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Student handbook, Eastern Washington University, 1980-1981

Eastern Washington University

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Fall '80



**A Pamphlet for Students
Eastern Washington University
Cheney, Washington 99004
Fall 1980**

E.W.U.
ARCHIVES

Emergency Numbers

Police

EWU 359-7911
Cheney 235-6233
State 456-4100
(Spokane)

Fire

Campus 359-7911
Cheney 235-6236
Cheney, Rural 235-6677

Illness

Campus Health Center
235-6153

RAP-IN 359-7979

Where do I find help at EWU?

Admissions Information

Admissions
115 Showalter Hall
359-2397

Advising, General, Pre-Majors

General Undergraduate
Advising
105 Showalter Hall
359-2345

Advising: Major and Minor Fields

Academic department
offering the declared
major and minor

Affirmative Action

214 Showalter Hall
359-2371

Alumni

216 Showalter Hall
359-2351

Associated Students

303 Pence Union Building
359-2514

Black Students

Center for Black Studies
104 Monroe Hall
359-2205

Bookstore

Isle Hall
359-2542

Campus Safety

Red Barn
359-2483

Career Planning

See Advising, Guidance,
Placement

Center for Extended Learning

211 Hargreaves Hall
359-2404

Certification to Teach

Certification Office
302 Martin Hall
359-2237

Chaplain

235-6300 or 448-9322

Chicano Students

Chicano Studies
198 Monroe Hall
359-2405

Computer Terminals

Martin Hall and/or
Patterson Hall

Copy Machines

Pence Union Building,
Library, or Cashier in
Showalter Hall

Counseling

See Advising, Guidance

Day Care Centers

Contact Women's Center

Disciplinary Officer

207 Showalter Hall
359-2291

Easterner

Pence Union Building
359-7873

Evaluation of Advanced Standing Credits

See Admissions

Financial Aid

Financial Aid Office
127 Showalter Hall
359-2314

Financial Problems

See Student Accounting
320 Showalter Hall
359-2344

FOCUS

Information in PUB drop
box by 11:00 a.m. of
preceding day, to
appear in next issue

Graduate Office

101 Showalter Hall
359-2296

Grievance

See University Ombudsman

Guidance: Educational, Personal or Vocational

Center for Psychological
Services
208 Martin Hall
359-2366

Handicapped Services

See Student Activities and
Student Services



**Legal Aid**

Pence Union Building for
referral

Library

See Student Handbook for
hours and services

**Native American Indian
Students**

Indian Education Center
Longhouse
513 C Street
359-2441

Parking

Campus Safety
Red Barn
359-2485

Payment of Fees

Cashier's Office
120 Showalter Hall
359-2395

**Pence Union Building
Information Desk**

359-7189

Placement

Career Planning and
Placement Office
310 Showalter Hall
359-2221

Post Office

2nd Floor Pence Union
Building
359-2536

Recycling Program

Wren Pierson Building
9:00 a.m.-1:00 p.m.

**Reference to Other Sources
of Help**

See Advising
359-2345
See Learning Skills Center
359-2487
See Student Services
359-2291

See RAP-IN

from Cheney—359-7979
from Spokane after 5:00
p.m.—838-5273

Registration Information

Registrar
114 Showalter Hall
359-2321

ROTC

Military Science
Cadet Hall
359-2386

Speech and Hearing Clinic

145 Speech Building
359-2301

**Student Activities and
Student Services, General**

Student Services
207 Showalter Hall
359-2293

Tape Recorders

(Check out)
Instructional Media Center
Kennedy Library
359-2265

Transportation

Commuter Bus
Rider Board in PUB
Greyhound
Cheney Travel
House of Travel

Tutoring

See Learning Skills Center,
Black Studies, Advising,
Mathematics Department,
Center for Psychological
Services, Chicano Studies or
Indian Education Center for
referral to specific tutoring
resources.

Typewriters

Available in Kennedy Library

Health Care

Student Health Center
7 North 7th Street
235-6153

Dental Hygiene

11 Rowles Hall
359-7961

**Spokane County Health
District — SW Office**

115 College Avenue
235-6327

Women's Center
(referral only)**Housing**

Housing Office
122 Showalter Hall
359-2451

International Students

International Student Adviser
2016 Patterson Hall
359-2331

Intramural Sports

359-7877

Jobs

Student Employment Office
310 Showalter Hall
359-2224

KEWC

359-2228

Learning Skills Center

206 Monroe Hall
359-2487

Veterans

Veterans Counselor
114 Showalter Hall
359-2321

Visitor Information

Campus Safety
Red Barn
359-2483

Women's Studies

Women's Center
114 Monroe Hall
359-2847

Academic Matters

1. I received notice stating I was not officially admitted. What do I do?

See Admissions Office personnel, 115 Showalter Hall, 359-2397.

2. Where do I go to receive a copy of the current General Catalog or Final Announcement of Courses for next quarter?

Registrar's Office, 114 Showalter Hall, 359-2321.

3. Where do freshmen and new transfer students go to have an adviser assigned and to find help in planning their academic programs and in selecting a major field of study?

General Undergraduate Advising, 105 Showalter Hall, 359-2345.

4. If classes are closed, what do I do?

Request the course at a different time, choose an alternate course, or, if neither option works, consult your adviser or General Undergraduate Advising.

5. When may I add or drop a class?

During the first 3 class days. See the current Announcement of Courses for details.

6. Is class attendance compulsory?

Failure to attend class the first day may result in the loss of registration for that class or section. However, each faculty member determines his/her own absence policy and should

communicate this to each class. Be sure you understand how each of your faculty members feels about attendance.

7. What does P/NC mean?

Pass/No Credit. There is complete information in the General Catalog.

8. May I change a course from regular credit to P/NC? Or vice versa?

Only during the Drop-Add period, which is the first 3 days of the quarter.

9. Where do I get permission for an overload?

Undergraduate overloads:

18-19 credits — Adviser;

20-22 credits — Adviser plus department chair; undeclared majors contact director of advising;

23 or more — Adviser plus department chair and students's Academic Dean;

Graduate overloads: 17 credits or more — Adviser plus Department chair and student's Academic Dean.

10. What should I do if I am having difficulty in one of my classes?

Talk with the instructor about possible individual help. Go to the General Undergraduate Advising Office, 105 Showalter Hall, 359-2345 or the Learning Skills Center, 206 Monroe Hall, 359-2487 for specialized help. Also see page 7, Center for Psychological Services.

11. Where do I go with questions about general education requirements?

Either to your adviser, General Undergraduate Advising, 105 Showalter Hall, 359-2345 or to the Director of Admissions, 115 Showalter Hall, 359-2397.

12. How many hours are required for a full-time student each quarter?

A. Full tuition and fees — 10 credits or more.

B. Full veterans benefits —

1) Undergraduate — 12 credits or more.

2) Graduate — 10 credits or more.

C. Financial Aid — 12 credits.

13. How do I go about dropping a class?

Through the first five (5) days of the quarter, go to the Registration Area, 109 Showalter Hall, to drop a class without a "W" grade.

After the fifth class day and through the 30th calendar day, go to the Registrar's Office, 114 Showalter Hall, for withdrawal and a "W" grade.

After the first 30 days of the quarter, see your instructor.

14. If I am academically dropped or on probation, whom do I contact?

General Undergraduate Advising, 105 Showalter Hall, 359-2345

15. How long do I have to make up an incomplete?

If "X" is not made up by the deadline established by the instructor and the student, the student will have to register for the class again to get credit. If it is not made up the grade remains "X".

16. Are grades automatically sent out?

Yes, to **you** at the mailing address you provide at registration.

17. How do I appeal a grade I receive?

First talk with the faculty member who gave you the grade, and, if you do not receive satisfaction at that point, discuss the matter with the chair of the academic department in which the course is offered. If you still do not receive satisfaction, contact the academic dean of the division, school or college in which the department is located. The next step is to contact the Vice Provost, 220 Showalter Hall, concerning the formation of an appeals committee.

18. How do I find out whether or not my grade change was turned in?

Request a transcript — marking space for recent grade change — on a transcript request form in the Registrar's Office, 114 Showalter Hall, 359-2321.

19. How do I challenge a course, what courses can be challenged and why wasn't my grade figured in my last quarter's GPA?

Complete information is listed in the General Catalog under "Credit by Evaluation." Grades earned by evaluation are figured in the cumulative GPA only, and not in the grade point average for a specific quarter. Credits do not count toward the 45-credit residence requirement.

20. How do I declare my major?

Go to General Undergraduate Advising, 105 Showalter Hall, 359-2345, and have an advising folder sent to your major department. This should be done no earlier than the third quarter of the freshman year and (hopefully) no later than the first quarter of the junior year.

21. When do I fill out my Application for Graduation (Major/Minor) forms?

They should be completed and turned in no later than the quarter in which a student will accumulate 135 hours. They should definitely be turned in no later than two quarters in advance of the quarter the student intends to graduate.

22. I have declared my major; how do I find out who my adviser is?

See the secretary in your major department.

23. Where do I pick up Application for Graduation (Major/Minor) forms and where do I turn them in?

Registrar's Office, 114 Showalter Hall, 359-2321.

24. Who signs Application for Graduation (Major/Minor) forms?

Your departmental adviser. See General Catalog. If you have transfer work or exceptions, the department chairperson must sign.

25. Where do I go to change my major?

Go to your current major department, pick up the folder and take it to the General Undergraduate Advising Office, 105 Showalter Hall, 359-2345. They will make out a new major declaration and send the folder to the new department.

26. How do I find out how many credits may be transferred from another college?

See the Transcript Evaluator, Admissions Office, 115 Showalter Hall, 359-2397.

27. How do I go about substituting a class taken at another college for a required class in my major?

See the chairperson of the major department.

28. Why doesn't my transfer work show up on my Eastern cumulative GPA?

Your EWU transcript reflects only academic credits completed at this University. However, all academic work is accountable for graduation evaluation and computation of overall GPA.

29. Where do I withdraw from school – how?

Contact in person or by letter the Office of the Registrar, 114 Showalter Hall, 359-2321.

Important: See General Catalog.

30. If I withdraw from school, do I receive a refund?

There is a partial refund if you withdraw within the first thirty class days. See the General Catalog.

31. If I withdraw from school for one quarter, can I return the next quarter?

Yes. Go to the Admissions Office, 115 Showalter Hall, 359-2397 and fill out a Former Student Returning Application.

32. Where can I appeal decisions about advanced standing credit and general university requirements?

The Academic Appeals Board, which is a standing committee, deals with waivers and substitutions of all General University Requirements and graduation requirements. Appeals are addressed to the Registrar's Office, 114 Showalter Hall, 359-2321.

33. What is the Admissions Committee?

A faculty-student committee that meets with the Director of Admissions to review applications from applicants whose previous academic record indicates performance below the minimum published standards of the University.

34. Is there any way I can appeal the ruling on the Transfer of my General University Requirements?

Write a letter to the Academic Appeals Board in care of the Registrar's Office, 114 Showalter Hall, 359-2321.

35. Where can I get an application for admission to another college (in Washington)?

From the Admissions Office at that college, also from EWU's Admissions Office, 115 Showalter Hall, 359-2397.

36. Is there a fee for transcripts – where do I get them?

There is no fee — request transcripts in the Registrar's Office, 114 Showalter Hall, 359-2321. There is a 24-hour waiting period.

37. Does Eastern provide official copies of my transcripts from other schools?

No. You must get other copies from the issuing school.

38. How do I get a copy (unofficial) of my transcript from another college?

If you have declared your major, get a copy from your folder that your adviser has and make a copy. If you are undeclared, request it from General Undergraduate Advising, 105 Showalter Hall, 359-2345.

39. What General Catalog do I go under if I am staying out a quarter other than Summer?

The one in effect when you return or the one in effect when you graduate — your choice. However, you may obtain a Leave of Absence. Forms are available in the Registrar's Office, 114 Showalter Hall.

The Leave of Absence permits you to re-enter the University within a period of one year under the options in effect at the time you entered EWU or at the time of graduation.

40. Where do I pick up a Graduate Catalog?

Graduate Student Records Office, 101 Showalter Hall, 359-2296.

41. Where do I receive a Summer Catalog?

Registrar's Office, 114 Showalter Hall,
359-2321.

Learning Skills Center
206 Monroe Hall, 359-2487

1. Where is the Learning Skills Center located?

The Center is located on the 2nd floor of Monroe Hall. Its hours of operation are from 8:00 a.m. until 5:00 p.m., Monday thru Friday. The Center is open during the quarter breaks.

2. Can any student use the Center?

The Center will try to assist you with your needs. If we are unable to, we will attempt to find other resources to aid you.

3. What can the Center offer me?

The Center's staff can assist you with a variety of problems related to your academic life at Eastern. In particular, individualized assistance is available in the areas of math, reading and basic study skills.

Consider visiting the Learning Skills Center if you answer "yes" to any of the following questions.

Are your reading assignments getting you down?†

Improve your reading speed. Learn to grasp the main idea and remember details. Take our individualized program for the underprepared as well as the good reader.

Save Time – Read Faster.

Do you need to improve your grades?

Can't find the time for studying your assignments? Having trouble preparing for tests or taking notes? Basic study skills, through the use of individualized tutoring, can assist you in learning and applying study techniques used in college.

Do you avoid math classes?†

Do numbers frighten you? Improve your basic math skills in an individualized program designed to help you satisfy University requirements, accomplish your educational goals and improve your consumer math skills.

Are you at a loss for words?

Build your reading power by expanding your vocabulary. Learn word meanings important to your college classes.

Are you a rotten speller?

Develop your visual memory—improve your spelling. Focus upon spelling demons!

Are you lost?

Use the Center as your own personal resource. Let the staff use their knowledge about the campus and community to aid you with your questions.

†Enroll for reading and math credit:

22 197 01 Reading Skills

50 199 01 Special Studies

Hours by arrangement — Permission of the instructor required

Center for Psychological Services

208 Martin Hall, 359-2366

1. I'm so preoccupied with personal problems that my studying is going downhill fast. Who can help?

The professional counselors at the Center for Psychological Services help students with problems such as concerns and conflict with the family, roommate problems, boyfriend/girlfriend problems, "homesickness" and depression.

2. I'm stuck on a question of values and can't decide which way to go. Any suggestions?

Often talking out your choices with a more objective professional person can lead to a decision that fits for you.

3. I become so afraid during a test that I freeze and can't do what I'm capable of doing. Is there anything that can be done?

Yes, learned fears can be unlearned. The Center for Psychological Services offers biofeedback and desensitization relaxation training that often solves the problem.

4. I can't seem to get interested in studying at all. My motivation is zero and I can't figure it out because I want to be here. Am I just lazy?

Probably not. There are most likely some factors interfering with your interest in college. The Center for Psychological Services can often help sort out those factors and release the energy and motivation that is there.

5. I can't sit down for concentrated study for more than 15-20 minutes at a time. Any ideas?

Habits of extended concentration, like any other habit, require careful learning procedures which the Center for Psychological Services can help with. Rome wasn't built in a day.

6. I have severe headaches that interfere with my classes and studying. Is there anything I can do except take strong medication?

If you have consulted a physician and have no physical problem, biofeedback training often can teach you methods of controlling headache. The Center for Psychological Services offers this service.

7. I am confused about my academic and vocational goals; is this unusual and should I drop out of college for awhile?

Probably not. For many students the process of establishing goals requires a great deal of self exploration. The Center for Psychological Services can help in this process through the use of interest, personality and ability measures.

8. Are there any courses I can take that would help me decide on a major or make career plans?

Yes. The Center for Psychological Services in conjunction with the Department of Psychology offers PSY 296: Career Exploration and Planning. This course is designed to assist students in making academic and career plans.

9. Is there a charge for counseling services?

No. The Center for Psychological Services provides personal, academic, and career counseling to students at no charge. Individual testing services are also made available to students at no charge.

10. How do I make an appointment for counseling?

The Center for Psychological Services is located in 208 Martin Hall. You can come to the Center to make an appointment or you can call the Center at 359-2366; toll free from Spokane 838-5271, ext. 2366.

11. How long will I have to wait for an appointment for counseling?

Usually the appointment can be made within a week. If you feel you need to see a counselor right away, tell the secretary and she can work you in that day or the next day.

12. Is there any place I can call for general information about the University and community?

Call RAP-IN at 359-7979 for information about campus and community resources and activities.

13. Is there a "hot line" to call just to talk to someone about personal problems over the phone?

RAP-IN can be reached during the evening and late hours.

Financial Matters

127 Showalter Hall, 359-2314

1. Where do I go for Financial Aid information – scholarships, grants, loans, and college work-study employment?

Financial Aid Office, 127 Showalter Hall, or telephone 359-2314.

2. Who may apply for Financial Aid?

Any full-fee paying student who is enrolled or admitted to Eastern. Applicants must be U.S. citizens or permanent residents.

3. How are recipients chosen?

On the basis of financial need.

4. How is financial need determined?

The student's financial need is the difference between what he and his parents can normally be expected to contribute and the cost of attending Eastern.

5. Are scholarships available?

Yes, but only a limited number. Students who wish to apply for a scholarship must do so by April 15.

6. What is a National Direct Student Loan (NDSL)?

A loan made through the University. Repayment begins one year after termination of the University career at 3% interest.

7. What is a Supplemental Educational Opportunity Grant (SEOG)?

A grant that is awarded to students demonstrating extreme financial need. It does not have to be repaid.

8. What is College Work-Study?

A work program to enable students to earn a portion of educational expenses.

9. What is the Nursing Student Assistance Program (NSAP)?

Loans and grants made through the University to students majoring in Nursing.

10. What is the Law Enforcement Education Program (LEEP)?

A grant, limited to the amount of tuition and

fees, awarded to full-time employees of publicly-funded law enforcement agencies.

11. What is a Federally Insured Student Loan?

A low-interest rate loan program established by the Federal Government directly with lending institutions — banks, credit unions, etc. See Financial Aid Office for repayment details.

12. What is a Basic Education Opportunity Grant (BEOG)?

A grant made by the Federal Government. Eligibility is determined by the government rather than the University. The BEOG does not have to be repaid.

13. How is the Financial Aid package distributed to the student?

Checks are generally distributed on the second day of classes each quarter on the second floor of Showalter Hall. Checks for late applicants are available in 318 Showalter Hall. College Work Study checks are payroll checks which are disbursed on the last working day of the month in the Cashier's Office.

14. Can I get a short-term emergency loan?

Yes. The University has limited funds available for true emergencies. The student may borrow a maximum of \$100.00 for a period of not over 90 days. Interest is charged at the rate of 6% per annum.

15. Where do I buy student insurance — what is the deadline?

Cashier's office, by the 10th class day. Both medical and personal property insurance are available.

16. If I leave school during the quarter, will I receive a refund?

Complete information on the different refunds and conditions applying to them are included in the General Catalog under Refunds.

17. Where do I pay graduation fees?

Cashier's Office, 120 Showalter Hall, 359-2395.

Employment: Student, Part-Time, Summer, and Work-Study

1. Where do I go to seek employment?

Current listings of on- and off-campus jobs are kept at the Career Planning and Placement Center in 310 Showalter Hall. You can also apply for campus jobs at different campus departments.

2. What do I have to do?

Just come to the office between 8:00 a.m. and 5:00 p.m. and fill out a short registration form after which you will be advised about present openings or resources you may not have considered.

3. What kind of jobs are available?

We help students find all types of jobs from part-time service occupations to career oriented positions. Jobs are both on- and off-campus. We also place all work-study students.

4. How many hours per week can I work?

On-campus students are restricted to 19 hours per week while classes are in session and full-time during quarter breaks. Off-campus jobs have no hour restrictions.

5. Who is eligible for your services?

Any registered student may use these facilities and, in addition, wives (or husbands) of students may also seek jobs through our office.

Student Health Services

7 N. 7th St., 235-6153

1. Where do I go when I am ill?

Student Health Center, 7 N. 7th Street.

2. When is the Health Center open?

8:00 a.m. to 10:30 a.m. and 1:00 p.m. to 2:30 p.m., Monday through Friday. There is a doctor on call 24 hours a day for emergencies.

3. What services does the Health Center provide?

The services are excellent, but limited in scope. See the General Catalog for details.

4. Do I need medical insurance?

Accidents and serious illnesses requiring hospitalization and major surgery are not covered by the Student Health Center. It is suggested that students be covered by medical insurance either through the University or through their own family plan.

5. What is the University insurance?

The University sponsors a health and accident insurance plan, which is available to students on an optional basis. A brochure explaining the plan can be obtained at the Cashier's Office, 120 Showalter Hall, 359-2395.

General

1. Where do freshmen and new transfer students go to have an adviser assigned, find help in planning their academic programs, and receive assistance in selecting a major field of study?

General Undergraduate Advising, 105 Showalter Hall, 359-2345.

2. Where do I get a parking sticker?

Campus Safety Office in the Red Barn, 359-2485. Check with them for advanced sales dates.

3. Where do students pay parking violations?

Campus Safety Office, Red Barn, 359-2485.

4. Where do I get my student body card?

123 Pence Union Building, Director's Office, 359-7921.

5. How do I get involved in out-of-class activities?

Visit the student government office on the third floor of the PUB and apply for membership on a committee or volunteer to help out with some of student government's programs.

6. What if I need legal services?

Contact the attorney general for student government, 359-2514 and, if you are qualified, you can meet with a representative of legal aid service (a service sponsored by student government).

7. Where can I find out about bus transportation?

Call the PUB, 359-7921, or go to the office of the director of the PUB, Room 123.

8. Can I obtain a locker on campus in which to store some of my things?

Small lockers are available in the PUB at a cost of \$1.00 per quarter, plus a \$2.00 key deposit. The key deposit is refundable when the key is returned. The Bookstore has small lockers for \$.25 per day (also refundable).

9. Can off-campus students buy a meal ticket for Tawanka Commons?

Yes. Payment is made at the Cashier's Office, 120 Showalter Hall, 359-2395 and then the receipt is taken to Tawanka Commons and the meal ticket is issued.

10. Where do I find out about on-campus child care facilities?

Call 359-7175.

11. What information about me is considered confidential?

Information we may give to the general public regarding students:

- A. Student's current local address and/or telephone number.
- B. Whether or not a student is currently registered at the University.
- C. Classification and total hours.
- D. Name and address of parent or guardian.
- E. Whether or not student is a minor.
- F. Student's dates of attendance.
- G. Degrees and dates received.
- H. Whether student is enrolled full- or part-time.

Information we may **not** give to the general public:

- A. Student's permanent record and file folders.
- B. GPA — both current and cumulative.
- C. Any grades or incomplete removals.
- D. Low scholarship or disciplinary actions.
- E. Evaluation of records of any kind.

Grades cannot be given to **anyone** over the phone.

12. What do I do when I'm concerned about my own behavior (i.e., narcotics, lack of friends, etc.)?

Talk with somebody in whom you have confidence. This might well be a faculty member or one of your friends. The University provides people in the Counseling Center, in the General Undergraduate Advising Office, and in the office of Student Services who are especially qualified to talk with you about some of your concerns. You can be assured that people in these offices will keep your concerns confidential. During the evening hours you might want to call RAP-IN at 359-7979.

13. Where do I find out about services for the disabled?

Student Services Office, 207 Showalter Hall, 359-2291.

14. Where should I go to ask questions not covered in this pamphlet?

The Office of Student Services, 207 Showalter Hall, 359-2291, or to the General Undergraduate Advising Office, 105 Showalter Hall, 359-2345.

15. Where do I go for questions about services provided veterans, active duty personnel, and qualifying dependents?

Contact the Office of Veterans Affairs for tutorial assistance, medical and dental benefits, G.I. loans and insurance, educational loans and counseling services. This office works closely with all campus departments to help veterans to achieve their academic goals with the least amount of difficulty or red tape. They are located in 114 Showalter Hall, 359-2321.

16. If I have a questions about ethnic minority programs, who should I contact?

Black Education Program — 104 Monroe Hall, 359-2205

Chicano Education Program — 198 Monroe Hall, 359-2405

Indian Education Program — Longhouse, 359-2441

17. Who do I contact if I have questions about Women's Programs?

Women's Studies — 114 Monroe Hall, 359-2847.

University Bookstore
Isle Hall, 359-2542

1. Where may I get my textbooks?

At the University Bookstore, located on campus in Isle Hall. Texts are labeled by class number and instructor, but it is often advisable to attend classes before buying books.

2. What else can I get at the bookstore?

The bookstore has three basic departments: textbooks, which are shelved alphabetically by department; supplies and gift items; and paperbacks, casual reading, and study guides.

3. Can I exchange books or get a cash refund?

Yes, but remember to keep your receipt. You must have it for an exchange or a refund. Do not put your name in the book. Marking a name on a book doesn't keep it from being stolen, it only makes it a "used" book.

4. Does the bookstore buy used books?

Yes. They buy books during the final exam week which will be used the following quarter. They generally buy your book for one-half the price you paid. Used books are tagged with a tape on the back of the book and placed on the shelf for sale with the new books for the same class.

5. Can I order a book that is not on the shelf?

You can go to the general book area to place an individual order for a book. You need an accurate title or author and the correct publisher. You make a partial payment of one-half the purchase price for the book or a minimum payment of \$1.00 for books under \$2.00 at the time you order the book.

6. Why are textbooks so expensive?

The bookstore prices its books from the publishers invoices. Most publishers invoice at retail price less discount. These prices change often and are subject to the same inflationary pressures as automobiles, furniture, etc.

7. Are used books available?

The University Bookstore has some used books for sale and each quarter the Intercollegiate Knights sponsor a used book sale.

Housing Information
122 Showalter Hall, 359-2451

1. Where is the Housing Office?

122 Showalter Hall, 359-2451.

2. How do I get a housing application?

Applications are requested from the Housing Office.

3. Can I make a housing reservation by mail?

Yes. Just follow carefully the directions in the housing packet.

4. What is the reservation deposit for and do I have to pay this each quarter?

Accompanied by the application/contract cards it assures you of a room, and may be used as partial payment of room and board your last quarter in residence. It is carried over each quarter until applied as payment or a refund is requested.

5. Where does a student go to rent a temporary room in a residence hall?

Arrangements for guest accommodations and temporary housing are made through the Regional Center for Continuing Education guest housing in Louise Anderson Hall, 359-7022.

6. When do I pay room and board?

Prior to or at the beginning of each quarter, according to your payment schedule.

7. Do I have to pay the whole amount at once?

Full payment is due by the first Friday of each quarter unless specific arrangements for installment payments are made with the Housing Accountant.

8. Do I have to buy a meal ticket for Tawanka Commons when I live in a residence hall?

Yes.

9. Do I have to pay full price for board even though I don't eat breakfast and am seldom here on weekends?

Yes, because absenteeism is included in the price of board, making our rates among the lowest in the nation.

10. If I have to leave school during the quarter, will I receive a refund?

Yes. Normally, unused room and board is refunded, but the deposit is forfeited. Detailed information regarding refund policy is contained in the current Housing Contract and Regulations. If unusual circumstances are involved, see the Housing Director to request an exception concerning the deposit.

Career Planning and Placement Office

310 Showalter Hall, 359-2221

1. Can anyone tell me if my area of study is really marketable?

Yes. The Career Planning and Placement Office can discuss with you: chances for actually

getting a job in your area; occupations to be in demand when you graduate; qualifications you will need for these occupations; and earnings and working conditions in various areas.

2. Can the Career Planning and Placement Office help me decide on a career?

Yes. Several items are available to assist you, including WOIS (Washington Occupational Information Service), which will tell you: what jobs you are suited for; where those jobs are; how many openings there are in that field; which professionals in the field will talk to you about it; and how to prepare for the job. In addition, aptitude and interest testing can be arranged.

3. I have an employment interview; can the Career Planning and Placement Office provide any assistance?

Yes. Our office has available a videotape filled with interviewing tips on: what to wear; how to prepare; and what to expect. These tips can save you valuable time and help get you the job.

4. What is an on-campus interview?

They are interviews conducted by business, industry, and/or school districts. They are on campus interviewing graduating students for possible employment.

5. When should I start interviewing?

It's strongly recommended that you start interviewing at the beginning of your Senior year.

6. Can the Career Planning and Placement Office help me write a resume?

Yes. We can provide you with a sample resume in correct form, and essential information to include.

7. Why establish a placement file?

To serve as a ready source of information for potential employers.

The Career Planning and Placement Office will duplicate and send your file to potential employers upon your request. Furthermore, we automatically reproduce your file whenever you

are interviewed on campus.

A Placement file can save you both time and money because it precludes the need for repeated requests for letters of recommendation and satisfies a large percentage of the requests for grade transcripts.

8. When should I start the placement file?

At the same time you interview, which is at the beginning of your Senior year.

9. Who can use the services of the Career Planning and Placement Office?

Any student presently enrolled is eligible to use the services. However, the interviews and the establishment of a placement file are restricted to those who are within one year of graduating.

10. What procedures do I follow when applying for a job?

There are various methods that can be used. The Career Planning and Placement Office would be happy to discuss with you the appropriate method for your particular situation.

11. What can the Career Planning and Placement Office do to help me if I don't interview on campus?

This office keeps a current listing of employers and positions which are not scheduled for on-campus interviews. The office has many contacts and will aid students who do not come to the EWU campus.

Military Science and Military Service

Cadet Hall, 359-2386

1. Where do I get information on Army ROTC?

Contact the Military Science Department at Cadet Hall, 359-2386.

2. What is my obligation if I take the Freshman ROTC Course?

There is none. Both the Freshman and Sophomore courses are open to everyone, with no obligation whatsoever.

3. I understand that ROTC cadets receive \$100.00 per month for being in the program. Is this true?

Cadets enrolled in the Advanced Course (300 or 400 level) do receive a \$100.00-a-month subsistence allowance. Students in the Freshman and Sophomore courses do not.

4. Do I have to serve on active duty if I complete the ROTC program?

No, you can serve in the National Guard or Reserves or on active duty; the choice is yours.

5. What is an ROTC scholarship?

A full scholarship that pays tuition, books and fees, as well as a living allowance of \$100.00 a month and is open to men and women. Three-, two- and one-year scholarships are available on a competitive basis. See the Professor of Military Science at Cadet Hall for application forms and more details.

6. Can women participate in the ROTC program?

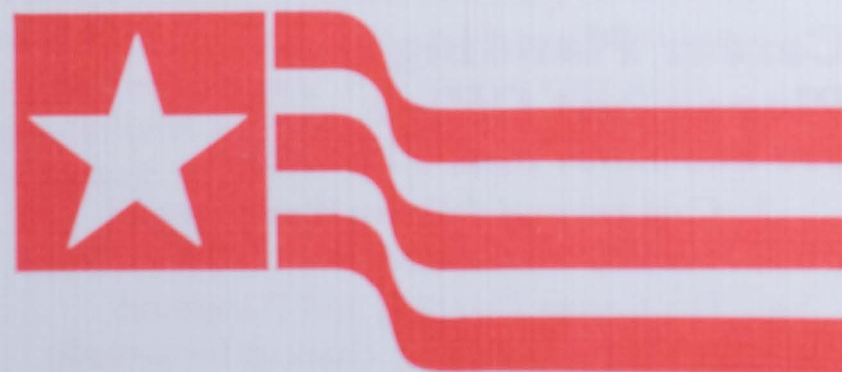
Absolutely. The ROTC program is open to men and women.

7. I'm a veteran; is the ROTC program open to me?

Definitely. Veterans receive placement credit for the Freshman and Sophomore courses and can begin the Advanced Course immediately.

8. I'm in the National Guard/Reserves. Can I enroll in the ROTC program?

Yes, and if you have a year or more of service with the Guard or Reserves you will receive placement credit for the Freshman and Sophomore courses and can enroll directly in the Advanced Course.



Center for Extended Learning

209 Hargreaves Hall, 359-2402

1. Employers prefer experienced applicants. Who can help me find career experience before I graduate?

The CEL. We can help you gain work experience in the area of your career choice by helping you find a field education placement.

2. What is field education?

Field education is learning from work experience. The CEL helps students who are interested in exploring their career choice through work, students who need placements for their internships, and students interested in cooperative education in which field education is part of their degree plan.

3. What kind of field placements are available?

The CEL has placements in education, accounting, criminal justice, business, communications, and many other areas. If we don't presently have a placement in your area, we might be able to develop one.

4. Do I receive credit for my field experience?

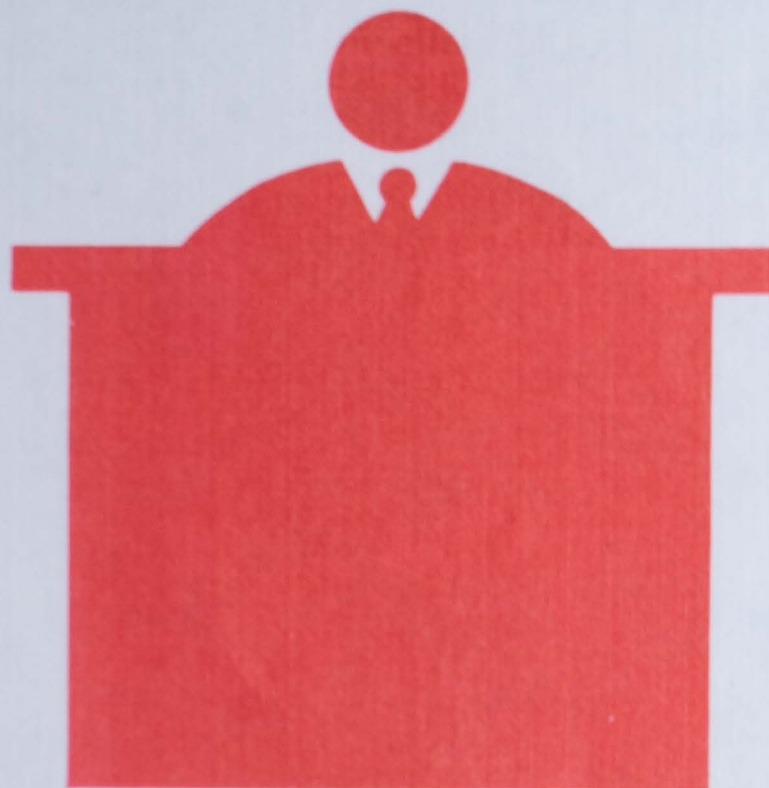
Yes. Students complete Learning Contracts with faculty sponsors each quarter for credit.

5. Are field experiences paid?

Most CEL students are paid, although many students consider their experience so valuable that they have worked as volunteers.

6. How do I set up a field experience?

Stop by the CEL. We have directories listing current field placements. If a position looks interesting and you qualify, a recruiter will set up an interview with the employer for you.



The Associated Students

303 Pence Union Building, 359-2514

1. Where is the student government office?

Pence Union Building.

2. Why is there a student government?

To present the needs and concerns of students to faculty, the administration and the Board of Trustees. To represent and look after student interests.

3. Why should I get involved in student government, clubs and organizations and student activities?

To meet students, faculty and staff. To contribute to a better campus environment. To sharpen leadership skills. Employers prefer to hire persons who have been involved in activities beyond the classroom.

4. What clubs and organizations are available?

There are too many to list here. Check the list and descriptions in the student government office.

