

Banner ID #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Network Username: \_\_\_\_\_

Adviser Name: \_\_\_\_\_ Adviser E-Mail: \_\_\_\_\_

Adviser Phone: \_\_\_\_\_ Office Location: \_\_\_\_\_

Student Account Services Representative: \_\_\_\_\_

Financial Aid Representative: \_\_\_\_\_

Security Contact #: \_\_\_\_\_

-----  
 To contact someone at Friends University, you can call the office/department directly or you can call the University number and ask for the specific office or give the extension number.

Toll Free Number ..... 800-794-6945  
 Contact Us Online ..... www.friends.edu  
 Wichita campus ..... 316-295-5000  
 Topeka Education Center ..... 785-272-9595  
 Lenexa Education Center ..... 913-233-8700

### University Departments and Services

Academic Affairs ..... 316-295-5881  
 CAPS Admissions ..... 316-295-5300  
 CBASE Admissions ..... 316-295-5100  
 GRADUATE Admissions ..... 316-295-5901  
 Athletics ..... 316-295-5700  
 Bookstore ..... 316-295-5869  
 Career Services ..... 316-295-5832  
 Center on Family Living ..... 316-295-5638  
 Disability Services (ADA) ..... 316-295-5878  
 Library ..... 316-295-5880  
 Financial Aid (FA) ..... 316-295-5200  
 Fine Arts ..... 316-295-5537  
 Food Service ..... 316-295-5510  
 Health and Wellness ..... 316-295-5561  
 Help Desk (IT) ..... 316-295-5767  
 Institutional Research and Assessment ..... 316-295-5886  
 International Student Services ..... 316-295-5675  
 Registrar ..... 316-295-5400  
 Security ..... 316-295-5911  
 Student Account Services (SAS) ..... 316-295-5630  
 Writing/Resource Center (Wichita) ..... 316-295-5204

### Student Affairs Division

Dr. Carole Obermeyer, Vice President of Student Affairs ..... 316-295-5779  
 Preston Todd, Director of Campus and Career Transitions ..... 316-295-5623  
 Gary Rapp, Director of Campus Life ..... 316-295-5838  
 Patrick Sehl, Director of Campus Ministries ..... 316-295-5488  
 Allen Eberwein, Director of Casado Campus Center and Intramurals ..... 316-295-5822  
 Brian Bollinger, Director of Community and Residential Development ..... 316-295-5500  
 Andrea Taylor, Director of Counseling, Wellness and International Services ..... 316-295-5675

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## Mission Statement

Friends University exists to provide high-quality undergraduate and graduate education that incorporates liberal arts instruction and professional studies within the context of the Christian faith.

## Friends University History

Although Friends University was officially founded in 1898, its history goes back to the mid-1880s when the Christian Churches of Kansas began to construct a building west of Wichita that would hold more floor space under one roof than any other educational facility west of the Mississippi River.

Garfield University opened its doors for classes in 1887. The University had 500 students enrolled for the first year and 1,070 for the second year. After graduating its first and only senior class, Garfield University closed its doors in 1890 due to financial difficulties. The school was reorganized and opened again in March of 1892 as Garfield Central Memorial University. It closed for good on Nov. 18, 1893.

For five years, the building was a haven for owls, birds and bats until James M. Davis, a businessman from St. Louis, saw an advertisement in a St. Louis paper and purchased the building and surrounding lots. He immediately offered the entire holding to the Kansas Society of Friends (better known as the Quakers) on the condition that the group raise \$50,000 for the permanent endowment of the college. The conditions were accepted, and Friends University officially opened its doors in September of 1898. The enrollment for the first fall was 52 students; it would grow to 102 students during the first year.

President Edmund L. Stanley shared the vision and future he saw for the University during the opening meeting:

“The purpose of this school shall be to give to the world and to give our country a class of citizens that will be in every sense loyal citizens. Loyalty has in it more than we often think ... Loyalty means that mental training and discipline which makes the child think – the development which makes him strong in mind and body; strong in his moral nature; a full man in that intelligence which should direct the efforts of all men for conscientious, honorable and successful private life and citizenship.”

Friends University continued operating as a Quaker institution until the 1930s when governance of the school was vested in an independent board of trustees. Since then, the University has continued to operate in an amicable but independent relationship with the Society of Friends.

In 1985, Friends University began offering a new degree completion program for adults wishing to complete their bachelor's degree while maintaining their busy lives. In 1986, the University received approval to offer two new master's programs. Two years after degree completion programs began, the University began offering these programs in other locations across Kansas, including Hutchinson, Dodge City and Iola.

In 1989, Friends University opened its first Kansas City site. After 15 years at several different locations (including a secondary site in Independence, Missouri, from 1995 to 2005), the University moved to a new location in Lenexa in 2004. The new location provided additional space and enhanced visibility in the Kansas City area along I-35.

The first Topeka site opened in 1993. The University solidified its commitment to Topeka in 1996 by building a permanent facility in the Mission Woods area.

Throughout its history, Friends University has remained committed to its central core: the arts and sciences. A broad-based education – one that truly expands the horizons and frees the mind – is our purpose for every student. This is also expressed in our commitment to teaching and to the personal growth of every Friends University student.

Friends University has continued to grow and develop over the years. From 52 students in 1898 to approximately 3,000 students today, Friends University is a strong, vital, independent university for Wichita and throughout Kansas.

## Nondiscriminatory/Equal Opportunity Policy

Friends University is an educational institution that admits academically qualified students without regard to sex; age; race; color; religion; national and ethnic origin; or marital, disability, or veteran status, to all the rights and privileges, programs, and opportunities generally available to students. Inquiries regarding these policies may be directed to the EEO/Title IX Coordinator of the University, Office of Human Resources.

## Accreditation Statement

Friends University is accredited by The Higher Learning Commission and is a member of the North Central Association, telephone 1-312-263- 0456, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

**Financial Aid Office**

Friends University  
 2100 W. University Ave.  
 Wichita, KS 67213

Office Hours — August – May  
 Monday –Thursday 8:00 a.m. – 6:00 p.m.  
 Friday 8:00 a.m. – 5:00 p.m.

Office Hours — June – July  
 Monday – Thursday 8:00 a.m. – 6:00 p.m.  
 Friday 8:00 a.m. – 12:00 p.m.

316-295-5200 • apply4\$@friends.edu  
 Toll Free: 1-800-794-6945 Ext. 5200 • Fax: 316-295-5703



**Financial Aid ELIGIBILITY:**

You are eligible for the Federal Aid as long as you:

- 1) are a U.S. Citizen or an eligible non-citizen,
- 2) have not been convicted of possessing or selling drugs,
- 3) are not in default on any Federal Student Loans,
- 4) have not met your aggregate loan limits,
- 5) have maintained Satisfactory Academic Progress for all previous enrollments,
- 6) are fully admitted to Friends University, and
- 7) are not receiving Financial Aid from any other school at this time.

<b>Financial Aid TO DO LIST</b>	√ <b>DONE</b>
1) Become a <b>Full Admit</b> for your program of study.	
2) Complete a <b>Student Data Form</b> and <b>FAFSA</b> (Free Application for Federal Student Aid). To complete the FAFSA: [Friends University School Code: <b>001918</b> ] <ul style="list-style-type: none"> <li>• <a href="http://www.pin.ed.gov">Apply for a P.I.N. at www.pin.ed.gov.</a></li> <li>• <a href="http://www.fafsa.ed.gov">Complete the FAFSA at www.fafsa.ed.gov.</a> Make sure you complete the FAFSA correctly and sign with your P.I.N.</li> </ul>	
3) Turn in any requested documents promptly to <b>complete your Financial Aid file.</b>	
4) After your Financial Aid file is completed and processed, you will receive a Notice of Award you will then need to: <ul style="list-style-type: none"> <li>• Return the Notice of Award or complete the Notice of Award on Self-Service Banner,</li> <li>• And if Accepting Loans:                             <ul style="list-style-type: none"> <li>- Complete Entrance Counseling at <a href="http://www.studentloans.gov">www.studentloans.gov</a>.</li> <li>- Complete a Master Promissory Note at <a href="http://www.studentloans.gov">www.studentloans.gov</a>.</li> </ul> </li> </ul>	

**PELL Grant:** A Federal grant for undergraduate students that demonstrate financial need. Amounts vary depending on need and number of hours attending. PELL grants do not have to be repaid.

**Federal Direct Subsidized Loan:** An interest free loan (while in school or in deferment status) for undergraduate and graduate students that demonstrate financial need. The U.S. Department of Education pays the interest while you are in school (at least 6 hours) until the start of repayment, 6 months after you graduate or drop below half-time attendance (6 hours).

**Federal Direct Unsubsidized Loan:** A non-need-based loan for undergraduate and graduate students. You are required to pay the interest that accrues on this loan until it is paid in full; interest begins at the time of disbursement. You can choose to start paying the interest while in school or choose to have it deferred until you enter repayment, 6 months after graduating or dropping below half-time attendance (6 hours). Interest on the Federal Direct Unsubsidized Loan is currently 6.8%. On a \$4,000 Federal Direct Unsubsidized Loan, the interest is approximately \$23/month.

## Academic Advising

### CAPS Advising

### Director of Advising

316-295-5435 • capsadvising@friends.edu

Wichita: 316-295-5483

Lenexa: 913-233-8701 • swaney@friends.edu

Topeka: 785-272-9595 • cummingsm@friends.edu

### Advising Philosophy

The Academic Advisers for the College of Adult and Professional Studies (CAPS) at Friends University provide proactive academic advising and guidance for adult students in both Program for Adult College Education (PACE) and Degree Completion Programs (DCP). The advisers' goal is that students experience a successful transition to college life and academic achievement. CAPS students meet with their adviser not only to choose classes leading to their college degree but also to develop academic strategies for achieving them. Proactive advising means that the advisers will take the initiative to stay in contact with CAPS adult students at key points in their college experience. They will also show a positive concern for the academic well-being of the CAPS students and assist them in resolving academic problems. The advisers also practice "Developmental Advising" which is the process of guiding students to clarify their personal short-term and long-term academic goals and how those goals relate to their professional and career goals.

### Adviser Activities

The CAPS Academic Advisers encourage all PACE and DCP students to stay in touch with their adviser on a regular basis, and especially for the following Adviser/Advisee activities: orientation, math/writing assessments, transcript evaluation, enrollment, course add/drops, career/major assessments, referrals, leaves of absence, professional/technical and life learning essay credits, grade changes, incompletes, degree checks, Intent to Graduate forms, concerns, counseling referrals, etc. In addition to regular contact via phone, appointments and e-mail, CAPS advisers will visit each PACE class at least once every semester and each DCP group several times through the program.

### Adviser Assignment

PACE and DCP students from Topeka and Lenexa are assigned to the single adviser at each location.

PACE students from the Wichita campus are assigned advisers according to last name; DCP students are assigned by cohort. Students may contact the Advising administrative assistant to reach his or her adviser or to make an appointment.

### CBASE Advising

Academic Advising is a process that starts with a student's first course registration and continues until their graduation. It is important that the student is encouraged to be an active and contributing part of the advising process. Students are assigned an adviser when they enter the University. Each student will need to meet with his or her adviser at least once each semester to determine courses for the following academic term. If a student is unsure who his or her assigned adviser is, he or she should contact the CBASE Dean's Office and/or the Office of the University Registrar.

The academic adviser will assist in defining and developing educational goals and plans. The adviser will also monitor the students' progress toward their goal and help to interpret and explain University policies, procedures and graduation requirements. A student should contact his or her adviser for assistance with the following items (this is not an exclusive list): approval of academic transactions-add/drop, withdrawals, changes of major, waivers of academic requirements, graduation requirements, course registration outline, and assistance with determining career opportunities.

### Graduate School Advising

Graduate students are advised by their program director.

## The Writing/Resource Center

### Wichita

316-295-5204 • [writing@friends.edu](mailto:writing@friends.edu)

### Topeka

785-272-9595 • [topwritingc@friends.edu](mailto:topwritingc@friends.edu)

### Lenexa

913-233-8700 • [lenexawritingcenter@friends.edu](mailto:lenexawritingcenter@friends.edu)

The Writing/Resource Center provides a variety of help for students in the areas of Writing, Sciences, Mathematics, Music Theory, Accounting and Spanish. This free assistance is available on a drop-in basis during specified hours for each semester.

Tutors offer one-on-one instruction for any type of writing to all levels of math and all varieties of sciences. Tutors also assist in all levels of Spanish, Music Theory and Accounting. Clients are asked to bring their assignments, drafts, and/or notes and handouts to facilitate tutoring.

The Writing/Resource Center is certified by the College Reading and Learning Association. This means that the Center provides the tutors with mandatory training and in-services on a variety of tutoring concerns, and conducts a minimum of 25 hours of tutoring instruction each semester. Currently the Writing/Resource Center sees a minimum of 5,000 visits a year and completes a minimum of 4,431 hours of tutoring.

Resources for all types of writing, particularly research and documentation style, are available on the web site under the term "Resource Handouts." The Center keeps a variety of textbooks, handouts, dictionaries and grammatical software for student use in the Center. Students may use the computers to write papers, search databases and internet, access e-mail, work on Moodle, etc.

Workshops are scheduled each semester in topics such as how to reduce math anxiety, how to take tests, how to study and how to use APA documentation style. The professional tutors will give workshops in instructors' classes when requested. Orientations occur in classes at the beginning of each semester and should be scheduled with the Center.

Group study sessions are scheduled before tests in most of the disciplines.

Students enrolled in Graduate school or the College of Adult and Professional Studies may elect to e-mail their papers to the Writing/Resource Center at [writing@friends.edu](mailto:writing@friends.edu). This service exists throughout the year.

Writing Centers at Topeka and Lenexa offer one-on-one tutoring and e-mail tutoring. A professional is on staff at each site.

## Office Of The University Registrar

The Office of the University Registrar is dedicated to helping students in the pursuit of their academic goals by accurately maintaining their academic records. We offer many of our functions online for your convenience, or you may visit our office in Sumpter Hall on the Wichita campus.

### Heidi Hoskinson, Associate Vice President-Academic Affairs University Registrar

Friends University  
2100 W. University Ave.  
Wichita, KS 67213  
316-295-5400 or 1-800-794-6945 Ext. 5400  
Fax: 316-295-5072  
registrar@friends.edu

Office Hours – August - May  
Monday – Thursday 8:00 a.m. – 6:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.

Office Hours - June - July  
Monday – Thursday 8:00 a.m. – 6:00 p.m.  
Friday 8:00 a.m. – 12 noon

### College Contacts:

#### College of Business, Arts, Sciences and Education (CBASE) and Program for Adult College Education (PACE)

Denise Staley, Assistant Registrar  
316-295-5546  
registrar@friends.edu

#### College of Adult and Professional Studies (CAPS) and Degree Completion Programs (DCP)

Darla Snyder, Assistant Registrar  
316-295-5406  
registrar@friends.edu

#### Graduate School – GRAD

Amy Newlin, Assistant Registrar  
316-295-5626  
registrar@friends.edu

#### VA Certifying Official

Linda Stratton, Records Analyst  
316-295-5576  
registrar@friends.edu

## What does the Office of the University Registrar do for you?

### General Overview:

- Maintains your student academic record – forever
- Ensures integrity and security of records as required by FERPA – a federal law.
- Maintains biographical information – please keep the Registrar informed of any changes to address, phone or name that you might have while you are a student.
- Provide enrollment verifications for loans, employment, insurance purposes or other activities. Enrollment information is provided to National Student Loan Clearinghouse monthly.
- Process manual deferments as needed – be sure and contact the office quickly so we can get your enrollment data sent wherever you need it to go.
- Provide information and processing for VA education benefits.
- Process all registrations, add/drops and withdrawals for all colleges.

## Additional Helpful Information:

### Access to network and Self-Service Banner (SSB) for grades and academic records:

- If you have not yet received an e-mail message from the Friends Information Technology (IT) Dept., you will receive one soon. This e-mail contains all of the information regarding your computer access (Banner ID, Password, Moodle access etc.). This e-mail is very important! If you need help, please contact the Help Desk at helpdesk@friends.edu or by phone at 316-295-5767.

### Most Important Document, Your Academic Catalog:

- Your graduation degree requirements are contained in the Academic Catalog in effect at the time of your entry into Friends University. Refer to your catalog early and often – available from our website at [www.friends.edu](http://www.friends.edu). The catalog will provide you with a complete listing of all program requirements, graduation requirements and important-to-know Friends University policies.

### Getting your Final Grades:

- Instructors enter grades into Self-Service Banner. Grades are posted to the student's academic history at least one time per day. Graduate and degree completion grades are due 2 weeks following the last course meeting. CBASE and PACE term grades are due within 1 week following final exams.
- You access and/or print your own grade letters via Self-Service Banner. That is why it is extremely important that you make certain you have your computer login information. Any questions regarding computer access should be directed to the Help Desk at helpdesk@friends.edu or by phone at 316-295-5767.
- Grade letters cannot be faxed or emailed.

### Ordering Official Transcripts:

- The University Registrar provides academic transcripts in official and unofficial copies – official requests must be made in writing, and there is a charge for official requests. Transcript order forms are available from our website at [www.friends.edu](http://www.friends.edu).

### Transfer Credits from other Colleges/Universities:

- The University Registrar processes all transfer work. You must provide official transcripts from the transferring institution. Your college's Assistant Registrar can provide equivalencies for specific courses from other accredited institutions; however, you should start with your academic adviser for this information, as the adviser is there to help ensure that you are taking the necessary classes to complete your degree requirements at Friends University.

### Earning your Degree and Graduation at Friends University:

- The University Registrar verifies degrees for graduation and processes graduation information for commencement and diploma ordering.
- You must file an Intent to Graduate form with the University Registrar to initiate the graduation process. Each college has a different process, so please check with your academic adviser to ensure you know what you need to do.
- Each academic record is reviewed to make sure all requirements have been satisfied. Please allow 6-8 weeks for diplomas to be ordered and mailed via certified mail after a degree has been verified.
- Friends University hosts a commencement ceremony in May of each year. Your academic adviser will help you navigate all of the graduation hurdles when you get there, be sure to check in with them early and often.

### Registration:

- You must have reached an appropriate admission status in order to be registered for courses at Friends University.
- All students complete and sign registration paperwork for their particular college.
- You will not be registered if you have a "hold" that prevents registration. These holds can be from various University departments and registration will be prevented until you resolve the issue.
- At any time you can withdraw from the University. You should talk with your academic adviser before completing a Student-Initiated Withdrawal form so you can explore all of the options open to you to continue your academic career.
- If you simply stop attending class, that does not constitute an official withdrawal –you will continue to get grades, and pay for classes not attended. Be sure to officially withdraw.
- Contact your adviser first if you need to make a change in your registration including adding or dropping courses, taking a leave of absence or withdrawing from the University.

### Protecting My Educational Record and Understanding FERPA:

- Information regarding the Family Educational Records Privacy Act (FERPA) can be found at [www.friends.edu](http://www.friends.edu).
- You will be asked to complete a FERPA form as part of the New Student orientation process at Friends University. That form allows you to designate specific persons that you want to have access to your student record including final grades, registration, GPA and other non-directory information. You may also choose a complete Non-disclosure option; but beware, that option will prevent your name from being released for things like honor rolls and commencement.
- You can change your FERPA form at any time during the course of your academic career at Friends. Simply fill out a new form and submit it to the University Registrar.

### VA Educational Benefits:

- The University VA certifying official will be happy to assist you. Please contact the Office of the University Registrar at 1-316-295-5400, email at [registrar@friends.edu](mailto:registrar@friends.edu) or call toll-free at 1-800-794-6945, Ext. 5400.

### Emergency Notification System - Falcon Alert (see page 13).

## Office of the University Registrar Request Change to Student Information Form

Complete the following required Information:

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Former Name(s): \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Optional Information: Gender:  Female  Male  
 Ethnicity: Are you:  Hispanic or Latino  Not Hispanic or Latino  
 What is your race? (select all that apply):  
 American Indian or Alaska Native  
 Asian  
 Black or African-American  
 Native Hawaiian or Other Pacific Islander  
 White

Marital Status (check appropriate box):  Single  Married  Divorced  Widowed  
 Religious Affiliation: \_\_\_\_\_

### Information Change

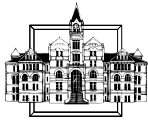
Address Change Requested:  Permanent Address  Mailing Address  
 New Address \_\_\_\_\_  
 City \_\_\_\_\_  
 County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 New Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Country \_\_\_\_\_  
 New Cell Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_  
 New Personal Email Address \_\_\_\_\_  
 New Hometown Newspaper and Location \_\_\_\_\_

Employer Information Change Requested:  
 EMPLOYMENT Employer Name \_\_\_\_\_  
 INFORMATION Employer Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Additional Information Change Requested (check appropriate box):  
 New Parent Information  New Guardian Information  New Spouse Information  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Check Here: New Emergency Information  
 EMERGENCY Name \_\_\_\_\_  
 INFORMATION Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

\*submit this form to the University Registrar's office. Contact information is on page 6.



**Family Educational Rights and Privacy Act Release Form**

Name \_\_\_\_\_ ID # \_\_\_\_\_

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of these educational records maintained by an educational institution and the access to these records. Please see the Friends University Academic Catalog for the full University policy regarding FERPA.

**Directory Information:** Information that has been designated as **Directory Information** by the University may be released to outside entities upon request. **Friends University designates the following as Directory Information:**

- Name • Address(es) • E-mail address(es) • Telephone number(s) • Dates of attendance • Major field(s) of study • Awards Honors (including Dean’s List, etc.) • Degree(s) conferred (including dates) • Past and present participation in officially recognized sports and activities • Physical factors (heights/weights) of athletes • Photographs.

**Non-Directory Information:** Information not included in the prior listing is considered by the University to be **Non-Directory Information**. Students must consent to the disclosure of **Non-Directory information** contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. That may include but not be limited to compliance with a legal request or in response to a health and safety concern.

*Please consider very carefully the consequences of any decision made by you to release or withhold academic record information to persons or organizations other than those authorized under FERPA. Regardless of the effects upon you, Friends University assumes no liability for honoring your request. This form is valid until such time as you submit a request for change in writing.*

**Release of Educational Record Information**

To request release of **non-directory** information, please indicate permission by checking YES or NO in each category and signing at the bottom of the page.

	Parents		Spouse		Employer		Other (must specify below)	
	Yes	No	Yes	No	Yes	No	Yes	No
Financial Information	___	___	___	___	___	___	___	___
Class Attendance Record	___	___	___	___	___	___	___	___
Grades/Academic Record	___	___	___	___	___	___	___	___

Specify Other: \_\_\_\_\_



**Please read carefully and complete ONLY if you DO NOT want any information released by the University. Complete Non-Disclosure Request**

To request complete Non-Disclosure of ALL information, please check mark the following statement and sign at the bottom of the page.

\_\_\_\_\_ I request that Friends University **DOES NOT** disclose any information, including directory information contained in my student record to non-institutional persons or organizations without my prior written permission. I understand that this includes, but is not limited to honor rolls released to newspapers, my name in the commencement program, and verification of enrollment or degree conferral for employers.

I have carefully read the above information and request my records be marked as I have indicated above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



***FALCON ALERT!***  
**EMERGENCY NOTIFICATION SYSTEM**  
**OPT-OUT FORM - For *Students ONLY***

No University community is immune from the potential for crime, violence, related accidents, fires, weather-related emergencies, and other security risks. Providing a way to alert students and visitors to Friends University from potential harm is very important to us. In order to provide a safe and secure environment, Friends University has implemented an Emergency Notification System (ENS) called *Falcon Alert!* Students will be notified via e-mail and mobile text message of an emergency situation on campus or at an Education Center.

The information you provide will only be used in the event of an emergency that impacts the health and safety of the Friends University community or closures of education centers or the main campus. It will not be shared with others or used for routine Friends University communications or announcements.

All students are **automatically included** in *Falcon Alert!* All students will receive alerts to their university e-mail address. By completing the form below you may:

1. Opt-Out of *Falcon Alert!* completely and receive no messages to e-mail or mobile phone.
2. Opt-Out of receiving *Falcon Alert!* to your mobile phone, but still receive e-mail alerts.
3. Opt-In to *Falcon Alert!* because you previously opted out and want back in.

*Please turn this completed form into the University Registrar as soon as possible.*

*All boxed must be completed -- PLEASE print legibly*

Name (first, last)	
Student ID #	
Birthdate	

**Check One of the Following:**

OPT-OUT of *Falcon Alert!* completely. By checking this box, I acknowledge that I will **not be notified** of an emergency on campus via *Falcon Alert!*.

OPT-OUT of *Falcon Alert!* mobile text alerts. By checking this box, I acknowledge that I will not be notified of an emergency on campus via mobile text messages, but will still receive messages to my campus email.

OPT-IN to *Falcon Alert!* By checking this box I understand that:

- *Falcon Alert!* messages will be sent to my Friends University email AND,
- *Falcon Alert!* mobile text messages will be sent to this cell number in addition to my e-mail address:

(Please Provide Number or write N/A)

\_\_\_\_\_  
 Signature Date

FOR OFFICE USE ONLY:		
Date of Receipt: _____	SPAIDEN Code: _____	Date of Entry: _____

# College of Adult and Professional Studies Continuous Enrollment Registration Agreement



**FRIENDS  
UNIVERSITY**

2100 W. University Ave. • Wichita, Kansas 67213

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_  
Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Program \_\_\_\_\_  
Signature of Agreement \_\_\_\_\_ Date \_\_\_\_\_

By completing and authorizing this Continuous Registration agreement, I agree to allow Friends University to **automatically register me** for the below outlined coursework required in my program of study. I acknowledge that I take this coursework in a lock-step\* sequence and therefore understand that I will be automatically registered **on an on-going, subsequent term basis** in the appropriate coursework until my program is completed.

I understand that any and all educational charges will be assessed accordingly in the initial and subsequent academic terms as stated in the Financial Agreement and that all applicable financial policies will be enforced in accordance with the Friends University policy for each term of enrollment.

**I understand that the following University Enrollment Policies apply to my continued registration agreement. Further, I understand that any action I may take will affect my registration status and student financial status:**

**Holds:** A person who has outstanding indebtedness to the University will not be allowed to register for additional classes, receive a transcript or record, have academic credits certified, or receive a diploma until the indebtedness has been satisfactorily cleared with Student Account Services. Failure to make any payment as agreed may result in mandatory administrative withdrawal from courses in which the student debtor is currently enrolled. Any registered student who does not officially withdraw in writing is financially liable for all tuition and associated fees.

**Student Initiated Withdrawal from Friends University:** To withdraw completely from the University, a student must notify the Records/Registrar's Office in person, in writing, by e-mail or by fax that they are withdrawing. The student or University staff will complete a withdrawal form and the Student Account Services, Financial Aid, Admissions (if applicable) and Academic Adviser/Program Director offices will be notified of the withdrawal. Discontinued class attendance does not constitute an official withdrawal. The official withdrawal date will be the date this procedure is initiated. If a student is no longer attending any class, the University may withdraw the student's enrollment (Administrative Withdrawal).

**Administrative Withdrawal from Friends University:** Friends University may elect to initiate an administrative withdrawal in order to withdraw a student from all classes for any of the following reasons:

1. The student has failed to provide the documentation required by the University in order for the student to achieve full admission status.
2. The student has failed to meet the University's basic standards for academic performance and/or programs.
3. The student is no longer attending any classes.
4. The student has failed to provide the documentation requested by the University in order for the University to complete the student's financial aid file in a timely manner.
5. The student has failed to make payment of tuition and/or fees to the University in the manner, amount and at the time agreed upon between the student and the University's Student Account Services Office.
6. The student has failed to meet the University's code of conduct or community life standards.

Should Friends University elect to initiate an administrative withdrawal, written notification will be sent to the student. The student will have five business days to appeal any administrative withdrawal. The completion of an administrative withdrawal does not relieve the student from his or her financial obligations to the University. All charges unpaid by the student at the time of the administrative withdrawal will become immediately due and payable. Refunds will be issued and credit applied in accordance with the University's published refund policy.

**Leave of Absence for Degree Completion Students:** In the event an unavoidable emergency occurs, which prevents class attendance for a short period of time, the student may request a temporary leave of absence. Circumstances which would qualify the student for emergency leave would include: 1) serious illness or injury of the student or immediate family member; or 2) temporary employment relocation. Additional information is available from your Program Director, Records/Registrar, Student Account Services or the Financial Aid offices.

**\*Add/Drop Courses Policy for Degree Completion Students:** Students in a CAPS degree completion program may add or drop a course within their program. To add or drop a class in a degree completion program, a student must complete the proper forms, obtain the necessary signatures of their academic adviser and program director, and contact Student Account Services. Attendance in a class does not constitute addition of a class. Non-attendance does not constitute withdrawal from a class. It is the student's responsibility to understand how the requested add/drop will impact any Financial Aid.

**Program Schedule:**

**Business Management**

**BG**

**Location**

**Spring 2010**

CAPS 302 Analysis, Principles and Skills of Adult Learning	1 hr
BMGT 310 Dynamics of Professional Communication	3 hrs
BMGT 320 Effective Management Skills	3 hrs
BMGT 374 Organizational Behavior	3 hrs
<b>Total</b>	<b>10 hrs</b>

**Summer 2010**

BMGT 330 Understanding the Business Environment	3 hrs
MGMT 310 Management of Information Systems	3 hrs
<b>Total</b>	<b>6 hrs</b>

**Fall 2010**

BMGT 340 Labor Relations	3 hrs
MGMT 330 Business Accounting and Finance	3 hrs
BMGT 350 Legal Environment of Business	3 hrs
<b>Total</b>	<b>9 hrs</b>

**Spring 2011**

MGMT 370 Business Research	3 hrs
BMGT 360 Marketing Management	3 hrs
BMGT 389 Managerial Economics	3 hrs
<b>Total</b>	<b>9 hrs</b>

**Summer 2011**

BMGT 400 Global Environment in Business	3 hrs
BMGT 410 Strategic Management	3 hrs
BMGT 420 Business Management Project	3 hrs
<b>Total</b>	<b>9 hrs</b>

**Program Total = 43 hours**

# Graduate School Continuous Enrollment Registration Agreement



FRIENDS  
UNIVERSITY

2100 W. University Ave. • Wichita, Kansas 67213

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_  
Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Program \_\_\_\_\_  
Signature of Agreement \_\_\_\_\_ Date \_\_\_\_\_

By completing and authorizing this Continuous Registration agreement, I agree to allow Friends University to **automatically register me** for the below outlined coursework required in my program of study. I acknowledge that I take this coursework in a lock-step\* sequence and therefore understand that I will be automatically registered **on an on-going, subsequent term basis** in the appropriate coursework until my program is completed.

I understand that any and all educational charges will be assessed accordingly in the initial and subsequent academic terms as stated in the Financial Agreement and that all applicable financial policies will be enforced in accordance with the Friends University policy for each term of enrollment.

**I understand that the following University Enrollment Policies apply to my continued registration agreement. Further, I understand that any action I may take will affect my registration status and student financial status:**

**University Registration Policy For Graduate Students:** Enrollment for all Graduate programs is on a term basis. Load requirements for financial aid programs vary, and each student should check this requirement individually with the Financial Aid Office.

**Student Initiated Withdrawal from Friends University:** To withdraw completely from the University, a student must notify the Program Director in person, in writing, by e-mail or by fax that they are withdrawing. The student or Program Director will complete a withdrawal form and forward the form to the Office of the University Registrar for final processing. Student Account Services, Financial Aid, Admissions (if applicable) and the Vice President of Student Affairs offices will be notified of the withdrawal. Discontinued class attendance does not constitute an official withdrawal. The official withdrawal date will be the date the withdrawal procedure is initiated by the student.

**Administrative Withdrawal from Friends University:** Friends University may elect to initiate an administrative withdrawal in order to withdraw a student from all classes for any of the following reasons:

1. The student has failed to provide the documentation required by the University in order for the student to achieve full admission status.
2. The student has failed to meet the University's basic standards for academic performance and/or programs.
3. The student is no longer attending any classes.
4. The student has failed to provide the documentation requested by the University in order for the University to complete the student's financial aid file in a timely manner.
5. The student has failed to make payment of tuition and/or fees to the University in the manner, amount and at the time agreed upon between the student and the University's Student Account Services Office.
6. The student has failed to meet the University's code of conduct or community life standards.

Should Friends University elect to initiate an administrative withdrawal, written notification will be sent to the student. The student will have five business days to appeal any administrative withdrawal. The completion of an administrative withdrawal does not relieve the student of his or her financial obligations to the University. All charges which are unpaid by the student at the time of the administrative withdrawal will become immediately due and payable. Refunds will be issued and credit applied in accordance with the University's published refund policy.

**Leave of Absence for Graduate Students:** In the event an unavoidable emergency occurs which prevents class attendance for a short period of time, the student may request a temporary leave of absence. Circumstances which would qualify the student for emergency leave would include: 1) serious illness or injury of the student or immediate family member; or 2) temporary employment relocation. Additional information is available from your Program Director, Records/Registrar, Student Account Services or the Financial Aid offices.

**\*Add/Drop Courses Policy for Graduate Students:** Students in a Graduate program, with permission from their Program Director, may add or drop a course within their program. To add or drop a class in a Graduate program, a student must complete the proper forms, obtain the necessary signature of their Program Director and contact Financial Aid and Student Account Services before submitting the form to the Office of the University Registrar for final processing. Attendance in a class does not constitute addition of a class. Non-attendance does not constitute withdrawal from a class.

**Program Schedule:**

**MASTER OF BUSINESS ADMINISTRATION**

**MBA # 40**

**Friends University, Wichita**

Fall 2009

BSAD 503	Business Administration	3 credit hours
BSAD 513	Business Research Methods	3 credit hours

Spring 2010

BSAD 514	Management Information Systems	3 credit hours
BSAD 516	Marketing Management	3 credit hours

Summer 2010

BSAD 520	Managerial Economics	3 credit hours
BSAD 526	Managerial Accounting	3 credit hours

Fall 2010

BSAD 528	Organizational Behavior and Leadership	3 credit hours
BSAD 601	Managerial Finance	3 credit hours

Spring 2011

BSAD 603	Strategic Planning	3 credit hours
BSAD 605	Business Law	3 credit hours

Summer 2011

BSAD 607	International Business	3 credit hours
BSAD 623	Research Project in Business Administration	3 credit hours

**PROGRAM TOTAL = 36 credit hours**

## Student Account Services (SAS)

### What we do

Student Account Services will assist you in arranging payments which facilitate attendance at Friends University. This department assesses all charges, credits and refunds, and sends monthly statements. SAS can provide you with documentation you may need for employers and other sponsors as well as work directly with sponsors per their request. SAS supports the financial viability of the University by assisting students in setting up acceptable payment arrangements and ensuring that students honor their agreed payment schedule.

### How can we help you?

- If you have questions about your Student Account or statement.
- If you need to make arrangements for payment.
- If you are having difficulty making your scheduled payments.
- If you find a Student Account Services HOLD has been placed on your account.
- If you need assistance with employer or agency financial sponsorship.
- If you require specialized financial documentation.
- If you are employed by a company which has arranged to be billed directly for your educational expenses.
- If you are thinking of adding or dropping classes after the 100% refund period.
- If you would like information regarding educational costs at Friends University.

For SAS assistance or service please visit, call, or e-mail:

First floor of Sumpter Hall, Wichita campus • [sas@friends.edu](mailto:sas@friends.edu)  
316-295-5630 or 1-800-794-6945 (Ext. 5630) • Fax: 316-295-5095

To contact your Student Accounts Representative directly:

Degree Completion Programs (excluding OML and CIS all locations and all Topeka programs)

Carol Bergley 316-295-5696\* (Ext. 5696) • [berglc@friends.edu](mailto:berglc@friends.edu)

Direct sponsor billing and sponsor documentation

Susie Bolinger 316-295-5912\* (Ext. 5912) • [bolinger@friends.edu](mailto:bolinger@friends.edu)

All Masters Programs: (excluding Topeka), OML and CIS all locations

Toni Enfield 316-295-5598\* (Ext. 5598) • [tenfield@friends.edu](mailto:tenfield@friends.edu)

Traditional and PACE (excluding Topeka)

Terri Morrow 316-295-5595\* (Ext. 5595) • [morrot@friends.edu](mailto:morrot@friends.edu)

All programs in Topeka (Mon. – Thurs 1:00 – 6:00 p.m.)

Rebekah Wheaton 785-272-9595\* (Ext. 4309) • [wheaton@friends.edu](mailto:wheaton@friends.edu) Fax: 785-271-8504

\*NOTE: If you are calling from outside the Wichita area, call toll free 1-800-794-6945 and request the extension.

## Payment Arrangements

Students who wish to pay for their tuition and fees with an individualized payment arrangement should contact Student Account Services to discuss payment options and complete required paperwork.

**Tuition Payment Plans:** Charges for tuition, room, board and fees may be included in a Tuition Payment Plan. Textbooks purchased at the bookstore may not be included in the Tuition Payment Plan. All documented financial aid will be subtracted from the total allowable charges, and the remaining balance due is the amount that will be divided into monthly payments. A set-up fee applies to tuition payment plans.

**Deferment Plan for Employer Reimbursement:** Students who are eligible for tuition reimbursement funds from their employers may apply for a loan, which will authorize deferment of tuition payment. A formal agreement must be signed by the Student Account Services Office before the deferred payment arrangement becomes effective.

**Direct Billing:** Students who are employed by a company which has a direct billing arrangement with Friends University should contact Student Account Services for information regarding the direct billing process between Friends University and his or her employer. Specific requests for billing of educational expenses to any employer or sponsoring agency may be arranged with Student Account Services with written approval from the sponsor.

**Friends University**  
**STUDENT PAYMENT AGREEMENT**

Aug. 18 - Dec. 12  
**Fall 2009**

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ Phone: \_\_\_\_\_ TUG \_\_\_\_\_ PACE \_\_\_\_\_

Tuition Charges \_\_\_\_\_  
 Lab Fees \_\_\_\_\_  
 Housing Charges \_\_\_\_\_  
 Meal Charges \_\_\_\_\_  
 TUG Student Fees \_\_\_\_\_  
**Total Semester Charges** \$ \_\_\_\_\_  
 Current AR Balance \_\_\_\_\_  
 Estimated Fin. Aid \_\_\_\_\_  
**Estimated Semester Cost** \$ \_\_\_\_\_

**FINANCIAL AID STATUS**

ESTIMATE

COMPLETE

REFUND SCHEDULE			
	100%	50%	25%
16 Week Classes	8/28/2009	9/14/2009	10/13/2009
1st 8 Week Classes	8/24/2009	8/31/2009	9/14/2009
2nd 8 Week Classes	10/22/2009	10/30/2009	11/13/2009

Student Initials \_\_\_\_\_

**METHOD OF PAYMENT**  
*(PLEASE CHECK ALL THAT APPLY)*

Cash \_\_\_\_\_  
 One Time Credit Card Payment \_\_\_\_\_  
 Fin. Aid/Stu. Loans \_\_\_\_\_  
 Loan with Monthly Payments \_\_\_\_\_  
 Loan Awaiting Employer Assistance \_\_\_\_\_  
 Other (Please Explain Below) \_\_\_\_\_

[Listed charges are projected. They are based on enrollment and Financial Aid confirmation as of this date.]

**FINANCIAL AGREEMENT**

By completing and authorizing this registration, I acknowledge that I am entering into a legally binding contractual obligation to pay all associated tuition, fees, room and board if applicable, and related expenses. I further understand and agree that my account may be referred to a collection agency if I fail to make timely payment, and I shall pay all reasonable collection costs associated with such referral including legal fees and court costs to the extent allowed by Kansas State law which may be up to 50% of the defaulted amount. A finance charge of 10% per annum may be assessed on an unpaid balance. Applicable refunds will be credited in accordance with the published refund policy only upon completion of official withdrawal (see refund schedule above). Non-attendance does not constitute official withdrawal. I understand that I am financially liable for all educational costs if I have not officially withdrawn in writing.

I understand and agree that my financial obligation to Friends University constitutes an educational loan to assist in financing my education and, therefore, is not dischargeable under the Federal and State laws governing bankruptcy. Your signature below authorizes Friends University to report any credit experience regarding this debt to credit reporting agencies. Any required report would be made in full compliance with the Family Educational Rights and Privacy Act.

**I agree to the above terms and conditions:** \_\_\_\_\_ **STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **F.A. REP** \_\_\_\_\_ **SAS REP** \_\_\_\_\_

# Friends University

## STUDENT PAYMENT AGREEMENT

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ Phone: \_\_\_\_\_ Site: \_\_\_\_\_

**ANTICIPATED CHARGES FOR:**

<b>PROGRAM:</b> _____	<b>COHORT #:</b> _____	
TUITION PER CREDIT HOUR _____		
Fall 07 Credit Hours _____		\$0.00
Spring 08 Credit Hours _____		\$0.00
Summer 08 Credit Hours _____		\$0.00
Fall 08 Credit Hours _____		\$0.00
Spring 09 Credit Hours _____		\$0.00
Summer 09 Credit Hours _____		\$0.00
<b>TOTAL TUITION</b>		<b>\$0.00</b>
CURRICULUM FEE PER CR HR _____		
Total Curriculum Fees _____		\$0.00
<b>TOTAL ANTICIPATED CHARGES</b>		<b>\$0.00</b>

<u>REFUND POLICY</u>
<b>100%</b> OF TUITION REFUNDED FOR OFFICIAL WITHDRAWALS PRIOR TO 10% IN TIME FOR EACH COURSE
<b>50%</b> OF TUITION REFUNDED FOR OFFICIAL WITHDRAWALS AFTER 10% IN TIME AND PRIOR TO 25% IN TIME FOR EACH COURSE
<b>25%</b> OF TUITION REFUNDED FOR OFFICIAL WITHDRAWALS AFTER 25% IN TIME AND PRIOR TO 50% IN TIME FOR EACH COURSE
<b>NO REFUND</b> ON WITHDRAWALS AFTER 50% IN TIME FOR EACH COURSE
<b>CURRICULUM FEES</b> ARE NON-REFUNDABLE AFTER 100% REFUND PERIOD

**METHOD OF PAYMENT**  
(PLEASE CHECK ALL THAT APPLY)

- Cash \_\_\_\_\_
- Fin. Aid/Stu. Loans \_\_\_\_\_
- Loan with Monthly Payments \_\_\_\_\_
- Loan Awaiting Employer Assistance \_\_\_\_\_
- Employer \_\_\_\_\_
- Other (Please Explain) \_\_\_\_\_

By completing and authorizing this registration, I acknowledge that I am entering into a legally binding contractual obligation to pay all associated tuition, fees and related expenses. I further understand and agree that my account may be referred to a collection agency if I fail to make timely payment, and I shall pay all reasonable collection costs associated with such referral including legal fees and court costs to the extent allowed by Kansas State law. A finance charge of 10% per annum may be assessed on an unpaid balance.

I understand that subsequent term enrollments in this program will occur automatically as stated in the *Continuous Enrollment Registration Agreement* and that educational charges will be assessed accordingly. Applicable refunds will be credited in accordance with the published refund policy only upon completion of official withdrawal (see refund schedule above). Non-attendance does not constitute official withdrawal. I understand that I am financially liable for all educational costs if I have not officially withdrawn.

I understand and agree that my financial obligation to Friends University constitutes an educational loan to assist in financing my education and, therefore, is not dischargeable under the Federal and State laws governing bankruptcy.

Your signature below authorizes Friends University to report any credit experience regarding this debt to credit reporting agencies. Any required report would be made in full compliance with the Family Educational Rights and Privacy Act.

**I agree to the above terms and conditions:** \_\_\_\_\_ **DATE** \_\_\_\_\_ **SAS REP** \_\_\_\_\_

STUDENT SIGNATURE

## Friends University Logon Information

### Contact us:

Friends University Help Desk

Office Hours: M-Th 8:00 a.m.-6:00 p.m., F 8:00 a.m.-5:00 p.m.

Extended Hours (Password Resets ONLY) M-Th 6:00 p.m.-10:00 p.m., Sat 8:00 a.m.-5:00 p.m.,

Sun 1:00 p.m.-5:00 p.m.

316-295-5767 • helpdesk@friends.edu • Toll Free: 1-800-794-6945 Ext. 5767

Access these resources and more information at [www.friends.edu/technology](http://www.friends.edu/technology)

### SAMPLE Login and Passwords

#### Network and Moodle Connection

User name: freddy\_falcon Password: FF\*12345

### Self Service Banner (SSB)

This applicaton will allow you to view your course schedule, financial aid information, grades, etc.

### To Logon to SSB (Self-Service Banner)

1. Go to our website, [www.friends.edu](http://www.friends.edu) and hover over "campus links" on the left.
2. Click on SSB link and then click on "Click here for off campus" if off campus. If on campus, click on "Click here for on campus" and skip to step 6.
3. Enter your network username and password. This is the same that you will use for Friends Network and Moodle.
4. Click on the Web Applications link.
5. Click on the SSB link.
6. Enter your User ID and Pin.

User ID Number: N00xxxxxx

Pin Number: 22787

### To Logon to Friends University Live@edu Account

1. Go to <http://www.friends.edu>
2. Hover over "campus links" and clock on "campus e-mail."
3. Click Student E-mail.
4. Enter your full e-mail address in the Windows Live ID textbox and enter your password.

### Sample Live@edu Access

Live@edu username: [freddy\\_falcon@student.friends.edu](mailto:freddy_falcon@student.friends.edu)

Live@edu password: FF\*12345

Windows Live

One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other places you see

**Sign up**

Windows Live ID gives you access to Microsoft services including MSN, Hotmail, Office Live, Xbox LIVE, and many more.

Don't have a Windows Live ID?

[Sign up](#)

[More about Windows Live ID](#)

[Privacy Policy](#)

**Sign in**

Windows Live ID:   
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

[Use enhanced security](#)

## What does my Live@edu account provide?

### Microsoft Outlook Live

- 10 GB inbox, 20 MB attachments
- @student.friends.edu e-mail account

### Windows Live Skydrive

- 25 GB of free online storage
- Create private, shared and public folders
- Store your documents online and access from other computers

### Windows Live Spaces

- Create blogs
- Group discussions
- Link to documents stored on your Skydrive

### Groups on Windows Live

- Connect and collaborate online
- Start a group conversation
- Keep track of important dates

## Moodle

A web-based tool that is used to access course materials, message boards, upload assignments and check grades (will depend on instructor's usage.)

### To Logon to Moodle

1. Go to <http://www.friends.edu>
2. Hover over "campus links" and click on "moodle for on-ground programs" if taking classes on campus or "moodle for online programs" if taking courses online.
3. Enter your network username password.

**Friends University Moodle**
You are not logged in. ( )

---

Friends University ▶
**Login to the site**

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

---

Some courses may allow guest access

---

Forgotten your username or password?

You are not logged in. (Login)

## Community Life Standards

The Friends University objective is to help students view all aspects of their academic program and way of life from the expectations of Christian faith and concern. Honesty, sincerity, integrity, faith and love are encouraged as necessary qualities of Christian character.

Spiritual life at Friends University is vital to student life. Students from all religious backgrounds are welcome; University and community-centered organizations offer avenues of expression of faith and concern. Friends University is present in many communities across the state of Kansas where students are afforded an opportunity to worship and to become active in the church of their choice.

Each student should understand that his or her enrollment at Friends University assumes a desire for participation in and positive contributions to the life of the community.

If any member of the Friends University community shows continued violation of the spirit of the University and is found to be consistently in opposition to the personal development or well-being of other members of the body, the University reserves the right to request his or her withdrawal.

Unacceptable behavior in Friends University facilities or at University-sponsored activities include the following:

- The possession or use of alcoholic beverages or illegal substances
- Use of tobacco in any form (smoking is allowed in designated areas)
- The use of indecent literature
- The use of profane or vulgar language
- The possession of firearms

The students at Friends University come from many states and several foreign countries. The broad origins of our student body create diversity within the University environment that requires significant individual commitment to growth of self and others in the community.

## Classroom Expectations

In order for Friends University to deliver a high-quality education, it is expected of you, the student, to be present at all class sessions (whether online or on-ground). Your attendance and participation are essential. Lack thereof, could result in a negative impact to your grade and your overall learning. Technology devices (such as laptops, cell phones, texting devices, iPods, etc) are prohibited from the classroom environment unless approved by your instructor as a part of your learning. Your behavior in the class is expected to demonstrate that of good citizenship by respecting your instructor and your peers. Although their input, values, and beliefs may differ from yours, utilize these to enhance your growth and understanding about others. Derogatory remarks or discriminatory remarks are prohibited. Conduct yourself in a way that is personally engaging but professional in nature as well.

## Health and Wellness

316-295-5561 • [health@friends.edu](mailto:health@friends.edu)

The Health and Wellness Office is located on the lower level of the Casado Campus Center, Wichita campus.

### Free Services Offered to Students

- General health assessments
- Physician/clinical referrals
- First aid supplies and care
- Blood pressure checks
- Flu vaccinations (when available)
- Temperature checks
- Over-the-counter medicine
- Health/nutrition counseling
- Information on student health insurance

### Free Equipment for Loan to Students

- Crutches
- Arm slings
- Ice packs
- Vaporizers

## Student Health Insurance

Friends University has a student health insurance plan that is available for purchase by any part-time or full-time Friends University student. All International Students are required to purchase the insurance plan prior to class registration. Detailed information about the student health insurance plan is available through the Health and Wellness Office.

## Student Health Newsletter

- Check out the recent issue of Student Health 101 at <http://readsh101.com/friends.html>.

## Self-Care Guide

FEELING SICK AND NOT SURE WHAT TO DO? VISIT THE ONLINE SELF-CARE GUIDE!

- Begin at [www.friends.edu](http://www.friends.edu)
- Hover over “campus links” and click on “Health and Wellness.”
- On the left, place mouse over the gray box that says “Health and Wellness.” In the drop down box, click Self-Care Guide.
- Click the red highlighted “SELF-CARE GUIDE” to enter the website.

## Substance Abuse Prevention Program

The following Substance Abuse Prevention Program is effective August 31, 1990, and is adopted pursuant to the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. A complete copy of this Substance Abuse Prevention program with a list of community resources is available at <http://www.friends.edu/sites/default/files/pdf/SAP.pdf>.

1. Friends University prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students and employees in buildings, facilities, grounds, or property controlled by the University, or as part of University activities. The University is committed to a program to prohibit the abuse of alcohol and the illegal use of controlled substances and/or alcohol by students and employees. Any student or employee of the University found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on University property, or at University events shall be subject to disciplinary action in accordance with Friends University, including, but not necessarily limited to, expulsion, termination of employment, referral for prosecution, and/or the appropriate substance abuse assistance or rehabilitation program.
2. The term "controlled substances" as used in this policy means those substances included in Schedules I through V of Section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. A listing of controlled substances is available at: <http://www.deadiversion.usdoj.gov/schedules/alpha/alphabetical.htm>. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.
3. Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act provides penalties ranging from up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment for a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant, or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Depressants include barbiturates, Valium, and barbital. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

Article 7 of the Kansas Liquor Control Act provides for punishment ranging from up to six months imprisonment and fines up to \$1,000 for violation of the statutes relating to the possession and distribution of alcohol.

The local ordinances of Wichita also provide for prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

4. Students and employees of Friends University should be aware and informed that health risks have been associated with the use of illicit drugs and the abuse of alcohol. (See website for a list) Students and employees should note that the list is not intended as all inclusive. Further information may be gathered from the Campus Health and Wellness Office. Students and employees are reminded that illegal use of controlled substances or alcohol also may subject individuals to criminal prosecution.
5. Students and employees of Friends University should be aware and informed of the following drug or alcohol counseling, treatment, or re-entry programs that are available to students or employees on a national, statewide, local, and campus basis. These programs are listed on the website. Friends University will also present educational programs on substance abuse on a periodic basis to inform employees and students of the dangers of substance abuse.

## Security Information

Friends University wants to work with you to ensure our campuses will remain safe places for students, faculty, staff and guests. Your awareness of relevant policies and procedures is considered essential to campus security.

The Friends Security department consists of a full-time security director, law enforcement officers with police powers and student security personnel. The department is licensed with the City of Wichita and is authorized to enforce laws and policies on University property. The Friends Security department complies with the reporting requirements of the Kansas Bureau of Investigation, has close working relations with the Wichita Police Department and cooperates with all law enforcement agencies.

No University community is immune from the potential for crime, violence, related accidents, fires, weather-related emergencies, and other security risks. Providing a way to alert students and visitors to Friends University from potential harm is very important to us. In order to provide a safe and secure environment, Friends University has implemented an Emergency Notification System (ENS) called *Falcon Alert!* Students will be notified via e-mail and mobile text message of an emergency situation on campus or at an Education Center. All students are automatically enrolled in the alert system. If you would like to opt-out, please see page 13.

## People and Emergencies

It is the policy of the University that all incidents will be reported to campus security and to the Wichita Police Department. In an emergency, contact security at 316-295-5911.

## Reporting Crimes

All crimes occurring on the Wichita campus or at a University-owned property or controlled area will be reported to the Wichita Police Department and to Friends University Security. The victim of crime on campus should first call campus security, who will make a serial-numbered report with the police and, in certain situations, obtain police and/or other emergency services.

Friends Security will respond to emergency situations and calls for aid on campus and will offer assistance until other agencies arrive. Campus crime victims are strongly encouraged to file a formal incident report with the University. These reports serve to document the incident, thus enabling the Security department to become better apprised of the situation and more proactive in follow-up and prevention efforts.

When completing the report, all pertinent information relating to the incident should be recorded, including a brief summary of the facts. A Friends University security officer or staff member will be available to take the report. Police case numbers need to be on the reports when they are available.

## Reporting Injuries

A person reporting any injury sustained on campus needs to give the location and circumstances of the injury. If emergency medical attention is needed, 911 should be called immediately. When notified, security will respond to assist.

## Suspicious Persons or Objects

If a person is seen acting suspiciously on or around the campus, call campus security. If possible, observe the activities of the suspect and make notes about clothing, vehicles and activities for security and the police. Campus security should also be contacted if a strange or suspicious object is observed. Do not handle any object that is suspicious in nature. Security will investigate and advise the appropriate agencies if necessary. Any object suspected of being dangerous will be isolated by evacuation of the building or area until the item has been identified as harmless or has been removed.

## Traffic and Parking on Campus

On the Wichita campus, parking lots are restricted to those vehicles with valid parking decals or parking tags and official visitors. Problems experienced on campus due to improper driving or parking by others should be reported to security.

Campus security officers patrol the parking lots and issue tickets for violation of University parking regulations. Fines can be paid at the cashiers counter in the Sumpter Hall Building, Wichita campus. Grades may be held until payment is made. Continued violation could result in a vehicle being towed.

Parking violations in handicap areas, fire lanes and on public streets around the campus may be enforced by the local Police department. Tickets issued by these officers must be paid or contested at City Hall.

## Fire Alarms

Each building on campus contains an audible and sometimes visual alarm system. When an alarm is triggered, all building occupants are expected to vacate the premises immediately. Security officers on duty will respond to any fire alarm on campus and assist with evacuation and traffic control.

**Severe Weather and Tornado Warnings**

Warnings will be forwarded to all people on campus by security officers or other University personnel. Everyone is instructed to go to the designated shelter location and to remain there until an all-clear signal has been issued by the University representative in charge.

**The Use of Tobacco**

Friends University prohibits the use of tobacco products in buildings, including the residential facilities.

**Possession of Weapons**

Lethal weapons of any kind, most notably firearms, are prohibited on the Friends University campuses. Any weapons found will be confiscated, and the violator will be subject to penalty of the law and sanctions by the University of up to, and including, expulsion or termination.

**Crime Prevention Tips**

If a crime problem has been identified, campus security will publish relevant information in the incident log section on the website (<http://www.friends.edu/security-info>). A listing of any reported criminal activity during the previous 60 days will be available. The incident log will also be maintained in the security office, which is located in the physical plant office in the stadium on the Wichita campus. This log can be inspected upon request between 8 a.m. and 5 p.m. Monday through Friday, except holidays. Problems will be identified and suggestions on preventative measures will be given that can lessen risk.

**Walking at Night on a Campus**

- If you feel unsafe and desire an escort to your car or other campus building, call security.
- Do not walk alone at night.
- Stay away from dark, poorly lighted areas.
- Always walk away from bushes and hedges.
- Avoid shortcuts; use designated sidewalks.
- Walk confidently and be alert, not with your head down.

**Safety in Parking Lots**

- Always remove your keys and lock your car.
- Park in well-lighted areas.
- Check the area before leaving your car at night.
- Look around and under your car when approaching.
- Check the back seat of your vehicle before entering.
- Remove valuables from unattended vehicles or lock them in the trunk.

**FRIENDS UNIVERSITY VEHICLE REGISTRATION FORM**

*(only needed on the Wichita campus)*

PARKING DECAL # \_\_\_\_\_ DATE OF ISSUE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ ID# \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

UNIVERSITY ADDRESS \_\_\_\_\_

PHONE NUMBER HOME \_\_\_\_\_ CELL \_\_\_\_\_

CAR MAKE AND MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

COLOR \_\_\_\_\_ TAG NUMBER \_\_\_\_\_

\*if you need to register another vehicle, please complete the form on the reverse side of this one.

## Inclement Weather Information

Information about weather-related closings can be found in the following ways:

- **Local Main Phone Line**

A message about any weather-related class cancellations will be placed on the main phone line of each of the affected locations in Wichita, Lenexa and Topeka (see page one for these numbers).

- **Local Television and Radio Stations**

Participating local stations make announcements about all university weather closings and other school closings in the area. We recommend consulting TV stations first as some radio stations do not broadcast closing information. For a complete listing of TV stations go to [www.friends.edu/weather](http://www.friends.edu/weather).

- **Friends University Website**

A notice about any weather-related class cancellations will be placed on one of the homepage highlights in the lower middle section of the University's homepage at [www.friends.edu](http://www.friends.edu). Messages will be posted about all affected University locations and classes, including Wichita, Lenexa, Topeka and Outreach.

**Outreach Students:** News stations sometimes announce a closing that may affect another Friends University location, but may not directly affect your local class. You should check the Friends University website to confirm any outreach cancellations.

In Wichita, administration typically makes the decision to cancel evening classes about 3:00 p.m. that day, and a decision to cancel daytime classes is usually made around 6:00 a.m. that morning.

Once a decision is made to cancel classes, all campus events are usually canceled as well. Any faculty or staff who wishes to continue an event should contact their vice president so a decision can be made about whether the event will continue. Television and radio stations may not broadcast specific event information, so to find out whether an event will continue check the Friends University website, call the main number for the location or call the main line of the department responsible for the event.

All University offices are typically closed once classes are canceled. Staff and faculty usually are not required to report to work during their regular business hours when classes are canceled. Employees who are already at work when classes are canceled typically receive an e-mail from the President's Office notifying them that they may go home. However, it is advised that faculty and staff check the website or call the main phone line at their location to confirm whether they are required to report to work or not.

CAR MAKE and MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

COLOR \_\_\_\_\_ TAG NUMBER \_\_\_\_\_

CAR MAKE and MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

COLOR \_\_\_\_\_ TAG NUMBER \_\_\_\_\_

CAR MAKE and MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

COLOR \_\_\_\_\_ TAG NUMBER \_\_\_\_\_

## Edmund Stanley Library

2100 W. University Ave.  
Wichita, KS 67213  
Phone: 316-295-5880  
800-794-6945 Ext. 5880 (toll-free)  
Fax: 316-295-5080  
Email: askmax@friends.edu  
www.friends.edu/academics/library

Fall and Spring Semester Hours  
Sunday— 1:15 p.m.—5:00 p.m.  
Monday— 7:45 a.m.—10:00 p.m.  
Tuesday— 7:45 a.m.—10:00 p.m.  
Wednesday— 7:45 a.m.—10:00 p.m.  
Thursday— 7:45 a.m.—10:00 p.m.  
Friday— 7:45 a.m.—4:00 p.m.  
Saturday— 9:00 a.m.—5:00 p.m.

\*please refer to the library website for a listing of summer hours.

The librarians and staff are here to serve your information needs.  
Please ask us for help!

Max M. Burson	Director	316-295-5521
Kathy Delker	Reference	316-295-5808
Anne Crane	Systems/Cataloging	316-295-5610
Jan Tillotson	Night Circulation and Interlibrary Loan Supervisor	316-295-5603
Kathy Edwards	Circulation Manager	316-295-5880
Marcie Thompson	Acquisitions	316-295-5597
Jeanette Parker	Serials	316-295-5887

### Interlibrary Loan

If you need a book or article that is not owned by the library, request it through the Interlibrary Loan (ILL) service. Please e-mail the complete citation for book: author, title, date for article: magazine or journal title, volume number, page numbers, date, article author, and article title to ill@friends.edu or contact Interlibrary Loan at 316-295-5603. If you do not live in Wichita, the ILL service will send you books and articles owned by the library. You have to pay return postage.

FriendLiCat is the online library catalog. FriendLiCat may be accessed from anywhere on the library's web site. You do not need to log in to view the holdings. Click on it to search for items that the library owns. You may search for all books, journal titles, DVDs and other materials by using the author, title or subject search fields. The truncations symbol is \$ (Example: econ\$ retrieves economics, economy, etc.).

## Policies

### Circulation Loan Period

Books.....30 Days  
Reserve Collection.....2 Hours, 1 Day, or 3 Days  
Media (CDs, DVDs).....7 Days

### Renewal Privileges

If you think you will need an item longer than the regular checkout period, call the library at 295-5880 BEFORE the item is due back to see if a renewal is possible. Once an item is overdue, it may be renewed, but you are responsible for paying any fines that have accumulated up to that point. One renewal is permitted if no holds are on the item.

### Renewal Loan Period

Books.....30 Days  
Media (CDs, DVDs).....7 Days

### Overdue Items and Fines

Fines are charged at the rate of \$.25 per day for books and \$.50 per day for media items. A couple of overdue notices will be sent to your Friends University e-mail account. The final notice (a bill) will be sent via regular mail. One week after the bill has been sent, a hold will be placed on your student account and will not be removed until library fines are paid and/or library materials are returned.

### Holds

If you need a book that is checked out or on order, you can place a hold on the item at the circulation desk. We will notify you when the item becomes available.

### Lost Books/Items

Please keep track of your books. A replacement fee will be assessed for any lost book.

## Services

- Display Boards: Checkout is for one week to students, faculty, staff, and student organizations. 5 large displays and 1 small display are available.
- Wireless Laptops: Checkout is for two hours, in library use only. Checkout will require leaving your student ID AND your driver's license at the Circulation Desk. **IN LIBRARY USE ONLY!**
- Designated QUIET area on the second floor.
- Open computers first and second floors.
- Seminar Rooms: Private and group study and the use of two classrooms. Reservations may be scheduled at the Circulation Desk.
- Viewing/Listening Area: 2 DVD viewers with headphones and 1 CD player with headphones; watch/listen in comfort in the soft, cushioned chairs located on the first floor.
- Quaker Collection: Second floor.
- Friends University Archives: This is a closed collection; please see Library Faculty/Staff for access.
- Food/Beverages: Free coffee and tea, also vending machines available on the first floor.
- Current journals/magazines: Located on the first floor.
- Reference Service: Available at the Circulation Desk or via e-mail: askmax@friends.edu
- Online Database Instruction is available!  
Contact Max Burson: 295-5521 or  
Kathy Delker: 295-5808.

## Electronic Resources

### Search Tips

Start searching with keywords or subject descriptors. Use the "Advanced Search" option to combine words with Boolean operators such as "And," "Or" and "Not." After retrieving useful results, look at subject headings for more search terms to broaden or narrow a search. Many databases may be limited to full-text and peer reviewed articles by checking a box. When you print articles, be sure to use the print icon provided by the database to produce the best printing results.

### Find a Full Text Journal

The Find a Full Text Journal tool displays which online database provides access to a particular journal title. It also includes a listing of volumes (the dates/years/months) that Edmund Stanley Library owns.

To access Find a Full Journal, go to the library's home page:

[www.friends.edu/academics/library](http://www.friends.edu/academics/library) and click on the Catalog and Databases link on the left. On the right of the next page, click on the Find a Full Text Journal link.

### Find a Database

An alphabetical listing of all databases provided by the library. Click on the name of the database to search. Click on "info" for a brief description of what topics the database covers. Use these databases to locate journal articles. Access to databases is available off-campus by using your Friends e-mail username and password to login (you will be prompted for this information). Databases are also grouped by subject areas—Business, Education, etc.—in the Find a Database by Subject tool.



## Community and Residential Development

316-295-5500 • [reslife@friends.edu](mailto:reslife@friends.edu)

The Department of Community and Residential Development at Friends University focuses on building communities that allow students to live in an environment that furthers the opportunity for education. Residential Life supports the mission of Friends University by establishing learning communities within the context of the Christian Faith. Residential living located on the Wichita campus consists of 11 campus houses, 4 apartment complexes, and Green Residence Hall. The residential staff consists of 7 professional staff and 17 student staff available to assist residents and help facilitate the development of the community through educational programming.

## Community Service

316-295-5500 • [reslife@friends.edu](mailto:reslife@friends.edu)

Community service/service-learning is an integral part of the Friends University educational and extracurricular experience. Several programs/initiatives are offered for students interested in giving their time and talents to local, regional, national, and even international causes/organizations.

- Monthly Service Projects
- Community Service and Service-Learning Referrals
- Alternative Spring Break Service Trips

## Counseling

### Counseling Services

316-295-5675 • [counseling@friends.edu](mailto:counseling@friends.edu)

The Counseling office is located in the Casado Campus Center. It serves to educate students, faculty and staff about topics related to mental health awareness. Services include short-term solution-focused counseling for a variety of issues including but not limited to: depression, anxiety, stress management, coping skills development, anger management and life transition issues. These services are provided to Friends University students free of charge. In the event that continued services are required, the appropriate referral can be made. Appointments can be scheduled by calling the office.

Friends University Counseling Office welcomes you to the online screening for depression, eating disorders, alcohol issues, anxiety disorders, and PTSD. The free screening is made available to all Friends University students and is taken **anonymously**. This screening is provided so that you may find out, in just a few minutes, whether or not a professional consultation might be helpful to you. <https://www.friends.edu/student-counseling-services>

### Center for Family Living (CFL)

Wichita 316-295-5638; Lenexa 913-233-8705 • <http://www.friends.edu/center-family-living>

The Wichita Center on Family Living is staffed on a part-time basis. Monday 8:30 a.m. - 3:30 p.m.

The schedule changes each semester to accommodate the class schedule of our current work study students.

#### To Begin Services

To begin services, potential clients have several options:

##### *During office hours*

- Walk-in and request to complete an intake with staff
- Call the CFL phone number and either leave a message or complete the intake form with a staff member.

##### *After hours or weekends*

- Leave a message on the CFL Main Line with contact information. Staff will attempt to return call on the next business day to complete a telephone intake

#### Fees for Services

The fee structure for Friends University students is as follows:

- The first six sessions are free to all Friends University students.
- Additional therapy sessions will be offered at \$5.00 each. Intakes are assigned on a first come, first serve basis with Friends University students receiving priority assignment.

## Dining Services

316-295-5110 • <http://friendudining.com>

Friends University Dining provides an exciting and innovative dining services program for the entire Friends University community. You'll find great food, honest values, and a comfortable atmosphere in which to enjoy it all. There are a variety of meal options to choose from, with a full cafeteria, as well as the Freddy's snack bar. Dining Services are only open during the fall and spring semesters.

### Dining Hall Hours

#### *Monday - Friday*

Hot Breakfast - 7:30 a.m.-9:30 a.m.

Continental Breakfast - 9:30 a.m.-10:30 a.m.

Lunch - 11:00 a.m.-1:30 p.m.

Dinner - 5:00 p.m.-7:00 p.m.

Dinner (Friday Only) 5:00 p.m.-6:00 p.m.

#### *Saturday - Sunday*

Brunch - 11:30 a.m.-12:30 p.m.

### Freddy's Snack Bar Hours

#### *Monday - Friday*

11:30 a.m.-3:00 p.m.

7:00 p.m.-10:00 p.m.

#### *Saturday - Sunday*

5:00 p.m.-7:00 p.m.

## Social Justice Programming

316-295-5838 • face@friends.edu

The Falcon Activities and Campus Events (FACE) Cultural and Social Issues (CSI) Committee plans and promotes several programs during the year that address a variety of social justice issues. Topics include cultural awareness and celebration, tolerance and understanding differences as well as the celebration of the world around us. Along with several other entities and departments, FACE works to help faculty, staff, and students grow in their knowledge and appreciation of differences.

## Falcon Leadership

316-295-5500 • leadership@friends.edu

The Falcon Leadership Program at Friends University offers students the opportunity to explore the many facets of leadership. Students who are a part of the scholarship program will learn how to integrate servant based leadership, organizational theories and personal strengths into their own style of leadership. This program affords students the opportunity to prepare for a future in global citizenship and responsible leadership, while also impacting their local community and campus. Students may also find leadership resources and guides within this department.

## Fine Arts

316-295-5537 or 1-800-794-6945 ext 5537 • finearts@friends.edu

All students can receive one FREE complimentary ticket to most of the Fine Arts events. For more information, or to receive your ticket, go to the box office in the Riney Fine Arts building located on the Wichita campus.

## Health and Wellness

316-295-5561 • health@friends.edu

The Health and Wellness office is located in the Casado Campus Center. A registered nurse is available when students are sick, for first aid treatment, consultation, and medical referrals. Students can also obtain applications for health insurance through this office. The Health and Wellness office provides educational programming on health related issues.

## IDs (Identification Cards)

316-295-5832 • id@friends.edu

All community members, including students, faculty and staff must have a Friends University ID card. For the Wichita campus, you can take your picture and obtain your ID from the Student Affairs office on the lower level of the Casado Campus Center. For all other locations, you will need to make arrangements with your program director or site director to obtain your ID card. The first ID is free, however any replacement ID is \$12.00.

## International Student Services

316-295-5675 • internationaladvising@friends.edu

The International Student Services Office works with all F-1 visa holders to assist them in maintaining their visa status while studying in the United States. F-1 international students work directly with their adviser, the Designated School Official (DSO) to update their Student and Exchange Visitor Information System (SEVIS) record. In addition to maintaining SEVIS records, the DSO also assists international students with employment opportunities and cultural transitioning. The DSO can also provide assistance with any immigration or visa compliance questions that an international student may have.

## Intramural Programs

316-295-5822 • intramurals@friends.edu

Intramural Programs at Friends University are designed to provide each student with the opportunity to grow and learn as well as share in fellowship with others through participation in competition and outdoor activities. Sports including basketball, volleyball, indoor soccer and softball are just a few of those offered through the course of the year. Student, staff and faculty participation in intramurals and recreations are viewed as a continuum of the University's commitment to providing opportunities for the emotional, spiritual and social development of all of those who choose to take part.

## New Student Orientation

316-295-5832 • orientation@friends.edu

New Student Orientation is designed to meet the needs of all students entering the University for the first time and to help make that transition a smooth and enjoyable experience. Parents, international students and athletes will find specific orientation programs designed to meet their needs.

## Parent Program

316-295-5779 • obermeyer@friends.edu

Friends University is committed to building a strong partnership with students and their families in an effort to encourage academic, social and spiritual success for students. Family members can subscribe to a weekly e-mail newsletter that provides information about University processes and policies, upcoming events and even tips on transitioning for students. Family members are encouraged to attend events, eat in the campus dining hall and be a part of the campus experience.

## College Of Adult And Professional Studies (CAPS)

Dr. Jo Lobertini, Dean.....	316-295-5544
Dr. Jeremy Gallegos, Associate Dean.....	316-295-5552
Program Director of Accounting (AC).....	316-295-5846
Program Director of Business Management (BG).....	316-295-5774
Program Director of Computer Information Systems (CIS).....	316-295-5541
Program Director of Human Resource Management (HR).....	316-295-5412
Program Director of Organizational Management and Leadership (OML).....	316-295-5717
Program Director of Program for Adult Continuing Education (PACE).....	316-295-5973
Candice Patton, Director of Advising.....	316-295-5435
Sanya Wiles, Director of Prior Learning Assessment.....	316-295-5885
Lisa Swaney, Site Director and Student Services Adviser– Lenexa.....	913-233-8701
Hilary Peguero, Site Director– Topeka.....	785-272-9595

## College Of Business, Arts, Sciences And Education (CBASE)

Dr. Steven Peters, Dean.....	316-295-5812
Division Chair for Business and Information Technology (DBIT).....	316-295-5526
Division Chair for Education (EDUC).....	316-295-5824
Division Chair for Fine Arts (FA).....	316-295-5548
Division Chair for Natural Sciences and Mathematics (SCI).....	316-295-5818
Division Chair for Religion and Humanities (REL/HUM).....	316-295-5871
Division Chair for Social and Behavioral Sciences (BESC).....	316-295-5503

## Graduate School

Dr. Evelyn Hume, Dean.....	316-295-5858
Dr. Chris Kettler , Master of Arts in Christian Ministry (MACM).....	316-295-5562
Dr. Dona Gibson, Master of Arts in Teaching (MAT).....	316-295-5826
Dr. Jay Johnson, Master of Business Administration (MBA).....	316-295-5661
Dr. Dixie Madden, Master of Business Law (MBL).....	316-295-5906
Robert Harvey, Master of Health Care Leadership (MHCL).....	316-295-5646
Dr. Valentina Chappell, Master of Global Leadership and Management (MGLM).....	316-295-5855
Dr. Jason Ferguson, Master of Management Information Systems (MMIS).....	316-295-5541
Susan Erlenwein, Master of Science in Environmental Studies (MSES).....	316-295-5828
Dr. Steve Rathbun, Master of Science in Family Therapy (MSFT).....	316-295-5621
Dr. Jim Maddox, Master of Science in Organization Development (MSOD).....	316-295-5639
Dr. Farhad Tadayon, Master of Science in Operations Management (MSOM).....	316-295-5647

## Acronyms To Know:

ADA - Americans with Disabilities Act
ART - Garvey Art Center
BTB - Olive White Garvey Business and Technology Building
CAPS - College of Adult and Professional Studies
CBASE - College of Business, Arts, Sciences and Education
CFL - Center on Family Living
DAV - Davis Administration Building
DCC - Davis Communication Center
DGP - Degree Completion Program
FYE - First Year Experience
FYM - First Year Mentor
GRAD - Graduate School
IT - Information Technology
MFT - Marriage and Family Therapy
PACE - Program for Adult College Education
RFA - Riney Fine Arts Center
RA - Resident Assistant
SAS - Student Account Services
SCI - William Penn Science Building
SGA - Student Government Association
SSB - Self-Service Banner

\*for program or division acronyms, please see the listings above

