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INTRODUCTION

Using This Book

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

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

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

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

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

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

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

What is Expected of Advisors?

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

*Interest:* An advisor should treat each advisee with respect and listen carefully to his or her concerns. The advisor should be interested in the student's academic program and co-curricular activities, and concerned with how choices in both these areas may affect future educational and/or career plans.
Information: An advisor should be able to provide accurate information about courses, degree requirements, and both University and school policies. An advisor should be able to offer knowledgeable opinions about course choices and schedules and be able to suggest alternatives where appropriate. Advisors should be able to direct advisees to sources of information about major and minor fields, on and off campus academic opportunities, and co-curricular learning experiences.

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

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

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

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

What is Expected of Advisees?

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

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

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

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

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

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

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

**Prematriculation Credit**

Prematriculation Credit is college credit that you may receive based on AP, IB, British A-Level scores, or college course work earned before your enrollment at Washington University as a first-year student, which can be applied toward a degree. A maximum of 15 units of Prematriculation Credit may be counted toward any undergraduate degree. These units will count toward graduation, but will not meet general education requirements.

[http://college.artsci.wustl.edu/policies/placement_credit](http://college.artsci.wustl.edu/policies/placement_credit)

**Prematriculation Credit from another University**

To apply to receive credit for college course work taken at another university, students must submit the Prematriculation Credit form, a transcript, and a course description of each course. For course work completed prior to matriculation, the following standards must be met:

1. The course’s enrollment primarily is made up of matriculated college students.
2. The course is taught by college faculty.
3. The course is taught on a college campus.
4. The course is taken after the junior year of high school.
5. The course is not on the high school transcript.
6. The course was taken at a fully accredited college.

[http://college.artsci.wustl.edu/policies/prematriculation-credit](http://college.artsci.wustl.edu/policies/prematriculation-credit)

**Credit from Test Scores**

To receive credit for AP test scores, please call the College Board at 1-888-CALL-4-AP (College Code 6929) to submit test scores to Washington University.

To receive credit for IB or British A-Level tests, please submit test scores to: Freshman Coordinator, Washington University in St. Louis, One Brookings Drive, Campus Box 1117, Saint Louis, MO 63130-4899

The AP, IB, and A-Level policies are listed below, and can also be seen in the section titled Proficiency and Placement Examinations on the Admissions Procedures page of our Undergraduate Bulletin. No department at Washington University offers absolute credit for AP scores lower than 4 without further study. In French, German, Latin, Modern Hebrew, and Spanish, a score of 3 confirmed by a course here earns additional credit.

**Policies**

To view the policies for Advanced Placement (AP), International Baccalaureate (IB), British A-Level, or Back Credit, please go online to:

[http://college.artsci.wustl.edu/policies/placement_credit](http://college.artsci.wustl.edu/policies/placement_credit)
WU Placement Exams

Chemistry
All first-year students registering for General Chemistry I (Chemistry 111A) in the fall are expected to take the online chemistry diagnostic exam between June 16 - August 15, 2014. Before students take the exam they should review the online tutorial, practice problems and practice quiz questions.

The objectives of the online diagnostic exam and tutorial are:

- To provide a means and motivation for you to review pre-requisite material that is needed to be successful in Chemistry 111A but which is not explicitly covered in the Chem 111A lectures.
- To help fill in gaps in students’ knowledge base (via the online tutorials) and to provide a means of identifying areas that need further work (via the online diagnostic exam).
- To identify students who may require supplementary resources at WU such as specific topic-based review workshops and extended recitation sections. Recommendations regarding extended recitations will be given to you by your academic advisor when you meet him or her in late August.
- To introduce interested students to real-life applications and cutting-edge research that takes place in the Department of Chemistry through Advanced Application tutorials.

The tutorial, practice problems and quizzes, and the diagnostic exam are accessible at: http://www.chemistry.wustl.edu/undergraduate/placement_exam. Students will need their six-digit WU student ID number to access this website, but no password is required. If students have questions about their student ID number or any problems logging onto the website please, they should contact Dr. Alison Redden via e-mail (aredden@wustl.edu) or phone (314-935-7432). Contact by email is preferred. The tutorial website contains Exam Instructions, Frequently Asked Questions and a Hints page.

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

Foreign Languages
Placement tests are required for all students continuing the study of a language previously studied or learned elsewhere. Students who enroll in a course below their placement level are not eligible for retroactive credits. Credit is limited to 3 units for testing into second year and to 6 units for testing into third or above. These credits will only be given on the basis of previous academic study; without proof of academic credit earned, no advanced placement credit will be given. Students must petition for retroactive credit; those with native or near-native language proficiency determined by the individual language exam are ineligible for advanced credit units. http://college.A&S.wustl.edu/placement_credit

Mathematics Placement
ALL students (Art & Sciences, Business, Engineering, Architecture, Art) who are planning to take a calculus course during their time at Washington University should take the Math placement exam online: http://wumath.wustl.edu/undergraduate/newstudents/calculus-placement-exam
Math cont’d.
For most entering students, choosing a mathematics course comes down to deciding which calculus course to take. Please remember that it is easier for a student to “drop back” than to “jump forward” if misplaced in the calculus sequence (see dates for switching courses below).

**Calculus Courses: The Standard Sequence**
Math 131 (Calculus 1)  Be sure also to choose a discussion section when registering.
Math 132 (Calculus 2)  Be sure also to choose a discussion section when registering.
Math 233 (Calculus 3)

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

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

**Music**

**Prospective Music Majors:**
B.A. Students should register for the following sequence of courses in the first or second year:
- Music Theory 103E-104E, or 1091-1092
- Keyboard 1232, 1242
- Music History 3011

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

NOTE: B.Mus. students should contact the Assistant Director of Undergraduate Studies in the Department of Music for specific program requirements. The B.Mus. cannot be declared until the student’s sophomore year.

**Prospective Music Minors:**
Students should register for Music Theory 103E-104E, or 1091-1092. Students interested in Jazz should also take History of Jazz 105. Special applied music scholarships are available for music minors.

**Students who wish to continue or begin private lessons:**
Applied music lessons, both instrumental and vocal, are available to all University students regardless of academic major. To register for lessons, students should take the following steps:

1. Students must register on WebSTAC using the L27 registration place-holder course numbers listed below. Choose the correct course number, enter the desired number of units and choose a grade option.
**Preregistration Course Numbers**

L27-100B-01: Brass Registration
L27-100G-01: Guitar Registration
L27-100G-02: Jazz Guitar Registration
L27-100D-01: Percussion Registration
L27-100P-01: Piano Registration
L27-100P-02: Jazz Piano Registration
L27-100P-03: Organ Registration
L27-100S-01: Strings Registration
L27-100V-01: Voice Registration
L27-100W-01: Woodwinds Registration

a. **Units**
   
   1.0 - Half hour lessons
   2.0 - One hour lessons

b. **Grade Options**
   
   Credit (Letter Grade)
   Pass/Fail
   Audit (Not for Credit)

c. **Audit Option:** Students may choose to audit applied music lessons if they do not want the course to count towards their degree. If students need to audit in order to stay under 21 units, please enter 0.0 units and contact the Applied Music Coordinator to confirm whether they are taking half-hour or hour lessons. Otherwise, enter 1.0 or 2.0 to indicate half-hour or hour lessons (the credit units will not be counted toward the total units required for graduation).

2. **New Students:** Once students have registered in L27 100 course, sign up for an appointment at [http://wustlappliedmusic.youcanbook.me](http://wustlappliedmusic.youcanbook.me) for the Placement Days held at the beginning of the semester. During the appointment, we will hear students play/sing (or conduct an interview with beginners) and provide them with information about our program. Afterwards, students will be assigned an instructor and an official course number.

3. **Returning Students:** Once students have registered on WebSTAC, they should contact their instructor to schedule a lesson time. Their place in their instructor’s studio will only be guaranteed until the start of Placement Days. If students have not informed their teacher of their intent to continue lessons by that date, they will be moved to a waitlist and their spot may be assigned to a new student.
Note: Because we have a limited number of slots in each applied music teacher's studio, we cannot guarantee that all new students will be assigned to a teacher. For questions regarding registration, please contact the Applied Music Coordinator.

Students who want to participate in Music Department-sponsored ensembles: Auditions are held at the beginning of each semester. For further information, including audition requirements, dates, and times, visit our website: http://music.wustl.edu/ensembles.

College Writing 1 (E Comp 100)

Arts & Sciences, Art, Architecture, and Business students satisfy the first-year writing requirement by completing L59-100 with the grade of C- or better during the fall or spring semester of the first year, or by completing the preparatory course sequence and 100 by the end of the sophomore year (if required). Students who receive a D+ or below must retake College Writing I the following semester. Guidelines for transfer and Engineering students are below.

The College Writing 1 Portfolio for A&S, AR, BU, & FA External Transfer Students

Transfer portfolios are done online at this website: http://transferportfolio.A&S.wustl.edu/.

Students first fill out an eligibility form (linked on the transferportfolio page). If they are deemed eligible, they follow the instructions to submit a writing portfolio through the site. After reviewing the portfolio, The College Writing Program office will contact the students and their advisors with placement decisions.

The Portfolio should include 2-4 essays (minimum of 4 pages each) from previous college coursework, including one researched essay if the student has one. The essays should have analytical or argumentative thesis statements; use evidence to support claims; and integrate and cite researched sources responsibly. (Students should not submit responses to essay examinations, personal or creative writing, book reviews, or journalism articles.)

Portfolios must be received no later than August 1st for transfer students. Students who do not submit portfolios by the deadlines will be required to take L59-100 during the fall semester at Washington University. Results of portfolio evaluations will be communicated to students via email prior to registration. For any questions, please contact The College Writing Program office (collegewriting@wustl.edu).

College Writing 1 Guidelines for Engineering

Engineering students may satisfy the writing requirement in one of several ways:

- Earn a 5 on the AP English Exam or a 7 on the IB English Exam.
- Earn a score of 750 on the new SAT W exam or a score of 36 on the ACT Writing exam.
- Pass the English Composition Exam administered by the Engineering School.
- Receive a B or better in a composition course at another institution that has been pre-approved by the Engineering School.
- Take L59 100 (and preparatory classes if required), and earn a C- or higher.
College Writing 1 Guidelines for Transfers from Engineering to A&S, AR, BU, & FA

- Engineering students who were required to take preparatory classes (U15 1511, L59 1001) before entering L59-100 must complete the course sequence as outlined by Engineering placement. The writing requirement will be satisfied once the student passes L59-100 with the grade of C- or better.
- Students in Engineering, whether or not initially required to take L59-100, must take L59-100 to satisfy the writing requirement during the first semester after they transfer.

Students Required to Enroll in the Preparatory Writing Sequence

Some students will need to take one or more preparatory courses before they will be allowed to register for 100. Based on the evaluation of the Placement Exam, students could be placed in one of the courses designed to instruct second-language students: L59 1001 (Fundamentals of Academic Writing), which students must take in conjunction with U15 199 ELP Tutorial, and U15 1511 (Academic Writing for Second-Language Learners). **Please inform advisees placed in a preparatory course that registering in 100 will be prohibited until the preparatory course sequence is completed.** Please note that the sequence of preparatory classes can be changed if the students’ class work performance indicates that they are ready for more advanced second-language instruction.

Registration Procedures

Before registering students, advisors should consult their advisees’ student records (or the list provided by The College Writing Program) for details about writing course placement.

- Should advisees’ schedules prohibit them from taking L59-100 in the semester indicated, please contact the Program Administrator to verify that a change in semester is possible.
- If WPE appears next to the student’s name, the student has not yet taken the Writing Placement Exam and must do so prior to finalizing his/her fall schedule.
- If anything else appears next to the student’s name, contact the Program Administrator. (collegewriting@wustl.edu) instead of calling for time-sensitive issues.

Waitlisting

Waitlisting for College Writing 1 (L59 100, L59 1001, and U15 1511) is not available.
ACADEMIC OPTIONS ACROSS SCHOOLS

Students interested in pursuing one of the many academic options in two schools at Washington University should be urged to consult the appropriate dean as soon as possible:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture &amp; Art</td>
<td>Georgia Binnington</td>
<td>5-6532</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>Dirk Killen</td>
<td>5-9457</td>
</tr>
<tr>
<td>Business</td>
<td>Lanna Skadden</td>
<td>5-4758</td>
</tr>
<tr>
<td>Engineering</td>
<td>J. Christopher Kroeger</td>
<td>5-6100</td>
</tr>
</tbody>
</table>

Joint Degree: Undergraduate Degree & MBA, MSOT or OTD, or MSW Graduate Degree
Students may combine an undergraduate degree and a graduate/professional degree. These are five year programs requiring students to earn 150 or more units of credit. A&S students must complete A&S distribution requirements, a major and 90 A&S units before starting the graduate program. A&S students accepted into a graduate program are transferred from the College of Arts & Sciences to the appropriate graduate school in their senior year. Undergraduate financial aid does apply to graduate school programs. A&S students must obtain Certification of Eligibility from Dirk Killen in the College of Arts & Sciences.

Joint Degree: AB & MS Degree Programs in Computer Science, Accounting & Finance, OSCM or Customer Analytics
Students apply to the School of Engineering for the MS program in Computer Science and to the Olin School of Business for the MS program in Accounting, Finance, OSCM or Customer Analytics. The AB/MS combined degree is a five year program that requires 150 (153 units for some of Olin’s programs) units of credit. With permission a student may count up to 6 units of Computer Science credit towards both the AB and MS degrees. Applicants should have at least a 3.0 cumulative GPA.

Combined or Dual Degree (Two WU Undergraduate Degrees)
Students may work on two undergraduate degrees simultaneously from different schools; e.g. A.B. in philosophy with a B.S. in accounting. The student must fulfill the distribution requirements of both schools, a major in both schools, and a total of 150 units and if earning an A.B. then 90 of the units must be A&S units.

Majors in Two Different Schools
Students earning majors from two different schools must meet the course requirements for the two areas of study, but not the distribution or core courses required for a second bachelor’s degree. The College of Arts & Sciences, the Olin Business School, the School of Engineering, and the College of Architecture offer majors to students in other WU schools. (Note: students get one degree with the two majors noted on their transcripts.)

Minors
Minors are available from all the undergraduate schools (see the Bulletin or the departmental websites).
COURSE GUIDELINES FOR ALL SCHOOLS

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

College of Architecture

<table>
<thead>
<tr>
<th>Georgia Binnington</th>
<th>Cris Baldwin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean of Students</td>
<td>Assistant Dean &amp; Registrar</td>
</tr>
<tr>
<td>Phone: 5-6532</td>
<td>Phone: 5-4761</td>
</tr>
<tr>
<td>Email: <a href="mailto:gbinning@wustl.edu">gbinning@wustl.edu</a></td>
<td>Email: <a href="mailto:crisbaldwin@wustl.edu">crisbaldwin@wustl.edu</a></td>
</tr>
</tbody>
</table>

The College of Architecture may accept a limited number of students in the introductory studio, Arch 111 – 112. Freshmen who are seriously interested in architecture should make an appointment to see Georgia Binnington to discuss alternatives for the studio sequence.

Bachelor of Design in Architecture

Academic Requirements (Arts & Sciences):

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing 1 (C- or better)</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics – Calculus I</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics – Physics 117 or 197</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>Academic electives</td>
</tr>
</tbody>
</table>

Art History Requirements (Arts & Sciences):

<table>
<thead>
<tr>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Art history (Art-Arch 113 and 215)</td>
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</table>

Studio Architecture Requirements:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations</td>
</tr>
<tr>
<td>Major Area Requirements</td>
</tr>
<tr>
<td>Art, Architecture, Sam Fox Commons electives</td>
</tr>
<tr>
<td>Art, Architecture, Arts &amp; Sciences, Business and/or Engineering electives</td>
</tr>
</tbody>
</table>

Total credit units required for BDes in Architecture 122
Bachelor of Science in Architecture

**Academic Requirements (Arts & Sciences):**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing 1 (C- or better)</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics – Calculus I</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics – Physics 117 or 197</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
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<tr>
<td>Academic electives</td>
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</table>

**Art History Requirements (Arts & Sciences):**

<table>
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<tbody>
<tr>
<td>Art history (Art-Arch 113 and 215)</td>
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</table>

**Studio Architecture Requirements:**

<table>
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<tbody>
<tr>
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<tr>
<td>Art, Architecture, Sam Fox Commons electives</td>
</tr>
<tr>
<td>Art, Architecture, Arts &amp; Sciences, Business and/or Engineering electives</td>
</tr>
</tbody>
</table>

**Total credit units required for BS in Architecture**

122

**The first-year curriculum includes:**

<table>
<thead>
<tr>
<th>Fall:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture A46 111</td>
<td>3</td>
</tr>
<tr>
<td>Drawing 1 X10 101</td>
<td>3</td>
</tr>
<tr>
<td>Practices 1 X10 181</td>
<td>1</td>
</tr>
<tr>
<td>Writing 1 L59 100</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics L24 131</td>
<td>3</td>
</tr>
<tr>
<td>Art Arch History L01 113</td>
<td>3</td>
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16

<table>
<thead>
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<th>Spring:</th>
<th>Units</th>
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<tbody>
<tr>
<td>Architecture A46 112</td>
<td>3</td>
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<tr>
<td>Practices 2 X10 182</td>
<td>1</td>
</tr>
<tr>
<td>Physics L07 117A or 197</td>
<td>3</td>
</tr>
<tr>
<td>Art Arch History L01 215</td>
<td>3</td>
</tr>
<tr>
<td>Elective/Distribution</td>
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16
Academic Requirements (Arts & Sciences):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing 1 (C- or better)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Academic electives</td>
<td>21</td>
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Art History Requirements (Arts & Sciences):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art history (Art-Arch 113 and 215)</td>
<td>6</td>
</tr>
<tr>
<td>Art history electives</td>
<td>9</td>
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</table>

Studio Art Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Foundations</td>
<td>14</td>
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<tr>
<td>Major Area Requirements</td>
<td>42</td>
</tr>
<tr>
<td>Art, Architecture, Sam Fox Commons electives</td>
<td>9</td>
</tr>
<tr>
<td>Art, Architecture, Arts &amp; Sciences, Business and/or Engineering electives</td>
<td>15</td>
</tr>
</tbody>
</table>

Total credit units required for BFA: 128

The first-year curriculum includes:

<table>
<thead>
<tr>
<th>Fall:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing 1 X10 101</td>
<td>3</td>
</tr>
<tr>
<td>Design F10 105 or 107</td>
<td>3</td>
</tr>
<tr>
<td>Practices 1 X10 181</td>
<td>1</td>
</tr>
<tr>
<td>Art Arch History L01 113</td>
<td>3</td>
</tr>
<tr>
<td>Writing 1 L59 100</td>
<td>3</td>
</tr>
<tr>
<td>Elective/Distribution</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing 2 X10 102</td>
<td>3</td>
</tr>
<tr>
<td>Design F10 106 or 108</td>
<td>3</td>
</tr>
<tr>
<td>Practices 2 X10 182</td>
<td>1</td>
</tr>
<tr>
<td>Art Arch History L01 215</td>
<td>3</td>
</tr>
<tr>
<td>Elective/Distribution</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
Discovery Curriculum - through class of 2015
Note: Junior-level transfer students entering FL 2013 will follow the requirements of the Discovery Curriculum.

Core Skills
- 3 units of Writing 1 in freshman year with the grade of C+ or better
- 3 units of course work designated as Quantitative Analysis (QA) with the grade of C+ or better
- 3 units of course work in an upper level Writing-Intensive course (WI). Must be taken in junior or senior year with the grade of C+ or better

Four Distribution Areas
- 8 - 9 units of course work in each of four distribution areas:
  - Natural Sciences and Mathematics (NS)
  - Social Sciences (SS)
  - Textual and Historical Studies (TH)
  - Language and the Arts (LA)
- 6 or more units in each area must be integrated by a major, a minor, or a cluster

Social and Cultural Perspectives
- 3 units of course work fostering an understanding of Cultural Diversity (CD)
  - May be taken credit/no credit
  - Cannot be the same course used to satisfy the Social Differentiation requirement
- 3 units of course work substantially focused on forms of Social Differentiation (SD)
  - May be taken credit/no credit
  - Cannot be the same course used to satisfy the Cultural Diversity requirement

*120 units of course work
- 30 units must be in 300-, 400-, or 500-level courses
- 24 units may be taken credit/no credit, but only 12 such units may be applied towards distribution requirements

Completion of an approved major
IQ Curriculum – class of 2016 and beyond
Note: Freshman- and sophomore-level transfer students entering FL 2013 will follow the requirements of the IQ Curriculum.

Core Requirements
To secure a superior academic foundation, students take at least one course sharpening each of the following critical skills:

- Writing 1: in first year 3 units
- Writing Intensive (WI)* 3 units
- Applied Numeracy (AN)* 3 units
- Social Differentiation (SD)* 3 units

Area Requirements
To achieve breadth, students take a minimum number of courses in each of four areas. In the first three areas, they take at least three courses totaling at least nine units:

- The Humanities (HUM) 9 units
- Natural Sciences & Mathematics (NSM) 9 units
- Social & Behavioral Sciences (SSC) 9 units

In the 4th area, students take either three sequenced courses in a single foreign language, or they take at least four courses of at least 3 units each:

- Language & Cultural Diversity (LCD) 9-12 units

Integrations
To achieve depth and coherence, students complete three integrations in at least two areas of study (HUM, NSM, SSC, LCD). There are four types of integrations:

- Majors, Second Majors, and Minors
- Focus and Other First-Year Programs
- Designated Study Away Programs
- Integrated Inquiries (IQs)

In addition to the requirements above, you must complete:

- A major with a minimum of 18 units numbered 300 or above, with the probable inclusion of a synthesizing capstone experience for seniors in most major departments.
- A total of 30 units at the 300/400/500 levels (including the minimum of 18 required for your major).
- A total of 90 units in Arts & Sciences.
- A total of 120 units required for graduation.

* Courses with one of these three designations may also be counted toward the Area Requirements; i.e., they may “double-count.”
THE IQ CURRICULUM AT A GLANCE

NATURAL SCIENCE & MATHEMATICS
Three Courses

CORE SKILLS
One Course Each
- Writing ONE
- Applied Numeracy
- Writing Intensive
- Social Differentiation

SOCIAL & BEHAVIOR SCIENCES
Three Courses

THE HUMANITIES
Three Courses

LANGUAGE & CULTURAL DIVERSITY
LS: Three Courses
or CD: Four Courses designated LCD

INTEGRATIONS:
complete 3 in at least 2 areas
Students who are interested in transferring to the Olin School should contact Audrey Plump at 5-6315 to make an appointment to see an advisor.

General Requirements (48 units minimum):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Writing 1 (C- or better)</td>
<td>3</td>
</tr>
<tr>
<td>B. Mathematics 131/132</td>
<td>3-6</td>
</tr>
<tr>
<td>C. Distribution Requirements:</td>
<td></td>
</tr>
<tr>
<td>1. Physical and life sciences</td>
<td>3</td>
</tr>
<tr>
<td>2. Humanities</td>
<td>3</td>
</tr>
<tr>
<td>3. International studies</td>
<td>6</td>
</tr>
<tr>
<td>4. Behavioral analysis</td>
<td>3</td>
</tr>
<tr>
<td>5. Ethics and values</td>
<td>3</td>
</tr>
</tbody>
</table>

Approved course selections are available in ECourse Listings: https://acadinfo.wustl.edu/CourseListings/Semester/Listing.aspx

D. Advanced electives: Each student must complete at least 18 graded units of advanced non-business course work (number 300 or above).

E. General Electives
Undergraduate Advising Guidelines

While applications to transfer into the Olin School are welcome, transfer applications are approved on a space-available basis. Ordinarily, students must have at least a B average to transfer into the Olin School and must be reasonably on track in terms of completing course requirements. Olin students enroll in MGT 100 and MGT 150A in the fall semester and MEC 290 and QBA 120 in the spring semester during their freshmen year. Transfer applicants are encouraged to enroll in at least one Olin course prior to applying to transfer. Ideally, we encourage students to transfer to Olin by the fall of their sophomore year.

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

First Semester:
- Writing 1
- Math 131 (or higher)

Second Semester:
- Managerial Economics (MEC) 290*
- Math 132
- Management 100**
- QBA 120 or equivalent (Math 3200 or ESE 326 or PS 363)

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

Third Semester:
- QBA 121 (or other second-level statistics course) ***
- Accounting 2610
- MGT 250A

Fourth Semester:
- Core Requirement****
- Accounting 2620

*Students who complete Econ 1011 must also complete Econ 4011 or MEC 290 to satisfy the micro requirement.

**Mgt 100 is open to BSBA degree students only in the fall. Potential transfers can take Mgt 100 in the spring of their freshman year. If taken in the spring, students could wait to take QBA until the fall semester of their sophomore year.

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

**** Students should talk with an academic advisor from the Olin School before selecting their core course.
Students in the School of Engineering complete a Common Studies program as part of their professional degree program. The Common Studies Program includes:

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

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

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

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

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

**If English requirement is not already satisfied.**
MBA – *Master of Business Administration* consists of 66 units of graduate credit. The early admission option for the MBA allows WU students to spend three years pursuing course work at the undergraduate level and then the two years completing the MBA degree. More information is available for the MBA program from the Admissions Office in Simon Hall, Room 114.

A&S students applying for the 3/2 MBA program must get the Certificate of Eligibility form from Dean Dirk Killen in the College of Arts & Sciences. A&S students must have completed 90 A&S units, a major, and all distribution requirements by the end of their junior year to be eligible for the 3/2 program.

Specialized Masters Programs

Current WUSTL undergraduates may apply during their junior year for early admission to the Specialized Masters Programs and begin the graduate portion of their studies as seniors. Admitted WUSTL students would be required to take at least one additional semester as a full-time graduate student following graduation from their undergraduate studies. The GMAT/GRE requirement and application fee is waived for current WUSTL students. More information is available in Knight Hall, Room 310.

Master of Accounting (MACC) Program consists of 33 graduate credits and may be completed in two or three semesters giving students extensive accounting knowledge required for careers in public or corporate accounting. This program offers enough credits to sit for the Uniform CPA Examination in states with the “150-hour rule.”

Master of Science in Finance-Corporate Finance & Investments (MSFC) Track consists of 30.5 graduate credits and is completed in two semesters.
Master of Science in Finance-Quantitative (MSFQ) Track consists of 39 graduate credits and is completed in three semesters. Both the MSFC and MSFQ tracks fuse mathematical tools with strategic understanding of business decision-making.

Accelerated Master of Science in Finance (AMSF) Track consists of 30 graduate credits and is completed in two summer semesters, typically starting the summer following the students’ junior year of study. Six credit hours are taken virtually or on campus during the senior year.

Master of Science in Supply Chain Management (MSSCM) Program consists of 36 graduate credits and can be completed in two or three semesters giving students a deep understanding of the fundamental concepts of logistics, supply chain, change management, innovation, and integrated risk management. The MSSCM program has an embedded practicum in the curriculum allowing students to directly apply their gained knowledge.

Master of Science in Customer Analytics (MSCA) Program consists of 30.5 graduate credits and can be completed in two or three semesters positioning students to excel in the growing area of big data. The MSCA Program holds a STEM (Science, Technology, Engineering and Mathematics) designation.

Global Master of Finance (GMF) Dual Degree Program begins in the summer at Olin, continues with one of our partner schools for the academic year, and culminates with a final summer at Olin. Students receive a Master of Science in Finance degree from Olin and a second degree from a partner school. Currently students can pursue their second degree at Lee Kong Chian School of Business (LKCSB) at Singapore Management University (SMU) to earn a Master of Science in Applied Finance degree or attend Yonsei University in South Korea to earn a Global MBA. This program requires that WUSTL students take the GRE/GMAT exam.
Entry: Fall Semester only

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

Eligibility for Enrollment: A baccalaureate degree or completion of three years in Washington University's approved cooperative 3/2 education program. Specific prerequisite courses within a minimum grade of B are required for admission, as listed below. Students can apply when they have at least four of the prerequisites completed. Cumulative overall GPA needs to be 3.25 or better. Many students major in life sciences or behavioral sciences, but the program welcomes students from all academic majors.

A&S students applying for the 3/2 program must get the Certificate of Eligibility form from Dean Dirk Killen in the College of Arts & Science. A&S students must have completed 90 A&S units, a major, and all distribution requirements by the end of their junior year to be eligible for the 3/2 program.

Prerequisite courses:

- Life Science (3 credits) - 200-level or above, no lab is required. Suggested courses include but are not limited to Human Anatomy, Neuroanatomy, Comparative Anatomy, Zoology, Genetics, Botany, Ecology and Cognitive Neuroscience.
- Physiology (3 credits) - must cover the organization of cells into tissues, organs and organ systems in humans. A course titled “Anatomy and Physiology” is acceptable; however, if the course is part of a two-course sequence, both courses must be completed to be able to fulfill this prerequisite. If it is a 200-level or higher course, one part can fulfill the Life Science prerequisite with the second part for the physiology prerequisite. If the course is less than 200-level, it can only fulfill the physiology prerequisite.
- Developmental Psychology (3 credits)
- Abnormal Psychology (3 credits) – an abnormal psychology or a psychopathology.
- One additional social science course: Options include - but are not limited to - Sociology, Anthropology, Psychology, Economics, Political Science, or Public Health.
- Statistics Behavioral, Psychological, Educational Statistics, or Math 320. Business Statistics does not fulfill this requirement.
Graduate Advising Guidelines

Physical Therapy

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

Graduates will receive a Doctorate in Physical Therapy, which is a clinically-oriented three-year program that prepares individuals for general practice in a wide variety of settings.

**Individuals entering the Program are required to have:**

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

**Prerequisite Courses:**

- 1 year of Physics with labs (Phys 117A, 118A)
- 1 year of Chemistry with labs (Chem 111A/151, 112A/152)
- 1 year of Biology (Bio 2960A, 2970A, or 334, 349) NO ecology or environmental courses
- Anatomy and Physiology (University College 2-semester series B 3221 and Bio 3231
- Statistics (Psych 300, Math 1011, Math 3200 or Math 322)
- 1 Psychology course – abnormal psych preferred but not required (Psych 100B, Psych 354)
- Medical Terminology competence (Classics 225D) or a self-paced programmed text

**Application Process:**

- Apply through Physical Therapy Centralized Application Service (www.PTCAS.org)
- Standardized Test: GRE required (www.GRE.org)
- Strong GPA in core prerequisites (minimum 3.0)
- Strong GPA in math and sciences courses (minimum of 3.0)
- Written essays to assess thinking and writing ability
- Three letters of recommendation to assess academic integrity, professionalism, and interpersonal skills (to include an academic instructor)
- Interview is not required

Sarah Rands
**Manager, Admissions and Student Affairs**
Phone: 286-1402
Email: rands@wustl.edu

Alisa Cooperstein
**Manager, Marketing & Student Recruitment**
Phone: 495-0504
Email: acooperstein@wustl.edu

Alice Samatmanivong
**Admissions and Student Affairs Coordinator**
Phone: 286-1401
Email: samatma@wustl.edu
Master of Social Work

- Website: http://brownschool.wustl.edu

Katina Truman
Director of Admissions & Recruitment
Phone: 5-4382
Email: krtruman@wustl.edu

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

Master of Social Work Program: Ranked number one Master of Social Work program in the country by U.S. News and World Report, the Brown School at Washington University in St. Louis creates positive social change. The Brown School’s international community of faculty, students, and graduates works throughout St. Louis, across the country, and worldwide to apply new knowledge and use the best available evidence to impact policy, practice, and service delivery. The School offers doctoral, Master of Social Work, and Master of Public Health degrees and is also home to 11 research centers and applied programs. The School provides more than 97% of students with a scholarship, and gives out 4 million dollars each year. For more information, visit brownschool.wustl.edu.

Prerequisite Courses:
- An undergraduate inferential statistics course, with a grade of B or better.

Combined Degree Options: The MSW program offers seven dual degree programs. The Social Work graduate program may be combined with graduate programs in Architecture, Public Health, Business, Law, Jewish Studies, Divinity, or Pastoral Studies. A Cooperative Education 3/2 Agreement is held with the College of Arts & Sciences. Students may earn a baccalaureate degree from Arts & Sciences and a M.S.W. at the end of five years of study. Interested students should apply during the first semester of junior year. A&S students must have completed 90 A&S units, a major, and all distribution requirements by the end of their junior year to be eligible for the 3/2 program. A&S students interested in the 3/2 program must get the Certificate of Eligibility form from Dean Dirk Killen in the College of Arts & Sciences.
The George Warren Brown School of Social Work (Brown School) is located on the Danforth Campus.

**Master of Public Health Program:** The Master of Public Health Program at Washington University in St. Louis is rooted in an innovative curriculum that uses problem-based learning approaches to help students understand and apply principles to address public health challenges. The MPH program delivers a solid foundation of core competencies in public health and is designed to provide opportunities for developing analytical, leadership, and team building skills. Students have the option to choose a specialization in either Biostatistics/Epidemiology or Global Health, a certificate in Violence and Injury Prevention, or obtain a generalist degree. The faculty has strengths in areas of global health, health behavior, health economics, social determinants of health, epidemiology and biostatistics. The Brown School awards more than 4 million dollars in scholarships each year, including four full-tuition MPH scholarships. For more information, visit brownschool.wustl.edu.

**Prerequisite Courses:**
- An undergraduate human biology course, with a grade of B or better.

**Combined Degree Options:** The MPH program offers two dual degree programs. The Public Health graduate program may be combined with graduate programs in Social Work or Business.
Education Certification

Natalia Kolk
Seigle Hall, Room 107, Box 1183
Phone: 5-6791
Email: nakolk@wustl.edu

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

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

All teacher education majors are required to double major in a second area. This requirement ensures that students meet certification requirements set by the State. Middle school and secondary teacher education students will double major in the subject area they expect to teach. Because students must meet professional licensure standards (including required assessments) as well as fulfill degree requirements, it is imperative that they contact Natalia Kolk quickly who will counsel interested freshmen or other students even before they declare a major.

Frequently Asked Questions

Q: Is it ever too late to declare a teacher education major and become certified?
A: Course sequencing requires that elementary majors declare their major and enroll in specific education courses no later than the first semester of their junior year. Secondary, and possibly middle school, majors might be able to declare later in the junior year. Because of certification requirements, there is no guarantee that any student who declares after the first semester of the junior year can finish within four years.

Q: Are there required tests?
A: Pre-entrance tests called MOGEA and MEP are currently mandated by the State of Missouri for all undergraduates who wish to major in teacher education. The Education Department has more information on test administration. Exit assessments in the content area and student teaching performance are also required for teacher education majors. These assessments are taken toward the end of the student's program, usually during the student teaching semester.
Pre-Graduate Study:  http://college.A&S.wustl.edu/pre_grad

What kind of graduate school programs and degrees are supported?

- Doctoral and Master’s programs focusing on research and theory
- Professional Master’s programs in Business (MBA), Public Health (MPH), Public Affairs (MPP), Education (MAT and MAEd), Social Work (MSW) in preparation for specific professions.

Points of emphasis for students applying to graduate school interested in PhD programs:

- Programs should be chosen based on a match between the research of faculty at the prospective institution and the student’s research interests.
- The decision to select programs/institutions to apply to should be made in consultation with the student’s thesis advisor and/or their mentor in the field in which they are applying.
- Students applying to doctoral programs should be advised that their proposed research and research experience, letters of recommendation, GPA in their major, and personal statement are weighted more than their GRE score.

Points of emphasis for students applying to graduate school interested in Master’s programs:

- Students should be advised to select a program based on its ability to provide exceptional preparation for a career in their field of interest.
- The decision to select programs/institutions to apply to should be made in consultation with the student’s thesis advisor and/or their mentor in the field in which they are applying.
- Students applying to Master’s programs should be advised that their work experience, which includes research, volunteering, or an internship, should demonstrate a sustained interest in the field to which they are applying.
- Test scores such for the GRE and GMAT are given greater weight in professional Master’s programs, as opposed to their PhD counterparts.

Below are steps students should be advised to take when trying to determine what to do next:

1) **Talk** with mentors and advisors in their field of interest as well as their four-year advisor.
   a. Students should also reach out to the Pre-Graduate advisors:
      - Tim Bono, PhD; Assistant Dean and Lecturer in Psychology; tjbono@wustl.edu
      - Amy Heath-Carpentier, MA, Assistant Director, Pre-Grad School and Career Development; The Career Center; heath-carpentier@wustl.edu
      - Dirk Killen, PhD; Associate Dean, College of Arts & Sciences; dkillen@wustl.edu
      - Mary Laurita, PhD, Assistant Dean, College of Arts & Sciences; mlaurita@wustl.edu

2. **Experience** your field through courses, research, thesis, summer programs, internships, symposiums, and conferences.
3. **Develop** professional relationships with faculty members in your field
4. **Research** prospective programs in your field.
Pre-Law

<table>
<thead>
<tr>
<th>Kristin Kerth</th>
<th>Tamara King</th>
<th>Mark Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Law Advisor</td>
<td>Pre-Law Advisor</td>
<td>Pre-Law Advisor</td>
</tr>
<tr>
<td>Phone: 5-4936</td>
<td>Phone: 5-4174</td>
<td>Phone: 5-6489</td>
</tr>
<tr>
<td>Email: <a href="mailto:kkerth@wustl.edu">kkerth@wustl.edu</a></td>
<td>Email: <a href="mailto:king@wustl.edu">king@wustl.edu</a></td>
<td>Email: <a href="mailto:msmith@wustl.edu">msmith@wustl.edu</a></td>
</tr>
</tbody>
</table>

The College's Role

1. **Advising:** The pre-law advisors help students at every stage in the pre-law process, including holding information sessions for each class each year. By attending these sessions, students will learn about suggested preparation for law school, the application process, LSAC (the organization that administers the law school admissions process), and the LSAT (Law School Admissions Test). All first year students will receive an email notifying them of an information session early in the fall semester. Thereafter, students who have signed up for the prelaw email list (prelaw@A&S.wustl.edu) will learn of other information sessions designed for their class. Sophomores will have an information session early in the spring semester; juniors can attend multiple pre-law sessions at Junior Jumpstart in May; seniors have information sessions about the application process throughout the senior year.

   Students are not assigned a pre-law advisor but are welcome to meet with any of the advisors. In general, individual appointments are unnecessary until students are in or close to the application process.

2. **Information Resources:** Students and advisors can go to the WU pre-law website at http://college.A&S.wustl.edu/pre_law for information about contacting the pre-law advisors. Students should read the Pre-Law Handbook before scheduling an appointment with an advisor.

3. **Letter of Recommendation Service:** The College Office keeps faculty letters of recommendation on file and supplies them to law schools or LSAC on request. The WU recommendation form is accepted at all law schools, but schools often prefer that applicants use LSAC’s Letter of Recommendation Service. WU’s recommendation form is available at the prelaw website or in the College Office.

4. **Pre-Law Email List:** Students who are interested in law and wish to be on the pre-law mailing list should register by emailing prelaw@A&S.wustl.edu. A Pre-Law Advisor emails pre-law students once a week information about events, lectures, information sessions, campus student groups, and potential internship opportunities.
A&S Pre-Professional Advising Guidelines

Frequently Asked Questions

Q: What should students major in if considering law school?
A: Anything. There is no required course of study at the undergraduate level for law school. Students should choose a major that interests them and do well in it. Many law school applicants have majors in political science, English, philosophy, economics, and history, but law schools also welcome those with backgrounds in science, engineering, and business. A technical or scientific background can be very helpful for lawyers who specialize in environmental issues or patent law, for example.

Q: What classes should students take outside the major?
A: Words are the lawyer's most important tool. Students should take Writing 1 seriously and use it as an opportunity to improve their writing. After Writing 1, they should look for additional courses that require significant writing. They should also take courses that focus on thinking analytically, such as math, economics, statistics, science, and logic. Political science, philosophy, economics, and history courses help develop an understanding of the traditions behind, and development of, our legal system. Students can use co-curricular opportunities and classroom presentations to sharpen their oral communication skills.

Q: How important is the GPA?
A: Law schools give great weight to GPA as an indicator of likely success in law school, which is why it’s important for students to study what they love and do well in it. Students should attend class, work hard to understand the material, and take advantage of opportunities to sharpen their study and test-taking skills.

Q: How important is the LSAT? When do students take it?
A: The LSAT score is also very important to law school admissions officers. Students often take the LSAT during the summer after junior year or in the fall of senior year if they plan to go directly to law school from college. Students who will take some time between college and law school should make sure to take the LSAT no later than fall of the year before they hope to matriculate.

Q: Will students need letters of recommendations?
A: Yes, they will need at least two recommendation letters, preferably from faculty. The most effective letters are those that address their intellectual capacity and writing ability.

Q: What if a student wants to work for a few years before applying to law school?
A: Fewer than 50% of first-year law students enter directly from college. Working for a year or more can help students decide if law school is a good fit. Students taking time before law school can gain maturity and experience that may make them both a more interesting applicant and a more focused and successful law student. In addition, because students who intend to go directly to law school after college apply on the basis of grades only through the junior year, students who struggled in the first year or two of college can be at a disadvantage when applying within that timeline. Waiting to apply to law school until after graduation can give them more time to show improved performance.
For Students in Arts & Sciences, Art, Architecture, and Business

Carolyn Herman  
Associate Dean and  
director, PreHealth Advising  
Phone: 5-8076  
Email: cherman@wustl.edu

For a full list of advisors, please see the PreHealth website.

For Students in Engineering:

Ron Laue  
Health Profession Advisor  
Phone: 5-6178  
Email: ron.laue@wustl.edu

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

The College of Arts & Sciences oversees premed and other PreHealth applications and advising for students enrolled in Arts & Sciences, the Olin School of Business, the College of Architecture, and the College of Art. The School of Engineering and Applied Science oversees premed application of its own students. Engineering students interested in premed should contact Dean Ron Laue at ron.laue@wustl.edu
## Overview of Pre-Med Requirements

Please note: these requirements are in flux.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Coursework Required</th>
<th>WUSTL Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>2 semesters with laboratory</td>
<td>Bio 2960 and 2970</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>2 semesters with laboratory</td>
<td>Chemistry 111A and 151(lab), 112A and 152 (lab)</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>2 semesters with laboratory</td>
<td>Chemistry 261 and 262</td>
</tr>
<tr>
<td>Biochemistry*</td>
<td>1 semester strongly suggested (see *note below)</td>
<td>L41 451 (1 semester), U29 406 (1 semester), or L07 481 and 482 (both semesters)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 semesters of college math (often satisfied by 5 on AP BC Calc exam). Note: some med schools have no math requirement. For broadest range of schools students should complete (or have AP credit for) Calc I and II.</td>
<td>-Math 131 and 132 -Math 2200 (stats) or another stats course recommended and sometimes required (this could also count as the 3rd math class now required for the bio major)</td>
</tr>
<tr>
<td>Physics</td>
<td>2 semesters with laboratory</td>
<td>Phys 117A and 118A or Phys 197 and 198</td>
</tr>
<tr>
<td>Psychology**</td>
<td>1 semester (see **note below)</td>
<td>L33 100B (or 5 on AP Psych)</td>
</tr>
<tr>
<td>Sociology</td>
<td>1 semester or equivalent familiarity with the basic concepts of sociology as they apply to healthcare</td>
<td>For specifics, students should consult with a PreHealth advisor.</td>
</tr>
<tr>
<td>English</td>
<td>2 semesters, one of composition</td>
<td>Writing 1 and the writing-intensive requirement or an upper-level composition class</td>
</tr>
</tbody>
</table>

Some medical schools recommend additional courses in biology beyond the minimum requirement, and some require other additional specific courses. Students should check individual program’s requirements – their state medical school and any other programs that interest them. This is especially important given the current fluid state of medical school requirements.

* Biochemistry is covered to some degree in the intro biology two-semester course sequence, but more depth and more recent coverage of the topic may be helpful for the MCAT.

**Some background in psychology is needed for the MCAT, but a college-level course is not required on the transcript. Students who have a 5 in AP Psych or who take Psych 100 have the necessary background, but students who got a 4 on AP Psych or who took a good honors psych elective in high school may also have sufficient preparation.
### Possible pre-med 3-year schedule at WU (but often tweaked)

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman year</strong></td>
<td><strong>Freshman year</strong></td>
</tr>
<tr>
<td>Chemistry 111A</td>
<td>Chemistry 112A</td>
</tr>
<tr>
<td>Chemistry 151 (lab)</td>
<td>Chemistry 152 (lab)</td>
</tr>
<tr>
<td>Math 131</td>
<td>Math 132 or stats</td>
</tr>
<tr>
<td>Writing 1(if FL placement)</td>
<td>Bio 2960</td>
</tr>
<tr>
<td>1-2 electives/major/DR</td>
<td>Writing 1(if SP placement)</td>
</tr>
<tr>
<td></td>
<td>1 or 2 electives/major/DR</td>
</tr>
<tr>
<td><strong>Sophomore year</strong></td>
<td><strong>Sophomore year</strong></td>
</tr>
<tr>
<td>Chemistry 261</td>
<td>Chemistry 262</td>
</tr>
<tr>
<td>Bio 2970</td>
<td>Bio 3058*</td>
</tr>
<tr>
<td>3 electives/major/DR</td>
<td>2 or 3 electives/major/DR</td>
</tr>
<tr>
<td><strong>Junior year</strong></td>
<td><strong>Junior year</strong></td>
</tr>
<tr>
<td>Physics 117A or 197</td>
<td>Physic 118A or 198</td>
</tr>
<tr>
<td>Biochemistry</td>
<td></td>
</tr>
<tr>
<td>3 electives/major/DR</td>
<td>4 electives/major/DR</td>
</tr>
</tbody>
</table>

Students often also need an upper-level English comp course (preferable) or the Writing Intensive course, which can be taken in the senior year. Psych 100B and sociology coursework, if needed, can be taken any semester before the student takes the MCAT.

* Helpful content for the MCAT, but not a required course. Some students may choose other courses or learn the topics in an MCAT prep course.

This is just one of many ways for students to satisfy the requirements for medical school. Common variations are shown in Appendix D of the Pre-Health Handbook, [http://PreHealth.wustl.edu/Documents/HANDBOOK.pdf](http://PreHealth.wustl.edu/Documents/HANDBOOK.pdf).

- Students without a strong high school background in physics should start with physics, not chemistry.
- Many students spread the requirements over 4 years, opting to take at least a year off between undergrad and med school.
- Many take courses at summer school – at WU or elsewhere – in order to free up space in their schedule during the rest of the year. If they are science majors, they should clear any science courses taken elsewhere with the appropriate WU department.
- Students who place into Calculus II (Math132) or higher by AP scores may take only 1 semester of calculus or omit it entirely (depends on the med school they wish to attend).
Key First-Semester Decisions for Students Considering a Career in Medicine:

Should I take chemistry and chemistry lab?

- Has the student had a year-long physics course in high school (usually in 11th or 12th grade) that covered electrical and magnetic fields and vectors?
  - Yes: Student is prepared for Chemistry 111A
  - No – Premed students can delay chemistry and still meet all the premed requirements!
    - If the student has placed into Calculus II (Math 132) or has AP credit for Math 132, then s/he should consider enrolling in Physics 197, and deferring chemistry for next year.
    - If the student is not ready for Calculus II and has not had high school physics, enrolling in Calculus I, taking physics in the summer (perhaps at home) and then taking chemistry next year may be the best choice.

- Does the student want to major in a science?
  - Yes: Prospective chemistry and biology majors start in Chem 111A in the fall of the first year. Prospective physics majors start in Physics 197.
  - No: Prospective social sciences, humanities and math majors may wish to focus on exploring a major the first year. Some of our most successful premed students begin the specific requirements for medical school in the sophomore year. These students finish all coursework before they graduate from WU and usually work during a gap year between undergrad and med school while they are interviewing for medical school. Currently about half of our medical school applicants are opting for the gap year. Students may enroll in MEDPREP I (L41 2651) without any concurrent science coursework.

How much math do I need? Should I take math this first semester?

Medical school math requirements vary considerably. Some have no math requirement; others require one or two semesters of calculus or a mix of calculus and stats. Of those schools with a math requirement, many (but not all) will accept AP credit. **For the vast majority of schools, Calc II or AP credit for Calc II will satisfy the calc requirement. A minority of schools will want to see a calculus class taken at college.** Students should check the requirements of their state medical school and any other medical school that particularly interests them to make sure they are meeting those schools’ requirements.

_Here are the questions to pose to a student who is trying to decide whether to take a calculus class this first semester:_

- Does the student love math?
  - Yes: Take the math class recommended by the placement exam.
A&S Pre-Professional Advising Guidelines

- No: Does the student expect to be a physics or chemistry major?
  - Yes: Take the math class recommended by the placement exam.
  - No: Does the student have AP credit for BC calculus? (Credit for Math 132, Calculus II)
    - Yes: the student has credit for all the math required for most medical schools, including our own School of Medicine. Additional math is optional and can be taken later.
    - No: Students should decide whether it is more important to hurry up and finish a course they are not looking forward to, or to explore courses this first semester that are more interesting to them. Math can be taken inexpensively at home over the summer at a state school.

Frequently Asked Questions

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

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

See the PreHealth handbook for more information about study abroad program for PreHealth students.

Q: Are research opportunities available for undergraduates?
A: There are many opportunities to do research in all the science departments on the Hilltop campus. Also, many faculty members at the School of Medicine, both in the basic science and the clinical departments, welcome undergraduates into their laboratories. A student may do independent research that can lead to an honors thesis.

Q: How is a student accepted into Medical School?
A: In addition to strong grades, it is also important for students to demonstrate a commitment to service and to the community by becoming involved in volunteer activities. They do not have to volunteer in hospital settings, but it is important that at some point through some experience they demonstrate a familiarity with a medical setting. They can tutor through
Campus Y or do Habitat for Humanity or any other community service project. Staying involved in a particular activity for more than a year is very important.

*Letters of recommendation* from professors and research or clinical mentors are a vital part of the medical school application. Acquaintance with a professor requires extra effort on the student's part since most classes for the premed curriculum will be large.

Another key to medical school admission is the *MCAT examination*. Many students take the MCAT in April of their junior year when they have completed their premed curriculum. The highest possible score is 45; the average score for students who enter medical school is about 31.

Students should take advantage of the programs to help them apply to medical school offered by the College of Arts & Sciences. Students planning on applying through the College of Arts & Sciences are required to complete a PreHealth Application Institutional Review (PIR) during the year before they plan to apply (usually the junior or senior year). They will need to attend Junior Jumpstart and have a PIR appointment with their assigned PreHealth advisor. For details about this process, email Liz Heidger at PreHealth@A&S.wustl.edu.

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

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

Each year, at least 10% of the entering class at WUSM are Washington University undergraduates. The acceptance rate into the Washington University School of Medicine by our undergraduates is about double the acceptance rate of students from other institutions.
The Praxis Program provides an exciting opportunity to combine the practical reading, writing and analytical skills of a Liberal Arts education with marketable skills required for success in today’s workplace. Praxis is neither a major nor a minor, but a unique program that will complement any Arts & Sciences major. The program is flexible, so you will have room in your schedule to fulfill the requirements while taking other courses that interest you.

**Required Praxis Core Courses:**

1. **Organizational/Leadership Requirement (3 Units)**
   **Required:** Praxis L62 201 Leaders in Context

2. **Socio-Tech Requirement (Technology in Organizations (2 Units))**
   **Required:** Praxis 207 Fluency in Socio-Technology

3. **Communication Requirement, Written and Oral (3 Units)**
   **Required:** Praxis 285 Communication That Works

4. **Internship**
   **Required:** Praxis 298 or 299 Praxis Internship

5. **Praxis Seniors Masters Class (Required for the Class of 2015 and later)**
   **Required:** Praxis 300 Praxis Seniors Master Class

6. **Analytic and problem-solving requirement (6 units)**
   **Required:** Econ 1011 Introduction to Microeconomics
   A second course in analytic skills (select one from below):
   - Econ 1021 Introduction to Macroeconomics
   - ACCT 2610 Principles of Financial Accounting
   - Phil 100G Logic and Critical Analysis

7. **Quantitative Skills (3 units)**
   **Required:** A course in statistics (select one from below):
   - Math 1011 Introduction to Statistics
   - Math 2200 Elementary Probability and Statistics
   - Math 3200 Elementary to Intermediate Statistics and Data Analysis

8. **International perspective or experience (3 units)**
   **Required:** The study of any language through the 300 level
   
   or

   Study Abroad
   
   or

   One course in international economics or economic development, or by petition (must be 300 level or above), namely:
   - Anthro 306B Africa: Peoples and Cultures or Anthro 3322 Brave New Crops
Students from all majors are eligible to take Army ROTC. Introductory “basic” courses allow students to look at officer opportunities without obligation. By accepting an Army ROTC scholarship or entering the junior level (Advanced Course) program, a student makes the commitment to serve as an officer on active duty or reserve duty upon graduation. Army ROTC Arts and Science Cadets receive up to 16 credits of elective credits for a student who completes all eight of the Military Science Courses.

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

**AROTC and AFROTC Scholarships**

Merit-based scholarships are available for the AROC program. Students are eligible to compete for two, three and four-year Army ROTC scholarship awards. Washington University will award the first ten high school national scholarship winners free room and board. Scholarship recipients also receive an annual book allotment and a monthly subsistence allowance. Students interested in an ROTC scholarship should contact the ROTC department for further information or refer to the home page at: [http://www.rotc.wustl.edu](http://www.rotc.wustl.edu).

Air Force ROTC scholarships are also available for outstanding students, covering part or all of tuition. In addition, all AFROTC scholarships provide support for fees, textbook payments, and a monthly stipend. Student interested in AFROTC scholarships should contact the Air Force
Army ROTC – Military Science

Professor of Military Science
Chad A. Callis
LTC, Armor
314-935-7200

Washington University is the Host University for Army ROTC. Army ROTC is a program that develops leadership, management and training skills regardless of a student’s career plans. Those who successfully complete the program will earn a commission as a second lieutenant in the U.S. Army, Army Reserve or Army National Guard.

Army ROTC is the largest Military Commissioning Program in the Nation. The Army ROTC Program has been a part of Washington University since 1891.

All students are eligible to participate in Army ROTC courses. Introductory courses are available in which students will develop confidence, self-esteem and motivation. The intent is to develop and refine a student’s leadership traits and skills to ensure success. Instruction also includes the role of the military in national defense strategy. Once a student accepts a scholarship or enters the advanced courses (300- and 400-levels), he or she incurs a military obligation. For more information, write the Military Science Department, Washington University in St. Louis, 700 Rosedale Ave., Suite 1120, St. Louis, MO 63112, or call 314/935-5521, or visit the Washington University Army ROTC website at www.rotc.wustl.edu.

For Army ROTC scholarship information, see the Scholarship page of this Bulletin.
POLICIES AND PROCEDURES ACROSS SCHOOLS

Academic Integrity

Arts & Sciences
The Council of Students of Arts & Sciences and the Faculty of the College of Arts & Sciences have developed detailed guidelines governing academic integrity that are published on the University website: http://wustl.edu/policies/undergraduate-academic-integrity.html. An Academic Integrity Committee, consisting of faculty and students, ensures that violations are dealt with in an appropriate manner. The sanctions available to the Committee also appear in Course Listings.

Professional Schools
All undergraduate students in the Sam Fox School of Design & Visual Arts (Colleges of Architecture and Art) are governed by the same policies and procedures on academic integrity as students in the College of Arts & Sciences.

The Olin School of Business provides detailed guidance on academic integrity in its Code of Conduct Book and emphasizes the role of each student in maintaining the University’s high standards of academic integrity. The Code of Conduct and the University Judicial Code booklets are available on Olin’s website: http://olinwustl.campusgroups.com/bsba/web_page?url_name=documents&club_url2=bsba

The School of Engineering and Applied Science includes a "Statement on Student Academic Integrity" in its section of Course Listings which makes clear that students are expected to conform to high standards of conduct and provides detailed guidance on the proper preparation of problem sets. Information can also be found here: http://engineering.wustl.edu/ess/academic-integrity.aspx

For further information contact:

<table>
<thead>
<tr>
<th>College of Architecture:</th>
<th>Georgia Binnington</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Art:</td>
<td>Georgia Binnington</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences:</td>
<td>Dirk Killen</td>
</tr>
<tr>
<td>Olin Business School</td>
<td>Steve Malter</td>
</tr>
<tr>
<td>School of Engineering and Applied Science:</td>
<td>Chris Kroeger</td>
</tr>
</tbody>
</table>

Academic Probation and Suspension

While the University desires to give all students the opportunity to prove themselves, it is not in the best interest of either the students or the University to permit students to continue indefinitely in an educational program in which they are not making satisfactory progress. Accordingly, each School has formulated its own policies and procedures for identifying and responding to the needs of its students.
College of Architecture
A student whose semester grade point average is below 2.0 or who falls below a “pace” of 66 2/3% (number of credits earned divided by the number of credits attempted) will be placed on academic probation. If, after the following semester, the grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended. Students must maintain a 2.0 minimum cumulative grade point average to graduate.

College of Art
Same as the College of Architecture.

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

1. No formal action is taken.
2. A warning letter is sent to the student advising that improvement in the academic record must be shown in order to avoid probation.
3. The student is placed or remains on probation. The notation "Academic Probation" appears on the outgoing transcript only during the period when the student is actually on probation. It is not part of the permanent academic record.
4. A “hold” is placed on the student's registration pending a conference with a dean concerning the student's academic deficiency.
5. The student is placed on academic suspension.

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

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

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

School of Engineering and Applied Science
A student whose work is of unsatisfactory quality is placed on academic probation. If a student on probation doesn’t improve his or her academic record after a reasonable time, probation is followed by dismissal. The regulations governing probation and dismissal are as follows:

1. At the close of each semester, each student’s semester grade point average is computed as the total grade points earned during the semester divided by the total credit units attempted. At the same time, the cumulative grade point average is computed as the quotient of the cumulative total of grade points over the cumulative total of credit units attempted. The computations are made on the basis of the grade point scale indicated in the section on grades. Courses taken on a pass/fail basis are not included in these calculations.
2. At the close of each semester, each student’s semester and cumulative grade point averages are reviewed. If either is below 2.0, the probation rules stated below apply and the student is notified of any academic probation or dismissal action.
3. At the end of a semester, any student who in the judgment of the associate dean is not making adequate academic progress is required to meet with the student’s advisor before enrollment is allowed for the following semester.
4. A student who is dismissed may, if he or she desires to continue, present a written statement setting forth reasons why the student believes the situation should be reconsidered. This statement should be addressed to the Undergraduate Academic Standards Committee and forwarded via the associate dean, Lopata 303.

Engineering and Applied Science Probation and Dismissal Rules

1. Probation follows any semester during which either the semester or cumulative grade point average is less than 2.0, or a student has three I (incomplete) grades at the end of a semester, or a student was enrolled in credit courses and earns no degree credit at the end of a semester, or a student drops below full-time student status without the approval from his/her academic advisor or the associate dean for students.
2. If a student has been on academic probation twice previously, dismissal may follow the next time the student is eligible for probation.
3. Dismissal may result if a student becomes eligible for probation in two sequential semesters.
4. Dismissal may result if any course is failed twice.

The first time a student qualifies for probation, he/she is placed on “First Academic Probation.” Students placed on First Academic Probation status are sent a letter informing them of this action. The second time a student qualifies for probation he/she is placed on “Second Academic Probation.” Students placed on Second Academic Probation status are sent a letter informing them of this action. Special Academic Probation means that a student was eligible for suspension but was not suspended. Any student who is not making adequate academic progress is required to meet with his/her academic advisor before enrollment is allowed for the following semester. Students having serious academic difficulties are identified and notified of the “stop”
process. The letter instructs them to write a brief (one or two pages) statement, and meet with their advisors to discuss their situations. Students who have been doing satisfactory course work, and suddenly complete a semester with unacceptable grades, typically have personal problems that have seriously interfered with their academic work. It is also typical that such students are embarrassed by their academic performance and are reluctant to talk with parents, advisors, counselors and deans about their problems. The “stop” procedure is specifically designed to answer the question: “Are you getting appropriate help?”

The third time a student qualifies for probation, or becomes eligible for probation the second semester in a row, or fails the same course twice, he/she is dismissed from the university. Students placed on academic suspension status are sent a letter informing them of the suspension action. Students who wish to appeal are instructed to prepare a written statement that informs the Academic Standards Committee of the decision to appeal, and respond to two questions: explain why the unsatisfactory academic performance occurred; and, if allowed to return, what would be done differently by the student. The student must then attend an appeal hearing. The student’s academic record, his/her written appeal and any other factors the student may wish to discuss are considered by the Committee. When the discussion ends, the student leaves the hearing room and the Committee immediately makes a decision regarding the student’s appeal, and the student is then informed of the decision. The Committee’s decision is final (no other appeals are possible). If the appeal is successful, the student is placed on Special Academic Probation and the student is allowed to enroll in classes.

If a student is placed on academic suspension status and chooses not to appeal or appeals and his/her appeal is denied, the student is not allowed to enroll in any classes in any division at Washington University. If a suspended student would like to return to the University at a future time, the student must apply for reinstatement to the School of Engineering & Applied Science.

**Attendance**

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

Because of the intensely interactive nature of Writing 1 and foreign language classes, a strict attendance policy is in place for those classes. In order to comply with this strict attendance policy, student athletes may consider asking permission to take Writing 1 in a semester that will require the least amount of travel.

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

**Dean’s List**

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

**College of Art**
Students qualify for the Dean’s List by earning a semester GPA of 3.5 or above with 14 graded units.

**College of Arts & Sciences**
Students qualify for the Dean's List by earning a semester GPA of 3.6 or above with at least 14 graded units.

**Olin Business School**
The Dean's List at Olin requires that a student earns a semester GPA of 3.6 or above with at least 14 hours of graded units and no incompletes or otherwise missing grades.

**School of Engineering and Applied Science**
The Dean’s List is composed of freshman, sophomore, junior and senior engineering students who, for the preceding semester, have achieved a 3.6 or higher grade point average based on a minimum of 12 units of courses taken for grades (not pass/fail). An appropriate entry is added to their official transcripts.

**Grades**

College of Architecture
College of Art
College of Arts & Sciences
Olin Business School
School of Engineering and Applied Sciences

Points for each grade:

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

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

Audit

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

Credit/No Credit or Pass/Fail Option

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

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

College of Architecture

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

College of Art

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

College of Arts & Sciences

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

Olin Business School

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

School of Engineering and Applied Science

All undergraduate engineering students are eligible to register each semester for up to 6 units on the pass/fail option, up to a maximum of 18 units attempted. Some departments require students to take certain courses pass/fail; credits in these courses do not count toward either the semester limit of 6 units or the cumulative limit of 18 units. Other than these courses, only elective courses may be taken on this option, including courses in other divisions of the University. Humanities, social sciences and some technical electives specifically allowed by individual engineering programs, as well as some engineering courses, both undergraduate and graduate that are not specifically required for the major program may
Policies and Procedures

be taken with the pass/fail option. Some programs do not allow courses, required or elective, to be taken with the pass/fail option. Graduate courses taken on the pass/fail basis cannot be transferred later for credit toward a graduate degree. Changes from the regular grade basis to pass/fail or vice versa may not be made after the last dates specified in the current Course Listings. The normal regulations for withdrawal or change to auditor status also apply to pass/fail courses. A final grade of P# (pass) will replace the normal letter grade and will earn degree credit. A final grade of F# (fail) will be entered on the official record and will not earn degree credit. Neither P# nor F# will affect the grade point average.

Grade of Incomplete (“I” grade)

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

In all other courses the grade of “I” must be removed no later than the last day of classes of the next full semester. A student who fails to make up an “I” within the following semester will automatically receive an “F” unless explicitly excused by the dean. An “F” grade, so received, may not be changed. A student with 9 units of incomplete work may not enroll the next semester.

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

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

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean of Students must review each request before a grade of Incomplete in a course can be granted. Once granted, a grade of “I” will become a grade of “F” if the deficiency is not made up within the next two semesters of residency.

College of Arts & Sciences
Students who receive an incomplete grade must submit completed required work by the last day of the next full semester. A student who fails to make up an “I” or an “N” by the deadline will automatically receive an “F” in the course. Faculty may either submit an “I” or a letter grade based upon work completed at the end of the semester. When the required additional work is turned in the faculty may submit a Change of Grade form. A student with more than two incomplete courses may not enroll in courses the next semester.

Olin Business School
An Incomplete grade may be given to a student where extenuating circumstances preclude the satisfactory completion of coursework. Incomplete grades must be resolved by the end of the next academic semester. This grade will be changed to a “F” if the student does not resolve their incomplete by the appropriate term.
School of Engineering and Applied Science
The grade I (incomplete) indicates that the work of a student has been generally acceptable but that extenuating circumstances led to certain requirements not having been met. The grade of X is recorded when a student is absent from a midterm or final examination because of illness or other unavoidable reason, provided the work has been otherwise satisfactory. Grades of X and I must be removed no later than the close of the next full semester a student is in residence. On failure to make up an X or I, the student will not receive credit for the course, and the grade will be changed to F unless the student has been explicitly excused by the associate dean.

Leaves of Absence

College of Architecture
A leave of absence for one or two semesters is normally granted to a student when individual circumstances warrant it. A leave of absence assumes that the student will not be taking any academic work at another institution, and it guarantees re-enrollment at the conclusion of the leave. Students intending to re-enroll after a leave should notify the Associate Dean of Students by July 1 (for fall semester) or December 1 (for spring semester).

College of Art
A student may request a leave of absence from the College for one semester at a time, up to one year, and, if this is granted, may re-enroll at the end of that time without going through further admission or readmission procedures. A leave of absence assumes that the student will not be taking any academic work at another institution, and it guarantees re-enrollment at the conclusion of the leave. Students intending to re-enroll after a leave should notify the Associate Dean of Students by July 1 (for fall semester) or December 1 (for spring semester).

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

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

Olin Business School
Undergraduates who are in good standing at the completion of a term are eligible to apply to take a leave of absence from the Olin Business School. A business student should first contact their academic advisor to discuss their situation. The student must submit a request for a Leave of Absence to their four-year academic advisor. Students on an approved leave of absence should submit their Reinstatement Form by March 1 for a fall semester return or October 1 for a spring semester return.
Policies and Procedures

A student wishing to take a medical leave of absence (MLOA) should first talk with a representative from Student Health Services. Then, he/she would submit your MLOA petition to your business school advisor. A student’s request for the MLOA or re-enrollment from an approved MOLA will be reviewed by the B.S.B.A. officer once the recommendations from Student Health Services are received. The decision on whether or not to grant the request for a medical leave of absence or re-enrollment will be communicated to the student by the B.S.B.A. Programs Office. If a student is considering a medical leave of absence, he/she should first contact Student Health Services to initiate this leave. In either case, a student must complete the Leave of Absence or the Medical Leave of Absence form and submit it to their four-year business academic advisor.

Business students who leave the University without filing either a Leave of Absence or a Medical Leave of Absence will be considered officially withdrawn from the University. In this instance, a student must re-apply for admission if he/she wishes to return the University.

School of Engineering and Applied Science
Engineering students may petition to take a leave of absence. On a leave of absence, you are assured re-enrollment within the next two years. Before returning you are to notify the School of Engineering & Applied Science and submit a Reinstatement Form at least six weeks prior to the beginning of the appropriate term. A student wishing to take a medical leave of absence must have a recommendation for the medical leave of absence from Student Health Services submitted to the appropriate dean in the School of Engineering & Applied Science prior to leaving and prior to re-enrollment. The associate dean will decide whether or not to grant the request for the medical leave of absence and re-enrollment upon reviewing the recommendations from the Student Health Services and the student’s file.

Repeating a Course

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

College of Art
Same as Architecture

College of Arts & Sciences
If permission to retake a course is granted, both registrations will show on the transcript; the first grade will have the symbol “R” next to it, and the second grade will count towards the student’s GPA even if the second enrollment results in a lower grade.
Policies and Procedures

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

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

Transfer Credit /Summer School Credit
Advisors and/or students should contact the appropriate dean’s office for specific information regarding transfer credit as well as credit earned through summer course work.

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

Summer courses at another college or university: Students wishing to transfer credit for summer courses taken at fully accredited institutions should bring a full description of the course(s) to the Associate Dean of Students for prior approval. Upon receipt of a transcript indicating C work or better, credit for work will be transferred to the student’s Washington University record. Grades are not transferred. Online WU summer courses do not count as credit towards the degree. Non-Washington University courses do not count towards the 48 units of academic credit required in Arts & Sciences.

College of Art
Same as College of Architecture.

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

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

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

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

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

School of Engineering and Applied Science
The School of Engineering & Applied Science offers a variety of engineering courses each summer. Class times are varied to accommodate both traditional daytime students and those with full- or part-time employment. The Engineering Summer School calendar comprises one full eight-week evening session as well as several accelerated sessions of shorter duration. If you are interested in enrolling in an engineering summer course, you can obtain further information, advice and registration materials in 204 Lopata Hall, 314/935-5484.

Students must get prior approval before taking a course at another university. After completing the course, have an official copy of the transcript sent to the School of Engineering & Applied Science for evaluation. If the credit is accepted, the course will show on the transcript with the units, but not the grade. Only units of credit for courses with a grade of C or better will transfer. Note: English composition courses taken at other institutions to satisfy the school’s requirement must be pre-approved by the school’s English composition coordinator. If the course is so approved, the student must pass with a grade of B or better.

Engineering students may only enroll in a limited number of University College courses that have been preapproved by the Engineering Undergraduate Studies Committee. Please refer to the Undergraduate Bulletin for more specific information. http://bulletin.wustl.edu/engineering/policies/
OVERSEAS/STUDY ABROAD PROGRAMS

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

Information on Work Abroad
- Career Center Library
- Phone: 5-5930
- Box 1091

Financial Aid Questions (Re: study abroad)
- Vicki Mueller, Financial Aid Office
- Phone: 5-5900
- Box 1041

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

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

Contact List for Study Abroad Questions

<table>
<thead>
<tr>
<th>Overseas Programs Coordinator</th>
<th>Programs</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Julie Laveglia</td>
<td>Czech Republic, Denmark, Ghana, Hungary, India, Israel, Japan, Jordan, Kenya, Korea, Morocco, Russia, Senegal, Singapore, South Africa, Washington DC, SIT in Africa, Eastern Europe, Middle East, South Asia, and Eastern Asia, Wash U faculty-led summer.</td>
<td><a href="mailto:jdibera@wustl.edu">jdibera@wustl.edu</a></td>
<td>935-9607</td>
</tr>
<tr>
<td>Ms. Carrie Canham</td>
<td>Australia, China, Hong Kong, Ireland, New Zealand, United Kingdom, SIT in Australia and SE Asia.</td>
<td><a href="mailto:mosebach@wustl.edu">mosebach@wustl.edu</a></td>
<td>935-7695</td>
</tr>
<tr>
<td>Dr. Amy Suelzer</td>
<td>Brazil, Chile, Costa Rica, Cuba, France, Germany, Greece, Italy, Netherlands, Spain, Turkey; SIT in Latin America and Western Europe; and Spain; and all petitions.</td>
<td><a href="mailto:acsuelze@wustl.edu">acsuelze@wustl.edu</a></td>
<td>935-8372</td>
</tr>
</tbody>
</table>
Overseas/Study Abroad Programs

**Study Abroad Programs by School:**

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

**College of Art & Sciences**

See [http://overseas.wustl.edu/](http://overseas.wustl.edu/) for the most current list of programs.

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

**Arts & Sciences Study Abroad Basics:**

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

Frequently Asked Questions (See also the Study Abroad Website)

Q: Does financial aid apply to study abroad?
A: Yes. WU financial aid can apply to WU sponsored or approved study abroad programs with a duration of one or more semesters. Special rules apply to some scholarships. WU financial aid generally is not applicable to summer programs; loans may be available if a student is eligible.

Q: When are the general deadlines for study abroad?
A: For the fall semester and academic year programs, the deadline is February 1 of the previous year. For the spring semester programs, the deadline is generally May 1. Summer program deadlines vary tremendously and could fall anytime between October and February. It may be advantageous for student to apply early; some programs offer rolling admission.

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

Q: What letters of recommendation are required?
A: The type of recommendation required for study abroad programs varies from program to program. Most desire a character reference and general confirmation of the student's academic competence but some programs are looking for a more incisive assessment of a student’s scholarly potential. TAs, particularly from foreign language classes, may write a letter of recommendation for programs relevant to the field they teach. However, a faculty recommendation is preferred.

Q: How many semesters can one study away from the WU campus?
A: Two semesters (no more than 33 units will be credited for a year abroad). Students may petition if they have a compelling reason for an additional semester spent elsewhere. Students may combine summer programs with semester programs during their time at WU.

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

Q: Do grades from study abroad affect the WU GPA?
A: For most programs, grades for courses taken abroad do not affect the student's GPA at WU and do not appear on the WU transcript. There are few WU programs that have courses that factor into the WU GPA, particularly summer programs taught by WU faculty and WU programs with a required core course taught by a WU instructor. When then WU transcript does not reflect grades earned abroad, the transcript issued by the program or foreign institution are part of the student's academic file. These transcripts may be required by graduate or professional schools, competitive scholarships and fellowships, and jobs or transitional programs.
Overseas/Study Abroad Programs

**Olin School of Business**

**International Internship Programs**

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

- Complete 15 credit hours of course work and a demanding 15-week, full-time internship – work typically assigned to junior-level employees – with an institution such as Citigroup.
- Write an extensive research paper similar to a thesis and present it to faculty, fellow students and company representatives.
- Participate in experimental learning through study tours and/or colloquia.

International Internship Programs are offered in partnership with:

- London, United Kingdom
- Germany
- Paris, France
- Tel Aviv/Herzliya, Israel
- Sydney, Australia

**Traditional Study Abroad**

Olin offers semester-long programs to Olin BSBA students at the following partner schools:

- Bocconi University in Milan, Italy
- Chinese University of Hong Kong
- Hong Kong University of Science and Technology
- Carlos III in Madrid, Spain
- University of Maastricht, The Netherlands
- University of Melbourne, Australia
- Singapore Management University
- FGV in São Paulo, Brazil with CIEE
- ESCP in Paris, France
- WHU in Koblenz, Germany

Olin students are also eligible to participate in Washington University's Overseas Programs, such as WU in Shanghai, China. Tuition for the programs listed above is at the current Washington University semester rate and all financial assistance awards and academic scholarships apply.

**European Study Tour**

Students in the London, Paris, Italy, Koblenz and Madrid programs participate in a weeklong European Study tour. Students meet with government and business officials in an EU country to research their attitudes about a specific issue. At the end of the week, students represent the country at a mini-parliament exercise in Brussels, Belgium to debate the assigned issue.

**Summer Programs**

Olin also offers several summer and short-term opportunities as well. See the website for more information: [http://www.olin.wustl.edu/EN-US/academic-programs/bs-business-administration/global-programs/Pages/study-abroad.aspx](http://www.olin.wustl.edu/EN-US/academic-programs/bs-business-administration/global-programs/Pages/study-abroad.aspx)

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**Tammy Orahood**

Director of International Programs and Global Initiatives

Box 1133, Simon Hall 118C, Phone: 5-6315

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

The Sam Fox School sponsors semester and summer programs in Florence, Italy for students in both the College of Architecture and College of Art. The semester program takes place in the second semester of the junior year. Students apply in the spring semester of their sophomore year. To participate in the semester program, a grade point average of 3.0 or better is required. The summer program in Florence is offered to Sam Fox School students of all levels. The application deadline is in the spring semester.

The College of Architecture offers students in the fall semester of their senior year a study abroad option at DIS, an international school in Copenhagen, Denmark. Rising seniors may study at DIS in the summer.

Rising juniors and seniors from both colleges may also participate in the Summer Travel Drawing Program, offered every other summer alternating between European and Latin American cities.

Sam Fox School students are also eligible to participate in the University's overseas programs, available through the Office of International and Area Studies, which provide students with academic experiences in universities outside of the United States. In order to participate a student must submit study plan for the program to be approved by the faculty in the student’s major and the Assistant Director of Special Programs. The Colleges accept earned grades and credits only from approved programs. A portfolio review by the major faculty to confirm compliance with the proposal is required after return. Students are urged to enroll in a program that offers an equivalent of their major studio experience. If a student chooses to participate in a program that is not through the University they may petition the Study Abroad Committee or take a leave of absence. Details of the petition and leave of absence process are in the study abroad policy on the Sam Fox School website, [http://samfoxschool.wustl.edu/node/4133](http://samfoxschool.wustl.edu/node/4133).

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

| Whitney Wood |
| Coordinator of Special Programs |
| Sam Fox School of Design & Visual Arts |
| Bixby Hall, Suite 1 (lower level) |
| Phone: 5-4643 |
| Email: wwood@wustl.edu |
School of Engineering & Applied Science

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

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

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

Engineering Specific Study Abroad Programs

- Amman, Jordan (Summer Only)
- Dublin, Ireland
- Edinburgh, Scotland
- Hong Kong, China
- Istanbul, Turkey
- London, England
- Queensland, Australia
- Reykjavik, Iceland (Summer Only)
- Auckland, New Zealand
- Herzliya, Israel (Computer Science)
- Mumbai, India
- Madrid, Spain
- Aachen, Germany

See the website for more information: [http://www.engineering.wustl.edu/intstudyabroad.aspx](http://www.engineering.wustl.edu/intstudyabroad.aspx)

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

**Campus Life**

- Danforth University Center
- Box 1068
- Phone: 5-5994
- Fax: 5-8363
- Websites:
  - Danforth University Center: duc.wustl.edu
  - Community Service Office: communityservice.wustl.edu
  - Event Management: eventmanagement.wustl.edu
  - Student Involvement & Leadership: getinvolved.wustl.edu
  - Greek Life: glo.wustl.edu
  - Student Businesses: step.wustl.edu

**Mike Hayes**
Executive Director of Campus Life//Director of Greek Life
Phone: 5-4590
Email: michael.hayes@wustl.edu

**Leslie Heusted**
Director of the Danforth University Center & Event Management
Phone: 5-3964
Email: leslie.heusted@wustl.edu

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

Departments within Campus Life focus on providing student involvement and leadership opportunities for students. Staff members work directly as advisors with various community services, multicultural students, student media organizations; class and school councils; and social programming groups. The staff works closely with Student Union, which is the WUSTL undergraduate student government. The Danforth University Center provides a venue for many community events as well as for a variety of dining options and meeting places. Event Management books close to 13,000 events and activities during the course of an academic year. Various staff members are responsible for the Annika Rodriguez Scholars Program, StEP (Student Entrepreneurial Program), Gerry & Bob Virgil Ethic of Service Award, Leadership Initiative, the annual Excellence in Leadership Awards, and work with signature service programs and the Interfaith Campus Ministries Association. If you have a question regarding co-curricular activities or student involvement, there’s a good chance we can help!
**Student Services**

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### Career Center

- Career Center
- DUC 110 * Lopata Hall * Steinberg Hall
- Box 1091
- Phone: 5-5930
- E-Mail: careers@wustl.edu
- Website: careercenter.wustl.edu

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**Aimee Wittman**  
Director of Career Services  
Phone: 5-4435  
Email: awittman@wustl.edu

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### Tips for Helping Freshman Students

- **Connect with a Career Advisor.** The Career Center encourages each freshman student to meet with a career advisor to start talking about interests and how those interests translate into a future career choice. By meeting with a career advisor early on, students will have the chance to build a relationship that will help foster a successful Washington University experience, as well as more effective post-graduate planning. Please encourage your freshman advisees to schedule a meeting with a career advisor at some point during the year. To help students explore interests, the Career Center offers self-assessment tools, including MBTI, StrengthsQuest, and Strong Interest Inventory.

- **Develop a Professional Resume.** A formal resume is different from a resume used for college admission. The Career Center offers Quick Questions drop-in hours on weekdays between 11 a.m. and 5 p.m. Students can meet with a Career Peer to talk about what to highlight on their first professional resume.

- **Freshmen Programs.** Freshmen Early Action and FRESHstart are fall and spring semester events, respectively, that help acquaint freshmen with how the Career Center can support them through the life-long career development process. Freshman summer is a great time to learn more about oneself and interests through a summer job, volunteering, or shadowing. Summer experiences are an important way to build a student’s resume and gain practical work experience.

### Tips for Helping Sophomore Students

- **Sophomore GPS (Goals + Planning = Success).** Exclusively for the sophomore class, this event provides the opportunity to connect majors and skill sets with possible career paths. The event is held the evening before Fall Break.

- **Career Exploration.** Sophomore year is a great time for students to begin exploring different careers. The Career Center offers events throughout the year that connect them with professionals and alumni. These events are focused by either industry or geography. Students can find more information at careercenter.wustl.edu.

- **Alumni Career Externship (ACE) Shadowing Program.** The ACE Program is an opportunity for students to shadow an alumni sponsor in his or her place of business for two to three days during spring break. The opportunity offers the extern a glimpse of
what types of skills, knowledge and capabilities are needed to be successful in a particular industry. Applications for the ACE Program are posted in CAREERlink during the fall semester.

- **Internships & Research Opportunities.** Sophomores are encouraged to participate in their first internship or research opportunity either during the school year or the summer. Internships and research opportunities are great ways to try on different careers and build professional skills. Encourage your advisees to consider a summer internship following sophomore year, especially if they are planning to study abroad during their junior year.

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

- **Success Stories.** This interactive database allows students to network with and learn from other students’ internship, research, or volunteer experiences. Success Stories includes students’ experiences from summer 2011 through 2014 both in the U.S. and abroad.

**Tips for Helping Junior Students**

- **Trying On Interests.** Juniors tend to have a better idea of the careers that sound interesting but may need help narrowing down the list. An internship is a valuable tool to help evaluate a particular career. In addition, junior year is usually a student’s best chance to participate in a summer internship.

- **Start Looking Ahead.** Students who are heading to graduate or professional school need to research schools and start gathering application materials, as well as prepare for entrance exams. For students who will be looking for an entry-level or one-year job, junior year is a time to start researching organizations and building contacts at these organizations. Career fairs and on-campus employer information sessions are a great way for students to build relationships with recruiters and find out about internships and entry-level positions. In addition, the Career Center hosts networking events and industry-specific Road Shows in several cities throughout the year. Attending a Career Center-sponsored program is a great way to learn more about an industry or profession.

- **Career Camp.** Held every August, rising juniors and seniors are invited to reflect on their previous summer and create an action plan for the following year. Sessions include exploring options and interests; how to select and apply to the right graduate, medical, or law school; as well as resume, cover letter, networking, and interviewing preparation.

- **Junior Jumpstart.** Junior Jumpstart, held after spring semester finals, is a conference-style event meant to help our students create an action plan for senior year. The event features sessions on health professions, medical school, law school, graduate programs and the job search. Please encourage all of your juniors to attend this event.

**Tips for Helping Senior Students**

- The paths after graduation are unique for all WUSTL students. No matter what type of opportunity they are looking for, we can help your advisees gain the skills necessary to look for and secure their post-graduation opportunity.
Student Services

- **On-Campus Recruiting**: On-Campus Recruiting brings more than 100 employers to campus who are specifically looking to hire WUSTL seniors. Many employers hire students through on-campus interviews and resume collects.

- **Fall, Winter & Spring Career Fairs**: Fall, spring, and architecture career fairs bring more than 200 employers to campus who are looking to hire WUSTL students for full-time positions and internships. Employers from a wide range of industries are represented. Students are also invited to participate in the Career and Internship Consortium (CIC) career fairs held during winter break in New York, Washington, D.C., Boston, and Los Angeles.

- **SLAM events**: At these events, employers across all industries come to campus to pitch their job opportunities in a fast-moving, on-stage line-up. Immediately following the pitch, students have the opportunity to speak with each organization that struck their interest. The Career Center will host a Mosaic SLAM for Diversity & Inclusion opportunities, as well as a S.T.E.M. SLAM for science, technology, engineering, and math interests. Students can learn more and RSVP in CAREERlink.

- **Road Shows**: Each year, the Career Center takes groups of students to New York, Los Angeles, Washington, D.C., and other cities, to learn about a variety of organizations, internships, and post-graduate employment opportunities. The events are open to students who are interested in working in a particular city or industry.

- **Workgroups**: For students who can benefit from a more structured, regular check-in on their job search, a workgroup is an ideal resource. Career Center staff help facilitate the weekly meetings. Students are encouraged to take active roles in motivating themselves and each other as they learn the art of the job search.

- **Mock Interviews**: For seniors who will be going through the interview process for a job or graduate/professional school, the Career Center offers a specialized practice interview service for jobs, internships, medical school, graduate school, and case interviews. Students can schedule a one-on-one interview with a Career Center staff member to practice answering questions specific to their interview process.

- **Transitional Opportunities**: Many students are looking for a one- or two-year job that will give them time to find their next step, whether that is a graduate school program or a career. The Career Center can help connect students to the hundreds of opportunities that are available to them, whether it is organized programs such as Peace Corps or JET, or a position in a specific industry. Even if a student’s plans change at the last minute, Career Center staff are there to help.

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

- **Career Advising.** Take advantage of one-on-one career advising by calling (314) 935-5930 or visiting our office at DUC 110 to schedule an advising appointment.

- **Career Fairs.** Career fairs are a great opportunity for all of our students to connect with a diverse array of employers, from corporations to nonprofits, for internships and full-time positions. The Career Center helps host 3 on-campus and 4 off-campus career fairs throughout the year.

- **Employer Information Sessions and Lunch with a Pro Events.** Each year, the Career Center hosts over 200 employer information sessions in order for students to learn about an organization’s culture, open positions, and the characteristics they desire in applicants.

- **Internship & Job SLAM events.** Employers pitch their job opportunities in a fast-moving, on-stage line-up, with the opportunity for students to network with them afterwards.

- **Summer Meetups.** Through this summer program, students can engage with alumni and professionals to learn about an industry, career paths, and build connections. These events happen around the country over an informal meal.

- **Career Camp.** Offered to rising juniors and seniors, this event provides an opportunity for students to create an action plan for the following year. Students may choose from different sessions to find one right for them.

## Architecture and Art Career Center Contacts

<table>
<thead>
<tr>
<th>Martin Padilla</th>
<th>Jen Meyer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assistant Director, Career Development – Architecture</strong></td>
<td><strong>Assistant Director, Career Development – Art</strong></td>
</tr>
<tr>
<td>Phone: 5-5930</td>
<td>Phone: 5-5930</td>
</tr>
<tr>
<td>Email: <a href="mailto:mpadilla@wustl.edu">mpadilla@wustl.edu</a></td>
<td>Email: <a href="mailto:jennifer.meyer@wustl.edu">jennifer.meyer@wustl.edu</a></td>
</tr>
</tbody>
</table>

59
Weston Career Center (Olin School of Business)

- Knight Hall
- Room 210
- Box 1156
- Phone: 5-5950
- Fax: 5-4027
- Website: [http://olincareers.wustl.edu](http://olincareers.wustl.edu)

<table>
<thead>
<tr>
<th>Mark Brostoff</th>
<th>Brad McLeod</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Dean and Director</strong></td>
<td><strong>Senior Associate Director for Advising</strong></td>
</tr>
<tr>
<td>Phone: 5-8970</td>
<td>Phone: 5-5986</td>
</tr>
<tr>
<td>Email: <a href="mailto:brostoff@wustl.edu">brostoff@wustl.edu</a></td>
<td>Email: <a href="mailto:c.b.mcleod@wustl.edu">c.b.mcleod@wustl.edu</a></td>
</tr>
</tbody>
</table>

- The Weston Career Center (WCC) offers a full range of career planning and job-search services and resources for students in the Olin Business School. The WCC advisors are market savvy professionals who are passionate about helping students chart their career path. These seasoned industry specialists have a broad range of work experience in such areas as accounting, consulting, entrepreneurship, finance, health care, investment banking, consumer package goods, marketing, non-profit, retail, operations and supply chain. Advisors are available for individual mentoring and guidance on career goals and search strategies.

- In addition to advising, WCC offers skill-building (Advantage in the Workplace) programming, including workshops and seminars tailored to the specific needs of students in each degree program. Olin student clubs and the Weston Career Center work closely together to provide prep-sessions for Olin and Washington University students. They co-sponsor, promote and host sessions on such topics as preparing for career fairs, case interview techniques, internship success tips and personal finance. The WCC also maintains an Interview Lab with HDTV recording and playback capabilities.

- A required, sophomore-level career planning course (MGT250A) Building Your Career Foundation: Techniques and Strategies, is taught each fall and is designed to teach tools for lifelong career management. It begins with self-assessment and clarification of career goals and continues with job search strategies and tactics, such as résumé writing, interview preparation, self-introduction and networking.

- A wide variety of firms interview on-campus in the Simon Hall Interview Suite for full-time and internship positions. All positions are posted online through CAREERlink – on-campus recruiting, job postings and announcements. The WCC also coordinates several recruiting and networking events that provide opportunities for students to meet with alumni and hiring managers. Road Shows and Meet-the Firms events are held on-campus and in selected geographic locations, such as New York, San Francisco, Chicago, and Hong Kong.

- All business students are encouraged to make use of the information available on the WCC website [OlinCareers.wustl.edu](http://olincareers.wustl.edu), as well as the resources available in the Career Center, including the Management Communication Center (MCC). The WCC is also available to non-business students referred by other campus career centers for career, company, industry, and employment information related to the business world.
Located on the first floor of Gregg Residence House on the South 40, Cornerstone is a hub of academic support at Washington University, providing students with help in a variety of forms, including course-specific mentors, study groups, advisors of the day and intensive intersession review programs in gateway courses such as chemistry and mathematics. Other services include workshops on study skills and time management, as well as walk-in help desks for calculus, physics, and writing. Cornerstone also offers final exam work sessions and fee-based graduate and professional school entrance exam preparation courses. Our Tech Lab features learning software unavailable anywhere else on campus. Most services are free, and last year, over 2,500 students participated in one or more of our programs. For more information, visit our website cornerstone@wustl.edu or call 314-935-5970.

Cornerstone hires Academic Mentors, Note Takers, Proctors, and Tech Lab Assistants. Interested students should call or email cornerstone@wustl.edu.

Dr. Jan Duchek  Director  935-5946  jduchek@wustl.edu
Richard Payton  Assistant Director, Operations  935-5898  richard.payton@wustl.edu
Erin Winters  Student Resource Specialist  935-5970  wintere@wustl.edu
Kathy Atnip  Technology Services Specialist  935-5914  atnip@wustl.edu
Liz Reinhardt  Disability Resources Coordinator  935-8550  liz.reinhardt@wustl.edu
Dr. Joan Downey  PreHealth Professions Advisor  935-7997  downey@wustl.edu
Dr. Harvey Fields  Assistant Director, Academic Programs  935-5965  hrfields@wustl.edu
Ashley Gilkey  Diversity in Retention Coordinator  935-8802  ashley.gilkey@wustl.edu
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Libby Lessentine  Disability Resources Coordinator  935-4062  elessentine@wustl.edu
Margo Berger  Administrative Coordinator  935-5978  bergerm@wustl.edu
Susan Lowther  Writing Programs Coordinator  935-8099  selowthe@wustl.edu
Christine Street, J.D.  Assistant Director, Disability Resources  935-4153  christine.street@wustl.edu
Disability Resources

Located in Cornerstone: The Center for Advanced Learning
Gregg Hall, South 40, Box 1135
Phone: 5-5970
Fax: 5-7559
Website: disability.wustl.edu

Cornerstone is also home to Disability Resources (DR), the official source for students with disabilities or suspected disabilities. If a student has received accommodations in the past or has any physical, learning, attention, psychiatric, or medical disorders, they may request accommodations and services to ensure equal access in the classroom. It is important for incoming students and their families to know that the laws governing disability status eligibility differ between high school and college. To be eligible in college, students must have an impairment that substantially limits them in a major life activity in comparison to most people. DR helps students determine whether or not they are eligible. Students can visit the DR website to review the requirements for documenting their disability and requesting accommodations. Students should submit their documentation well before course registration to be sure there is no delay in getting accommodations after classes begin. Accommodations are determined on a case-by-case basis.

Visit our website at disability.wustl.edu or call Cornerstone at 314-935-5970 for more information. DR is located within Cornerstone, on the first floor of Gregg Residence House on the South 40.

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

Libby Lessentine  Disability Resources Coordinator  935-4062  elessentine@wustl.edu
Liz Reinhardt  Disability Resources Coordinator  935-8550  liz.reinhardt@wustl.edu
Christine Street, J.D.  Assistant Director, Disability Resources  935-4153  christine_street@wustl.edu
First Year Center

- Women’s Building, Room 12 (Tentative Location: Louderman 449 until mid-October)
- Box 1136
- Phone: 5-5040
- Fax: 5-8516
- firstyearcenter@wustl.edu
- http://firstyear.wustl.edu

The First Year Center supports new students, including freshmen, transfer, and exchange students, through their transition into the Washington University community. Our goal is to ensure each new student builds and sustains his or her academic and personal goals. We bring together people, programs, and resources to provide an undergraduate experience of exceptional quality where we come to know students by name and story and where we help them prepare for lives of purpose and meaning.

We work very closely with the five undergraduate divisions as well as the Office of Residential Life, Campus Life and other student services departments to help students settle into the place they will call home for the next few years. Much of the information students need will be given to them during Bear Beginnings: New Student Fall Orientation or Winter Welcome: New Student Spring Orientation. Reinforcement of those messages will come days later from faculty, advisors, Washington University Student Associates (WUSAs) and resident advisors (RAs).

Home to more than 20 unique programs and events, the First Year Center coordinates the following initiatives:

- **SOAR (Summer Orientation, Advising, Registration):** Two-day, overnight summer program hosted by the First Year Center and all four academic divisions. Students interact with faculty and staff, register for courses and explore St. Louis.
- **Pre-Orientaion:** This mix of 17 independently run programs offers students the opportunity to work with a campus organization, gain leadership skills, get an early start on campus involvement, and meet students with common interests.
- **Bear Beginnings and Winter Welcome:** These events officially introduce Washington University to new students and their families.
- **Parent & Family Orientation:** The official welcome for family members so they can learn about campus programs and resources that will be supporting their students.
- **First 40:** Sponsored by the First Year Center, Campus Life, and The Office of Residential Life, First 40 is a series of on- and off-campus social and cultural events held during the first 40 days of the fall semester. Signature events include Day 1, Night at the Museum, Saturday in the Park, Symphony on the South 40, a Bike-in Movie, and Carnival on the Swamp. More details can be found at first40.wustl.edu.
- **Parent & Family Weekend:** Parents and families return to campus to spend time with their students for this special weekend.
Student Services

- **First Year Center Executive Board (FYX):** Executive Board members volunteer for 18 months to plan and implement programs for first year students. They are also responsible for the recruitment, selection, training and supervision of a team of Washington University Student Associates (WUSAs).

- **Washington University Student Associates (WUSAs):** WUSAs support new students through their academic and social transition to the University. They serve as mentors, academic resources, celebrate milestones (such as the end of a big exam), and remind students of important deadlines such as add/drop and registration.

- **First Year Reading Program:** A stimulating book is provided to the incoming class, with common intellectual experiences built around the book throughout the year, starting with a discussion with a faculty member during Bear Beginnings.

- **Campus Connections:** Weekly programs to introduce the many resources on campus.

- **Emerging Leaders:** Co-sponsored by the First Year Center and Student Involvement and Leadership, this semester-long program held in the spring is designed to further the leadership development of first-year students.

- **Lunch by the Dozen:** Students in classes of 50 or more get to know faculty members in a series of relaxed and informal lunches or dinners.

- **Freshman Finale:** A celebration held at the end of the first year to allow students to reflect on their freshman experiences and recognize outstanding members of the University community who contributed to their first-year success.

- **Bear Facts:** A publication sent to all incoming students to prepare them for their arrival to campus.

- **Bear Bulletin e-Newsletter:** Distributed to freshmen throughout their first year. Some newsletters focus on important dates and events on campus, along with student and faculty spotlights.

- **Parent & Family Resource Calendar and Family Ties eNewsletter:** Publications sent to all family members, connecting them to campus.

### First Year Center Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Rob Wild</td>
<td>Associate Vice Chancellor and Dean of the First Year Center</td>
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<td><a href="mailto:rob.wild@wustl.edu">rob.wild@wustl.edu</a></td>
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<tr>
<td>Michael Toney</td>
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<tr>
<td>Terri Brennan</td>
<td>Department Secretary</td>
<td>5-5040</td>
<td><a href="mailto:brennan@wustl.edu">brennan@wustl.edu</a></td>
</tr>
</tbody>
</table>
Office for International Students and Scholars

- Stix International House
- 6470 Forsyth Blvd.
- Box 1083
- Phone: 5-5910
- Fax: 5-4075
- Website: http://www.oiss.wustl.edu

Kathy Steiner-Lang
Assistant Vice Chancellor/Director, OISS
Phone: 5-5910
Email: ksteiner@wustl.edu

English Language Programs (ELP) Staff
Karen Schwelle
Director, English Language Program
Phone: 5-5966
Email: kschwelle@wustl.edu

Student Advising Staff

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<tr>
<th>Martha Lynn Turner</th>
<th>Jason Marquart</th>
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<tbody>
<tr>
<td>Director, International Advising</td>
<td>Team Leader</td>
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<tr>
<th>Kaaren Quezada</th>
<th>Alma Von Gontard</th>
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<tbody>
<tr>
<td>Senior International Student Advisor</td>
<td>International Student Advisor</td>
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<td>Phone: 5-9675</td>
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<td>Email: <a href="mailto:Avongotard@wustl.edu">Avongotard@wustl.edu</a></td>
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<tr>
<th>Annette Burris</th>
<th>Catherine Sheskey</th>
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<tr>
<td>International Student Advisor</td>
<td>International Student Advisor</td>
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<tr>
<td>Phone: 5-3562</td>
<td>Phone: 5-7649</td>
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<tr>
<td>Email: <a href="mailto:Annette.burris@wustl.edu">Annette.burris@wustl.edu</a></td>
<td>Email: <a href="mailto:Catherine.sheskey@wustl.edu">Catherine.sheskey@wustl.edu</a></td>
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<tr>
<th>Desiree Harden</th>
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<tr>
<td>International Student Advisor</td>
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<tr>
<td>Phone: 5-7743</td>
</tr>
<tr>
<td>Email: <a href="mailto:Dharden@wustl.edu">Dharden@wustl.edu</a></td>
</tr>
</tbody>
</table>

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

- Assistance with cultural, personal and/or academic problems.
- Advice on immigration regulations and assistance in complying with SEVIS and US Citizenship and Immigration Services regulations.
Student Services

- Evaluation and instruction in English as a Second Language.
- Information and appropriate forms to applicants for undergraduate financial aid.
- Liaison with students' sponsors and/or government agencies.

- Assistance in preparing documents required by students' governments.
- Opportunities to participate in social, cultural, and educational activities both on and off campus.
- Workshops and seminars on specific areas of interest such as taxes or employment.
- Visa eligibility documents for international students, faculty, and researchers.

Office of Residential Life

**South Forty**
- Ground floor of So40 House
- Hours: 8:30 a.m.-5:00 p.m. weekdays
- Box 1250
- Phone: 5-5050
- Fax: 5-4001
- Website: [http://reslife.wustl.edu/](http://reslife.wustl.edu/)

**North Side Housing Area**
- Ground Floor of Village House
- Hours: 8:30 a.m.-5:00 p.m. weekdays
- Box 6500
- Phone: 5-8828
- Fax: 5-8783

Advisors are invited to call for information regarding students who live in Residential Life housing. All freshmen are required to live on campus.

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

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

Most first-year students are assigned to a double room in a Residential College located on the South Forty, however many students are assigned to both single and triple rooms as well.

The **North Side Housing Area** located on the northwest corner of campus includes Lopata and Village Houses. The Village is intended to blend living and learning, action and thought, and to encourage student involvement. Students who share a common interest choose to live together in a small group known as a BLOC. Millbrook Square and Village East Apartments are located on the North Side. In addition, Residential Life is responsible for students residing in the following
off-campus apartment areas:
- University Drive
- Greenway Place
- The Lofts of Washington University
- University Terrace
- 520 Kingsland
- 6665 Washington Avenue
- Rosedale Court Apartments

Molly Pierson (5-4928) is the full-time Residential Life Staff Member working directly with the off-campus apartment areas.

**Residential College Directors** (alpha order by residential college)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residential College</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Viager</td>
<td>Beaumont/Lee (William Greenleaf Eliot Residential College)</td>
<td>5-4123</td>
</tr>
<tr>
<td>John Land</td>
<td>Danforth/Shepley/Wheeler (William Greenleaf Eliot Residential College)</td>
<td>5-9605</td>
</tr>
<tr>
<td>Steph Meyer</td>
<td>Dardick/Nemerov (Wayman Crow Residential College)</td>
<td>5-7409</td>
</tr>
<tr>
<td>Anthony Williams</td>
<td>Dauten/Rutledge/Shanedling</td>
<td>5-3312</td>
</tr>
<tr>
<td>Abby Kruszynski</td>
<td>Gregg/Lien (Robert S. Brookings Residential College)</td>
<td>5-7422</td>
</tr>
<tr>
<td>Aaron Rutledge</td>
<td>Hitzeman/Hurd/Myers</td>
<td>5-3111</td>
</tr>
<tr>
<td>Kayla Kromer</td>
<td>Koenig/Liggett</td>
<td>5-8913</td>
</tr>
<tr>
<td>Matt Valenti</td>
<td>Lopata/Village House</td>
<td>5-4264</td>
</tr>
<tr>
<td>Trish Gomez</td>
<td>Millbrook/Village East, Greenway, 520 Kingsland, 6665 Washington University Drive</td>
<td>5-3205</td>
</tr>
<tr>
<td>Courtney Brewster</td>
<td>Mudd/Park</td>
<td>5-8295</td>
</tr>
<tr>
<td>Tyler DeShon</td>
<td>The Lofts of Washington University and University Terrace</td>
<td>5-7105</td>
</tr>
<tr>
<td>Nick Dietrich</td>
<td>Rubelmann/So40 House/Umrah</td>
<td>5-3792</td>
</tr>
<tr>
<td>Austin Sweeney</td>
<td>Thomas Eliot A &amp; B</td>
<td>5-3113</td>
</tr>
</tbody>
</table>

**Looking up Student Information**

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

**Students leaving the University**

Please encourage students to complete the Room Cancellation Form for those students who are withdrawing or taking a leave from the University. The link to the form is located on the Residential Life website.
University-Owned Off Campus Apartments Managed by Quadrangle Housing

- 700 Rosedale Court
- Campus Box 1016
- Hours: 8:30 a.m.- 5:00 p.m. weekdays
- Phone: 5-9511
- Fax: 5-9515

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

Student Technology Services

- Gregg Storefront, between the Clock Tower and the Underpass
- 6614 Shepley Dr., Box 1245, St. Louis, MO 63105
- Phone: 935-7100
- Fax: 935-8308
- ResTech Website: http://sts.wustl.edu
- Email: student.technology@wustl.edu
- **Help Desk Hours:** Sunday through Thursday, noon – midnight
  Friday and Saturday, noon – 6:00 pm
- **Administrative Offices Hours:** Monday through Friday, 8:30 am – 5:00 pm

Student Technology Services provides a computer lab in every Residential College. Residential students have access to the labs twenty-four hours a day. The labs are equipped with dual-boot iMac computers so students can use both Windows and Mac OS. Additionally, each lab has a high-volume printer maintained by STS that students can use for academic printing.

Other services provided by STS include technical support at the STS Help Desk, such as virus removal, hardware diagnosis, wireless troubleshooting, limited data recovery, email support, general technology service, cable TV service, and University telephone services. In addition, personal technology assistance is available from Student Technology Coordinators (STCs) living in each Residential College.

Engineering Communication Center

- Urbauer 104
- Box 1102
- Phone: 5-4902
- Email: ecc@seas.wustl.edu

<table>
<thead>
<tr>
<th>Sandra Matteucci</th>
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<tbody>
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<td>Phone: 5-4902</td>
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<td>Email: <a href="mailto:smatteucci@wustl.edu">smatteucci@wustl.edu</a></td>
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</tbody>
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The Engineering Communication Center offers students the opportunity to confer one-on-one with faculty instructors. We address individual concerns on a wide variety of topics, including resumes and cover letters, writing assignments, and personal statements. Oral presentations can be rehearsed and videotaped. Our services are not limited to engineering students, but our collective expertise is in technical writing or projects with a scientific or technical component. Students are encouraged to call, e-mail, or stop in to schedule an appointment.
Student Health Services (SHS)

General Health Services
- Habif Health and Wellness Center
- Dardick House, Box 1201
- Phone: 5-6666
- Website: shs.wustl.edu
- Regular Hours: Mon, Tues, Thurs. 8:00 a.m. – 6:00 p.m.
  Wednesday 10:00 a.m. – 6:00 p.m.
  Friday 8:00 a.m. – 5:00 p.m.
Urgent Care Hours: Sat. (when school in session) 9:00 a.m.–1:00 p.m.

Alan Glass, MD
Assistant Vice Chancellor and Director
Phone: 5-9626
Email: glass@wustl.edu

All medical and mental health concerns may be referred to Student Health Services. Specialty services at SHS include orthopedics, psychiatry, nutrition, physical therapy, and gynecology are available by appointment at shs.wustl.edu or 5-6666.

SHS now has on line capabilities for students to make or cancel appointments. This can be done via the website at shs.wustl.edu. SHS is now accepting medical health history information online and does not require a physical exam or physician’s signature. The information can be submitted via the SHS website using their WU ID and password.

Urgent Care
Students may speak with a Registered Nurse after business hours to seek advice about urgent or emergent care by calling 5-6666 and selecting option one. Students who are in need of urgent or emergent care services while SHS is closed and who are not able to call for nursing advice should call Campus Police at 5-5555 while on campus, or 911 while off campus, and go to the nearest emergency department for treatment.

Student Insurance
This program is available to all full-time, degree seeking students. Students may obtain information about the student health insurance plan by going to the Student Health Services website at shs.wustl.edu. Students may waive out of the student plan by providing proof of comparable coverage. Please follow the website links to “Health Insurance” for information about the waiver process.

Insurance
Student Health Services is a participating provider on most insurance plans. Students should arrive to SHS with their health insurance card. SHS will then collect any co-pay required of the student’s insurance plan and bill the balance to the insurance company. Students will receive all communication from the billing service to the local address indicated in Webstac. Students should monitor their local mail in the event there is a balance due to SHS for services.
Mental Health Services

Regular Hours: Monday, Tues, Thurs 8:00 a.m. – 6:00 p.m.
Wednesday 10:00 a.m. – 6:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.

<table>
<thead>
<tr>
<th>Thomas Brounk, Ph.D.</th>
<th>Forrest Ceballos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Mental Health Services</td>
<td>Appointments for Mental Health Services</td>
</tr>
<tr>
<td>Phone: 5-5955</td>
<td>Phone: 5-6695</td>
</tr>
<tr>
<td>Email: <a href="mailto:tom_brounk@aismail.wustl.edu">tom_brounk@aismail.wustl.edu</a></td>
<td>Email: <a href="mailto:ceballos@wustl.edu">ceballos@wustl.edu</a></td>
</tr>
</tbody>
</table>

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

Advisors wishing to make direct referrals to Mental Health Services should call 5-6695. There is no charge for counseling appointments up to 9 visits per academic year. Additional fees apply beyond the 9th visit. Students are eligible for up to 16 counseling appointments per academic year.

Psychiatry appointments are available for medication management. Fees for psychiatry appointments are billed to the student’s insurance company. Any co-pays due are collected at the time of service. There are no appointment limits to consult with a psychiatrist.

Among the most common concerns students bring to the service:
- Low confidence in themselves
- Finding, keeping, or losing a partner
- Relating well with others
- Puzzling emotional states (most frequently anxiety and depression)
- Family relationships
- Grief and loss
- Eating Concerns
- Life direction and purpose
- Academic and other performance anxiety
- Other intense or difficult psychological conditions

Services:

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

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

It is generally possible for a student to see a counselor shortly after a request for counseling is made. If necessary, students will be seen on the same day. When referring a student, use Forrest Ceballos’ name as a first point of contact as it will feel more personal than saying “Call Student Health”.

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

Health Promotion Services

- Habif Health and Wellness Center
- Dardick House
- Phone: 5-7139
- Fax: 5-8515
- Website: shs.wustl.edu

Health Promotion Services works to help students build healthy decision making skills, reduce risk, and take care of themselves and their friends. Health Promotion supports students reaching their full potential in academics, outside the classroom, and beyond Washington University.

The office uses resources and programming to promote the expertise of their colleagues in Medical Services and Mental Health Services and helps students access what they need at Student Health.

Health Promotion Services trains student leaders in Residential Life, Greek Life, and Campus Life, and advises students involved in peer health education on key topics, including: alcohol/other drugs, interpersonal violence, relationships/sexual health, stress/sleep/anxiety, nutrition/fitness/body image, and basic self-care.
The Office of Undergraduate Research (OUR) facilitates undergraduate research in all disciplines. The OUR unites students and mentors, assists with funding, and promotes research by sponsoring symposia and publishing students work. It offers workshops to help students make effective presentations and maintains a knowledge base of available research opportunities.

For advice on getting started, find funding, presenting at the symposium and more please visit the OUR web site at ur.wustl.edu.
Student Services

The Writing Center

- Olin Library, Level 1
- Box 1061
- Phone: 5-4981
- Website: writingcenter.wustl.edu

Robert Patterson

Director
Phone: 5-9817
Email: rhpatter@wustl.edu

<table>
<thead>
<tr>
<th>Days</th>
<th>Fall &amp; Spring Hours:</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>11:00 a.m. - 9:00 p.m.</td>
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<th>Days</th>
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<td>Friday</td>
<td>2:00 - 5:00 p.m.</td>
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</table>

The Writing Center is a free service for all WU students. The Writing Center tutors are trained to help students at any stage of the writing process, including brainstorming, developing and clarifying argument, organizing evidence, and improving style. Tutors will not edit or proofread papers. They teach students how to edit their own papers. Students are seen primarily by appointment; walk-ins are accepted as the schedule allows.

In The Speaking Studio, a service of The Writing Center, students work with a tutor on any oral presentation and receive help on all speaking issues, from argument and organization to gestures and intonation.

Frequently Asked Questions

**Q:** Can ESL students find language help at The Writing Center?
**A:** Writing Center tutors are happy to work with all ESL writers, but are not ESL experts. Students with serious ESL difficulties should also contact the Stix International House for specific ESL tutoring and classes.

**Q:** Can students currently enrolled in Writing 1 courses use The Writing Center?
**A:** Absolutely, but students also see their Writing 1 instructors. The instructors know the assignments and work regularly with the students on their writing so they can provide very helpful guidance.
# Departmental Contacts

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

<table>
<thead>
<tr>
<th>Department</th>
<th>DUS Contact</th>
<th>Phone</th>
<th>DUS Email</th>
<th>Box</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>American Culture Studies</td>
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<td>IAS – European Studies</td>
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<tr>
<td>Department</td>
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<tr>
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<td>Music</td>
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<tr>
<td>Performing Arts – Dance</td>
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<tr>
<td>Performing Arts – Drama</td>
<td>Rob Henke</td>
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<tr>
<td>Philosophy</td>
<td>Margaret Baxley</td>
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<td>1073</td>
</tr>
<tr>
<td>Philosophy-Neuroscience-Psychology</td>
<td>Ron Mallon</td>
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<tr>
<td>Physics</td>
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<tr>
<td>Political Science</td>
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<td>Psychology</td>
<td>Leonard Green</td>
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<tr>
<td>Religion and Politics</td>
<td>Rachel Lindsey</td>
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<td>Religious Studies</td>
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<tr>
<td>Urban Studies</td>
<td>Carol Camp Yeakey</td>
<td>5-6241</td>
<td><a href="mailto:cyeakey@wustl.edu">cyeakey@wustl.edu</a></td>
<td>1183</td>
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<td>Women, Gender &amp; Sexuality Studies</td>
<td>Barbara Baumgartner</td>
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<td>1078</td>
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