



The UNIVERSITY of KANSAS

Referral Guide 2012-13

This referral guide is a quick catalog of KU offices and departments that provide crucial services and resources for students. These range from adding a class or getting an ID card to part-time jobs and stress management. Health, safety, housing, scholarships, advising and tutoring, events, fees, holds on enrollment, money management, and commencement are among the topics addressed.

TWO IMPORTANT RESOURCES INCLUDED IN THE GUIDE ARE:

- **The KU Policy Library** policy.ku.edu, which you may search for an individual policy or browse alphabetically by category, office, or school.

Some of the policies:

- **Alcohol & Drug**
 - **Code of Student Rights & Responsibilities**
 - **Consenting Relationships**
 - **Nondiscrimination**
 - **Racial & Ethnic Harassment**
 - **Sexual Harassment**
 - **Student Records**
-
- **The University Ombuds Office**, where the campus community can seek confidential, off-the-record, impartial assistance in addressing conflicts, disputes, or complaints on an informal basis without fear of retaliation or judgment. The University Ombuds Office is not an office of notice for the university. For more information, see ombuds.ku.edu.

Notice of Non-Discrimination

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 West Campus Road, Room 153A, Lawrence, KS 66045, 785-864-6414, 711 TTY.

A

Absence from Class (Emergency)

Academic Achievement
& Access Center..... 864-4064
Ask instructor

Abusive Relationships

Emergency 911 (TDD)
Willow Domestic Violence
Center..... 843-3333 (24/7)
Emily Taylor Women's Resource
Center.....864-3552
KU Public Safety Office..... 864-5900

Academic Misconduct

See University Senate Rules & Regulations at
policy.ku.edu

Accessibility: Students With Disabilities

Accessibility & ADA
Education 864-6414 (711 TTY)

ACT Test Date

CAPS Testing Services864-2768
Watkins Memorial Health Center

Activities, Campus

KU Info..... 864-3506
Student Involvement
& Leadership Center864-4861
news.ku.edu
silc.ku.edu
suaevents.com
kansan.com

Adding a Class

See registrar.ku.edu>Registrar A-Z>Schedule
Changes-Making

Address Change

See Enroll & Pay: sa.ku.edu

Admissions, Graduate

See graduate.ku.edu Academic department

Admissions, Undergraduate

International Admissions.....864-2616
17 Strong Hall
Office of Admissions864-3911
KU Visitor Center 1502 Iowa St.

Adult Students (older)

Student Involvement & Leadership
Center.....864-4861
400 Kansas Union

Advanced Placement/Standing

admissions.ku.edu/apply/credits

Office of Admissions 864-3911
KU Visitor Center 1502 Iowa St

Advising

Architecture, Design & Planning

Architecture..... 864-3390
bseba@ku.edu
Design864-4401
sraines@ku.edu

Business.....864-7500
bschoolundergrad@ku.edu

College of Liberal Arts & Sciences
CLAS Student
Academic Services 864-3500
(Including pre-medical professions)

Education864-9616
Pre-education
soeadvising@ku.edu

Engineering864-3881
kuengr@ku.edu

Journalism..... 864-4080
Pre-journalism
jadvising@ku.edu

Multicultural Affairs 864-4350
oma@ku.edu

Music.....864-2954
rriley@ku.edu

Pharmacy864-3591
pharmacy@ku.edu

Social Welfare864-4720
admissionsbsw@ku.edu

TRIO Supportive Educational
Services..... 864-3971

Undergraduate Advising
Center.....864-2834
(Including pre-health, pre-law, pre-nursing)

Alcohol Abuse/Treatment

Counseling & Psychological
Services.....864-2277
DCCCA Center 830-8238
Headquarters Counseling
Center..... 841-2345
Student Health Services864-9570

Alcohol & Drug Policies

See alcohol.ku.edu
See policy.ku.edu

Application for Degree (AFD)

CLAS: Online at Enroll & Pay>Student
Center>Apply for Graduation
Dean's office of your school

Audiology

Schiefelbusch Speech-Language-Hearing
Clinic..... 864-4690
2101 Haworth Hall

Auditing Classes

See registrar.ku.edu>Registrar A-Z

B

Bank Services

ATMs
Burge Union, Level 2
Kansas Union, Level 4
Commerce Bank Branch..... 864-5846
Kansas Union, Level 4

Bookstores, Campus

Burge Union864-5697
Edwards Campus 864-8580
Jayhawk Ink.....864-4431
Kansas Union 864-4640
kubookstore.com

Bulletin Boards/Display Cases

Student Union Activities..... 864-7469
Kansas Union

Bursar's Office

20 Carruth-O'Leary Hall..... 864-3322
23 Strong Hall..... 864-3322

Bus Services

JayLift (Paratransit) 864-5438
KU on Wheels/Lawrence
Transit..... 864-4644
lawrencetransit.org

C

Calendar, Academic

See registrar.ku.edu>Registrar A-Z

Campus Safety

Public Safety Office 864-5900
ku.edu/safety
publicsafety.ku.edu

Caps and Gowns

KU Bookstore..... 864-4640
See commencement.ku.edu

Career Counseling

University Career Center.....864-3624
110 Burge Union

Catalogs, Undergraduate & Graduate

See catalogs.ku.edu

Certifications of Enrollment (Written)

University Registrar..... 864-4422
121 Strong Hall

Change School

College/school to which you seek admission

Change a Class Section

See registrar.ku.edu>Registrar A-Z>
Schedule Changes-Making

Child Care

Edna A. Hill Child Dev. Center 864-0502
Hilltop Child Dev. Center 864-4940

Commencement

See commencement.ku.edu

KU Info..... 864-3506

Computer Help Center

Information Technology 864-8080
question@ku.edu

Computer Labs

Budig Computer Lab.....864-0161
10 Budig Hall
Fraser Computer Lab 864-1060
4 Fraser Hall
Herb Harris Computer Lab.....864-0218
452 Kansas Union

Conciliation

Human Resources..... 864-4946
103 Carruth-O'Leary Hall

Conduct Code

See at policy.ku.edu>Student Rights
& Responsibilities

Confidentiality Issues

See policy.ku.edu>Information
Access & Technology

Consenting Relationships Policy

See policy.ku.edu

Academic Achievement

& Access Center.....864-4064

Emily Taylor Women's

Resource Center864-3552
Human Resources..... 864-4946
Policy Office..... 864-9600
KU Student Planner

Continuing Education

1515 St. Andrews Dr.....864-5823
ContinuingEd.ku.edu

Counseling

Counseling & Psychological
Services.....864-2277
Watkins Memorial Health Center
Headquarters Counseling
Center..... 841-2345
KU Psychological Clinic 864-4121
340 Fraser Hall

Course Offerings

See registrar.ku.edu>Registrar A-Z>
Schedule of Classes

Credit by Examination

University Registrar..... 864-4422
121 Strong Hall

Credit/No Credit

CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Dean's office of your school
Undergraduate Advising Center864-2834
126 Strong Hall

Crime Stoppers

To provide info on crime 864-8888

Crisis Intervention

Emergency 911
Counseling & Psychological
Services.....864-2277
Headquarters Counseling
Center.....841-2345 (24-7)
KU Public Safety Office..... 864-5900

D**Danforth Chapel Reservations**

Student Involvement
& Leadership Center864-4861
400 Kansas Union

Deaf/Hard of Hearing

Accessibility & ADA
Education 864-6414 (711 TTY)
153A Carruth-O'Leary Hall
Academic Achievement
& Access Center 864-4064
22 Strong Hall
Kansas Relay Center..... 800-776-3777

Death in Student's Family**To notify student**

Student Affairs 864-4060
133 Strong Hall

For student's absence from classes

Academic Achievement
& Access Center..... 864-4064
22 Strong Hall

Death of Student

Student Affairs 864-4060
133 Strong Hall

Degree Requirements

See catalogs.ku.edu
CLAS: Student Academic
Services..... 864-3500
109 Strong Hall

Undergraduate Advising

Center864-2834
126 Strong Hall

Dining Services

See kudining.com

Diploma

See registrar.ku.edu>Registrar A-Z

Directory Information, Withholding

See registrar.ku.edu>Registrar A-Z

Disabilities, Students with

Accessibility & ADA
Education 864-6414 (711 TTY)
153A Carruth-O'Leary Hall

Discrimination

See policy.ku.edu

Emily Taylor Women's
Resource Center864-3552
400 Kansas Union

Institutional Opportunity
& Access 864-4946 (711 TTY)
153A Carruth-O'Leary Hall

Dismissal Policy (Academic)

See registrar.ku.edu>Registrar A-Z

CLAS: Student Academic
Services 864-3500
109 Strong Hall

Dropping a Class

See registrar.ku.edu>Registrar A-Z:
Schedule Changes-Making

Drug Abuse Info/Treatment

Counseling & Psychological
Services.....864-2277
DCCA Center 830-8238
Headquarters Counseling
Center..... 841-2345
Student Health Services864-9570

E**Edwards Campus**

12600 Quivira Road, Overland Park, KS
From Greater Kansas City.....913-897-8400
From Lawrence 864-8400
KU Bookstore..... 864-8580

Emergencies

(Urgent Care).....911 (TDD)

KU Public Safety Office..... 864-5900
Lawrence Memorial Hospital
Emergency Room.....505-6162
Student Health Services 864-9500
Watkins Memorial Health Center

Employment, Student

Student Employment.....864-4725
110 Burge Union
Union Human Resources864-2450
Kansas Union
union.ku.edu/jobs
Youth Educational Services 864-7681
110 Burge Union
KUCareerHawk.com

Endowment Loans

Financial Aid & Scholarships864-4700
kuendowment.org

English Proficiency Exam

English as a second language
Applied English Center 864-4606
204 Lippincott Hall

Engraving of Plaques/Awards

Jaybowl 864-3545
Kansas Union, Level 1

Engraving of Valuables

Public Safety Office 864-5900
1501 Crestline Drive

Enrollment Help

In person
University Registrar..... 864-4423
121 Strong Hall

Events

ku.edu or suaevents.com
University Daily Kansan kansan.com

Events, To Schedule

University Events Committee.....864-4861
400 Kansas Union

Exams

See registrar.ku.edu>Registrar A-Z

F

Family Educational Rights & Privacy Act (FERPA)

See registrar.ku.edu>Registrar A-Z

Fees (Optional, Required) & Tuition

See registrar.ku.edu>Registrar A-Z>
Comprehensive Fee Schedule
University Registrar..... 864-4422
121 Strong Hall

Fees/Payment

Bursar's Office 864-3322
23 Strong Hall
TMS Monthly Payment Plan....800-356-8329

Financial Assistance

Financial Aid & Scholarships864-4700
financialaid@ku.edu

First-Year Experience,

Office of **864-4270**
145 Strong Hall

Flunking Out

Academic Achievement
& Access Center..... 864-4064
22 Strong Hall
CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Multicultural Affairs 864-4350
1299 Oread Ave.
Undergraduate Advising Center864-2834
126 Strong Hall

Foreign Student Services

See International Student Services

Fraternities

See silc.ku.edu/greeklife
Interfraternity Council864-3559
424 Kansas Union
Multicultural Greek Council864-4861
400 Kansas Union
National PanHellenic Council.....864-4861
400 Kansas Union
Student Involvement
& Leadership Center864-4861
400 Kansas Union

Full-Time Student Status

See registrar.ku.edu>Registrar A-Z
University Registrar..... 864-4422
121 Strong Hall

G

Grade, Missing or Wrong

CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Your instructor

Grading System

Dean's office of your school

Graduate Admission

Contact department/program

Graduate/Professional Entrance Exams

Appropriate professional school
CAPS Testing Services864-2768
Watkins Memorial Health Center

Graduation Announcements

KU Bookstore 864-4640
Kansas Union

Graduation Information

CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Dean's office of your school
University Registrar..... 864-4422
121 Strong Hall

Graduation Requirements

CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Dean's office of your school

Grants

Financial Aid & Scholarships864-4700
affordability.ku.edu

Grievance Procedures

See Appeal/Grievance Procedures

H

Harassment

See full policies at policy.ku.edu
Racial, Ethnic, and Sexual Harassment
Institutional Opportunity
& Access 864-6414 (711 TTY)
153A Carruth-O'Leary Hall
International Student
& Scholar Services..... 864-3617
2 Strong Hall
University Ombuds..... 864-7261
34 Carruth-O'Leary Hall
Student Affairs 864-4060
133 Strong Hall
KU Student Planner

Hawk Link

Sabatini Multiultural
Resource Center 864-4350
1299 Oread Ave.

Health Insurance

GTAs/GRAs864-7346
International Students.....864-3617
Student Health Services864-9522

Health Services, Student

Watkins Memorial
Health Center 864-9500

Hearing Testing/Therapy

Schiefelbusch Speech-Language-Hearing
Clinic..... 864-4690
2101 Haworth Hall

HIV/AIDS Information

Douglas County Aids Project843-0040
Student Health Services 864-9570
Watkins Memorial Health Center

Holds on Enrollment/Transcript

Departmental charges
Questions: Department involved
Pay: Bursar 23 Strong Hall

Disciplinary sanction
Questions: Student Affairs 864-4060

Health Center charges
Questions: Student
Health Services 864-9520
Pay: Bursar 23 Strong Hall

KU Endowment loans
Questions: KU Endowment 832-7400
Pay: KU Endowment

Library charges
Questions: Library 864-4715
Pay: Bursar 23 Strong Hall

Noncompliance with immunization and health screening policies
Questions: Student
Health Services 864-9533

Parking violations
Questions: Parking & Transit 864-7275
Pay: Parking & Transit

Perkins HPSL or LDS Loans
Past due or exit interviews
Questions: ECSI 888-549-3274
Pay: ECSI

Prior term tuition & fees
Pay: Bursar 23 Strong Hall

Returned checks
Pay: Bursar 23 Strong Hall

Student Housing
Questions: Student Housing 864-4560
Pay: Bursar 23 Strong Hall

Unpaid financial aid charges
Questions: Financial Aid
& Scholarships 864-4700
Pay: Bursar 23 Strong Hall

Homosexuality

See Lesbian, Gay, Bisexual
& Transgender Services

Honor Roll

CLAS: Student Academic Services 864-3500
109 Strong Hall
Dean's office

Honors Program

Honors Program 864-4225

Housing, Family Student

Apartment Living
& Guest Services 864-8305
Burge Union

Student Housing 864-4560
Suite DSH, Corbin Hall

Housing, On-Campus

Student Housing 864-4560
Suite DSH, Corbin Hall
housing.ku.edu/handbook

I

ID Cards (KU Student/KU Staff)

KU Card Center 864-5845
Kansas Union, Level 4

Illness/Injury, Student

For attendance Academic Achievement
& Access Center 864-4064
22 Strong Hall

For extended illness documentation
Student Health Services 864-9500
Watkins Memorial Health Center

Immigration Advising

International Student
& Scholar Services 864-3617
2 Strong Hall

Legal Services for Students 864-5665
312 Burge Union

Immunization Policy

See studenthealth.ku.edu>Forms & Policies
Student Health Services 864-9533
Watkins Memorial Health Center

Insurance, Auto or Health Certification of Enrollment

University Registrar 864-4422
121 Strong Hall

International Student Services

Applied English Center 864-4606
204 Lippincott Hall

International Programs 864-6161
300 Strong Hall

International Student
& Scholar Services 864-3617
2 Strong Hall

Internships

Academic department office
University Career Center 864-3624
110 Burge Union
kucareerhawk.com/internships

J

Jobs, Full-Time Post-Grad

Business Career Services Center 864-5591
125 Summerfield Hall

Engineering Career Center 864-3891
1001 Eaton Hall

University Career Center 864-3624
110 Burge Union
kucareerhawk.com

Jobs, Part-Time

Kansas Union HR Office 864-2450

Student Employment 864-4725

University Career Center 864-3624
kucareerhawk.com

Judicial Board 864-5169
33 Strong Hall

K

KU Card Center 864-5845
Kansas Union, Level 4
kucard@ku.edu
kucard.ku.edu

KUID

KU Card Center 864-5845

KU Dining Services

Kansas Union 864-7274
kudining.com

KU Info

Anschutz Library 864-5845864-3506
Kansas Union Lobby 864-3506
Or (TTY) 864-4062
Jayhawk Boulevard Booth
Text message 66746
kuinfo@ku.edu
kuinfo.ku.edu

KU on Wheels

See Bus Services

KU Writing Center 864-2399

424 Anschutz Library
writing.ku.edu

L

Language Placement & Proficiency Exams

Contact the department offering the language

Late Enrollment

See registrar.ku.edu>Registrar A-Z
University Registrar 864-4422
121 Strong Hall

Learning Disabilities

Disability Resources 864-2620 (V/TDD)
22 Strong Hall

Legal Assistance

Douglas County Legal Aid 864-5564
105 Green Hall

Legal Services for Students 864-5665
312 Burge Union

Lesbian Gay Bisexual & Transgender Services

Emily Taylor Women's
Resource Center 864-3552
400 Kansas Union

Headquarters Counseling Center ... 841-2345
KU Queers & Allies864-3091
Multicultural Affairs 864-4350
1299 Oread Ave.
Student Involvement
& Leadership Center864-4861
400 Kansas Union

Letter of Conduct or Good Standing Student Affairs**864-4060**
133 Strong Hall

Libraries

General information 864-8983
Hours.....864-3347
Reference 864-3348

Loans

See affordability.ku.edu
Financial Aid & Scholarships864-4700

Lost & Found

KU Public Safety Office..... 864-5900
1501 Crestline Drive

M

Mediation

Campus Dispute Assistance
Services.....864-7261
Human Resources..... 864-4946
Institutional Opportunity
& Access864-6414
University Ombuds.....864-7261

Mental Health

Counseling & Psychological
Services.....864-2277
Watkins Memorial Health Center
Headquarters Counseling
Center..... 841-2345
KU Psychological Clinic 864-4121
340 Fraser Hall

Money Management

Student Money Management
Services..... 864-1182
300 Kansas Union
money.ku.edu

Mount Oread Scholars Program

Undergraduate Advising
Center.....864-2834

Multicultural Student Services

Diversity in Science Training.....864-3641
1002 Haworth Hall
Haskell Mentor Program864-2834
Multicultural Affairs 864-4350
1299 Oread Ave

N

Name Change

See registrar.ku.edu>Registrar A-Z
University Registrar..... 864-4422
121 Strong Hall

Nontraditional Students

Emily Taylor Women's Resource
Center.....864-3552
400 Kansas Union
Student Involvement
& Leadership Center864-4861
400 Kansas Union

O

Ombudsman

University Ombuds.....864-7261
34 Carruth-O'Leary Hall

Online Courses

Center for Online
& Distance Learning864-1000
codl.ku.edu

Online Enroll & Pay

Access through Kyou Portal or sa.ku.edu

Organizations, Student

Student Involvement
& Leadership Center864-4861
400 Kansas Union
ku.edu/organizations

Orientation, New Student

First-Year Experience.....864-4270
145 Strong Hall

P

Parking

Parking & Transit 864-7275
1501 Irving Hill Road
parking.ku.edu

Petitioning

Course/requirement substitutions
CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Dean's office of your school

To withdraw from a course

CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Dean's office of your school

Plagiarism

See policy.ku.edu>University Senate Rules
& Regulations

Police

Emergency 911 (TDD)
KU Public Safety Office..... 864-5900
Lawrence Police Dept. 832-7501

Probation, Academic

CLAS: Student Academic
Services..... 864-3500
109 Strong Hall
Dean's office of your school

R

Racial/Ethnic Harassment Policy

See full policy at policy.ku.edu

Institutional Opportunity
& Access 864-6414 (711 TTY)
153A Carruth-O'Leary Hall
Policy Office 864-9600
University Ombuds.....864-7261
Student Affairs 864-4060
133 Strong Hall

Rape Victim Support

Emergency: 911 (TDD)

For immediate contact

To reach an advocate at
GaDuGi SafeCenter, call
Headquarters Counseling
Center..... 841-2345
Legal Services for Students..... 864-5665
On-campus treatment
Counseling & Psychological
Services.....864-2277
Student Health Services 864-9566
Educational programs
Sexual Violence Education
& Support Services864-3552
GaDuGi SafeCenter
(administrative)..... 864-8985

Readmission to KU

Office of Admissions..... 864-3911
KU Visitor Center 1502 Iowa St

Reciprocity Agreement, KS/MO

University Registrar..... 864-4422
121 Strong Hall

Records, Academic

See policy.ku.edu>Student Records

Recreation Services

Ambler Student Recreation
Fitness Center 864-3546
Jaybowl 864-3545
Kansas Union, Level 1

Recruitment, Sorority and Fraternity

See kugreek.org

Student Involvement
& Leadership Center864-4861
400 Kansas Union

Recycling and Surplus Property

Environmental Stewardship864-2855
recycle@ku.edu

Refund, Fees

Bursar's Office 864-3322
23 Strong Hall

Registration/Enrollment Problems

University Registrar..... 864-4422
121 Strong Hall

Religious Observances and Examinations

See registrar.ku.edu>Registrar A-Z

Repeating a Course

See registrar.ku.edu>Registrar A-Z

Reservations: Meeting Rooms or Outdoor Facilities

University Registrar.....864-5123
Kansas & Burge Unions864-4651
University Events Committee.....864-4861

Residence Halls

Student Housing 864-4560
Suite DSH, Corbin Hall

Residency Change

University Registrar..... 864-4422
121 Strong Hall

Residency Status (Tuition)

University Registrar..... 864-4422
121 Strong Hall

ResNet

resnet.ku.edu..... 812-0000

Rights and Responsibilities, Student

See full policy at policy.ku.edu

S**SAFE Ride**

With KUID during academic year,
late night only864-SAFE

SAT Test Dates

CAPS Testing Services864-2768
Watkins Memorial Health Center

Scholarship Halls

Student Housing 864-4560
Suite DSH, Corbin Hall

Scholarships

Continuing student scholarships
School/department in which you are enrolled
New student scholarships
Financial Aid & Scholarships864-4700
affordability.ku.edu

Private donor scholarships
Financial Aid & Scholarships864-4700
affordability.ku.edu
scholarships.ku.edu

Additional resources
Student Involvement
& Leadership Center864-3552

Sexual Assault

Emergency 911 (TDD)
For immediate contact
To reach an advocate at GaDuGi
SafeCenter call Headquarters Counseling
Center.....861-2345
Legal Services for Students..... 864-5665
On-campus treatment
Counseling & Psychological
Services.....864-2277
Student Health Services 864-9500
For educational programs
GaDuGi SafeCenter
(administrative)..... 864-8985
Sexual Violence Education
& Support Services864-3552

Sexual Harassment Policy

See policy.ku.edu
For more information
Institutional Opportunity
& Access 864-6414 (711 TTY)
Student Affairs 864-4060
To report incidents or discuss options
Institutional Opportunity
& Access 864-6414 (711 TTY)
University Ombuds.....864-7261
Emily Taylor Women's
Resource Center864-3552

Smoking Cessation Counseling

Student Health Services864-9570
Watkins Memorial Health Center

Smoking & Tobacco Use Policy

See policy.ku.edu

Sororities

See silc.ku.edu/greeklife
Multicultural Greek Council864-4861
400 Kansas Union
National PanHellenic Council.....864-4861
400 Kansas Union
Panhellenic Office 864-4643
422 Kansas Union
Student Involvement
& Leadership Center864-4861
400 Kansas Union

Speech & Language Testing/Therapy

Schiefelbusch Speech-Language-Hearing
Clinic..... 864-4690
2101 Haworth Hall

Sports Clubs/Intramurals

Recreation Services..... 864-3546

Stress Management

Academic Achievement
& Access Center..... 864-4064
22 Strong Hall
Counseling & Psychological
Services.....864-2277
Watkins Memorial Health Center
KU Psychological Clinic864-4121
340 Fraser Hall
Student Health Services864-9570
Watkins Memorial Health Center

Student Conduct/Concerns

Student Conduct
Review Team 864-4060
133 Strong Hall

Student Discipline

Academic
See policy.ku.edu>University Senate Rules
& Regulations
Non-academic
Student Affairs 864-4060
133 Strong Hall

Student Senate..... 864-3710

410 Kansas Union

Student Union Activities864-7469

Kansas Union, Level 4
suaevents.com

Study Abroad..... 864-3742

108 Lippincott Hall
studyabroad.ku.edu

Study Skills

Academic Achievement
& Access Center..... 864-4064
22 Strong Hall

Suicide Prevention.....911 (TDD)

Counseling & Psychological
Services.....864-2277
Headquarters Counseling
Center.....841-2345 (24-7)
National Suicide Prevention
Life Lines 800-273-8255
or 800-784-2433

Supportive Educational Services

7 Strong Hall864-3971
(call for qualification guidelines)

Sustainability

Center for Sustainability 864-5398
320 Carruth-O'Leary

T

Tenant Issues

Legal Services for Students..... 864-5665
312 Burge Union

Tickets

Allen Field House Ticket Office..... 864-3141
Lied Center Ticket Office864-2787
Murphy Hall Box Office 864-3982
SUA Box Office 864-7469

Timetable of Classes

See classes.ku.edu

Transcripts

See registrar.ku.edu>Registrar A-Z

Transfer of Credit

Graduate
Dean of college/school

Undergraduate

Office of Admissions 864-3911
1502 Iowa St

Tuition, Staff/Staff Dependent Rates

See registrar.ku.edu>Registrar A-Z

University Registrar..... 864-4422
121 Strong Hall

Tutoring

Academic Achievement
& Access Center..... 864-4064
22 Strong Hall

Academic departments

Student Housing 864-4560

Multicultural Affairs 864-4350
1299 Oread Ave.

Supportive Educational Services....864-3971
7 Strong Hall (call for qualification guidelines)

Veterans Services 864-4422
121 Strong Hall

U

University Events Committee

Student Involvement
& Leadership Center864-4681
400 Kansas Union

University Governance

33 Strong Hall864-5169
governance.ku.edu

V

Veterans Services

University Registrar..... 864-4422
121 Strong Hall

W

Withdrawing

From a class (drop)

See registrar.ku.edu>Registrar A-Z>

Schedule Changes-Making

University Registrar..... 864-4422
121 Strong Hall

From the university

See registrar.ku.edu: Registrar A-Z

CLAS: Student Academic

Services..... 864-3500
109 Strong Hall

Dean's office of your school

Retroactive withdrawal

CLAS courses: Student Academic

Services..... 864-3500
109 Strong Hall

Dean's office of your school

Withholding Directory Information

See registrar.ku.edu>Registrar A-Z

Women's Resources

Emily Taylor Women's

Resource Center864-3552
400 Kansas Union

Multicultural Affairs 864-4350
1299 Oread Ave.

Student Involvement

& Leadership Center864-4861
400 Kansas Union

Work-Study Awards

Financial Aid & Scholarships864-4700

Work-Study Employment

See jobs.ku.edu

Financial Aid & Scholarships864-4700

Writing

KU Writing Center864-2399
424 Anschutz Library
writing.ku.edu

APPEALS AND GRIEVANCE PROCEDURES

Grievance procedures that allow resolution of conflicts concerning services provided by any university office or department are available in every office on campus. The Judicial Board, accessed through University Governance, 864-5169, may hear appeals and handle complaints not resolved through other procedures.

ACADEMIC CONCERNS/ UNDERGRADUATE

Consult with:

1. Your instructor
2. Department chair
3. Dean of school offering course; CLAS: director, Student Academic Services

About Instructors

Consult with:

1. Your instructor
2. Department chair
3. Dean of school offering course; CLAS: director, Student Academic Services
4. University ombuds

Misconduct

1. Contact the college/school in which course is offered for appeal process

ACADEMIC CONCERNS/GRADUATE

Consult with:

1. Your instructor
2. Department chair
3. CLAS: director, Student Academic Services
4. Dean's office of school/college
5. University ombuds

Dismissal for Academic Performance

1. Registrar.ku.edu: Registrar A-Z
2. Contact the college/school for appeal/petition process

ADMINISTRATIVE DECISIONS

General process

1. Resolutions should always be attempted at the lowest level.
2. If you cannot come to an agreement, appeal should be made to the next supervisory level.
3. You may seek the assistance of the [university ombuds](#)
4. If not resolved through informal process, contact the [Office of the Provost](#), 250 Strong Hall, or the appropriate vice provost or vice chancellor's office for assistance in accessing the formal grievance procedure:

- Senior vice provost for Academic Affairs, 250 Strong Hall, 864-4904
 - Vice provost for Student Affairs, 133 Strong Hall, 864-4060
 - Vice chancellor for Research & Graduate Studies, 212 Youngberg Hall, 864-7298
 - Vice chancellor for Edwards Campus, from Lawrence area call 864-8400; from Greater Kansas City call 913-897-8400
 - [University ombuds](#), 864-7261 (Note: If a student is charged with a violation of the Student Code or a violation of the law, other procedures apply)
5. An appeal of a decision by an administrative unit may be made to the Judicial Board that is accessed through [University Governance](#), 864-5169.

ADMISSIONS

Admissions Decisions

1. Clinton Everhart, associate director, Office of Admissions 864-3911
2. Admissions Appeals Committee (Send letter of appeal to Office of Admissions, KU Visitor Center, 1502 Iowa St.)

FEES

Registrar.ku.edu Registrar A-Z

1. Assistant registrar/Fees, 121 Strong Hall, 864-4422
2. Appeals Committee

FINANCIAL AID & SCHOLARSHIPS

Satisfactory Academic Progress Appeals

1. Complete an Appeal for Financial Aid form, available by appointment, 864-4700
2. Appeals reviewed by the Academic Appeals Committee
3. For information regarding Satisfactory Academic Progress standards, refer to affordability.ku.edu/financialaid/eligibility/sep.shtml

Other Financial Aid Issues

Stephanie Covington, associate director, 864-4700

Scholarships

Gail Sherron, associate director, 864-4700

GRADE CHANGES

Consult with:

1. Your instructor
2. Department chair
3. Dean of school offering class; CLAS: Student Academic Services
4. Judicial Board (appeals only)

LIBRARY

Appeals must be made within 30 days of billing date of the charge. For further information, contact the Library Circulation Business Office at 864-4715, or libfines@ku.edu

PARKING

Tickets

1. Complete appeal form (available at Parking & Transit traffic control booths, KU Info booth, parking.ku.edu, or by mail) and return with ticket within 10 business days from date of ticket
2. Appeal reviewed in a court of equity

Permits

1. Complete appeal form (available at Parking & Transit office or parking.ku.edu) and return to parking office
2. First appeal heard by Appeal Committee
3. Final appeal to full Parking Commission

RESIDENCY

See Registrar.ku.edu: Registrar A-Z

1. Assistant registrar/Fees, University Registrar, 121 Strong Hall, 864-4472
2. Residency Appeals Committee (appeal form available in 121 Strong Hall, 864-4472)

STUDENT HOUSING

Living group rules and student conduct issues

1. Living group staff
2. Jennifer Wamelink, associate director, 864-4560
3. Diana Robertson, director, 864-4560
4. Judicial Board Appeals Panel (only for violations of the Student Code)

If a student is charged with a violation of the Student Code or a violation of the law, other procedures apply