

ADMISSIONS

372-7250; 201 West Bldg.

- Admission of undergraduate students
- Evaluation of transfer credits for admission eligibility
- University literature
- Oregon Border Bill
- Information on Student Programs and Student Activities

ASWSU TC (ASSOCIATED STUDENTS OF WASHINGTON STATE UNIVERSITY TRI-CITIES)

372-7300; 136 West Bldg.;

Charles Sanchez, President

David Sanchez, Vice President

- ASWSU represents student interests, needs, and welfare within the University community at large on issues affecting student life
- ASWSU is comprised of the three forms of government including the Executive, Legislative, and Judicial branches. The legislative power of ASWSU is vested in the ASWSU Senate, which is comprised of twelve (12) elected Senators representing each area of study on the campus.

ATHLETIC TICKET OFFICE & INFO

(509)335-9626, 1-800-GO-COUGS; North 225 Grand Avenue, Pullman, WA.

Guest Passes

Guest passes are only available for football. Students can purchase four guest pass tickets per home game, with the exception of Dad's Weekend, when there is a limit of two. Guest pass tickets are located in the student section (north and west side of Martin Stadium). There are no guest passes for the Husky game.

General Admission

Football. General admission seats are on the east side of Martin Stadium. The ticket price varies depending on whether the game is conference or non-conference. If students wish to sit in the

general admission section they must buy a ticket for themselves, except for Dad's weekend.

Men's basketball. The general admission seats are located in upper sections 16 & 17. Students are permitted to sit in the general admission section with their guest. The price of a general admission ticket is \$10.

Other varsity sports. Volleyball, women's basketball, baseball, and men and women's track and field. Tickets are available on game day at the event location. There is no charge for swimming, soccer, tennis and golf.

Apple Cup Tickets

Home policy. Tickets are purchased on a first-come, first-served basis. Tickets go on sale the week of the game, and there is a one-ticket limit per student. Students must have a valid WSU student ID to purchase a ticket. There are no guest passes for the Husky game.

Seattle policy. WSU is allotted 800 student tickets for the Apple Cup. The tickets are sold on a first-come, first-served basis. Students may only purchase one ticket. The selling date will be announced in the Evergreen. You must have a valid WSU student ID card to purchase a ticket.

Game-Day Purchase

Football. Student and guest pass tickets may be purchased at the Northwest corner of Martin Stadium. The windows will be open three hours prior to game time and will remain open until halftime. After halftime, tickets may be purchased at the south side.

Men's basketball. General admission tickets are available one hour prior to game time.

Other varsity sports. General admission tickets are available one hour prior to game time. Tickets are purchased at the event location.

Students must have a validated WSU ID in order to enter a game, exchange tickets or purchase student guest passes. General admission, reserve seats, and guest passes may be purchased at either the Coliseum or the Cougar Depot. Reserve and general admission tickets may be purchased over the phone.

Simply call (509)335-9626 locally or 1-800-GO-COUGS from out of town, Monday-Friday, 7:30 am-5:30 pm; some fees do apply.

BOOKIE—THE BOOKSTORE

375-1084; 2710 University Drive; East Building Room 243; regular hours 10am-6pm, M-Th; 9am-5pm, F

- Offers textbooks, general books, supplies, electronics, along with souvenirs, convenience items, and other general merchandise
- Sells all textbooks at a discount and buys back used textbooks at end of each semester

CAREER SERVICES

372-7351; 269 West Bldg.
<<http://www.careers.wsu.edu>>

Offers:

- Career counseling and career assessment, SIGI computer program
- Vacancy listings (full time, summer and internships)
- On Campus Interviewing and annual career fair
- Placement (Credential) files are maintained in Pullman only
- Career Resource Center, informational handouts, directories and computer access
- Resume critiques daily by appointment or first come by walk ins
- Outreaches to classes, student groups and campus community

Helps with:

- Choosing a major and academic planning
- Relating major to career options, graduate studies
- Internship development and planning
- Developing job search skills, resumes, interviewing, strategies

CENTER FOR HUMAN RIGHTS

(509)335-8288; French Ad. 225, Pullman; 8am-5pm, M-F

The Center for Human Rights (CHR) seeks to integrate principles of equal

employment opportunity, affirmative action, and fair and equitable treatment of all Washington State University (WSU) constituents into all academic and employment activities and practices throughout WSU.

- Provides leadership by enhancing the human rights education of all WSU students, faculty and staff, and by developing innovative and interdisciplinary programs, trainings and activities
- Seeks to ensure that all WSU employment and recruitment practices comply with state and federal equal employment opportunity and affirmative action mandates
- Assesses, develops and implements WSU's affirmative action plan in compliance with state and federal regulations monitoring compliance with state, federal, and anti-discrimination laws
- Reviews and investigates all complaints of discrimination and sexual harassment, advises faculty, staff and students on appropriate management of such issues
- Aims to enhance WSU's academic and organizational effectiveness through proactive assessment of workplace and classroom climate issues, development and implementation of action plans, and climate monitoring
- Maintains a library of equal employment opportunity, affirmative action, human rights, discrimination and sexual harassment information and resources. CHR works closely with professionals in the fields of law, human resources, and conflict resolution to address individual and university concerns

COLLEGE COMPLETION PROGRAM

372-7172; 263C West Bldg.; afternoons and evenings by appointment

- Assists students continuing their college education and desiring mentoring
- Information and referral to assist students

- Study skills consultation
- Reinstatement
- University exit interviews

COMPUTER LAB

372-7214; 140 West Bldg.; <<http://www.tricity.wsu.edu/dis/ctchome.htm>>

- Media Services and the Computer Center operate a free student computing lab offering a wide variety of hardware, software, and support services.
- Help Desk (CIC 225); 372-7334

COPY CENTER/MAIL ROOM

372-7273; 125 West Bldg.

- On-the-spot copying, binding, class overheads, laminating
- Coin operated copy machines available in the library in the CIC
- Daily courier service to other WSU locations

COUGAR CONNECTION OFFICE

547-0511 ext. 2710; HUB at Columbia Basin College; M-Th, by appointment

- Assist students who need to take a course at CBC for their degree at WSU
- Academic advising for students transitioning from CBC to WSU Tri-Cities

DISABILITY SERVICES

372-7351; 269B West Bldg., M-F

Provides accommodations for students with medical documentation of a disability. Services may include:

- Extended time on exams
- Taped textbooks
- Sign language interpreters
- Note takers
- Large print exams and materials
- Other adaptive equipment as required

DISTANCE DEGREE PROGRAMS

(509)372-7208 or 800-222-4978, <<http://www.distance.wsu.edu>>

Students who must leave WSU without completing their degrees may take distance courses to finish their remaining requirements toward graduation.

Students should contact their campus advisor to determine the courses they need to complete; they may contact the DDP office for logistical assistance, including registration, financial aid, and course materials.

LIBRARY, WSU TRI-CITIES

372-7430; CIC <<http://www.tricity.wsu.edu/dis/consolid.htm>>

- Over 6 million books, journals, films, videotapes, newspapers, microfilms, technical reports, maps, manuscripts, art prints, and photographs are available in a variety of print, electronic, multimedia and micro-formats
- Depositories for federal, state, municipal, and foreign documents, as well as publications of the United Nations

The following services are available:

- Reference librarian assistance
- Instruction in library use
- Access to electronic indexes and journals and other libraries

WSU Libraries' online catalog is Griffin. ORCA, (ORBIS-CASCADE ALLIANCE) a joint catalog that WSU shares with CWU, EWU, WWU, UW, and Evergreen College, provides an online requesting service for book delivery among the 26 member colleges and universities throughout Oregon and Washington. The Libraries provide access to a wide variety of electronic indexes and abstracts and thousands of full-text electronic books and journals.

MEDIA SERVICES

372-7203; 222 West Bldg. <<http://www.tricity.wsu.edu/media>>

Assists Faculty, students and staff with Audio/Visual needs throughout the campus and operates WHETS (Washington Higher Education Telecommunications System) classes at our campus.

Please request equipment as soon as possible. We have a limited amount of equipment. Equipment may be requested online.

OMBUDSMAN'S OFFICE

335-1195; *Wilson Hall 2, Pullman; 8am-5pm, M-F*

- Serves as an independent, impartial official to help resolve problems that may arise in university programs
- Offers confidential assistance with problems or grievances that have not been resolved through normal channels
- Functions as a source of information and help concerning rules, regulations, and procedures of the University

PAYROLL SERVICES

372-7260; *248 East Bldg.*

- WSU has a semi-monthly, lagged payroll cycle
- Paydays are the 10th and 25th of each month
- All WSU employees must have a valid IRS W-4 and I-9 form on file at Payroll Services
- WSU participates in the Direct Deposit program
- Address changes for all students may be completed on the WSU Homepage, WSU InfoNet. All university administrative systems will have access to address changes

PSYCHOLOGY CLINIC

335-3587; *Johnson Tower 362, Pullman*

- Mental health agency staffed by doctoral-level student therapists in the Clinical Psychology Ph.D. program
- Clinic provides therapy services to adults, children, couples and families
- Assessment and testing for learning disabilities, ADHD, personality issues, behavior problems, neuropsychological problems and intelligence are available
- Fees for therapy services are on a sliding scale and range from \$5 to \$50 per session and assessment fees are at a flat rate
- Open to all in the community, regardless of university affiliation

RECREATIONAL FITNESS

372-7300; *136 West Bldg. (ASWSU TC)*

- Fitness equipment for students is located on the first floor of the West Bldg., a regulation volleyball and basketball court is located just north of the West bldg.
- Equipment check out with WSU ID card
- A limited number of day use lockers and showers are available on the first floor of the West bldg.
- ASWSU TC sponsors a subsidized partial Fitness Club Reimbursement program for qualifying students. Students must be fee paying and take six credits or more in a semester. Contact the ASWSU TC Administrative Assistant for details. Deadlines apply and are posted at the beginning of each semester. Reimbursement forms may be picked up and returned to Student Accounts.

REGISTRAR'S OFFICE

372-7292; *263 West Bldg.*

- Assists with registration and enrollment changes
- Certifies enrollment for loan deferral, scholarship continuation, insurance discounts, and various other needs
- Interprets and enforces all academic regulations and rules
- Prepares and publishes final exam schedules
- Processes transcript orders
- Processes undergraduate degrees
- Evaluates academic records of students for degree and graduation honors
- Publishes campus catalog and time schedule of courses
- Coordinates commencement ceremonies
- Schedules university classrooms

RESIDENCY

372-7250; *201 West Bldg.*

- Provides information on residency classification
- Applications available

SCHOLARSHIP SERVICES

372-7228; 269 West Bldg.
<www.tricity.wsu.edu/financial_aid.htm>

- Provides assistance to students in understanding and applying for scholarships
- Additional information maybe found in room 263 West Bldg. Student Resources

STUDENT ACCOUNTS (UNIVERSITY RECEIVABLES)

372-7498; 267A West Bldg.; <<http://www.wsu.edu/~studacct>>

- Information status of scholarship, third-party, and student account balances
- All tuition and fees are charged through student accounts
- Financial aid is also disbursed through student accounts

STUDENT AFFAIRS

372-7250; 201 West Bldg.

- Provides leadership in the development and coordination of services and programs
- Administers all departments within the Division of Student Affairs
- Acts as liaison with other administrative offices and faculty
- Disseminates information about extra-curricular services, programs, university policies and procedures that affect students
- General problem solving, student-family notification of emergencies, information-referral assistance, student conduct, student handbook, enrollment cancellation, exit interviews and student emergency fund
- Assists with admissions procedures
- Assists with registration and enrollment changes
- Provides information on residency classification
- Provides information on student health insurance program

STUDENT EMPLOYMENT OFFICE

269B West Bldg. <www.tricity.wsu.edu/financial_aid.htm>

- Assists students granted financial aid work-study funds with information on employment opportunities
- Assists all students seeking part-time, hourly employment while attending WSU

STUDENT FINANCIAL AID

372-7228; 263 West Bldg.;
<www.tricity.wsu.edu/financial_aid.htm>

- Advises on federal and state financial aid programs
- Students apply for financial aid using the Free Application for Federal Student Aid (FAFSA)
- March 1—priority processing date; students who miss this date should apply as soon as possible
- Educates students on the rules, rights and responsibilities for financial aid recipients
- Distributes financial aid information to current and prospective students
- info Center is available to students to check their individual information through (www.wsu.edu/wsufinonet)
- Facilitates process for emergency short term loans for qualified students.

STUDENT HEALTH INSURANCE

372-7250; 201 West Bldg.

The staff provides administration of the Optional Medical Insurance Plan for students and their dependents. It is designed to help you pay a large part of those expenses you may incur—hospital, medical, and surgical—which are not covered by Health and Wellness Services. Check the following Web site for specific details <<http://www.wsu.edu/benpay/benefits/studentins/main.htm>>.

The staff provides administration of the Medical and Dental Insurance Plan for graduate students holding 50% or more graduate service appointments. Please connect to the Benefits Services Web site for additional information about the plans: <<http://www.wsu.edu/benpay/benefits/gradstudins/main.htm>>.

STUDENT RESOURCE PROGRAM

372-7228; 263 West Bldg.

Information is available to help students overcome the hurdles and barriers to obtaining an education.

- Campus Resources Referrals
- Childcare Reimbursement
- Community Service Referrals
- Assistance with admissions procedures
- Guidance with financial aid application
- Advising Assistance
- Workshops to facilitate academic and personal success
- Scholarship search assistance
- Information on graduate school exams

VETERANS AFFAIRS

372-7292; 263 West Bldg.

- Assistance to all student veterans
- Administration education benefits, including veterans, dependents of deceased or totally disabled veterans, and guard-reservists
- Information on eligibility requirements for monthly benefits, advance pay, extensions, Vietnam and Persian Gulf veterans tuition increase exemptions, tutoring, and work-study
- Changes in programs, places of training, addresses, pay status, and dependency claims
- Referrals for nonfunctional inquiries, such as VA home loan information, pensions, and disability rating
- VA work-study coordinator

WRITING CENTER

203 West Bldg.

- Provides free tutoring in a quiet study area
- Offers online tutoring at <http://owl.wsu.edu>
- Provides free handouts on a variety of writing specifics
- Work stations for students to work on their writing and research papers

WSU ID

201 West Bldg.

- Free one time WSU photo identification cards are available
- ID photo sessions are scheduled
- Replacement cards are available for a fee of \$10.00