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Welcome to Winona State University and your new home! At WSU there are countless opportunities to discover and deepen your knowledge, awareness, and talents. As part of a community of learners improving our world, our students serve generously, lead responsibly, and respond imaginatively and creatively to the challenges of their work, their lives, and their communities. We invite you to explore career paths and also to explore ways to grow as an active, informed citizen.

In 2013-14, the WSU theme will be “Civic Action: Meeting the Challenge of Improving Our World.” You will notice this integrated into the curriculum, student activities, special campus events, and speakers. WSU has been focused on wellness for several years and we have already made significant changes that will help you achieve your academic goals in a balanced and healthy way.

We have high expectations for students as well as ourselves in our intellectual pursuits and in our interactions with each other and the greater Winona community. We strive to act with integrity and with compassion for others. Your full participation on campus will provide you with opportunities that are not only academic, but are multi-dimensional learning experiences. This is an exciting journey upon which we will embark together. Welcome.

Karen Johnson
Interim Associate Vice President for Student Life & Development
Dean of Students
**Administrative Leadership**

<table>
<thead>
<tr>
<th>Council Of Administrators</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Scott Olson</td>
<td>Somsen Hall Room 201</td>
<td>457-5003</td>
</tr>
<tr>
<td>Provost and Vice President for Academic Affairs Patricia Rogers</td>
<td>Somsen Hall 211</td>
<td>457-5010</td>
</tr>
<tr>
<td>Interim VP for University Advancement Gary Evans</td>
<td>Somsen Hall Room 204</td>
<td>457-5020</td>
</tr>
<tr>
<td>Chief Financial Officer and Vice President for Finance &amp; Administration Services Scott Ellinghuysen</td>
<td>Somsen Hall Room 101B</td>
<td>457-5696</td>
</tr>
<tr>
<td>Assistant VP for Marketing &amp; Communications Cristeen Custer</td>
<td>Somsen Hall Room 210D</td>
<td>457-5020</td>
</tr>
<tr>
<td>Associate VP for Information Technology and Chief Information Officer Kenneth Jantz</td>
<td>Somsen Hall Room 111</td>
<td>457-5545</td>
</tr>
<tr>
<td>Assistant Vice President for Academic Affairs Edward (Ted) Reilly</td>
<td>Somsen Hall Room 211</td>
<td>457-5010</td>
</tr>
<tr>
<td>Interim Associate VP for Enrollment Services and Director of the Warrior Success Center Barbara Oertel</td>
<td>Maxwell Hall Room 314</td>
<td>457-5878</td>
</tr>
<tr>
<td>Dean of Students and Interim Associate VP for Student Life &amp; Development Karen Johnson</td>
<td>Kryzsko Commons Room 234</td>
<td>457-5300</td>
</tr>
<tr>
<td>Dean of the Library and Information Services Thomas Bremer</td>
<td>110a Darrell Krueger Library</td>
<td>457-5141</td>
</tr>
<tr>
<td>Dean of the College of Nursing &amp; Health Sciences William McBreen</td>
<td>Stark Hall Room 301A</td>
<td>457-5122</td>
</tr>
<tr>
<td>Dean of the College of Liberal Arts Ralph Townsend</td>
<td>Minné Hall Room 206</td>
<td>457-5017</td>
</tr>
<tr>
<td></td>
<td>WSU-Rochester EA 123</td>
<td>529-6144</td>
</tr>
<tr>
<td>Interim Dean of the College of Business Joell Bjorke</td>
<td>Somsen Hall Room 309</td>
<td>457-5014</td>
</tr>
<tr>
<td>Interim Dean of the College of Science &amp; Engineering Charla Miertschin</td>
<td>Pasteur Hall Room 101A</td>
<td>457-5585</td>
</tr>
<tr>
<td>Interim Dean of the College of Education Jan Sherman</td>
<td>Gildemeister Hall Room 135</td>
<td>457-5570</td>
</tr>
<tr>
<td>Interim Dean of International Programs Holly Shi</td>
<td>Maxwell Hall Room 105</td>
<td>457-2433</td>
</tr>
<tr>
<td>Interim Associate Dean of the College of Liberal Arts Peter Miene</td>
<td>Minne 206</td>
<td>457-5017</td>
</tr>
<tr>
<td>Affirmative Action Officer/Legal Analyst Lori Mikl</td>
<td>Somsen Hall Room 202B</td>
<td>457-2766</td>
</tr>
<tr>
<td>Executive Director for Outreach and Community Education Diane Dingfelder</td>
<td>Somsen Hall Room 106A</td>
<td>457-5138</td>
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<td></td>
<td>WSU-Rochester SS218</td>
<td>285-7139</td>
</tr>
<tr>
<td>Director of WSU-Rochester Craig Johnson</td>
<td>WSU-Rochester SS 131</td>
<td>285-7153</td>
</tr>
<tr>
<td>Director of Athletics Eric Schoh</td>
<td>IWC Room 170</td>
<td>457-5212</td>
</tr>
</tbody>
</table>

*All numbers have a 507 Area Code*
General Fall 2013 Registration Opens for WSU Students ........................................... Monday, April 22, 2013
First day to apply for Fall 2013 Graduation ............................................................... Monday, April 22, 2013
New Freshmen Registration Week (General Registration Suspended) ................................ Mon-Fri, June 17-21, 2013
Visiting & Special Student Registration for Fall 2013 Opens .................................. Monday, June 22, 2013
Last day for degree-seeking International Students to apply for Fall 2013 admission .... Monday, July 1, 2013
Last day for new degree-seeking students to apply for Fall 2013 admission ....... Friday, July 12, 2013
Summer 2013 Term End & Graduation (No Summer Commencement) ...................... Friday, August 2, 2013
Fall 2013 Orientation Week ....................................................................................... Mon-Fri, August 19-23, 2013
First day students can move into resident halls...................................................... Tuesday, August 20, 2013
PSEO Registration Sessions ...................................................................................... Friday, August 23, 2013
Fall 2013 Classes begin ......................................................................................... Monday, August 26, 2013
Registration Wait-listing Ends .................................................................................. Wednesday, August 28, 2013
Last day to drop courses with 100% tuition refund .............................................. Friday, August 30, 2013
Last day for prior students to file Intent to Return for Fall 2012 ......................... Friday, August 30, 2013
Last day to add courses without instructor approval (Blue Cards required after this date) .............................. Friday, August 30, 2013
Last day to apply for Arranged Courses or Independent Studies ....................... Friday, August 30, 2013
Last day to clear in-progress (IP) grades from Summer 2011 courses .......... Friday, August 30, 2013
Last day to pay Fall 2012 tuition or have arrangements to pay ................................ Friday, August 30, 2013
Registration Cancellation for students who have not paid or made arrangements to pay tuition .............................................. Friday, August 30, 2013
Labor Day holiday (no classes/offices closed) ..................................................... Monday, September 2, 2013
Last day to submit Class Permit Forms (Blue Cards) ......................................... Thursday, September 5, 2013
Financial Aid Disbursement ................................................................................... Friday, September 6, 2013
Midterm ................................................................................................................. Friday, October 18, 2013
Last day to notify the Office of Graduate Studies of intent to take Spring Semester Comprehensive Examinations ............................................. Friday, October 18, 2013
Midterm ................................................................................................................. Friday, October 18, 2013
Last day to submit Application for Graduation for Fall 2013 and appear in the printed commencement program – approved late applicants may still participate in Commencement ........................................... Friday, October 18, 2013
Veterans’ Day Holiday Observed (no classes/offices closed) .......................... Monday, November 11, 2013
Pre-Registration for new WSU-Rochester transfer students for Spring 2014 ...................... Thursday, November 14, 2013
Pre-Registration for new WSU Winona Campus transfer students for Spring 2014 .......... Friday, November 15, 2013
General Registration for Spring 2014 begins ..................................................... Monday, November 18, 2013
First day to apply for Spring 2014 Graduation .................................................... Thursday, November 21, 2013
Last day to change grade method .................................................................... Thursday, November 21, 2013
Last day to withdraw from Fall 2012 courses ..................................................... Thursday, November 21, 2013
Last day for new degree-seeking students to apply for admission for Spring 2014 .............................. Friday, November 22, 2013
Thanksgiving break (no classes/offices closed Th-F) ........................................... Wed-Sun, November 21-25, 2013
Final Examinations ................................................................................... Mon-Thurs, December 9-12, 2013
Fall 2013 Commencement .................................................................................... Friday, December 13, 2013
Grading Period ................................................................................................. Fri-Wed, December 13-18, 2013
Grades due, 12:00 noon ....................................................................................... Wednesday, December 18, 2013

The University calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, service interruption, natural disaster, civil disorder, war, and changes in MnSCU Board or WSU Policy. In the event of such occurrences, the University will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra curricular activities or other University programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with our governing board’s policy.
SPRING 2014 ACADEMIC CALENDAR
January 13, 2013 – May 6, 2014

Spring 2014 Registration begins ................................................................. Monday, November 26, 2013
New student registration for Spring 2014 .................................................. Friday, January 10, 2014
Classes begin .............................................................................................. Monday, January 13, 2014
Last day to add courses without instructor approval (Blue Cards required after this date) ............. Friday, January 17, 2014
Last day to apply for Arranged Courses or Independent Studies ................. Friday, January 17, 2014
Last day to clear in-progress (IP) grades from Fall 2012 courses .................. Friday, January 17, 2014
Last day to drop Spring 2014 courses with 100% tuition refund .................. Friday, January 17, 2014
Spring 2013 tuition due ............................................................................ Friday, January 17, 2014
Martin Luther King holiday (no classes/offices closed) ........................................ Monday, January 20, 2014
Last day to submit Class Permit Forms (Blue Cards) .................................. Thursday, January 23, 2014
*Minnesota State Precinct Caucuses .......................................................... Tuesday, February 4, 2014

All University Assessment Day (regularly scheduled classes meeting before 3:30 p.m. are cancelled/labs and classes meeting once per week meet as scheduled/offices open) ........................................... Wednesday, February 19, 2014
Registration for Summer 2014 opens ......................................................... Saturday, March 1, 2014
Midterm ...................................................................................................... Friday, March 7, 2014
Last day to clear incompletes (I) from Fall 2013 courses ............................... Friday, March 7, 2014
Last day to notify the Office of Graduate Studies of intent to take Summer Term Comprehensive Examinations ................................................................. Friday, March 7, 2014
Last day to submit an Application for Graduation for the Spring 2014 Commencement and still be considered for provisional honors .................................................. Friday, March 7, 2014
Spring Break (no classes/offices open March 10-14) .................................... Sat, March 8, 2013 – Sun, March 16, 2014
Classes resume .......................................................................................... Monday, March 17, 2014
Last day for students to change the grade method for an eligible Spring 2014 course ........ Tuesday, April 15, 2014
Last day to withdraw from Spring 2014 courses ......................................... Tuesday, April 15, 2014
Student Spring Break Day (no classes/offices open) ....................................... Friday, April 18, 2014
Registration for Fall 2014 begins ............................................................... Monday, April 21, 2014
Final Examinations ..................................................................................... Mon-Thurs, May 5-8, 2014
Spring 2014 Commencement ..................................................................... Friday, May 9, 2014
Summer 2014 Term Begins ....................................................................... Saturday, May 10, 2014
May 2014 Inter-session Begins ..................................................................... Saturday, May 10, 2014
Spring 2014 Grades Due from Faculty, 12:00 noon ....................................... Wednesday, May 14, 2014
Summer 2014 First Session Begins ............................................................. Monday, June 2, 2014

The University calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, service interruption, natural disaster, civil disorder, war, and changes in MnSCU Board or WSU Policy. In the event of such occurrences, the University will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extracurricular activities or other University programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with our governing board’s policy.
WSU Alma Mater

Lo, in Mississippi's water
Blue in the eternal sky;
In our hearts,
O Alma Mater
Clear they spirit High!

Chorus
Lift the chorus
Send it ringing
Far o' er hill and vale!
Hail to thee, O Alma Mater
Hail, Winona, Hail!

Noble hill watch over the valley
Where they dwelling lies
Steadfast hearts,
O Alma Mater,
Guard thy destinies.
Repeat Chorus

Ever shall tomorrow better
What today hath won;
Lead thy children, Alma Mater,
On, forever, on!
Repeat Chorus
When calling from an off-campus number, dial exchange 457 followed by the 4-digit extension listed in this chart.

<table>
<thead>
<tr>
<th>For Help with . . .</th>
<th>Department</th>
<th>Location</th>
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<tbody>
<tr>
<td>Academic Materials</td>
<td>WSU Bookstore</td>
<td>Kryzsko Commons, Lower Level</td>
</tr>
<tr>
<td>Access Services</td>
<td>Warrior Success Center</td>
<td><a href="http://www.wsubookstore@winona.edu">www.wsubookstore@winona.edu</a></td>
</tr>
<tr>
<td>Career Exploration, Interest Testing,</td>
<td>Counseling</td>
<td>Maxwell Hall, Room 314</td>
</tr>
<tr>
<td>Major Exploration</td>
<td>Phone 5878</td>
<td><a href="http://www.winona.edu/accessservices">www.winona.edu/accessservices</a></td>
</tr>
<tr>
<td>Career Choice/Job Search</td>
<td>Warrior Success Center</td>
<td>222 Integrated Wellness Center</td>
</tr>
<tr>
<td>College Level Examination Program Exams</td>
<td>Counseling</td>
<td><a href="http://www.winona.edu/counselingcenter">www.winona.edu/counselingcenter</a></td>
</tr>
<tr>
<td>Community Issues/Off Campus Living</td>
<td>Community Liaison</td>
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<tr>
<td>Financial Aid Forms, FAFSA,</td>
<td>Financial Aid Office</td>
<td>Community Commons, Room 235</td>
</tr>
<tr>
<td>Financial Aid Disbursement</td>
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<td><a href="http://www.winona.edu/financialaid">www.winona.edu/financialaid</a></td>
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<tr>
<td>General Information</td>
<td>Student Resource Center</td>
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<tr>
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<td>Health Services</td>
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<td>Housing and Residence Halls</td>
<td>Housing and Residential Life</td>
<td><a href="http://www.winona.edu/healthservices">www.winona.edu/healthservices</a></td>
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<tr>
<td>Math Achievement Center</td>
<td>Math Department</td>
<td>Gildemeister Hall, Room 135</td>
</tr>
<tr>
<td>Parking</td>
<td>Parking Services</td>
<td><a href="http://www.winona.edu/mathematics/tutoring">www.winona.edu/mathematics/tutoring</a></td>
</tr>
<tr>
<td>Payment Deadlines, Fees Due</td>
<td>Student Accounts</td>
<td>Warrior Hub, Maxwell Hall</td>
</tr>
<tr>
<td>Personal Issues</td>
<td>Counseling Center</td>
<td><a href="http://www.winona.edu/parking">www.winona.edu/parking</a></td>
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<tr>
<td>Placement Tests: English, Math</td>
<td>Phone 5330</td>
<td><a href="http://www.winona.edu/billing">www.winona.edu/billing</a></td>
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<tr>
<td>Security Concerns</td>
<td>Security Services</td>
<td>222 Integrated Wellness Complex</td>
</tr>
<tr>
<td>Student Activities and Leadership</td>
<td>Student Union</td>
<td><a href="http://www.winona.edu/security">www.winona.edu/security</a></td>
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<tr>
<td>Suspension, Academic Appeals</td>
<td>Warrior Success Center</td>
<td>Kryzsko Commons, Lower Level</td>
</tr>
<tr>
<td>Tutoring Services &amp; Study Skills Improvement</td>
<td>Tutoring Services Center</td>
<td>Maxwell Hall, Room 314</td>
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<tr>
<td>University catalogs, course schedules,</td>
<td>Registrar’s Office</td>
<td><a href="http://www.winona.edu/advising/placement.htm">www.winona.edu/advising/placement.htm</a></td>
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<tr>
<td>declaration of major forms, transfer</td>
<td>Phone 2800</td>
<td>Sheehan Hall, Main Floor</td>
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<tr>
<td>credits, class repeat forms, grade issues</td>
<td></td>
<td><a href="http://www.winona.edu/security">www.winona.edu/security</a></td>
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<tr>
<td>Volunteer Opportunities</td>
<td>Community Liaison</td>
<td>Kryzsko Commons, Lower Level</td>
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<tr>
<td>Writing Assistance (any subject)</td>
<td>Writing Center</td>
<td>Maxwell Hall, Room 314</td>
</tr>
<tr>
<td></td>
<td>Phone 2949</td>
<td><a href="http://www.winona.edu/advising/suspension.htm">www.winona.edu/advising/suspension.htm</a></td>
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<td>Kryzsko Commons, Room 120</td>
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<td>Minné Hall, Room 348</td>
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<td><a href="http://www.winona.edu/writingcenter">www.winona.edu/writingcenter</a></td>
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</tbody>
</table>
The Office of Admissions is responsible for recruiting students to WSU. The office reviews applications for admissions, recommends students for scholarships, processes transfer student applications and evaluates international transcripts for WSU equivalency. If a student has questions on how their courses have transferred, the Admissions staff can provide assistance.

Affirmative Action Office
Somsen Hall, Room 202 457-5008

The Affirmative Action Officer (AAO) provides information and investigates complaints of discrimination or harassment based upon race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation and age. The AAO also investigates concerns regarding discrimination/harassment at WSU. These services are available by appointment or on a walk-in basis. For more information or to make an appointment call 457-5008.

Alumni Relations
Ann MacDonald, Director
Somsen Hall, Room 206
457-5027 or 800-242-8978 ext. 5027
Fax: 507-457-5869
www.alumni.winona.edu

The Office of Alumni Relations coordinates alumni programming and facilitates the work of the WSU Alumni Society. Programming includes homecoming celebrations, alumni networking, mentoring and alumni in the classroom presentations, reunions by College and/or affinity group, continuing education opportunities for alumni, publications, locator services, regional alumni gatherings, and scholarships.

The WSU Alumni Society was organized in 1875 to promote a more intimate relationship between the University and its graduates and to promote continued excellence in education. In 1930, the organization was incorporated and today has over 50,000 members. The Alumni Society is governed by a board of directors who volunteer their time and talents to support the mission of the University. As a graduate, you are automatically a member of the WSU Alumni Society. No matter where you settle, it is likely that other WSU alumni are also in the area.

The mission of the WSU Alumni Society is to build strong, lifelong relationships between the university and its alumni and friends. Working together, the Alumni Society and the Office of Alumni Relations provide the means by which the University can regularly communicate with and serve its alumni. Moreover, the Alumni Society provides a mechanism through which alumni may communicate with and serve their alma mater. For additional information, please contact the Office of Alumni Relations.

Army ROTC
608-785-8404
www.uwlax.edu/rotc

The Army Reserve Officer Training Corps (ROTC) trains the future leaders for the United States Army, Reserves, and National Guard. Students at Winona State University can cross-enroll with the University of Wisconsin La Crosse (UWL) to attend ROTC classes on WSU's campus. ROTC offers two-, three-, and four-year scholarships to incoming freshman and current WSU students who are working toward a bachelor's or master's degree. ROTC also offers special scholarships for nursing students, which pay up to $20,000 per year for tuition and fees, $1200 per year for books, and a $300 to $500 monthly tax free allowance. Students in the National Guard or Reserves who enroll in ROTC can earn as much as $1400 per month during their junior and senior years of college and be non-deployable for the remainder of their studies once they contract as a sophomore. They can also receive a $10,000 bonus upon Commissioning from the ROTC program.

At the beginning of their senior year, an ROTC student has the option of graduating as a full-time officer in the Active Duty Army or as a part-time officer in the Reserves or National Guard. To find out more about how to become an officer, call 608-785-8404 or 608-785-8406 or visit our website (see above).

Art Galleries
Watkins Hall 457-5395
www.winona.edu/art/

The Paul Watkins Art Gallery, First Floor
The Paul Watkins Art Gallery displays local, regional, and national art work, mounting a new exhibition every three to four weeks. Painting, drawing, printmaking, sculpture, and ceramics are regularly exhibited. Once a year, an Art faculty exhibition is scheduled, and at least three student shows are held each academic year. For more information, contact the Art Department, located in Watkins Hall, Room 204.

The Weber Gallery, Second Floor
The Weber Gallery is in Watkins Hall, Room 203, next to the Art Department office. This gallery is dedicated primarily to student exhibitions, including Select Senior Shows, the Junior Salon, and other theme- or class-based exhibitions. Large shows occasionally fill both gallery spaces.

Athletics Office
Eric Schoh, Director
Integrated Wellness Complex, Room 159 457-5210
www.winona.edu/athletics

The Athletics Office is responsible for overseeing all varsity athletic teams. Varsity sports include baseball, men’s basketball, women’s basketball, men’s cross-country, women’s cross-country, football, men’s golf, women’s golf, women’s gymnastics, women’s soccer, softball, women’s tennis, women’s track and field, and women’s volleyball. Winona State University is an NCAA Division II program and participates in the Northern Sun Intercollegiate Conference. WSU athletic programs are based on the same principles as our academic programs; therefore, athletics provide excellent learning communities as well as community involvement. We place high value on our student-athletes’ personal development and academic success.

Athletic programs are located in Memorial Hall which is the center for the University’s 15 athletic teams and houses a swimming pool, six full-sized gymnasiums including McCown Field House where both basketball teams and volleyball compete, handball/racquetball courts, and a training room. Alltel Stadium/Maxwell and Lougherty Fields are home to the football, baseball, soccer and softball teams.
ATM (Automatic Teller Machine)
Kryzsko Commons, Lower Level

A Wells Fargo Bank ATM is located in the Student Resource Center (in the Student Union). The ATM handles transactions from the major check/debit/cash card vendors. You may also purchase U.S. postage stamps from this ATM.

Bookstore-Winona State University
Karen Krause, Director
Kryzsko Commons, Lower Level  457-5319
www.wsusbookstore.com

Students and the general public are welcome to shop for a variety of items at the WSU Bookstore, including new and used textbooks, general books and reference materials, WSU apparel, school supplies, computer accessories, gift items, greeting cards, and posters. Gift cards of any denomination are available. The Bookstore offers year-round book buy back. For more information about merchandise and policies, visit the web site where on-line shopping is also available.

The WSU Bookstore is open Monday-Friday from 8:00 a.m. to 5:00 p.m. during the academic year and from 7:30 a.m. to 4:00 p.m. during the summer. The WSU Bookstore is open for additional hours at the beginning of each semester and during special campus events. Alternate Saturday hours will also be available during the year. All major credit cards and purple pass are accepted. Call 457-5319 or email wsusbookstore@winona.edu with questions or for current information about business hours.

Bicycle Registration

WSU suggests that all personal bicycles be registered with the Student Resource Center. This short registration process can be completed on-line. By registering your bike through WSU, the student’s address is entered into a database and you will then be notified to pick up a decal from the Student Resource Center in the Student Union.

If a bike is lost, stolen, or needs to be moved for any reason, the decal allows WSU to easily identify the owner of the bike through the numbering system. Through the decal identifier, WSU will email the student that the bike has been found or needs to be moved from its location. The link to the registration site is www.winona.edu/studentsenate/bikeregistration/index.html

Bike Rental Program
(Purple Bike Rental)

Students in good standing and employees of Winona State University are eligible to become members of the Purple Bike Rental program. As a member of Purple Bike Rental, individuals will be permitted to use bicycles and related equipment free of charge. In renting the bicycles, current students in good standing and University Employees simply need to present their Warrior ID cards. Helmets and locks are also provided for users of this exciting new service. Pick up and drop off of rental bikes takes place at the Student Resource Center (SRC). Usage is limited to the hours of business at the SRC helpdesk. During the regular school year, this office is open until Midnight daily. During the summer the office is open until 9 pm Monday through Thursday, until 6 pm on Fridays. The office is closed weekends during the summer. Be sure to take advantage of this exciting new service offered through our Student Resource Center here on Campus…and help the environment while enjoying the scenery.

Bus Service
(See “WSU Shuttle and Transit Service.”)

Business Office

The Business Office provides a variety of services to students, faculty, and staff:
- The most up-to-date financial information is available at www.winona.edu/billing. Contact the Accounts Receivable Office (Maxwell 225; 457-5076) for information about financial aid disbursement and individual student accounts.
- Students may find information regarding student employment at www.winona.edu/billing/studentemployment.htm
- Go to www.winona.edu/busoffice/index.htm for Business Office policies and procedures as well as general information regarding club budgets, purchasing, travel, copy cards, telephone billing, mail, contracts, faculty/staff payroll, and student employment. If you have questions concerning any of these topics, please go to Somsen Hall, Room 205 (457-5419).

Campus Card Office
Sue Groth, Campus Card Manager
Maxwell Hall 227  457-2480
www.winona.edu/campuscard

The Campus Card Office provides a variety of services to Students, Parents, Faculty, and Staff.

Home of the Warrior ID, Purple Pass, and Manage My ID
- The Warrior ID card is your identification, point of sale, tracking of funds, Meals, Kryzsko Kash, and Purple Pass, Library card, and door access into Residence Halls and Fitness Center.
- Purple Pass is open to all Students, Faculty, and Staff. Simply deposit your own fund of money onto your Warrior ID card and use it for internal products and services. The service is called “Purple Pass.” You can eat, snack, purchase beverages at all Campus Dining locations, purchase merchandise at WSU Bookstore, WSU Library Services and WSU Media Services: copies, printing, posters, and photo boards, WSU Campus vending machines, WSU Parkview Pharmacy for prescriptions and over the counter items. Discounts and promotions are offered at all locations. We are excited about taking our Purple Pass services to outside Vendors. Coming soon, see updates and locations listed on our website at www.winona.edu/campuscard.
- Manage My ID provides a simple straightforward way of tracking all transactions to help students, parents, faculty, and staff manage their accounts. The system provides built-in security with account tracking to view all fund balances, details of transactions showing location, date, and time; includes a six-month history. You can also deposit funds to your Purple Pass account 24-hours a day, 7-days a week with any major credit or debit card for your convenience.

Campus Dining
(See “Dining Services” in Housing and Residence Life Section, or visit either of these websites: www.dineoncampus.com/winona/ or www.winona.edu/housing)

Campus Ministries—Cooperative (CCM)

CM’s mission is to promote good will, cooperation, dialogue, and respect among all the Christian groups represented in the student body of Winona State University without any compromise of the beliefs represented. CCM also seeks to build and foster an atmosphere on campus conducive to religious thought and living. We enter into joint service projects, enjoy fun fellowship activities and, on occasion, gather together for ecumenical worship. CCM includes the following:
- Catholic Newman Center  452-2781
Tom Parlin (CCM Chairperson)  475 Huff Street
Email: wsunewma@hbci.com
www.winonanewman.org
The mission of the College of Education is to provide continuing leadership and excellence in preparing classroom teachers, counselors, administrators, and other social services professionals. It accomplishes its mission by offering baccalaureate, licensure, and selected graduate programs to prepare professionals for leadership roles in the region, state, and nation. Specifically, the College programs provide the knowledge, skills, professionalism, and practice necessary to enable students to improve our world by focusing on strengthening families, schools, and communities.

The Dean of Education oversees the following academic departments: Business Education; Counselor Education; Education (Rochester and Winona campuses); Educational Foundations, Research and Technology; Educational Leadership; Physical Education and Sports Science; Recreation, Tourism & Therapeutic Recreation; and Special Education. The Department of Educational Leadership offers only graduate-level programs. Degrees, certificates or licenses are offered in more than 25 different specializations.

The Departments of Business Education; Education; Physical Education and Sports Science; and Special Education offer teaching licensure programs in the P-12 areas and Special Education areas of Learning Disabilities (LD); Developmental Disabilities (DD) and Early Childhood Special Education (Rochester campus). For more information on teacher education, admission criteria and timelines, and advising, call Paula O’Malley, Teacher Education Admissions Certification Coordinator (507-457-2358), visit the Education Department (Gildemeister Hall, Room 152), or visit the website at www.winona.edu/education/advising.

The College of Liberal Arts offers degree programs in the arts, humanities, and social sciences as well as in specialized professional areas. The College also provides a comprehensive base of liberal studies as the foundation of all degrees. The Dean of Liberal Arts oversees the following academic departments and programs: Art; Arts Administration; Communication Studies; English; Foreign Language; Global Studies; History, Law and Society, and Paralegal; Mass Communication; Music; Philosophy; Political Science; Psychology; Sociology and Criminal Justice; Social Work; Theatre and Dance; and Women’s and Gender Studies.

The College of Nursing and Health Sciences offers degree programs in the arts, humanities, and social sciences as well as in specialized professional areas. The College also provides a comprehensive base of liberal studies as the foundation of all degrees. The Dean of Liberal Arts oversees the following academic departments and programs: Art; Arts Administration; Communication Studies; English; Foreign Language; Global Studies; History, Law and Society, and Paralegal; Mass Communication; Music; Philosophy; Political Science; Psychology; Sociology and Criminal Justice; Social Work; Theatre and Dance; and Women’s and Gender Studies.

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On the Winona campus, the Department of Health, Exercise and Rehabilitative Sciences is located in Maxwell Hall. The
Department of Nursing offers two locations for undergraduate nursing—Stark Hall on the Winona campus and the WSU-Rochester campus in Rochester, MN. The Generic Option is offered at both sites, and the RN Option is delivered primarily at WSU-Rochester. The Master’s Program in Nursing and Doctor of Nursing Practice programs are located at WSU-Rochester. (See the Graduate Catalog for information for the graduate programs.)

Note: The Dean of Nursing maintains an office on the Winona campus (Stark Hall, Room 301) and an office on the Rochester Center campus (Health Science Building 105). You may contact the Dean at either campus through the Administrative Assistant, Mary Ballard at 507-457-5122.

College of Science & Engineering
Charla Miertschin, Interim Dean
Pasteur Hall, Room 101  457-5585
www.winona.edu/colleges/cos.html

The College of Science & Engineering consists of the following academic departments: Biology, Chemistry, Computer Science, Department of Composite Materials Engineering, Geosciences, Mathematics & Statistics, and Physics. Our goal is to contribute to advances in science, technology, engineering, and mathematics (STEM) by inspiring the next generation of innovators and teachers and by engaging in research and scholarship that are important to society. Our degree programs are designed to provide meaningful, challenging educational experiences and to build deep connections between the STEM major, career goals, and societal issues. We offer several special learning environments that provide student employment opportunities and real-world research and problem solving: The Composite Materials Technology Center; the Large River Studies Center; the Software Testing Center; the Southeast Minnesota Water Resources Center; the Southeast Minnesota Analytical Service; and the Statistics Consulting Center.

Community Liaison
Kryzsko Commons, Room 120  457-2949
cs.winona.edu/CommunityConnect

The Community Liaison serves as an advocate and resource to Winona State University students regarding issues such as off-campus living and local ordinances, as well as volunteer and civic engagement opportunities in the greater Winona community. The Community Liaison can help clarify landlord and tenant rights and responsibilities, direct students to appropriate city and county officials and departments, and answer questions about the Winona community.

The Community Liaison has created informative brochures, Welcome to the Neighborhood and Welcome Home! that serve as a student guide to living in Winona. If you have questions or problems with a rental situation, please contact the Community Liaison office. (See also “Off-Campus Housing Referral”)

Conduct Officer
(See “Director of Student Conduct and Citizenship”)

Copy Machines
Digital public copiers are available for use by students, faculty, and staff. They are located in Kryzsko Commons, Minné Hall, the Library, and at select locations in residence halls. The cost is $.10 per copy for all student copies and for all faculty and staff personal copies.

Counseling & Wellness Services
Elizabeth Burke, Department Chair
Integrated Wellness Complex 222  457-5330
www.winona.edu/counselingcenter

The Counseling Center provides short-term counseling to currently enrolled students who are experiencing difficulty in their personal lives. Common concerns may include adjustment to college, relationship difficulties, depression, anxiety, alcohol use/abuse concerns, self-esteem issues, eating disorders, grief, etc. Counselors will assist with off-campus referrals if appropriate for the student’s care.

The Counseling Center also offers career counseling, which may include the use of testing instruments such as the STRONG and DISCOVER programs. Outreach educational presentations are offered to the WSU community and the Winona community at large. Consultation with faculty and staff is encouraged, with the student’s permission.

Six full-time professional counselors are available: Elizabeth Burke, Lynda Brzezinski, Eunie Alsaker, Michael Lynch, Kelly Kirby, and Sara Hallberg. Our office manager, Debbie Dickenson, is available to assist students. During the academic year, students may call or stop by the Counseling Center between 8:00 a.m. and 4:30 p.m. to schedule an appointment. Crisis counseling is available during the academic year Monday through Friday during selected hours. Services are provided at no cost to the student. The counseling sessions remain confidential, and students are advised of their client rights and the exceptions to confidentiality before counseling begins. Information will be released with the student’s written permission.

Crime Awareness/Campus Security Act
(See “Security Services.”)

Dean of Students
Karen Johnson, Dean
Kryzsko Commons, Room 234  457-5300
www.winona.edu/sld

The Dean of Students is a key member of the Student Life and Development team and serves as a highly visible ambassador for student life issues on campus. Collaboration with Academic Affairs helps to facilitate the development of competent and capable students who are well rounded and have a sense of civility and civic engagement; together we work toward the full realization of WSU’s commitment to prepare individuals for life, work and leadership in a rapidly changing, competitive, and global society. The Dean of Students is charged with the management and oversight of the University’s conduct processes and provides leadership to the University in promoting and maintaining student rights and responsibilities, in addition to providing leadership to Integrated Wellness Services.

Dining
(See “Dining Services” in Housing and Residence Life section, or visit either of these websites: www.dineoncampus.com/winoa/ or www.winona.edu/housing.)

Discount Cards
(Students Savers Cards)

The Student Senate disperses Student Discount Cards to students upon request. These cards are valid at many local restaurants, stores, and shops. You can pick up discount cards at the Student Resource Center, Student Senate office (Kryzsko Commons, Lower Level), or the Student Union. For more information, call 457-5316.

Emergency Notification System: Star Alert

Star Alert emergency messages are sent to you through text
mail and e-mail during emergencies that threaten life or safety and/or severely impact standard campus operations. The Star Alert system will only be used in emergency situations. You may register online at www.winona.edu/staralert.

**Financial Aid Office**  
Gregory Peterson, Director  
Warrior Hub, 222 Maxwell Hall  
457-2800  
www.winona.edu/financialaid

Student Financial Aid provides students with advice and counsel about their long- and short-term plans for financing their education. Students who are entering WSU for the first time or who are transferring to WSU may contact the Director of Financial Aid for information about grants, loans, part-time employment, and scholarships.

In general, financial aid is awarded after applicants meet eligibility criteria and establish need. To be considered for financial aid, a student must be enrolled or accepted for admission as a regular student in an eligible academic program for the purpose of earning a degree, be in good academic standing, and maintain satisfactory academic progress. Awards are usually made for one academic year and are disbursed at the beginning of each semester.

To initiate the process, students should complete a Free Application for Federal Student Aid (FAFSA). The FAFSA may be submitted on the web at www.fafsa.ed.gov. Submit the FAFSA as soon as possible after January 1 using completed tax forms. Awards to new students are made as soon as possible after the student is admitted to the University; awards to continuing students are made at the end of each academic year (in May). All financial aid recipients must maintain satisfactory progress as determined by an evaluation conducted at the end of each semester. Visit the Financial Aid website for detailed information about the application process, students’ rights and responsibilities, types of aid, and the Financial Aid Satisfactory Progress Policy.

**Food Services**  
(See “Dining Services” in Housing and Residence Life section or visit either of these websites: www.dineoncampus.com/winona or www.winona.edu/housing.)

**Global Studies**  
Yogesh Grover, Director  
Minné Hall, Room 122  
457-5415  
www.winona.edu/globalstudies

The Global Studies program is designed to prepare students to participate effectively in a world that is becoming increasingly interconnected and interdependent. This program seeks to enable students to understand the causes and consequences of this phenomenon. Students can pursue a B.A. major or minor in Global Studies. Because this program contains many courses that are drawn from different disciplines, students will find that it is a major that can be taken either independently or combined with another major or minor. Students are required to take a foreign language and are encouraged to participate in Study Abroad opportunities. (See also “Study Abroad.”)

**Graduate Studies**  
Maxwell 105  
457-5038  
www.winona.edu/graduatesudy

The Graduate Office maintains graduate student records and reviews applications for admission, candidacy, comprehensive examinations, graduation, and graduate assistantships. The Graduate Council provides advice and recommendations on graduate school policies. Inquiries on specific program requirements should be addressed to the department chairperson or program director of the degree-sponsoring department.

**Grants & Sponsored Projects**  
Nancy Kay Peterson, Director  
Maxwell 161  
457-5519  
www.winona.edu/grants

The Grants and Sponsored Projects (G&SP) office supports WSU members in seeking, securing, and administering public and private grants that contribute to individuals’ professional development, strengthen the quality of the institution’s academic and support programs, and enhance the stature of the University. The G&SP office provides presentations on identifying funding sources and proposal writing for classes and/or student groups; the staff also assists student grant writers.

**Health Insurance**  
www.winona.edu/healthservices/insurance.htm

All domestic undergraduate students taking six or more credit hours and all domestic graduate students taking three or more credit hours are eligible to purchase health insurance through the MnSCU Injury and Sickness Insurance Plan. All international students are required to purchase the health insurance. For specific information, contact one of the following offices: International Services (Kryzsko Commons) or the Health Services Center (Integrated Wellness Complex).

**Health & Wellness Services**  
Connie Kamara, Director  
Integrated Wellness Complex 222  
457-5160  
www.winona.edu/healthservices

The Health Service clinic is open whenever classes are in session, Monday through Friday including summer sessions. The Health Service facility is staffed by physicians, nurse practitioners, registered nurses, a medical technologist, a health educator, and a medical records clerk. Services include:

• Medical examinations and consultations for illness, injury, and other medical concerns
• Laboratory services
• Mantoux tests and other immunizations
• Physical exams for sports, employment, or travel
• Allergy injections (students must supply their own serum)
• Contraceptive counseling, exams, and prescription
• Health education materials including pamphlets, videos and consultation, which enable students to develop a lifestyle that will reduce their risk of disease and injury
• Smoking cessation program
• Alcohol education class
• Campus-wide and community health promotion, prevention, and awareness programs
• A Peer Health Educator Program

The student health fee covers the cost of office visits to the physicians or nurse practitioners. However, there are charges for medications, laboratory tests, and some medical procedures and supplies. Information about costs and charges is available on the health service website. www.wsu.edu/healthservices. Emergency care and urgent care are available evenings and weekends at Community Memorial Hospital emergency room (855 Mankato Avenue). Urgent care is available at Winona Health Urgent Care at 402 E. Sarnia 7 days a week.

Notes:
1. For students who are planning to participate in athletics, a physical exam is mandatory and must be completed after July 1. A special physical form is available from the Athletic Department.
2. Health records for transfer students are not sent automatically with transcripts from other colleges; transfer students must specifically request that Health and
immunization records be sent to WSU.

**Proof of Immunization**

Minnesota Law (M.S. 135A.14) requires that all students enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps and rubella—allowing only for certain specified exemptions. Records must be on file with the Student Health Service. The law also requires that all students, in order to remain enrolled, must submit their immunization information to the Student Health Service within 45 days of the beginning of the semester. Forms are available in the Student Health Service office.

**Student Health Promotion Services**

- Health Promotion Programs, including campus-wide programs, workshops, and seminars presented in classes, residence halls, and the community
- Individual health education counseling
- Internship, practicum, field experience opportunities in health education
- Peer Health Educator Program (If you are interested in getting involved, contact the Health Promotion office at 457-5619 for further information)

**Housing and Residence Life**

Paula Scheevel, Director
Kryzsko Commons, Room 235 457-5305
E-mail: reslife@winona.edu
www.winona.edu/housing

Housing and Residence Life provides a variety of living experiences and a full range of programs, meal options, and activities for students at the University. Services include:
- managing housing applications and contracts
- dining services information and meal plan contracts
- room assignments for residence halls and University apartments
- roommate assignments
- specific hall information
- residence hall tours
- Resident Assistant (RA) information, hiring, training, and development
- directory of residence hall students
- hall government
- Residence Housing Association (RHA) information
- Hall Director information and summer housing

Housing and Residence Life also provides an off-campus housing referral service. See “Off-Campus Housing Referral.”

**Dining Services**

Chartwells is the on-campus provider that offers a variety of meal plans including 14, 10 and 7 meals per week with flex dollars attached to each plan. The SMAUG provides eight retail outlets giving diners a variety of tasty opportunities in which to utilize their declining balance/flex dollars or cash. Campus Dining programs are required for students living on campus. Those residing off campus or commuting may purchase a special meal plan at the Housing and Residence Life Office.

**Inclusion & Diversity Office**

Alex Hines, Director
Kryzsko Commons, Room 236 457-5595
www.winona.edu/culturaldiversity

The Inclusion & Diversity Office strives to create a diverse environment that facilitates increased awareness, acceptance, and understanding of the multiple cultures represented at WSU. To that end, WSU encourages diversity within its student body, faculty, and community. The Inclusion & Diversity Office assists students through grants and scholarships, and it facilitates a multicultural environment by supporting various cultural student clubs and organizations and their activities.

WSU is committed to cultural diversity and supports the following initiatives as part of its mission:
- Promote understanding of the cultural and ethnic heritages of African Americans, Asian Americans, Hispanic/Latino Americans, American Indians/ Native Americans, and other diverse cultures at WSU
- Increase enrollment and retention of culturally diverse students, faculty, and staff
- Enhance curriculum development through the inclusion of multicultural perspectives
- Provide resources for intercultural campus and community initiatives
- Promote understanding of issues relating to race, ethnicity, culture, gender, age, beliefs, sexual orientation, ability levels, socioeconomic status, and religion

The ultimate aim of WSU’s commitment to cultural diversity is to empower students for successful living in a global society.

**Infrastructure Services**

David Gresham, Director, Systems
Somsen Hall, Room 111 457-5240
www.winona.edu/its/communications

The ITS Infrastructure Group supports the campus telephone system, servers, the campus networks, and the major wiring infrastructure for the campus. Along with providing service to all academic buildings and residence halls, other available voice-related services include courtesy phones, classroom phones, cell phone information, and managing the main campus switchboard. With the full implementation of WSU’s e-Warrior: Digital Life and Learning Program, WSU has deployed over 14,000 wired ports and 300 wireless access points to provide network/internet connectivity throughout campus classrooms, lounges and meeting rooms. All residence hall rooms also include a network port per “pillow.” Questions or problems concerning telephone or network services should be reported to the ITS Technical Support Center at 457-5240.

**Integrated Wellness Complex**

Adrian Shepard, IWC Director
IWC Room 126 457-2997
Email: ashepard@winona.edu
www.winona.edu/wellnesscomplex/

Jeff Reimardy, Director of Fitness & Wellness
Integrated Wellness Complex 107 457-2929
www.winona.edu/fitnesscenter/

The center’s mission is to educate, promote, and enlighten our citizenry about healthy lifestyles as well as to provide opportunities for improving overall personal, mental, and physical wellness across the WSU community. The center also provides a healthy place for students, faculty, and staff to socialize. During the academic year, the Fitness/Wellness Center is open Monday-Thursday 6:00 a.m. to 10:00 p.m., Friday 6:00 a.m. to 8:00 p.m., Saturday 10:00 a.m. to 4:00 p.m., and Sunday 2:00 p.m. to 8:00 p.m.

**International Services**

Kemale Pinar, Director
Kryzsko Commons, Room 233 457-5303
www.winona.edu/internationaloffice

Winona State University is a culturally diverse community, which includes over 300 international students from 50 countries. International Services serves international students by offering assistance in adjusting to life in the United States by offering assistance in adjusting to life in the United States.
and ensuring compliance with the government immigrant regulations.

Through the work of the Cross-Cultural Scholarship Program, International Services promotes ways in which international and American students can come together to learn from each other and develop cross-cultural skills which will serve them well upon graduation from the University. Promoting a global climate that facilitates an understanding of other cultures is an essential part of the mission of WSU’s International Services.

**Intramural & Recreational Sports**

**Mark Bambenek, Director**

Integrated Wellness Complex 108 457-5528

www.winona.edu/intramural

The Department of Intramural and Recreational Sports offers a variety of open recreation activities, team and individual structured intramural sports, and instructional programs. The Memorial Hall facilities include a swimming pool, racquetball courts, four basketball courts and markings and equipment for volleyball and badminton. Also located in Memorial Hall are McCown Gym, which has a tartan surface with a 180-meter, five-lane track, and Talbot Gym, which has a wood surface, available for basketball, volleyball, badminton and fencing. In addition, Maxwell Field has an “Astroplay” surface, which can be used for football and soccer.

**Laptops**

(See “Technical Support Center”)

**Legal Services**

Legal Services provides legal counseling and advice to students. This service is available in the Student Union once a week at no cost to students. This service is only advisory and is not meant to replace private legal representation. Call the Student Resource Center desk at 457-2800 to make an appointment.

**Library Services**

**Thomas Bremer, Dean of the Library**

Krueger Library, Room 110 457-5151

www.winona.edu/library

The Darrell W. Krueger Library provides library resources and services to students, faculty, and staff of the WSU community; it also serves as a resource for the southeastern Minnesota community. Opened in 1999, the attractive three-story building has over 100,000 square feet containing over 260,000 book volumes, 127,000 bound periodicals volumes, 8,100 videos and DVDs, and a million microforms. It also serves as a U.S. Government Select Depository with more than 20,000 paper and 100,000 microform documents.

Beyond the resources within the library building, the Library provides access to more than 100 online databases/resources allowing students to retrieve information from over 50,000 electronic periodicals and other texts. In addition, the Library supports an active interlibrary loan program through which users can borrow materials from other libraries around the State of Minnesota, throughout the United States, as well as from other countries.

To help students use this wealth of information resources and develop needed research skills, the library faculty offers personal research assistance as well as individual and group instruction sessions. This assistance can range from helping students find specific information, to providing classroom instruction on resources in a variety of formats related to course-specific assignments, to offering one-on-one consultation about individual research projects and the scholarly resources available in the Library and elsewhere.

Students will find convenient internet access (wireless and hard-wired) in the library’s more than 20 study rooms and at most study tables, study carrels, and comfortable study spaces. Located on the first floor of the Library are 48 multimedia computers, including scanners and media viewing stations. The Library also circulates laptops, power and network cords, webcams, and media carts that include a wide-screen TV and DVD/VCR player.

To allow students ample time to use the resources, the building is open more than 100 hours each week during the academic year. For the convenience and comfort of patrons, food and drinks are allowed in the building; however, patrons are encouraged to follow the “Leave No Trace Behind” principle with regard to food and drink in the Library. Additionally, patrons are encouraged to be respectful of others, such as when conducting group discussions or using cell phones.

The Library hosts the Athenaeum series, which provides learning opportunities/events beyond the classroom for students, faculty, staff, and the greater Winona Community. These events bring together scholars, performing artists, students, community members, and other interested people to explore and enhance the intellectual life of the University and the region. The Krueger Library is an active, exciting place in which students learn, study, collaborate, and experience the educational opportunities presented by college life. It is a major gateway to informational resources, both locally and worldwide, and to the development of important research skills.

To check out materials or access the library’s online resources, you will need to have a registered student or have a valid VSU ID. If you have library-related questions or need assistance with your research, please feel free to come to the Library; call us at 457-5140, or email us at library@winona.edu.

**Lost and Found**

457-5310

www.winona.edu/src/services.asp

The Lost and Found venue is the Student Resource Center desk located in the lower level of Kryzsko Commons.

**Music Ensembles**

Performing Arts Center (PAC) 146 457-5250

www.winona.edu/music

All Winona State University students are welcome to participate in Music Department performing ensembles such as band, choir, jazz band, orchestra, and chamber ensembles. You do not have to be a Music major or minor to participate. Many of the ensembles can be used to fulfill a University Studies requirement.

Audition requirements vary for the different groups. Students who want to participate in music ensembles should either contact the Music Department office (PAC, Room 146) or contact the director of the specific ensemble in which they are interested. Ensemble directors’ names and email addresses are available on the Music Department website.

**Newspapers**

Kryzsko Commons, Lower Hyphen 457-5119

www.winona.edu/students

The student newspaper, The Winonan, is published weekly and is available to all students, faculty, and staff. Bravura is a student publication in the Mass Communication Department; this magazine is printed once a semester. Satori is Winona State University’s student-run literary magazine, produced by the English Department every spring semester.
Off-Campus Housing Referral
Kryzsko Commons, Room 235  457-5305

The Office of Housing and Residence Life provides an Off-Campus Referral Service, which consists of listings provided by the landlords of apartments and other rental options. Information is available at the Housing Office, 235 Kryzsko Commons, from 8 a.m. to 4 p.m. each business day. The list is also available online through a link provided on the Student Resource Center website (www.winona.edu/src).

WSU makes no representation as to the kind, quality, or quantity of facilities that are listed by the landlords. The University also does not control any changes to the information—cost and availability are subject to change by the landlords. WSU assumes no liability arising from relationships between students and landlords as a result of these listings. All questions should be addressed to the landlords.

The University does not own nor does it operate married housing facilities. Students wanting to apply for subsidized housing should contact the Housing and Redevelopment Authority of Winona, 165 E. 4th St., Winona, MN 55987. For additional information, see Housing and Residence Life.

Outreach and Continuing Education
Diane Dingfelder, Director
Winona Campus: Somsen Hall, Room 106
UCR: SS226
507-457-5080 or 1-800-342-5978
www.continuingeducation@winona.edu
www.winona.edu/oced

The Outreach and Continuing Education Department (OCED) serves as a major hub connecting Winona State University to a broad network of community partners, learners, and businesses. OCED offers a wide range of learning experiences and opportunities for students at different stages of their lives and careers. OCED also coordinates programs that strengthen the University’s links with our service region. Programs managed by OCED include credit and non-credit courses, continuing education units (CEUs), extension and summer session courses, and the B.A. in Individualized Studies. The department also offers assistance to adult learners through the Adult Entry Program, credit for prior learning, and senior citizen programs. For learners who are not seeking a degree but desire to take courses for general interest, professional enhancement or personal enrichment, there is the visiting student program. Courses are offered through a variety of formats — on the Winona and Rochester campuses, online, blended, evenings, and weekends.

OCED develops specialized business solutions and customized training programs to meet the needs of businesses, schools, government units, and nonprofit agencies. The international and domestic travel study programs, economic development initiatives, youth summer camps, and conferencing management are also coordinated by OCED.

Parking Services
Maxwell 233E  457-5062
www.winona.edu/parking

Parking permits for all vehicles (including cycles, mopeds, scooters, etc.) are required in all University parking lots on the Winona campuses. The only exceptions are the metered spaces on Main Campus. The requirement for permits includes all students who have state-issued handicapped permits. Information about how to obtain a visitor permit is available from Parking Services. For the Winona campus, the permit application process begins April 15 to be effective the next school year. For more information regarding the parking permit application process go to www.winona.edu/parking.

For information regarding parking on the Rochester campus, please refer to www.rctc.edu/business-office/html/parking.html.

Publications Office
Somsen Hall, Room 209  457-5025

The Publications Office assists the WSU campus community with publishing and printing needs, ranging from single-sheet copying to catalogs and booklets. The Campus Print Shop is also included in this department. The Publications staff will help you prepare materials to be printed by the campus print shop or by a commercial printing company. The Print Shop will reproduce materials you prepare on your own computer. For more information, call the Publications Office.

Purple Pass
Campus Card Office
Maxwell Hall 227  457-2480
campuscard@winona.edu
www.winona.edu/campuscard/purplepass.asp

You can now take advantage of using your WSU Warrior ID like an internal campus debit card. The service is called Purple Pass. Just deposit money on your card to start using it to purchase internal products and services throughout our WSU Campus Community. You can eat, snack, drink, make copies, do laundry, purchase merchandise, and request Library Services with one card. It’s Purple Pass, simple and easy to use, with the convenience of not having to carry cash with you.

All WSU Students, Faculty, and Staff are able to activate Purple Pass. Simply add a minimum of $10 to get started! Students, Parents, Faculty, and Staff can add money to Purple Pass one of two ways:
• Send a check payable to Winona State University to “Purple Pass” Winona State University Attn: Cashier – Maxwell Warrior Hub 209 170 W. 8th Street Winona, MN 55987
• Deposit cash or checks at the Cashiers office in the Warrior Hub – Maxwell 209

Radio Station (KQAL)
Mike Martin, Station Manager
Phelps Hall, Rooms 104 & B19  453-2222
www.kqal.org

WSU maintains a student-staffed radio station operated by the Mass Communication Department. KQAL, 89.5 FM, debuted in 1975 and is on the air 24 hours a day, 365 days a year. KQAL broadcasts over the air to a 30 mile radius around Winona and online to the world. Students can learn valuable academic experience as DJs, newscasters, student managers, sports play-by-play announcers, and behind the scenes workers. KQAL offers a full range of programming to the Winona community including cultural and public affairs programs, hourly newscasts, Warrior play-by-play action, and music ranging from classical to jazz to rock. Program guides can be found online at www.kqal.org.
Registrar's Office
Glenn Petersen, Registrar
Warrior Hub
209 Maxwell Hall 457-2800
www.winona.edu/registrar

The Registrar's Office is responsible for maintaining and safeguarding records of student academic performance; monitoring compliance with academic requirements; facilitating the scheduling of classes; managing the process of enrolling in courses and programs of the University; providing official transcripts and other documents to verify student achievement or attendance; maintaining an accurate catalog of all academic offerings; facilitating the transfer of student records between WSU and other institutions; and verifying compliance with federal and state regulations and with the expectations of agencies with which WSU or its students have obligations. Course schedules are available on the WSU website; students can register on the website by accessing www.winona.edu.

Rental Issues
(See “Community Liaison” or “Off-Campus Housing Referral”)

Rochester Campus
(See “WSU-Rochester”)

Safe Ride Program

The Safe Ride Program, which operates during the academic year, is a collaboration involving WSU, St. Mary’s University, and the City of Winona. Our goal is to provide safe transportation for university students during evening hours on Thursday, Friday, and Saturday. Safe Ride schedules can be accessed at http://www.edu/shuttle.

Safety Department
Erin K. H. Paulson, Director
Somsen Hall, Room 107D 457-5082

Providing a safe and healthy environment for employees, students, and visitors is of utmost importance at Winona State University. WSU strives to maintain a workplace and educational setting free of recognized hazards. Responsibility for safety is shared by all members of the campus community. The Safety Department serves the University community by providing consultation, training, and technical support for environmental, health, and safety compliance throughout campus. Questions relating to safety issues or on campus should be directed to the Safety Administrator.

Security Services
Don Walski, Director
Sheehan Hall, Main Floor 457-5158
www.winona.edu/security

WSU Security is responsible for the physical security of all residence halls and academic buildings throughout the University. Security provides 24-hour patrol coverage of the campus. During the school year, security personnel attend required training, which covers a variety of topics, including crime prevention, community policing, crime scene protection, self-defense, first aid, and CPR.

Communications personnel are responsible for receiving and dispatching calls, monitoring surveillance cameras, distributing crime Student Resources prevention material and assisting the campus community with their needs. Members of WSU Security provide on-site security in all residence halls during specified periods of time. Their primary responsibility involves monitoring the flow of hall residents and their guests as they enter and exit the residence halls. The Winona Police Department patrols and responds to calls on campus 24 hours a day throughout the year.

Campus Security Act

Winona State University recognizes that providing the safest environment possible is an integral element of the University's educational mission. Annually, the University publishes a Campus Security Report, which is available to everyone. This report provides statements of policy for a broad range of items related to safety, community relations, environmental safety, enforcement authority and response; it also includes a 3-year statistical review of designated crimes on campus.

You may request a printed copy of this report from the WSU Security at no charge by calling 507-457-5555 or by addressing your request to:

Winona State University Security
Sheehan Hall, 264 W. Mark Street
Winona, MN 55987

Reports for the Winona and Rochester campuses are available at the following sites:

Crime Prevention Programs and Services
Sheehan Hall 457-5555
www.winona.edu/security/crime_prevention.html

As a member of the WSU community, you play a vital role in protecting lives, property, and personal safety by acting responsibly. Personal safety is best accomplished as a team effort undertaken by University officials, the community, and you. Everyone can help promote personal safety by avoiding potentially unsafe situations whenever possible and by reporting crime promptly. Prevention is the best aid to your own personal safety. For example, walk in well-lit areas or use academic buildings during high traffic times. We encourage you to become aware of potential safety hazards at all times.

To keep the campus safe, we encourage you to report suspicious incidents. Even if you are not sure what you see is really a crime, call Campus Security (457-5555) or the Winona Police Department (457-6368) and let them decide. You may also want to report suspicious incidents to your hall director, resident assistant, or other University officials. Familiarize yourself with the following programs that are described at the above website.

• Bicycle Theft
• Code Blues
• Crime Stoppers
• Escort Service
• Faculty/Staff on Campus after hours
• Harassment/Stalking
• Motor Vehicle Theft
• Sexual Assault Awareness

Student Accounts
Warrior Hub
226 Maxwell Hall 457-5056

Students may pay their tuition and other University bills at the Student Accounts Office. Students may also redeem petty cash vouchers and deposit funds for recognized student clubs or organizations.

Student Activities & Leadership
Joe Reed, Student Union/Activities Director
Kryzsko Commons, Room 124 457-5312
JReed@winona.edu, Room 125
Getting involved in co-curricular and extra-curricular activities outside of the classroom is extremely important to your success as a well-rounded student at WSU! Involvement in a variety of activities can help you meet new people, get further involved in your field of study, develop new hobbies and life skills, and create the true college experience. WSU students can get involved in more than 200 clubs and organizations that encompass a wide variety of interests. For a listing of all active clubs and organizations, please visit our website.

The purpose of the student conduct system at WSU is (1) to provide an educational experience through which students learn to understand, accept, and promote attitudes and behavior conducive to responsible citizenship; (2) to provide a system by which students are held accountable for actions that violate University proscribed behaviors listed in the Student Conduct Code; and (3) to protect the due process rights of students charged with violating these behaviors. The Director of Student Conduct and Citizenship is responsible for investigating any complaints of alleged violations against the proscribed behavior listed in the Student Conduct Code. Any member of the University community may initiate a complaint. Before any action is taken, the complaint must be submitted in writing to the Director of Student Conduct and Citizenship. For more information, contact the Office of the Vice President for Student Life and Development, Kryzsko Commons, Room 234, or call 457-5300.

If you are not sure where to go for answers to your questions, the Student Resource Center is an excellent place to start your search. The Resource Center is a one-stop resource that is prepared to handle a variety of requests from students and guests regarding both the University and the surrounding community. This student-driven information source provides a wide variety of services for our customers. Included among these services are providing printer access for students, providing/accepting a variety of forms (change of address forms, declaration of major forms, graduation applications, etc), housing a satellite tech support site for after hours problems, and doing the research to provide excellent information in a timely and friendly fashion. These informational sleuths strive to serve as liaisons bridging our customers to the information they need regarding both Winona State University and the surrounding community.

You may call the Student Resource Center for an immediate response or, after hours, leave a voice-mail for a response the next business day. You may also go to the “Ask WSU” button on the WSU homepage (www.winona.edu). This button provides access to our searchable database of Frequently Asked Questions. If you can’t find the answer you are looking for, feel free to submit a question, and we will get back to you shortly with your answer.

The Division of Student Life and Development advances student learning and supports and enhances the educational mission of Winona State University. With an emphasis on holistic student development, faculty and staff within Student Life and Development (SLD) strive to assist students in achieving their potential and in becoming self-directed in all activities. Student Life and Development promotes and contributes to a University community centered on student learning and success. SLD is responsible for planning and administering an array of programs, services, and activities designed to accomplish the following:

• Encourage the optimal growth and personal development of students
• Contribute to student success and well-being
• Foster a sense of community
• Support an environment which is personal in nature, intellectually and culturally diverse, and which encourages the integration of curricular and co-curricular student experiences. SLD creates supportive environments and innovative opportunities for student learning, promoting individual student excellence; inviting collaboration and discovery; and challenging students to take personal and social responsibility as members of a diverse, global community.

The Student Senate provides representation on all University committees and boards. The Student Senate represents the official views of students to faculty and administration at the campus level and provides state and federal representation through the Minnesota State University Student Association (MSUSA). The Student Senate is also responsible for recognizing student organizations and distributing their budgets. The various committees of the Senate also address a broad range of student concerns and issues in areas such as student services, academic affairs, diversity awareness, and technology. If you have any concerns or questions, or would like a copy of the Student Body Constitution, stop by the Student Senate office in the Student Activity Center of Kryzsko Commons. Students are encouraged to contact the Student Senate to learn more about opportunities for participating in different facets of University life.

Student Resources
Student Support Services
Gar Kellom, Director
Krueger Library 219 457-5465
www.winona.edu/studentsupportservices

The Student Support Services program provides tutoring, academic advising, counseling, and student leadership opportunities. Students are eligible if they are low income, are first generation college students, or have a disability. This is a federally funded TRIO program; services are FREE.

Student Union
Joe Reed, Student Union/Activities Director
Kryzsko Commons, 124 507.457.5312
JReed@winona.edu

Tracy Rahim
Associate Director of Student Activities & Leadership, College For Kids Director
Kryzsko Commons, 125 507.457.5308
TRahim@winona.edu
www.winona.edu/studentunion

The hub of student activities is in Kryzsko Commons. This facility encompasses places to eat, study, meet, or just hang out. The Jack Kane Dining Center is located on the upper level and offers students an all-you-care-to-eat dining option. Conference rooms and private dining areas are available to students for meetings and informal gatherings, and Baldwin Lounge provides students a quiet study space. The Student Activity Center is located on the lower level and includes a lounge area, a conference room, a club/Greek office, the Student Senate office, a stage, and a dance floor. The Smag food court is also located on the lower level. This area offers students a variety of options including grab-n-go foods; Asian, Italian, and Mexican cuisines; sandwiches; and a grille. Kafé Kryzsko (located adjacent to The Smag) is a convenience store where students can get made-to-order smoothies, coffee, soft drinks, a variety of pre-packaged foods, and many other items. The WSU Bookstore, stocks WSU apparel and gift items, class books, and school supplies.

Teaching, Learning, and Technology Services
Ken Graetz, Director
Maxwell, Room 130B 457-2900
http://www.winona.edu/tlt

Teaching, Learning, and Technology Services (TLT) empowers the entire campus community to utilize technology effectively by providing a wide range of learning opportunities, designing and maintaining engaging learning spaces, managing academic and workplace technology projects, and exploring new technologies that enrich digital life and learning. Part of Information Technology Services, TLT combines the following groups: eLearning, Integrated Media Services, Learning Spaces, and the Digital Learning Center (formerly Laptop Learning Lab). Contact TLT with any questions or requests pertaining to the use of academic and classroom technologies, student technology training, academic technology projects, and equipment checkout. Students interested in software support and training can contact III@winona.edu or call 457-5240 for an appointment. One application that is supported by TLT is Desire2Learn, a multifunctional system for providing students with online access to course materials and activities. To access Desire2Learn using your WSU username and password, go to https://winona.ims.mnscu.edu.

Technical Support Center
Dean Feller, Director, User Services
Somsen Hall, Room 207 457-5240
http://www.winona.edu/its/techsupport/

The Technical Support Center (TSC) staff is committed to providing the highest quality of technical services and resources to the University community. Support for students, staff and faculty is provided via phone, walk-in center, email, web, and on-site technicians. The TSC also provides laptop assistance, digital color printing, poster printing, & color copying services. Visit the TSC website for technical support hours and services, or call 457-5240.

Telephones (Courtesy)

Courtesy telephones (red) are located in all the academic buildings and Kryzsko Commons. These phones can be used to call Campus Security to request an escort or to report suspicious activity. Red courtesy telephones can only be used to call campus or local telephone numbers. For toll-free or long distance calls, use pay phones. For your convenience, pay phones are located in the Library, Somsen Hall, and Stark Hall. To report repairs for either red courtesy telephones or pay phones, call 457-5240.

Theatre and Dance
Performing Arts Center (PAC)
Room 215 457-5230
www.winona.edu/thad/thadhome.html

All WSU students are eligible to participate in any of the theatre and dance activities sponsored by the Department of Theatre and Dance (THAD). If you are interested in theatre or dance, we encourage you to select from the many opportunities available:

“Main Season” theatre and dance productions. Each year, we present four Main Season productions, which offer opportunities to work with other WSU students and the THAD Department faculty who serve as directors and designers. You may choose to perform, help build settings or costumes, work on lighting or sound or props, do publicity or box office, or serve on a backstage running crew during the run of the show.

Auditions for the two fall semester Main Season productions are held early in the semester, followed soon afterwards by preliminary auditions for Dancescape. Rehearsals for a Main Season theatre production are usually held five or six evenings a week for about five weeks in preparation for four or five performances in the Main Theatre or Dorothy B. Magnus (DBM) Theatre in the PAC.

Student choreographers who hope to have a work included in the annual Dancescape dance concert rehearse for much of the fall semester before final auditions in December. After final auditions, there is a more intensive rehearsal period followed by performances in the Main Theatre in mid-February.

“Studio Season.” This season includes a series of three to six theatre and dance productions staffed entirely by WSU students. A Studio Season show usually rehearses for three or four weeks followed by one or two performances in the Main Theatre or DBM.

Play Directing Class. During the spring semester, you can audition for a role in one of the scenes being directed by students enrolled in the department’s Play Directing class. These 10- to 20-minute scenes rehearse about two weeks.

THAD 100 - Theatre Activities. You can earn 1 S.H. of credit by enrolling in THAD 100 and working for 45 hours in the scenic or costume Studio, helping to build the Main Season productions during the semester.

Wenonah Players or WSU Dance Society. You can join these student clubs; they participate in Homecoming and other
University events, organize trips to productions, and sponsor other activities for students who enjoy being
THAD-sponsored trips to plays and dance concerts. For example, three or four times a year, you can attend a Saturday
matinee performance at the Guthrie Theatre in Minneapolis,
followed by a few hours at the Mall of America. The cost is
approximately $35, including admission and travel.

Student employment. You can apply for one of approximately
ten paid positions the THAD Department has created to work
in the scenic or costume studios, oversee props, run the box
office, or work in other ways to support the Main Season
productions.

For more information about any of these opportunities, see the
call board outside the scenic studio (PAC, Room 132) or visit
the THAD Department office (PAC, Room 215).

Tutoring Services
(See “Warrior Success Center”)

University Advancement
Gary Evans, Interim Vice President
Somsen Hall, Room 204 457-5020
E-mail: advancement@winona.edu
www.winona.edu/alumni_relations

The Office of University Advancement and Development is
the fundraising/public relations department of the University.
Activities include government relations, public relations, alumni
and parent phone-a-thons, major gifts and planned giving,
scholarships, publications and print shop, alumni relations,
special events and projects, and administrative duties for the
WSU Foundation.

University Marketing and Communication
Cristeen Custer, Assistant Vice President for Marketing &
Communication

Brett Ayers, Director of Marketing
Andrea Mikkelsen, Director of Public Information
Somsen Hall 210 457-5024
www.winona.edu/news/24.htm

WSU’s Marketing and Communication Offices oversee all
internal and external communication, media relations/image
advertising, public relations, and information services. The
Marketing and Communication Offices compile information for
WSU Update and publish the alumni magazine, Currents. These
publications provide University news to staff, faculty, alumni,
parents of enrolled students and friends of the University.
Content management for the University Website located at
http://www.winona.edu/ is also directed by these offices.

University Programming Activities Committee
(UPAC)
Kryzsko Commons, Lower-Level 457-5315
www.winona.edu/upac

UPAC is recognized as the entertainment center of the
University; it is funded by student activity fees and consists
of approximately 100 student members. During the academic
year, UPAC sponsors activities such as movies, concerts,
coffeehouses, bus trips to Minnesota sporting events, speakers,
New Student Orientation and Homecoming events, and
numerous other social activities.

If you are interested in becoming a member of UPAC, come to
one of our weekly meetings on Tuesdays at 5pm, or stop by the
UPAC office in the lower level of Kryzsko Commons for more
information.

University Vehicle Reservations
(For Official Use Only)
Vehicle Reservation Office, 457-5045
Service Building

Reservations will be made on a “first come, first reserved”
basis. No vehicle reservations may be made over the phone.
Call 457-5045 to find out whether a vehicle is available for a
particular date(s). The WSU Motor Pool vehicle reservation
procedures, vehicle use regulations, and travel forms are
edu/busoffice/1019.htm. To find the types of vehicles available
and the current rates, click on the link to the Vehicle Request
Form. A mileage table is also available under a separate link. A
hardcopy of this information is on the clipboard in each motor
pool vehicle.

Faculty, students, and staff are encouraged to use the online
forms for travel. From the WSU Home Page, you can access the
forms as follows:

• Click “Faculty & Staff”
• Scroll down and click on the “Travel Policies and
Procedures” link in the left-hand column

If you have never reserved a vehicle before, please read the
information provided regarding vehicle reservation and use
regulations. Read through the options for travel and choose
the correct form(s) to complete. If requesting a vehicle only,
complete the Vehicle Request Form and submit it online. If
requesting additional reimbursement, e.g., meals, also complete
the Travel Request Form, print a copy, obtain required
signatures, and send the signed copy to the Business Office.
All Drivers will agree to:

1. Complete and sign a Vehicle Use Agreement and consent
form for Motor Vehicle Records checks.
2. Have a valid driver’s license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous
manner, in compliance with all applicable traffic laws and
college or university regulations.
5. Never place a vehicle in motion until the driver and all
occupants are appropriately wearing safety belts. The driver
must also assure that safety belts continue to be worn by
all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when
unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol
or drugs, including medications which may cause
impairment.
10. Inspect the vehicle prior to use for obvious safety concerns
and significant damage that may exist to the vehicle. Any
unsafe conditions or significant damage must be reported
to the appropriate authority. In no event should the
driver attempt to operate a vehicle with deficiencies that
may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating,
smoking, personal, grooming, reading, using a laptop,
watching DVD players or other distracting activities while
driving. Also be aware that radios, CD players and other
devices can be distracting and should be limited while
driving. Cell phones should never be utilized by the driver
when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations
and subsequent fines that may occur while driving vehicles
on college/university business.
Van Service
(See “WSU Shuttle and Transit Service.”)

Veterans Assistance
Carl Stange, Veteran Certifying Official
E-mail: cstange@winona.edu
106 Maxwell Hall 457-5109

The Veterans Assistance office assists veterans in receiving their educational benefits.

Voter Registration

To encourage participation in government, during an election year, the Student Senate provides voter registration cards at the Student Resource Center, the Student Senate office, and the front desk of the Library. The Student Senate office is located in Kryzsko Commons in the Student Activity Center and is open for students throughout the day.

Warrior Hub
Maxwell Hall 2nd Floor 457-2800
www.winona.edu/warriorhub

The Warrior Hub is located in Maxwell Hall, on the second west side of the second floor. The Warrior Hub is a one-stop resource that is prepared to handle a variety of requests from students and guests regarding their student academic service needs. Your financial aid, cashier, and registration/student record needs can easily be met by any of the professionals in this area. Should you require more specific services, counselors are available by appointment to help you with these needs. You will recognize us by the sign you see at the west end of the hallway as well as by the helpful faces of the Generalists at the front counter. Also in this area are Student Accounts, Financial Aid, Registrar, and Purple Pass; should you need services involving any/all of these offices, please contact us at your convenience by dropping in, giving us a call, or accessing us via the internet by clicking the “Ask WSU” button. Visit our website, www.winona.edu/warriorhub, and view our top five frequently asked questions or access a variety of services available to you online.

Warrior ID
Campus Card Office
Maxwell Hall 227 457-2480
Email: campuscard@winona.edu
www.winona.edu/campuscard/warriorid.asp

All students, faculty and staff at Winona State University are issued an ID card know as a “Warrior ID”.

Winona State University’s Warrior ID card system offers smart card technologies with simple solutions that benefit all members of the WSU community. Please visit our website to see what the Warrior ID will do for you!

Warrior Success Center
Barbara Oertel, Director
Maxwell Hall, 314 457-5878
E-mail: warriorsuccesscenter@winona.edu

Conveniently located one floor above the Warrior Hub, the Warrior Success Center is a one-stop resource for students seeking academic and career advice as well as other academic support services. Our hours are Monday through Friday, 8:00 to 4:30 during the academic year and Monday through Friday, 7:30 to 4:00 in the summer. Call for an appointment or request an appointment online at www.winona.edu/wusc/advisor-trac.asp

Access Services
www.winona.edu/accessservices

In accordance with the Americans with Disabilities Act (ADA) of 1990, Winona State University endeavors to make reasonable accommodations in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities. A person with a disability is defined as:

• A person with a physical or psychological impairment that substantially limits one or more major life activities. This includes learning, working, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, and breathing.
• A person who has a disability, has a record of the disability, or is regarded as having the disability.

A student requiring special accommodation or auxiliary aids must apply for such assistance through Access Services (AS). The ADA Coordinator will respond to concerns about inequality of access or opportunity. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested. Reasonable accommodations are the services that are necessary to provide equal access in an academic setting. Examples of possible accommodations may include extended time on exams, low-distraction test locations, note-taking assistance, sign language interpreter services, digitally-recorded lectures, writing/scribing assistance, lab assistance, adaptive equipment, priority registration, or alternative form textbooks.

Advising Services
www.winona.edu/advising

WSU’s academic advising system is designed to help students make well-informed decisions. Each student is assigned an advisor. Students who have declared a major are assigned an advisor in the department of their declared major; New students who have not declared a major are assigned to their orientation instructor for advising. Prior to each registration, each student must meet with his or her advisor to discuss course selection and obtain an access code for web registration. Students are encouraged to meet with their advisors at other times as well to discuss academic and career goals. Advising Services also offers placement testing and assistance for students who have been put on academic probation or suspension.

Career Services
www.winona.edu/career

Career Services assists students who are seeking:
• Career direction
• Assistance in selecting a major
• Temporary, part-time, or full-time employment opportunities
• Volunteer opportunities
• Internships
• Graduate or professional school opportunities

Students are encouraged to activate their online Career Services EZLink account to take full advantage of the broad range of services offered. Individual advising appointments may be scheduled to discuss major selection, career direction, interest assessments, and questions related to the job search; to critique resumes and cover letters; and to provide tips on interviewing.

Career Services also provides opportunities for students to interact with employers through career fairs, job fairs, and on-campus interviews. Employment information and graduate follow-up results are available in the office as well as on our website.
Weather Information

WSU participates in a nationwide service consisting of more than 6,000 locally installed weather stations to provide current weather conditions and forecasts. Students, staff, and faculty can view current weather information at either of these websites:

- http://www.weather.com/weather/today/
- http://www.weather.gov/

For information about severe weather closing, see “WSU Severe Weather policy.”

West Campus Programing
Sarah Olcott, Assistant Director
Lourdes Hall, Room 156 457-2516
www.winona.edu/rescollege

Housing and Residence life in conjunction with Academic Affairs offers students a unique educational opportunity in a residential setting where community, experience and exploration are celebrated. West Campus programming offers students living in Lourdes, Tau and Maria Halls the opportunity to engage with faculty, staff and students through the Residential House System and House Interest Communities. West Campus is the home of seven houses: Aquila, Eridanus, Pyxis, Octans, Hydra, Vela, and Volans. Each house hosts community events, participates in House Competitions and has an Interest Community. Members of the House Interest Communities organize events and activities based on a topic through a one credit class called House Interest Community Seminar. In this class, students discuss issues and organize events under the facilitation of a faculty instructor and community mentor. Topical ideas for House Interest Seminars include: Leadership, Community Service, Outdoor Adventure, Health and Wellness, Sustainability and Green Living, Global Awareness and Social Justice. Students can also propose new topics each year.

Writing Center
Minné Hall, Room 348 457-5505
www.winona.edu/writingcenter

The Writing Center is open Monday through Thursday 9 a.m. to 7 p.m. and Friday from 9 a.m. to 2 p.m. The Writing Center offers WSU students free, individualized instruction in all aspects of writing. Students may visit on their own or on the recommendation of a teacher; they may drop in or sign up for a scheduled appointment; they may seek assistance with any aspect of their writing for any class or purpose. Writing Center tutors do not edit or proofread students’ work but assist student writers with their particular writing questions and projects. A schedule and a signup sheet are posted outside the Writing Center. For appointments and information, students and faculty can call 457-5505.

WSU Children’s Centers
June Reineke, Director
Wabasha Hall, 101 E. Wabasha St. 457-2300 OR
Madison Elementary School, 515 W. Wabasha St.
www.winona.edu/catalog/childcare.htm

The College of Education’s WSU Children’s Centers provide:
- Nationally Accredited (NAEYC) educational, inclusive and affordable child care for all children.
- An interactive classroom setting for University students seeking a variety of Minnesota teaching licensures and work experience with young children.
- Model programs for regional early childhood professionals.

The On- and Off-Campus Centers serve children aged six weeks to 12 years and is open year-round, Monday through Friday from 7:00 A.M. to 5:30 P.M., excluding University holidays and part of each semester break. Children may be enrolled as either part-time or full-time participants. Additionally, children aged 3-5 may enroll as preschool participants when space permits. Children aged 6-11 are provided a daily after-school or full-day summer enrichment program.

WSU students who have children are strongly urged to contact the Children’s Center as soon as they are admitted to WSU due to high demand for the Center’s services.

WSU-Rochester
Craig Johnson, Director
800-366-5418 or 507-285-7100
www.winona.edu/rochester

WSU-Rochester shares the University Center Rochester (UCR) campus with its partner, Rochester Community and Technical College (RCTC). Its location in the growing city of Rochester provides WSU-Rochester with unique opportunities to offer specialized classes and programs aimed at key industries in the area, including computer science, health care professions, business and education. WSU-Rochester’s strong commitment to community is evident, as students, faculty and staff from a variety of programs engage in experiential community-based learning in area organizations, businesses and schools.

At UCR, WSU-Rochester offers the 2+2 Program, which allows students to select from 12 baccalaureate degrees by transferring credits from RCTC. Students can also complete a baccalaureate degree by transferring credits from other higher education institutions. Numerous graduate degrees within 16 different graduate programs can be completed entirely at WSU-Rochester at the Masters level. Post-Masters certificates, Specialist degree and Doctoral level programs are also offered.

WSU-Rochester students have access to the 57,000-volume Goddard Library, the campus Health Services, and the UCR Sports Center. The UCR campus is equipped with distance learning interactive classrooms, computer teaching labs and a state-of-the-art media center. Classes are taught by approximately 40 resident faculty with an additional 20 faculty from the Winona campus dedicated to the Rochester campus each term, as well as adjunct faculty professionals from area industries.

See the Rochester Campus section for more detailed information as well as a map of the campus.

WSU Severe Weather Policy
www.winona.edu/communications/severeweatherinfo.asp

Occasionally during the academic year, severe weather conditions may result in a decision to close the University, cancel classes, cancel non-academic activities, or delay opening. Any of these actions will be decided by the administration and announced through various media. The decision to close the Winona campus will normally be made by 6:00 a.m.; the decision to cancel evening classes is normally made by 3:00 p.m.

Because the Winona campus is primarily a residential student facility, campus closings are rare. Weather emergencies are declared only in extreme cases when it is impossible to travel to the campus. The decision to close WSURochester is made independent of the Winona campus.

When the Winona campus is officially closed, all classes and extracurricular activities are cancelled. Only closings and cancellations are announced in the media; no announcement
is made if the campus remains open. If no announcements are made, you should assume that the University is open and that classes are being held. Announcements are placed on the website, www.winona.edu in a link under “Campus News,” as soon as the decision is made. WSU weather cancellation announcements are also communicated to the following radio stations:

- **Winona**: KQAL-FM, KAGE AM and FM, KWNO AM and FM, and KHME FM
- **Rochester**: KNXR, KROC AM and FM, KWEB and KRCH
- **Red Wing**: KCUE AM and KWNG FM
- **La Crosse**: WIZM AM and FM, WKTY-AM and WKBH-FM
- **Twin Cities**: WCCO AM

Announcements are also distributed to television stations, including KTTC (10) in Rochester, WKBV (8) and WXOW (19) in La Crosse, KSTP (5) and WCCO (4) in the Twin Cities, and WEAU (13) in Eau Claire.

Note: Even if the campus is open, there may be severe weather situations during which individual faculty members may not be able to travel to campus. When this occurs, individual class cancellations will be posted in the Severe Weather notice link on the WSU website.

**WSU Shuttle and Transit Service**

457-5158  
www.winona.edu/security

WSU uses shuttle vans and transit buses to provide transportation for students, faculty, and staff from the West Campus and East Lake Apartments to the Main Campus. Our goal is to ensure that this service is efficient and safe. Therefore, we request that anyone using a van or bus exhibit courteous and respectful behavior toward the drivers and other passengers at all times. Schedule information is available online at the above website. If you experience any problems or have suggestions for improving these services, please contact the coordinator at the above phone number, or email dwalski@winona.edu.

Note: WSU reserves the right to cancel transit or van services if hazardous weather conditions pose a safety risk to drivers or passengers.

**Zip Cars**

www.zipcar.com/winona

Zipcar is a great alternative for those who need a car for occasional trips and would like to forgo the expense of owning and maintaining a car. The Zipcar program is just one of many sustainability initiatives WSU offers as part of our climate commitment goal of achieving carbon neutrality. For more information on our Zipcar program please go to www.zipcar.com/winona.

**Student Checklist for Assistance during Temporary Conditions**

Temporary conditions are conditions such as a broken leg, illness, or hospitalization. They are not disabilities and are not covered by the Americans with Disabilities Act. If you are a student who has recently been hospitalized, had an accident, had a family emergency, or complications of a pregnancy, you may want to be aware of the following information. You may need only a few of these resources; all are included for your convenience. It may be helpful to provide campus offices with your cell phone number.

1) Contact each of your professors to let them know of your absence as soon as possible. Clarify what you need to do while you are away from class and follow up promptly. If you cannot meet a deadline, be sure to contact your professor to ask what you need to do. Any changes in deadlines are at the professor's discretion.

2) In addition, you may ask the Dean of Students Office to notify your professors of your absence. This is not an excused absence, but an official WSU absence notification. Contact the Student Life & Development Office at studentlife@winona.edu or 507-457-5300. (This does not take the place of #1.)

3) If your class notes are not on D2L, ask a classmate to take notes in each of your classes and email the notes to you. Thank them.

4) Health Services provides medical assessment, diagnosis, and treatment. Documentation of medical treatment can also be provided. Contact: Healthservices@winona.edu or 507-457-5160.

5) Do you need crutches? Health Services rents them for $10.00. If they don’t get returned, expect a fee of $25.00 on your bill. Wheelchairs can be rented from At Home Medical (507-453-9300) or Bourne Medical (507-452-1313).

6) Contact your roommate, Resident Assistant, and/or Hall Director if you live in the residence halls. Your roommate or fellow residents may be willing to help you with accessing food services. You can also ask Food Service employees for assistance when in Jack Kane Dining Hall and Lourdes Cafe.

7) The WSU Shuttle is transportation between West Campus, East Lake Apartments, and the Main Campus. Call Security for the schedule and route; contact security@winona.edu or 507-457-5555. The East Lake Shuttle makes a stop at Wabasha Hall. This would be very helpful for students who may be on crutches and have to go to class over there. The website for the shuttle schedule is http://www.winona.edu/security/files/WSU_Shuttle_Schedule.pdf. Parking Services provides a free temporary parking permit with medical documentation for two weeks; contact: parking@winona.edu or 507-457-5062.

8) Communicate with your professors by email and keep a file of your communication during your absence. This is your primary communication regarding your academic progress, so place top priority on it.

9) All WSU students are welcome to use the free academic assistance provided by Tutoring Services (www.winona.edu/tutoring) or 507-457-2486.

10) The Counseling Center provides emotional/mental health therapy and support. Contact: counselingcenter@winona.edu or 507-457-5330.

11) If you have a documented disability, contact Disability Services at ds@winona.edu or call 507-457-3878. You may be able to arrange academic accommodations for tests that are missed during your temporary condition. If the temporary condition becomes a permanent disability, then you may want to register with Disability Services.

12) If you currently participate in the TRIO Student Support Services program, please contact your SSS advisor for personal support and academic advice; StudentSupportServices@winona.edu or 507-457-5465.

This list can also be found online at www.winona.edu/accessservices/media/temporary_conditions_checklist_for_website.pdf.

For more information, contact the Warrior Success Center at 507-457-5878 or email accessservices@winona.edu.
Student and Campus Services

Winona State University-Rochester (WSU-R) and Rochester Community and Technical College (RCTC) are partner MnSCU institutions on the University Center-Rochester (UCR) campus located in southeast Rochester. WSU-R offers upper-division courses in numerous undergraduate programs for the transfer student as well as graduate programs and a doctoral degree.

At WSU-Rochester, our goal is to provide you with the services you need to get the most out of your university experience, whether that means finding a program or a parking spot! The student support services that we provide to you will support and enhance your educational experience. Many services are offered at no additional charge to students, so please take advantage of everything WSU-R has to offer.

For information or questions, contact the WSU-R Student and Campus Services Office by emailing us at rochssss@winona.edu or by calling 1-800-366-5418 (or 507-285-7100). Our staff looks forward to hearing from you!

WSU-Rochester/UCR Information

Access Services

Access Services has many academic accommodations to help students with disabilities. Some of these academic accommodations include: Extended time on tests, low distraction, quiet test location, exams in auditory format, texts in alternative format, disability advising, sign language interpreters, scribe and accessible classrooms and labs.

For more information on these and other academic accommodations, please call the Warrior Success Center at 507-457-5878 or email accessservices@winona.edu.

Bookstore

The UCR Bookstore is located in the Hill Theatre (HT) building in Room HT100 and their phone number is 507-285-7202. Students can buy their WSU-Rochester textbooks online http://bookstore.roch.edu or at the UCR Bookstore for Rochester-based WSU courses. WSU-R students can also charge textbooks and school supplies purchased from the UCR Bookstore to their WSU student account, with documentation of current enrollment.

Bookstore Hours
Monday-Thursday 8:00am - 8:00pm
Friday .................. 8:00am - 4:30pm

Summer Hours
Monday-Friday ............... 8:00am - 4:30pm

Bus Transportation (CITY LINES)

Using the bus system in Rochester is easy and convenient. Employees and students can access any part of the city using Rochester City Lines as their mode of transportation. The buses are clean, safe and enjoyable to ride. The Rochester City Lines services UCR every 30 minutes. Bus schedules are available online at www.rochestercitylines.com. Bus passes are available for purchase at the UCR Bookstore.

Campus Posting Guidelines

Employees and students who wish to advertise events and services, may do so at designated locations on campus. Postings must comply with the following posting guidelines: It is expected that all materials posted in designated areas will be reasonably neat and attractive in the interest of the advertiser and the University Center Rochester. Offensive, obscene, inflammatory advertising, etc. will not be permitted. All material must contain the last date of posting in the lower right corner after which time they will be removed. Materials with no date will be removed immediately.

Car Starting

Students, staff, faculty and visitors will need to contact UCR Security at 507-285-7262 (7262 if calling from internal phone) regarding the need to have their vehicle jump started. UCR Security will contact a towing service and request they respond to the designated parking lot where the vehicle is located.

THERE IS NO CHARGE for this service. This service is provided by RCTC Student Senate.

Career Services

WSU Career Services in the Warrior Success Center offers assistance and resources at the Rochester campus in the following areas:

• Resume/cover letter assistance
• Career exploration, planning and noted decision making
• Your personal job or internship search
• Job outlook/salary questions
• A Career Resource Library
• Career Services website: www.winona.edu/career

Learn about upcoming events, companies visiting campus for interviewing and/or informational sessions, as well as an abundance of career-related information helpful for students and graduates alike.

• EZlink - This is the Career Services online system where students can post their resumes, access exclusive job listings, sign up for interviews, and more! Go to: http://wsucareerservicesezlink.experience.com/stu/home
• Interview Stream - A mock interview system that allows you to record practice interviews with a virtual interviewer. Questions can be pre-selected and you are able to view your responses afterward. Candidates with their own webcam and microphone on their computer can access the program from any location with an internet connection, allowing them to practice interviewing at their convenience.

Access at http://winona.interviewstream.com/

Stop by SS128 to make an appointment with the Career Advisor or call 507-285-7100.

Cashier

The UCR Cashier’s Office (SS124) accepts payments for WSU employees and students. After 4:30pm, payments may be dropped off at the UCR Bookstore and will be posted the following business day. Students may also make payment through their web portal. The Cashier’s Office is open Monday-Friday 8:00am - 4:30pm. (Phone: 507-285-7311).
Childcare Services

Civic League Day Nursery provides childcare on the UCR campus to WSU-R faculty, staff, students and the general public for children age two to five. Children are enrolled on either a full-time or part-time basis. There is generally a five-hour and three-day minimum enrollment requirement. Parents may stop by the Center to fill out a registration form. Call the Civic League Day Nursery at 507-285-7232 or e-mail clndse@charterinternet.com for more information. Hours of operation: Monday - Friday 6:30am - 6:00pm.

Class Schedule/Room Locations

Class schedules and room locations are viewable on the web at www.winona.edu under “Class Schedules.” UCR also provides an accessible Campus Event Schedule to look up meeting times and locations.

Financial Aid

The Director of the Financial Aid Office for Winona State University visits the UCR campus once a week to assist Rochester-based students with:
• Applying for financial aid
• FAFSA questions
• Award amounts
• Dual enrollment
• Consortium agreements
• Loan eligibility

Students may stop by the WSU-R Student and Campus Services Office in Room SS128 to make an appointment or call 1-800-366-5418 or email rochsss@winona.edu.

Food and Vending Service

Taher, Inc. is contracted to operate UCR's dining and catering food services. The dining room is located on the third floor of the College Center. The Express Café, which has a limited menu, is located in the Health Science Building, and a Snack Bar is located at the Heintz Center. A meal plan for students, faculty and staff is available. Catering services are available during and after regular cafeteria hours. Check with the Food Service director at 285-7209 for your specific needs.

Food Service Hours of Operation

UCR Cafeteria College Center (third floor)
Monday-Friday 7:30am - 1:30pm
Closed during school holidays, breaks and the summer.

Café Express, Health Science Building
Monday-Thursday 7:30am - 6:00pm
Friday 8:00am - 1:00pm
Summer 8:30am - 1:30pm
Closed on Fridays

Heintz Center Café/Snack Bar
Monday-Friday 8:00am - 1:30pm
Closed during school holidays, breaks and the summer.

When classes are not in session, UCR cafeteria hours are Monday - Friday, 8:00am - 1:30pm and an abbreviated menu is offered. All food service locations are closed during holidays, weekends and RCTC non-class days.

Vending machines are operated by the Society for the Blind and are located throughout the campus. For refunds or to report problems with machines, contact the Business Office at 507-285-7212.

General Advising

A full-time transfer advisor is available for appointments throughout the calendar year at Winona State University-Rochester and can answer your questions about:
• Transfer
• Degree Audit Report (DARS)
• Academic Advising
• Graduation
• Transcripts

Health Services

Treatment of minor illnesses, emergency first aid, non-prescription medications, referrals, health counseling and diagnostic tests are available for WSU-R students through the RCTC Student Health Services. Their office is located in the Health Science Building in Room HS140. A registered nurse is available every day during the academic year and a physician or nurse practitioner is on campus weekly. Because these services are financed by the WSU student activity fee, there is usually no additional cost to students for Student Health Services visits. Student health insurance information is available through this office and students are encouraged to have personal health insurance coverage. The office is open Monday-Thursday from 8am - 3:30pm and Friday from 8am - 1:30pm. The office is closed during school holidays, breaks and the summer. Contact information is 285-7261 or email at RCTC.healthservices@roch.edu

Housing

A commercial provider of information on Rochester area student housing options is listed on the WSU-R website at http://www.winona.edu/rochester/10225.asp

Incident Reports

The State of Minnesota requires that employees and students report any incident that happens on or off campus that could result in litigation against the State of Minnesota or any of its employees or agents.

At UCR, the incident report is also used as the accident report. This report is to be filed by students who are injured or involved in an accident during any activity related to their WSU course activity, no matter how slight the incident. “Near miss” accidents which do not result in injury or property damage are specifically included in this reporting requirement. The incident report is to be completed immediately following the event and submitted to the UCR Health Services Office and the WSU-Rochester Student & Campus Services Office. If appropriate, the UCR Security Office may also be included in the reporting process.

Interactive Television (ITV)

WSU-R offers many classes to students via Interactive Television (ITV). ITV entails two-way audio-visual communication between an instructor at one site and students at one or more sites who can interact with each other in “real time”. Using ITV, Rochester-based students can take advantage of course offerings in Winona and vice-versa. This method of long-distance connectivity allows students to participate in educational opportunities that they normally would not have had access to. ITV course materials are transported daily via courier and are coordinated through WSU Technical Support personnel in the Technical Support Center (GL100). To schedule an ITV meeting, contact Tom Hill at thill@winona.edu.
International Services

The International Services Office is actively involved in preparing students for leadership and academic excellence. The following programs and services are designed to assist you in your academic, personal and social development:

• Academic advising
• Participation in the Diversity Outreach Scholarship Program
• Involvement with Diversity Awareness Programming
• Membership in Student Organizations
• Referral to other support areas

A representative from International Services visits the Rochester campus on a monthly basis during the academic year. Students may stop by Student Services (SSI 28) to make an appointment or call 1-800-366-5418 or email rochsss@winona.edu.

Learning Center

The UCR Learning Center works in collaboration with the WSU Tutoring Center (located on the Winona campus). Located on the third floor of the Atrium (AT) building on the UCR campus, the Learning Center provides support to students (development level to doctorate level) in many disciplines to promote academic success and the highest levels of academic, personal and professional achievement.

WSU students in particular have received valuable assistance in computer applications, statistics, writing and APA format, science, psychology, accounting/finance and oral presentations. Contact information for the Learning Center is available at 285-7182. Any WSU students interested in tutoring should contact Jill Quandt, WSU Tutoring Coordinator at 1-800-342-5978 ext. 5680 or jquadt@winona.edu.

Location (Atrium Level/Third Floor):
AT 301 .............................................. Science
AT 306 .................................. Writing, Math, Drop-In Tutoring and other disciplines
AT 308 ................ Proctoring (see Proctoring section)
AT 311 .............................................. Speech

Hours:
Monday, Wednesday, Friday ..................... 8am – 7pm
(Writing Center closes at 3pm)
Tuesday, Thursday ................................ 8am – 8pm

Library Services

The WSU-R library holdings are integrated into Goddard Library at UCR. WSU-R and RCTC share support and usage of the library. This partnership enables students and faculty to access an extensive resource of reference and research materials.

WSU has allocated funds to purchase books, periodicals, and electronic resources to meet student and faculty needs. These materials are merged with about 95,000 books and non-print materials, 350 printed periodical titles, and about 13,000 electronic periodical titles. Collection holdings are cataloged into the MnPals on-line catalog which includes access to all MnSCU library holdings and is searchable by individual library. A listing of periodicals housed is available by searching the “Periodicals List” in the “Research Tools” section on the Goddard Library website. The library maintains an active website with many professional, full-text materials and e-books available from your home, office or classroom via a browser. The library website is www.roch.edu/library.

Remote access to Article Databases can be achieved by obtaining a library card at the Circulation Desk and following the remote access information instructions on the Goddard Library web pages. Krueger Library databases can be accessed via Krueger web pages using your WSU email user name and password.

Library materials can be transferred overnight from Krueger Library to Goddard Library. If your course is to be offered in Rochester on a regular basis, consider adding the materials to the Goddard Library collection. Acquiring new materials to add to the library collection can be arranged by contacting a Goddard Librarian. Funding is available through WSU allocated library acquisition budgets for these purchases.

The Goddard Library staff is available to assist you in using library resources. Librarians are available to meet with your class to provide instruction to students about library and research techniques. Arrangements can be made for reserve group study rooms, research assistance, placing items on reserve (paper or electronic), library instruction or assisting with other needs, either via the internet at www.roch.edu/library or by contacting the Library at 507-285-7233.

To check out library materials, you must have a UCR ID card which will act as a library card. Staff/UCR ID cards are made at the circulation desk in Goddard Library. Your ID photo will be taken in the library, and an ID card will be made while you wait. This card will also have your Warrior ID number on it, which you will need for various other uses on campus:

Goddard Library hours when classes are in session:
Monday - Thursday ......................... 7:30am - 10:00pm
Friday ............................................ 7:30am - 4:30pm
Saturday ....................................... 9:00am - 5:00pm
Sunday ........................................ 1:00am - 5:00pm

The Library Technology Center (LTC) is located on the 3rd floor of the library with about 100 open lab computer workstations shared by WSU and RCTC students.

The Technology Support Center (TSC) is located on the 1st floor of the library providing support to faculty, students and staff for technology needs including computer, e-learning, media services and classroom technology. To check out technology materials and equipment in the TSC, you will need your ID card.

Lost and Found

Any items found on the main UCR campus should be turned in to the Security Office located in East Hall 101.

Meeting Rooms

The college offers a variety of special gathering room facilities for use by students, staff, and the community.

Work and meeting space for small groups are available by appointment or reservation. UCR classrooms are heavily scheduled. You may call Mona Perrmann at 280-5512 to change rooms or to schedule other special events/activities.

Classes offered by WSU-R are held in classrooms throughout the UCR Campus. However, in special cases, some classes may be held outside the campus, such as the Educational Services Center (ESC) for some Graduate Education courses and the Mayo Clinic’s Siebens Building for some Nursing courses, etc. Administrative staff at 285-7100 can answer questions regarding classroom location.

WSU-Rochester final exams are held within the same final exam days as Winona campus exams. Evening exams concur exactly with Winona campus; while day exam times may differ slightly. A final exam schedule is provided fall and spring semester to faculty teaching day classes.
Parking at UCR

Parking Fees: All students, faculty and staff pay a parking/access/security fee. For students, the FY 2010 fee is $4.50 per credit. (FY 2011 fee will be confirmed in July 2010.)

Parking Lots: Parking is only allowed in designated parking lots or at parking meters. Parking on grass anywhere on campus is not allowed. Student, faculty/staff, special permit and handicapped parking areas are marked.

Parking Permits: Students do not need or receive a parking sticker and may park in student lots only. Faculty & Staff need a parking sticker in order to park in the staff parking lots, and cars in those lots will be ticketed if no staff permit sticker is present.

Parking Enforcement:
• Handicapped spots, fire lanes, special permit spots, and other signed no-parking are enforced continuously.
• Parking meters are monitored and enforced 8am – 8pm. Monday - Thursday and 8am - 3pm on Fridays.
• Staff parking lots are monitored and enforced from 8:00am - 5:00pm Monday - Friday. A Staff permit sticker is required, issued to faculty/staff only and tickets are issued to cars without permit stickers.

Note: The West parking lot at Heintz Center that was originally designated as Staff and Visitor parking only is now open to students. Staff and Visitors may park in Heintz Center's East or West lots.
• Special permit parking is designated for students or employees needing more convenient parking for health or other reasons. For authorization, please see the Health Services nurse in the Health Science Building for a special permit.

Security

Employees and students are strongly encouraged to report crimes immediately. To report a crime or suspicious circumstance in progress or medical emergencies, call 911. Otherwise, contact campus security at 507-285-7262. The Student Health Service, which operates for limited hours at the UCR campus, may be contacted for assistance at 507-285-7261. Student Health Service is not an emergency care provider. “Emergency Code Blue Light Button Poles” can be used in an emergency to contact UCR Security. The emergency poles are intercom connections activated by pushing a button. “Emergency Code Blue Light Button Poles” are located in these areas: One in the North Parking lot, one in the West Parking Lot and three along the bike path. (West of campus)

Security Escort

UCR has made every effort to illuminate its parking lots at night. However, caution should be used when leaving an evening class or event. Anyone wishing to have an escort to their car should call Campus Security at 285-7262.

Student Life

WSU-Rochester student life activities are developed in collaboration with the WSU-Winona campus and the RCTC Student Life Program to provide opportunities and experiences that further enhance the student's overall development. Studies have shown that students who get involved in student life activities develop excellent leadership skills, and tend to do better in the classroom. A variety of activities and leadership opportunities can be available each year to WSU-R students who can become involved as participants or spectators. Many of these activities can be taken as a class to earn credit toward a degree.

All WSU-Rochester student life activities are free to WSU-R students through support from the WSU student activity fee. Tickets for selected campus and local area events are available in the WSU-R Student and Campus Services Office in SS128. Information on each event will be publicized in advance to WSU-R students. All sponsored events are alcohol and drug free, on and off campus.

Technology Resources

The UCR Library Technology Center (LTC) is located on the 3rd floor of the library with 99 open lab computer workstations shared by WSU and RCTC students.

The UCR Technology Support Center (TSC) serves all UCR faculty, staff, and students. WSU-R and RCTC have consolidated several technology support operations into this new center. The TSC houses Media Services staff and includes WSU-R computer and e-learning support and RCTC computer and Ed-Tech support. The TSC is located on the 1st floor of the Goddard Library (GL) building and provides support to faculty, students and staff for technology needs, including computer, e-learning, media services and classroom technology. To check out audiovisual materials and equipment in the TSC, you will need your ID card.

TSC Fall and Spring Semester Hours
Monday – Thursday.......................... 7:30am - 10:00pm
Friday................................................ 7:30 am - 4:00pm
Saturday ............................................ 9:00am - 5:00pm
(Hours are reduced when classes are not in session.)

TSC Summer Hours
Monday- Thursday........................... 7:30 am – 8:00pm
Friday................................................ 7:30 am – 8:00pm

TSC staff can be contacted at 536-5555, or via email at mediaservices@ucr.roch.edu.

WSU-R technical support/IT staff provide support for all technology-related issues and needs on campus. Their office is located in the UCR Technology Support Center in Room GL118. The office hours are: Monday-Thursday, 8:00am – 9:00pm and Friday, 8:00am – 4:30pm. Qualified specialists are on-site to handle any technology-related issues. Students, faculty and staff are encouraged to call 1-800-657-3870 for help and technical assistance so that support issues and resolutions can be tracked through our Help Desk database. This call tracking allows us to better managed service-related issues such as staffing, repair units and accountability, as well as service quality.

Transfer Admissions

A representative from Winona State University Admissions Office is in Rochester twice a month during Fall and Spring Semester. They are available to assist Rochester based students with:
• Admission requirements
• Transfer questions
• Degree Audit Report

Minnesota’s public colleges and universities work together to make transferring among the schools easier by creating articulation agreements and course equivalency guidelines. Each school in the Minnesota State Colleges and University System (MnSCU) provides the services of a transfer specialist with whom you should consult as early as possible. By asking questions and using the pathways created by transfer...
agreements, you will be better prepared to make a successful transfer decision. Appointments: Call 1-800-366-5418 or 507-285-7100 or email at rochss@winona.edu.

Warrior ID Cards

Students must obtain an ID card if they wish to check out items from Media Services, Library, etc. ID cards are made in Goddard Library second floor Atrium free of charge. Students must provide a form of picture ID and course schedule to receive an ID.

Weather/Emergency Closings

During periods of inclement weather or other emergencies, students are encouraged to listen for announcements regarding the delay or cancellation of classes or activities or the closing of the University Center Rochester, and then stay tuned for further updates. Whenever possible, the decision to close the Center, have a delayed opening, or cancel day classes will be made prior to 6:00am. Special attention will be given to night classes as many of our evening students and staff travel considerable distances. Whenever possible, the decision to cancel evening class will be made by 3:00pm. The following radio and television stations will be notified:

- KWEB/KRCH/KMFX
- KLSE/MN PUBLIC RADIO
- KOLM/KWVK/KLCX
- KYBA – STEWARTVILLE

The following radio and television stations will be notified:

- KROC
- KKTC-TV
- KNXR
- KYBA – STEWARTVILLE
- KSTP (TWIN CITIES TV)

Policies and procedures on the closing and cancellation of classes or activities on the UCR campus due to inclement weather or other emergencies are available on the RCTC website at [http://www.rctc.edu/policies/hr/Weather_Emergency.html](http://www.rctc.edu/policies/hr/Weather_Emergency.html). All UCR campus closings or delayed openings will be reported on the WSU website for both the Winona and Rochester campuses. UCR campus closing and delayed openings will also be posted on Rochester area radio and television stations.

If a faculty member cancels a class due to illness, etc., they should contact their WSU-R campus administrative assistant to inform them of an individual cancellation. When classes are cancelled, it is the instructor's role to make up the missed class. One evening class is equivalent to a full week of daytime classes, so it is particularly important to reschedule the class at the convenience of the instructor and students.

Building Hours

**UCR BUILDING HOURS**

Monday - Friday .......................... 5:30am - 10:15pm
Saturday ........................................ 5:30am - 6:00pm
Sunday ......................................... 6:00am - 5:30pm

**SECURITY ESCORT**

UCR has made every effort to illuminate its parking lots at night. However, caution should be used when leaving an evening class or event. Those wishing an escort to their cars should call Campus Security at 285-7262.

**WSU-ROCHESTER STUDENT SERVICES HOURS**

Classes in Session

Monday - Friday .......................... 8:00am - 4:30pm

Classes not in Session

Monday - Friday .......................... 8:00am - 4:30pm

Summer Session

Monday - Friday .......................... 8:00am - 4:00pm

(507) 285-1700
Directions to UCR main campus:

**HWY. 52 SOUTHBOUND:** Exit at 41st Street exit to access 37th Street NW (turns into East Circle Drive and County Road 22) and travel east through the intersections of US 63 and County Road 9. UCR entrance will be to the right (just before Hwy. 14 intersection).

**HWY. 63 SOUTHBOUND:** Exit at 37th Street NW (turns into East Circle Drive and County Road 22) and travel east through the intersection of County Road 9. UCR entrance will be to the right (just before Hwy. 14 intersection).

**HWY. 63 NORTHBOUND:** Exit at Hwy. 14 East (also known as 12th Street) and travel east to County Road 22. Turn left on County Road 22 and take an immediate left into the UCR Campus.

**I-90:** Exit at Hwy 63 North and follow instructions above.

**HWY. 14 WESTBOUND OR EASTBOUND:** The college sits just off of Hwy 14 on the east side of Rochester. Exit County Road 22, and take an immediate left into the UCR Campus.
Directions to Heintz Center

(1926 College View Road SE, Rochester, MN 55904):

HWY 52 SOUTHBOUND: Exit at 41st STREET exit to access 37th STREET NW (turns into East Circle Drive and County Road 22) and travel east through the intersection of US 63. Before the County Road 9 intersection (stop light), merge right onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.

HWY 63 SOUTHBOUND: Exit (left) at 37th STREET NW (turns into East Circle Drive and County Road 22). Follow directions in italics above.

HWY 63 NORTHBOUND: Exit at HWY 14 East (also known as 12th Street) and travel east. Turn left at 15th Avenue SE/Marion Road intersection. Follow 15th Avenue to 4th Street and turn right onto 4th Street. At 4-way stop, turn right and then left into parking lot of Heintz Center.

I-90: Exit at HWY 63 North and follow instructions above.

HWY 14 WESTBOUND OR EASTBOUND: Exit at County Road 22 (30th Avenue) and follow to County Road 9 intersection. Turn left onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.
East Lake Apartments

Parking Services
PO Box 5838
170 W. Sanborn Street
Winona, MN 55987
(507) 457-5662
parking@winona.edu
www.winona.edu/parking

Parking Lots
- Maroon Lot
- Cycle Parking
- Code Blue

West Campus (Winona)

Parking Lots
- Tan Lot
- Green Lots
- Cycle Parking
- Code Blue
- Courtesy Telephone

Updated 6/2012
City of Winona
Student Policies

Student Data Privacy Policies

WSU complies with the Federal Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act. Based on these two acts, students are afforded certain rights with regard to their education records. Specifically, students have the right to:

1. Inspect and review their education records within 45 days of the date that the University receives the student's request for access.
2. Request correction of records the student believes to be inaccurate, misleading, or in violation of his/her privacy rights.
3. Withdraw consent to disclosure of “directory information” as defined in the following policy statement:

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statue Section 13.32, Subdivision 3; and the Family Educational Rights and Privacy Act, 20 USC 1232g et seq. 1974, Winona State University gives notice that the following directory information will be released upon request:

- Name
- Permanent Address (e.g., Home or Parent's Address)
- Permanent Telephone Number
- Local Address (e.g., Residence Hall or Winona Address)
- Local Telephone Number
- WSU Email Address
- Enrollment Status (Full-Time or Part-Time)
- Classification (Freshman, Sophomore, etc.)
- Dates of Attendance
- Degrees and Awards Received
- WSU Graduation Date
- Date and Place of Birth
- Major and Minor Fields of Study and Licensure Programs
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Athletic Team Members
- Most Recent Previous Educational Institution Attended

The University may disclose any of these items without prior written consent. Any student who wants all or any part of the directory information withheld must notify the Registrar's Office in writing. For additional information pertaining to the Data Privacy Policy, go to www.winona.edu/registrar/1482.htm.

Student Conduct Code

Winona State University is an academic community committed to providing an environment of learning. It has a vested interest in the safety and well-being of members of the University community, and in the promotion and protection of the University's educational mission. Students are members of both WSU and the Winona community and are expected to be respectful citizens who are responsible for their behavior. The University's Student Conduct Code is designed to promote attitudes conducive to learning; hold students accountable for violating University standards; and protect the due process rights of those charged with Student Conduct Code violations. This policy applies to all conduct that occurs on University premises; at University-sponsored activities whether on or off-campus and to certain off-campus conduct, identified below. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University.

The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities which promote personal responsibility.
limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

14. Gambling for money or other things of value, except as permitted by law.

15. Commercial solicitation, including the distribution of advertisements and samples, on University property without prior authorization by the appropriate University official(s).

16. Hazing by any group or individual. Hazing includes, but is not limited to, forced or required consumption of any food, liquor, drug, or any other substance; forced or required participation in physical activities; physical brutality; verbal abuse; kidnapping (transportation with the intent of stranding individuals); theft of or damage to property; assignment of unlawful or illegal activities; intentional creation of clean-up work or labor; denial of sufficient time to study; or causing excessive fatigue as a result of any of the above actions.

17. Tampering with fire or safety equipment or setting off false alarms, including Code Blues.

18. Falsification or misuse, including forgery, alteration, or fraudulent misuse of University records, permits, documents, or identification cards.

19. Knowingly furnishing false or incomplete information to the University or a University official in response to an authorized request.

20. Violation of any federal, state or local law.

21. Abuse of the student conduct system, including, but not limited to:
   a. Falsification, distortion, or misrepresentation of information before a University investigator or decision-maker, or student conduct panel;
   b. Disruption or interference with the orderly conduct of a student conduct panel or other disciplinary proceeding;
   c. Bad faith institution of a student conduct code or other complaint of misconduct;
   d. Discouraging, or attempting to discourage, an individual’s proper participation in, or use of, the student conduct system;
   e. Attempting to influence the impartiality of a designated investigator or decision-maker, or a member of a student conduct panel, prior to and/or during the course of the student conduct proceeding;
   f. Harassment (verbal or physical) and/or intimidation of a University investigator or decision-maker, or member of a student conduct panel, prior to, during, and/or after a student conduct proceeding; or
   g. Failure to comply with the sanction(s) imposed by the University.

22. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. See also MnSCU Board of Trustees Policy 3.1 (Student Rights and Responsibilities).

See [www.winona.edu/sld/6006.asp](http://www.winona.edu/sld/6006.asp) for the complete Student Conduct Code

### Social Networking Sites

Members of the Winona State University community increasingly use personal websites, online blogs, online journals, and other online communities such as Facebook.com and Twitter.com to communicate and network within and outside of the community. Users should remember that these sites are accessible to the public, so keep the following guidelines in mind:

1. Be careful about how much and what kind of personally identifiable information you post to these sites. They are potentially accessible to the public and often times what you think you have erased still remains accessible. Don’t post anything you would not want the world to know, including personal information that could lead to identity theft, harassment, stalking, and other safety concerns. Also, remember that Facebook and other sites provide privacy settings for posted information—use them to protect whatever private information you decide to post.

2. Be aware that your entries may be seen by unintended viewers. Faculty, administrators, potential current and future employers can often access information you place on these sites. Assume that any information you post may at some point be the basis for the impression others have of you.

3. Understand that even though these sites are hosted outside the Winona State University computing resources, violations of college policy on such sites may be subject to investigation and sanction under student citizenship standards and student responsibilities.

Winona State University takes online harassment seriously and will deal with it promptly when it is reported. Incidents of suspected online harassment should be reported to the Director of Security or the Dean of Students. Immediate steps will be taken to investigate the complaint and to prevent further offending messages and postings. (Online harassment will be handled according to the University’s Grievance Resolution Procedures or Student Conduct Policies, as appropriate.)

### Sexual Assault Resources

#### Off-Campus Resources

- Emergency..........................................................911
- Women’s Resource Center, 24-Hour CrisisLine.................................................(507) 452-4453
- Women’s Resource Center (non-emergency).............................................(507) 452-4440
- Winona County Sheriff (non-emergency)..............................................(507) 457-6386
- Winona Police ..............................................(507) 452-6302
- SEMCAC Family Planning Clinic........(507) 452-4307
- WSU Security..........................(507) 457-5555
- WSU Counseling Center............(507) 457-5330

#### On-Campus Resources

- Sexual Assault Resources
  - Find a safe environment and a trusted friend to stay with you.
  - Report the assault. An advocate can help you get through the process.
  - If you have been drinking and you are underage, reporting the assault does not mean you will get a minor consumption ticket.
  - Do not bathe or wash. Put clothes into a paper bag to preserve them.
  - Seek medical attention. A rape exam and tests for STIs and pregnancy will help you make the best choices for you. There is no charge for the exam.
  - If you live in campus housing, seek out your RA/CA or Hall Director for support.

#### How to help a friend:

- Believe your friend. Don’t judge or question the victim or their choices. Reassure your friend that it is not their fault.
- Expect all sorts of emotions, including lack of emotion and/or shock.
- Be patient. The recovery process is different for each victim and may take time.
What is WSU doing to address copyright infringement?

The Information Technology Department, in conjunction with Student Life and Development, have collaborated on a process to address copyright infringements. As a University that supports over 8000 laptops, the idea is not to punish students, but rather educate them. When students receive their laptop, they view an eleven minute Appropriate Computing video. This is customized to Winona State University, and includes information about illegal downloading. WSU has also added a paragraph to the end of the Student Laptop Agreement, which addresses copyright infringements.

When a violation is reported to Winona State, the following action is taken:
1. Student is identified, and notified via email.
2. The student comes to the Technical Support Center and meets with someone who will educate them on copyright infringements, including illegal downloading.
3. The student reads and signs the form found below. The student is also given information about legal music downloading sites.
4. Student must refer to the Student Conduct Policy for subsequent violations.

Copyright Infringement Form

Information Technology Services
Notification of Copyright Rules and Regulations

This document serves as a record that you have been notified of the rules regarding illegal file sharing and the consequences that can come from inappropriate use of computers and network resources belonging to Winona State University, Winona, MN. Inappropriate use of file sharing software such as BitTorrent, Pirate Bay, or eMule can result in academic sanctions as well as civil or criminal action being brought against you. By signing this document you acknowledge that you have been informed of these rules. You may choose not to sign this document at this time, but your network access to University resources will be revoked. The signed copy of this document will be sent to the Office of Student Conduct & Citizenship.

[ ] I understand that sharing and downloading copyrighted material is illegal unless I have permission from the copyright holder. [2]

[ ] I understand that I am not allowed to use the University’s network or computers to perform illegal activities [1]

[ ] I understand that I will be held responsible for any computer activity that is done with my account, even if I share my password with someone else. [1]

[ ] I understand that if I misuse the University’s network or computers, I may have my network privileges suspended or revoked. [1]

[ ] I understand that if I misuse the University’s network or computers, I may face sanctions from the Office of Student Conduct & Citizenship, including probation or expulsion. [1]

[ ] I understand that violating copyrights may also result in civil or criminal action being brought against me by the copyright holder. [2]

Signature ___________________________ Tech ID __________________ Date ______________

REFERENCES:

ACADEMIC INTEGRITY POLICY 3-27-12

Academic Integrity at Winona State University is based on honesty. The University requires that work produced by students represents their personal efforts and requires that they properly acknowledge the intellectual contributions of others.

WSU students are required to adhere to the University's standards of academic integrity. Following are examples of behaviors considered unacceptable and viewed as violations of the academic integrity policy:

Cheating: Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student's work, bringing an unauthorized "crib sheet" to a test, obtaining a copy of a test prior to the test date, or submitting homework borrowed from another student.

Deception and Misrepresentation: Lying about or misrepresenting your work, academic records, or credentials. Examples of deception and misrepresentation include forging signatures, falsifying application credentials or transcripts, and misrepresenting group participation.

Enabling Academic Dishonesty: Helping someone else to commit an act of academic dishonesty. This would include giving someone else an academic assignment with the intent of allowing that person to copy it or allowing someone else to cheat from your test papers, quizzes, assessments or other course materials.

Fabrication: Refers to inventing or falsifying information. Examples of fabrication include inventing data for an experiment you did not do or did not do correctly or making references to sources you did not use in academic assignments.

Multiple Submissions: Submitting work you have done in previous classes as if it were new and original work. Although faculty may be willing to let you use previous work as the basis of new work, they expect you to do new work for the class. Students seeking to submit a piece of work to more than one class should seek the permission of both instructors.

Plagiarism: Using the words or ideas of another writer without proper acknowledgment, so that they seem as if they are your own. Plagiarism includes behavior such as copying someone else's work word for word, rewriting someone else's work with only minor word changes, and/or summarizing someone else's work without acknowledging the source.

CONSEQUENCES FOR ACADEMIC VIOLATIONS

Consequences for academic violations are most often addressed by the instructor and the student at the time of the violation. The instructor's determination is final unless appealed to the dean of the college.

Possible consequences at the discretion of:
- Faculty: Re-do the exam or assignment, award a lower or failing grade on an assignment and/or the course, or allow the student to withdraw from the course
- Department: Dismissal from a program or major
- Dean: Administrative withdrawal of the student from a course after consultation with the instructor
- Vice President for Student Life and Development: Disciplinary probation or suspension

Note: There may be circumstances where the Dean of the College, in collaboration with the WSU Director of Student Conduct and Citizenship, will determine that the case will be heard as a student conduct issue. Students found culpable of a violation(s) will face disciplinary consequences as defined in the Student Conduct Code. The WSU Student Conduct Code can be obtained online or in the Office of Student Life and Development.

STUDENT RIGHTS

- Oral or written notice of the charges from the faculty member is required even though an immediate consequence may be imposed.
- An explanation of the evidence against the student. Note: Evidence may be physical or in the form of witnesses or observers.
- An opportunity for the student to present his/her side of the story
- Notice of the decision(s)
- An opportunity to appeal the decision(s)

APPEAL PROCEDURE

STEP I: A student appealing a faculty, department, or dean's decision should meet within 14 calendar days on an informal basis with the faculty member, department chair, or dean directly involved in the situation in an attempt to address the matter and resolve the issue(s). If the student is not comfortable working with the faculty member or if the student is not able to get a response within this period of time, they may appeal to the next higher level of authority.

STEP II: A student may appeal the decision in Step I and has 14 calendar days to meet with and present a dated, signed, and written account of the circumstances to the appropriate college dean. The appeal shall contain a statement indicating the reason for the appeal and the relief requested. The academic dean (or higher authority) shall respond to the student and faculty member with a written decision within 14 calendar days of receipt of the appeal.

Written appeals must be based on one or more of the following reasons:
- The evidence presented at the meeting between the faculty and the student does not support the outcome.
- There are facts not brought out in the original meeting which may affect the outcome.
- There was a procedural error which could have affected the outcome.
- The consequences were perceived as excessively severe.

STEP III: If the issue is not resolved in Step II, the student has 14 calendar days to appeal to the Vice President for Academic Affairs. This appeal should be a dated, signed, and written account of the situation. The vice president shall respond to the student, faculty member and dean with a written decision within 14 calendar days of receipt of the appeal. The decision of the vice president is final. The 14 day response period does not include breaks and holidays. A time extension may be granted upon request to the dean (STEP II) or academic vice president (STEP III). Failure to submit a timely appeal, or request for extension, constitutes a waiver of any right to request an appeal.