts & Sciences. All applicants must have completed at least 30 units in the social sciences (anthropology, economics, political science, or psychology) and must have maintained at least a B average in all undergraduate work.

Prerequisite Courses:

- An inferential statistics course, with a grade of B or better. If not completed in advance, it may be taken as part of the MSW coursework.
- A course with human biology content, with a grade of C or better. If not completed in advance, a self-paced biology tutorial and exam will be required in the first semester of MSW coursework.

Combined Degree Options: A Cooperative Education Agreement is held with the College of Arts & Sciences. Students may earn a baccalaureate degree from Arts & Sciences and a M.S.W. at the end of five years of study. Interested students should apply during the first semester of junior year.

ARTSCI PRE-PROFESSIONAL ADVISING GUIDELINES

Education Certification

- McMillan Hall, Room 312
- Box 1183
- Phone: 5-6707

Kimberly Shelton
McMillan 312, Box 1183
Phone: 5-6707
kshelton@artsci.wustl.edu

Teacher education provides the only opportunity for undergraduates to obtain a professional credential (teacher certification) within the four-year baccalaureate degree program. Teacher certification options offered through the Department of Education include:

- Elementary teacher certification (grades 1-6),
- Middle School teacher certification (grades 5-9),
- Secondary teacher certification (grades 9-12) is available in the following subject areas: biology, chemistry, earth sciences, English, mathematics, physics, social studies.
- K-12 teacher certification (classified as secondary) is available in the following subject areas: art, French, German, Japanese, Latin, Russian, and Spanish.

All teacher education majors are required to double major in a subject area. This requirement ensures that students meet certification requirements set by the State. Middle school and secondary teacher education students will double major in the subject area they expect to teach. The State of Missouri requires specific content in those majors; please consult an education advisor for more specific information.

Because these students must meet professional licensure standards as well as fulfill degree requirements, it is imperative that they contact the Department of Education Student Services Secretary, Kimberly Shelton quickly. Kimberly will counsel interested freshmen or other students even before they declare a major

Frequently Asked Questions

Q: When should a student declare the major?

A: As soon as possible. Students who want to major in elementary or middle school education should declare no later than the sophomore year. Students interested in secondary education or educational studies should declare no later than the first semester of the junior year.

ArtSci Pre-Professional Advising Guidelines

Q: Is it ever too late to declare a teacher education major and become certified?

A: Course sequencing requires that elementary majors declare their major and enroll in specific education courses no later than the first semester of their junior year. Secondary, and possibly middle school, majors might be able to declare later in the junior year. Because of complicated requirements for certification, there is no guarantee that any student who declares after the first semester of the junior year can finish within four years. We will try to help any student who is interested in teacher certification, but additional study may be required.

Q: Are there required tests?

A: Yes, for teacher education majors. A pre-entrance test called the C-BASE is currently mandated by the State of Missouri for all undergraduates who wish to major in teacher education. The C-BASE is given through our department once every fall and spring. An exit test, the PRAXIS II, is also required for teacher education majors. This test is taken toward the end of the student's program.

ArtSci Pre-Professional Advising Guidelines

Pre-Law

Rebecca Brown	Kris Kerth	Tamara King	Mark Smith
<i>Pre-Law Advisor</i> Phone: 5-5905	<i>Pre-Law Advisor</i> Phone: 5-4936	<i>Pre-Law Advisor</i> Phone: 5-4174	<i>Pre-Law Advisor</i> Phone: 5-6489
rebecca_brown@wustl.edu	kkerth@wustl.edu	king@wustl.edu	msmith@wustl.edu

Since law school admission does not require certain majors or specific courses, applicants have a wide variety of academic backgrounds. Whatever major or course of study students choose, they should work to improve their writing and analytical skills. They should take intensive writing courses above and beyond Writing 1. Pre-law students should also study history (especially American), political science, philosophy, and economics.

The College's Role

The College Office serves four main functions for pre-law students:

1. Advising – Through regular information sessions, the law fair, and individual appointments, the Pre-Law Advisor helps students at every stage in the pre-law process. The Pre-Law Advisor provides students with information on the application process, the LSAT (Law School Admission Test), course selection, specific law schools, and career possibilities in the law.
2. Information Resources – The College Office keeps on hand LSAT registration booklets, undergraduate pre-law magazines, and other pertinent materials for applying to law school. In addition, law school information guides, as well as a number of current books about law school and the legal profession, are available in Olin Library.
3. Letter of Recommendation Service – The College Office also assists students by keeping faculty letters of recommendation on file and supplying them to law schools or LSDAS on request. Using the College's recommendation form spares faculty the need to complete forms from different schools, and the Washington University form is accepted at all law schools. The forms can be found in the College Office.
4. Pre-Law Email List – Students who are interested in law and wish to be on the pre-law mailing list should register in the College Office. The Pre-Law Advisor uses this email list to connect pre-law students to appropriate events, lectures, information sessions, campus student groups, and potential internship opportunities. The Pre-Law Advisor sends e-mails (usually) once a week.

ArtSci Pre-Professional Advising Guidelines

Pre-Law Student Groups

Students should be aware of several student groups:

1. The Pre-Law Society
2. The Black Pre-Law Society
3. Mock Trial
4. Speech & Debate Team
5. Model UN (under the umbrella of the new International Relations Association)

Information on all groups is available at the fall and spring Activities Fairs.

Frequently Asked Questions

Q: What should I major in if I'm planning on law school?

A: Anything! There is no required course of study at the undergraduate level for law school. When you settle on a major, choose something that really interests you and do it well. Many law school applicants have majors in political science, English, philosophy, economics and history, but law schools also welcome warmly those with backgrounds in science, engineering and business. A technical or scientific background can be very helpful for lawyers who specialize in environmental issues or patent law, for example.

Q: What classes should I take outside my major?

A: Words are the lawyer's most important tool. Take Writing 1 very seriously, and use it as an opportunity to improve your writing. After you complete Writing 1, look for additional courses that require significant writing. You should also take some courses that train you to think analytically, such as math, economics, statistics, science and logic. Take political science, philosophy, economics and history courses to develop an understanding of the traditions behind, and development of, our legal system. Use co-curricular opportunities and classroom presentations to sharpen your oral communication skills. An accounting course somewhere along the way is also helpful.

Q: How important is my GPA?

A: Law schools give great weight to GPA as an indicator of likely success in law school, so you should plan to get off to a good start academically. Develop a good foundation during your first year for academic success in all four years. Go to class, work hard to understand the material, and take advantage of opportunities to sharpen your study skills and test taking.

Q: How important is the LSAT? When do I take it?

A: The LSAT score is also very important to law school admissions officers. You will take the LSAT during the summer after your junior year or in the fall of your senior year if you plan to go directly to law school from college. It is important to prepare carefully for the test. You can begin to lay a foundation now: in your early college years, be sure to take a variety of courses that will strengthen your reading comprehension, analytical thinking and logical reasoning skills.

ArtSci Pre-Professional Advising Guidelines

Q: Should I study a foreign language or spend a year or semester abroad?

A: Yes, if it interests you. The law, like everything else, deals increasingly with global concerns, and the ability to communicate in a language other than English can be valuable. In addition, mastering a foreign language can help you communicate more effectively in English. Understanding other cultures can also be extremely helpful for a lawyer, especially one whose practice has international dimensions.

Q: Should I do an internship?

A: Absolutely. Well-chosen internships can help you to learn about what kind of work environments you like, and whether law practice or any other law-related work appeals to you. It is just as important to define what you don't like as it is to determine what you do like. Investigate internship possibilities at the Career Center.

Q: Will I need letters of recommendations?

A: Yes, you will need at least two recommendation letters, preferably from faculty members, to submit with law school applications. The most effective letters are those that address your intellectual capacity and your writing ability. Begin thinking now about which professors might be able to write effective letters on your behalf, and let them get to know you. Participate in class. Use office hours to discuss any material that you don't understand fully. Take a second class from a faculty member from whom you learned a great deal.

Q: What if I want to work a few years before going on to law school?

A: Only about 50% of the first year students in most law schools entered directly from college. Working for a year or more before beginning law study can help you decide if law school is really right for you. You will also gain maturity and experience that may make you a more focused and successful law student.

ArtSci Pre-Professional Advising Guidelines

Pre-Med and Allied Health

For Students in Arts & Sciences, Art, Architecture, and Business

Henry Biggs	Joan Downey
<i>Pre-Med Advisor</i>	<i>Advisor for Clinical Experiences</i>
Phone: 5-6519	Phone: 454-2245
hbiggs@wustl.edu	Email: jdowney@wustl.edu or downey@kids

Carolyn Herman	Joy Kiefer
<i>Pre-Med Advisor</i>	<i>Pre-Med Advisor</i>
Phone: 8076	Phone: 5-8136
Email: cherman@wustl.edu	jkiefer@wustl.edu

Jennifer Romney	Elizabeth Drury
<i>Pre-Med Advisor</i>	<i>Pre-Professional & Scholarship Coordinator</i>
Phone: 5-7969	Phone: 5-6897
jlromney@wustl.edu	Email: edrury@wustl.edu

For Students in Engineering:

Richard Brand
<i>Adj Professor & Health Profession Advisor</i>
Phone: 5-4578
Brand@wustl.edu

Life Sciences professions advising include all careers in health-related fields that may interest students. Encourage students to explore broadly some of the following options: dentistry, veterinary medicine, physical therapy, occupational therapy, osteopathic medicine, optometry, pharmacy, physician assistant and nursing. Also, many students find a good match for their interests in public health, health administration and social work.

The College of Arts & Sciences oversees premed and other pre-health applications and advising for students enrolled in Arts & Sciences, the Olin School of Business, the College of Architecture, and the College of Art. The School of Engineering and Applied Science oversees premed application of its own students. Engineering students interested in premed should contact Dr. Richard Brand or the School of Engineering Pre-Med Committee or Professor Frank C-P Yin (5-6164 or yin@biomed.wustl.edu).

ArtSci Pre-Professional Advising Guidelines

Core Requirements for application to American medical schools

SUBJECT	COURSEWORK REQUIRED	WUSTL COURSES
Biology	2 semesters with laboratory (This sequence is 3 semesters at Washington University)	Bio 2960, 2970, and 3050
General Chemistry	2 semesters with laboratory	Chemistry 111A, 151, 112A and 152
Organic Chemistry	2 semesters with laboratory	Chemistry 251, 252, and 257
Physics	2 semesters with laboratory	Phys 117A and 118A or Phys 197 and 198
English	2 semesters, one of composition	Writing 1 and the writing-intensive requirement or an upper-level composition class

Variable Requirements

Many medical schools recommend additional courses in biology beyond the minimum requirement, and some require biochemistry, regardless of the major. Statistics is strongly recommended. Students should carefully review the admissions criteria for individual medical school requirements in the *Official Guide to Medical School Admission Requirements*, published annually by the Association of American Medical Colleges.

Students should register to receive e-mails from the Life Sciences Program with his or her advisor. If the advisor does not have the appropriate form, the student may email Ms. Drury at edrury@artsci to be included in the list serve.

Advisors are asked to consult the Advisor's Pre-Professional Handbook, which will be supplied by the College for information about schedules for particular majors.

Most life sciences students register for the following classes first semester:

- Chemistry 111A and 151 (lab)
- Math 131 or Math 132, or 320 for science majors; math may be taken later by students who do not intend to major in a science.
- Writing 1
- 1-2 electives

Most life sciences students register for the following classes second semester:

- Biology 2960
- Chemistry 112A and 152 (lab)
- Math 132, 233 or 320*
- 1 elective

*The second semester of Math can be taken later, perhaps in the summer, if the student prefers.

ArtSci Pre-Professional Advising Guidelines

Encourage students to take full and early advantage of the support offered by all the departments. Directions for becoming part of a study group will be given both in class and on the syllabus. Peer Led Team Learning (PLTL) groups are available to students enrolled in Chemistry 111A, 112A, Math 131 and 132 and Physics 117 and 118. Urge your advisees to sign up as soon as these groups are made available; sign-up times will be announced in class and should also be noted on the syllabus.

Frequently Asked Questions

Q: Do students need to major in the sciences to be admitted to medical school?

A: No. They should be encouraged to major in any academic discipline they find interesting. Medical schools do not discriminate against students who have chosen to major in subjects outside the sciences. In fact, they welcome them. However, for the student who plans to apply to a medical scientist training program or an M.D./Ph.D. program, a major in the sciences and significant time in a research setting is required.

Q: Can pre-med students study abroad?

A: Yes, but if they plan to spend a year of study abroad (typically the junior year), they will need to plan very carefully. Language proficiency at a certain level is required for most Washington University study abroad programs as is a minimum overall GPA. If students have not yet begun study of the language of the country they wish to visit, they should begin during their first semester.

There is a program designed for premed and pre-veterinary students who are studying French. In the summer following the junior year, students go to Nice on the Riviera and study French culture, the French health care system, and work in a French pediatric hospital or the French veterinary medicine program. The contact person is Professor Colette Winn in Romance Languages, 5-5175. Additionally, there is a year-long program at Trinity College, Dublin for students interested in genetics as part of a major in biology. Students interested should contact Professor Sarah Elgin in the Department of Biology at 5-5348.

In a recent survey of our students who just completed their first year of medical school, many commented that being able to speak Spanish has been particularly helpful to them. All premed students who are interested in languages should be encouraged to pursue them, both for personal and professional rewards.

Q: Are there research opportunities available for undergraduates?

A: There are many opportunities to do research in all the science departments on the Hilltop campus. Also, many faculty members at the School of Medicine, both in the basic science and the clinical departments, welcome undergraduates into their laboratories. A student may do independent research, usually starting in the sophomore year that can lead to an honors thesis. Clinical setting programs are available through enrollment in either PEMRAP or MEDPREP. Please see Dr. Downey for information on these programs (5-7997).

ArtSci Pre-Professional Advising Guidelines

Q: How is a student accepted into Medical School?

A: Last year approximately 37,750 students applied for 16,700 places in medical schools. The national mean GPA for accepted students is 3.65 and a 31 on the MCAT.

It is also important for students to demonstrate a commitment to service and to the community by becoming involved in volunteer activities. They do not have to volunteer in hospital settings, but it is important that at some point through some experience they demonstrate a familiarity with a medical setting. They can tutor through Campus Y or do Habitat for Humanity or any other community service project. Staying involved in a particular activity for more than a year is very important.

Letters of recommendation from professors and research or clinical mentors are a vital part of the medical school application. Students should be encouraged to get to know their professors by going to office hours and being well prepared in class. Acquaintance with a professor requires extra effort on the student's part since most classes for the premed curriculum will be large.

Another key to medical school admission is the MCAT examination. Many students take the MCAT in April of their junior year when they have completed their premed curriculum. The highest possible score is 45; the average score for entry into medical school in the 2003 entering class was 30.

Students should take advantage of the programs to help them apply to medical school offered by the College of Arts & Sciences. They will need to attend Junior Jumpstart and meet with a Life Sciences advisor in the spring of the year they are applying (usually the junior or senior year) for an interview, which can be arranged by calling Liz Drury at 5-6897.

Q: Do Washington University undergraduates receive preference at WU Medical School?

A: WU undergraduates make up the largest group of students in the entering freshman medical school class from any one institution. The average GPA for a member of the class is around 3.8 and the average MCAT score of the successful applicant is in the 36-37 range.

In the 2006 class of 120 entering medical students, 12 are Washington University undergraduates. The acceptance rate into the Washington University School of Medicine by our undergraduates is about double the acceptance rate of students from other institutions.

Student Organizations

There are three premed groups: Black Pre-medicine Association, Advisor, Carolyn Herman; the Pre-medical Society and Alpha Epsilon Delta, an honorary for upperclassmen where membership is based on academic excellence and service to the community, Advisor, Dean Biggs. In addition, there is a pre-veterinary medicine/zoological science society advisor, Dean Romney.

Praxis

- Website: <http://praxis.artsci.wustl.edu>

Henry Biggs
<i>Associate Dean</i>
Phone: 5-6519
Email: hbiggs@artsci.wustl.edu

Students in the College of Arts & Sciences, who wish to pursue a liberal arts education but also want to acquire many of the skills essential for the workplace, may consider applying to the Praxis Program prior to their sophomore year. Praxis is not a major or minor but a program that complements the major a student selects

Praxis provides an exciting opportunity to combine the analytical reading, writing and thinking skills of a liberal arts education with the marketable skills required in the 21st century. Students will gain proficiency in leadership and organizational culture, traditional and emerging technology, writing and public speaking, quantitative analysis and methods, as well as foreign language literacy and culture. The Praxis experience will culminate in an internship taken at the end of the junior year that will allow students to synthesize the tools and theories they have learned and utilize them in the workplace. Locations for internships include national and international sites.

The required courses for Praxis are:

1. Communication Skills, both written and oral (3 units)
Required: Praxis--Effective Communication in the Workplace
2. Leadership and group experience (3 units)
Required: Praxis--Leaders in Context
3. Analytic and problem-solving ability (6 units)
Required:
 1. Microeconomics
 2. A second course in analytic skills. Choose one of the following:
 - a. Macroeconomics
 - b. Accounting I (University College or Olin)
 - c. Logic and Critical Analysis (Philosophy)
4. Quantitative Skills (3 units):
Required: Statistics. Choose one of the following:
 1. Math 1011: Introduction to Statistics
 2. Math 320: Elementary Probability and Statistics
 3. Social Thought and Analysis 326: Methods & Reasoning in the Social Sciences I
 4. Psychology 300: Introductory Psychological Statistics

ArtSci Pre-Professional Advising Guidelines

5. International Perspective or Experience (3 units)

Required:

-- *Either:*

1. The study of any language through the 300 level

-- *Or:*

2. One course in International Economics or Economic Development. Choose one of the following:

- a. Anthropology 3611: Population and Environment
- b. Anthropology 4517: Anthropology and Development
- c. Economics 371: Economic Development: An Interdisciplinary Approach
- d. Political Science 369: Topics in Public Policy

6. Information Technology Skills (3 units)

Required: Praxis--Fluency in Technology

7. Internship (3 units)

Taking closely into account the student's intended track, this internship will be taken normally in the summer after the student's **junior** year. For details, contact the Praxis Internship Coordinator, Dr. Joy Kiefer, at jkiefer@artsci.wustl.edu.

ArtSci Pre-Professional Advising Guidelines

Reserve Office Training Corps (ROTC) *

Website: <http://www.rotc.wustl.edu>

Army ROTC (Washington University)
700 Rosedale Ave., Suite 1120
Phone: 5-5537
Fax: 5-6931
<i>ROTC@CEC.WUSTL.EDU</i>

Students from all majors are eligible to take Army ROTC. Introductory "basic" courses allow students to look at officer opportunities without obligation. By accepting an AROTC scholarship or entering the junior level (Advanced Course) program, a student makes the commitment to serve as an officer on active duty or reserve duty upon graduation. Credits earned in AROTC courses do not count toward the 120 units required for graduation in the College of Arts & Sciences.

Air Force ROTC (St. Louis University)
Saint Louis University
3631 Forest Park Blvd
St. Louis, MO 63108
Phone: 977-8227
Fax: 977-8332
<i>AFROTC@SLU.EDU</i>

Air Force Reserve Officers Training Corps (AFROTC) is administered by St. Louis University and is open to all qualified Washington University students. AFROTC commissions as second lieutenants qualified students who complete the AFROTC program and receive a baccalaureate degree. The first two years of AFROTC are available to all interested students without obligation. When students enter the junior year in AFROTC, they become obligated to enter active duty in the United States Air Force. Credits earned in AFROTC courses do not count towards the 120 units required for graduation in the College of Arts & Sciences.

AROTC and AFROTC Scholarships

Merit-based scholarships are available for both the AROTC and AFROTC programs. Students are eligible to compete for two and three-year Army ROTC scholarship awards. Scholarship recipients also receive an annual book allotment and a monthly subsistence allowance. Students interested in ROTC scholarships should contact the ROTC department for further information or refer to the home page at: <http://www.rotc.wustl.edu>.

Air Force ROTC scholarships are also available for outstanding students. In addition, all AFROTC scholarships provide support for fees, textbook payments, and a monthly stipend.

UNIVERSITY POLICIES

Academic Integrity

Arts & Sciences

The Council of Students of Arts & Sciences and the Faculty of the College of Arts & Sciences have developed detailed guidelines governing academic integrity that are printed in full in each edition of Course Listings. An Academic Integrity Committee, consisting of faculty and students, ensures that violations are dealt with in an appropriate manner. The sanctions available to the Committee also appear in Course Listings. In 2005-2006, 28 students were charged with violations of the academic integrity standards by Arts & Sciences faculty. Three-quarters of the cases involve plagiarism. The most frequently imposed sanction was failure of the course in question in cases when students were found to have violated the policy.

Professional Schools

The College of Architecture and the College of Art follow the policy of Arts & Sciences. The Olin School of Business provides detailed guidance on academic integrity in its Code of Conduct Book and emphasizes the role of each student in maintaining the University's high standards of academic integrity. The Code of Conduct and the University Judicial Code booklets are available on Olin's website: www.olin.wustl.edu/bsba/srv/pubs.cfm. The School of Engineering and Applied Science includes a "Statement on Student Academic Integrity" in its section of Course Listings which makes clear that students are expected to conform to high standards of conduct and provides detailed guidance on the proper preparation of problem sets.

Please take time to talk with your advisees about the University community's high expectations of them, and ensure that they are familiar with the policies and guidelines that apply to them, keeping in mind that violations are normally handled within the school in which the alleged offense occurred.

For further information contact:

College of Architecture:	Peter MacKeith
College of Art:	Georgia Binnington
College of Arts & Sciences:	Dirk Killen
Olin Business School	Lanna Skadden
School of Engineering and Applied Science:	Chris Kroeger

Academic Probation and Suspension

While the University desires to give all students the opportunity to prove themselves, it is not in the best interest of either the students or the University to permit students to continue indefinitely in an educational program in which they are not making satisfactory progress. Accordingly, each School has formulated its own policies and procedures for identifying and responding to the needs of its students.

College of Architecture

A student who fails to make satisfactory progress for two semesters toward the degree will be placed on probation. The probation status serves as a warning that unless the quality of work improves, the student may be subject to dismissal from the School because of academic deficiency. Students dismissed for academic deficiency will not be eligible for readmission until they have demonstrated, under the conditions set for each individual case, their ability to do satisfactory work. A student will be taken off the probation list at the completion of two consecutive semesters of satisfactory progress.

College of Art

A student whose semester grade-point average is below 2.0 (equal to the grade of "C"), or has earned less than 12 credit hours toward the degree, will be placed on academic probation. If after the following semester, the semester grade-point average is still below 2.0, or if the student has earned less than 12 credit hours toward the degree, the student may be ineligible for normal advancement or may be suspended.

College of Arts & Sciences

At the end of each semester, the Deans review the grades of all students in the College. Students are expected to complete a minimum of 12 units per semester with a minimum 2.0 GPA. In most cases, students who do not do so are considered to be making unsatisfactory progress toward the degree and are subject to probation. The probationary status serves as a warning that unless the quality of work improves, suspension from the University may result.

There are five possible outcomes of the probation review:

1. No formal action is taken.
2. A warning letter is sent to the student advising that improvement in the academic record must be shown in order to avoid probation.
3. The student is placed or remains on probation. The notation "Academic Probation" appears on the outgoing transcript only during the period when the student is actually on probation or suspended. It is not part of the permanent academic record.
4. A "hold" is placed on the student's registration pending a conference with a Dean concerning the student's academic deficiency.
5. The student is placed on academic suspension. A suspended student may not enroll at Washington University without extensive consultation and planning with a Dean.

Letters of warning, probation, and hold are sent to students at their local addresses at mid-year and to their home addresses in June; letters are also sent to their parents. Copies of suspension letters are sent to students and to their parents. Advisors receive copies of all such letters.

Olin Business School

Approximately three weeks following the end of a semester, the Academic Review Committee reviews the record of any student who shows signs of unsatisfactory academic progress. Students must maintain a 2.0 grade point average in both professional (business) and general course work to be in "good academic standing." Failure to do so may result in the student being placed on academic probation, or becoming ineligible to re-register (NERR) in the Olin School. Failure on the part of a student to meet the conditions of probation in the following semester may result in dismissal from the School.

Another cause for probationary action or dismissal is failure on the part of a student to complete professional requirements within a reasonable time period. Students who fall behind in completing requirements should make an appointment to see their primary advisor to work out a plan for making up the work at the earliest possible time. Students on academic probation may take no more than 15 units per semester.

School of Engineering and Applied Science

A student whose work is of unsatisfactory quality is placed on academic probation. If the record is not sufficiently improved after a reasonable time, probation is followed by dismissal. The regulations governing probation and dismissal are as follows:

At the end of a semester, the Registrar checks each student's semester and cumulative grade point averages. Any student whose grade point average is below 2.0 is placed on academic probation or academic suspension status. In addition, any student who is not making adequate academic progress will be required to get the approval of the Undergraduate Academic Standards Committee before enrollment is allowed for the following semester.

A student who is dismissed and who desires to continue may present a written statement setting forth reasons why he or she believes the situation should be reconsidered. This statement should be addressed to the Undergraduate Academic Standards Committee and forwarded via the Associate Dean for Students.

Attendance

Successful education at the college level depends to a large extent on regular attendance at classes and laboratories. Washington University has no fixed rules for "cuts" or "excused absences" but leaves to the judgment of each department or instructor the number of absences of any kind a student may have and still pass a course. The faculty expects each instructor to give reasonable consideration to unavoidable absences and to the feasibility of making up missed work. The student is expected to explain to instructors the reasons for such absences and to discuss the possibility of completing missed assignments. Students who will have to miss several classes due to illness or family emergency should contact their advisor or dean as well as their instructor.

Because of the intensely interactive nature of Writing 1 and foreign language classes, a strict attendance policy is in place for those classes. The only absences considered excused are religious holidays or absences due to illness. In order to comply with this strict attendance policy, student athletes may consider asking permission to take Writing 1 in a semester that will require the least amount of travel.

Student Health Services only provides notes for students who have been hospitalized. The College of Arts & Sciences also follows this policy.

Dean's List

College of Architecture

Students qualify for the Dean's List by earning a semester GPA of 3.5 or above with at least 14 graded units.

College of Art

Students qualify for the Dean's List by earning a semester GPA of 3.5 with 12 graded units.

College of Arts & Sciences

Students qualify for the Dean's List by earning a semester GPA of 3.5 or above with at least 14 graded units.

Olin Business School

The Dean's List at Olin requires that a student earns a semester GPA of 3.6 or above with at least 12 hours of graded units and no incompletes or otherwise missing grades.

School of Engineering and Applied Science

A semester of 3.6 or higher GPA qualifies a SEAS student for the Dean's List based on a minimum of 12 graded units.

Grades

College of Architecture

College of Art

College of Arts & Sciences

Olin Business School

Points for each grade:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	NCR/F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

Multiply the number of units a course is worth by the grade points and that gives the quality points of a course (e.g. a three credit course given a grade of A equals 12). Do this for each course taken. Total the quality points and divide by the number of units taken for the semester. Every course attempted is included in the calculation with the exception of courses taken pass/fail.

School of Engineering and Applied Science

GPA is calculated on a 4.0 system without any weight for + or - grades. Note: For engineering students who enter Fall 2010 and beyond, + or - grades will count.

The points for each grade are as follows:

A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0.0	Inc = 0.0
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Note: SEAS students who are required to take Writing 1 to demonstrate their proficiency in English must earn a grade of C+ or better.

Audit

This option allows students to sit in on a course without the pressure of the course work load. Students do not receive credit toward the degree. A grade of "L" indicates satisfactory completion of an audit; unsatisfactory completion will result in a grade of "Z." Contact the Dean's office for further information on availability and fees.

Credit/No Credit or Pass/Fail Option

Students from each school are allowed to take a certain number of courses under the Pass/Fail or Credit/No Credit option. Change in grade option from letter grade to CR/NCR or P/F must be made in WebSTAC by the end of the second week of classes. Changes from CR/NCR or P/F to letter grade, however, are permitted through the twelfth week of classes.

Pre-professional and prospective graduate students should consider seriously the strong probability that professional schools may want more definite grades than CR or P in courses that are required or strongly recommended for admissions to professional or graduate study.

College of Architecture

Students pursuing majors or minors in architecture must take all architecture courses for grade. Other courses may be taken pass/fail, one course a semester.

College of Art

Students pursuing majors or minors in art must take all art courses for grade. Other courses may be taken pass/fail, one course a semester.

College of Arts & Sciences

In any semester, a full-time student may elect one course under the CR/NCR option; no more than 24 units earned taken under this option may apply toward the A.B. degree, and no more than twelve credits taken under this option may apply to the distribution requirements. Students must take Writing 1, a Q.A. and a Writing Intensive course for grade, as well as all courses counting towards the major and minor.

Olin Business School

A student may enroll in one Pass/Fail course each semester. **Note:** At any time during the semester, only one course may be registered under the Pass/Fail option. Only non-business courses may be taken Pass/Fail. A Pass/Fail course will count only towards general non-business electives. Calculus, Writing 1, distribution requirements and advanced electives must be taken for a grade.

School of Engineering and Applied Science

All undergraduate engineering students are eligible to register for up to 6 units each semester on the Pass/Fail option, up to a maximum of 18 units attempted. A given course may be selected on the Pass/Fail option only once. Only elective courses may be taken on this option, including humanity and social science courses in Arts & Sciences, courses in other divisions of the University, and some technical electives such as those engineering courses not specifically required for the student's major program.

Grade of Incomplete

College of Architecture

Incomplete marks in all architectural design courses (at the 100-600 levels) must be removed by the first day of classes of the following semester. Failure to remove the Incomplete will prevent the student from continuing in another architectural design course.

In all other courses the grade of "I" must be removed no later than the last day of classes of the next full semester. A student who fails to make up an "I" within the following semester will automatically receive an "F" in the course unless explicitly excused by the Dean. An "F" grade, so received, may not be changed. A student will not be allowed to continue in courses requiring pre-requisites if the student has received an "I" grade in the prerequisite course. A student who carries more than 9 units of incomplete work may be declared ineligible to re-enroll.

College of Art

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request the grade of Incomplete from one or more instructors. Students in such a situation should take the following steps:

1. Visit the instructor after class before the final critique or portfolio review to discuss the request.
2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student.
3. Return the signed petition to the Associate Dean of Students for final approval.

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean must review each request before a grade of Incomplete in a course can be granted.

College of Arts & Sciences

Students who receive an incomplete grade must submit completed required work by the last day of the next full semester. A student who fails to make up an "I" by the deadline will automatically receive an "F" in the course. Faculty may request an exception to the deadline for a student; submit a grade based upon work completed at the end of the semester rather than an "I" and then submit a Change of Grade Form when the required additional work is submitted; submit a Change of Grade Form if the required additional work is submitted after the deadline.

Olin Business School

An Incomplete grade in an Olin School course may be given to a student where extenuating circumstances preclude the satisfactory completion of coursework during the semester in which a particular course is taken. If an "I" is anticipated in a business course, the student must see his or her advisor to fill out an Incomplete petition. Incomplete grades must be completed by the deadline established in the petition. Incomplete grades must be resolved by the end of the next academic semester. This grade will be changed to a "F" if the student does not resolve their incomplete by the appropriate term.

School of Engineering and Applied Science

The Incomplete grade indicates that the work of a student has been generally acceptable, but that extenuating circumstances prevented certain requirements from being met. The grade of "I" must be removed no later than the close of the next full semester that a student is in residence. The grade of "I" is not calculated as a grade when calculating GPA. The student who fails to make up an "I" cannot receive credit for the course, and the grade will be changed to "F".

Leaves of Absence

College of Architecture

A leave of absence for one or two semesters is normally granted to a student when individual circumstances warrant it. A leave of absence assumes that the student will not be taking any academic work at another institution, and it guarantees re-enrollment at the conclusion of the leave. Students intending to re-enroll after a leave should notify the Dean by February 15 (for fall semester) or November 15 (for spring semester).

College of Art

A student may request a leave of absence from the College for one semester at a time, up to one year, and, if this is granted, may re-enroll at the end of that time without going through further admission or readmission procedures.

College of Arts & Sciences

Undergraduates who are in good standing at the completion of a semester are eligible to take leaves of absence upon petition to a Dean in the College Office. For certain students, time spent away from the University is of great value in determining objectives and gaining experience not available within the academic community, or in testing the opportunities available at another college. A student on a leave of absence is assured re-admission during the next two years. Students who are not receiving financial aid may notify the University of their intention to re-enroll any time prior to a week before the semester begins. Students on financial aid, however, need to notify the College Office at least two months before the beginning of the semester in which they plan to return.

Students on probation who clearly would profit from some time away from the academic community should also be directed to the College Office. A leave often helps such students clarify their motives and study more productively once they return.

Olin Business School

Business students wishing to take a leave of absence should contact their advisor as soon as possible to make their intentions known. Once the leave has been discussed, the student will need to submit a written request outlining the reason(s) for the leave of absence.

School of Engineering and Applied Science

A leave of absence for one or two semesters is normally granted when individual circumstances warrant it. Engineering students who are considering a leave should consult with Dean J. Christopher Kroeger in the Engineering Student Services, Lopata 303.

Repeating a Course

College of Architecture

When a student retakes a course in which a passing grade has been received, both enrollments will show on the transcript. The first grade will have the symbol "R" next to it indicating the re-enrollment. The grade and credit toward the degree will be allowed for only one of the enrollments.

College of Art

Same as Architecture

College of Arts & Sciences

Retakes are not granted automatically. Appropriate forms are available at the College office.

If permission to retake a course is granted, both registrations will show on the transcript; the first grade will have the symbol "R" next to it, and the second grade will count towards the student's GPA *even if the second enrollment results in a lower grade.*

The policy for repeating a course is not relevant to Washington University Summer School work or to University College work unless the department has certified in advance its equivalence to the College course.

Olin Business School

When a course is repeated, both registrations will show on the transcript; the first grade will have the symbol "R" next to it to indicate the course was repeated. Credit is only given once and only the grade is used to calculate the GPA.

School of Engineering and Applied Science

If a student repeats a course, only the second grade is included in the calculation of the student's grade point average. Both enrollments and grades are shown on the student's official transcript. The symbol "R" next to the first enrollment indicates that the course was later retaken. Credit toward the degree is allowed for the latest enrollment.

Transfer Credit /Summer School Credit

Advisors and/or students should contact the appropriate Dean's office for specific information regarding transfer credit as well as credit earned through summer course work.

College of Art

Summer courses at Washington University: Enrollment in the WU summer program requires permission from the Associate Dean.

Summer courses at another college or University: Students wishing to transfer credit for summer courses taken at fully accredited institutions should bring a full description of the course(s) to the Associate Dean of Students for prior approval. Upon receipt of a transcript indicating C work or better, credit for work will be transferred to the student's Washington University record. Grades are not transferred.

College of Architecture

Same as College of Art

College of Arts & Sciences

Summer courses at Washington University: Enrollment of WU students in the WU summer session does not require permission from the advisor or Dean. Note that not all summer courses fulfill distribution requirements in the College of Arts & Sciences. Online WU summer courses do not count as credit towards the degree.

Summer courses at another college or University: Students wishing to transfer credit for summer courses elsewhere should bring a full description of the course(s) to the appropriate College Office to obtain approval of a Dean. Upon receipt of a transcript indicating C work or better, credit for the work will be transferred to the student's Washington University record. Grades are not transferred. **Note:** Non-WU summer courses do not count towards distribution requirements in the College of Arts & Sciences.

Olin Business School

As a general rule, the Olin School encourages students to take all of their business courses at Washington University. Under certain circumstances, permission may be granted for a student to take a course at another AACSB accredited institution.

Students planning to attend summer school (including at Washington University) must get approval of their course selection from their advisor before they register. To initiate the review process, the student should complete the Summer Approval Form, available at Simon 12. The student should bring the completed form to the scheduled advising appointment. If applying to take a course at another University, the student must also bring a course syllabus.

The review process takes approximately two weeks. If a course is approved, the student must earn at least a grade of "C" in order to receive credit for the course.

School of Engineering and Applied Science

Summer courses at Washington University: The School offers a variety of engineering courses each summer. The majority of courses are offered in the evening to accommodate students with full- or part-time summer employment. The Summer School calendar consists of various sessions depending on the course. All engineering students must complete their summer school registration in the Summer School Office in Lopata 204. Approval by the advisor or the dean is required to register for all courses.

Summer courses at another college or University: Students wishing to transfer credit for courses taken elsewhere should check the SEAS Transfer Course Evaluations Database at <http://registrar.seas.wustl.edu/EVALS/evals.htm>. All courses that have been evaluated will be listed and approved courses will show the transfer credit provided. If the desired course is not listed (or a CD is displayed), students must bring a full catalog description of the course(s) to the Engineering Registrar's Office to obtain approval prior to taking the course. Upon receipt of an official transcript indicating a grade of C or better for an approved course, transfer credit will be added to the student's Washington University record. Grades are not transferred.

Note: English composition courses taken at another college or University fulfill the School's Writing 1 requirement only if the course is specifically listed as providing transfer credit to Writing 1 in the SEAS Transfer Course Evaluations Database. If not listed (or a CD is displayed), students must bring a full catalog description of the course to the Engineering E Comp Placement Director, Jim Ballard, in Lopata 303 to obtain approval prior to taking the course. Upon receipt of an official transcript indicating a grade of "B" or better for an approved course, the student's Washington University record will be updated to indicate that the School's Writing 1 requirement is satisfied.

University College courses: Engineering students are allowed to register for University College courses with the understanding that they will receive transfer credit assuming the course shows the transfer credit provided by the SEAS Transfer Course Evaluations Database (under Washington University-University College). If the desired course is not included, students should contact the Engineering Registrar's Office to obtain approval prior to taking the course. Upon completion of an approved course indicating a C or better, credit for the course will be transferred to the student's Washington University record the following academic semester. Again, grades are not transferred.

OVERSEAS/STUDY ABROAD PROGRAMS

- Office of International and Area Studies, Overseas Programs
- McMillan 138, Box 1088
- Phone: 5-5958
- Fax: 5-7642
- Website: <http://www.artsci.wustl.edu/~overseas/>
- Email: overseas@wustl.edu

Information on Work Abroad

- Career Center Library
- Phone: 5-5930
- Box 1091

Financial Aid Questions (Re: study abroad)

- Vicki Mueller, Financial Aid Office
- Phone: 5-5900
- Box 1041

Washington University encourages students to consider a variety of overseas academic and cultural experiences to aid them in gaining knowledge and understanding of societies other than their own. Students who study in academic programs abroad can receive language training and can study most disciplines currently offered at the University. Programs offered through the Office of International and Area Studies, Overseas Programs, as well as programs offered through other divisions and Washington University schools, have been developed to be challenging both academically and personally. They are designed to provide the support necessary for success.

Students who wish to study abroad should begin planning in the freshman year. This is especially true of students who are studying sciences, foreign languages, or who plan to double major.

Contact List for Study Abroad Questions

Overseas Programs Coordinator	Programs	Email Address	Phone
Ms. Jessica Mervis Study Abroad Advisor	Australia, Czech Republic, Greece, Hungary, Ireland, Kenya, New Zealand, Russia, Senegal, South Africa and United Kingdom.	jmervis@artsci.wustl.edu	935-7695
Mr. Steve Shriberg Study Abroad Coordinator	Summer programs, except in Africa (Jessica Mervis) and Latin America (Amy Suelzer), undecided students and general questions.	sshriber@artsci.wustl.edu	935-9607
Dr. Amy Suelzer Assistant Director, IAS and Overseas Programs	Chile, Costa Rica, Ecuador, France, Germany, Italy, Mexico, Netherlands and Spain.	acsuelze@wustl.edu	935-8372
Ms. Jennifer White-Reding Associate Director, Overseas Programs	China, Denmark, Egypt, Japan, Israel, Korea, Singapore, SIT programs, Turkey, and all petitions.	jwhitereding@wustl.edu	935-5958

Overseas/Study Abroad Programs

Study Abroad Programs by School

Washington University offers many ways to incorporate international study into the undergraduate program. Each undergraduate school has developed an array of study abroad programs that enhance the strengths of our undergraduate programs. Summer, semester, and full-year programs allow students to earn credit toward the WU degree while studying abroad.

College of Arts & Sciences

(<http://www.artsci.wustl.edu/~overseas/>)

The goal of international study through the College of Arts & Sciences is to encourage our students to acquire the broad cultural knowledge, the languages and the practical skills to enable them to participate fully in a global society.

Overseas Programs offers a variety of study abroad programs worldwide, through which students may experience other cultures, improve foreign language skills, and study specialized subjects. The experience is designed to enhance a student's academic field of study and career direction, and is often life-changing. We endeavor to provide all Arts & Sciences students at Washington University with the opportunity to study abroad at some point during their undergraduate program.

Our study abroad philosophy:

- Study abroad should complement a student's degree program with an emphasis on advanced work within the major course of study. Select summer programs offer opportunities for study abroad beyond the major course of study.
- Students should be academically prepared to make the most of their classes and experiences abroad. This may include proficiency in a foreign language, preparation in the major field, as well as courses relevant to the geographic area or subjects to be studied abroad.
- Faculty should be involved in evaluating, overseeing and developing study abroad opportunities for our students.
- Every major in Arts & Sciences has designated a Study Abroad Advisor to mentor students as they apply to study abroad, to evaluate the programs and the students' academic progress while abroad and to advise Overseas Programs on the development of new programs and policies.
- Our current list of approximately 100 approved programs were chosen for their high academic quality and good fit with the curriculum and educational priorities of Washington University. All qualified WU students may participate in these programs, although usually only a few of these are academically appropriate for any one student.

Overseas/Study Abroad Programs

- Students may petition to participate in programs not included in our list of approximately 100 options as long as they have a compelling academic reason and strong support of their faculty advisors.

Arts & Sciences Study Abroad Basics:

- To be eligible for study abroad, students must have a 3.0 GPA and meet the prerequisites established for the program they are interested in. This may include foreign language preparation and/or coursework in the area(s) to be studied abroad.
- Each department has designated a Study Abroad Advisor to help students choose appropriate programs for their major or minor. They may also consult with the advisors in Overseas Programs and other academic advisors.
- If a student is planning to do a semester program, please encourage him or her to think about choosing a fall program. Some students have found that participation in a spring program limits summer job and internship opportunities and conflicts with LSAT and MCAT testing dates.
- If regularly offered programs do not meet a student's academic needs, it is possible to petition for approval of an alternative program. The petition process exists for both semester and summer programs.
- Semester and year-long program fees are based on WU tuition and financial assistance is applicable to those fees. Summer fees are charged at cost and financial assistance may not be available.
- If a student does not need credit from the study abroad experience, s/he may take a Leave of Absence from WU and participate in the program of choice. A student on LOA to study abroad will receive no WU credit, but will need no special approvals and will have to pay only the direct program cost rather than one based on WU tuition.

Frequently Asked Questions (See also the *Study Abroad Advisor's Handbook and Program Website*)

Q: Does financial aid apply to study abroad?

A: Yes. In general, WU financial aid can be applied to WU sponsored or approved study abroad programs with a duration of one or more semesters. Special rules apply to some scholarships. WU scholarships generally are not applicable to summer programs, although loans may be available if a student is eligible.

Q: When are the general deadlines for study abroad?

A: For the academic year programs, the deadline is February 1 of the previous year. For the spring term only, the deadline is generally May 1. Summer program deadlines vary tremendously and could fall anytime between October and February. It may be advantageous for student to apply early: some programs offer rolling admission.

Overseas/Study Abroad Programs

Q: Is study abroad competitive?

A: Students who meet the particular program prerequisites usually are admitted if they submit their applications on time. Some programs have limited capacity. In many cases, the admissions decision is made by the program provider or foreign partner institution.

Q: What characteristics are desirable in a study abroad candidate?

A: Maturity and flexibility are essential. Also essential are a strong academic record and motivation to study abroad. The primary purpose must be academic. Study abroad is not designed to simply provide travel opportunities and/or to be less rigorous than WU.

Q: What should students do if they feel they don't know any professors well enough to ask for a recommendation?

A: Students should prepare a mini CV (including previous course work and grades in area of study, information regarding preparation for study abroad, etc.) to present to a professor with whom the student has studied. The type of recommendation required for study abroad programs varies from program to program. Most desire a character reference and general confirmation of the student's academic competence but some programs are looking for a more incisive assessment of a student's scholarly potential.

Q: Are recommendations from TAs acceptable?

A: Yes, particularly from foreign language classes. However, a faculty recommendation is preferred.

Q: How many semesters can one study away from the WU campus?

A: Two semesters (no more than 33 units will be credited for a year abroad). Students may petition if they have a compelling reason for an additional semester spent elsewhere. Students may combine summer programs with semester programs during their time at WU.

Q: What opportunities exist for receiving credit for summer study abroad?

A: We offer summer programs in languages and other subjects. Students may petition to participate in alternative summer programs to earn Washington University credit.

Q: May students work abroad?

A: Students should contact the Career Center for information. Working abroad in conjunction with study abroad is discouraged unless an internship is included in the program. Very often student visa policies of individual countries prohibit holders of student visas from working for pay.

Q: Do grades from study abroad affect the WU GPA?

A: In the case of most programs, grades for courses taken abroad generally do not affect the student's GPA at WU and do not appear on the WU transcript. There are, however, a few programs that are graded on the WU transcript, or have individual courses that receive WU grades. In those cases where the WU transcript does not reflect grades earned abroad, the grades issued by the program or foreign institution remain on the program transcript, which becomes part of the student's academic portfolio. These transcripts may be required by graduate or professional schools,

Overseas/Study Abroad Programs

competitive scholarships and fellowships, and jobs or transitional programs.

Academic Year and Summer Programs

Since the study abroad opportunities available in Arts & Sciences can vary from year to year, please check the Overseas Programs website, (<http://www.artsci.wustl.edu/~overseas/programs/index.html>, for the most current list.)

Olin School of Business

(<http://www.olin.wustl.edu/academicprograms/BSBA/InternationalStudy/Pages/default.aspx>)

International Internship Programs

Participants are juniors and seniors who are pursuing a business degree or a second major or a minor in business. Students in these programs:

- Engage in 15 credit hours of classroom study while abroad.
- Evaluate financial implications of the enlargement of the European Union by interviewing government officials in one of 19 European cities and then representing the views and interests of the country in a mock parliament.
- Complete a demanding 15-week, full-time internship – work typically assigned to junior-level employees – with an institution such as Citigroup.
- Write an extensive research paper similar to a thesis and present it to faculty, fellow students and company representatives.

International Internship Programs are offered in partnership with:

- Cass Business School at City University in London
- WHU in Koblenz, Germany
- Academie Commerciale Internationale (ACI) in Paris

Traditional Study Abroad

Olin offers semester-long academic exchange programs to Olin BSBA degree-seeking students at the following partner schools:

- Bocconi University in Milan, Italy
- Chinese University of Hong Kong
- Hong Kong University of Science and Technology

Olin students are also eligible to participate in any of Washington University's Overseas Programs or, even, to create their own.

European Study Tour

All of our European program students (London, Paris, Koblenz and Madrid participants) participate in a weeklong European Study Tour (last week of January) while abroad. This tour is designed to give our students an intense introduction to the aspects of the European Union. Each student will visit a pre-assigned EU country. During the visit, each student will meet with

Overseas/Study Abroad Programs

government and business experts to research their country's attitudes about a specific issue. At the end of the week, each student will represent his or her country at a mini-parliament exercise in Brussels, Belgium where students will debate the current assigned issue.

Tuition for the programs listed above is at the current Washington University semester rate and all financial assistance awards and academic scholarships apply. Participants are able to complete all degree requirements in the usual four-year period.

For more information please contact:

Lanna Skadden
Assistant Dean and Director of Academic and Student Services Simon Hall 12 Box 1133
Phone: 5-6315
Email: skadden@wustl.edu

College of Art and College of Architecture

<http://samfoxschool.wustl.edu/about/experience/study-abroad>

An international experience is essential to a 21st-century education in design and visual arts and is integral to our curriculum. Students are encouraged to participate in the study abroad programs to further their education as global citizens who are fluent in international cultures and practices.

The College of Art sponsors two programs, both of which are based in Florence, Italy. Students should make arrangements to participate in overseas programs the semester prior to departure.

To participate during the regular academic year, a grade point average of 3.0 or better is required.

The College of Architecture offers several study abroad options for students. They can study the full architecture curriculum during semester-long programs in Florence, Italy, or Copenhagen, Denmark. They can also participate in a European City Tour or Florence program during the summer semester. A semester-long program in Buenos Aires will be launched in Fall 2009.

Sam Fox students are also eligible to participate in the University's overseas programs, available through the Office of International and Area Studies which provides students with academic experiences in universities outside of the United States. In the past, students have travelled to South Africa, Chile, and England.

All overseas study programs must be approved by the director of the Core program, faculty in the major, or the Associate Dean of Students. The Colleges accepts earned grades and credits only from approved programs. Students are urged to enroll in a program that offers an equivalent of their major studio experience. If students choose to participate in a program that does not offer

Overseas/Study Abroad Programs

an equivalent major experience, a written proposal describing the program and how the necessary credit will be recovered must be approved in advance by the faculty in the major and the Associate Dean of Students. A portfolio review by the major faculty to confirm compliance with the proposal is required after return. Full credit for the major may not be awarded if the terms of the proposal are not met. The Senior Coordinator of Special Undergraduate Programs (Bixby Hall, Suite 1) has information on recommended overseas study programs.

For more information about Sam Fox School study abroad programs for undergraduate students, please contact:

Mauricio Bruce
Senior Coordinator, Special Undergraduate Programs Sam Fox School of Design & Visual Arts Bixby Hall, Suite 1 (lower level)
Phone: 5-4643
Email: mbruce@samfox.wustl.edu

School of Engineering & Applied Science

(<http://www.engineering.wustl.edu/intstudyabroad.aspx>)

Washington University School of Engineering & Applied Science views international study as an integral part of today's college experience. Experiencing an academic program in another country and culture can be both career-enhancing and life-transforming. Students have the opportunity to study abroad through the College of Arts & Sciences Overseas Programs, but there are also many opportunities available only to engineering students - including summer, semester- or year-long study programs, and other specialized programs.

Students also have the opportunity to participate in a faculty-led, two-week international internship experiences. For example, juniors majoring in biomedical engineering may undertake a summer experience in Hong Kong. Accompanied by a Washington University biomedical engineering professor, these students live and study at Hong Kong Polytechnic University. During their stay, students intern in orphanages and hospitals in rural China.

The School of Engineering & Applied Science also works with the Arts & Sciences Overseas Programs Office to offer additional study aboard opportunities in many disciplines and foreign languages.

Overseas/Study Abroad Programs

Engineering Specific Study Abroad Programs

Amman, Jordan (Summer Only)
Beijing, China (Summer Only)
Dublin, Ireland
Edinburgh, Scotland
Hong Kong, China (Summer Only)
Istanbul, Turkey
London, England
Mumbai, India (Summer Only)
Queensland, Australia
Reykjavik, Iceland (Summer Only)

For more information, please contact:

Melanie Osborn
Assistant Dean Engineering Student Services Lopata Hall, Room 303
Phone: 5-8013
Email: osborn@seas.wustl.edu

STUDENT SERVICES

The Career Center

- The Career Center
- 157 Umrath Hall * 204 Lopata Hall * Givens Hall
- Box 1091
- Phone: 5-5930
- E-Mail: careers@artsci.wustl.edu
- Website: www.careers.wustl.edu

Contact Information for Four-Year Advisors

If you have any questions about The Career Center or your advisees and their career planning needs, please contact Aimee Wittman, Associate Director, at 935-4435 or awittman@wustl.edu.

Tips for Helping Freshman Students

- *Self Assessment.* The Career Center encourages each freshman student to meet with his/her assigned Career Advisor to start talking about interests and how those interests translate into a future career choice. By meeting with a Career Advisor early on, students will have the chance to build a relationship that will help foster a successful Washington University experience, as well as more effective post-graduate planning. Please encourage your freshman advisees to schedule a meeting with his or her Career Advisor at some point during the year.
- *Summer Experience.* Freshman students can volunteer, work at a summer camp, or gain experience at a summer job. Freshman Fiesta and the Summer Options Expo are spring semester events that help freshmen explore their summer options. These experiences are an important way to build a student's resume and gain practical work experience.
- *Freshman Orientation Sessions.* You are encouraged to bring your freshman advising group to The Career Center for a 30-minute Orientation Session. During this time, a Career Center staff member will introduce the Four-Year Plan and facilitate one or more activities to acquaint freshmen with Career Center resources. To RSVP for your advising group, please call 5-5930.

Tips for Helping Sophomore Students

- *Career Exploration.* Sophomore year is a great time for students to begin exploring different careers. The Career Center offers events throughout the year that connect them with professionals and WU alums. These events are focused by either industry or geography. Students can find more information on www.careers.wustl.edu.
- *Internships & Research Opportunities.* Sophomores are encouraged to participate in their first internship or research opportunity either during the school year or the summer. Internships and research opportunities are great ways to try on different careers and build professional skills. Encourage your advisees to consider a

summer internship following sophomore year, especially if they are planning to study abroad during their junior year.

- *Career Advising.* By meeting with a Career Advisor, a student will get help identifying their interests and laying out an internship search plan. Students should call 935-5930 to schedule an appointment.

Student Services

- *Internship Book.* Published in November of each year, this book includes brief information on hundreds of internship opportunities in the U.S. and abroad. A copy is mailed to each student's permanent address; additional copies are also available in Mallinckrodt Student Center, Wohl and at Career Center offices.
- *Internship Prep Series.* Internship Prep Series is our preparatory program to help students stand out in the application and interview process. It includes both resume guidance and interview practice. Students who complete this process are also eligible to participate in on-campus interviews for internship positions.
- *Engineering Co-op Program.* The Career Center offers a Cooperative Education Program (Co-op) to qualified undergraduate engineering students. Co-ops provide students with hands-on engineering experience prior to graduation. A co-op requires a minimum of a summer and a semester of full-time work experience; students do not receive credit, but maintain full-time student status. Co-ops are open to students who are in their sophomore through senior years and in good academic standing.

Tips for Helping Junior Students

- *Trying On Interests.* Juniors tend to have a better idea of the careers that sound interesting, but may need help narrowing down the list. An internship is a valuable tool to help evaluate a particular career. In addition, junior year is usually a student's best chance to participate in a summer internship.
- *Start Looking Ahead.* Junior year is the time to start looking ahead to life after college. Students who are heading to graduate or professional school need to research schools and start gathering application materials, as well as prepare for entrance exams. For students who will be looking for an entry-level or one-year job, junior year is a time to start researching organizations and building contacts at these organizations.
- *Junior Jumpstart.* Junior Jumpstart, held after spring semester finals, is a conference-style event meant to help our students create an action plan for senior year. The event features sessions on health professions, medical school, law school, graduate programs and the job search. Please encourage all of your juniors to attend this event.

Tips for Helping Senior Students

- *The Job Search.* The job search can mean many things to different students. No matter what type of job they are looking for, we can help your advisees gain the skills necessary to look for and secure their first jobs.
 - *Senior Prep Series.* The sooner students start the job search, the better. Senior Prep Series (SPS) is designed to help students get started – by

building key skills and creating a plan that will carry them through their searches. Once a student has completed SPS, he/she is able to participate in on-campus interviews and resume referrals for entry-level jobs and transitional opportunities.

- On-Campus Recruiting. On-Campus Recruiting brings more than 100 employers to campus who are specifically looking to hire WU seniors. Employers hire students through On-Campus Interviews and Resume Referrals. In order for students to take advantage of all of the employers who post opportunities with

Student Services

The Career Center, they should complete Senior Prep Series in late August or early September of their senior year.

- Fall & Spring Career Fairs. Fall and Spring Career Fairs bring more than 200 employers to campus who are looking to hire WU students for full-time positions. Employers from a wide range of industries are represented.
- Road Shows. Each year, The Career Center takes groups of students to New York, Los Angeles, D.C. and Chicago to learn about a variety of organizations, internships and post-graduate employment opportunities. The events are open to sophomores, juniors and seniors who are interested in working in a particular city.
- Networking Receptions. Held throughout the country, these parties are a way for students and young alums of the University to mix and mingle. Students get a chance to meet alums who can help them with their internship and job search, as well as share advice on working and living in that city. Networking Receptions are held in New York, Chicago, D.C., Los Angeles, St. Louis, and other cities.
- Job Search Teams. For students who can benefit from a more structured, regular check-on on their job search, a team is an ideal resource. Career Center staff help facilitate the teams, which meet regularly for at least six weeks. Students are encouraged to take active roles in motivating themselves and each other as they learn the art of networking.
- *Mock Interviews.* For seniors who will be going through the interview process for a job or graduate/professional school, The Career Center offers a specialized practice interview service. Students can schedule a one-on-one interview with a Career Center staff member to practice answering questions specific to their interview process. In addition to this assistance, interviewing workshops are offered throughout the year.
- *Transitional Opportunities.* Many students are looking for a one- or two-year job that will give them time to find their next step, whether that is a graduate school program or a career. The Career Center can help connect students to the hundred of opportunities that are available to them, whether it is organized programs such as Peace Corps or JET, or a position in a specific industry. Even if a student's plans change at the last minute, Career Center staff are there to help!

- *WebREC*, the University's online recommendation letter system, allows students and alumni to manage recommendation files for graduate school and other professional opportunities. The system enables The Career Center to upload recommendations to the student's *WebREC* file. To access the system, please visit www.careers.wustl.edu or call 314-935-5930 to learn more.

Student Services

Weston Career Center (Olin School of Business)

- Simon Hall
- Room 10
- Box 1157
- Phone: 5-5950
- Fax: 5-4027
- Website: <http://www.olin.wustl.edu/wcc/>

Mark Brostoff	Sally Pinckard
<i>Associate Dean and Director</i> Phone: 5-8970	<i>Associate Director, Undergraduate Career Advising</i> Phone: 5-8303
brostoff@wustl.edu	pinckard@wustl.edu

The Weston Career Center offers a full range of career planning and job-search services and resources for students in the Olin School of Business. Among the services provided are individual career counseling, seminars, a two credit semester-long course (Management 200) on career development, workshops on resume writing, interviewing and other job search techniques, and an on-campus recruiting program and job posting system. The Center also coordinates “road-shows”, where groups of students travel to targeted cities to visit companies (e.g., Wall Street firms in New York City).

The Center includes a reference library, containing career planning and reference books, numerous databases and online resources, company literature and industry publications. The Career Resources Library also maintains an extensive master mailing list of corporate contacts nationwide.

In order to participate in on-campus interviews, undergraduates must fulfill certain requirements, such as attending a yearly orientation to review career skills and submitting an updated resume for review.

A wide variety of firms interview on campus for summer intern and full-time positions in accounting, investment banking, consulting, financial management, governmental services, manufacturing, merchandising, marketing and sales.

All business students are encouraged to make use of the information available on the website and in the Career Resources Library.

The Center is also available to non-business students referred by other campus career centers for career, company, industry, and employment information relating to the business world.

Student Services

Cornerstone: The Center for Advanced Learning

- First floor of Gregg Hall on the South 40
- Campus Box 1135
- Telephone: 5-5970
- Fax: 5-7559
- Website: <http://www.cornerstone.wustl.edu>

Cornerstone: The Center for Advanced Learning is located on the first floor of Gregg Hall on the South 40, Cornerstone provides services to Washington University students to help them progress academically. Services include peer mentors – students recommended by faculty because of their expertise and training – computer labs, advising, writing assistance and many other useful academic resources.

Cornerstone maintains a library of problem sets for many classes; these can be excellent study tools. In addition, Cornerstone will help coordinate study groups for anyone who requests them. These study groups, in addition to the Peer Led Team Learning, Help Desks and Summer & January Intensive Programs, can improve student understanding of materials in any subject.

Cornerstone also includes Disability Resources for students with disabilities or suspected disabilities.

Every year, Cornerstone works with more than 3000 students, making it one of the most highly utilized services on campus. Whether you want an intensive preparation for organic chemistry, or are just looking for a learning style assessment and some quick advising, Cornerstone can be an invaluable part of every student's academic life.

Cornerstone hires Academic Mentors and Tech Lab Assistants. Interested students should call or email to cornerstone@aismail.wustl.edu.

Cornerstone Staff

Dr. Robert Koff	Director	935-5946	rkoff@wustl.edu
D. Katherine Martin	Associate Director	935-5898	dkmartin@wustl.edu
Dr. Michael Getty	Technology Services Specialist	935-5914	mgetty@wustl.edu
Larry Handlin	Assistant Director, Evaluation	935-8550	larryhandlin@wustl.edu
Dr. Joan Downey	Pre-Health Professions Advisor	935-7997	downey@wustl.edu
Dr. Harvey Fields	Assistant Director, Academic Programs	935-5965	hrfields@wustl.edu
Christine Duden Street	Assistant Director, Disability Resources	935-4153	Christine_street@wustl.edu

Dr. Jason Woods	Physics Programs Coordinator	935-6220	jason.woods@wustl.edu
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Student Services

Disability Resources

- Center for Advanced Learning at Cornerstone
- Gregg Hall, South 40, Box 1135
- Phone: 5-5970
- Fax: 5-7559
- Website: www.disabilityresources.wustl.edu

Disability Resources (DR), located in Cornerstone: The Center for Advanced Learning, provides resources for students with disabilities and suspected disabilities. It is important for incoming students and their families to know that the laws governing disability status eligibility differ between high school and college. To be eligible in college, students must have an impairment that substantially limits them in a major life activity *in comparison to most people*. DR helps students determine whether or not they are eligible. DR is the official resource for students with learning, attention, visual, hearing, psychiatric, mobility, or medical disorders. Students can visit the DR website to review the requirements for documenting their disability and requesting accommodations.

Students should submit their documentation well before course registration to be sure there is no delay in getting accommodations after classes begin. A list of available accommodations is available on the website and includes extended time for exams, distraction-reduced exam rooms, books-on-tape, electronic and enlarged text, notes, American sign-language interpreters, transportation arrangements, and classroom and housing modifications. Accommodations are determined on a case-by-case basis.

DR also hires note-takers and proctors. Interested students should call the office or email to cornerstone@aismail.wustl.edu.

Student Services

First Year Center

- Women's Building, Room 113
- Box 1136
- Phone: 5-5040
- Fax: 5-8516

The First Year Center supports new students, both freshmen and transfer students, through their transition into the Washington University community to assure that they build and sustain their academic and personal goals. We are home to Orientation and Parent & Family Weekend and the WUSAs (Washington University Student Associates who serve as peer advisors), the Freshmen Reading Program, and Homeplate, a program to connect students with families in the community. We work very closely with the five undergraduate divisions as well as Residential Life and Campus Life to help students settle into the place they will call home for the next four years. Much of the information that students need will be given to them during Orientation. Reinforcement of those messages will come days later from faculty, advisors, from WUSAs and from RAs. The FYC is an additional resource that both students and advisors can count on to connect students with people, places and possibilities.

First Year Center Staff

Sharon Stahl	Associate Vice Chancellor and Dean for The First Year Center	5-3313	sstahl@wustsl.edu
Danielle Bristow	Director of Orientation and Parent & Family Weekend	5-8350	danielle_bristow@wustl.edu
Kristin Weyman	Coordinator, Orientation and Parent & Family Weekend	5-6679	kweyman@wustl.edu
Kirsten Smith	Administrative Coordinator	5-3359	kirstensmith@wustl.edu
Terri Brennan	Receptionist	5-5040	brennan@wustl.edu

Student Services

Office for International Students and Scholars

- Stix International House
- 6470 Forsyth Blvd., Second Floor
- Box 1083
- Phone: 5-5910
- Fax: 5-4075
- Website: <http://www.oisshome.wustl.edu>

Kathy Steiner-Lang
<i>Associate Vice Chancellor/Director, OISS</i>
Phone: 5-5910
E-mail: ksteiner@wustl.edu

Student Services

English Language Programs (ELP) Staff

Karen Schwelle

Acting Director, ELP Program Instructor

Phone: 935-5966

E-mail: kschwelle@wustl.edu

Student Advising Staff

Martha Lynn Turner

Associate Director

Phone: 935-5991

E-mail: mlturner@wustl.edu

kquezada@wustl.edu

Jason Marquart

Int'l. Student Advisor

Phone: 935-5532

E-mail: marquart@wustl.edu

Kaaren Quezada

Int'l. Student Advisor

Phone: 935-4931

E-mail:

The Office for International Students and Scholars provides a wide range of services to international students and offers opportunities for intercultural exchange via educational and cross-cultural programming activities.

- Assistance with cultural, personal and/or academic problems
- Advice on immigration regulations and assistance in complying with SEVIS and US Citizenship and Immigration Services regulations.
- Information on requirements for travel to abroad to allow a return to continue studies.
- Evaluation and instruction in English as a Second Language
- Information and appropriate forms to applicants for undergraduate financial aid
- Liaison with students' sponsors and/or government agencies
- Assistance in preparing documents required by students' governments
- Opportunities to participate in social, cultural, and educational activities both on and off campus

- Workshops and seminars on specific areas of interest such as taxes or employment
- Issuance of visa eligibility documents for international students, faculty, and researchers

Student Services

Office of Residential Life**South Forty**

Ground floor of Nemerov House
 Hours: 8:30 a.m.-5:00 p.m. weekdays
 Box 1250
 Phone: 5-5050
 Fax: 5-4001
 Website: <http://reslife.wustl.edu/>

North Side Housing Area

Ground Floor of Village House
 Hours: 8:30 a.m.-5:00 p.m. weekdays
 Box 1250
 Phone: 5-8828
 Fax: 5-8783

Advisors are invited to call for information regarding students who live in Residential Life housing. All freshmen, except those from the St. Louis area, are required to live on campus. Students inquiring about exemptions should first talk to the Dean of their School. It is rare that a non-St. Louis area freshman receives approval to reside off-campus.

A smooth transition into the University is crucial for all new students. To enhance student learning, the Office of Residential Life works with faculty, advisors, and others to acquaint students with a variety of important University resources and services. In addition, the staff helps each student to feel at home by developing a strong sense of community.

Key staff available to assist academic advisors include Residential College Directors (RCDs) and Resident Advisors (RAs). RCDs are full-time professional staff members responsible for encouraging the development of programs and activities that enhance the quality of life for their residents. RAs are junior or senior students who live with the other students and facilitate the development of community within their individual halls and floors.

Most first-year students are assigned to a double room in a Residential College located on the **South Forty**. In recent years, however, up to 20 percent of the first-year class may be assigned to a three-person room. Freshmen participating in the January Program are assigned housing at the Village.

The **North Side Housing Area** located on the northwest corner of campus includes Lopata and Village Houses. The Village is intended to blend living and learning, action and thought, and to encourage student involvement. Students who share a common interest choose to live together in a small group known as a BLOC. Millbrook Square Apartments are located on the North Side. In addition, Residential Life is responsible for students residing in the University Drive, Greenway Place, LoopLofts, and Rosedale Court Apartments. Cheryl Stephens (5-8923) is the full-time Residential Life Staff Member working directly with these areas.

University-Owned Off Campus Apartments Managed by Quadrangle Housing

- 700 Rosedale Court
- Campus Box 10105
- Hours: 8:30 a.m.- 5:00 p.m. weekdays
- Phone: 5-9511
- Fax: 5-9515

Off Campus Apartments are owned by Washington University and managed by a subsidiary of the University, Quadrangle Housing. All persons living in University-owned apartments must be current students.

Residential College Directors

Jake Acton	Park/Mudd	5-8295
Amy Baumgartner	Hitzeman, Hurd, Myers & Eliot	5-7422
Dee Campanella	Wayman Crow	5-7409
Chad A Fehr	William Greenleaf Eliot	5-8913
Matt Fulmer	Millbrook and Village East Apts.	5-9454
Jeff Grim	Liggett and Koenig	5-3792
Megan Kehr	Shanedling, Dauten & Rutledge	5-7105
Andrew McDermott	Rubelmann	5-4264
Brittney Roetzel	Brookings	5-4928
Dan Sepion	The Village & House 6	5-6585
Ashley Swanson-Hoye	Off Campus Apartments	5-8728
Erica Townsend	Lee and Beaumont	5-4123

Looking up Student Information

Current housing information for students assigned to housing with the Office of Residential Life is available on SIS. To look up a student's current housing information, go to the report under "Housing" called "Student Lookup" and type in the student's six-digit WU ID or Search for the student's name. When the student has been selected, hit the "Run" button. A window will appear that includes all of the student's housing information including room assignment, roommates, campus box, etc.

Residential Technology Services

- Gregg Hall
- Box 1245
- Phone: 935-4688
- Fax: 935-8308
- ResTech Website: <http://restech.wustl.edu/> or <http://sts.wustl.edu>
- STaRS IT Support Desk Website: <http://stars.wustl.edu/itsc/>

Computer Lab Access:

A number of 24Hr Computer Labs (<http://restech.wustl.edu/services/labs.php>) are available to all residents of the South 40, Village, Millbrook, and Rosedale and Greenway Apts (off-campus). Access to each lab is available only to the residents of that hall using either their room/suite key or card access. The labs contain a variety of computers and printers. Software includes word processing, spreadsheet, graphic and network applications. Each lab is managed by a Residential Computing Consultant (<http://restech.wustl.edu/aboutus/rcc.php>) who lives in the building.

Availability: 24 hours/day with student room key or ID card.

Engineering Communications Center

- Cupples II Hall, Room 11
- Box 1102
- Phone: 5-5463

Jim Ballard
<i>Director</i>
Phone: 5-5463
ballard@wustl.edu

The Engineering Communications Center offer students the opportunity to meet with instructors on an as needed basis. Conferences are tailored to address each individual concerns on a wide variety of topics, including resumes and cover letters, oral presentations and writing assignments. While our services are not limited to engineering students, our collective expertise is in technical writing or projects with a scientific or technical component. Students should call, e-mail or stop in to schedule an appointment.

Student Services

Office of Student Activities

- Women's Building
- Room 20, Box 1068
- Phone: 5-5994
- Fax: 5-8516
- Website: <http://www.getinvolved.wustl.edu>

Jill E. Carnaghi
Associate Vice Chancellor for Students/Director of Campus Life
Phone: 5-5994 Fax: 5-6609 Email: jill.carnaghi@wustl.edu

Stephanie Kurtzman
Director of Community Service Office Associate Director of the Richard A. Gephardt Institute for Public Service
Phone: 5-5066 Fax: 5-6609 Email: stephanie.kurtzman@wustl.edu

Michael Brown
Coordinator for LGBT Student Involvement and Leadership
Phone: 5-8029 Fax: 5-6609 Email: michael.brown@wustl.edu

The Office of Student Activities (OSA) is a resource center for involvement and leadership at Washington University in St. Louis for students, faculty, and staff. OSA's principle function is to engage students to determine their co-curricular experiences. This is achieved through advising students and student organizations; creating innovative leadership opportunities; and promoting involvement in the campus community. The Office of Student Activities values and encourages all forms of leadership to cultivate an inclusive, socially responsible, and vibrant campus community.

The Office of Student Activities staff works directly as advisors with various multicultural student groups, class councils, social programming groups, and media groups. The OSA staff work collaboratively and closely with the Student Union, the Washington University undergraduate student government, and informally with all 200+ Student Union-recognized groups and other student organizations and communities.

need of urgent or emergent care services while SHS is closed and who are not able to call for nursing advice should call Campus Police at 5-5555 while on campus, or 911 while off campus, and go to the nearest emergency department for treatment.

Student Insurance

This program is a part of the student health fee charged to all full-time, degree seeking students. Students may obtain information about the student health insurance plan by going to the Student Health Services website at shs.wustl.edu.

Thomas Brounk, Ph.D.
<i>Director, Mental Health Services</i>
Phone: 5-5955
thomas_brounk@aismail.wustl.edu

Cathy Vander Pluym
Appointments for Mental Health Services
Phone: 5-6695

Purpose: To help students with a variety of personal and interpersonal difficulties experienced in their University careers.

Among the most common concerns students bring to the service:

- Low confidence in themselves
- Finding, keeping, or losing a partner
- Relating well with others
- Puzzling emotional states (most frequently depression)
- Family relationships
- Grief and loss
- Life direction and purpose
- Academic and other performance anxiety
- Other intense or difficult psychological conditions

Services:

1. Direct service to the students who come in, including:
 - Assessment: exploring concerns and developing ways to work on them
 - Counseling (limited term): individually, in groups, or as couples
 - Referral: connection to additional resources as they may be most helpful (e.g., extended psychotherapy, career or financial planning)
2. Consultation with faculty/staff/students about psychological situations.
3. Programs:
 - Presentations and skill development on such subjects as stress-management, assertiveness, sexuality, self-understanding, and eating concerns

- Special programs designed for interested groups (e.g. residential colleges, fraternities/sororities, organizations, faculty/staff)

All counseling and consultative services of the office are confidential to the extent permitted by law.

It is generally possible for a student to see a counselor shortly after a request for counseling is made. If necessary, students will be seen on the same day. When referring a student, try to make a specific appointment with a particular member of the counseling staff; the student may be more likely to follow through.

For further information about making successful referrals to the counseling service, download the publication “What Can I Do: Recognizing and Helping Students in Distress” from the SHS website. Go to the Counseling Service section and click on “Faculty and Staff Resources”.

Health Promotion Services

- Habif Health and Wellness Center
- Dardick House
- Phone: 5-6666
- Fax: 5-8515
- Website: shs.wustl.edu

Health Promotion Services urges advisors to encourage their advisees and their friends to contact them. They can help them balance the opportunities and pressures of college life and develop habits that will serve them in achieving their full potential.

Health Promotion Services coordinates efforts with students as well as staff and faculty throughout the campus representing Student Health Services, Residential Life, Athletics, Student Activities, the undergraduate and graduate schools, and various departments to promote healthy living environments, support peer health education, and offer programs and resources on topics including:

- ◆ Alcohol, tobacco, and other drugs
- ◆ Fitness
- ◆ Nutrition and eating concerns
- ◆ Safety and sexual assault
- ◆ Sexual health
- ◆ Sleep
- ◆ Stress

Student Services

Office of Undergraduate Research

- Umrath Hall, Room 100
- Box 1026
- Phone: 5-7342
- Fax: 5-4384
- Website: <http://ur.wustl.edu>

Henry Biggs	Joy Kiefer
<i>Associate Dean, College of Arts & Sciences</i> <i>Director of Undergraduate Research</i> Phone: 5-6519	<i>Assistant Dean, College of Arts & Sciences</i> Phone: 5-8136
Email: hbiggs@wustl.edu	Email: jkiefer@wustl.edu

The purpose of the Office of Undergraduate Research is to promote and facilitate research by undergraduates. The Office maintains a knowledge base of available opportunities, by uniting students and mentors, and by assisting with funding. It promotes undergraduate research by providing forums for the presentation of research, helping students make effective presentations, and informing the University community of these activities.

The Undergraduate Research Office is also the resource for fellowship and scholarship information. Money scholarship and fellowship competitions are extremely competitive and draw applicants from around the country. Many require on-campus screening, institutional nomination, and adherence to campus deadlines, which are generally earlier than the national deadlines. Students interested in post-graduate scholarships and fellowships should begin their planning during the junior year. Unless otherwise noted, students may obtain more information about these scholarships and fellowships, as well as other external and internal awards, by contacting Dean Joy Kiefer at the College of Arts & Sciences Umrath Office or by phone at 5-8135 or email at jkiefer@wustl.edu. Website: <http://college.artsci.wustl.edu/uhf>

Student Services

Engineering Communications Center (*see page 69*)**The Writing Center**

- Eads Hall, Room 111
- Box 1122
- Phone: 5-4981
- Website: <http://www.artsci.wustl.edu/~writing/home.html>

Doreen Salli
<i>Director</i>
Phone: 5-9817
Email: dssalli@artsci.wustl.edu

Days	Hours:
Monday-Thursday	11:00 a.m. - 9:00 p. m.
Friday	11:00 a.m. - 5:00 p.m.
Sunday	11:00 a.m. - 9:00 p.m.
	Summer Hours:
Monday-Thursday	2:00 - 7:00 p.m.
Friday	2:00 - 5:00 p.m.

The Writing Center, a free student service, offers writing advice to all WU students. Tutors will help with a variety of work in progress, including student papers, senior theses, graduate school application essays, and oral presentations. The average tutorial session lasts one hour. The Writing Center tutors are trained to help students at any stage of the writing process, including brainstorming, developing and clarifying argument, organizing evidence, and improving style. Tutors will not edit or proofread papers. Instead, they will emphasize the process of revision and teach students how to edit their own papers.

In The Speaking Studio, a service of the Writing Center, speakers can work with a tutor on any speech or oral presentation. Tutors can help with any aspect of the speaking process—from argument and organizations to gestures and intonation.

Students are seen primarily by appointment, although some walk-ins will be accepted as the schedule allows. Please advise your students to make appointments in advance, especially around midterm and finals, which are the busiest weeks of the semester.

The Writing Center also offers workshops for student writers. Encourage your students to sign up for workshops topics such as: Writing a Research Paper, Writing an Essay Exam, Writing about Literature, and Writing an Application Essay for Graduate or Professional School.

Frequently Asked Questions

Q: Can ESL students find language help at the Writing Center?

A: Although Writing Center tutors do work with many ESL students, they are not ESL experts. We are happy to work with all ESL writers, but students with serious ESL difficulties may also want to contact the Stix International House for specific ESL tutoring and classes. ESL students should understand that the Writing Center's tutors will work with them to strengthen and clarify their ideas through the process of revision; however, ESL students should also understand that the Writing Center is no proofreading service. Tutors will help the student develop editing skills rather than do the editing for the student.

Q: Can students currently enrolled in Writing 1 courses use the Writing Center?

A: Yes, but advise students to utilize their Writing 1 instructor's office hours as well as the Writing Center. Since the instructor knows the assignments, works regularly with the students on their writing, and is the primary audience for the papers, he or she can provide some very helpful guidance to the writer. The Writing Center can provide another reader who will engage the writer in conversation about his or her ideas and ultimately help to clarify and develop them.

DEPARTMENTAL CONTACTS

The following people have been designated by their departments or programs to coordinate major field studies. Students (or advisors) seeking information about a particular major should contact the department office for general information or the designated faculty member for details about the program.

Department	Contact	Phone	E mail	Box
African and African-American Studies	John G Baugh	5-5631	jbaugh@wustl.edu	1109
American Culture Studies	Heidi Kolk	5-5001	hkolk@wustl.edu	1126
Ancient Studies	Judith Evans-Grubbs	5-4018	jgrubbs@artsci.wustl.edu	1050
Anthropology	Kathleen Cook	5-5271	hkcook@artsci.wustl.edu	1114
Arabic	Housni Bennis	5-4905	hbennis@artsci.wustl.edu	1111
Archaeology	David Browman	5-5231	dlbrowma@artsci.wustl.edu	1114
Architecture	Bruce Carvell	5-6205	carvell@wustl.edu	1079
Art	Georgia Binnington	5-6532	gbinning@WUSTL.EDU	1031
Art History and Archaeology	Alicia Walker	5-4487	awwalker@wustl.edu	1189
Asian & Near Eastern Languages & Lit	Robert Hegel	5-7476	rhegel@wustl.edu	1111
Biblical Hebrew	Martin Jacobs	5-4891	mjacobs@artsci.wustl.edu	1121
Biology	Allan Larson	5-4656	larson@wustl.edu	1137
Business	Lanna Skadden	5-6315	skadden@wustl.edu	1133
Center for Applied Statistics	Jeff Gill	5-9012	jgill@wustl.edu	1203
Center for the Humanities	Jian Leng	5-5576	jleng22@wustl.edu	1071
Chemistry	Ed Hiss	5-6521	hiss@wuchem.wustl.edu	1134
Chinese	Letty Chen	5-5147	llchen@artsci.wustl.edu	1111
Classics	George Pepe	5-4172	gpepe@artsci.wustl.edu	1050
Comparative Literature/Art	Emma Kafalenos	5-7613	emkafale@wustl.edu	1107
Dance	Mary-Jean Cowell	5-4474	mjcowell@wustl.edu	1108
Drama	Jeffery Matthews	5-4059	jmatthew@wustl.edu	1108
Earth and Planetary Sciences	Jennifer Smith	5-9451	jensmith@levee.wustl.edu	1169
East Asian Studies	Letty Chen	5-5147	llchen@artsci.wustl.edu	1111
Economics	Dorothy Petersen	5-5644	dottie@artsci.wustl.edu	1208
Education	Marilyn Broughton	5-6730	marilynb@wustl.edu	1183
Engineering	Tobin Harris	5-9652	tobinharris@wustl.edu	1100
English	M. Guinn Batten	5-7218	mgbatten@artsci.wustl.edu	1122
Environmental Studies	Jan Amend	5-8651	amend@wustl.edu	1169
European Studies	Steven C. Hause	5-5849	shause@artsci.wustl.edu	1088
Film & Media Studies	Gaylyn Studlar	5-4056	gstudlar@wustl.edu	1174
French	Catherine Boon Cuille'	5-7950	tbcuille@wustl.edu	1077
Germanic Languages and Literatures	Matt Erlin	5-4005	merlin@wustl.edu	1104

Hebrew	Nancy Berg	5-5170	nberg@wustl.edu	1111
Department	Contact	Phone	E mail	Box
Hindi	Mohammad Warsi	5-9008	mwarsi@artsci.wustl.edu	1111
History	Peter Kastor	5-7663	pjkastor@wustl.edu	1062
Institutional Social Analysis	Alana Bame	5-5068	cniss@artsci.wustl.edu	1035
IPH	Joseph Loewenstein	5-9344	jfloewen@wustl.edu	1122
International & Area Studies	Priscilla Stone	5-5958	pstone@wustl.edu	1088
Italian	Michael Sherberg	5-6628	sherberg@wustl.edu	1077
Japanese	Rebecca Copeland	5-4903	copeland@wustl.edu	1111
Jewish, Islamic and Near Eastern Studies	Pamela Barmash	5-7156	pbarmash@wustl.edu	1111
Korean	Mimi Kim	5-4450	mmkim@artsci.wustl.edu	1111
Latin American Studies	Mabel Morana	5-8385	mabelmorana@yahoo.com	1077
Legal Studies	David Thomas Konig	5-5459	konig@wustl.edu	1062
Linguistics	Brett Kessler	5-8839	bkessler@wustl.edu	1125
Literature and History	Joseph Loewenstein	5-9344	jfloewen@wustl.edu	1122
Mathematics	Ron Freiwald	5-6737	rf@math.wustl.edu	1146
Medicine and Society program	Bradley Stoner	5-5673	bstoner@artsci.wustl.edu	1114
Medieval & Renaissance Studies	Joe Loewenstein	5-9344	jfloewen@artsci.wustl.edu	1122
Music	Todd Decker	5-5094	tdecker@wustl.edu	1032
Performing Arts	Rebecca Nathanson	5-5858	pad@artsci.wustl.edu	1108
Persian	Fatemeh Keshavarz-Karamustafa	5-5156	fatemeh@wustl.edu	1111
Philosophy	Mariska Leunissen	5-4753	mleuniss@artsci.wustl.edu	1073
PNP	Jose Luis Bermudez	5-7149	bermudez@wustl.edu	1073
Physics	Patrick Gibbons; Rebecca L Trousil	5-6271 5-4495	peg@wuphys.wustl.edu trousil@wuphys.wustl.edu	1105
Political Economy	Norman Schofield	5-4774	schofield.norman@gmail.com	1027
Political Science	Andrew Rehfeld	5-5812	rehfeld@artsci.wustl.edu	1063
Psychology	Leonard Green	5-6534	lgreen@wustl.edu	1125
Public Health	Bradley Stoner	5-5673	bstoner@artsci.wustl.edu	1114
Religious Studies	Beata Grant	5-8577	bgrant@artsci.wustl.edu	1065
Romance Languages & Literatures	Helene Abrams	5-5173	hcabrams@artsci.wustl.edu	1077
Russian	Mikhail Palatnik	5-4558	palatnik@wustl.edu	1104
Spanish	Stephanie Kirk	5-8221	skirk@wustl.edu	1077
Special Majors/Minors	Cathleen Fleck	5-4796	cfleck@wustl.edu	1029
Text and Traditions	Joseph Loewenstein	5-9344	jfloewen@wustl.edu	1122
Urban Studies	Marilyn Broughton	5-6730	marilyn@wustl.edu	1167
Women, Gender & Sexuality Studies	Barbara Baumgartner	5-4213	bbaumgar@artsci.wustl.edu	1078

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