For Schedule of Classes Online
visit
www.classschedule.wayne.edu

To Register for Classes Online
visit
pipeline.wayne.edu

Web computer lab available
Monday through Thursday, 8:30 am - 6:00 pm
Friday 8:30 am - 5:00 pm
5057 Woodward Avenue, 5th Floor.
WSU AccessID Information for New Students

Your WSU AccessID & password combination is your personal key to accessing computing services and resources at Wayne State:

- **WSU Pipeline**—for single access to systems, information, and self-services on the Web,
- **WSU E-mail and calendars**—on Wayne Connect,
- **Blackboard**—for courses, materials, e-Portfolios on the Web,
- **Library computers and resources**, wireless or wired **Internet access** on campus,
- **discounted software purchases** (Microsoft Office, Adobe products),
- **free software downloads**, including a full-featured AntiVirus program.

• Your WSU AccessID is made up of two letters + four numbers (like xy6789) and your temporary password is your 9-digit WSU personal ID/PID (like 000999999).

• These numbers were mailed to you when you applied to Wayne State, for use of some AccessID services (to track your application and use Library computers).

• The very first time you log in to WSU Pipeline (at pipeline.wayne.edu), you are asked to make the following settings to use WSU electronic services:
  - Change your temporary AccessID password for your security and the university’s.
  - Select a challenge question and response (so you can easily and quickly change your AccessID password yourself, if or when you forget it).
  - Register your cell phone number (if you wish to receive emergency alerts from Wayne State via text to your cell) and select your Broadcast Messaging preferences.

• After you’re admitted to Wayne State, you can access many more electronic services, including a free e-mail account with 10 GB of storage on Wayne Connect. To set this up, log in to Pipeline again after you’re admitted. You now are asked to:
  - Set Mail Forwarding if you use another e-mail address (HotMail, etc.), so you receive class assignments and other e-mail sent to your WSU E-mail address.
  - Create an E-mail Name to personalize your e-mail address (johndoe@wayne.edu).

• **Lost your AccessID?** Look it up yourself at wayne.edu: click WSU Directories.

• **Forgot your password?** Select a challenge question, so you can change it yourself.

Still need help with your WSU AccessID and password?

Call the Computing & Information Technology Help Desk at (313) 577-4778
# TABLE OF CONTENTS

**CALENDARS**
- ACADEMIC, REGISTRATION. .............................................................. 2

**DEPARTMENT DIRECTORY** .............................................................. 3 - 5

**GENERAL INFORMATION**
- ACADEMIC. ....................................................................................... 13 - 14
- STUDENT SERVICES. ......................................................................... 15 - 22
- TRANSCRIPTS. .................................................................................... 23 - 24
- TUITION AND FEES. ................................................................. 25 - 29

**FERPA RELEASE** .................................................................................. 12

**FINAL EXAM SCHEDULES** ................................................................. 8 - 10

**REGISTRATION INFORMATION** ............................................................ 7

**RELEASE OF DIRECTORY INFORMATION** .............................................. 11

**TERM TRIAL CLASS SCHEDULE** ............................................................ 6

---

**STUDENTS MAY NOT ATTEND CLASSES IN WHICH THEY ARE NOT OFFICIALLY REGISTERED.**

THIS BOOK CONTAINS INFORMATION ABOUT PROCEDURES FOR WHICH YOU ARE RESPONSIBLE. PLEASE KEEP IT FOR REFERENCE.

WAYNE STATE UNIVERSITY RESERVES THE RIGHT TO CHANGE INFORMATION LISTED IN THIS SCHEDULE WHEN SUCH ACTION IS DEEMED NECESSARY.

AN EQUAL NUMBER OF CLASS MEETINGS DAYS ARE NEEDED THROUGHOUT THE TERM. TO MAKE UP FOR CLASS DAYS LOST DUE TO THE OBSERVANCES OF HOLIDAYS, SUBSTITUTE DAYS ARE SCHEDULED. CHECK THE TERM CALENDAR FOR MORE INFORMATION.
<table>
<thead>
<tr>
<th>School of Business Administration</th>
<th>ACC</th>
<th>Accounting</th>
<th>100 Rands House</th>
<th>577-4530</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B A</td>
<td>Business Administration</td>
<td>300 Prentis</td>
<td>577-4525</td>
</tr>
<tr>
<td></td>
<td>FIN</td>
<td>Finance</td>
<td>300 Prentis</td>
<td>577-4525</td>
</tr>
<tr>
<td></td>
<td>GSC</td>
<td>Global Supply Chain Management</td>
<td>300 Prentis</td>
<td>577-4525</td>
</tr>
<tr>
<td></td>
<td>ISM</td>
<td>Information Systems Management</td>
<td>300 Prentis</td>
<td>577-4525</td>
</tr>
<tr>
<td></td>
<td>MGT</td>
<td>Management</td>
<td>300 Prentis</td>
<td>577-4525</td>
</tr>
<tr>
<td></td>
<td>MKT</td>
<td>Marketing</td>
<td>300 Prentis</td>
<td>577-4525</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Education</td>
<td>AED</td>
<td>Educ: Art Education</td>
<td>163 Art Building</td>
<td>577-1742</td>
</tr>
<tr>
<td></td>
<td>BBE</td>
<td>Educ: Bilingual/Bicultural Ed</td>
<td>2 North Education</td>
<td>577-1615</td>
</tr>
<tr>
<td></td>
<td>CED</td>
<td>Educ: Counselor Education</td>
<td>3 North Education</td>
<td>577-1613</td>
</tr>
<tr>
<td></td>
<td>CTE</td>
<td>Educ: Career and Tech Educ</td>
<td>2 South Education</td>
<td>577-0991</td>
</tr>
<tr>
<td></td>
<td>D E</td>
<td>Educ: Driver Education</td>
<td>265 Matthaei</td>
<td>577-4265</td>
</tr>
<tr>
<td></td>
<td>ED</td>
<td>Educ: Education</td>
<td>441 Education</td>
<td>577-1620</td>
</tr>
<tr>
<td></td>
<td>EDA</td>
<td>Educational Administration</td>
<td>389 Education</td>
<td>577-5950</td>
</tr>
<tr>
<td></td>
<td>EDP</td>
<td>Educational Psychology</td>
<td>3 North Education</td>
<td>577-1614</td>
</tr>
<tr>
<td></td>
<td>EED</td>
<td>Educ: English Education</td>
<td>2 South Education</td>
<td>577-0991</td>
</tr>
<tr>
<td></td>
<td>EER</td>
<td>Educ: Evaluation and Research</td>
<td>3 North Education</td>
<td>577-1613</td>
</tr>
<tr>
<td></td>
<td>EHP</td>
<td>Educ: History and Philosophy</td>
<td>3 North Education</td>
<td>577-1743</td>
</tr>
<tr>
<td></td>
<td>ELE</td>
<td>Educ: Elementary Education</td>
<td>2 North Education</td>
<td>577-1615</td>
</tr>
<tr>
<td></td>
<td>EPS</td>
<td>Educ: Policy Studies</td>
<td>389 Education</td>
<td>577-5950</td>
</tr>
<tr>
<td></td>
<td>H E</td>
<td>Educ: Health Education</td>
<td>265 Matthaei</td>
<td>577-4265</td>
</tr>
<tr>
<td></td>
<td>HEA</td>
<td>Educ: Health</td>
<td>265 Matthaei</td>
<td>577-4265</td>
</tr>
<tr>
<td></td>
<td>I T</td>
<td>Educ: Instructional Technology</td>
<td>381 Education</td>
<td>577-1728</td>
</tr>
<tr>
<td></td>
<td>KHS</td>
<td>Kinesiology, Health and Sports</td>
<td>265 Matthaei</td>
<td>577-4265</td>
</tr>
<tr>
<td></td>
<td>KIN</td>
<td>Kinesiology</td>
<td>265 Matthaei</td>
<td>577-4265</td>
</tr>
<tr>
<td></td>
<td>LED</td>
<td>Educ: Language Education</td>
<td>2 North Education</td>
<td>577-1615</td>
</tr>
<tr>
<td></td>
<td>LFA</td>
<td>Educ: Lifestyle Fitness Activities</td>
<td>265 Matthaei</td>
<td>577-4265</td>
</tr>
<tr>
<td></td>
<td>MAE</td>
<td>Educ: Mathematics Education</td>
<td>2 South Education</td>
<td>577-0991</td>
</tr>
<tr>
<td></td>
<td>RCI</td>
<td>Educ: Rehab &amp; Counseling</td>
<td>3 North Education</td>
<td>577-1613</td>
</tr>
<tr>
<td></td>
<td>RLL</td>
<td>Educ: Reading, Lang &amp; Lit</td>
<td>2 South Education</td>
<td>577-1742</td>
</tr>
<tr>
<td></td>
<td>SCE</td>
<td>Educ: Science Education</td>
<td>2 South Education</td>
<td>577-0991</td>
</tr>
<tr>
<td></td>
<td>SED</td>
<td>Educ: Special Education</td>
<td>2 North Education</td>
<td>577-4035</td>
</tr>
<tr>
<td></td>
<td>SSE</td>
<td>Educ: Social Studies Educ</td>
<td>2 North Education</td>
<td>577-1615</td>
</tr>
<tr>
<td></td>
<td>TED</td>
<td>Educ: Teacher Education</td>
<td>2 North Education</td>
<td>577-0902</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division of Educational Outreach Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2664 Academic/Admin. Bldg...</td>
<td>577-4682</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Engineering</td>
<td>AET</td>
<td>Alternative Energy Technology</td>
<td>1100W Engineering</td>
<td>577-3780</td>
</tr>
<tr>
<td></td>
<td>B E</td>
<td>Basic Engineering</td>
<td>1100 Engineering</td>
<td>577-3780</td>
</tr>
<tr>
<td></td>
<td>BME</td>
<td>Biomedical Engineering</td>
<td>818 Hancock Ave/BIOE Bldg.</td>
<td>577-3780</td>
</tr>
<tr>
<td></td>
<td>C E</td>
<td>Civil and Environmental</td>
<td>2100E Engineering</td>
<td>577-3789</td>
</tr>
<tr>
<td></td>
<td>CHE</td>
<td>Chemical Engineering</td>
<td>1100W Engineering</td>
<td>577-3800</td>
</tr>
<tr>
<td></td>
<td>E T</td>
<td>Engineering Technology</td>
<td>4855 Fourth Street/Engg Tech Bldg.</td>
<td>577-0800</td>
</tr>
<tr>
<td></td>
<td>ECE</td>
<td>Electrical and Computer</td>
<td>3100W Engineering</td>
<td>577-3920</td>
</tr>
<tr>
<td></td>
<td>EET</td>
<td>Electrical/Electronic</td>
<td>4855 Fourth Street/Engg Tech Bldg.</td>
<td>577-0800</td>
</tr>
<tr>
<td></td>
<td>HWM</td>
<td>Hazardous Waste Management</td>
<td>1100W Engineering</td>
<td>577-3800</td>
</tr>
<tr>
<td></td>
<td>I E</td>
<td>Industrial Engineering</td>
<td>2143.1 Manufacturing Engg Bldg.</td>
<td>577-3821</td>
</tr>
<tr>
<td></td>
<td>M E</td>
<td>Mechanical Engineering</td>
<td>2100W Engineering</td>
<td>577-3843</td>
</tr>
<tr>
<td></td>
<td>MCT</td>
<td>Mech. Engineering Technology</td>
<td>4855 Fourth Street, Engg Tech Bldg.</td>
<td>577-0800</td>
</tr>
<tr>
<td></td>
<td>MSE</td>
<td>Materials Science and</td>
<td>1100W Engineering</td>
<td>577-3800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Fine, Performing, &amp; Comm Arts</td>
<td>A H</td>
<td>Art History</td>
<td>150 Community Arts</td>
<td>577-2980</td>
</tr>
<tr>
<td></td>
<td>ACR</td>
<td>Art: Ceramics</td>
<td>60 Art</td>
<td>577-2980</td>
</tr>
<tr>
<td></td>
<td>ACS</td>
<td>Art: Special Seminars</td>
<td>150 Art</td>
<td>577-2980</td>
</tr>
<tr>
<td></td>
<td>ADE</td>
<td>Art: Design</td>
<td>354 &amp; 360 Art</td>
<td>577-2980</td>
</tr>
<tr>
<td></td>
<td>ADR</td>
<td>Art: Drawing</td>
<td>3133 Old Main</td>
<td>577-2980</td>
</tr>
<tr>
<td></td>
<td>AFA</td>
<td>Art: Fashion Design &amp;</td>
<td>2133.1 Old Main</td>
<td>577-3318</td>
</tr>
<tr>
<td></td>
<td>AFI</td>
<td>Art: Fiber</td>
<td>2117.2 Old Main</td>
<td>577-2993</td>
</tr>
<tr>
<td></td>
<td>AGD</td>
<td>Art: Graphic Design</td>
<td>150 Art</td>
<td>577-2980</td>
</tr>
</tbody>
</table>

3.
<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIA</td>
<td>Art: Interior Design</td>
<td>Old Main</td>
<td>577-2995</td>
</tr>
<tr>
<td>AID</td>
<td>Art: Industrial Design</td>
<td>Old Main</td>
<td>577-2980</td>
</tr>
<tr>
<td>AIN</td>
<td>Art: Interdisciplinary Electronic Design</td>
<td>Old Main</td>
<td>577-2980</td>
</tr>
<tr>
<td>AME</td>
<td>Art: Metals</td>
<td>Old Main</td>
<td>577-2980</td>
</tr>
<tr>
<td>APA</td>
<td>Art: Painting</td>
<td>Old Main</td>
<td>993-6785</td>
</tr>
<tr>
<td>APH</td>
<td>Art: Photography</td>
<td>Old Main</td>
<td>577-2980</td>
</tr>
<tr>
<td>APR</td>
<td>Art: Printmaking</td>
<td>Old Main</td>
<td>577-2997</td>
</tr>
<tr>
<td>ASL</td>
<td>Art: Sculpture</td>
<td>Old Main</td>
<td>577-3677</td>
</tr>
<tr>
<td>COM</td>
<td>Communication</td>
<td>Old Main</td>
<td>577-2943</td>
</tr>
<tr>
<td>D R</td>
<td>Dispute Resolution</td>
<td>Old Main</td>
<td>577-3221</td>
</tr>
<tr>
<td>DNC</td>
<td>Dance</td>
<td>Old Main</td>
<td>577-4273</td>
</tr>
<tr>
<td>DNE</td>
<td>Dance Education</td>
<td>Old Main</td>
<td>577-4273</td>
</tr>
<tr>
<td>FPC</td>
<td>Fine Arts Seminar</td>
<td>Gullen Mall</td>
<td>577-5342</td>
</tr>
<tr>
<td>MED</td>
<td>Music Education</td>
<td>Old Main</td>
<td>577-1795</td>
</tr>
<tr>
<td>MUA</td>
<td>Music Applied - Ensemble</td>
<td>Old Main</td>
<td>577-1795</td>
</tr>
<tr>
<td>MUH</td>
<td>Music History</td>
<td>Old Main</td>
<td>577-1795</td>
</tr>
<tr>
<td>MUP</td>
<td>Music - Private Instruction</td>
<td>Old Main</td>
<td>577-1795</td>
</tr>
<tr>
<td>MUT</td>
<td>Music Theory</td>
<td>Old Main</td>
<td>577-1795</td>
</tr>
<tr>
<td>THR</td>
<td>Theatre</td>
<td>Old Main</td>
<td>577-3508</td>
</tr>
<tr>
<td>ASN</td>
<td>Asian Studies</td>
<td>Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>AST</td>
<td>Astronomy</td>
<td>Physics Bldg.</td>
<td>577-2721</td>
</tr>
<tr>
<td>AUD</td>
<td>Audiology</td>
<td>Rackham Bldg.</td>
<td>577-1393</td>
</tr>
<tr>
<td>BIO</td>
<td>Biological Sciences</td>
<td>Biological Sciences Bldg.</td>
<td>577-2873</td>
</tr>
<tr>
<td>CBS</td>
<td>Chicano-Boricua Studies</td>
<td>Old Main</td>
<td>577-4378</td>
</tr>
<tr>
<td>CHM</td>
<td>Chemistry</td>
<td>Old Main</td>
<td>577-7784</td>
</tr>
<tr>
<td>CHI</td>
<td>Chinese</td>
<td>Old Main</td>
<td>577-7784</td>
</tr>
<tr>
<td>CLA</td>
<td>Classics</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>CSC</td>
<td>Computer Science</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>ECO</td>
<td>Economics</td>
<td>Old Main</td>
<td>577-3345</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
<td>Old Main</td>
<td>577-2450</td>
</tr>
<tr>
<td>FRE</td>
<td>French</td>
<td>Old Main</td>
<td>577-7701</td>
</tr>
<tr>
<td>GEL</td>
<td>Geology</td>
<td>Old Main</td>
<td>577-2506</td>
</tr>
<tr>
<td>GER</td>
<td>German</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>GPH</td>
<td>Geography &amp; Urban Planning</td>
<td>Old Main</td>
<td>577-2701</td>
</tr>
<tr>
<td>GRK</td>
<td>Greek</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>HEB</td>
<td>Hebrew</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>HIS</td>
<td>History</td>
<td>Old Main</td>
<td>577-2525</td>
</tr>
<tr>
<td>I D</td>
<td>Interdisciplinary Studies</td>
<td>Old Main</td>
<td>577-8001</td>
</tr>
<tr>
<td>I H</td>
<td>Interdisciplinary Humanities</td>
<td>Old Main</td>
<td>577-0832</td>
</tr>
<tr>
<td>I R</td>
<td>Industrial Relations</td>
<td>Old Main</td>
<td>577-4380</td>
</tr>
<tr>
<td>ISP</td>
<td>Interdisciplinary Studies Program</td>
<td>Old Main</td>
<td>577-0832</td>
</tr>
<tr>
<td>ISS</td>
<td>Interdisciplinary Social Sciences</td>
<td>Old Main</td>
<td>577-0832</td>
</tr>
<tr>
<td>IST</td>
<td>Interdisciplinary Science &amp; Technology</td>
<td>Old Main</td>
<td>577-0832</td>
</tr>
<tr>
<td>ITA</td>
<td>Italian</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>JPN</td>
<td>Japanese Studies</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>LAT</td>
<td>Latin</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>LBS</td>
<td>Labor Studies</td>
<td>Old Main</td>
<td>577-2191</td>
</tr>
<tr>
<td>LIN</td>
<td>Linguistics</td>
<td>Old Main</td>
<td>577-8642</td>
</tr>
</tbody>
</table>

Graduate School Program

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTX</td>
<td>Molecular and Cellular Toxicology</td>
<td>Old Main</td>
<td>577-2170</td>
</tr>
<tr>
<td>SCP</td>
<td>Scientific Computing</td>
<td>Old Main</td>
<td>577-2170</td>
</tr>
</tbody>
</table>

Honors College

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON</td>
<td>Honors</td>
<td>Undergrad Library</td>
<td>577-3030</td>
</tr>
</tbody>
</table>

College of Liberal Arts and Sciences

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A S</td>
<td>American Studies</td>
<td>Old Main</td>
<td>577-2450</td>
</tr>
<tr>
<td>AFS</td>
<td>Africana Studies</td>
<td>Old Main</td>
<td>577-2321</td>
</tr>
<tr>
<td>ALB</td>
<td>Albanian</td>
<td>Old Main</td>
<td>577-2321</td>
</tr>
<tr>
<td>ANT</td>
<td>Anthropology</td>
<td>Old Main</td>
<td>577-2935</td>
</tr>
<tr>
<td>ARB</td>
<td>Arabic</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
<tr>
<td>ARM</td>
<td>Armenian</td>
<td>Old Main</td>
<td>577-3002</td>
</tr>
</tbody>
</table>

4.
<table>
<thead>
<tr>
<th>Department</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT Mathematics</td>
<td>1150 Faculty/Admin Bldg</td>
<td>577-2479</td>
</tr>
<tr>
<td>N E Near Eastern Literature</td>
<td>487 Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>NFS Nutrition and Food Sciences</td>
<td>3009 Science</td>
<td>577-2500</td>
</tr>
<tr>
<td>NPS Peace and Conflict Studies</td>
<td>2319 Faculty/Admin. Bldg</td>
<td>577-3453</td>
</tr>
<tr>
<td>PHI Philosophy</td>
<td>5057 Woodward, Room 12202</td>
<td>577-2474</td>
</tr>
<tr>
<td>P S Political Science</td>
<td>2040 Faculty/Admin. Bldg</td>
<td>577-2630</td>
</tr>
<tr>
<td>POL Polish</td>
<td>487 Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>PHY Physics</td>
<td>135 Physics</td>
<td>577-2721</td>
</tr>
<tr>
<td>RUS Russian</td>
<td>487 Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>SCI Multidisciplinary (MA)</td>
<td>220 Physics Bldg</td>
<td>577-7816</td>
</tr>
<tr>
<td>SLA Slavic</td>
<td>487 Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>SLP Speech and Language Pathology</td>
<td>Rackham Bldg</td>
<td>577-3339</td>
</tr>
<tr>
<td>SOC Sociology</td>
<td>2228 Faculty/Admin. Bldg</td>
<td>577-2930</td>
</tr>
<tr>
<td>SPA Spanish</td>
<td>487 Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>STA Statistics</td>
<td>1150 Faculty/Admin. Bldg</td>
<td>577-2479</td>
</tr>
<tr>
<td>SWA Swahili</td>
<td>5057 Woodward, Room 11002</td>
<td>577-2321</td>
</tr>
<tr>
<td>U P Urban Planning</td>
<td>3198 Faculty/Admin Bldg</td>
<td>577-2701</td>
</tr>
<tr>
<td>U S Urban Studies</td>
<td>3198 Faculty/Admin Bldg</td>
<td>577-2701</td>
</tr>
<tr>
<td>UKR Ukrainian</td>
<td>487 Manoogian</td>
<td>577-3002</td>
</tr>
<tr>
<td>W S Women's Studies</td>
<td>5057 Woodward, Room 12100.3</td>
<td>577-6331</td>
</tr>
</tbody>
</table>

**Library and Information Science Program**

LIS Library and Information Science
106 Kresge Library

**School of Medicine**

ANA Anatomy and Cell Biology
8374 Scott Hall

BMB Biochemistry and Molecular Biology
4374 Scott Hall

BMS Medical Science, Basic
1128 Scott Hall

C B Cancer Biology
329 Lande Building

I M Immunology and Microbiology
7374 Scott Hall

IBS Biomed Sci, Interdisciplinary
1128 Scott Hall

MBG Molecular Biology and Genetics
3216 Scott Hall

MPH Master of Public Health
101 Alexandrine East, 237

OBG Obstetrics and Gynecology
5CTR Hutzel Hospital

PHC Pharmacology
6374 Scott Hall

PSL Physiology
5374 Scott Hall

PTH Pathology
9374 Scott Hall

PYC Psychiatry
9B University Health Center

RAD Radiology
3L8 Detroit Receiving Hospital DMC

ROC Radiation Oncology
1st Level UHC DMC

**College of Nursing**

NUR Nursing
10 Cohn

**Eugene Applebaum College of Pharmacy and Health Sciences**

AN Anesthesia
2342 APHS

CLS Clinical Laboratory Sciences
5439 Woodward Ave

IHS Health Sci, Interdisciplinary
2517 APHS

M S Mortuary Science
5439 Woodward Ave

O T Occupational Therapy
2248 APHS

OEH Occupational & Env. Health Sciences
5142 APHS

P T Physical Therapy
2248 APHS

PAS Physician Assistant Studies
2590 APHS

PHA Pharmacy
2190 APHS

PPR Pharmacy Practice
2190 APHS

PSC Pharmaceutical Sciences
3610 APHS

R T Radiation Therapy Tech
1130 APHS

**School of Social Work**

S W Social Work
105 Thompson Home

**Academic Success Center**

R E Reading Efficiency
1600 Undergrad Library

**Career Services**

UCS University Counseling Services
1001 /Faculty/Admin. Bldg
As calendar dates are revised, accurate Academic and Registration Calendars can be found at
http://reg.wayne.edu/students/schedule.php
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30a.m.</td>
<td>8:30a.m.</td>
<td>8:30a.m.</td>
<td>8:30a.m.</td>
<td>8:30a.m.</td>
<td>8:30a.m.</td>
</tr>
<tr>
<td>9:35a.m.</td>
<td>9:35a.m.</td>
<td>9:35a.m.</td>
<td>9:35a.m.</td>
<td>9:35a.m.</td>
<td>9:35a.m.</td>
</tr>
<tr>
<td>10:40a.m.</td>
<td>10:40a.m.</td>
<td>10:40a.m.</td>
<td>10:40a.m.</td>
<td>10:40a.m.</td>
<td>10:40a.m.</td>
</tr>
<tr>
<td>11:45a.m.</td>
<td>11:45-1:10p.m.</td>
<td>11:45a.m.</td>
<td>11:45-1:10p.m.</td>
<td>11:45a.m.</td>
<td>11:45a.m.</td>
</tr>
<tr>
<td>12:50p.m.</td>
<td></td>
<td></td>
<td></td>
<td>12:50p.m.</td>
<td>12:50p.m.</td>
</tr>
<tr>
<td>1:55p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00p.m.</td>
<td></td>
<td></td>
<td></td>
<td>3:00p.m.</td>
<td>3:00p.m.</td>
</tr>
<tr>
<td>4:30p.m.</td>
<td></td>
<td></td>
<td></td>
<td>4:30p.m.</td>
<td>4:30p.m.</td>
</tr>
<tr>
<td>5:30-7:20p.m.</td>
<td></td>
<td></td>
<td></td>
<td>5:30-7:20p.m.</td>
<td>5:30-7:20p.m.</td>
</tr>
</tbody>
</table>
TUITION AND FEE RATES AVAILABLE ON THE WEB at:
www.classschedule.wayne.edu
http://apps.reg.wayne.edu/tuition

REGISTRATION INFORMATION

Address Changes

It is very important that you notify the University when you change your address. Change your address through WSU Pipeline at http://pipeline.wayne.edu You need your WSU AccessID and password to enter WSU Pipeline.

If you don’t know your WSU AccessID, you can look it up yourself at http://www.wayne.edu, as follows:
Click WSU Directories on the left, then click on WSU People Search and then search by your name.

If you haven’t used your AccessID yet, your password is your 9-digit WSU Student ID (found on your OneCard).

1. In the Web browser’s Location/Address bar, type http://pipeline.wayne.edu and press Enter/Return.
2. You’re now at the WSU Pipeline Website. In the Secured Access Login box (upper left), type in your WSU AccessID and Password and then click OK. (See above.)
3. After you log in successfully, click 1) Student tab; 2) View Personal Info link-located below Student Self-Service; 3) the Update Address(es) and Telephone Number(s) link then follow the directions.

Closed/Full Classes

To inquire about entering a closed class, contact the department offering the class for assistance. Departmental phone numbers are listed after the Table of Contents in 2008-2009 General Registration Information Booklet.

Registration Fee

Students who drop all classes during priority registration will have the registration fee waived. If the student registers for only one class and it is cancelled by the University, the registration fee will automatically be removed. For all other complete withdrawals processed after priority registration, the registration fee is non-refundable.

Web Registration prevents registration/add/drop if:
- You have an academic or financial hold or have been academically dismissed.
- You have not been admitted to the University for the term registering.
- You have not registered for several years and have not had your records reactivated. You may need to contact Student Records at (313) 577-3531 before registering.

Academic Status/Hold Release

Once classes for a term have begun, the University Advising Center WILL NOT permit registrations for any student with a probation / exclusion / readmission status.

Tuition and fees

- Due in full by the last day of the late registration period including the registration fee.
- There are no automatic cancellations of registrations due to lack of payment or non-attendance of classes.

WEB REGISTRATION / ADD / DROP (http://pipeline.wayne.edu)

7:00 am to 12:00 midnight
The Registration system is unavailable on Sundays.

REGISTRATION ASSISTANCE IS AVAILABLE
MONDAY THROUGH FRIDAY FROM 8:30 AM - 5:00 PM
CLOSED SATURDAYS, SUNDAYS AND HOLIDAYS

7.
**FINAL EXAM SCHEDULE - FALL 2009**

Grades are available on the web at Pipeline 72 hours after taking the final examination.

<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday, December 16</th>
<th>Thursday, December 17</th>
<th>Friday, December 18</th>
<th>Saturday, December 19</th>
<th>Monday, December 21</th>
<th>Tuesday, December 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.-10:30 a.m.</td>
<td>All classes meeting on Mondays at 8:30 a.m.</td>
<td>All classes meeting on Tuesdays at 8:30 a.m.</td>
<td>All classes meeting on Mondays at 9:35 a.m.</td>
<td>All Saturday classes will hold their final exams during regular meeting patterns</td>
<td>All classes meeting on Mondays at 10:40 a.m. or 11:10 a.m.</td>
<td>All classes meeting on Tuesdays at 12:50 p.m.</td>
</tr>
<tr>
<td>10:40 a.m.-1:10 p.m.</td>
<td>All classes meeting on Tuesdays at 10:40 a.m. or 11:10 a.m.</td>
<td>All classes meeting on Mondays at 11:45 a.m.</td>
<td>All classes meeting on Tuesdays at 11:45 a.m.</td>
<td>All classes meeting on Mondays at 12:50 p.m.</td>
<td>All classes meeting on Tuesdays at 12:50 p.m.</td>
<td>All classes meeting on Tuesday's at 12:50 p.m.</td>
</tr>
<tr>
<td>1:20 p.m.-3:50 p.m.</td>
<td>MAT 1800, COM 1010 and all classes meeting on Mondays at 1:25 p.m. or 1:55 p.m.</td>
<td>SPA 1010, 1020, 1060, MAT 2010 and all classes meeting on Tuesdays at 1:25 p.m. or 1:55 p.m.</td>
<td>GER 1010, 1020, 2010, 1050 and all classes meeting on Mondays at 3:00 p.m.</td>
<td>FRE 1010, 1020, 1060, 2010, ITA 1010 and all classes meeting on Tuesdays at 3:00 p.m.</td>
<td>ACC 3010 and 3020 will hold a group exam on Friday, December 18 from 6:00 p.m. to 8:45 p.m.</td>
<td>ECO 2010 and 2020 will hold a group exam on Friday, December 18 from 6:30 p.m. to 8:30 p.m.</td>
</tr>
</tbody>
</table>

**Principles Governing the Final Exam Week Schedule:**

All classes meeting at 4:00 p.m. or later will hold final exams during their regular meeting period in the final exam week and be limited to their scheduled hours. Requests for extended hours will be granted if a classroom is available and the instructor has determined that the extended hours will not cause students a conflict with their other final exams.

Any deviation from the final exam schedule must be initiated by the instructor, approved by the instructor's dean and scheduled through the Registration and Scheduling office. Requests for extended hours will be granted if the instructor has determined that the extended hours will not cause his/her students to have conflicts with other final examinations.

Students are not required to take more than two exams in one day. A student with more than two scheduled final exams on one day may (not must) petition to the instructor of the course with the lowest number students enrolled, to arrange an alternate time for the final exam. Such petitions must be made at least one week prior to the scheduled date of the final exam.

In situations where conflicts exist between the regular day schedule and the group exam schedule, the group exam takes precedence. If there is a conflict among the regular schedule, group exam and evening schedule, the group exam takes precedence. The instructor with the fewest students in the remaining two classes will offer alternate arrangements to students.

Any student unable to take a final exam at the scheduled time due to religious convictions shall petition (notify) the instructor in advance of the final exam to arrange an alternate time.
Grades are available on the web at Pipeline 72 hours after taking the final examination.

<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday, April 28</th>
<th>Thursday, April 29</th>
<th>Friday, Apr 30</th>
<th>Saturday, May 1</th>
<th>Monday, May 3</th>
<th>Tuesday, May 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.-10:30 a.m.</td>
<td>All classes meeting on Mondays at 8:30 a.m.</td>
<td>All classes meeting on Tuesdays at 8:30 a.m.</td>
<td>All classes meeting on Mondays at 9:35 a.m.</td>
<td>All classes meeting on Tuesdays at 9:35 a.m.</td>
<td>All classes meeting on Mondays at 10:40 a.m. or 11:10 a.m.</td>
<td>All classes meeting on Tuesdays at 10:40 a.m. or 11:10 a.m.</td>
</tr>
<tr>
<td>10:40 a.m.-1:10 p.m.</td>
<td>All classes meeting on Tuesdays at 10:40 a.m. or 11:10 a.m.</td>
<td>All classes meeting on Mondays at 11:45 a.m.</td>
<td>RSP MAT 0993 &amp; All classes meeting on Tuesdays at 11:45 a.m.</td>
<td>All classes meeting on Mondays at 12:50 p.m.</td>
<td>All classes meeting on Mondays at 12:50 p.m.</td>
<td>All classes meeting on Tuesday's at 12:50 p.m.</td>
</tr>
<tr>
<td>1:20 p.m.-3:50 p.m.</td>
<td>MAT 1800, COM 1010 and all classes meeting on Mondays at 1:55 p.m.</td>
<td>SPA 1010, 1020 1060, 2010 MAT 2010 and all classes meeting on Tuesdays at 1:25 p.m.</td>
<td>GER 1010, 1020, 2010, MAT 1050 and all classes meeting on Mondays at 3:00 p.m.</td>
<td>Fre 1010, 1020, 1060, 2010, ITA 1020 and all classes meeting on Tuesdays at 3:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACC 3010 and 3020 will hold a group exam on Friday, April 30 from 6:00 p.m. to 8:45 p.m.
ECO 2010 and 2020 will hold a group exam on Friday, April 30 from 6:30 p.m. to 8:30 p.m.

**Principles Governing the Final Exam Week Schedule:**

All classes meeting at 4:00p.m. or later will hold final exams during their regular meeting period in the final exam week and be limited to their scheduled hours. Requests for extended hours will be granted if a classroom is available and the instructor has determined that the extended hours will not cause students a conflict with their other final exams.

Any deviation from the final exam schedule must be initiated by the instructor, approved by the instructor's dean and scheduled through the Registration and Scheduling office. Requests for extended hours will be granted if the instructor has determined the extended hours will not cause his/her students to have conflicts with other final examinations.

Students are not required to take more than two exams in one day. A student with more than two scheduled final exams on one day may (not must) petition to the instructor of the course with the lowest number students enrolled, to arrange an alternate time for the final exam. Such petitions must be made at least one week prior to the scheduled date of the final exam.

In situations where conflicts exist between the regular day schedule and the group exam schedule, the group exam takes precedence. If there is a conflict among the regular schedule, group exam and evening schedule, the group exam takes precedence. The instructor with the fewest students in the remaining two classes will offer alternate arrangements to students.

Any student unable to take a final exam at the scheduled time due to religious convictions shall petition (notify) the instructor in advance of the final exam to arrange an alternate time.
FINAL EXAMINATION SCHEDULE
SPRING/SUMMER TERM 2010

SPRING SESSION  MAY 10– JUNE 29, 2010
Examinations for the Spring Session will be held Monday, June 28 and Tuesday, June 29 at the regularly scheduled class meeting times. Classes meeting four days a week may schedule examinations on both days. Classes meeting Monday - Wednesday pattern will hold their exams on Monday, June 28. Classes meeting on a Tuesday - Thursday pattern will hold their exams on Tuesday, June 29.

SPRING/SUMMER TERM  MAY 10 – AUG 5, 2010
Examinations for the Spring/Summer Term will be held Monday, August 2 through Thursday, August 5 at the regularly scheduled class meeting times.

SUMMER SESSION  JUNE 30 – AUGUST 20, 2010
Examinations for the Summer Session will be held Thursday, August 19 and Friday, August 20 at the regularly scheduled class meeting times. Classes meeting four days per week may schedule exams on both days. Classes meeting on a Monday - Wednesday pattern will hold their exams on Friday, August 20. Classes meeting on a Tuesday - Thursday pattern will hold their exams on Thursday, August 19.

For classes, which do not meet on Monday or Tuesday, the instructor should determine when the class could best meet and call Registration and Scheduling, 577-3500, for a room.

For classes which do not follow the meeting patterns listed above (i.e. Meet one evening per week), the instructor should determine when the class can best meet and call Registration and Scheduling, 577-3500.

Principles Governing the Final Exam Week Schedule:

All classes meeting at 4:00p.m. or later will hold final exams during their regular meeting period in the final exam week and be limited to their scheduled hours. Requests for extended hours will be granted if a classroom is available and the instructor has determined that the extended hours will not cause students a conflict with their other final exams.

Any deviation from the final exam schedule must be initiated by the instructor, approved by the instructor's dean and scheduled through the Registration and Scheduling office. Requests for extended hours will be granted if the instructor has determined the extended hours will not cause his/her students to have conflicts with other final examinations.

Students are not required to take more than two exams in one day. A student with more than two scheduled final exams on one day may (not must) petition to the instructor of the course with the lowest number students enrolled, to arrange an alternate time for the final exam. Such petitions must be made at least one week prior to the scheduled date of the final exam.

In situations where conflicts exist between the regular day schedule and the group exam schedule, the group exam takes precedence. If there is a conflict among the regular schedule, group exam and evening schedule, the group exam takes precedence. The instructor with the fewest students in the remaining two classes will offer alternate arrangements to students.

Any student unable to take a final exam at the scheduled time due to religious convictions shall petition (notify) the instructor in advance of the final exam to arrange an alternate time.
After careful review, Wayne State University has decided to change its long-standing policy and to allow the release of certain Directory Information about students. Directory Information is the information listed below. Unless a student tells us that she or he does not want this information released, it will be available to third parties upon request. In addition, the student’s name, WSU e-mail address, college, and major will be visible in WSU’s Electronic Directory on the Internet.

Further, Federal regulations also requires that educational institutions, such as Wayne State University, release certain student information to Department of Defense military recruiters upon request (the Solomon Amendment). The information that will be released to Department of Defense military recruiters is designated below with an asterisk.

*The student’s name, address and telephone number
*The student’s age or date of birth
*The student’s level of education, academic major, and any degrees received
*The educational institution in which the student was most recently enrolled
  Degrees, Honors and Awards received
  E-Mail Address
  Participation in sports or other activities
  Height and weight of members of athletic teams

If you do not want this information released, you must formally request that Wayne State University not release it. Once you instruct us not to release information, you need take no further action. Please complete, date, and sign the form below and return it to the Office of the Registrar if you wish to prevent the release of your information.

______________________________________________________________________________________
Office of the Registrar
Wayne State University
5057 Woodward
5th Floor
Detroit, Mi. 48202-3489.
______________________________________________________________________________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID Number</th>
</tr>
</thead>
</table>

I request that no information be released to third parties, except as required by law.

Date ___________________________ Signature ___________________________
FERPA RELEASE

Name of Student: _______________________________ WSUID: ______________________

DOB: __________________________

I, the undersigned, authorize WSU to release records and information relating to grades, course performance, disciplinary proceedings, tuition and fees, schedules, and financial aid to ______________________________________________________________________

(Name and Address of Person/Agency to Receive Information)

for the purpose of monitoring education progress and:

____________________________________________

____________________________________________

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to WSU, but that any such revocation shall not affect disclosures previously made by WSU prior to the receipt of any such written revocation.

_______________________________________       ________________________________

Student’s Signature                       Date

_______________________________________

Signature of Parent or Guardian
(If student is under 18)

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF THE FAMILY EDUCATION RIGHTS PRIVACY ACT (FERPA) AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS WHICH PROHIBIT DISCLOSURE OF EDUCATIONAL INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED.

Return this form to:  WSU Office of the Registrar, 5057 Woodward Ave Detroit, MI 48202

| Shaded area for Registrar’s use only | SOAFOLK updated by: | SOAFOLK updated on: |
ACADEMIC
GENERAL INFORMATION

Auditing Classes
Students who wish to elect classes as Audit must first obtain the necessary approvals on the Register/Add/Closed form. They can not register for these classes by Web. The form must be submitted in-person to the department offering the class for approval and then take to the Registration Office for processing. Students receive no grades or credits for classes that are audited. The tuition assessment for the course is the same as if it were taken for academic credit. Students are not permitted to take quizzes and examinations in audited courses. Students may not normally change from audit status after registering for the course. In some cases, exceptions may be permitted during the term with written recommendation of the instructor and the written approval of the Dean of the college/school in which the student is enrolled. The Graduate School does not encourage students to audit graduate level courses.

Class Repeat
Effective the Fall 2006 term, when a course is repeated, credit is only granted once. The last grade and credit hours for a repeated course are used in computing a student’s grade point average and for awarding credit hours applicable for a degree even if lower than the previous grade. If a student anticipates an attempt to take a class for the third (3) time, he/she must meet with an academic advisor to receive permission for this attempt. If a student anticipates an attempt to take a class for the fourth (4) time, he/she must obtain written permission from the chair (or his/her designee) of the department offering the course and the chair (or his/her designee) of the student’s home department. No student shall attempt to take a class more than four (4) times.

Class Restrictions (e.g., full/closed class, level, program)
You should contact the applicable department to discuss your options. If the department allows you into the class, they will enter a specific permit code that is preventing the registration. You can then complete your registration via Campus Pipeline.

Dropping a Class (see Term Calendar for specific tuition cancellation dates)
To drop a class prior to needing the instructor’s authorization, log on to the Web at www.pipeline.wayne.edu. Select the “Registration” tab from the self-service menu then follow the instructions that are on the page.

Withdrawal from Classes When an Instructor’s Authorization is Required (see the Term Calendar for the specific tuition cancellation dates) To withdraw from a class that requires an instructor’s authorization, log on to the Web at www.pipeline.wayne.edu Select the “Withdrawal from a Class” tab from the self-service menu then follow the instructions that are on the page. Students are not permitted to withdraw from classes after the final examination period begins. Classes for which a grade has been earned may not be dropped.

Graduate Students in Undergraduate Classes
Graduate students can register for undergraduate classes. Tuition and fees are assessed by the student’s primary college/school. Therefore, graduate students registering for graduate and undergraduate classes will be assessed graduate tuition and fees for all classes. Students who wish to earn graduate credit must not enroll as Post-Bachelor status. This is an undergraduate status in which graduate credit cannot be earned.

Graduation Applications
The deadline for Degree or Certificate Applications is the end of the fourth week of class and is indicated on the Term Calendar. All Degree or Certificate Applications are now completed through WSU Pipeline only. Once you have logged in at www.pipeline.wayne.edu Click the Student Tab > Apply for Degree or Certificate. You have the ability to submit your $40.00 application via online check, credit card, or you may apply it to your tuition and fee balance.

13.
**Guest Student Status**

Students attending another accredited collegiate institution and wishing to attend Wayne State University for one term are considered Guest students. Admission is based on the “home” institution certifying that the applicant is in good standing, has an overall “C” average and has earned at least 15 semester hours of credit. Admission is granted for only one term if the above stated conditions are met. Guest students are not eligible to receive Financial Aid from Wayne State University. Applications should be submitted to Wayne State University, Office of Admissions, P.O. Box 02759 Detroit, MI 48202-3412. Admissions Office: (313) 577-3577.

**Holds: Academic and Financial**

Initial eligibility to register for classes each semester is based on a student's admission status with the University. All students must be authorized by the University in order to enroll in classes. Holds may be placed on student records and registration denied to a student for academic reasons (e.g. probation or dismissal), a disciplinary problem, money owed to the University, failure to return library books and/or other supplies and equipment, and/or non-compliance with program, departmental, college, or University regulations.

A Hold will be placed on the record of any student who has past indebtedness to the University. While the hold is in effect, registration for a subsequent term will not be permitted, transcripts of academic work taken at the University will not be furnished, nor will a diploma be issued. Student grades may be recorded but are not considered as being earned nor is a degree earned until the student has satisfied all unpaid tuition as well as money borrowed from student loan programs.

**Passed-Not Passed Grading Option (Undergraduate Students Only)**

Undergraduate students who elect classes as Passed-Not Passed must first obtain the necessary approvals on the Register/Add/Drop Form. You can not change the grading mode for these classes. You must submit the form in-person to the department offering the class for approval then submit it to the registration office for manual processing. After classes have begun, a student may not change from this program to a letter grade or vice versa. (SEE COURSE BULLETIN FOR DETAILED DESCRIPTION.)

**Placement and Qualifying Examinations**

Registration in some classes is contingent upon passing scores on departmental placement or qualifying examinations. When applicable, this prerequisite is listed in the Course Bulletin. For information on the examination dates, times, and fees, please contact the Testing and Evaluation Services Office at 577-3400 or the appropriate departments.

Chemistry 577-7784  English 577-2450  Mathematics 577-2479

**Prerequisites/Corequisites**

Students are responsible for observing all class prerequisites, corequisites and limitations printed in the Course Bulletin. If you attempt to register for a class and receive a “prereq” error message, contact the department offering the class for additional information.

**Visitor Program**

The Visitor Program allows any adult who is not currently enrolled in credit courses at Wayne State to attend a wide range of University courses in a non-credit status. Visitor status students do not receive academic credit and do not receive acknowledgement on transcripts. Provided space is available, adults may enroll as Visitors in most of the courses listed in the Schedule of Classes. It is not necessary to be formally admitted to the University to take advantage of the Visitor Program. Visitor status students do not submit written work or take examinations. Registration for both on-campus and off-campus classes takes place the first week of classes and is processed by the Division of Educational Outreach Programs, located on the main campus.

Tuition is one-half of the freshman credit hour rate plus one-half of the registration fee. Tuition must be paid in full at the time of registration. Payment is accepted by money order, check, or Master Card. Students may register in person or by calling 313-577-4665.
STUDENT SERVICES
GENERAL INFORMATION

The following is an alphabetical list of services available to Wayne State University students. Unless otherwise noted, these services are provided on a voluntary, non-cost basis. All University phone numbers begin with 577 or 993; from on-campus phones, dial 7 or 3 and the last four digits of the number.

ACADEMIC ADVISORS
Depending on your specific needs you will want to contact your college, department or the University Advising Center.

ACADEMIC SUCCESS CENTER 1600 DAVID ADAMANY UNDERGRADUATE LIBRARY 577-3165
Free academic support is provided through group and individual tutoring, Supplemental Instruction, workshops, classes and individual meeting with professional Learning Specialists. If you are struggling in a course, stop by the Academic Success Center to learn more about our free services. Supplemental Instruction is offered in many 1000 and 2000 level courses, and is special group-tutoring designed specifically for each unique class. Studies have shown that students utilizing SI on a regular basis raise their course grade by one-half to one full letter grade. A list of SI-supported courses is available at the ASC.

BOOKSTORE (BARNES & NOBLE) 82 W. WARREN 577-2436
The WSU Barnes & Noble bookstore offers great services to students of Wayne State University as well as the community of Detroit. Stop in and enjoy our wonderful Starbucks Cafe which is great for a quick meal, study stop or time with a study group. Our store is part of the WSU wireless network giving you wireless access to your Internet needs. We offer a large selection of supplies, dorm, office and computer accessories. Our WSU gift selection is outstanding and our Warrior Shop is always showing the latest in collegiate wear showing the pride of Wayne State University. Our General Reading department is a great recourse for required reading material and offers a daily 30% discount on all National Bestseller Titles. We boast one of the largest medical and legal reference inventories in the area and have a wealth of resources for test prep such as the MCAT or NCLEX. Our textbook department carries course required and related materials for Wayne State University. We offer a huge selection of used books saving you 25% off new book prices. Our web site offers you the convenience of Internet shopping at www.whywaitforbooks.com. Here you can check your course book and price information by class as well as the convenience of free in store pick-up or have your books shipped to you for a small charge. We offer buy back on textbook titles all year round paying you up to 50% of the selling price NO MATTER WHERE YOU PURCHASED YOUR BOOK! The best time to sell your textbooks for the greatest value is during the weeks around finals. Our store is open during the Fall and Winter terms Mon.-Thurs. from 8:30-7:00, Friday from 8:30-6:00, and Sat. from 10:00-5:00. Our Starbucks Cafe opens Mon.- Fri. at 8:00 and closes 30 minutes prior to the main store. We extend our store hours for the first two weeks of the new term. Please visit our Barnes & Noble store located outside the Towers Residence Hall on Anthony Wayne Drive as well as our Barnes & Nibble location in the Student Center for all your convenience item needs. Store information is always available at www.whywaitforbooks.com.

CAREER SERVICES 1001 FACULTY/ADMINISTRATION BUILDING 577-3390
Fax: 313-577-9943, www.careerservices.wayne.edu
Career Services provides help to students and alumni in defining career and employment goals and assists them in their search for employment opportunities. In addition to the following services, it offers topical workshops, career-related events, and group and individual career/employment counseling. The Office welcomes the opportunity to discuss customized services to meet individual needs.

Career Development: The main focus of this service is to help students explore career options, clarify their career goals, and link those goals to appropriate academic paths. Individual and group services are available.

Cooperative Education, Internships, and Summer Programs: Comprehensive, paid, professional, career-, and non-career related work experiences are available, including a wide variety of part- and full-time experiential learning situations. Orientation workshops are offered on an ongoing basis.

On-Campus Student Employment: Students may work on campus up to twenty hours per week as a Student Assistant or College Work-Study student. Job openings may be viewed in-house or on line via our open posting system.
Professional Employment and On-Campus Recruiting: Graduating students and alumni may increase professional employment opportunities through on-campus interviews, resume referral, career fairs, in-house and on-line job postings, and a myriad of career-related support services.

CASHIER OFFICE 1100 ACADEMIC ADMINISTRATIVE BUILDING 577-3650

Fall and Winter business hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday. Summer business hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. The Cashier Office processes departmental deposits and student tuition and fee payments. They also distribute all University checks, including payroll and student emergency loans.

CASHIER SATELLITE OFFICE 42 WEST WARREN WELCOME CENTER 577-3057

Office hours are 8:45 a.m. to 5:00 p.m. Monday through Friday. The Office accepts student tuition and fee payments, and One-card payments.

CHILD CARE 577-4103

A listing of childcare centers on or near campus is available at designated locations throughout the campus area and at the Campus Information and Service Center.

COMPUTERS • INTERNET • E-MAIL • SELF-SERVICES & COURSES ON THE WEB.... 577-4778

Many computing services are available to Wayne State students, including convenient self-services for doing university business, as well as courses on the Web — provided by Computing & Information Technology (C&IT):

• Your WSU AccessID (e.g., xy6789) — your personal key to accessing the Wayne State computing services and resources listed below — for more information, visit computing.wayne.edu/accessid.

• Using computers on campus and at WSU extension centers — to find a computer you can use to work on an assignment or access the Internet and WSU’s network visit computing.wayne.edu/labs.

• Internet access on and off campus (in addition to computers on campus):

  Wireless Internet — for wireless locations on WSU’s campuses and instructions for setting up a connection to wireless@wayne from a laptop or notebook computer, visit computing.wayne.edu/wireless.

High-speed Internet connection in each student’s room in residence halls and apartment buildings on Wayne State’s main campus — for information, visit computing.wayne.edu/resnet.

• Computers, buying and servicing:

  Recommended computers to use at Wayne State — for detailed specifications, purchasing guides, and links to companies that offer educational discounts, visit computing.wayne.edu/hardware.

  Diagnostic and repair services for your computer (Windows or Macintosh) — for info. About the C&IT PC Clinic’s competitive prices, visit computing.wayne.edu/clinic or universe IT at 211 Student Center.

• Your WSU e-mail account (Wayne Connect) — to access Wayne State’s official communication channel, as well as calendars, file storage, & more, click the “e-mail” icon in WSU Pipeline at pipeline.wayne.edu or log in at connect.wayne.edu using your AccessID and password. You also can create an E-mail Name (to personalize your WSU email address, such as johndoe@wayne.edu). To set or change your WSU e-mail options, click the “account” icon in WSU Pipeline or the “Account Management” link in Wayne Connect.

• Broadcast Messaging — to receive emergency alerts and other significant messages from Wayne State via e-mail, text message, instant message, register your cell (optional) and choose what you want to receive thru WSU Pipeline or at m.wayne.edu. For information: computing.wayne.edu/messaging/broadcast.php.
• Software for free and with your student discount:

**Free software downloads** — to download current and full-featured versions of Symantec AntiVirus and EndNote bibliographic management software, in addition to Web browsers, utilities, and more for both Macintosh and Windows computers, visit computing.wayne.edu/software.

**Deeply discounted software** — to purchase Microsoft and Adobe software and more at deep discounts on a secure Website and then pick up your software order on campus (includes the popular Microsoft Office Suite with Word, PowerPoint, Excel, etc.), visit computing.wayne.edu/software.

• **WSU Pipeline** portal for systems, self-services, tools, WSU information — log in at pipeline.wayne.edu to register for classes; pay tuition & fees; check financial aid, holds, final grades; obtain enrollment verifications, transcripts; update personal information; make a quick OneCard deposit or access your account to check a balance or deactivate a lost/stolen Card; register for Orientation, other programs, workshops, events.

• **Blackboard Learn** — log in at blackboard.wayne.edu for extended use or access through WSU Pipeline (pipeline.wayne.edu). If an instructor uses Blackboard, you can find course materials on the Web (syllabi, assignments, documents), access learning resources, take tests, view the grades, use communication and collaboration tools to interact with others (course e-mail, chat, discussion boards, Wimba), document your course work using e-Portfolios, and store and share your files right inside Blackboard. For information and support materials, visit computing.wayne.edu/blackboard.

• **WSU's Online Directory** — to find your listing (containing your WSU AccessID, an E-mail Name if you created one, and your school/college and major) and e-mail addresses for your instructors and classmates, click the “**WSU Directories**” link at wayne.edu or the “**account**” icon in WSU Pipeline. (To “opt-out” of the WSU Directory, print the Release of Directory Information form on the Registrar’s Website and submit it.)

• **Computing support services** — for one-to-one support by trained analysts at the C&IT Help Desk, call (313) 577-4778, send an e-mail to helpdesk@wayne.edu, or visit universe IT at 211 Student Center.

• **Computing help on the Web**, 24 hours a day, 7 days a week — for helpful information about how to access the Internet and WSU's network; access and use WSU e-mail and calendars in Wayne Connect, the WSU Pipeline portal to access computer systems, information, and self-service, and Blackboard Learn for courses and materials on the Web; get free and discount software and help using it; buy or troubleshoot computers; keep your computer safe from viruses; and much more, visit C&IT's Website at computing.wayne.edu.

• **Answers to commonly asked questions at Wayne State University**, on the Web, 24 hours/day, 7 days/week — to search for information about WSU computing services, student services, and more, visit the university’s self-service Knowledgebase at kb.wayne.edu

**COUNSELING & PSYCHOLOGICAL SERVICES** 552 STUDENT CENTER 577-3398
This service provides students with special opportunities for consultation about needs or concerns for which individualized help is desired. Any facet of experience, which affects a student’s educational progress, may be explored with the professional counseling staff.

**DEAN OF STUDENTS OFFICE** 351 STUDENT CENTER 577-1010
The Dean of Students Office provides services, resources, and opportunities for assistance, involvement, and engagement in student life and campus activities. The office presents major campus events including Homecoming, Student Organizations Day, the MLK readathon, and Late Night Breakfast, organizes student volunteering opportunities with volunteer related student organizations and the urban volunteers program, provides leadership development workshops and recognition opportunities, advises fraternities and sororities, houses parent information services, administers the Student Code of Conduct, and coordinates residence life activities and educational programming.
The Educational Accessibility Services Office is responsible for providing reasonable accommodations for students with disabilities on campus. Students can take advantage of consultation prior to University enrollment, priority registration, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources.

**EQUAL OPPORTUNITY**

Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or disability and expressly forbids sexual harassment and discrimination. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Office of Equal Opportunity, 4324 Faculty/Administration Building, Detroit, Michigan 48202; telephone (313) 577-2280.

**FedEx KINKO’S**

FedEx Kinko’s – WSU Towers
5266 Anthony Wayne Drive
Detroit, Michigan, 48202
Phone: 313-833-3876
Fax: 313-833-3916
Or online: https://psg.kinkos.com/waynestate
Monday through Friday, 8 a.m. to 6 p.m.

FedEx Kinko’s – Scott Hall
540 East Canfield, Room 2276
Detroit, Michigan, 48202
Phone: 313-577-1031
Fax: 313-577-1116
Or online: https://psg.kinkos.com/waynestate
Monday through Friday, 9 a.m. to 4:30 p.m.

Savings, service and convenience make the grade. WSU students, faculty and staff can count on FedEx Kinko’s for discounted rates, prompt attention and fast service at two convenient locations on campus and one nearby full-service center. So whenever you need printed assessment tests, banners for student organizations or sporting events, catalogs and manuals, or packing and shipping services, FedEx Kinko’s is WSU preferred resource. Plus FedEx Kinko’s offers a 12% discount on personal copies at on-campus locations. WSU faculty and staff to simply access your WSU FedEx Kinko’s account when you’re ready to take advantage of services, just provide your IRB number and /or University Pro-Card.

**FOOD SERVICES**

Food service, including Friar’s Kitchen, KFC Express, Little Caesars, McDonald’s, Pizza Hut Express, Taco Bell Express, Subway, and Underground Grill, is available in the Student Center. Vending machines are located in the lower level of Student Center and are strategically placed around campus. Several non-university-affiliated restaurants in the area provide additional variety.

**HOUSING AND RESIDENTIAL LIFE**

Over 2,500 students, faculty, and staff live in six university-owed apartments and/or residence halls on-campus. To get further information about this exciting live-in experience, an application, descriptions of rooms, and price information, please call the Housing Office or refer to the website: www.housing.wayne.edu.

**INTERNATIONAL STUDENTS & SCHOLARS (OISS)**

The Office of International Students and Scholars strives to support and enhance the educational, cultural, and social experiences of international students and visiting scholars at Wayne State University. This is accomplished by providing quality service, facilitating important linkages to the campus and community, offering cross-cultural educational programs and activities, and assisting in important matters related primarily to immigration regulation compliance. International students as a condition of enrollment are required to purchase health insurance through Wayne State unless waiver qualifications are met.
Non-Immigrant Visa Students
All students with temporary visas must pursue their studies on a full-time basis during the Fall and Winter Terms. Otherwise, a request for annual vacation clearance may be presented to an International Student Advisor in OISS. Undergraduate students must successfully complete 12 credit hours each term; graduate students must successfully complete 8 credit hours each term. Graduate students planning to register for less than the minimum stated above must present an explanation (an Exception Form is available at the OISS for this purpose) endorsed by your academic advisor and at the Office of International Students and Scholars office by the end of the fourth week of classes. The University is obligated under Immigration and Naturalization regulations to report each term the enrollment status of every F-1 non-immigrant WSU student. All international students and scholars must check in with the Office of International Students and Scholars upon their arrival in the United States, and before registration can occur. Students are advised to bring all immigration documentation with them at that time including passport, I-94 (Record of Arrival/Departure) and either an I-20 or an IAP-66.

LIBRARY 577-4032
The Library System is comprised of the David Adamany Undergraduate Library, the Arthur Neef Law Library, the Purdy/Kresge Library, the Science and Engineering Library, the Vera P. Shiffman Medical Library and Its Learning Resource Center at the Eugene Applebaum College of Pharmacy and Health Sciences, and the Library Services Center at the Oakland Center in Farmington Hills. Also included are the Library and Information Science Program and the Office for Teaching and Learning.

All University Libraries offer reference and research support, interlibrary loan, circulation and course reserve services, document delivery and library and information literacy programs. The libraries utilize and support the latest information technologies to provide state-of-the-art access to instructional and research materials. All undergraduate students are welcomed at all library facilities. The libraries provide a range of study environments from silent to interactive – and including a 24-hour facility. Students are encouraged to identify study locations that best meet their studying needs and to consult with staff members whenever questions or needs arise. Information regarding library services can be obtained at www.lib.wayne.edu or by calling 313-577-8852.

LIFE AT WAYNE 3222 FACULTY/ADMINISTRATION BUILDING 577-2150
Produced by WSU's Media Relations Department, this newspaper is geared to faculty and staff. It covers University business, activities, programs, promotions, research grants, and administration news. Its extensive calendar covers most WSU events at http://www.life.wayne.edu.

LOCKERS 577-3484
Locker rental in State Hall is available by registering at the Campus Information and Service Center, 50 Student Center. Please call for pricing information. Lockers are located in other buildings on campus and are handled by the individual departments.

OMBUDSPERSON 798 STUDENT CENTER 577-3487
The Office of the University Ombudsperson exists to assist students; faculty and staff in solving University related problems. This office can help students by providing information and advice, and by facilitating communication.

PARKING 42 W. WARREN ROOM 257 577-3704/577-2080
Locations are outlined on the campus map. Parking areas and structures are patrolled by both public safety and parking attendants. Refer to WSU OneCard information for account maintenance and cash value-added machine locations.

PUBLIC SAFETY – EMERGENCIES 6050 CASS 577-2222
In case of emergency: DIAL 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. The department employs a force of 54 highly trained professionals; who hold at least a baccalaureate degree and who serve the campus area around the clock. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours.
THE DEPARTMENT OF CAMPUS RECREATION
LOCATED IN THE MORT HARRIS RECREATION AND FITNESS CENTER

This state-of-the-art facility is located in the heart of the campus, next to the Student Center and the libraries on Gullen Mall. It offers programs and services to meet the recreational, fitness, wellness and personal development needs of the campus community. Among its features are: Club Sports, Intramurals, Adventure Programming, Personal Training, Internships, Group Fitness classes, Open Recreation, Employee Wellness Programs, Freshmen Quests, 30ft Climbing Wall. The 75,000 square-foot Mort Harris Recreation and Fitness Center also features a service center on the lower level with equipment check-out and locker services, a family/disabled locker room, a private Women Only Workout Area, weight equipment specifically for use by the disabled, men’s and women’s locker rooms with individual private showers, lockers and dressing areas.

RELIGIOUS CENTERS

The religious organizations on campus are in the Grosberg Religious Center which is located on the sixth and seventh floors of the Student Center Building (SCB).

Baptist Campus Ministry ………..780 SCB ………...577-3467
B’nai B’rith Hillel Foundation … 667 SCB ………...577-3459
Newman Catholic Center ……… 761 SCB ………...577-3462

RELIGIOUS HOLIDAYS

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy, to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

STUDENT FINANCIAL AID, OFFICE OF (OSFA)

OSFA administers student financial aid funds which include scholarships, grants, loans and work-study awards from federal, state, university and private sources. The funds help eligible students and their families pay the cost of attending Wayne State. To receive consideration for financial aid, complete the Free Application for Federal Student Aid (FAFSA) available on the website www.fafsa.ed.gov. If you need assistance visit the OSFA website at www.finaid.wayne.edu or stop by the office on the first floor of the Welcome Center.

THE SOUTH END

The South End is WSU’s official student-run campus newspaper. It accepts classified and display advertising as well as inserts. It provides news, sports, entertainment and special science and commentary sections in its daily publication. The paper is available free at over 40 locations on or near campus.

SPORTS

The Recreational facilities include a swimming pool, gymnasiuims, handball, racquetball, squash courts, wrestling and weightlifting rooms. Outside facilities include 8 tennis courts, a stadium, 1/4-mile track, and a number of intramural fields. The diversified sports schedule provides college students and student athletes a wide choice of Intercollegiate, Intramural and Club Sports in which to participate. A valid WSU OneCard admits students to indoor facilities.
STUDENT ACCOUNTS RECEIVABLE  42 WEST WARREN  577-3653
Hours are 8:30 a.m. to 6:00 p.m. Monday through Thursday, 8:30 a.m. to 5:00 p.m. on Friday. The office provides tuition and loan account information, billing statements and refunding.

STUDENT CENTER  5221 GULLEN MALL  577-3482
The Student Center serves as the home away from home for thousands of students. It is the facility where friends meet to socialize between classes, where many catch up on class assignments, watch television, eat, or spend a leisure hour. A few of the services are listed below. More information is available at www.studentcenter.wayne.edu.

   Banking
Automatic teller machines for Michigan First Credit Union and Comerica are located on the first floor of the Student Center. Chase ATM is located in the lower level.

Campus Information and Service Center(CICS)  50 Student Center  577-3568
The CISC provides information and programs that will enhance students' experiences on campus. Staffed by students, the CISC is open from 8:00 a.m. to 6:00 p.m. Monday through Friday during the fall and winter semesters. Spring/Summer hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Information available in the CISC includes: undergraduate bulletins; SMART and DOT bus schedules; Ride-Share Carpool information; daily Student Center Building activities; WSU campus and shuttle maps. Services provided by the CISC for a nominal fee include: typewriter rental, duplicating, SMART bus tickets, material fee cards, laminating and transparencies, international identification cards, FAX and State Hall locker rental, Post Office mailbox rental and sale of books of stamps. In addition, the university Lost and Found, student organization mailboxes and the campus bulletin board posting service is done here.

   Down Under  Lower Level, Student Center  577-3477
Billiards and table tennis equipment may be rented by the hour. Table games, foosball and a variety of video games are also available. Video hookup for game machines, TV lounges, vending machines, Snack Shack and the Underground Grill can be found in the Down Under.

   I'll Do It Laundry Service  135A Student Center  833-4659
Offers a variety of laundry plans to meet student needs. Focused on providing time saving, reliable and economical services for college students.

Postal Contract Center  101 Student Center  577-4328
Open Monday through Friday, 12:00 p.m.- 4:00 p.m. the postal contract station provides the following services: postage stamps, express mail, certified/registered mail, envelopes, postcards, priority mail, package handling and money orders.

STUDENT COUNCIL  395 STUDENT CENTER  577-3416
The Student Council is the recognized student government of Wayne State University. It consists of twelve members, elected in a university-wide election, plus one student representative appointed by each college, school, the extension center system, and residence life. The Student Council has an official advisory responsibility in policy formation for the governing of student activities at Wayne State.

The Student Council, though the Student Activities Budget Committee (SABC) allocates the student life portion of the Omnibus Fee. The Student Council appoints Council members and student volunteers to sit on several University Committees; students interested in serving on a committee should contact the Council office. The Student Council is advised by the Dean of Students Office.

STUDENT ORGANIZATIONS
There are over 230 recognized student organizations including such diverse categories as academic/professional, social action, political, sororities/fraternities, honoraries, ethnic and religious groups, as well as student governments.
The South End, the official student newspaper, is published weekly during the academic year. Campus life professionals in the Dean of Students Office are available to assist students who want to organize new student group or need assistance with events and activities within their student organization.
Testing is provided to students for qualifying examinations for WSU course selection, proficiency exams, test-out options for the University General Education Requirements, credit by examinations via the College-Level Examination Program, and tests required by professional associations and for licensing agencies. Testing services for graduate and professional school admission are also available.

THEATRE MAIN OFFICE
The box office is located in the lobby of the Hilberry Theatre (Cass and Hancock). One of the nation's best university theatre programs offers you three theatres, presenting plays at reduced prices for students. The Hilberry Theatre is the open stage performance center for the post-graduate repertory company. The historic Bonstelle Theatre is located at 3424 Woodward, and the Studio Theatre and the Black Theatre Program perform downstairs at the Hilberry.

UNIVERSITY ADVISING CENTER
The University Advising Center provides services to undergraduate students in the Colleges of Fine, Performing & Communication Arts; Liberal Arts and Sciences, and many of the pre-professional programs. Students pursuing degrees in Engineering, Business and Education will be referred to those programs. The Center is open Monday and Thursday 8:30 a.m. - 7:00 p.m. and Tuesday, Wednesday and Friday 8:30 a.m. - 5:00 p.m. Summer hours: Monday - Friday 8:30 a.m. - 5:00 p.m. Advising by appointments is available on Monday, Wednesday, Thursday and Friday. The Center offers drop-in advising on Tuesday. For additional information please visit our website http://advising.wayne.edu.

VETERANS (MILITARY & VETERANS AFFAIRS)
This office assists veterans, eligible dependents/survivors, reservists and national guard members in obtaining educational benefits. Specifically, students are aided in applying for Federal benefits outlined under Title 38, U.S.C., including: the Montgomery G.I. Bill (chapter 30), the Reserve G.I. Bill (chapter 1606), V.E.A.P.(chapter 32), Vocational rehabilitation (chapter 31), and the Survivors'/Dependents' Educational Assistance (chapter 35). All eligible students must officially request to use their educational benefits each semester.

WELCOME CENTER
The Welcome Center is designed to provide assistance to current and prospective students. It is located at the corner of Warren and Woodward. The primary tenants of the center are the office of University Admissions, Scholarships and Financial Aid, International Students and Scholars, Students Accounts Receivable and Global Education.

WSU ONECARD
The WSU OneCard provides students with an all-purpose, easy-to-use key to campus services.

- **Bookstore**
  OneCard will be honored at the campus bookstore for your book and supply purchases.

- **Food Services**
  OneCard is accepted at all campus food service locations

- **Library**
  OneCard will let you check out books, purchase photocopy and microfiche services.

- **Parking**
  OneCard will give you access to 19 conveniently located student parking areas.

- **Vending**
  OneCard can be used to make candy, pop and snack purchases at the vending areas located throughout our campus.

If you need additional information or assistance, please call us at (313) 577-CARD.
TRANSCRIPTS
GENERAL INFORMATION

- Your written permission is required by law to release your educational record. Consequently, we cannot take requests by telephone.
- You can request transcripts via pipeline, mail, in person, by fax, or with a WSU Access ID, by email.
- You can request an official transcript by clicking the student tab via pipeline at www.pipeline.wayne.edu. Click the link to Request an Official Transcript. Complete “Issue to” field and click continue. Provide street address, city, state and zip, and click submit. Once you have submitted your request, you will have the ability to track when it is mailed or when it is ready for pick up.
- A Transcript Request Form can be downloaded from the website: http://sdcl.wayne.edu/RegistrarWeb/Forms/forms.htm. It should be completed and delivered or mailed to the Office of the Registrar, 5057 Woodward, Detroit, MI, 48202.
- You can also fax a transcript request to (313) 577-0945.
- Transcript requests are usually serviced within 1-2 business days without charge.
- Financial holds on your records must be resolved before transcripts can be released. You can check your hold status on Campus Pipeline.
- To obtain Law and Medical transcripts, contact the schools directly.

The Records and Registration Office provides 2 types of transcripts:

- Official Copy
  - Official transcripts are sent directly from Wayne State University to a receiving organization. A transcript which is delivered to a student is not considered an official transcript. Examples of organizations which frequently need official transcripts would include prospective or current employers, or other educational institutions to which you are applying for admission or scholarships.
  - Official transcripts are usually mailed out within 1-2 business days free of charge. A fee of $20.00 is assessed for each emergency transcript. Payment can be made by personal check, money order or One Card. An emergency transcript is one which is mailed out the same day it is requested for overnight delivery.

- Student Copy
  - If you have been enrolled since 1998, you can log on to WSU Campus Pipeline using your WSU Access ID and print a copy of your transcript.
  - If you were enrolled prior to 1998, you can request a copy of your transcript using any of the methods listed above. Transcript requests are usually serviced within 1-2 business days without charge.
  - If you are picking up your transcript, you should indicate this on the request. It will be available three days following your request. You will need a picture identification to pick up your transcript.
TRANSCRIPTS
GENERAL QUESTIONS

What is the difference between an official and an unofficial transcript?
An official transcript has the signature of the University Registrar and bears the University seal. It is generally sent to another university, certifying agency, or employer. An unofficial transcript is not signed or sealed and is generally for student or advisor use.

Why should I have my official transcript mailed vs. hand carried?
An official transcript that is hand carried by a student or mailed to the student is stamped “issued to student”. The receiver has the option of accepting the transcript.

What is the cost of a transcript?
Effective January 2003 the University implemented a “ten free copies per year” policy.

If I exceed the 10 free copies per year limit, what is the cost of each additional transcript?
$5.00 per copy.

Do you accept cash for transcript fees?
No, all fees must be paid by check, money order or OneCard.

Why do I have to give you my social security number and/or my birth date?
Your social security number and/or birth date is requested to validate that the correct transcript is issued.

How quickly can I receive my transcript?
Transcript requests are usually serviced within 1-2 business days.

Why must I show picture identification when ordering or picking up a transcript?
Picture identification is required to ensure that the individual requesting a transcript is the owner of the transcript.

What if I don’t pick up my transcript on the 4th day?
Official copies will be held for ten (10) days from the date of your request and then shredded.

Why can’t my friend pick up my transcript?
Picture identification is required to request and pick-up an official transcript. This is for your protection to ensure your transcript does not fall into unauthorized hands.

Can I have my transcripts faxed to me or another location?
Currently the student records office does not fax transcripts for security reasons. Additionally, the special transcript paper has the word “void” embedded in it and it surfaces when faxed or copied.

Can I request only a portion of my transcript?
When a student requests a copy of their record our policy stipulates that we supply them with their entire record.

Graduation
What is the deadline for applying for Graduation?
It is due by or before the Friday of the 4th week of class of the semester in which you are applying for. All applications must be submitted online at www.pipeline.wayne.edu. You must complete the application including the payment portion in order for the application to be received.

How do I order a duplicate copy of my diploma?
Mail a request for a duplicate diploma. You would need to include your NAME as you want it on the diploma, ADDRESS, PHONE #, WSU ID# or Social Security #, year graduated, type of degree you would like a copy of (ex. Bachelor, Master, PhD, Certificate), and a processing fee of $40.00 per copy (payment by check or money order). NO CHARGE CARDS! Usually takes 5 business days to process.
TUITION AND FEES
GENERAL INFORMATION

TUITION AND FEE RATES
Please refer to the Tuition and Fees Rate Chart at http://apps.reg.wayne.edu/tuition for term specific information.

Class Ranking
Lower and Upper Division is determined according to the number of credits an undergraduate student has completed. The classifications are:

- Lower Division – Freshman – 0 to 28.99 credits, inclusive
- Sophomore – 29 to 55.99 credits, inclusive
- Upper Division – Junior – 56 to 87.99 credits, inclusive
- Senior – 88 credits and above

Course Material Fees
These fees are required of some classes (noted on the Class Schedule website) in which a relatively large portion of instructional costs is due to the necessary use of consumable resources. These fees are automatically assessed. A fee card is not required. These fees may be cancelled when a course is officially dropped within the fee cancellation period. Course material fees are also cancelled in accordance with the Tuition Cancellation schedule as they appear on the Term Calendar. For additional information, contact the Department offering the course. Courses listed as having special fees require payment of the fee in addition to the tuition.

Fitness Center Maintenance Fee
As of the Fall Term 2007, the Fitness Center Fee is assessed to all students each term of enrollment. The revenue is used for maintenance. The fee is subject to cancellation only when all courses are dropped within the tuition cancellation period. For additional information contact Business Operations at (313) 577-1996.

Ohio/Ontario Good Neighbor Policy
Residents of Fulton, Lucas, Ottawa, and Williams counties in Ohio, or Ontario, Canada who enroll at Wayne State University in eligible academic programs will have the non-resident portion of fees waived. This tuition benefit does not apply to certain academic programs, including Medical School and new admits in the doctoral Pharmacy program. See the WSU Tuition and Fee Regulations for additional details.

Omnibus Fee
The Omnibus Fee is used primarily to maintain, upgrade and replace student computing and technology resources on campus. A small portion is also used to fund student activities on campus, and to enhance programs directed toward improving on-campus activities, including athletics. The Omnibus Fee is assessed to all students.

Orientation Fee
Undergraduate freshmen shall be charged a $75.00 Orientation Fee. Undergraduate transfer students shall be charged a $25.00 Orientation Fee. Parents attending Parent Orientation will be charged a $10.00 fee. For additional information contact the Student Orientation and Transitions Office at (313) 577-3643 or by e-mail at orientation@wayne.edu
Payment of Tuition and Fees

Student Financial Obligation for Payment of Tuition and Fees

When completing registration for a semester students accept financial responsibility for payment of all applicable fees by the published due date(s). Payments not received by the due date(s) are subject to collection, attorney, and litigation costs, which also become a financial obligation of the student. Failure to make payment because a statement of account or invoice is not received does not exempt students from late payment or partial payment fees. Students are encouraged to make certain that the University has their correct mailing address and to familiarize themselves with the required payment due dates and deadlines outlined on the Term Calendars.

Students’ statements of account and electronic bills (eBills) are also available on the Student tab in WSU Pipeline: http://pipeline.wayne.edu

Student account balances must be current to maintain enrollment eligibility and to request and receive official University documents and services. If you have questions, or require additional information, please contact the Student Accounts Receivable Office at (313) 577-3653.

Payment Options

For student convenience Wayne State University provides numerous alternatives for tuition and fee payments:

- In person at two convenient Cashier Office locations
  - Academic Administrative Building, 5700 Cass Ave, Room 1100
  - Welcome Center, 42 W. Warren, Room 217
- By mail - Wayne State University, P.O. Box 02788, Detroit, MI 48202
- On the web - WSU Pipeline http://pipeline.wayne.edu
- By telephone – 1-866-520-7786

Checks, Money Orders, and Cash - Wayne State University accepts personal and certified checks, money orders, and cash as payment for tuition and fees. Payments can be mailed. However, please DO NOT MAIL CASH. Checks or money orders should be made payable to Wayne State University. Student's name and I.D. number should be written on the check or money order. Checks returned from the bank for any reason are subject to collection fees.

Credit Cards and Other Payment Options – For students wishing to pay by credit card, this form of payment is accepted and processed on behalf of the University by a third party processor, CASHNet SmartPay. CASHNet SmartPay will assess a convenience fee on all credit card payments. Specific information about this convenient and optional service and about ACH and other fee-free, web-based payment options is available on the Web at: http://www.cashnet.smartpay.com

Late Payments Fees

Please refer to the Term Calendars to determine the dates that late payment fees will be assessed on unpaid balances.

- $25.00 is assessed for balances below $500.00.
- $40.00 is assessed for balances of $500.00 or more.

Delinquent Prior Term Balances and Course Cancellation

Students who register for classes owing a prior term balance are subject to course cancellation if payment in full is not received by the last day of the term for which the balance is due. Personal checks will not be accepted for prior term balances. Payment must be made by CASH, CERTIFIED CHECK, or MONEY ORDER.
Registration Fees
Students with questions concerning their tuition and fee assessments may contact Registration and Scheduling at 313-577-3541.

First term undergraduate transfer students who have questions regarding their fee assessment should contact Student Records at 313-577-3531.

Students who drop all classes during Priority Registration will have the registration fee waived. If the student registers for only one class and it is cancelled by the University, the registration fee will automatically be removed. For all other complete withdrawal processed, the registration fee is non-refundable.

Residency for Tuition Purposes
Current rules and regulations regarding the residency policy may be found in the University Bulletin and are attached to the Application for Residency Classification. The rules and regulations are subject to change without notice by action of the Board of Governors and the University reserves the right to correct errors in a student’s residency classification at any time.

After enrolling a student may challenge the initial classification made by the Office of Admissions by filing an Application for Residency Classification with Registration and Scheduling. Applications for Residence Classification must be received by:
- September 30 for the Fall Term and the Medical Year Term
- January 31 for the Winter Term
- July 31 for the Spring/Summer Term
Deadlines falling on weekends will be extended to the next business day. Applications received after these dates will be processed for the following term. Please contact Registration and Scheduling at 577-8193 for additional information.

Senior Citizen Reduced Tuition (Not applicable to Law or Medicine)
Students, who are 60 years of age or older on the first day of classes for the term are entitled to a 75% reduction of the regular tuition rate. Students are responsible for the entire amount of the Registration and the Omnibus Credit Hour Fees. Eligible students must submit a completed application form and proof of age. For additional information, contact Registration and Scheduling at (313) 577-8193.

Student Financial Obligation for Payment of Tuition and Fees
By completing registration for a semester students become financially responsible for payment of all applicable fees by the published due date(s). Payments not received by the due date(s) are subject to collection, attorney, and litigation costs, which also become a financial obligation of the student. Failure to make payment because a statement of account or invoice is not received does not exempt students from late payment or partial payment fees. Students are encouraged to make certain that the University has their correct mailing address and to familiarize themselves with the required payment due dates and deadlines outlined on the Term Calendars. Students' statements of account are also available on the web at www.pipeline.wayne.edu.
**Tuition Cancellation**

Students who officially drop classes before the conclusion of the first two weeks of classes (for the Fall and Winter terms) are entitled to 100% tuition cancellation, and the classes do not appear on the academic record.

Students are contractually liable for tuition unless they take official action during the tuition cancellation period to drop classes. The registration fee is not subject to cancellation and is non-refundable.

During the tuition cancellation period and prior to needing instructors’ signatures, students may process a drop via the web registration system.

Students who officially drop fifteen-week classes after second week of classes (for the Fall and Winter terms) are not entitled to any tuition cancellation; however, classes dropped prior to the conclusion of the fourth week of classes do not appear on the students’ academic records. If all classes are dropped, the notation “Complete Withdrawal”, will appear on the students’ academic records.

After the fourth week of classes, withdraw from class by logging on to [www.pipeline.wayne.edu](http://www.pipeline.wayne.edu) and select the “withdraw from a class option” from the self service student menu.

For classes scheduled less than fifteen-weeks, the above rules are applied proportionately. Questions concerning registration or assessment should be directed to Registration and Scheduling at 577-3541. Classes for which a grade has been earned may not be dropped.

Financial aid recipients should contact the Office of Scholarships and Financial Aid (313) 577-3378 before processing an official withdrawal submitting a request to determine the effect of this action upon their financial aid.

Cancellations are computed on tuition assessed. The amount cancelled will be credited to the student’s account. If this results in an overpayment, a refund may be requested from Accounts Receivable by calling (313) 577-3653. If the credit is not sufficient to cover the outstanding balance, the student is responsible for the remainder and must pay in accordance with the Tuition and Fee Payment Policy to avoid late payment fees.

**Tuition Cancellation Dates** (see Term Calendar for specific tuition cancellation dates)

Tuition, not including the Registration Fee, may be cancelled in accordance with the following schedule when students officially withdraw from classes.

- **Classes meeting 28 or more weeks:** Students who officially withdraw from scheduled classes before the 7th week of classes are entitled to a 100% cancellation and 0% thereafter.

- **Classes meeting 16 – 27 weeks:** Students who officially withdraw from scheduled classes before the 4th week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

- **Classes meeting 9 – 15 weeks:** Students who officially withdraw from scheduled classes before the 3rd week of classes are entitled to a 100% cancellation and 0% thereafter.

- **Classes meeting 4 – 8 weeks:** Students who officially withdraw from scheduled classes before the 2nd week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

- **Classes meeting fewer than 4 weeks:** Students who officially withdraw from scheduled classes before the first day of classes are entitled to a 100% tuition cancellation and 0% thereafter.
Tuition Cancellation - Special Adjustments
The University Registrar is authorized to make adjustments in the application of the Tuition and Fee Assessments' and Enrollment policies when unusual circumstances warrant. Circumstances, which may warrant special tuition cancellation, are serious illness or death of an immediate family member, or misadvisement by a University representative. Tuition cannot be cancelled for reasons such as changes in work schedule or other employment demands, claim of lack of information, insufficient funds, unawareness of the difference between tuition and student financial aid, undocumented reasons, or reasons that are within the control of the student. Students who wish to have their requests reviewed must submit a completed Request for an Exception to Enrollment Policy application and supporting documentation to Registration and Scheduling. It is the responsibility of the student to submit documentation to facilitate the review. Financial aid recipients should contact the Office of Scholarships and Financial Aid before processing an official withdrawal to determine the effect of this action upon their financial aid.

Non-attendance, by itself, is not an acceptable reason for not dropping a class in a timely manner. The University Non-Attendance Policy will allow 40% tuition cancellation only for students in their first term at Wayne State University. Instructors for all courses must verify the student did not attend classes after the tuition cancellation deadline. This policy is designed to provide relief to those students who in their first semester at Wayne State may not be familiar with the University’s Tuition Cancellation Policy.

A medical withdrawal is a complete withdrawal from all courses. Students are required to submit a Request for Medical Withdrawal application, including medical reports from the attending physician(s).

Deadline dates for filing the Request for an Exception to Enrollment Policy or Request for Medical Withdrawal are: Winter Term - July 1, Spring/Summer Term - November 1, Fall Term - March 1. If the deadline falls on a weekend, it will be extended to the next business day. Applications must be received by the filing deadline date; exceptions to the deadline are not granted. Applications can be downloaded from the following Web site: http://sdcl.wayne.edu/RegistrarWeb/Forms/Forms

Tuition and Fee Regulations
In conformity with the basic tuition and fee schedule adopted by the Board of Governors in July 2005, the President has authorized the enclosed Tuition and Fee Regulations, superseding all previous regulations concerning tuition and fees. Questions concerning Tuition and Fee Regulations should be referred to Linda K. Falkiewicz, University Registrar, at (313) 577-3550.

Tuition Waiver Programs for Non-Residents
A, E, G, H, I, L, R and TN visa holders, and military service personnel on active duty in Michigan and their spouses and dependent children are eligible for waiver of the non-resident portion of assessed tuition. Eligible students should submit an application and substantiating documentation of their entitlement to Registration and Scheduling each term before the end of the first week of classes.