

# Graduate Student WSU Resource Guide

Adapted from N. Schmidt (2004) Edward R. Murrow School of Communication

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## **Center for Advising and Career Development (CACD)**

**Lighty 180**

**(509) 335-6000**

[www.careers.wsu.edu](http://www.careers.wsu.edu)

### **Services**

To provide comprehensive and high quality career services to assist students with their career development and employment needs by fostering effective academic/career planning, experiential learning, job search preparation, and access to professional opportunities as well as by developing strong partnerships with employers, academic departments, and the university community.

- ✚ Center for Advising and Career Development is not only for undergraduates. You can make appointments with career counselors to assist you with resume or vita development, job searches, and interviewing. You can even discuss career assessment and development if you find yourself changing career paths. Also, make connections with industry participants that are here during the Murrow Symposium by volunteering. If your path takes you towards academia, talk to as many faculty as you can.

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## **Office for Equal Opportunity (OEO)**

**French Administration 225**

**(509) 335-8288**

[www.chr.wsu.edu](http://www.chr.wsu.edu)

### **Services**

The Office for Equal Opportunity seeks to integrate principles of equal employment opportunity, affirmative action, fairness and equality into all academic and employment activities and practices throughout Washington State University. Specifically, they make sure WSU is complying with all Equal Employment Opportunity/Affirmative Action (EEO/AA) policies, provide investigation services for faculty, staff, and students with regard to discrimination and sexual harassment complaints, and provide training and education for those that request it.

- ✚ You will receive a handout stating the discrimination and sexual harassment policies and procedures. Read them carefully and understand what constitutes these acts. Many graduate students do not understand their rights. If you ever feel that you have been discriminated against or sexually harassed and you do not feel comfortable discussing it with the person involved or have tried to discuss it with that person and/or others in the department and do not feel supported, do not hesitate to contact CHR at any time. If you are instructing a class or supervising others it is your responsibility to be familiar with these policies.

**Children's Center**  
**Located between Rogers and Orton Halls**  
**(509) 335-8847**  
<http://childrenscenter.wsu.edu/Default.asp>

Washington State University Children's Center practices a developmentally appropriate approach to early education as advocated by the National Association for the Education of Young Children. Our curriculum emphasizes learning as an interactive process. The teachers prepare the environment for children to learn through active exploration with other children and materials. Our goal for early education is to ensure that children acquire the foundations for healthy development and learning.

Our program is both age-appropriate and individually appropriate. Age-appropriate activities are based on knowledge of typical physical, emotional, social and cognitive development within a particular age span. We also recognize that each child is unique with an individual pattern, timing of growth, personality and family background.

- ✚ This is a great children's center and because it is so great, there is usually a long waiting list depending on your child's age. Put your name on the list early. If you qualify, you may be able to get financial assistance towards childcare. Contact the Department of Social Health Services in Colfax and ask about the Working Connections Child Care program for more information. If you need care immediately and the waiting list is just too long, call **Child Care Resource and Referral** listed below.

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### **Child Care Resource and Referral**

**Provider Services: 1-800-440-2277, Referrals: 1-800-446-2229**  
<http://www.wsu.edu/CCRR/>

### **Services**

Child Care Resource and Referral provides childcare referrals and information to parents seeking child care. The service is free of charge to parents and childcare professionals. The goal of the service is to help families locate the services and programs that best meet the needs of their children. We also provide licensing assistance and information on assistance programs.

- ✚ Ask other graduate students and faculty with children for referrals. Undergraduates who work at the Children's Center and who are in the Human Development Program at WSU may be great babysitting resources too.

**Computing Services**  
**Information Technology (IT)**  
**(509) 335-4357**  
<http://infotech.wsu.edu>

### **Services**

IT provides a host of services for you including distributing and maintaining WSU E-mail accounts, free access to the World Wide Web, help desk, classroom support, E-mail maintenance, list creation and maintenance, graphics, labs across campus, on campus telephone and voice mail, and Student Computing Services (SCS) training.

- ✚ We ask that all graduate students sign up for a WSU E-mail account. You will get a lot of space for mail, a professional address that you can use for WSU correspondence, and you even get web space. You can sign up on-line at: [www.wsu.edu/eic](http://www.wsu.edu/eic). SCS training offers classes on a broad range of topics, from Microsoft Office, to Macromedia Web Design, and Adobe Graphic Design to computer hardware, UNIX, and HTML. Many of the classes are also broken down into beginning and advanced levels. Go to the SCS web site for a complete list and description of trainings offered: [www.scs.wsu.edu/training](http://www.scs.wsu.edu/training)

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**Counseling and Testing Services (CTS)**  
**280 Lighty Student Services Building**  
**(509) 335-4511**  
[www.counsel.wsu.edu](http://www.counsel.wsu.edu)

### **Services**

Counseling and Testing Services offers a range of psychological services-- including counseling and psychotherapy, groups, workshops and outreach programs, consultation, crisis service, and psychological testing--to WSU students, faculty, and staff.

- ✚ Graduate school is a huge transition and some students really struggle through the process. Counseling services offered at the center are free to students so do not hesitate to make an appointment or stop by. Many of the support groups they offer cover topics like stress management, relationships, and there is even a dissertation support group.

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**Disability Resource Center (DRC)**  
**217 Washington Building**  
**(509) 335-3417**  
<http://drc.wsu.edu/Default.asp>

### **Services**

The DRC assists students with disabilities to receive reasonable accommodations in academic programs. This provides them with an equal opportunity to fully participate in all aspects of student life at WSU and to increase awareness of issues and abilities of people with disabilities among the WSU students, faculty and staff.

If you have a disability including a hearing impairment, vision impairment, mobility impairment, health impairment, or learning disability be sure to utilize the services offered by the DRC. You may be able to get on campus transportation, special parking permits, extra exam time, textbooks on tape, note takers, visual aids, etc.

- ✚ If you are instructing a class or supervising others it is important to be familiar with services offered by the DRC and how one can access services. For example, students need to be registered with the DRC in order to receive accommodations and the DRC can coordinate alternative testing for your students if you cannot accommodate them.

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**Employment Office**  
**Human Resource Services**  
**139 French Administration**  
**(509) 335-4521**  
[www.hrs.wsu.edu](http://www.hrs.wsu.edu)

### **Services**

The Student Hourly and Employment Office (SHEO) is a resource and referral center for all individuals seeking on and off-campus hourly, part-time employment opportunities. SHEO is dedicated to promoting temporary employment by assisting job seekers and employers throughout the hiring process. Information regarding Campus Jobs, Work Study Jobs, and Off-Campus temporary jobs can be found on the hallway **bulletin boards adjacent to French 141** or by looking at postings on the Human Resource Services web site.

- ✚ If the jobs you find at HRS are less than desirable you can often find assistantships around campus that have tuition waivers associated with them. The Graduate School web site provides a list of other offices around campus to check with. Do not forget to talk to professors and let them know of your interest in working with them or teaching for them in the future. Also, do not hesitate to ask your mentor and other graduate students who have had to hunt for jobs.

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**Financial Aid & Scholarship Services**  
**Lighty Service Building**  
**(509) 335-9711**  
[www.finaid.wsu.edu](http://www.finaid.wsu.edu)

### **Services**

The financial aid office is where you will go to be sure your loans are coming through. You should also be aware that you can turn in a form to ask for more money if they decide that your parents should be contributing money towards your education when you are at the age of 28. There are WSU scholarships for graduate students too. Every spring you can turn in a general scholarship form so do it. There are also scholarships available through the department.

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## **Gender Identity/Expression and Sexual Orientation Resource Center**

**CUB 401**

**(509) 335-6388**

<http://thecenter.wsu.edu/Default.asp>

### **Services**

The GLBA program educates, supports, and advocates for Gay, Lesbian, Bisexual, and Transgendered faculty, staff, students, and their allies. They strive to challenge intolerance and discrimination, work towards creating equal access, opportunity, and inclusion at every level of the institution. They provide education and outreach, maintain an extensive library of books and resources, conduct a variety of programming across campus, and publish a newsletter, a listserv, and roommate listings among many other activities.

- ✚ The resources found in the GLBA library can help you with your own research. They also have a lot of great activities and learning tools you can incorporate into the classroom. You can also contact the center to ask about workshops and/or guest speakers.

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## **Graduate and Professional Student Association (GPSA)**

**Compton Union Building, Third Floor**

**(509) 335-9545**

<http://www.gpsa.wsu.edu/>

### **Services**

The Graduate and Professional Student Association is the representative body for graduate and professional students at Washington State University. The primary role of the GPSA is to serve as an advocate for the graduate and professional students in order to improve the quality of education and student life at the University. The GPSA oversees several programs including:

Graduate & Professional Study Center– this computer lab is located in the Holland Library and includes state of the art technology and software. There is no charge to use the lab.

Copy Card Program – you can purchase copy cards for \$3 at the GPSA office. This is a \$2 discount and it will make a huge difference when you have to copy all those papers.

Copy Services – you can use the copy machine located in the GPSA office at any time for only 4 cents per copy. This is great if you have a large paper to copy – like your thesis...

Interlibrary Loan Program – if you need to order articles via interlibrary loan you do not have to pay. GPSA covers the \$2 fee for regular delivery.

Travel Grants and Registration Grants – Limited travel and registration grant funding is available from the GPSA. Grants are based on competitive merit and are geared for students

attending a conference or symposium. FYI: You will only be awarded one time per year and you have a better chance if you have been accepted to present so choose wisely.

The Wiley Research Exposition – This is a research conference held every spring. It allows graduate students to present research posters and participate in a research paper competition where first prize is \$500.

Theatre & Arts Pass – Graduate and Professional students and their spouses are able to attend several university theatre productions for free. Check the web site for upcoming productions. All you need to do is present your Student ID Cougar Card when you get your tickets.

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## **Grant & Research Development (OGRD)**

**Neill Hall, Room 423**

**(509) 335-9661**

[www.ogrd.wsu.edu](http://www.ogrd.wsu.edu)

### **Services**

The Office of Grant and Research Development assists faculty and graduate students in securing extramural support for their scholarly, research, teaching, and community service activities.

OGRD promotes and facilitates the procurement of grant and contract funding by:

- Gathering and disseminating information on funding opportunities;
  - Providing proposal development services;
  - Reviewing and authorizing proposals on behalf of the university;
  - Negotiating and accepting all awards, including grants, contracts, and other agreements;
  
  - Preparing and executing standard agreements, subcontracts, and other agreements related to extramural funding;
  - Certifying and assuring university adherence to government policies;
  - Monitoring and reporting sponsored project activity;
  - Advising faculty, staff, and graduate students on any of these functions and activities
- ✚ For those of you planning on using human subjects in your research (which is most of you) you should become familiar with the Human Subjects Institutional Review Board (IRB) forms and process. You will need approval from IRB before data collection can be started. Go to the OGRD web site to find out more about it. You can even set up an appointment to discuss it.

The OGRD web site contains excellent resources to help you search for possible funding opportunities for your research. You can also attend one of the many workshops on grant proposal development in person or on-line and/or work individually with the staff.

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## Health and Wellness Services

(509) 335-3575

[www.hws.wsu.edu](http://www.hws.wsu.edu)

### Services

This is our campus hospital serving students enrolled at WSU. Clinics include General Medicine Clinic, Acute Care Clinic, International Travel Clinic, Nurse Clinic, Nutrition Clinic, Women's Health Care Clinic, HIV Testing & Counseling, Mental Health Care, etc. Coverage for fall semester begins on the Monday two weeks prior to the start of classes and continues through December 31. Coverage for spring semester begins January 1 and continues through the week following commencement.

- ✚ Graduate students who do not have assistantships and need better coverage and/or family member coverage can check out WSU's Student Medical Insurance Plan. This plan provides low-cost protection for illness or injury and can be purchased by WSU students at a lower premium than for most private plans. For more information about this low-cost insurance plan visit **Benefits Services** at 232 French Administration, visit their web site for information at [www.wsu.edu/benefits](http://www.wsu.edu/benefits), or call (509) 335-4589.

If you have an assistantship that pays for tuition and benefits you will be automatically enrolled in the GTL insurance plan for graduate students. Fall semester assistantships cover you from mid August to January 1 and Spring semester covers you from January 1 to mid August. Overall, this is a great plan and is often better than some employer plans. Dental and eye care is included and you can add dependents for a reasonable fee. You can either use Health and Wellness or you can choose your own provider in Pullman – ask around. For additional information, visit **Benefits Services** at 232 French Administration, visit their web site for information at [www.wsu.edu/benefits](http://www.wsu.edu/benefits), or call (509) 335-4589.

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## Housing Services (on campus housing)

McCartan Office Suite, Streit-Perham Hall

(509) 335-7732

<http://housing.wsu.edu/>

### Services

Housing Services provides on campus housing options for students including family housing, single student apartments, and residence hall options. There are numerous on campus food options including restaurants and markets to meet your needs.

- ✚ Graduate students with families will find that family housing is very affordable and worth it. If you are looking at single student apartments be sure to let them know that you are a graduate student so they can try to place you in quieter sections.



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**Housing Commission (off campus housing)**  
**(509) 335-5757**  
<http://offcampusliving.wsu.edu/Default.asp>

**Services**

This is a housing locator service that can assist you in finding the accommodations you need. They also have information on renters' rights, housing issues, and rental companies in town. Look on your own at [www.pullman-wa.com/housing/mapapts.htm](http://www.pullman-wa.com/housing/mapapts.htm). Always get renters insurance.

- ✚ You cannot beat word of mouth when it comes to finding a good area to live and a good rental management company or owner. Talk to a lot of people about their experiences and remember that even though Moscow, ID would be a great area to live in you will not be considered an in state resident which will mess up your WA state residency requirements.

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**Intensive American Language Center (IALC)**  
**McAllister Hall, Room 116**  
**(509) 335-6675**  
[www.ialc.wsu.edu](http://www.ialc.wsu.edu)

**Services**

The IALC's main program is an intensive academic preparation program of 24 hours a week that readies students for successful study at Washington State University or other American institution. At the IALC, they prepare students to meet their English language goals. Programs provided include Intensive English Preparation, Advanced Skills, Language Support, Community ESL, Better English On-Line, and Teaching Assistant Testing.

- ✚ The IALC is responsible for providing English language assessment of International Teaching Assistants (ITAs) at Washington State University. The Graduate School, in conjunction with individual departments, is responsible for acting on the recommendations they make.

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**International Programs (IP)**  
**IP Administration Office, Bryan 206**  
**(509) 335-2541**  
[www.ip.wsu.edu](http://www.ip.wsu.edu)

**Services**

International Programs serves as the Washington State University advocate for interaction between faculty, students, and citizens of nations and cultures worldwide. The staff in International Programs helps to "build bridges" with diverse people groups, researchers, and programs on a global level. They assist future international students with enrollment issues and

current international students with immigration, academic, and/or cultural issues. Students needing to develop language skills can use the services of the IALC listed previously.

- ✚ It is very important for new international graduate students to attend the IP orientation held in the fall. Many items that need to be taken care of are covered during orientation including Visa information, medical insurance enrollment, and employment paperwork. If you have an assistantship you may have additional paperwork to fill out.

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## **Cougar Leadership Program**

**CUB 320**

**(509) 335-9667**

<http://lead.wsu.edu/Default.asp>

### **Services**

The Leadership Center is a resource, referral, training and event-coordinating center. They assist student leaders to be successful and reach their potential. They also provide resources necessary to develop leadership skills, knowledge, & values.

- ✚ In addition to the services, awards, training, and workshops they provide, the Leadership Center has numerous activities on hand that you can use in your own presentations, workshops, and classroom. You will find activities for team building, conflict resolution, problem solving, etc. They will even conduct the activity for you.

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## **Libraries**

[www.wsulibs.wsu.edu](http://www.wsulibs.wsu.edu)

### **Services**

The WSU Libraries have 2,116,080 book volumes; 31,718 periodical subscriptions; 4,662,429 microforms; 351,080 graphic items; 12,698 sound recordings and 30,763 films and videos (as of 6-30-02). The collection is further extended by our participation in a consortium of 27 libraries in Washington and Oregon via Summit with access to over 22 million items. There are various library locations around campus specializing in a particular area:

- Architecture Library
- Fischer Agricultural Sciences Library
- George B. Brain Education Library
- Health Sciences Library
- Holland New Library
- Owen Science and Engineering Library
- Outside Collection Libraries
  - GLBA Program Library
  - The Kemble Stout Music Listening Library
  - Heritage House Library
  - Human Relations and Diversity Library

- Women's Resource Center Library

Go to the library web site for a full description of the libraries listed above.

- ✚ You will find Communication research mostly in the Holland New Library which is located on the Glenn Terrell Mall in the middle of campus. At times you may need to venture into other libraries like the Brain Education or the Owen Science libraries depending on your topic but for the most part you will find books, journal articles, and resources you need in Holland. You can easily access most databases from a remote location and many articles are in pdf format.

**ERIC, Wilson Web, and Proquest Education Journal** are some of the main Education databases and contain abstracts as well as many full text articles published in the primary professional journals of the field of Education.

If you cannot find an item in our system, you can request items to be sent via interlibrary loan for free (regular delivery only). This only takes 2 days on average.

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### **Multicultural Student Services (MSS)**

**4<sup>th</sup> floor CUB**

**(509) 335-7852**

**<http://mss.wsu.edu/Default.asp>**

### **Services**

MSS assists Washington State University in creating an environment that acknowledges, respects, and enhances multiculturalism. They strive to increase the enrollment and retention of multicultural students at WSU. MSS also provides retention services including Student Centers, an Academic Enrichment Program, a Mentor Program, Leadership Initiatives, campus programming, and more.

- ✚ There are opportunities for graduate students to play a large part in MSS as graduate assistants, mentors, workshop leaders, advisors, etc. Playing an active role in this community is full of rewards and many graduate students also attend the MSS graduation ceremonies when they are ready to leave WSU. All are invited to participate in MSS activities. Also, the centers have access to books and activities that can serve as an excellent resource for your classroom.

**Ombudsman's Office**  
**Wilson Hall 2**  
**(509) 335-1195**  
[www.wsu.edu/~ombuds](http://www.wsu.edu/~ombuds)

### **Services**

The primary purpose of the office is to protect the interests, rights, and privileges of students, staff, and faculty at all levels of university operations and programs. The ombudsman is designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The office does not replace or supercede other university grievances, complaint or appeal procedures.

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### **Parking & Transportation Services**

**(509) 335-7275**

<http://www.parking.wsu.edu/>

### **Services**

Parking and Transportation Services is where you go to buy parking permits, pay for or appeal parking tickets, get visitor passes, etc. You can also get a visitor pass at the Cougar Depot Visitor Center downtown. Their web site gives you tips on avoiding tickets, how to save money over the long run on permits, parking maps, event parking, and more.

- ✚ It is a good idea to buy a parking permit. Graduate students may have intentions of riding the free bus we have available in Pullman but many times research schedules do not cooperate and you find yourself with over \$100 worth of tickets in a month (this is a real example). Buy a \$200 permit for the year in the blue or yellow lots (good all the way through the summer) and pay for it out of your student account or have it taken out monthly from your paycheck to avoid paying for it later. If you can afford a green put your name on the waiting list ASAP.
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### **Residency Requirements**

**Office of Admissions**

**Lighty**

**509-335-5346**

<http://www.registrar.wsu.edu/Registrar/Apps/Residency.ASPX>

### **Services**

One of the most relevant issues to you as a graduate student will be establishing residency for tuition purposes. Many students who are getting out of state tuition waivers will be required to establish residency for the next assistantship period and it takes a full **12 months** to establish WA state residency. So, that means you should start today. You also need to live in WA to receive an assistantship. The web site can walk you through how to establish residency

depending on your particular status. There is a lot of paperwork to collect and tasks to do like get your license and registration switched over so do not delay.

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### **Student Advising and Learning Center (SALC)**

**Lighty 260**

**(509) 335-6000**

[www.salc.wsu.edu](http://www.salc.wsu.edu)

#### **Services**

The Student Advising and Learning Center (SALC) helps undergraduate students improve academic performance through advising, **tutoring**, and innovative academic programs. These programs focus on strategies proven to help students succeed in the university by creating learning communities, emphasizing peer collaboration, and mastering multimedia. Also, students with questions about degree requirements, certification into a major, university regulations, and services, or students in need of help with study skills, reading, writing, test taking, or advising should contact SALC.

- ✚ While the SALC is geared towards undergraduates it may be helpful to know about the services they offer so you can refer your students to them if needed.
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### **Student Legal Services**

**Compton Union Building, Rm 305**

**(509) 335-9539**

<http://studentlegal.wsu.edu/sls.aspx>

#### **Services**

ASWSU Student Legal Services (SLS) is the only student-run legal office that was created to help the legal needs of WSU students. This committee is funded through the Associated Students of Washington State University and there is no charge for using our services. Our attorney, Wynn Mosman, provides all legal counseling and advice and is licensed to practice in both Washington and Idaho. Here, students will receive an unlimited amount of free 30-min consultations. Also, if the attorney represents the students, they are entitled to receive a 35 percent discount off of his fees.

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### **University Recreation**

<http://urec.wsu.edu/>

#### **Services**

University Recreation offers a variety of programs for all your recreational needs including intramural sports events, classes and workshops, facilities, sports clubs, and outdoor recreation. Part of your tuition goes towards payment of a free membership to the **Student Recreation Center** which contains:

- The largest student weight & cardio center in the country at 17,000 square feet
- Over 100 pieces of cardiovascular equipment
- Over 100 pieces of free weight equipment
- 3 multi-purpose rooms for fitness classes
- 7 courts for basketball, volleyball, badminton, roller hockey, indoor soccer
- Elevated 4 lane running track at 8 laps to a mile
- 4 racquetball/squash courts
- 5 lane lap pool
- Leisure pool with water volleyball net and water basketball hoops
- Spa that can accommodate up to 53 people
- Shuffleboard table and Ping Ping tables
- Big screen televisions with lounge
- Pool tables, Foosball, & Electronic Darts

The **Outdoor Recreation Center (ORC)** provides outdoor enthusiasts with all the skills, information, and gear needed for an adventurous journey. The focus of the ORC is to impart minimum impact principles and the knowledge and skills necessary to learn and engage in outdoor activities in a safe and sensible way for both participants and the environment. Visit them in the WSU Fieldhouse Annex Room 101.

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### **Women's Resource Center (WRC)**

**Wilson Hall 8**

**(509) 335-6849**

<http://women.wsu.edu/Default.asp>

### **Services**

The WRC facilitates a work and learning environment at WSU that supports the success and empowerment of women students, staff, and faculty, as individuals and as a community. The center serves as a nucleus for programming, information, and referral services on issues related to women.

- ✚ The WRC provides leadership and advising opportunities for graduate students. There are resources available at the center that can assist you in the classroom. Also, you may take advantage of the **Women's Transit Program** at 335-6830 if you are in need of a ride in the dark evening hours. Volunteers keep this program going.
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