The UNIVERSITY of KANSAS
Referral Guide 2012-13

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

TWO IMPORTANT RESOURCES INCLUDED IN THE GUIDE ARE:

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

Some of the policies:
- Alcohol & Drug
- Code of Student Rights & Responsibilities
- Consenting Relationships
- Nondiscrimination
- Racial & Ethnic Harassment
- Sexual Harassment
- Student Records

- The University Ombuds Office, where the campus community can seek confidential, off-the-record, impartial assistance in addressing conflicts, disputes, or complaints on an informal basis without fear of retaliation or judgment. The University Ombuds Office is not an office of notice for the university. For more information, see ombuds.ku.edu.

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

Published by the Office of the Vice Provost for Student Affairs studentaffairs.ku.edu 2012

Unless otherwise stated, all telephone numbers use the area code 785.
A
Absence from Class (Emergency)
Academic Achievement & Access Center .......................... 864-4064
Ask instructor

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

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

Accessibility: Students With Disabilities
Accessibility & ADA
Education ........................................ 864-6414 (711 TTY)

ACT Test Date
CAPS Testing Services ....................... 864-2768
Watkins Memorial Health Center

Activities, Campus
KU Info .................................................. 864-3506
Student Involvement & Leadership Center ........... 864-4861
news.ku.edu
silc.ku.edu
suaevents.com
kansan.com

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

Address Change
See Enroll & Pay: sa.ku.edu

Admissions, Graduate
See graduate.ku.edu Academic department

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

Adult Students (older)
Student Involvement & Leadership Center .......... 864-4861
400 Kansas Union

Advanced Placement/Standing
admissions.ku.edu/apply/credits
Office of Admissions .............................. 864-3911
KU Visitor Center 1502 Iowa St

Advising
Architecture, Design & Planning
Architecture .................................... 864-3390
bseba@ku.edu
Design .............................................. 864-4401
sraines@ku.edu
Business ........................................ 864-7500
bschoolundergrad@ku.edu
College of Liberal Arts & Sciences
CLAS Student
Academic Services .................. 864-3500
(Including pre-medical professions)
Education ........................................ 864-9616
Pre-education
soeadvising@ku.edu
Engineering ...................................... 864-3881
kuengr@ku.edu
Journalism ........................................ 864-4080
Pre-journalism
jadvising@ku.edu
Multicultural Affairs .................. 864-4350
oma@ku.edu
Music .............................................. 864-2954
rliley@ku.edu
Pharmacy ......................................... 864-3591
pharmacy@ku.edu
Social Welfare .................. 864-4720
admissionsbsw@ku.edu
TRIO Supportive Educational Services .................. 864-3971
Undergraduate Advising
Center .............................................. 864-2834
(Including pre-health, pre-law, pre-nursing)

Alcohol Abuse/Treatment
Counseling & Psychological Services .............. 864-2277
DCCCA Center .......................... 830-8238
Headquarters Counseling Center .................. 841-2345
Student Health Services .............. 864-9570

Alcohol & Drug Policies
See alcohol.ku.edu
See policy.ku.edu

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

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

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

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

Bookstores, Campus
Burge Union ................................. 864-5697
Edwards Campus ................................. 864-8580
Jayhawk Ink ...................................... 864-4431
Kansan ............................................. 864-4640
kubookstore.com

Bulletin Boards/Display Cases
Student Union Activities .......................... 864-7469
Kansas Union

Bursar’s Office
20 Carruth-O’Leary Hall ....................... 864-3322
23 Strong Hall ..................................... 864-3322

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

C
Calendar, Academic
See registrar.ku.edu>Registrar A-Z

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

Caps and Gowns
KU Bookstore ..................................... 864-4640
See commencement.ku.edu

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

Catalogs, Undergraduate & Graduate
See catalogs.ku.edu

Certifications of Enrollment (Written)
University Registrar ........................... 864-4422
121 Strong Hall
Course Offerings
See registrar.ku.edu>Registrar A-Z>
Schedule of Classes

Credit by Examination
University Registrar ......................... 864-4422
121 Strong Hall

Credit/No Credit
CLAS: Student Academic Services ......................... 864-3500
109 Strong Hall
Dean’s office of your school
Undergraduate Advising Center ..........864-2834
126 Strong Hall

Crime Stoppers
To provide info on crime ................. 864-8888

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

Conciliation
Human Resources ......................... 864-4946
103 Carruth-O’Leary Hall

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

Confidentiality Issues
See policy.ku.edu>Information
Access & Technology

Consenting Relationships Policy
See policy.ku.edu

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

Emily Taylor Women’s
Resource Center ......................... 864-3552
Human Resources ......................... 864-4946
Policy Office ......................... 864-9600
KU Student Planner

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

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

Undergraduate Advising Center ................................. 864-2834
126 Strong Hall

Dining Services
See kudining.com

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

Directory Information, Withholding
See registrar.ku.edu>Registrar A-Z

Disabilities, Students with
Accessibility & ADA
Education ................. 864-6414 (711 TTY)
153A Carruth-O’Leary Hall
Institutional Opportunity & Access ................. 864-4946 (711 TTY)
153A Carruth-O’Leary Hall

Dismissal Policy (Academic)
See registrar.ku.edu>Registrar A-Z>
Schedule Changes-Making

Drug Abuse Info/Treatment
Counseling & Psychological Services ................. 864-2277
DCCCA Center ......................... 830-8238
Headquarters Counseling Center ......................... 841-2345
Student Health Services ................. 864-9570

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

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

Death in Student’s Family
To notify student
Student Affairs ................. 864-4060
133 Strong Hall
For student’s absence from classes
Academic Achievement & Access Center ................. 864-4064
22 Strong Hall

Death of Student
Student Affairs ................. 864-4060
133 Strong Hall

Degree Requirements
See catalogs.ku.edu

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

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

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

Drug Abuse Info/Treatment
Counseling & Psychological Services ................. 864-2277
DCCCA Center ......................... 830-8238
Headquarters Counseling Center ......................... 841-2345
Student Health Services ................. 864-9570

E

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

Emergencies (Urgent Care) ................. 911 (TDD)
KU Public Safety Office ................. 864-5900
Lawrence Memorial Hospital
Emergency Room ................. 505-6162
Student Health Services ................. 864-9500
Watkins Memorial Health Center

Unless otherwise stated, all telephone numbers use the area code 785.
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**Employment, Student**
Student Employment..................864-4725
110 Burge Union
Union Human Resources..............864-2450
Kansansk Union
union.ku.edu/jobs
Youth Educational Services.........864-7681
110 Burge Union
KUCareerHawk.com

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**Endowment Loans**
Financial Aid & Scholarships ..........864-4700
kuendowment.org

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**English Proficiency Exam**
English as a second language
Applied English Center ..............864-4606
204 Lippincott Hall

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**Engraving of Plaques/Awards**
Jaybowl........................................864-3545
Kansas Union, Level 1

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**Engraving of Valuables**
Public Safety Office ..................864-5900
1501 Crestline Drive

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**Enrollment Help**
In person
University Registrar...............864-4423
121 Strong Hall

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

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**Events, To Schedule**
University Events Committee........864-4861
400 Kansas Union

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

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**Family Educational Rights & Privacy Act (FERPA)**
See registrar.ku.edu>Registrar A-Z

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**Fees (Optional, Required) & Tuition**
See registrar.ku.edu>Registrar A-Z>Comprehensive Fee Schedule
University Registrar...............864-4422
121 Strong Hall

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

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**Financial Assistance**
Financial Aid & Scholarships ..........864-4700
financialaid@ku.edu

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**First-Year Experience, Office of**
Office of ..................................864-4270
145 Strong Hall

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

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**Foreign Student Services**
See International Student Services

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

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**Full-Time Student Status**
See registrar.ku.edu>Registrar A-Z
University Registrar .................864-4422
121 Strong Hall

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**G**

**Grade, Missing or Wrong**
CLAS: Student Academic Services.........864-3500
109 Strong Hall
Your instructor

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**Grading System**
Dean's office of your school

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**Graduate Admission**
Contact department/program

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**Graduate/Professional Entrance Exams**
Appropriate professional school
CAPS Testing Services .................864-2768
Watkins Memorial Health Center

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**Graduation Announcements**
KU Bookstore..............................864-4640
Kansas Union

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

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

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**Grants**
Financial Aid & Scholarships ..........864-4700
affordability.ku.edu

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**Grievance Procedures**
See Appeal/Grievance Procedures

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**H**

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

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**Hawk Link**
Sabatini Multicultural Resource Center ..........864-4350
1299 Oread Ave.

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**Health Insurance**
GTAs/GRAs..................................864-7346
International Students...............864-3617
Student Health Services ...............864-9522

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**Health Services, Student**
Watkins Memorial Health Center ..........864-9500

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**Hearing Testing/Therapy**
Schiefelbusch Speech-Language-Hearing Clinic........864-4690
2101 Haworth Hall

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**HIV/AIDS Information**
Douglas County Aids Project ........843-0040
Student Health Services ..............864-9570
Watkins Memorial Health Center
Holds on Enrollment/Transcript
Departmental charges
Questions: Department involved Pay: Bursar 23 Strong Hall
Disciplinary sanction
Questions: Student Affairs ........... 864-4060
Health Center charges
Questions: Student Health Services.......................... 864-9520
Pay: Bursar 23 Strong Hall
KU Endowment loans
Questions: KU Endowment ........... 832-7400
Pay: KU Endowment
Library charges
Questions: Library.......................... 864-4715
Pay: Bursar 23 Strong Hall
Noncompliance with immunization and health screening policies
Questions: Student Health Services.......................... 864-9533
Parking violations
Questions: Parking & Transit........... 864-7275
Pay: Parking & Transit
Perkins HPSL or LDS Loans
Past due or exit interviews
Questions: ECSI.......................... 888-549-3274
Pay: ECSI
Prior term tuition & fees
Pay: Bursar 23 Strong Hall
Returned checks
Pay: Bursar 23 Strong Hall
Student Housing
Questions: Student Housing........ 864-4560
Pay: Bursar 23 Strong Hall
Unpaid financial aid charges
Questions: Financial Aid & Scholarships........ 864-4700
Pay: Bursar 23 Strong Hall

Homosexuality
See Lesbian, Gay, Bisexual & Transgender Services

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

Honors Program
Honors Program.......................... 864-4225

Housing, Family Student
Apartment Living & Guest Services........ 864-8305
Burge Union
Student Housing.......................... 864-4560
Suite DSH, Corbin Hall

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

ID Cards (KU Student/KU Staff)
KU Card Center.......................... 864-5845
Kansas Union, Level 4

Illness/Injury, Student
For attendance Academic Achievement
& Access Center.......................... 864-4064
22 Strong Hall
For extended illness documentation
Student Health Services........ 864-9500
Watkins Memorial Health Center

Immigration Advising
International Student & Scholar Services.......................... 864-3617
2 Strong Hall
Legal Services for Students........ 864-5665
312 Burge Union

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

Insurance, Auto or Health Certification of Enrollment
University Registrar.......................... 864-4422
121 Strong Hall

International Student Services
Applied English Center........ 864-4606
204 Lippincott Hall
International Programs........... 864-6161
300 Strong Hall
International Student & Scholar Services.......................... 864-3617
2 Strong Hall

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

Jobs, Full-Time Post-Grad
Business Career Services Center.......................... 864-5591
125 Summerfield Hall
Engineering Career Center........ 864-3891
1001 Eaton Hall
University Career Center........ 864-3624
110 Burge Union
kucareerhawk.com

Jobs, Part-Time
Kansas Union HR Office........ 864-2450
Student Employment........ 864-4725
University Career Center........ 864-3624
kucareerhawk.com

K

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

KUID
KU Card Center.......................... 864-5845

KU Dining Services
Kansas Union Lobby.......................... 864-3506
Or ..................................... (TTY) 864-4062
Jayhawk Boulevard Booth
Text message 66746
kuinfo@ku.edu
kuinfo.ku.edu

KU on Wheels
See Bus Services

KU Writing Center.......................... 864-2399
424 Anschutz Library
writing.ku.edu

Language Placement & Proficiency Exams
Contact the department offering the language

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

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

Legal Assistance
Douglas County Legal Aid........ 864-5564
105 Green Hall
Legal Services for Students........ 864-5665
312 Burge Union

Lesbian Gay Bisexual & Transgender Services
Emily Taylor Women's Resource Center........ 864-3552
400 Kansas Union

Judicial Board.......................... 864-5169
33 Strong Hall

Unless otherwise stated, all telephone numbers use the area code 785.
Headquarters Counseling Center ... 841-2345
KU Queers & Allies ................. 864-3091
Multicultural Affairs .............. 864-4350
1299 Oread Ave.
Student Involvement
& Leadership Center .......... 864-4861
400 Kansas Union

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

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

Loans
See affordability.ku.edu
Financial Aid & Scholarships .... 864-4700

Lost & Found
KU Public Safety Office .......... 864-5900
1501 Crestline Drive

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

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

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

Mount Oread Scholars Program
Undergraduate Advising
Center .................. 864-2834

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

N
Name Change
See registrar.ku.edu>Registrar A-Z
University Registrar ........... 864-4422
121 Strong Hall
Nontraditional Students
Emily Taylor Women’s Resource
Center .................. 864-3552
400 Kansas Union
Student Involvement
& Leadership Center .......... 864-4861
400 Kansas Union

O
Ombudsman
University Ombuds ............. 864-7261
34 Carruth-O’Leary Hall

Online Courses
Center for Online
& Distance Learning .......... 864-1000
cidl.ku.edu

Online Enroll & Pay
Access through Kyou Portal or sa.ku.edu

Organizations, Student
Student Involvement
& Leadership Center .......... 864-4861
400 Kansas Union
ku.edu/organizations
Orientation, New Student
First-Year Experience .......... 864-4270
145 Strong Hall

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

Petitioning
Course/requirement substitutions
CLAS: Student Academic
Services .................. 864-3500
109 Strong Hall
Dean's office of your school
To withdraw from a course
CLAS: Student Academic
Services .................. 864-3500
109 Strong Hall
Dean's office of your school

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

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

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

R
Racial/Ethnic Harassment Policy
See full policy at policy.ku.edu
Institutional Opportunity
& Access ..................... 864-6414 (711 TTY)
153A Carruth-O’Leary Hall
Policy Office .................. 864-9600
University Ombuds .......... 864-7261
Student Affairs ............. 864-4060
133 Strong Hall

Rape Victim Support
Emergency: 911 (TDD)
For immediate contact
To reach an advocate at GaDuGi SafeCenter, call Headquarters Counseling Center .......... 841-2345
Legal Services for Students .... 864-5665
On-campus treatment
Counseling & Psychological
Services .................. 864-2277
Student Health Services ...... 864-9566
Educational programs
Sexual Violence Education
& Support Services .......... 864-3552
GaDuGi SafeCenter
(administrative) ............ 864-8985

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

Reciprocity Agreement, KS/MO
University Registrar .......... 864-4422
121 Strong Hall

Records, Academic
See policy.ku.edu>Student Records

Recreation Services
Ablinger Student Recreation
Fitness Center ............... 864-3546
Jaybowl ....................... 864-3545
Kansas Union, Level 1

Unless otherwise stated, all telephone numbers use the area code 785.
Recreation, Sorority and Fraternity
See kugreek.org
Student Involvement & Leadership Center ............... 864-4861
400 Kansas Union

Recycling and Surplus Property
Environmental Stewardship ............... 864-2855
recycle@ku.edu

Refund, Fees
Bursar’s Office .................................. 864-3322
23 Strong Hall

Registration/Enrollment Problems
University Registrar ....................... 864-4422
121 Strong Hall

Religious Observances and Examinations
See registrar.ku.edu > Registrar A-Z

Repeating a Course
See registrar.ku.edu > Registrar A-Z

Reservations: Meeting Rooms or Outdoor Facilities
University Registrar .................. 864-5123
Kansas & Burge Unions ............... 864-4651
University Events Committee .......... 864-4861

Residence Halls
Student Housing ....................... 864-4560
Suite DSH, Corbin Hall

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

Residency Status (Tuition)
University Registrar .................. 864-4422
121 Strong Hall

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

Rights and Responsibilities, Student
See full policy at policy.ku.edu

S
SAFE Ride
With KUID during academic year, late night only ............... 864-SAFE

SAT Test Dates
CAPS Testing Services .................. 864-2768
Watkins Memorial Health Center

Scholarship Halls
Student Housing ....................... 864-4560
Suite DSH, Corbin Hall

Scholarships
Continuing student scholarships
School/department in which you are enrolled
New student scholarships
Financial Aid & Scholarships .............. 864-4700
affordability.ku.edu
Private donor scholarships
Financial Aid & Scholarships .............. 864-4700
affordability.ku.edu
 Scholarships.ku.edu
Additional resources
Student Involvement & Leadership Center .......... 864-3552

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

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

Smoking Cessation Counseling
Student Health Services ............... 864-9570
Watkins Memorial Health Center

Smoking & Tobacco Use Policy
See policy.ku.edu

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

Speech & Language Testing/Therapy
Schiefelbusch Speech-Language-Hearing
Clinic ........................................ 864-4690
2101 Haworth Hall

Sports Clubs/Intramurals
Recreation Services .................... 864-3546

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

Student Conduct/Concerns
Student Conduct
Review Team ....................... 864-4060
133 Strong Hall

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

Student Senate ....................... 864-3710
410 Kansas Union

Student Union Activities ............. 864-7469
Kansas Union, Level 4
suaeevents.com

Study Abroad ....................... 864-3742
108 Lippincott Hall
studyabroad.ku.edu

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

Suicide Prevention ..................... 911 (TDD)
Counseling & Psychological
Services ..................................... 864-2277
Headquarters Counseling
Center ........................................ 841-2345 (24-7)
National Suicide Prevention
Life Lines .................................. 800-273-8255
or ........................................ 800-784-2433

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

Unless otherwise stated, all telephone numbers use the area code 785.
Sustainability
Center for Sustainability .......... 864-5398
320 Carruth-O'Leary

T
Tenant Issues
Legal Services for Students ........ 864-5665
312 Burge Union

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

Timetable of Classes
See classes.ku.edu

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

Transfer of Credit
Graduate
Dean of college/school
Undergraduate
Office of Admissions ................. 864-3911
1502 Iowa St

Tuition, Staff/Staff Dependent Rates
See registrar.ku.edu>Registrar A-Z
University Registrar .................. 864-4422
121 Strong Hall

Tutoring
Academic Achievement
& Access Center ..................... 864-4064
22 Strong Hall
Academic departments
Student Housing ..................... 864-4560
Multicultural Affairs ................. 864-4350
1299 Oread Ave.
Supportive Educational Services .... 864-3971
7 Strong Hall (call for qualification guidelines)
Veterans Services ................... 864-4422
121 Strong Hall

U
University Events Committee
Student Involvement
& Leadership Center ............... 864-4681
400 Kansas Union

University Governance
33 Strong Hall ...................... 864-5169
governance.ku.edu

V
Veterans Services
University Registrar ................. 864-4422
121 Strong Hall

W
Withdrawing
From a class (drop)
See registrar.ku.edu>Registrar A-Z>
Schedule Changes-Making
University Registrar .................. 864-4422
121 Strong Hall
From the university
See registrar.ku.edu: Registrar A-Z
CLAS: Student Academic Services .... 864-3500
109 Strong Hall
Dean's office of your school
Retroactive withdrawal
CLAS courses: Student Academic Services ............... 864-3500
109 Strong Hall
Dean's office of your school

Withholding Directory Information
See registrar.ku.edu>Registrar A-Z

Women's Resources
Emily Taylor Women's Resource Center .... 864-3552
400 Kansas Union
Multicultural Affairs ................. 864-4350
1299 Oread Ave.
Student Involvement
& Leadership Center ............... 864-4861
400 Kansas Union

Work-Study Awards
Financial Aid & Scholarships ....... 864-4700

Work-Study Employment
See jobs.ku.edu
Financial Aid & Scholarships ....... 864-4700

Writing
KU Writing Center .................. 864-2399
424 Anschutz Library
writing.ku.edu

Unless otherwise stated, all telephone numbers use the area code 785.
APPEALS AND GRIEVANCE PROCEDURES

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

ACADEMIC CONCERNS/UNDERGRADUATE
Consult with:
1. Your instructor
2. Department chair
3. Dean of school offering course; CLAS: director, Student Academic Services

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

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

ACADEMIC CONCERNS/GRADUATE
Consult with:
1. Your instructor
2. Department chair
3. CLAS: director, Student Academic Services
4. Dean’s office of school/college
5. University ombuds

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

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

- Senior vice provost for Academic Affairs, 250 Strong Hall, 864-4904
- Vice provost for Student Affairs, 133 Strong Hall, 864-4060
- Vice provost for Research & Graduate Studies, 212 Youngberg Hall, 864-7298
- Vice chancellor for Edwards Campus, from Lawrence area call 864-8400; from Greater Kansas City call 913-897-8400
- University ombuds, 864-7261 (Note: If a student is charged with a violation of the Student Code or a violation of the law, other procedures apply)

5. An appeal of a decision by an administrative unit may be made to the Judicial Board that is accessed through University Governance, 864-5169.

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

FEES
Registrar.ku.edu Registrar A-Z
1. Assistant registrar/Fees, 121 Strong Hall, 864-4422
2. Appeals Committee

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

Other Financial Aid Issues
Stephanie Covington, associate director, 864-4700

Scholarships
Gail Sherron, associate director, 864-4700

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

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

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

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

RESIDENCY
See registrar.ku.edu: Registrar A-Z
1. Assistant registrar/Fees, University Registrar, 121 Strong Hall, 864-4472
2. Residency Appeals Committee (appeal form available in 121 Strong Hall, 864-4472)

STUDENT HOUSING
Living group rules and student conduct issues
1. Living group staff
2. Jennifer Wamelink, associate director, 864-4560
3. Diana Robertson, director, 864-4560
4. Judicial Board Appeals Panel (only for violations of the Student Code)
If a student is charged with a violation of the Student Code or a violation of the law, other procedures apply

Unless otherwise stated, all telephone numbers use the area code 785.