

# Support Services

Academic counselors at the University of Washington interact frequently with counselors and staff of the other academic, administrative, and student-service offices on campus. Listed in this chapter are the offices advisers contact most frequently for information and refer students to for assistance.

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## BUSINESS SERVICES AND VETERANS' AFFAIRS

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520 Schmitz 543-6122 Box 355835

Email: [specserv@u.washington.edu](mailto:specserv@u.washington.edu)

Web: [depts.washington.edu/specserv](http://depts.washington.edu/specserv)

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- veterans' benefits information and forms
- accident and sickness insurance
- tuition reduction programs

## CARLSON LEADERSHIP AND PUBLIC SERVICE CENTER

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120 Mary Gates Hall 616-2885 Box 352803

Email: [leader@u.washington.edu](mailto:leader@u.washington.edu)

Web: [depts.washington.edu/leader](http://depts.washington.edu/leader)

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- internship and community-service email list
- GEN ST 350, credit-bearing internship program
- service learning program
- research, leadership and public-service scholarships

## CAREER CENTER

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134 Mary Gates Hall 543-0535 Box 352810

Email: [ccscnslr@u.washington.edu](mailto:ccscnslr@u.washington.edu)

Web: [depts.washington.edu/careers](http://depts.washington.edu/careers)

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- career planning & counseling
- resume resources
- interview preparation
- jobs & internships
- career workshops
- career fairs & events

## CHILDCARE ASSISTANCE PROGRAM

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465 Schmitz 543-1041 Box 355831

Email: [ovpsa@u.washington.edu](mailto:ovpsa@u.washington.edu)

Web: [depts.washington.edu/ovpsl/childcare](http://depts.washington.edu/ovpsl/childcare)

## COUNSELING CENTER

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401 Schmitz 543-1240 Box 355830

Email: [counsels@u.washington.edu](mailto:counsels@u.washington.edu)

Web: [depts.washington.edu/counsels](http://depts.washington.edu/counsels)

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- individual, couple, and group psychological counseling
- career testing and planning
- "Study-Smarter" workshops
- Strong Interest Inventory
- Myers-Briggs Type Indicator

## DATA SERVICES

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224 Schmitz 543-1098 Box 355850

Email: [dataserv@u.washington.edu](mailto:dataserv@u.washington.edu)

Web: [depts.washington.edu/dataserv](http://depts.washington.edu/dataserv)

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- change-of-major forms processed
- instructor grade report sheets
- first- and tenth-day class lists
- requests for additional course entry codes
- student data reports

## DEGREE AUDIT REPORTING SYSTEM (DARS)

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264 Schmitz 626-3483 Box 355850

Email: [dars@u.washington.edu](mailto:dars@u.washington.edu)

Web: (for students) [www.washington.edu/students/reg/dars](http://www.washington.edu/students/reg/dars)

Web: (for advisers) [depts.washington.edu/dars](http://depts.washington.edu/dars)

## DISABILITY RESOURCES FOR STUDENTS

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448 Schmitz 543-8924 Box 355839

654-8925 (V/TTY)

Email: [uwdss@u.washington.edu](mailto:uwdss@u.washington.edu)

Web: [www.washington.edu/students/drs](http://www.washington.edu/students/drs)

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- academic support services for qualified students with disabilities, for example sign-language interpreters, books onto tape, notetaking, and special examination arrangements
- adaptive equipment and access information
- Access Guide for Persons with Disabilities: [www.washington.edu/admin/ada](http://www.washington.edu/admin/ada)
- consulting and staff training in disability awareness
- publications and small library on disability topics
- volunteer opportunities working with and for students with disabilities

## EDUCATIONAL ASSESSMENT - TESTING CENTER

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440 Schmitz 543-1170 Box 355837

Email: [oeatests@u.washington.edu](mailto:oeatests@u.washington.edu)

Web: [www.washington.edu/oea/services/testing\\_center](http://www.washington.edu/oea/services/testing_center)

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- math and CHEM 145 placement tests
- ESL Diagnostic Test, MLT, SPEAK
- French, German, Italian, Japanese, Korean, Spanish placement tests
- institutional ACT and SAT
- registration information for SAT, ACT, LSAT, MCAT, GRE, etc.
- standardized test administration

## EDUCATIONAL OUTREACH (UW EXTENSION)

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4311 11th N.E. Box 354978

Email: [uweo@u.washington.edu](mailto:uweo@u.washington.edu)

Web: [www.outreach.washington.edu](http://www.outreach.washington.edu)

general inquiries: 543-2320 | advising: 543-6160

registration: 543-2310

### *Evening Degree Program*

Email: [advisers@ese.washington.edu](mailto:advisers@ese.washington.edu)

Web: [www.outreach.washington.edu/edp](http://www.outreach.washington.edu/edp)

### *Summer Quarter*

Email: [advisers@ese.washington.edu](mailto:advisers@ese.washington.edu)

Web: [www.outreach.washington.edu/uwsq](http://www.outreach.washington.edu/uwsq)

### *UW Extension*

Email: [advisers@ese.washington.edu](mailto:advisers@ese.washington.edu)

<http://www.extension.washington.edu/ext>

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- evening credit courses
- non-credit evening courses
- evening certificate and degree programs
- space-available (nonmatriculated) course registration

### *Online Learning*

Email: [advisers@ese.washington.edu](mailto:advisers@ese.washington.edu)

Web: [www.outreach.washington.edu/ol](http://www.outreach.washington.edu/ol)

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- correspondence courses, offered through regular mail, email, the Internet, and videotapes

### *Academic English Program*

King Building 543-6242 Box 354232

4909 25th Ave NE

Email: [aep@u.washington.edu](mailto:aep@u.washington.edu)

Web: [www.outreach.washington.edu/aep](http://www.outreach.washington.edu/aep)

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- day and evening classes in English for non-native speakers; fees not covered by regular tuition
- diagnostic tests
- language labs, tape library, and other services

## EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

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See Minority Affairs and Diversity, Office of

## EXPERIMENTAL COLLEGE

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G-10 HUB      543-4375      Box 352238

Web: [experimental.asuw.org](http://experimental.asuw.org)

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- non-credit courses on a wide range of subjects, including languages, travel, cooking, sports, health, music, and personal finances.

## FINANCIAL AID, STUDENT

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105 Schmitz      543-6101      Box 355880

Email: [osfa@u.washington.edu](mailto:osfa@u.washington.edu)

Web: [www.washington.edu/students/osfa](http://www.washington.edu/students/osfa)

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- grant, loan, and scholarship applications
- work-study applications
- financial aid counseling

### *Scholarship Services*

172 Schmitz      685-3504      Box 355882

### *Work Study*

172 Schmitz      685-1985      Box 355882

### *Short-Term Loans*

105 Schmitz      685-6101      Box 355880

## FIRST YEAR PROGRAMS

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171 Mary Gates Hall      543-4905      Box 352805

Email: [fyp@u.washington.edu](mailto:fyp@u.washington.edu)

Web: [depts.washington.edu/fyp](http://depts.washington.edu/fyp)

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- Freshman Advising and Orientation
- UW Student Planner
- Freshman Interest Groups (FIGs)
- Early Fall Start

- Discovery Seminars
- Freshman Seminars
- Phi Eta Sigma: Freshman Honor Society
- Transfer Advising and Orientation
- Transfer Interest Group (TRIG) program
- Tau Sigma: Transfer Student Honor Society
- Dawg Daze
- Residential Academic Clusters
- Family Orientation

## FOUNDATION FOR INTERNATIONAL UNDERSTANDING THROUGH STUDENTS (FIUTS)

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302B HUB      543-0735      Box 352233

Email: [info@fiuts.washington.edu](mailto:info@fiuts.washington.edu)

Web: [www.fiuts.washington.edu](http://www.fiuts.washington.edu)

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- information and assistance for international students
- friendship families for international students
- weekly activities, informal lunches, and trips

## GRADUATION AND ACADEMIC RECORDS

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264 Schmitz      543-1803      Box 355850

Email: [ugradoff@u.washington.edu](mailto:ugradoff@u.washington.edu)

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- grade information, recording, and regulations
- low and high scholarship and honors information
- credit-by-examination applications
- degree applications and diplomas
- unusual situations in grade recording (e.g., converting an "I" to a grade after the deadline)
- residency classifications (543-5932)
- S/NS petitions
- ESL progress reporting

## HALL HEALTH PRIMARY CARE CENTER

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East Stevens Circle      685-1011      Box 354410

Email: [hhpcc@u.washington.edu](mailto:hhpcc@u.washington.edu)

Web: [www.hallhealthcenter.com](http://www.hallhealthcenter.com)

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- outpatient health and medical care for all undergraduate and graduate students and their dependents, alumni/ae, faculty, and staff
- services include preventive care, health education, and the diagnosis and treatment of illness or injury
- measles immunization

## HONORS PROGRAM

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211 Mary Gates Hall      543-7444      Box 352800

Email: [uw honors@u.washington.edu](mailto:uw honors@u.washington.edu)

Web: [depts.washington.edu/uwhonors](http://depts.washington.edu/uwhonors)

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## HOUSING AND FOOD SERVICES

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301 Schmitz      543-4059      Box 355842

Email: [hfsinfo@u.washington.edu](mailto:hfsinfo@u.washington.edu)

Web: [hfs.washington.edu](http://hfs.washington.edu)

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- residence hall assignments
- family housing information
- single-student apartment information
- Husky Dining Card Program (543-7222)

## INSTRUCTIONAL CENTER

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1307 N.E. 40th      543-4240      Box 355650

Email: [ic@u.washington.edu](mailto:ic@u.washington.edu)

Web: [depts.washington.edu/ic](http://depts.washington.edu/ic)

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- academic assistance for EOP students, including biology, chemistry, engineering, physics, math, reading, writing, and study skills workshops
- tutoring for EOP students
- computer facilities

## INTERNATIONAL PROGRAMS AND EXCHANGES

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459 Schmitz      221-4404      Box 355815

Email: [ipe@u.washington.edu](mailto:ipe@u.washington.edu)

Web: [depts.washington.edu/ipe](http://depts.washington.edu/ipe)

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- counseling and general information on study abroad for students and teaching abroad for faculty
- administration of UW Study Abroad Programs
- conversion of foreign credits to UW credit upon completion of UW programs and exchanges
- information on working abroad and internships worldwide
- information on direct exchanges
- reference library

## INTERNATIONAL STUDENTS AND SCHOLARS

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459 Schmitz      221-4404      Box 355832

Email: [uwiso@u.washington.edu](mailto:uwiso@u.washington.edu)

Web: [depts.washington.edu/uwiso](http://depts.washington.edu/uwiso)

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- counseling and general information for international students, visiting scholars, and foreign faculty
- immigration information, services, and referrals

## JUMPSTART

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120 Mary Gates Hall      616-2964      Box 352803

Web: [www.jstart.org/seattle](http://www.jstart.org/seattle)

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- opportunities to work as a mentor in Head Start programs in low-income Seattle neighborhoods

## MINORITY AFFAIRS AND DIVERSITY, OFFICE OF

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394 Schmitz      685-0518      Box 355845

Email: [vpoma@u.washington.edu](mailto:vpoma@u.washington.edu)

Web: [depts.washington.edu/oma](http://depts.washington.edu/oma)

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- Academic Advising and Counseling Center
- Educational Opportunity Program (EOP)
- EOP admissions and recruitment
- entry codes for some EOP courses
- Student Support Services (685-0574)–counseling and support services for and recruitment of underrepresented minority students for graduate and professional schools
- Early Identification Program for Graduate and Professional Studies
- Ethnic Cultural Center/Theater
- McNair Postbaccalaureate Achievement Program

## NATIONAL STUDENT EXCHANGE

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171 Mary Gates Hall      543-2550      Box 352805

Email: [nse@u.washington.edu](mailto:nse@u.washington.edu)

Web: [depts.washington.edu/nse/](http://depts.washington.edu/nse/)

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- student exchange with other U.S. colleges

## OMBUDSMAN'S OFFICE

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301 HUB      543-6028      Box 352238

Email: [ombuds@u.washington.edu](mailto:ombuds@u.washington.edu)

Web: [www.washington.edu/about/ombudsman](http://www.washington.edu/about/ombudsman)

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- assistance in the resolution of complaints, problems, and grievances from students, faculty, and staff
- mediation of disputes, when appropriate and mutually agreeable

## Q CENTER

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450 Schmitz      897-1430      Box 355838

Email: [qcenter@u.washington.edu](mailto:qcenter@u.washington.edu)

Web: [www.qcenter.washington.edu](http://www.qcenter.washington.edu)

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- community and resource center for gay, lesbian, bisexual, Two-Spirit, queer, transgender, intersex, questioning, same-gender-loving, differently oriented, and allied students, faculty, and staff

## REGISTRAR, OFFICE OF THE

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209 Schmitz      543-5378      Box 355850

Email: [registra@u.washington.edu](mailto:registra@u.washington.edu)

Web: [depts.washington.edu/registra](http://depts.washington.edu/registra)

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- general administrative information
- hardship withdrawal petitions
- petitions for special consideration for admission of returning students

## REGISTRATION

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225 Schmitz      543-8580      Box 355850

Email: [regoff@u.washington.edu](mailto:regoff@u.washington.edu)

Web: [www.washington.edu/students](http://www.washington.edu/students)

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- registration for audits; change in variable-credit courses; registration for time conflicts
- late registration
- withdrawal from the University
- official and unofficial transcripts
- change of college/major forms
- change of address
- change of name
- Returning Student Re-enrollment Applications
- faculty and staff tuition-exemption registration
- \$20 change-of-registration fee petition
- \$100 enrollment service fee refund petitions
- \$25/\$75 late registration petition forms
- financial hold releases

- student health insurance claim forms
- student U-PASS replacements

## STUDENT LIFE, OFFICE OF THE VICE PROVOST FOR

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476 Schmitz      543-4972      Box 355831

Email: [ovpsl@u.washington.edu](mailto:ovpsl@u.washington.edu)

Web: [depts.washington.edu/ovpsl](http://depts.washington.edu/ovpsl)

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- administratively responsible for many UW offices and programs, including Enrollment Services, Housing and Food Services, Counseling Center, Student Financial Aid, and the Career Center
- discipline records
- certification of “good conduct standing” for professional school applications, etc.
- emergency contacts
- Student Conduct Code
- Freshman Convocation and Fall Fling

## STUDENT FISCAL SERVICES

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129 Schmitz      543-4694      Box 355870

Email: [sfshelp@u.washington.edu](mailto:sfshelp@u.washington.edu)

Web: [www.washington.edu/students/sfs](http://www.washington.edu/students/sfs)

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- tuition payments
- late payment fee petition
- re-registration fee petition
- student health insurance payments
- accounting service for student scholarships
- aid check disbursement information
- fee payments
- tuition billing questions
- loan status information (PNDSL, Health Profession/ Nursing, Institutional and Direct Stafford/PLUS Loans)
- loan repayment information (including deferments/ cancellations)
- sign promissory notes (Loan Signature window, second floor)

## STUDENT-ATHLETE ACADEMIC SERVICES (SAAS)

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Conibear Shellhouse      543-0611      Box 354070

Email: [uwsaas@u.washington.edu](mailto:uwsaas@u.washington.edu)

Web: [depts.washington.edu/saas/academics](http://depts.washington.edu/saas/academics)

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- academic counseling, tutoring, and other academic support services for students competing in intercollegiate athletics
- monitoring of athletes’ eligibility

## TIME SCHEDULE/ROOM ASSIGNMENTS

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248 Schmitz      543-1080      Box 355850

Email: [times@u.washington.edu](mailto:times@u.washington.edu)

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- schedule line numbers
- information about time schedule changes
- classroom reservations

## TRANSCRIPTS

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225 Schmitz      543-5940      Box 355850

Web: [www.washington.edu/students/reg/transcripts.html](http://www.washington.edu/students/reg/transcripts.html)

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- departments order internal transcripts
- statements of attendance and/or certification of cumulative GPA for auto insurance, loan deferments, enrollment
- statements of degree

## UNDERGRADUATE ADVISING AT THE GATEWAY CENTER

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171 Mary Gates Hall      543-2550      Box 352805

Email: [advice@u.washington.edu](mailto:advice@u.washington.edu)

Web: [www.washington.edu/uaa/gateway/advising](http://www.washington.edu/uaa/gateway/advising)

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- premajor academic advising
- preprofessional academic advising (prelaw, premed, etc.) and information sessions

- “Roadmap to Choosing Your Major” workshops
- WOIS
- information sessions for new students
- low-scholarship counseling, reinstatement petitions
- extended premajor classification
- W-course petitions
- General Studies
- Adviser Education Program
- publications for students, including Student Planner
- publications for advisers, including Adviser's Guide and Adviser Information File
- college and departmental liaisons
- community college liaisons
- Transfer Thursdays
- EARS training and support for advisers

## UNDERGRADUATE RESEARCH PROGRAM

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120 Mary Gates Hall      543-4282      Box 352803  
Email: [urp@u.washington.edu](mailto:urp@u.washington.edu)  
Web: [www.washington.edu/research/urp](http://www.washington.edu/research/urp)

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- list of undergraduate research opportunities
- Mary Gates Endowment

## UNDERGRADUATE SCHOLARSHIP OFFICE

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120 Mary Gates Hall      543-4282      Box 352803  
Email: [scholarq@u.washington.edu](mailto:scholarq@u.washington.edu)  
Web: [www.washington.edu/students/ugrad/scholar](http://www.washington.edu/students/ugrad/scholar)

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- information on local and national merit-based scholarships, continuously updated and available online
- scholarship workshops

## UW EXTENSION

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See Educational Outreach

## WOMEN'S CENTER

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Cunningham Hall      685-1090      Box 351380  
Email: [womens@u.washington.edu](mailto:womens@u.washington.edu)  
Web: [depts.washington.edu/womenctr](http://depts.washington.edu/womenctr)

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- resource information and referral file, including counseling services, education, employment, legal services, professional organizations, and women's groups
- re-entry program for returning students
- lending and reference library
- workshops
- GRE prep courses
- art exhibits