

# Graduate Student Survival Guide 2015-16



Graduate School

WASHINGTON STATE UNIVERSITY

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## Welcome from the Dean of the Graduate School



Welcome to graduate education at Washington State University. Graduate education is a time of transition where you will move from student to professional in whatever field of study you embrace. This time at WSU will provide some unique opportunities for you to grow personally and intellectually. The scholarship you engage in will contribute to the advancement of knowledge and allow you to play a valuable role in the research and creative activity of one of America's leading research and land-grant universities. This engagement will play a critical role in the cultural, social and economic well-being of our state, nation, and world.

Throughout your graduate education, the Graduate School will function as your advocate. We hope you will use our website, [gradschool.wsu.edu](http://gradschool.wsu.edu), and our publications to access vital resources during your time here. They will provide you with tools and resources to help you navigate the multifaceted aspects of your education.

We understand that you will devote much of your time at WSU to your academic program, research, and other requirements, but we encourage you to also develop interests related to your career goals. The Graduate School collaborates with partners on and off campus to offer workshops, courses, on-campus services, and additional funding programs for your personal and professional development. Examples of our offerings include Graduate Teaching Workshops, Grant-Writing Workshops, Professional Leadership Workshop Series, and the Graduate and Professional Writing Center.

In addition to pursuing your career interests, we hope you take advantage of the many other opportunities found in Pullman and the surrounding region. We are located in a unique natural environment that holds the deepest canyon found in North America (Hell's Canyon), the most beautiful lakes in the country, and some the most spectacular basalt formations in the world. We also have fine and performing arts offered on campus including WSU School of Music concerts, theater productions, museums, and events at Beasley Coliseum and the Student Recreation Center, as well as community events like the Lentil Festival and PAC-12 athletics.

Washington State University is composed of world-class scholars from a diversity of cultures and intellectual perspectives. I hope you take full advantage of your time here as you mature in your own scholarly directions. Welcome to Washington State University and to the Palouse community.

Sincerely,

A handwritten signature in black ink, reading "William Andrefsky, Jr.".

William Andrefsky, Jr., Ph.D., RPA  
Edward R. Meyer Distinguished Professor of Anthropology  
Dean of the Graduate School

## CHECKLIST FOR NEW STUDENTS

### ☐ ZZUSIS

[Zzusis](#) is your portal to most student account services. Log in to register for classes, set up your email account, check finances, add money to your Cougar Card, check student aid status, academic records, schedules, and WSU announcements. Also check out the Tech Tools page for free software downloads, i.e., Microsoft Office and Windows Vista.

### ☐ Activate your Outlook Live email account

**Step 1:** Get your network ID at [wsu.edu/nid](http://wsu.edu/nid) (if it's your first time, wait 24 hours before going to Step 2).

**Step 2:** Visit [Zzusis](#) to get your new email name and temporary password and then visit [email.wsu.edu](http://email.wsu.edu) to sign in and activate your new account. Change your new Outlook Live email password, too, because the initial Outlook Live password is temporary.

**Step 3:** Visit [email.wsu.edu](http://email.wsu.edu) from any web browser to login and check your WSU email. This account will be your official WSU account, so be sure to check it regularly as the Graduate School, your professors, and university offices will send communication via this email address.

### ☐ Get your Cougar Card

This is your official student I.D., and if you deposit money to it, you are able to make Cougar Cash purchases on campus, ride the bus for free, and check out library books (like a debit card). Visit the Cougar Card Office in the CUB to have your photo taken and get your card. Be sure to tell them you are a graduate student and they will indicate it on your card.

### ☐ Find out about your health care options

[hws.wsu.edu/clinic/faq/insurance/](http://hws.wsu.edu/clinic/faq/insurance/)

### ☐ Take the online mandatory ethical research training

This online training takes about 30 minutes. Each section is comprised of a reading and certification of your understanding. All graduate students are REQUIRED to do this (especially if you are on an assistantship and want to get paid, or if you want your program of study processed). Visit [myResearch.wsu.edu](http://myResearch.wsu.edu).

### ☐ Set up direct deposit

This allows any financial aid refunds you are awarded to be electronically deposited into your student account and will save you from waiting in long lines. If you work for the University, you may also have your paycheck directly deposited into your bank account. Visit Payroll Services in the French Ad. Building Rm. 236.

### ☐ Sign up for WSU announcements

Subscribe to the official listserv of [WSU News Services](#). Twice daily during the academic year emails containing short descriptions of University services and events are distributed. This is the easiest way to keep up with what is happening at WSU, and/or to communicate information. Students and staff can contribute to the daily emails by visiting [wsunews.wsu.edu](http://wsunews.wsu.edu) clicking on "submit announcement" in the sidebar of the site linked above.

### ☐ Follow us on Facebook and Twitter

Follow us on [Facebook](#) and [Twitter](#) to keep updated on announcements, events, and to make connections.

☐ **Find your way around campus**

Bookmark [map.wsu.edu](http://map.wsu.edu) on your mobile device.

☐ **Ride the Pullman Transit Bus**

Students ride for free: [pullman-wa.gov/departments/pullman-transit/bus-schedule](http://pullman-wa.gov/departments/pullman-transit/bus-schedule)

**Employment related checklist**

The following information is for students newly employed by the University. In order to get paid, be sure to contact the financial officer in your hiring department to make sure you complete all the necessary paperwork. You will need the following forms:

☐ **I-9**

☐ **W-4**

☐ **Driver's License or current Passport** (if an international student: passport showing an I-555 stamp or INS form I-94 and your I-20 or DS 2019)

☐ **Social Security Card.** The Lewiston Social Security office is located at 1617 19<sup>th</sup> Ave. Lewiston, ID, 1-208-746-2995 or 1-800-772-1213.

☐ **Complete the Paycheck Direct Deposit** form located at: [wsu.edu/payroll/fspay/directdep/directdep.htm](http://wsu.edu/payroll/fspay/directdep/directdep.htm)

☐ **Complete the Payroll Deduction Form** to deduct residual tuition and fees from your paycheck (this must be done each semester). This form is available at the Payroll window at French Ad 236.

**Establish Washington State Residency (for US citizens only)**

Establishing Residency will save you significant money by allowing you to pay in-state instead of out-of-state tuition. Begin planning early and read about the forms you will need to document your residency. The deadline for establishing residency is the 30<sup>th</sup> day of classes of the term for which you are seeking residency. <http://residency.wsu.edu/residency-requirements/>

**Important steps to establish your residency:**

☐ Change your vehicle registration to Washington State.

☐ Change your driver's license to Washington State (even if you do not drive).

☐ If you do not have a driver's license in another state, have you applied for a Washington State ID card?

☐ Establish proof of independence documentation, such as income tax return or permanent full-time employment

☐ Keep copies of your lease agreement, utilities, phone bills, etc.

☐ Register to vote in Washington.

☐ Make sure all supporting documentation is updated to a Washington address, such as bank statements, utility bills, etc.

☐ Keep your mailing address updated

Diplomas are mailed approximately 10 weeks after commencement. If you move during that time, be sure to update your new mailing address in [zzusis](http://zzusis).

## STUDENT SERVICES and RESOURCES

### Academic Integrity

Academic Integrity Procedures: All members of the University community share responsibility for maintaining and promoting the principles of truth and academic honesty. The official policy defines academic dishonesty and procedures to follow when dishonesty occurs. See contact information at <http://academicintegrity.wsu.edu>.

### Academic Regulations

Policy and procedure for auditing a class, enrollment, registration, and withdrawals may be found at the Academic Regulations website. [registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX](http://registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX) 509-335-5346; French Ad. 346. Policies and Procedures for the Graduate School can be found at [gradschool.wsu.edu](http://gradschool.wsu.edu).

### Assistantships

Many graduate students have the responsibility of teaching undergraduate courses or conducting research. These assistantship positions play an important role in the academic community at WSU. Most graduate assistantships include a tuition waiver, health benefits, and a monthly stipend in exchange for 20 hours of work. Assistantships can take the shape of research appointments, teaching appointments, and non-academic graduate appointments in administrative offices throughout the university.

The best opportunities for locating an assistantship come from building relationships in your department. Talk to your graduate coordinator. To look for a non-academic appointment, contact the administrative offices directly. Please note that Departments typically begin looking to fill graduate assistantships in March for the following fall semester. Some of these positions may require that the graduate students qualify for work study funds.

### Resources for Graduate Assistants

#### Web Resources

The Graduate School has compiled extensive resources for Graduate Teaching Assistants at <http://gradschool.wsu.edu/teaching-resources/>. The President's Teaching Academy also has a directory of teaching and learning resources at [vpue.wsu.edu/resources](http://vpue.wsu.edu/resources).

#### Teaching Preparation Courses

**INTERDIS 590 Preparation for College Teaching** is a cross-discipline course to help graduate teaching assistants develop teaching strategies and become familiar with university policies and procedures.

#### TA Workshop

The Graduate School and President's Teaching Academy sponsor teaching and learning workshops each year. Announcements and registration are sent out in the Graduate School's Friday Focus newsletter. <http://gradschool.wsu.edu/teaching-resources>

#### Awards for Teaching and Research

Visit [informer.ogrd.wsu.edu/Default.aspx](http://informer.ogrd.wsu.edu/Default.aspx) for a list of prestigious faculty awards, honors, and fellowships from the **Office of Grant and Research Development**.

The **Graduate and Professional Student Association** sponsors the TA Excellence Awards each year. The awards are given to recognize and encourage excellence in teaching by graduate assistants. Visit [http://studentinvolvement.orgsync.com/org/gpsa/Excellence\\_Awards](http://studentinvolvement.orgsync.com/org/gpsa/Excellence_Awards) for details.

The **Wiley Research Exposition**, sponsored by GPSA, offers graduate students the opportunity to present their research to faculty, students, and potential employers, gaining exposure and experience and monetary awards. [http://studentinvolvement.orgsync.com/org/gpsa/Wiley\\_Research](http://studentinvolvement.orgsync.com/org/gpsa/Wiley_Research)

Every spring, WSU organizations, such as Association of Faculty Women (AFW), Faculty Association for Scholarship and Research, and the Chapter of the Sigma Xi Scientific Research Society award graduate students for their outstanding original research and creative scholarship.

### Computer Labs and Copy Centers

**Graduate and Professional Student Computer Lab (GPSC)** The GPSA study center is located in the Terrell Library and available via cougar card access to all graduate and professional students. Here you will find several computers, printing services, board room style table and chairs for meetings, white boards and a wall mounted TV for practicing presentations. The study center is open during library hours and has a mini-fridge and microwave.

[http://studentinvolvement.orgsync.com/org/gpsa/Study\\_Center](http://studentinvolvement.orgsync.com/org/gpsa/Study_Center)

**Copy Services** GPSA provides a subsidy to all graduate and professional students that brings the cost of printing black and white pages down to 5 cents per copy. This service is available in the GPSA study center located in the Terrell Library.

[http://studentinvolvement.orgsync.com/org/gpsa/Copy\\_Services](http://studentinvolvement.orgsync.com/org/gpsa/Copy_Services)

**Cougar Copies** (University Publications and Printing) has two locations: Holland Library On-the-spot copying, color copies, copying of class reserve items, fax service, binding, class overheads, laminating, and resume paper.

**Cooper Publications Building** Volume copying, tape binding, booklet production, digital network copier. More information and hours at [publishing.wsu.edu/cougarcopies](http://publishing.wsu.edu/cougarcopies).

### Department Graduate Coordinators

While the Graduate School generally supervises graduate studies, each college has unique procedures. Your department's graduate coordinator can advise you on departmental requirements. All degree programs and links to branch campuses may be found at: [gradschool.wsu.edu/FutureStudents/Degrees.html](http://gradschool.wsu.edu/FutureStudents/Degrees.html). When you select a degree program, you will be taken to a profile of the program with details and contact information.

### Friday Focus Newsletter

Each Friday the Graduate School sends a newsletter to admitted graduate students' WSU email accounts. Friday Focus informs graduate students of events, announcements, deadlines, procedures, and funding opportunities. Be sure to read your WSU email to keep up to date on your opportunities.

### Funding Opportunities

#### GPSA Grants

The GPSA offers grants to assist students in presenting research.

**Registration Grants** assist graduate and professional students with the registration costs associated with attending major conferences and professional meetings. Information is available at <http://studentinvolvement.orgsync.com/org/gpsa/Travel>



**Travel Grants** are intended to help students with their research and scholarly activities, and to present papers at significant meetings. Visit, <http://studentinvolvement.orgsync.com/org/gpsa/Travel>

The Office of Grant and Research Development (OGRD) may be able to help you identify funding for conducting research. The earlier you contact them the easier it is for them to help you find funds. Check their website for spotlighted grants, grant-writing workshops, and more.

### **Fellowships and Scholarships**

WSU offers a number of graduate fellowships and scholarships through the Graduate School and academic departments. We encourage you to talk with your academic advisor regarding scholarship opportunities available through your department.

### **External Funding**

Graduate students are encouraged to seek their own funding. This can be a lucrative addition to a student's portfolio. The OGRD is an integral resource for students looking for external funding. Check their website ([ogrd.wsu.edu/](http://ogrd.wsu.edu/)) or call them at 509-335-7266. You may also want to visit [gradschool.wsu.edu/FundingOpps.html](http://gradschool.wsu.edu/FundingOpps.html).

### **Graduate School Website**

All the information and forms you need to navigate your graduate degree are located on the Graduate School website: [gradschool.wsu.edu](http://gradschool.wsu.edu). You'll find the Graduate School's Policies and Procedures Manual here as well. Can't find what you need? Call us at 509-335-6424, or drop by French Ad. Room 324.

### **Grievance Policy**

The Graduate Student Rights and Responsibilities, and the Graduate School's Grievance Procedures, which includes the guidance for graduate students who have concerns and grievances, is available in chapter 12 of the Graduate School's [Policies and Procedures Manual](#).

**The Office of the University Ombudsman** serves as an independent, impartial official to help resolve problems that may arise in university programs, offering 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. Visit the Ombudsman at [wsu.edu/~ombuds/](http://wsu.edu/~ombuds/)

### **Health and Wellness Services**

Washington State University Health and Wellness services provides the health care needs of students. Located on campus, HWS provides the following services to students enrolled in 7 or more credits (and part-time students who elect to pay the health fee to access services). You can find more information, and schedule appointments at [hws.wsu.edu](http://hws.wsu.edu) or by phone at 509-335-3575.

General Medical Care	Urgent Care	Women's Clinic	Behavioral Health
Allergy Injections	Immunizations	Travel Medicine	Lab and X-ray
Medical Supplies	Nutrition Counseling	Physical Therapy	Sports Medicine
Tobacco Cessation	STI-STD Testing	Employee Assistance	Pharmacy



## Pharmacy

Located in the Washington Building, providing complete prescription services as well as a variety of over-the-counter products, HWS Pharmacy makes every effort to fill your prescriptions promptly. It also offers special orders, bills WSU student insurance, and the pharmacists are available to answer questions. For more information on payment, hours, and services, visit [hws.wsu.edu/pharmacy/](https://hws.wsu.edu/pharmacy/) or phone at 509-335-5742.

## Counseling Services

Counseling and Testing Services offers a range of psychological services, including counseling and psychotherapy, groups, workshops and outreach programs, consultation, crisis service, and psychological testing to WSU students, faculty, and staff. A professional staff of counselors provides individual, couple and group counseling, consultation, and psychological assessment. Information shared with a counselor remains confidential according to Washington state law and the ethical code of the American Psychological Association.

The Counseling Center is located in Lighty 280 during our walk-in hours listed at the Counseling Services website [www.counsel.wsu.edu](http://www.counsel.wsu.edu), or call 509-335-4511. If you are in crisis and need to see someone immediately, please come in at any time Monday through Friday from 8:00 a.m. to 5:00 p.m. For emergency consultations in the evenings or on weekends, please call 509-335-2159.

## International Student Services

The **Intensive American Language Center (IALC)** prepares international students and community members to communicate in English and to study in American colleges and universities through regular ESL sessions and special programs. (509) 335-6675 or write to: IALC; WSU; Kruegel Hall, Room 13 ;, Pullman, WA 99164-3251 or [ialc.wsu.edu/](http://ialc.wsu.edu/).

If you are an international student or accompanying family members, **International Programs** has information regarding U.S. Government regulations, which includes immigration, U.S. Citizen and Immigration Services (USCIS), Department of Homeland Security (DHS), and the Department of State. International Programs also has cultural engagement activities for students and any family members. 509-335-4508; Bryan Hall, 108. [ip.wsu.edu/](http://ip.wsu.edu/).

**Global Services** supports more than 1,900 international students and 600 visiting scholars and faculty. These international visitors from over 100 countries contribute greatly to the academic and research community, providing a rich diversity that helps to make WSU World Class, Face to Face. [ip.wsu.edu/global-services/overview.html](http://ip.wsu.edu/global-services/overview.html)

## Libraries

The **WSU Libraries** maintains over 7 million books, journals, films, videotapes, newspapers, microfilms, technical reports, maps, manuscripts, art prints, and photographs in a variety of print, electronic, multimedia and micro-formats. For more info visit: [wsulibs.wsu.edu/](http://wsulibs.wsu.edu/).

- Architecture Library-509-335-4967; Carpenter Hall 114
- Brain Education Library-509-335-1591; Cleveland Hall 130
- George W. Fischer Agricultural Sciences Library-509-335-2266; Johnson Annex C-2
- Health Sciences Library-509-335-9556; Wegner Hall 170
- Holland/New Library-509-335-9671
- Media Materials Reserves-509-335-9671; Holland/Terrell Library, ground floor

- Owen Science and Engineering Library-509-335-4181
- Kemble A. Stout Music Listening Library-509-335-3305; Kimbrough 360

**Interlibrary Loans** [studentinvolvement.orgsync.com/org/gpsa/Services\\_Interlibrary](http://studentinvolvement.orgsync.com/org/gpsa/Services_Interlibrary). GPSA subsidizes \$3 of the Interlibrary Loan (ILL) service fee. Currently enrolled tuition paying Graduate and Professional students may request materials through ILL and the GPSA program will pay \$3 of the cost of the transaction. With the subsidy, basic service is provided without additional cost to the student. Students are responsible for rush fees.

### Registrar's Office

The Office of the Registrar assists with registration and enrollment changes; prepares and distributes student grade reports; interprets and enforces all academic regulations and rules; prepares and publishes final exam schedules; monitors academic eligibility for student athletes; schedules university classrooms and various other needs. 509-335-5346; French Ad. 346, [registrar.wsu.edu/](http://registrar.wsu.edu/)

### Responsible Research Newsletter

Printed two times a year in the fall and spring, the Responsible Research newsletter is also posted on the Graduate School website at <http://gradschool.wsu.edu/responsible-research>. The newsletter addresses pertinent information for graduate students about research at WSU.

### Students with Disabilities

Accommodations for students with documented disabilities are assisted by the **Access Center**. Services include transportation, oral exams, extended exams, audio textbooks, sign language interpreters, note takers, and large print exams and materials, and more. 509-335-1566; 217 Washington Building; [accesscenter.wsu.edu](http://accesscenter.wsu.edu)

### Student Affairs

The **Division of Student Affairs, Equity and Diversity** provides leadership in the development and coordination of services and programs like extracurricular services, programs, university policies and procedures that affect students; student conduct, student handbook, and enrollment cancellation. 509-335-4531; Lighty Student Services Bldg. 360 at [studentaffairs.wsu.edu](http://studentaffairs.wsu.edu)

### Technology Training and Support

Student Computing Services (SCS) offers a wide variety of training courses ranging from introductory through advanced skill levels. These classes are normally two hours long and cover the software and hardware we carry in our labs. Visit [infotech.wsu.edu](http://infotech.wsu.edu) for a calendar of SCS offerings. SCS also operates a help desk, and on-campus labs. 509-335-HELP

**Human Resources** provides SkillSoft Online Learning. This powerful tool over 2,100 interactive courses and over 8,000 books - all accessible by every current employee and student. Log into your personal account at [hrs.wsu.edu/skillsoft](http://hrs.wsu.edu/skillsoft).

**Information Technology (IT)** provides telephone, computing, data networking, graphics services and instructional media support for students, faculty and staff at WSU. [infotech.wsu.edu](http://infotech.wsu.edu)

**Academic Media Services (AMS)** offers technical support for video conferencing, classroom technologies, along with equipment for multimedia projects. 150 Holland Library 509-335-4535 [ams.wsu.edu](http://ams.wsu.edu)

## Tutoring

The Peer Tutoring Program at the Center for Advising and Career Development provides a one-on-one tutorial or small group tutoring. It provides tutors in all subject areas where students feel a need. 509-3350 6000, Lighty 260T. Online at [cacd.wsu.edu](http://cacd.wsu.edu)

## Where to go for Help

WSU provides assistance to students who need help in most any situation. Determination as to which office will have final responsibility will be made on a case-by-case basis. The offices below coordinate and collaborate on cases as appropriate. The Attorney General's Office (AGO) and/or Ombudsman's Office are available to provide referral, advice and/or consultation on any of these matters as needed.

<b>Discrimination, Discriminatory Harassment, and Sexual Harassment</b>	<ul style="list-style-type: none"> <li>• <a href="#">Office for Equal Opportunity</a></li> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Counseling and Testing Services*</a></li> </ul>
<b>Sexual Misconduct</b>	<ul style="list-style-type: none"> <li>• <a href="#">Office for Equal Opportunity</a></li> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">Counseling and Testing Services</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">WSU Police</a></li> </ul>
<b>Workplace Violence</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">WSU Police</a></li> </ul>
<b>Violence in Classrooms and other Educational Environments</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• Dean or Director</li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">WSU Police</a></li> </ul>
<b>Violation of Consensual Relationships Policy</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• Dean or Director</li> <li>• <a href="#">Dean of Students</a></li> </ul>
<b>Misuse or Misappropriation of WSU Property</b>	<ul style="list-style-type: none"> <li>• Dean or Director</li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">WSU Police*</a></li> </ul>
<b>Allegation of Access or Disability Accommodation Violations</b>	<ul style="list-style-type: none"> <li>• <a href="#">Office for Equal Opportunity</a></li> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Dean of Students</a></li> </ul>
<b>Allegations of Use of a Controlled Substance on WSU Property</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Counseling and Testing Services*</a></li> <li>• <a href="#">WSU Police</a></li> </ul>
<b>Other Potential Criminal Conduct on WSU Pullman Campus</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">WSU Police</a></li> </ul>

<b>Potential Criminal Conduct Outside of WSU Pullman Campus</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Student Standards</a></li> <li>• <a href="#">Local Police</a></li> </ul>
<b>Mental Health or Emotional Health Concerns</b>	<ul style="list-style-type: none"> <li>• <a href="#">Counseling and Testing Services</a></li> </ul>
<b>Workers' Compensation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Human Resource Services</a></li> </ul>
<b>Reasonable Accommodation due to Medical Condition</b>	<ul style="list-style-type: none"> <li>• <a href="#">Access Center</a></li> <li>• <a href="#">ADA Coordinator</a></li> </ul>
<b>Leave due to Medical Condition</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Counseling and Testing Services*</a></li> <li>• <a href="#">Health and Wellness Services</a></li> </ul>
<b>Request for Modified Duties (Other than Reasonable Accommodation)</b>	<ul style="list-style-type: none"> <li>• <a href="#">Graduate School</a></li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• <a href="#">Human Resource Services</a></li> <li>• <a href="#">Graduate School</a></li> </ul>
<b>Concern/ Issue not Identified</b>	<ul style="list-style-type: none"> <li>• <a href="#">Human Resource Services</a></li> <li>• <a href="#">Office for Equal Opportunity</a></li> <li>• <a href="#">Attorney General's Office</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Graduate School</a></li> </ul>

\*If needed

### Writing Support

The newly created Graduate and Professional Writing Center features one-on-one in-person consultations, peer groups, and an onsite resource library. [Graduate and Professional Writing Center.](#)

## STUDENT LIFE

### Campus Involvement

Campus Involvement is the center for co-curricular activity at Washington State University. Their services range from the performances brought to campus by the Visual, Performing, and Literary Arts Committee, to finance and fundraising services for registered student groups. Most Campus Involvement events are free to WSU students. Find more information at [getinvolved.wsu.edu](http://getinvolved.wsu.edu).

### Child Care and Local Schools

The University offers child care services at the [WSU Children's Center](http://wsu.edu/CCRR), which practices a developmentally appropriate approach to early education as advocated by the National Association for the Education of Young Children.

**Other Childcare Resources**—The Whitman/Asotin County Child Care Resource and Referral site can also help you find quality child care: [wsu.edu/CCRR](http://wsu.edu/CCRR). And the Washington State Child Care Resource and Referral Network is a state wide resource to help research child care options: [childcarenet.org](http://childcarenet.org). Visit the [city of Pullman](http://cityofpullman.org) website for more options.

Find out about all the **public and private schools** available in the area at [about.wsu.edu/life/schools.aspx](http://about.wsu.edu/life/schools.aspx).

### Farmers Markets

- **Pullman:** Every Wednesday from May 14 – October 22, 3:30 – 6:00 p.m. Location: 240 N. Kamiaken St.
- **Moscow:** Every Saturday from the first weekend of May to the last weekend in October, 8:00 a.m. – 1:00 pm. Local musicians entertain, local produce and crafts for sale. Located on Main Street.

### Museums and Galleries

- Museum of Art [museum.wsu.edu](http://museum.wsu.edu)
- Museum of Anthropology [archaeology.wsu.edu](http://archaeology.wsu.edu)
- Charles R. Conner Natural History Museum [sbs.wsu.edu/connermuseum](http://sbs.wsu.edu/connermuseum)

### Recreation and Athletics

There is always something going on at WSU, from our PAC-12 athletics to our award-winning student recreation center. Find out more at [around.wsu.edu](http://around.wsu.edu) and [urec.wsu.edu](http://urec.wsu.edu) The best part of being a WSU graduate student is that many activities are available for free, or at a reduced cost.

WSU offers a diverse range of services that fosters personal development, enhances academic productivity, and enriches the quality of life for the university community through excellence in programs, services, and facilities. [UREC](http://urec.wsu.edu) manages multiple world class indoor and outdoor facilities including playfields, the student recreation center, swimming pools, tennis courts and more. Other services include sports clubs, personal training, first aid and fitness training certification, as well as youth programs.

**Athletics**—WSU's PAC-12 athletics program has a range of events from basketball to rowing. Don't miss a thing by checking the schedule: [wsucougars.com](http://wsucougars.com). Home football games are fun occasions on the WSU Pullman campus. Along with the game, many other events are scheduled for the greater Cougar community.

**Aquatics**—Pools on campus offer a variety of aquatic fitness options. The Natatorium at the Student Recreation Center includes a 5-lane lap pool, leisure pool, and 53-person spa. Other pools on campus include Gibb Pool, located in the P.E. Building, and Smith Pool, located in Smith Gym. The UREC aquatics programs include private and group swim lessons, lifeguard training, and family swim hours. Check the website for hours and facilities information: <http://urec.wsu.edu/aquatics.aspx>.

**Fitness Courses**—UREC offers over 100 group fitness classes, which are a great way to stay healthy while having fun. You can boost your cardiovascular endurance, improve your flexibility, increase your strength, manage stress, or simply learn some cool new dance moves. Check the fitness class schedule: <http://urec.wsu.edu/fitness.aspx>. Many classes have an additional charge. Cost and registration information is also available on the Website.

**Intramural Sports**—WSU's Intramural Sports program is recognized as one of the largest in the PAC-12 and one of the largest in the nation for the size of enrollment. The IM Sports program focuses on building an environment where students gather and participate in various sport and leisure activities at all skill levels. The program is open to any enrolled student, faculty/staff, alumni, and their spouses or partners. Students can choose from a variety of team sports with leagues or weekend tournament activities.

**Outdoor Recreation Center (ORC)**—The ORC [orc.wsu.edu](http://orc.wsu.edu) hosts local and international adventure trips, rents outdoor equipment, and has a knowledgeable staff and resource library for planning outdoor excursions of your own. This is an award-winning resource for students wanting to explore the beautiful northwest. Register for one of the ORC classes, clinics, or trips to get familiar with ORC services. You can choose from climbing, hiking and backpacking, kayaking, skiing and snowboarding, or cycling courses. Past trips have included Eco Adventures to clean up Moscow Mountain trails, to sunset paddles on the Snake River; all at a reduced rate for students.

**Palouse Ridge Golf Course**—[palouseridge.com](http://palouseridge.com) Palouse Ridge Golf Club at WSU, an 18-hole championship-level golf course on the Pullman campus, is open to the public. The practice facility welcomes you to the beautiful grass tee practice area, putting green, and 80-yard practice hole. Sharpen your shots at this state-of-the-art facility designed for the WSU Golf Teams and you! Open every day 8:00 a.m. to 7:00 p.m.

### Off-campus Outdoor Recreation

- Pullman Parks and Recreation [whitmancounty.org/page.aspx?pn=Parks+and+Recreation](http://whitmancounty.org/page.aspx?pn=Parks+and+Recreation)
- Kamiak Butte County Park [whitmancounty.org/ssi.aspx?ssid=81](http://whitmancounty.org/ssi.aspx?ssid=81)
- Bill Chipman Palouse Trail [whitmancounty.org/ssi.aspx?ssid=85](http://whitmancounty.org/ssi.aspx?ssid=85)
- Wawawai Landing County Park [whitmancounty.org/ssi.aspx?ssid=86](http://whitmancounty.org/ssi.aspx?ssid=86)
- Pullman Aquatic Center and Reaney Park Pool [pullman-wa.gov/departments/parks-a-recreation/aquatics](http://pullman-wa.gov/departments/parks-a-recreation/aquatics)
- In and around WSU details the life and culture of the Palouse. [www.around.wsu.edu](http://www.around.wsu.edu)

### Restaurants, Campus Dining Centers, Espresso, Ice Cream

#### On campus

[about.wsu.edu/life/restaurants.aspx](http://about.wsu.edu/life/restaurants.aspx)

#### Around town

[Restaurants in Pullman](#)

## Shows, Concerts, Exhibits

**Beasley Performing Arts Coliseum Calendar** [beasley.wsu.edu](http://beasley.wsu.edu) See symphony orchestras, dance companies, classical artists, and top performers at the Beasley Performing Arts Coliseum, and Bryan Hall Theater on campus. Recent performers have included Snoop Dog, Elton John, Keb' Mo', Jerry Seinfeld, Scotty McCreery, and Jana Kramer, and Kelly Clarkson. Other entertainment venues include:

- WSU School of Music Calendar [libarts.wsu.edu/music/calendar](http://libarts.wsu.edu/music/calendar)
- WSU Library Events and Exhibits Calendar [wsulibs.wsu.edu/rssapp/rssreader.aspx?feedid=15](http://wsulibs.wsu.edu/rssapp/rssreader.aspx?feedid=15)
- Atrium Music Series [wsulibs.wsu.edu/rssapp/rssviewer.aspx?Story=487](http://wsulibs.wsu.edu/rssapp/rssviewer.aspx?Story=487)
- Washington State Marching Band [wsu.edu/~cmb](http://wsu.edu/~cmb)

### Off-campus Music and Theater Events

- Idaho Washington Concert Chorale [palousechoralsociety.org/](http://palousechoralsociety.org/)
- Washington Idaho Symphony [washingtonidahosymphony.org](http://washingtonidahosymphony.org)
- University of Idaho Center for Dance [uidaho.edu/ed/movementsciences/bsdance](http://uidaho.edu/ed/movementsciences/bsdance)
- Regional Theatre of the Palouse: [rtoptheatre.org](http://rtoptheatre.org)
- Northwest Public Radio Arts and Events Calendar [publicbroadcasting.net/nwpr/events.eventsmain](http://publicbroadcasting.net/nwpr/events.eventsmain)
- Palouse Folklore Society Calendar [palousefolk.org/](http://palousefolk.org/)

There are also many live music options at local businesses in Pullman, including Rico's and Café Moro in Pullman, or One World Café and the Moscow Food COOP in Moscow, Idaho, eight miles away. For more information, call 509-332-6566.

## Student Groups

WSU has a thriving population of student interest groups that contribute to the campus community through bringing individuals together to celebrate common interests. With over 100 diverse groups on campus there is sure to be something for everyone. For more information, visit [myrso.wsu.edu/](http://myrso.wsu.edu/)

**Graduate and Professional Student Association (GPSA)**, [gpsa.wsu.edu](http://gpsa.wsu.edu) GPSA is the representative body for Graduate and Professional Students. The primary role of the GPSA is to serve as an advocate for the graduate and professional students in order to improve the quality of education and student life at the University. All graduate students are members of the GPSA. Find GPSA on Facebook.

**Multicultural Student Centers**, [mss.wsu.edu](http://mss.wsu.edu), offers academic advising, student mentoring, personal guidance and advising, tutoring, student advocacy, cultural programming and support, student involvement, and more.

**Native American Student Center**, [nasc.wsu.edu](http://nasc.wsu.edu), provides students with academic advising, cultural events, mentoring, advocacy, financial aid assistance, computer access, tutoring, educational workshops, personal advising, Life Skills workshops. A newly established graduate center provides a community environment for students.

## Transportation

Buses, shuttle vans, ride sharing, van pools, taxi services, green bikes, zip cars, and parking information [about.wsu.edu/life/transportation.aspx#](http://about.wsu.edu/life/transportation.aspx#)



## RESOURCE DIRECTORY

All numbers are area code 509

### Campus Information

335-4636

### Benefits Services

French Administration 232

335-4589

[wsu.edu/benefits](http://wsu.edu/benefits)

### Compton Union Building

[The Bookie](#)

332-2537

### Center for Distance and Professional Education

(Global Campus)

Van Doren Hall 104

[global.wsu.edu](http://global.wsu.edu)

### Disability Campus Services ([Access Center](#))

Washington Building 217

335-3417

### Driver's Licenses

WA State Department of Licensing

980 S. Grand Avenue

Pullman, Washington 99163

334-2510

[dol.wa.gov/driverslicense/moving.html](http://dol.wa.gov/driverslicense/moving.html)

### Office of Financial Aid and Scholarships

Lighty Student Services 380

335-9711 (Financial Aid)

335-1059 (Scholarships)

[finaid.wsu.edu](http://finaid.wsu.edu)

### Graduate School

French Administration 324

335-6424

[gradschool.wsu.edu](http://gradschool.wsu.edu)

### Graduate and Professional Student Association

CUB 308

335-9545

[gpsa.wsu.edu](http://gpsa.wsu.edu)

### Office of Grant and Research Development (OGRD)

Neil Hall 423

335-9661

[ogrd.wsu.edu](http://ogrd.wsu.edu)

### Housing and Residence Life

Streit-Perham Administration Suite

335-4577

[housing.wsu.edu](http://housing.wsu.edu)

### International Programs

Bryan Hall 108

335-2541

[ip.wsu.edu](http://ip.wsu.edu)

### Pullman Chamber of Commerce

415 N Grand Avenue

Pullman, Washington 99163

334-3565 or 800 ENJOY IT (365-6948)

[pullmanchamber.com](http://pullmanchamber.com)

### Pullman School District

332-3581

[psd267.org](http://psd267.org)

### Pullman Transit and Dial-a-Ride

775 NW Guy

332-6535 and 332-5471

[pullmantransit.com](http://pullmantransit.com)

### Recreation Center

335-UREC (8732)

[urec.wsu.edu](http://urec.wsu.edu)

### Student Involvement

CUB 320

335-9667

[studentinvolvement.wsu.edu](http://studentinvolvement.wsu.edu)

### Vehicle Licensing

Pufferbelly Depot

350 N Grand Ave Suite B

Pullman, Washington 99163

332-5589

[dol.wa.gov/vehicleregistration/moving.html](http://dol.wa.gov/vehicleregistration/moving.html)

### WSU Office of Veterans Affairs

French Administration 346

335-1857, 335-1234

[va.wsu.edu](http://va.wsu.edu)