

**WAYNE STATE UNIVERSITY LAW SCHOOL
WINTER TERM 2010 REGISTRATION PROCEDURES
FOR ALL J.D. STUDENTS
as of 10/20/09**

Prepare to register on the Web at: <http://www.classschedule.wayne.edu>

Register on the Web through Campus Pipeline at: <http://pipeline.wayne.edu>

Students wishing to elect courses not listed in the LL.M. Schedule of Classes must have their program **approved** by Professor Linda Beale, Director of Graduate Studies, **prior** to registering.

Copies of the **LL.M. DEGREE REQUIREMENTS AND ACADEMIC REGULATIONS** are available from Professor Beale or her secretary. It is your responsibility to know and adhere to these regulations. **Please pick up a copy.**

ARE YOU PLANNING TO GRADUATE IN MAY 2010?

You *MUST* file an application as stated below.

Please go to <http://pipeline.wayne.edu> and follow the instructions for applying for your degree and paying the \$40.00 graduation fee on-line.

The application deadline is Friday, February 5, 2010 for students completing requirements in the Winter 2010.

If you have any problems please contact the Law School Records Office at (313)577-8023 or (313)577-3979.

If you are planning to graduate at the end of the Summer 2010 Term, you will file your application during that term but please notify the Law School Records Office of your intentions so that you can be included in the May 2010 Commencement Ceremonies.

WAITING LISTS

If a course/section is closed, students should e-mail the Law School Records Office, at lawrecords@wayne.edu and ask to be put on a waiting list. Include your name, the name of the course/instructor and a telephone number where you can be reached if an opening becomes available. Waiting lists will not be **started** until **after** a class closes. **A student who is contacted about a waiting list will have 72 hours to respond before we go to the next person on the waiting list.**

VETERANS:

After registering, all veterans who expect to receive benefits during the term must complete a request for enrollment certification at the University Military and Veterans Affairs Office, University Advising Center, 1600 David Adamany Undergraduate Library. For veterans' benefits only, 8 semester hours per term is considered full-time in the J.D. program, in accordance with University policy.

The Wayne State University Law School reserves the right to change information listed in this schedule when such action is deemed necessary.

Some of the information contained herein may not apply to law students. Please consult the Law School Term Calendar on page 4, Law School Academic Regulations or inquire at the Law School Records Office if you have any questions.

WAYNE STATE UNIVERSITY LAW SCHOOL
REGISTRATION PROCEDURES

WINTER TERM 2010

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This book contains information about procedures for which you are responsible. Please keep it for reference.

Wayne State University and the Law School reserves the right to change information listed in this schedule when such action is deemed necessary.

LAW SCHOOL WINTER 2010 TERM CALENDAR

November 4, Wednesday – January 2, Saturday	Priority Web Registration for Winter 2010 Term (The registration fee is non-refundable after this date.)
January 4, Monday – January 9, Saturday	Open Registration - Additional \$35 fee is assessed
January 8, Friday	Tuition and fee balance due
January 11, Monday	Law School Classes begin
January 11, Monday – January 25, Monday	Late Registration - Additional \$70 fee is assessed
January 18, Monday	Martin Luther King Observance – Holiday – University Closed
January 25, Monday	Last day to register/add classes Last day for tuition cancellation Late tuition balance due
January 26, Tuesday	\$20 partial payment assessed for unpaid balances
January 26, Tuesday – February 6, Saturday	Classes officially dropped will not appear on your academic record. You are contractually liable for the tuition of dropped classes.
February 5, Friday	Degree Applications Due
February 8, Monday – April 26, Monday	Instructor approval required to withdraw classes. Select “Withdraw from a class” on the Student self service menu to withdraw. Instructor will assign appropriate withdrawal code.
February 10, Wednesday (Tentative) – May 1, Saturday	Priority Registration for Summer 2010 (The registration fee is non-refundable after this date.)
February 16, Tuesday	1 st late payment fee assessed for past due balances
February 22, Monday	Last day to file Pass/No Credit election for Law School Courses Last day to file Upperclass Writing Requirement Certificate Last day to file Professional Skills Requirement Certificate
March 15, Monday – March 20, Saturday	Spring Recess (Law School and University)
March 16, Tuesday	2 nd late payment fee assessed for past due balances
April 19, Monday	Law School Classes end
April 20, Tuesday – April 26, Monday	Study days
April 27, Tuesday – May 10, Monday	Law School Final Examination period
May 3, Monday – May 8, Saturday	Open Registration for Summer 2010
May 10, Monday	Law School Term Ends
May 17, Monday	Law School Commencement

REGISTRATION INFORMATION

Address Changes

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

If you don't know your WSU AccessID, you can look it up yourself at <http://webmail.wayne.edu>, as follows: Click **Search WSU** on the left and then search by your **name**.

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

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

Closed/Full Classes

When a Law School class is closed/full, please e-mail, lawrecords@wayne.edu to have your name put on a waiting list. Include your name, ID number and telephone number in the request.

Registration Fee

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

Web Registration prevents registration/add/drop if:

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

Academic Status/Hold Release

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

Tuition and fees

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

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

7:00 am to 12:00 midnight

The Registration system is unavailable on Sundays.

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

LAW SCHOOL WINTER 2010 TERM

REGISTER FOR CLASSES OR ADD/DROP CLASSES - BEFORE CLASSES BEGIN

Available to all registering law students

**Wednesday, November 4 through Monday, January 25
7:00am to 12:00 midnight**

The Registration system is unavailable on Sundays.

- There is no automatic cancellation of registrations due to lack of payment or non-attendance of classes.
- Tuition and fees are due in full by **Friday, January 8, 2010** including the **\$155.45** registration fee.

Priority WEB Registration

**(The registration fee is non-refundable after this date)
Wednesday, November 4 through Saturday, January 2**

Open Registration

**Additional \$35 fee is assessed
Monday, January 4 through Saturday, January 9**

Late Registration

REGISTER FOR CLASSES OR ADD/DROP CLASSES - AFTER CLASSES BEGIN

Available to all registering law students

**Monday, January 11 through Monday, January 25
7:00 am to 12:00 midnight**

The Registration system is unavailable on Sundays.

\$20 partial payment assessed for unpaid balances, Tuesday, January 26
1st late payment fee assessed for past due balances on Tuesday, February 16
2nd late payment fee assessed for past due balances on Tuesday, March 16

REGISTRATION INSTRUCTIONS

Remember to first build your planned schedule (shopping cart) at <http://www.classschedule.wayne.edu>. This site offers the most current class offerings.

TO REGISTER USING THE WEB:

You need your WSU AccessID and password to register on the Web.

If you don't know your WSU AccessID, you can look it up yourself at <http://webmail.wayne.edu>, as follows: Click **Search WSU** on the left and then search by your **name**.

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

You can register from home, work, in the Registration center at **1600 DAVID ADAMANY UNDERGRADUATE LIBRARY** or at any University computer lab, library and the Student Resource & Assistance Center – first floor of the Student Center.

1. In the Web browser's **Location/Address** bar, type <http://pipeline.wayne.edu> and press **Enter/Return**.
2. You're now at the WSU Pipeline Website. In the **Secured Access Login** box (upper left), type in your **WSU AccessID** and **Password** and then click **OK**. (See above.)
3. After you log in successfully, click ... 1) **Student** tab; 2) **Registration** link-located below **Student Self-Service**.
4. Review the directions on each page of the **Registration** menu. At a minimum, you need to:
 - a. Select a **term** and then check your current **Registration Status**.
 - b. If you know the 5-digit Course Reference Numbers (CRNs), click the **Add/Drop** icon and enter them. Otherwise, click the **Look Up of Classes** icon to find classes to enter.
 - c. Submit your registration.

IMPORTANT: Scroll to the bottom of each Web page to see all information and any error messages.
5. **Print both versions of your schedule** as confirmation of your registration: the **Schedule by Day & Time** and the **Detail Schedule**. Each version provides important information. Links to both schedules are found on the Registration Menu and at the bottom of other Registration Web pages.
6. Click the **Logout** icon at the top left of the WSU Pipeline window, under the Wayne State University mark.

NOTE: You can print additional copies of your schedule or add/drop sections by following the steps above.

Prepare to register on the Web at:
<http://www.classschedule.wayne.edu>

**Register on the Web through
Campus Pipeline at:**
<http://pipeline.wayne.edu>

Need Assistance?

For Registration help - on the Web or by telephone - call **Registration and Scheduling at (313) 577-3541**.

For WSU AccessID and Password or computer-related help - call the **Computing & Information Technology (C&IT) Help Desk at (313) 577-4778**.

For online information about your WSU AccessID and Password — visit <http://support.wayne.edu/accessid/>

THE FOLLOWING INFORMATION IS AVAILABLE ON THE WEB AT

<http://classschedule.wayne.edu>

Please check Law School Schedule for Law School Dates and Calendars.

HOME PAGES

- ADMISSIONS
- CLASS SCHEDULE
- FINANCIAL AID

- OFFICE OF THE REGISTRAR
- REGISTRATION

- STDT DVLPT & CAMPUS LIFE

- WSU

DATES & CALENDARS

- ACADEMIC CALENDAR
- FINAL EXAM CALENDAR
- REGISTRATION CALENDAR

REGISTRATION INFO.

- REGISTRATION INFO.
- FORMS
 - Authorization to Register with Post Bachelor Status
 - Authorization to Register with Post Masters Status
 - Register/Add a Closed Class before the Deadline
 - Add/Drop a Class after the Deadline
 - Degree or Certificate Application
 - Enrollment Policy Exception Request
 - Enrollment Verification /Certification Request
 - Michigan Undergrad Guest Application
 - Medical Withdrawal Request
 - Name and Address Change
 - Non-Resident Portion of Tuition, Request for Waiver
 - Notice of Retaken Undergrad Course
 - Petition for Credit by Exam
 - Release of Directory Information
 - Resident/Residence Classification, Applic. for
 - Returning Student Record Update
 - Transcript Request Form
- GENERAL INFO.
 - Academic Status/Hold Release
 - Address Changes
 - Closed/Full Classes
 - Personal ID Number (PIN)
 - Registration Fee
 - Web/Phone Reg. prevents.....
- REGISTRATION HOME
- REG. INSTRUCTIONS
- STDT. HOLD CONTACT LIST

THE FOLLOWING INFORMATION IS AVAILABLE ON THE WEB AT

<http://classschedule.wayne.edu>

**Please check Law School Schedule for Law
School Information, Dates and Times.**

COURSE BULLETIN

- WSU
- UNDERGRADUATE
- GRADUATE
- SCHEDULE OF CLASSES

MAPS & BUILDINGS

- BUILDING ABBREVIATIONS
AND ADDRESSES
- MAIN CAMPUS
- EXTENSION CENTERS

ACADEMIC INFO.

- APPROVED SIGNATURES
WHEN REQUIRED
- DEPT. NAMES, ADDRESSES
& PHONE NUMBER'S
- GENL. ED. REQUIREMENTS
- GENERAL INFORMATION
 - Auditing Classes
 - Grad. Stdts. In UG classes
 - Graduate Applications
 - Guest Student Status
 - Holds: Academic & Financial
 - Passed-Not Passed Grading
 - Placement & Qualifying Exams
 - Prerequisites/Corequisites
 - Proficiency Exams
 - Retaking Classes
 - Transcripts
 - UG Stdts. Registering for Grad-
Level Classes
 - Visitors Program

TUITION & FEE INFO.

- GENERAL INFO
 - Course Material Fees
 - Dropping Classes by Mail
 - Employee & Dependent Tuition
Benefits
 - Financial Aid Recipients
 - Fitness Center Maint. Fee
 - Ohio/Ontario Good Neighbor
Policy
 - Omnibus Fee
 - Payments for Tuition & Fees
 - Registration Fees
 - Residency for Tuition Purposes
 - Senior Citizen Reduced Tuition
 - Tuition Cancellation
 - Tuition Cancellation Dates
 - Tuition Cancellation-Special
Adjustments
 - Tuition Waiver Programs for
Non-Residents
 - Tuition & Fee Rates

LAW SCHOOL TUITION & FEE INFORMATION

See Law School Term Calendar for specific tuition cancellation dates.

A Law Student may drop a **non-required** course at any time up to the day of the first examination, series of examinations, or due date for a research paper in that course that amounts to 20 percent or more of the final grade. (Courses with a take-home examination must be dropped before the first day the examination is distributed.) After this time, a student may drop only with the permission of the instructor and the Dean or other appropriate administrative official. The above-stated regulation does not apply to required courses, which are mandatory in the year scheduled. **Permission to drop a required course must be obtained from the Dean or other appropriate administrative official up to the day of any midterm or other examination for credit and, thereafter, by permission of both the instructor and the Dean or other appropriate administrative official.**

Courses dropped will not be counted to establish residence required in Section I, paragraph 5 of the Law School Academic Regulations, and no credit will be given for any course dropped.

Clinical courses, internships, pretrial advocacy, trial advocacy and seminars may not be dropped later than the end of the first week of classes without approval of both the instructor and the Dean or other appropriate administrative official.

If a Law student wants to drop a class prior to the deadline they must do so by the web at <http://www.pipeline.wayne.edu>. Classes may be dropped after the deadline by sending or faxing a completed faculty and instructor approved Register/Add/Drop for to the Law School Records and Registration office, 471 W. Palmer, Detroit, MI 48202. The fax number is 313-577-9800. Your signature, ID number and class number(s) to be dropped must be included on any notice of withdrawal. Consult the Term Calendar for signatures. Tuition cancellation is determined by the U.S. postal cancellation date or fax date. The last date to **drop** a Winter Law School (9-15 week) course **and receive tuition cancellation is Monday, January 25, 2010.**

To withdraw from a class after the deadline log into <http://www.pipeline.wayne.edu>, click the “Student” tab. In the “Student Services” menu, click the “Withdraw from a Class” link. Select the class you would like to withdraw from. Next select the reason why you are withdrawing. Then click “Submit”. Review the information on the page. When you are ready to finalize the request to withdraw, click the “Confirm” button.

The Law School tuition and fee assessments, *at the time of publication*, are for resident students \$744.35 a credit hour and non-resident students \$817.90 a credit hour. There is also a registration fee of \$155.45 a term, an omnibus fee of \$34.05 a credit hour, and a fitness center fee of \$25.00 a term. Tuition and fees are subject to change without notice by action of the Board of Governors.

RELEASE OF DIRECTORY INFORMATION



After careful review, Wayne State University has decided to change its long-standing policy and to allow the release of certain Directory Information about students. Directory Information is the information listed below. Unless a student tells us that she or he does not want this information released, it will be available to third parties upon request. In addition, the student's name, WSU e-mail address, college, and major will be visible in WSU's Electronic Directory on the Internet.

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

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

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

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

Last Name

First Name

Student ID Number

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

Date

Signature

Listed below are a few of the Law School Administrative Office addresses:

Robert M. Ackerman, Dean

3325 Law Library Building
(313)577-3933
ackerman@wayne.edu

Admissions Office

Ericka Matthews-Jackson, Assistant Dean of Admissions
1215 Law School
(313)577-3937
emjackson@wayne.edu

Marcia McDonald, Director of Admissions

1215 Law School
(313)577-3937

marcia.mcdonald@wayne.edu

Felicia Thomas, Director of Enrollment & Recruitment

1215 Law School
(313)577-8040

f.thomas@wayne.edu

Records/Registration Office

Elizabeth A. Van Goethem, Recorder
1223 Law School
(313)577-8023, (313)577-3979
bvangoethem@wayne.edu

Dean of Students Office

Michele R. Miller, Assistant Dean of Students

1253 Law School
(313)577-3993

michele.r.miller@wayne.edu

Ricardo Villarosa, Director, Student Life & Education Outreach

1255 Law School
(313)577-3951

ricardo.villarosa@wayne.edu

Clinical Education

David Moss, Director

3384 Law Library Building
(313)577-4928

david.moss@wayne.edu

University Administrative Offices

Office of the Registrar

Linda K. Falkiewicz, Registrar
5057 Woodward, 5th Floor
(313)577-3550
ab4753@wayne.edu

Student Records

Kurt Kruschinska, Interim Associate Registrar

5057 Woodward, 4th Floor
(313)577-3531

Accounts Receivable

Sheila J. Stewart, Bursar

42 W. Warren, Welcome Center
(313)577-5122

an7223@wayne.edu

John Rothchild, Associate Dean

3313 Law Library Building
(313)577-3973
jrothchild@wayne.edu

Law School Financial Aid Office

Karen Fulford, Assistant Director

1215 Law School
(313)577-5142

kfulford@wayne.edu

Career Services Office

Krystal Gardner, Assistant Dean

1265 Law School
(313)577-3967

kgardner@wayne.edu

Diane Fears, Director of Career Services

1265 Law School
(313)577-8039

dfears@wayne.edu

Graduate Studies

Linda Beale, Director of Graduate Studies

3379 Law School
(313)577-3941

lbeale@wayne.edu

Advancement/Alumni Office

Mary L. Hollens, senior Director of Development

3502 Law Library Building
(313)577-4141

Director of Operations and Finance

Mary Valade-Levin, Director of Finance and Operations

3305 Law Library Building
(313)577-3976

mvalade@wayne.edu

Registration and Scheduling

Christine Stephens, Associate Registrar

5057 Woodward, 5th Floor
(313)577-3541

Office of Graduate Admissions

Gary Schickler, Director

42 W. Warren, Welcome Center, 4th Floor
(313)577-3577

Cashier's Office

Lavinia LaMar, Manager

1100 Academic Administration Building
(313)577-3650

ae7840@wayne.edu

STUDENT SERVICES INFORMATION

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

ACADEMIC ADVISORS

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

ACADEMIC SUCCESS CENTER

2100 UNDERGRADUATE LIBRARY

577-3165

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

BOOKSTORE (BARNES & NOBLE)

82 W. WARREN

577-2436

The WSU bookstore sells new and used textbooks assigned in WSU courses as well as technical and reference books, special order books, school and office products, gift certificates, and university memorabilia. Used books are purchased by the Bookstore throughout the term. Hours are 9:00 a.m.- 7:00 p.m. Monday through Thursday, 9:00 a.m.- 6:00 p.m. on Friday and 10:00a.m. - 5:00 p.m. on Saturday. Closed Sunday.

CAMPUS NEWS

3222 FACULTY/ADMINISTRATION BUILDING

577-2150

Produced BI-weekly by WSU's Media Relations Department, this newspaper is geared to faculty and staff. It covers University business, activities, programs, promotions, research grants, and administration news. Its extensive calendar covers most WSU events.

CASHIER

1100 ACADEMIC ADMINISTRATIVE BUILDING

577-3650

Hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday. The Office accepts registration deposits, tuition payments, loan repayments, fees for copies of transcripts and disburses all University checks, including payroll and financial aid checks.

CHILD CARE

577-4103

A listing of childcare centers on or near campus is available at designated locations throughout the campus area and the Student Resource and Assistance Center.

COMPUTERS, INTERNET ACCESS, E-MAIL, E-SERVICES

577-4778

The following computing and electronic services are available to Wayne State University students:

- Computers with full Internet access in libraries, academic departments, and WSU extension centers (see list on Web at support.wayne.edu/allwsu/services/labs/).
- A unique WSU AccessID that is your personal key to electronic services at Wayne State.
- Free dial-in Internet access from home.
- Free Internet software for home use on the *WSU Internet Toolkit* CD-ROM or from WSU's Software Download Center on the Web at support.wayne.edu.
- Free electronic mail with access from the Web at webmail.wayne.edu
- An electronic directory listing – with your WSU e-mail address and the ability to add personal contact information – so people can find you on the Internet.
- Electronic Student Services, such as checking final grades and holds, paying tuition, registering for classes, and more – all on the Web at pipeline.wayne.edu.
- Computing support services over the phone at 313-577-4778 or by e-mail to helpdesk@wayne.edu.
- Online help on the Web at support.wayne.edu – including instructions for dialing in to the Internet and using WSU e-mail and Internet software, tips on buying computers and software, virus protection, and more.
- A Research Support Laboratory in Purdy Library where students can work on research projects using high-end computers and obtain comprehensive research support services for free (577-5804).

COUNSELING

1001 FACULTY ADMINISTRATION BUILDING

577-3398

This service provides students with special opportunities for consultation about needs or concerns for which individualized help is desired. Any facet of experience, which affects a student's educational progress, may be explored with the professional counseling staff.

DEAN OF STUDENTS OFFICE - 351 STUDENT CENTER – 577-1010

The Dean of Students Office provides services and affords opportunities to enhance campus life. The Office coordinates new Student and transfer student orientation; presents programs and workshops on topics such as cultural understanding, women's issues, and minority programs; coordinates leadership development programs; advises fraternities and sororities; designs service learning opportunities and faculty interaction programs; and promotes student involvement in co-curricular life at Wayne State.

DUPLICATING

993-6653

Kinko's located at 1150 David Adamany Undergraduate Library and 3305 Scott Hall (Medical Campus), will duplicate copies of your original document by offset or Xerox for a fee. Duplicating machines are also available in the Student Center and in all University Libraries.

EDUCATIONAL ACCESSIBILITY SERVICES

1600 DAVID ADAMANY UNDERGRADUATE LIBRARY

577-1851/ 577-3365

The Educational Accessibility Services Office is responsible for providing reasonable accommodations for students with disabilities on campus. Students can take advantage of consultation prior to University enrollment, priority registration, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources.

EQUAL OPPORTUNITY

3008 FACULTY/ADMINISTRATION BUILDING

577-2280

Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or disability and expressly forbids sexual harassment and discrimination. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Office of Equal Opportunity, 3008 Faculty/Administration Building, Wayne State University, Detroit, Michigan 48202; telephone (313) 577-2280.

FOOD SERVICES

333 STUDENT CENTER

577-4585

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

HOUSING OFFICE

700 MERRICK

577-2116

More than 900 apartments are provided for university students, faculty and staff in six university-owned buildings on campus. Further information, including applications, descriptions and price information, may be obtained by calling or visiting the Housing Office.

INTERNATIONAL STUDENTS AND SCHOLARS (OISS)

42 WEST WARREN

577-3422

The Office of International Students and Scholars strives to support and enhance the educational, cultural, and social experiences of international students and visiting scholars at Wayne State University. This is accomplished by providing quality service, facilitating important linkages to the campus and community, offering cross-cultural educational programs and activities, and assisting in important matters related primarily to immigration regulation compliance. International students as a condition of enrollment are required to purchase health insurance through Wayne State unless waiver qualifications are met.

Non-Immigrant Visa Students

All students with temporary visas must pursue their studies on a full-time basis during the Fall and Winter Terms. Otherwise, a request for annual vacation clearance may be presented to an International Student Advisor in OISS. Undergraduate students must successfully complete 12 credit hours each term; graduate students must successfully complete 8 credit hours each term. Graduate students planning to register for less than the minimum stated above must present an explanation (an Exception Form is available at the OISS for this purpose) endorsed by your academic advisor and at the Office of International Students and Scholars office by the end of the fourth week of classes. The University is obligated under Immigration and Naturalization regulations to report each term the enrollment status of every F-1 non-immigrant WSU student. All international students and scholars must check in with the Office of International Students and Scholars upon their arrival in the United States, and before registration can occur. Students are advised to bring all immigration documentation with them at that time including passport, I-94 (Record of Arrival/Departure) and either an I-20 or an IAP-66.

LIBRARY**577-4032**

The Wayne State Library system is comprised of seven individual libraries and learning resource centers: the David Adamany Undergraduate Library, the Purdy/Kresge Library, housing humanities, business, criminal justice, social science and education materials; the Science and Engineering Library, the Shiffman Medical Library, the Neef Law Library, the Walter P. Reuther Library of Labor and Urban Affairs, and the Pharmacy and Allied Health Learning Resources Center. Nonprint collections include music, microfilm, computer software programs and maps. Information regarding library services may be obtained by dialing 577-5121.

**LIFE/CAREER DEVELOPMENT
LABORATORY****1001 FACULTY/ADMINISTRATION BLDG****577-3390**

The laboratory is a "stop-in" service, which offers interactive computer career guidance programs, a variety of occupational information resources, referrals to alumni/mentor contacts, to volunteer career experiences, and individual consultations, helping students more realistically determine and accomplish their career and educational goals.

LOCKERS**577-3484**

You can rent a locker in State Hall by registering at the Student Center Service Center, 211 Student Center. The cost is \$9.00 for one semester, \$12.00 for one year. You will be refunded \$2.00 when lock is returned. Lockers are located in other buildings on campus and are handled by the individual departments.

OMBUDSPERSON**1326 FACULTY/ADMINISTRATION BLDG****577-3487**

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

PARKING**6050 CASS****577-3704/577-2080**

Locations are outlined on the campus map. Parking areas and structures are patrolled by both public safety and parking attendants. Refer to WSU OneCard information for account maintenance and cash value-added machine locations.

PLACEMENT**1001 FACULTY/ADMINISTRATION BUILDING****577-3390**

Placement coordinators help students and alumni with their short-term and long-term employment goals including opportunities for on-campus interviewing by recruiters. To help finance their education, students are able to find part-time jobs, either on or off campus, and full-time positions. The Cooperative Education Program provides students with opportunities to combine classroom learning with on-the-job application to your major field. Alumni may establish credential files or have resumes referred to employers who notify the Placement Center of job openings. Students are encouraged to utilize the Placement Resource Center which contains career literature and information about hundreds of companies. Students receiving college work-study need to register with the CWS coordinator in 1001 Faculty Administration Building to be referred to prospective employers.

PUBLIC SAFETY - EMERGENCIES**76 W. HANCOCK****577-2222**

In case of emergency: DIAL 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. The department employs a force of 40 highly trained professionals; who hold at least a baccalaureate degree and who serve the campus area around the clock. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours.

RECREATION AND FITNESS CENTER**5210 GULLEN MALL****577-2348**

The Department of Campus Recreation, located in the Mort Harris Recreation and Fitness Center, is the center for campus activity, focusing on healthy recreational and fitness programs. The Department of Campus Recreation provides a quality, comprehensive facility to promote healthy living. Among its features are: a 15,000 square foot open fitness area with a variety of cardio, selectorized and free weight equipment, 30 foot high climbing wall, full-size gymnasium with 2 basketball courts and option for volleyball, 3-lane walking track and aerobics/group fitness area. Also see the Matthaei Physical Education Center, listed under Sports, for additional recreation facilities.

REGISTRAR

LAW SCHOOL RECORDS AND REGISTRATION

Law Students should contact the Law School Records and Registration Office for information regarding Registration, Class Offerings, Drop/Adds, application for Degree, Certification, Graduation, Student Grades, Student Transcript Requests and Verification of Enrollment.

Elizabeth A. Van Goethem, College Recorder
1223 Law School Building FAX 577-9800
471 W. Palmer
577-3979 577-8023

UNIVERSITY OFFICES

Office of the Registrar FAX 577-3769
Linda Falkiewicz, University Registrar
5057 Woodward, 5th Floor
--Policy & Procedural Matters and
Student Appeals 577-3550

Registration & Scheduling FAX 993-7758
Associate Registrar
5057 Woodward, 5th Floor
--Drop/Adds 577-3541
--Registration 577-3541
--Residence Classification 577-8193
--Class Offerings 577-3500

Student Records 577-3531 FAX 577-0945
5057 Woodward, 5th Floor
--Application for Degree or Certificate
--Certification
--Graduation
--Student Grades
--Student Transcript Requests
--Verification of Enrollment

RELIGIOUS CENTERS

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

Baptist Campus Ministry.....	780 SCB.....	577-3467
B'Nai B'Rith Hillel Foundation.....	667 SCB.....	577-3459
Episcopal/Lutheran Chaplaincy.....	687 SCB.....	577-8305
Grosberg Administrative Office	754 SCB	577-8781
Newman Catholic Center.....	761 SCB.....	577-3462
United Campus Christian Ministry.....	687 SCB.....	577-3454
Wesley Foundation.....	798 SCB.....	577-6090

RELIGIOUS OBSERVANCES

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

IMPORTANT NOTICE

Student Schedules and Grades are no longer mailed. You can obtain this information from WSU Pipeline at: <http://pipeline.wayne.edu>

SCHOLARSHIPS AND FINANCIAL AID, OFFICE OF (OSFA)

OSFA administers financial aid funds from federal, state, university and private sources. The funds help eligible students and their families pay the cost of attending Wayne State. **To receive consideration for financial aid, complete the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov.** The Law School Financial Aid website is www.law.financialaid.wayne.edu.

Law School Office
471 W. Palmer, Ste. 1215

313-577-5142

THE SOUTH END**5425 WOODWARD****577-3494**

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

SPORTS**MATTHAEI PHYSICAL EDUCATION CENTER****577-4295**

The Recreational facilities include a swimming pool, gymnasiums, handball, racquetball, squash courts, dance room, wrestling and weightlifting rooms. Outside facilities include 16 tennis courts, a stadium, 1/4-mile track, and a number of intramural fields. The diversified sports schedule provides college students and student athletes a wide choice of Intercollegiate, Intramural and Club Sports in which to participate. A valid WSU OneCard admits students to indoor facilities.

STUDENT ACCOUNTS RECEIVABLE**42 WEST WARREN****577-3653**

Hours are 8:30 a.m. to 6:00 p.m. Monday through Thursday, 8:30 a.m. to 5:00 p.m. on Friday. The office consists of a tuition section and a loan section. The office provides account information, billing statements and refunding.

STUDENT CENTER**5221 GULLEN MALL****577-3444**

The Student Center serves as the home away from home for thousands of students. It is the facility where friends meet to socialize between classes, where many catch up on class assignments, watch television, eat, or spend a leisure hour. The major facilities, programs and services of the Student Center include:

Student Resource Center***135 Student Center******577-3568***

The Student Resource Center provides information and programs that will enhance students' experiences on campus. Staffed by students, the Center is open from 9:00 a.m. to 6:30 p.m. Monday through Thursday; 9:00 a.m. to 3:30 p.m. on Friday during the fall and winter semesters. Summer hours are Monday through Thursday, 9:00 a.m. to 5:00 p.m.; Friday 9:00 a.m. to 3:30 p.m. Information available in the Center includes: University academic programs and services; on-campus and off-campus housing information; campus weekly and monthly calendars, on-campus and off-campus job postings; SMART and DOT bus schedules; Ride-Share Carpool program; community activities, community service opportunities; tutor and typist lists.

Postal Contract Center***101 Student Center******577-4328***

Open Monday through Friday, 9:00 a.m. to 4:00 p.m. the postal contract station provides the following services: postage stamps, express mail, certified/registered mail, envelopes, postcards, priority mail, package handling and money orders.

Game Room***Lower Level, Student Center******577-3477***

Billiards and table tennis equipment may be rented by the hour. Table games, foosball and a variety of video games are also available.

Service Center***211 Student Center******577-3484***

The Service Center provides the following services for a nominal fee: typewriter rental, duplicating, SMART bus tickets, material fee cards, laminating, overnight photo finishing, international identification cards, FAX and State Hall locker rental. In addition, the University Lost and Found, student organization mailboxes and the campus bulletin board posting service is done here. It also provides Notary Public service at no charge to students, faculty and staff.

Banking

Automatic teller machines for Bank One and Comerica are located on the first floor of the Student Center. The Michigan First Credit Union's ATM is located in the lower level.

STUDENT COUNCIL**395 STUDENT CENTER****577-3416**

The Student Council is the recognized student government of Wayne State University. It consists of twelve members, elected in a university-wide election, plus one student representative elected by each college and school. The Student Council has an official advisory responsibility in policy formation for the governing of student activities at Wayne State. The Student Council, though the Student Activities Budget Committee (SABC) allocates the student life portion of the Omnibus Fee. The Student Council appoints Council members and student volunteers to sit on several University Committees; students interested in serving on a committee should contact the Council office. The Student Council is advised by the Dean of Students Office.

STUDENT ORGANIZATIONS

There are approximately 200 active student organizations including such diverse categories as academic/professional, social action, political, sororities/fraternities, honoraries, ethnic and religious groups, as well as student governments. The *South End*, the official student newspaper, is published daily during the academic year. Campus Life advisers are available to assist students who want to organize new student groups. The staff coordinates various campus events such as the International Fair, Student Organizations Day, commencement Corps, yearbook, and leadership training

TESTING, EVALUATION, & RESEARCH**698 STUDENT CENTER****577-3400**

Testing is provided to students for qualifying examinations for WSU course selection, proficiency examinations, test-out options for the University General Education Requirements, credit by examinations via the College-Level Examination Program, and tests required by professional associations and for licensing agencies. Testing services for graduate and professional school admission are also available.

THEATRE MAIN OFFICE**577-3508**

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

UNIVERSITY ADVISING CENTER**1600 DAVID ADAMANY UNDERGRADUATE LIBRARY****577-2680/577-8889**

APPOINTMENTS and Walk-In periods, please check our website <http://sdcl.wayne.edu/uac/wlkin.html> for current information. The University Advising Center provides academic advising to students in the College of Liberal Arts, the College of Science, the College of Fine, Performing & Communication Arts, the College of Urban, Labor and Metropolitan Affairs. The center is open for 8:30 a.m. to 6:00 p.m. Monday through Thursday and from 8:30 a.m. to 5:00 p.m. on Friday. This office also is responsible for the pre-medical credential service and the Study Abroad Resource Center.

VETERANS (MILITARY AND VETERANS AFFAIRS)**UNIVERSITY ADVISING CENTER
1600 DAVID ADAMANY UNDERGRADUATE LIBRARY****577-3374**

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

WELCOME CENTER**42 WEST WARREN**

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

WSU ONECARD**42 WEST WARREN, ROOM 257****577-2273**

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

- **Banking** OneCard can be used as an ATM Card through our banking partner Citibank Corporation upon opening a checking account with them.
- **Bookstore** OneCard will be honored at the campus bookstore for your book and supply purchases.
- **Library** OneCard will let you check out books, purchase photocopy and microfiche services
- **Parking** OneCard will give you access to 19 conveniently located student parking areas.
- **Vending** OneCard can be used to make candy, pop and snack purchases at the vending areas located throughout our campus.

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

BUILDING ABBREVIATIONS AND ADDRESSES

AAB	Academic Administrative Building - 5700 Cass Ave.	MCHT	Metro Center for High Tech-2727 Second-Det, MI 48201
APHS	Applebaum Pharmacy Health Science- 259 Mack Ave-Detroit, MI 48202	MCISD	Macomb County Intermediate School District - 44001 Garfield - Clinton Township MI 48038
ART	Art Building-5400 Gullen Mall	MLC	Michigan Library Consortium – 1407 Rensen St., Suite 1 Lansing MI. 48910-3657
BEAU	William Beaumont Hospital - 3601 West 13 Mile Road - Royal Oak MI 48073	MORT	Mortuary Science – 5439 Woodward Ave.
BIO	Biological Science Building - 5047 Gullen Mall	MOTT	Mott Community College 1401 East Court Room 1008 - Flint, MI
BIOE	Bioengineering Building - 818 W Hancock	MUSI	Emma Lazaroff Schaver Music Building - 5451 Cass
BTBA	Building To Be Arranged	N.HALL	North Hall Dorm – 695 Williams Mall – Detroit, MI 48203
CHIL	Children's Hospital of Michigan 3901 Beaubien - Detroit, MI 48201	NAT	(formerly)Natural Science Building – 5501 Gullen Mall see SHAR Shapero Hall
CHM	Chemistry Building - 5101 Cass	NURS	WSU Nursery School - 4500 Cass
CHMU	Children's Museum – 6134 Second Ave – Detroit, MI 48202	NVIL	Northville Health Center - 41001 West 7 Mile Road - Northville, MI 48167
CNN	CNN Studio-29777 Telegraph-Southfield, MI 48034	OAK	Oakland Center 33737 West 12 Mile Road - Farmington Hills, MI 48334
COHN	Richard Cohn Building - 5557 Cass	OAKW	Oakwood Hospital & Medical Center 18101 Oakwood Blvd - Dearborn, MI 48123
COMM	Community Arts Center - 450 Reuther Mall	PCNC	Primary Care Nursing Center - Detroit Receiving Hospital - 4201 St. Antoine - Detroit, MI 48201
CPC	Controlled Power Co -1955 Stephenson Hwy Troy, MI 48202	PEWB	Pewabic Pottery, 10125 E. Jefferson– Detroit, MI 48214
DCMH	Detroit Community Mental Hlth - East Jefferson	PHY	Physics Building - 666 W. Hancock
DEL	Delta College - University Center, MI 48710-0002	PREN	Meyer and Anna Prentis Hall - 5201 Cass
DEV	Professional Developmnt Div-240 Business School Annex	PSY	Psychology Building - 71 West Warren
DHLT	Detroit Health Department - 1151 Taylor Street, Room 353C - Detroit, MI. 48202	PURD	G. Flint Purdy Library - 5244 Gullen Mall
DMC	Detroit Medical Center 4201 St. Antoine - Detroit, MI 48201	RACK	Horace H. Rackham Education Memorial Bldg. - 60 Farnsworth Ave.
DPS	Detroit Public Schools/Head Start 10001 Puritan - Detroit, MI 48238	RAND	Rands House - 5229 Cass
DRH	Detroit Receiving Hospital 4201 St. Antoine - Detroit, MI 48201	REHA	Rehabilitation Institute - 261 Mack - Detroit, MI 48201
DRY	Helen L. DeRoy Lecture Hall - 5203 Cass	REU	W.P. Reuther Library of Labor & Urbn Affrs–5401 Cass
EDUC	Education Building - 5425 Gullen Mall	RTBA	Room to be Arranged
ENGG	Engineering Building - 5050 Anthony Wayne Drive	S. HALL	South Hall Dorm – 5110 Anthony Wayne Dr. – Detroit, MI 48202
ETB	Engineering Technology Building - 4855 Fourth	SCB	Student Center Building - 5221 Gullen Mall
FAB	Faculty Administrative Building - 656 Reuther Mall	SCLB	Science and Engineering Library - 5048 Gullen Mall
FRDH	Henry Ford Hospital 2799 W. Grand Blvd. - Detroit, MI 48202-2689	SCI	Science Hall - 5045 Cass
FRER	Charles Lang Freer House 71 E. Ferry - Detroit, MI	SCOT	Gordon H. Scott of Basic Medical Sciences - 540 E. Canfield
GEN	48201 Genesee County Intermediate School District - 2413 W. Maple Ave. - Flint MI 48507	SHAP	Shapero Hall - 1400 Chrysler Freeway
GRAC	Grace Hospital 6701 W. Outer Drive - Detroit, MI 48235	SHAR	Shapero Hall– 5501 Gullen Mall (formerly)Natural Science Building
GRCC	Grand Rapids Community College - 143 Bostwick	SHAX	Shapero Annex -1390 Chrysler Freeway
HARP	Harper Hospital 3990 John R, 2 Center - Nursing - Detroit, MI 48201	SIM	Leonard N Simons - 4809 Woodward - Detroit MI 48201
HAZL	Hazel Park - Webster School Detroit MI 48202	SKIL	Skillman Bldg. (Merrill Palmer) - 100 E. Palmer Ave.
HFHS	Henry Ford Health Service – 1 Ford Place – Detroit, MI 48202	STAD	WSU Stadium - 1401 Edsel Ford Service Drive
HIL	Hilberry Theatre - 4743 Cass	STJ	St. John's Hospital - 22101 Moross Road - Detroit, MI 48224
HPWD	Harper Woods Center (FORMERLY)Bishop Gallagher High School (NEW NAME) Trinity Catholic High School - 19360 Harper Ave. - Harper Woods, MI 48225	STAT	State Hall - 5143 Cass
HUTZ	Hutzel Hospital - 4707 St. Antoine - Detroit, MI 48201	TEN	WSU Tennis Courts - 5101 John C Lodge
JAC	Max Jacob House - 451 Reuther Mall	THOM	Thompson Home - 4756 Cass (Social Work)
KCI	Barbara A. Karmanos Cancer Institute-110 E Warren Ave - Detroit, MI 48201	UGLB	David Adamany Undergraduate Library - 5155 Gullen
KENT	Kent ISD Career Center 1655 E. Beltline NE Grand Rapids, MI. 49505	UHC	University Health Center - 4215 St. Antoine
KENV	Kresge Environmental Ctr-Fish Lake-Lapeer, MI	UNIV	University Center at Macomb- Macomb Community College Center Campus 44575 Garfield - Clinton Township MI 48038
KNAP	Knapp Building (Merrill Palmer) - 71 E. Ferry	VA	Veterans Administration Hospital - Detroit Medical Center - 4646 John R. - Detroit MI 48201
KPRE	Karmanos Prentis Cancer Ctr – 100 E Warren Ave – Detroit, MI 48202	VML	Veteran's Memorial Library-301 S. University- Mt. Pleasant, MI 48858
KRSG	Kresge Wing - Purdy Library - 5294 Gullen Mall	VNAE	Visiting Nurses' Association - East Region 2600 Hoover Suite 106 - Warren, MI 48089
LAMP	Lamphere Sr. High School 610 W. 13 Mile Rd - Madison Hts, MI 48071	VNAN	Visiting Nurses' Association - North Region 49 W. Seven Mile Road - Detroit, MI 48203
LAW	Law School - 468 Ferry Mall	WACC	Wayne County Center - 7800 W. Outer Dr - Detroit, MI 48235
LAWL	Law Library - 468 Ferry Mall	WCO	Wayne County Medical-1010 Antietam-Det, MI 48207
LAX	Law School Annex - 495 West Palmer	WCRS	Wayne Co Regional Education Service Agency- 33500 Van Born-Wayne, MI 48184
LECT	General Lectures Building - 5045 Anthony Wayne Drive at W. Warren	WOOD	Garden Bowl Bowling Alley-4120 Woodward- Detroit, MI 48201
LIFE	Life Sciences Building - 5000 Gullen Mall	WYAN	Wilson Jr. High School-1275 15 th Street- Wyandotte, MI 48192
LINS	Linsell House - 5104 Gullen Mall	95H	Theatre Production Ctr-95 W Hancock-Detroit, MI 48202
MAIN	Old Main - 4841 Cass	5057	5057 Woodward-Detroit, MI 48202
MANO	Alex Manoogian Hall (Ethnic Heritage Center)- 906 W. Warren near Lodge Freeway		
MANU	Industrial/Manufacturing Engg Bldg-4815 Fourth		
MATT	Frederick C. Matthaei Physical Education Center – 5101 John C Lodge		

