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Part 1: Student Services and Programs

Chapter 1

STUDENT SERVICES

[A wide variety of academic and non-academic student services are provided to assist students with their formal education and personal, social, and adjustment problems which may affect their status as students. Many University offices are involved with providing student services: Office for Academic Affairs (see [Volume Two, Section 12-22](#)); Office for Business and Finance (see [Volume Two, Section 12-23, I](#)); Office for Minority Affairs (see [Volume Two, Section 12-23, III](#)); Office for Student Affairs (see [Volume Two, Section 12-23, IV](#)). The Student Services Office in the Office of Student Affairs, Schmitz Hall, serves as a reference and referral agency for most programs related to student services and welfare at the University of Washington. Students are encouraged to contact the Student Services Office for information regarding the numerous student services available.]

Section 1. Student Activities Office

The Student Activities Office provides advice and information concerning extra-curricular activities which complement the formal University educational process and facilitate student-initiated activities and programs for the University community. The office also maintains continuous liaison with students engaged in the activities of the Associated Students University of Washington and Graduate and Professional Student Senate. A staff of advisers is available in the Student Union Building to facilitate student programs and activities and to advise on University policy and procedures, as well as on content of programs.

Section 2. Financial Aids

A. The Office of Student Financial Aid provides financial assistance to students in a variety of forms including undergraduate academic scholarships, Educational Opportunity Grants for undergraduates, National Defense Student Loans, short term loans for emergency situations, loans, grants, and scholarships for students in specific academic fields, and part-time and summer employment. Since there are seldom sufficient funds to provide assistance to all applicants, the office also maintains information concerning sources of financial aid available outside the University.

B. The Student Employment Office provides information concerning summer and part-time employment through its employment referral

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service and the College Work/Study Program.

Section 3. Student Health Center

A. Within the limits of its resources the Hall Health Center Clinic provides health maintenance and out-patient treatment services for regularly enrolled students. However, the University does not provide full health and medical care for students. In cases beyond the scope of the health service available, the staff can assist with diagnosis and refer students to other medical and/or hospital care in the community. The out-patient services regularly provided are ambulatory care and health maintenance with limited specialty care in orthopedics, gynecology, surgery, and internal medicine. Help for emotional problems is available through short-term individual and group therapy in the Psychiatric Clinic. There is no charge for most professional services at the Hall Health Center Clinic. Prescriptions written by staff physicians may be filled at Hall Health Center Pharmacy at student's expense. The clinic is open throughout the calendar year for currently registered students.

B. The University no longer operates an infirmary, and general hospital care and diagnostic services are not within the scope of the Hall Health Center program. Students without adequate personal or family health insurance coverage are strongly urged to protect themselves against the high costs of extended medical and hospital care by enrolling in the University-sponsored group medical-surgical-hospital insurance plan.

Section 4. Student Insurance

A. The University sponsors a comprehensive medical- surgical-hospital insurance plan on a voluntary basis for regularly enrolled students. Since costs for treatment by private physicians and hospitals are the responsibility of individual students, the medical-surgical-hospital insurance plan has been specifically designed to cover those health liabilities most likely to affect students and their families, including injuries sustained through participation in intramural and sports club activities. Insurance is available at the time of initial registration each quarter by completing the insurance section on the registration form. Information on this plan can be obtained by consulting the Office of the Vice President for Student Affairs in Schmitz Hall at 543-6202.

B. The University also sponsors a field trip sickness and accident insurance plan. Inquiries regarding specific coverage included in these University-sponsored insurance programs can be obtained by consulting the Office of Risk Management at 543-0183.

Section 5. Placement Center

The Placement Center assists undergraduate and graduate students and

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PART III STUDENT CODE AND OTHER REGULATIONS

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alumni to find suitable employment by helping develop job-seeking campaigns, and bridging the gap between their academic backgrounds and their long-range career objectives. Placement counseling, seminars about writing resumes and letters of application, interviewing techniques, placement and graduate school files, campus interviews, job listings, and career information materials are among the services available at the center. Campus interviews are primarily for students receiving degrees, but some summer internship interviews are scheduled for non-degree students.

The Minority Job Placement Program, an integral part of the Placement Center, offers a total package of career information to Asian, Black, Chicano, and American Indian students and includes career planning, guidance and placement services.

Students should use the Placement Center as early as possible in their academic careers, at least by their junior year. Women's Career Day, Career Option Seminars, Mini-Career Days, World-of-Business Seminars, and Careers in Federal Government Workshops are sponsored throughout the year. Two Newsletters are published quarterly, the Minority Job Placement Program Newsletter being designed specifically for interest to minority students. These newsletters are distributed throughout the campus.

While there is no registration fee for students, alumni who use the Placement Center are required to pay a registration fee which entitles them to any of the general services for the Placement year, October through September, and makes them eligible to subscribe to the special fee services including establishing a placement file, duplication and mailing of copies of the file to prospective employers or graduate schools, and subscription to Employment Opportunity Mailing List which is mailed directly to the candidate.

The Placement Center is open 8 to 5 each day the University is open. Students are encouraged to attend an orientation session to learn how to make best use of the services and programs. The Placement Center does not find jobs for people; the programs are designed to help students learn how to tackle the world of work.

Section 6. Student Union Buildings

A. The principal center of student activities and programs on the campus is the Student Union Building, more commonly known as the "HUB." The Student Union Building operates year round, and its activities are designed to accommodate students' interests. It contains meeting rooms, student government offices, large eating facilities, lounges, and recreational areas. Other services include a Ticket Office, a Barber Shop and Style Shop, a Book Store (a branch of the University Book Store), and a Bank. Notary Public Service, Metro Bus Information, and Voter

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Registration are also available.

B. The South Campus Center student union building provides services to students in the Marine and Health Sciences. The building provides student offices and meeting rooms, recreation facilities, and indoor and outdoor dining and lounging areas. Programs and services in the building are so designed to promote the interaction of students in the upper and lower parts of campus.

Section 7. Childcare Program

A. The University of Washington Childcare Program provides eligible student-parents with direct financial assistance to purchase childcare services, enabling them to choose among all licensed childcare facilities in the Seattle/King County area on the bases of such factors as cost, quality, and convenience. Applications for participation in this program are available in the Office of Student Financial Aid and must be submitted in accordance with published deadlines. B. Childcare Locator Files, which are designed to help students find licensed childcare facilities, are available in the Office of Student Affairs, the Student Union Building, and the Health Sciences Library. C. Brochures describing the Childcare Program are available in the Childcare Office in Schmitz Hall.

Section 8. Disabled Student Services

Disabled Student Services provides program access to disabled students enrolled at the University through a variety of services, equipment, and publications. Students with disabilities are integrated into regular University programs to the maximum extent possible. Services available include pre-admission interviews, priority registration, classroom relocations, text taping service, referral volunteers, testing flexibility, provision of specialized equipment, and several helpful publications, such as wheelchair maps of campus, braille campus maps, a guidebook to accessible buildings, and guides for students and faculty who work with disabled students.

Section 9. Veterans' Information

Veterans' Division. The primary function of the Veterans' Division is to provide the necessary coordination between the University and the Veterans Administration for the benefit of students who are attending the University of Washington under the various veteran educational acts. It is necessary that all Veterans Administration forms be completed and authorized through the Office of Veterans' Affairs.

Section 10. Housing and Food Services

The Department of Housing and Food Services provides on- campus

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PART IV STUDENT PRIVILEGES

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housing and food services for students, on-campus food services for faculty and staff, and conference facilities for educationally related activities.

A. Two types of housing are provided: family housing, which provides low cost housing to 598 student families on the basis of financial need, and single student housing, which can accommodate 5,257 students. Single student housing is generally available to any UW student, though in some cases it is allocated on the basis of financial need. The department provides a variety of support services for single students and families.

B. Conference Services coordinates summer and other conference housing on campus.

C. Food Service is available at seven campus locations. In addition, the Department administers campus vending machines and provides food for three remote UW facilities (Pack Forest, Lake Wilderness Conference Center, and Friday Harbor Research Labs) and the Conibear Crew House. The relatively new A La Carte™ program, one of the first and most extensive of its kind in the country, enables faculty, staff, and students to "charge" food to a previously established account, providing discounts on food value and facilitating service.

AI, October 1982, October 1984