

WASHBURN UNIVERSITY SCHOOL OF LAW
WEB ENROLLMENT INFORMATION

SUMMER and FALL 2019 ADVANCE REGISTRATION

April 1, 2019 to September 6, 2019

By credit hours attained through end of Fall 2018 session.

OPEN REGISTRATION for NEW and RETURNING students begins April 10, 2019

See Summer Schedule for when classes begin
FALL CLASSES BEGIN AUGUST 26, 2019

Go to <http://washburnlaw.edu/ClassSchedules> for more info.

WEB ENROLLMENT is available beginning at 12:00 a.m. on April 1, 2019 through September 6, 2019. If you are eligible, you can enroll from home, work (if not prohibited by firewalls), or on campus through your My Washburn account. Follow **Web Enrollment Instructions** beginning on page 3.

ADVANCE REGISTRATION is for eligible students who are currently enrolled at Washburn Law during Spring 2019. To access Web Registration and build your course schedule, you will have to observe the classification schedule below. **NOTE:** For registration purposes, a student's classification will be based on the number of credit hours the student has **completed** at Washburn Law and any transfer hours that have been posted. **Courses in progress will NOT be counted.**

CLASSIFICATION SCHEDULE for SUMMER and FALL 2019
April 1 through April 10, 2019

≥ 58 CREDIT HOURS	BEGINNING on April 1
≥ 43 and < 58 CREDIT HOURS	BEGINNING on April 3
≥ 31 and < 43 CREDIT HOURS	BEGINNING on April 5
≥ 14 and < 31 CREDIT HOURS	BEGINNING on April 8
< 14 CREDIT HOURS	BEGINNING on April 10

OPEN REGISTRATION is for former students returning to Washburn Law, for attorneys wanting to audit a course, and for new students wanting to visit at Washburn Law. Students new to Washburn Law must complete an Application for Admissions form and be eligible for admissions before they can enroll.

NOTE: Registration assistance will be available in Room 204 during regular business hours.

FALL LATE ENROLLMENT: (Instructor's Permission Required).

Students who wish to register for Fall courses after September 6 or **ADD a course(s)** must have the professor's permission.

Note: Students may drop courses on the Web using their My Washburn account **through September 6, 2019**. To complete this process, you will need your registration PIN. Students who want to drop a class after this date should:

1. Pick up a Schedule Change Form in Room 204 and complete the Drop section.
2. Have the professor sign the form in the Instructor Signature section.
3. Return the form to Room 204 for processing on the computer.

TUITION REFUND SCHEDULE

The date used to determine the percentage of refund is the day an online withdrawal is transacted or when the withdrawal slip is processed in Room 204 with Donna Haverkamp. The activity fee and any late registration fees are not refundable.

Check the tuition refund schedule at <http://washburnlaw.edu/tuitionrefunds>. See the Business Office's website: <http://washburn.edu/current-students/business-office/tuition-refunds.html> for more information.

FACTS YOU NEED TO KNOW

Registration may be unavailable when regular maintenance is scheduled, which is every Thursday from 12:01 to 1:00 a.m., and Sundays from 3:00 to 10:00 a.m.

Waiting lists are created when a student tries to enroll in a class and is given the message that the class is closed. If you want to be put on a waiting list, go ahead and try to enroll in the class even though you know it is closed. When an opening occurs, you will be e-mailed letting you know of the opening and asking if you are still interested in taking the class.

You may register and/or change your course schedule during and after your specified time of the CLASSIFICATION SCHEDULE, and at any time during the OPEN REGISTRTRTION period.

If you have a registration hold, the system will not allow you to register until it has been cleared.

After registering your courses, view your course schedule to make certain it is accurate.

If you change your mind about any courses, you may add and drop as often as necessary during and after your classification schedule and Open Registration. Be certain to check again to verify that your schedule did change. **(Once you drop a class and decide you want to get back in it, the computer will tell you duplicate course and won't allow you to do it. So, you will need to come to Room 204 for assistance in getting back in the class.)**

When web registration is no longer available (after 9/6/19), students who want to drop a course must complete a **Schedule Change Form** (found in Room 204), have the professor sign it, and then bring it to Room 204 for processing on the computer. **Failure to officially withdraw results in the recording of "F" grades on the student's transcript and being responsible for all assessed charges.**

Please check your account statement on My Washburn if you drop and add. **DROPS AND ADDS ARE CALCULATED SEPARATELY**, so in order to drop and add an equal number of class hours without any charge, you must do that within the published 100% refund period. **See: <http://washburnlaw.edu/tuitionrefunds>.** Classes added after the initial enrollment will be charged 100% of the tuition rate. (Tuition and/or fees are never prorated.)

Please be advised that a "student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours." ABA Standards for Approval of Law Schools, Standard 304(f).

STUDENT IDS

All students are required to carry the iCard, Washburn University's ID.

New students may obtain their ID on the main level of the Memorial Union in the **Ichabod Service Center**. Bring one (1) form of government issued photo ID, such as your driver's license, passport, or military ID.

Returning Students -- your cards will be automatically electronically updated for current student access after you have paid your fees. You do not need to stop in the office.

Deposit money on your iCard for use on purchases at participating University locations: Dining Services, Ichabod Shop, University Libraries, Washburn Athletic Department, University Theatre, Vending/Concessions, and University Mailing and Printing Services (UMAPS). The iCard is your photo ID for University services: Library circulation, use of the pool in Petro Allied Health Center, recreational services in the Student Recreation and Wellness Center, and attendance at special music, theatre, and athletic events. The iCard also provides the meal plan access for residence hall students and door access on campus.

By opening a US Bank account, you can turn your iCard into your ATM/debit card and/or student checking account. US Bank has made it easy for you to manage your money with a great student checking account. Ichabod Service Center (785) 670-1188, www.washburn.edu/icard.

UPDATE YOUR PERSONAL INFORMATION ON THE WEB

Students may update their permanent, current, and emergency contact addresses, as well as their personal email using the Web. To **update** your address information and your directory profile:

1. Log in to **My Washburn** (my.washburn.edu)
2. Select the **Student Academics Tab** at the top of the pages
3. Select **Update Your Address Information** under **University Registrar Links** in the **Registration and Academic Information** box in the left column.

WEB ENROLLMENT INSTRUCTIONS

- Determine your course selections** and include alternate courses. Write your CRNs down.
Obtain your Registration PIN (Personal Identification Number)
This number will be e-mailed to you before spring/summer registration. (When enrolling on the web, you will be asked for your Alternate PIN, which is the same as the Registration PIN.)
- ACCESS THE INTERNET**
Log into My Washburn (my.washburn.edu) with your user name and password (make sure you have your WIN)
Select **Student Academics Tab** at left of screen
Select **REGISTER FOR COURSES/ADD OR DROP CLASSES** under **Registration Information**.
- BUILDING YOUR COURSE SCHEDULE**
Choose **Select Term**
Choose **Summer or Fall 2019 Law** from the pull-down menu and select **Submit**.
NOTE: To be successful with the registration process, you **MUST READ** the notes/instructions at the top of the screen and follow the instructions exactly.
Enter your registration PIN, which was emailed to you, and select **Submit**.
Follow the instructions to **“Build your Course Schedule.”**
This screen also allows you to **add or drop** courses to or from an existing schedule. Follow the instructions under the appropriate heading.
NOTE: If you do **NOT** know the CRNs, which are required to build your course schedule, select **Search for Available Courses** from the **Registration Menu**.
If you choose **Search for Available Courses** and complete a search, there are two registration options. You may:
 - 1) Select **Register** at the bottom of the screen to add your section(s) immediately to the **Current Schedule** section on the **Register for Courses** screen, or
 - 2) Select **Add to Worksheet** at the bottom to add CRNs to the **Add Classes** section on the **Register for Courses** screen. **(Use this option, to be added to a waiting list if the class is already closed.)**
NOTE: Courses will **NOT** show in the **Current Schedule** area of the screen if there is a registration error. There is a link on the page to explain the error messages.
- CHANGE COURSE OPTIONS**
Through the first week of classes, choose **Change Course Option** at the bottom of the **Register for Courses** screen if you want to change a course to audit or change the number of credit hours for variable credit courses. You may also choose the same option from the **Registration Menu**.
Beginning the second week of classes, students must change a course **in person** in **Room 204**. There is a **Schedule Change Form** that must be completed with the instructor’s signature.
- VERIFY YOUR SCHEDULE**
After submitting your courses, you should verify your schedule by selecting **View Student Course Schedule by Day and Time** at the bottom of the screen. You may also view your schedule by returning to the **Registration Menu** and selecting **View Student Detail Course Schedule** or **View Student Course Schedule by Day and Time**. To change any errors on your schedule, repeat the registration process (steps 2 through 5).
NOTE: Once you have submitted your registration, you will be obligated to pay all associated tuition and fees unless you withdraw yourself from the courses prior to the published 100% tuition refund date.
- PAY FOR THE TERM**
Payment in FULL MUST BE MADE by Friday, September 6, 2019.
Accounts must be fully paid or set up in a payment plan to avoid late fees charged according to enrollment (\$25 for each 3 credit hours to a maximum of \$100). Options for payments made to the Business Office include:
 - At the **cashier windows** in **Morgan Hall 103** (east of the lobby) during **business hours** (Mon., Tues., Thurs. and Fri. – 7:30 a.m.-5 p.m., and Wed. – 9 a.m.-5 p.m.) – by cash, paper check, money order, or PIN-based debit cards.
 - **Online** – Web check, debit, and credit card* payment options available online through WU-View (go to **my.washburn.edu** and then to the Financial Services tab). **Online credit card payments will be charged a credit card convenience fee of 2.75% of the amount being paid (min. of \$3) to cover processing costs.*
 - **Payment plan** – available online through WU-View. Must be set up **by September 6, 2019**.
 - **Third party payments** – provide an authorization to the Business Office to invoice a third-party payer. Authorization must be provided before the published payment deadlines to avoid late fees.

IMPORTANT: Protect your confidential information! When you have finished your enrollment activities, log out of My Washburn through the Logout button. Log back into My Washburn to resume other activities.

ENROLLMENT GUIDELINES FOR STUDENTS

- Students must be enrolled in at least **nine** hours to be a full-time student. Washburn Law does not have a part-time program.
- Students must register in the sections to which they were assigned as first-year students in those courses designated with A or B sections.
- Seniors should carefully review the graduation checklist to be certain all requirements for graduation are being met. A copy of the checklist can be found on the web at:
http://www.washburnlaw.edu/students/forms/_docs/graduationchecklist-start2014fallorafter.pdf
Also, if you are applying for a certificate(s), carefully review the checklist for the certificate(s) you are applying for at: <http://www.washburnlaw.edu/academics/certificates.html>
- Directed Research proposals must be approved in writing by the professor you're doing one with and by Associate Dean Mastrosimone. They also must comply with the Directed Research guidelines adopted by the faculty, available at <http://www.washburnlaw.edu/policies/directedresearchstandands.html>
- Externship credit requests must have prior approval through Associate Dean Leisinger before registering.
<http://washburnlaw.edu/students/externship/guidelines.html>
- No student may enroll for more than 16 hours for the spring and fall sessions without the consent of Associate Dean Mastrosimone. For summer sessions, no student may enroll in more than 6 hours each session. Requests for Excess Hours can be found at http://www.washburnlaw.edu/students/forms/_docs/excesshoursrequest.pdf
- No student shall enroll in distance education courses until that student has completed instruction in a minimum of 28 credit hours toward the J.D. degree.
- No student will be allowed to enroll in more than 4 credit hours of distance education coursework in any term, and no more than 12 credit hours may be counted towards satisfaction of the J.D. degree requirements.
- Students withdrawing after the first two weeks of classes (or after the 100% refund period) will receive a "W" on their transcript (check with Donna Haverkamp in Room 204 for summer registration withdrawals).
- Students may not change a course from grade to credit/no credit. Courses are designated one way or the other in the curriculum catalog. A student may change a course to audit no later than the last day the class meets and must have written approval of the professor.
- Failure to comply with advance registration requirements will result in being unenrolled from your courses.
- Scholarships will automatically be deducted from tuition charges.
- Due to enrollment restrictions, Criminal Appeal Advocacy (see Professor Hodgkinson) and Clinic: Transactional (see Professor Janet Thompson Jackson) require prior consent for enrollment. Special instructions for enrollment in those courses will be distributed by e-mail to the student body.
- For more information about University registration guidelines and policies, see <http://www.washburn.edu/academics/course-schedule/files/spring/registration-information-guide.pdf>

PAYMENT OF TUITION AND FEES

Fall 2019 tuition and fees must be paid in **full by Friday, September 6, 2019**, or a payment plan must be set up.

Charges and payments will be assessed to registered students around the end of December and automatically thereafter as enrollment occurs or changes. Students who have completed advance/open registration but do NOT intend to attend Washburn during the Spring and/or Summer 2019 terms **MUST drop their courses to avoid charges for which they will be liable.**

Students who plan to withdraw from all registered courses or the last/only course for a given term must contact Associate Dean Lowry and complete a withdrawal form. For assistance with withdrawing from all courses, please contact Donna Haverkamp.

Students who stop attending, but do not go through the complete withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the course(s).

For payment, Washburn University accepts cash, paper checks, money orders, PIN-based debit cards, and employer authorizations in person at the cashier windows in Morgan Hall 103-O. Checks or money orders (payable to Washburn University) can be mailed to the Business Office. For online payments in WU-View, web-check, debit card, and credit card* payments are accepted. No credit card payments are accepted at the cashier window or by phone. Please take into account that checks received at the cashier window and web-check payments submitted online are sent to the bank electronically on a daily basis. If a student or parent remits a check that is returned for insufficient funds, no personal check or web-check payment will be accepted to repay that obligation. Any scholarships, grants, or loans released by the Financial Aid Office to the student's account will be applied first to tuition and fees. Students can check whether or not the Financial Aid is ready by accessing their My Washburn student account.

If a student cannot pay the full amount of tuition and fees prior to the first class, payment plans of three or four installments are available via WU-View. A student must enroll in a payment plan by the term payment deadline of September 6, 2019. No interest is charged for an installment plan, but a \$30 set up fee will be charged.

Through WU-View, students and authorized users can check the current balance and monitor all charges and payments.

It is the student's responsibility to pay all outstanding charges or to set up a payment plan by the payment deadline of Friday, September 6, 2019.

WU-View – Washburn Online Account Information

NOTIFICATIONS OF FINANCIAL COMMITMENT ARE MAILED EARLY IN THE FALL AND SPRING TERMS ONLY. ELECTRONIC BILLS ARE SENT TOWARDS THE END OF EACH MONTH TO ALL STUDENTS WITH A BALANCE DUE.

Log into **My Washburn** and go to the **Financial Services** tab, then click on **WU-View** to:

- ❖ Print Statements of Account from the web for your records, for reimbursement by an employer, or to send in with payment.
- ❖ Set up an installment plan and pay for it online or with more traditional methods. The setup fee becomes part of the plan balance.
- ❖ Set up a direct deposit account for refunds of excess financial aid.
- ❖ Set up a saved payment method using a checking or savings account, debit or credit card*
- ❖ Set up parents or others as authorized users. Those authorized users can then:
 - View the student's financial account;
 - Receive copies of eBills generated each month;
 - Set up automatic payment arrangements or make online payments
 - Discuss the student's account with the Business Office.

***Online credit card payments will be charged a credit card convenience fee of 2.75% of the amount being paid (minimum fee of \$3.00) to cover processing costs.**

WU-View eBills are sent to a student's Washburn email account near the end of each month throughout the semester and **reflect activity only up to the time the eBill is generated.** Check **Current Activity** to see the most recent activity on the account. Authorized users (in WU-View) will receive these eBills as well, unless the student revokes the authorization.

Information accessed via the web will be the most current available to the student. **Students should check their account balances periodically to watch for changes to their account.**

LIABILITY FOR CHARGES

Once a student has enrolled in classes, he/she is **liable for tuition and fee charges unless the student withdraws from classes via the web prior to the start of class.**

Activity fees are non-refundable once the term begins. Tuition charges for courses from which a student has withdrawn will be removed from the student account according to the refund schedule posted at <http://washburnlaw.edu/tuitionrefunds>

Having tuition charges removed from the student account does not necessarily mean there will be a refund. In fact, if withdrawal from one or more classes results in having financial aid removed as well, the student may owe a balance. **Students considering withdrawing from one or more classes need to be sure that the financial implications are clearly understood before withdrawing.**

If a student withdraws from one or more classes in which he/she has enrolled, it may be necessary to return all or a portion of the Title IV financial aid (Pell, SEOG, and loans) received for the term as required by Federal regulations. This means that if the student was refunded excess financial aid, he/she will have to repay Washburn University for the amount of aid that has been returned.

Students who plan to withdraw from all registered courses or the last/only registered course for a given term must contact Associate Dean Lowry. After visiting with Dean Lowry, the student should see Donna Haverkamp in Room 204 to complete the process of withdrawing from all courses. You cannot drop your last/only class online. Students who stop attending, but do not go through the complete withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the remaining course(s). *

Please note that the Student Activity Fee (not applicable for summer courses) is only refundable up to the first day of the term and is non-refundable once class begins, even if the student withdraws from all classes. Refunds and/or charges due to a student leaving campus housing are governed by the terms of the housing contract.

REFUNDS

If a student account has a credit balance, a refund will be generated, except in the case of non-refundable payments, such as from a third party. The preferred method of refunding excess financial aid is via direct deposit to a checking or savings account, (which the student sets up in **WU-View**, Electronic Refunds). Parents will receive refunds from Parent PLUS loans in the form of a check sent by mail only.

Students who do not have direct deposit may pick up a check. Specific dates, times and places for that process are posted on My Washburn and on the Business Office Web page (washburn.edu/business-office). Students may also request that a check be mailed. Students can update their mailing address through their My Washburn account. **PLEASE** make sure that your address information is correct. Checks not picked up after 7 to 10 business days are mailed to a student's **current** address if one is available.

DELINQUENT PAYMENTS

Unpaid balances are subject to the imposition of late charges and may incur collection fees should we need to use a collection agency to recover the balance. Additionally, a Business Office hold will be placed on the account, which will prevent the release of transcripts and diplomas, as well as preventing enrollment in subsequent terms. **ALL outstanding charges must be paid before enrollment in subsequent terms will be permitted.**

Late charges are applicable to those students who have not paid their outstanding balances or set up an installment plan by the payment deadline. Students who do not meet this deadline are charged a single late fee **according to the number of credits** in which they are enrolled:

<u>Credits</u>	<u>Late Fee</u>	<u>Credits</u>	<u>Late Fee</u>
0.5 – 3.00	\$ 25.00	6.50 – 9.00	\$ 75.00
3.50 – 6.00	\$ 50.00	9.50 or more	\$100.00

Delinquent installment fees are applied to those students who are enrolled in a payment plan but have not paid their installment payment on or before the due date specified. Delinquent payment fees are \$25.00 for each late installment.

Installment payments may be made at the cashier windows, in Morgan Hall 103 (east of the main lobby) during regular business hours. Payments may also be made by mail or 24/7/365 via WU-View. No payments can be made over the telephone.

Students with financial aid should check to make sure financial aid has been released to their student accounts by the payment deadline. If a student's financial aid is delayed because his/her FAFSA was not submitted in a timely manner, or other requirements to receive financial aid were not completed in a timely manner, the student will still be obligated to meet the **September 6, 2019 deadline**. If the application of financial aid to the student account is delayed through no fault of the student, the late charge will be waived provided the student has paid any balance that will not be covered by financial aid by the payment deadline above.

FINANCIAL AID

Federal financial aid is awarded for one year with its continuance based upon financial aid eligibility as determined by the Free Application for Federal Student Aid (FAFSA) and Satisfactory Academic Progress www.washburn.edu/financial-aid. Students must apply for financial aid each year by completing the FAFSA on the web at www.fafsa.gov. Washburn's federal school code is 001949. The FAFSA application is available to complete online as of October 1. For students who are eligible to receive consideration for limited campus-based funds, Washburn University encourages students to complete their FAFSA by Washburn University's November 15 priority date.

All financial aid and scholarships must first apply to students' tuition and fee charges. Any excess financial aid may be issued to the student as a refund. For more information, contact the Financial Aid Office at 785-670-1151, or **stop by the Student One Stop in Morgan**.

Summer Enrollment Status for Law Students

Full time = 6 or more concurrent credit hours
Half time = 3 or more concurrent credit hours

Fall and Spring enrollment Status for Law Students

Full time = 9 or more credit hours
(For students in final semester: Half time = 5 or more credit hours)

DROP/ADDS (Class schedule changes)

Drop/Adds can be done any time the Web is available to you up to the last day to withdraw. You can keep track of schedule changes by checking your account on the Web. **DROPS AND ADDS ARE CALCULATED SEPARATELY**, so in order to drop and add an equal number of class hours without any charge, you must do that within the published 100% refund period. See: <http://washburnlaw.edu/tuitionrefunds>.

Making changes to your course schedule may cause a change in your financial aid and/or may cause you to have a financial obligation to the University. Please check this via my.washburn.edu. If an action causes you to have a credit balance, the credit will either be applied to your account, if you have a balance, or the excess will be direct deposited or mailed to you in check form according to your instructions. Please be sure your address in My Washburn is correct.

Procedures for Withdrawing from Classes

Students may withdraw from semester courses until the last day to withdraw on the Web, Friday, September 6. The date of withdrawal is determined by the day the withdrawal is processed on the Web. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term, and in being responsible for all assessed charges. Specific deadlines for all courses, including out-of-sequence courses, can be found on the law school's website at <http://washburnlaw.edu/tuitionrefunds>. **When the Web is not available, students must complete a Schedule Change Form** (found in Room 204), ask the professor to sign the form, and then submit the form to Donna Haverkamp in Room 204 where the information will be processed in the computer.

Procedures for Complete Withdrawal from the University

Students who plan to withdraw from all registered courses, or the last/only registered course must contact Associate Dean Lowry. For assistance with the withdrawal process, please contact Donna Haverkamp in Room 204, (785) 670-1661.

Students who stop attending, but do not go through the complete withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the remaining course(s).

Military Withdrawals

Students who are called to active duty and must withdraw from classes as a result, should contact the Student Life Office in Morgan Hall 240, (785) 670-2100.

Medical Withdrawals

If a student is unable to complete a semester or term due to serious illness or injury, the student may withdraw from courses by the Last Day to Withdraw (**Monday, November 25**). Withdrawal DOES NOT CHANGE the student's financial obligation to the University. For withdrawals with a medical basis after that date, students must present an affidavit signed by a licensed health care provider certifying the circumstances. This affidavit, as part of a Medical Withdrawal information packet, is available in the Student One Stop in Morgan. The completed form should be directed to the office of the VPAA. Based on an approved request, the student will be withdrawn from all his/her courses and will receive a "W" on his/her transcript for those courses. There will be NO REFUND for this procedure. Only withdrawals processed during the published refund schedule will generate any kind of refund of tuition.

Attendance

Although the responsibility for withdrawing from courses rests with the student, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question.

RESIDENCY

The residency status of a student for the purpose of paying tuition to Washburn University is determined at the time the student applies or reapplies to the University. If a new student questions the status that was assigned, he/she should contact the Office of Admissions for further information and instructions. Current students classified as non-residents who have continuously lived in Kansas for at least six months, have continued to attend Washburn University without having to reapply, and believe that they have met residency requirements as described under “Kansas Residency and Tuition Assessment” of the University Catalog, may obtain information regarding residency appeals by clicking on washburn.edu/admissions/paying-for-college/residency.html. The deadline for contacting the appropriate office and for completing and providing all necessary documentation for review is **Monday, September 9 for the Fall 2019** semester.

FINAL GRADES

Final grades will be able to be viewed on the Web through your My Washburn account the day after semester grades are due. Grades will not be given over the telephone.

APPLICATION FOR JURIS DOCTOR DEGREE

If you plan to graduate in December 2019, your J.D. application is due back to Donna Haverkamp by March 29, 2019. If you plan to graduate in May, June, or August 2020, your J.D. application is due back to Donna by October 31, 2019.

TRANSCRIPTS

- Unofficial transcripts are available upon request from Donna Haverkamp in Room 204.
- Official transcripts are available from the Office of the University Registrar. Each transcript costs \$8. A transcript request must be written, and the fee must be paid in advance. A transcript request will not be processed for students who have financial or other obligations to Washburn University.
- Transcripts may be requested in person upon showing some form of photo identification at the **Student One Stop in Morgan Hall 101** (Morgan Hall Welcome Center) during regular business hours.
- You may conveniently, request your Washburn transcript online through the National Student Clearinghouse system from the University Registrar’s office homepage at the following link www.washburn.edu/transcript. The NSC transcript secure ordering system directs you through placing your order, including the delivery options and fees. You may request that your transcript be a paper, official mailed version or an electronic, official PDF transcript to be transmitted. Order updates are sent to you via email and text messages. You can also track your transcript order online and pay for your transcript with a major credit card or debit card.
- Current students may also request transcripts by logging into My Washburn and accessing the link on the Student Academics tab. The “Transcript Request and Enrollment Verification” link is located under University Registrar links.
- A Transcript Request form may also be obtained by printing it after accessing washburn.edu/registrar. It may be returned to the University Registrar’s Office by mail, fax, or in person by following the relative procedures described in this section.

CLASSIFICATION OF STUDENTS:

- 1L fewer than 29 credit hours completed
- 2L 29-55 credit hours completed
- 3L 56+ credit hours completed

STUDENT SERVICES: For more information about University student services see pages 21-33 of the following link: <http://www.washburn.edu/academics/course-schedule/files/spring/registration-information-guide.pdf>.

REGISTRATION WORKSHEET

CRN	Subject and Course Number	Credit Hours	Grading Options Grade, Pass/Fail, Audit	Day/Time	Building/Room