

Welcome to

FRIENDS

New Student Guide

College of Business, Arts, Sciences and Education
College of Graduate and Professional Studies

FRIENDS
UNIVERSITY

Welcome to Friends University

We welcome you to Friends University! No matter whether you are a freshman entering college for the first time, a transfer student, or an adult returning to college for a bachelor's or master's degree, you will find your life will be transformed in ways you can only imagine here at Friends.

As a close-knit, welcoming community, we place great value on caring for one another as we learn and work together. You will find many opportunities to collaborate with others while developing your leadership skills and service to your community.

You will also find many opportunities to deepen your spiritual core in an environment that celebrates the values of inclusion, grace and love of God that is part of our Quaker heritage.

Your education at Friends will go far beyond simply reading a textbook. You will be challenged to think on your feet; work hard with your hand, heart and mind; step into leadership positions; and succeed in the pathway to your chosen profession.

We hope your experiences here will help you grow in ways that will help you improve the world, adapt to change and make a difference during the next five, 15 or 50 years of your life.

In the meantime, we hope you reach out to connect with our faculty, staff and other students. We all share a passion to support, care for and constructively challenge each other. This is the essence of the Friends University community and the power of the truly transformational education you'll find here.

Amy Bragg Carey

Dr. Amy Bragg Carey
President



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Your Student Information

Banner ID # _____	Security contact # _____
Email address _____	Advisor name _____
Network username _____	Advisor email _____
Student Account Services representative _____	Advisor phone _____
Financial Aid representative _____	Advisor office location _____

Contact Information

Dial departments directly or call toll-free
1-800-794-6945 and enter the extension (last four
digits) when prompted.

friends.edu • learn@friends.edu

Wichita Campus

316-295-5000 • 800-794-6945
2100 W. University Ave.
Wichita, KS 67213

Kansas City Education Center

913-233-8700 • 800-794-6945 ext. 8700
6300 Glenwood St., Suite 100
Overland Park, KS 66202

Student Affairs Division

Vice President of Student Affairs 316-295-5844
Campus Life 316-295-5529
Casado Campus Center and Intramurals 316-295-5822
Community and Residential Development 316-295-5500
Counseling, Wellness 316-295-5638
International Services 316-295-5787

College of Graduate and Professional Studies

Adult Undergraduate

Dean 316-295-5567
Accounting Program 316-295-5236
Advising 316-295-5300
Business Management Program 316-295-5552
Computer Information Systems Program 316-295-5586
Cyber Security 316-295-5586
Elementary Education 316-295-5300
General Studies 316-295-5300
Human Services — Psychology 316-295-5300
College of Graduate and Professional
Studies Main 316-295-5682

Graduate School

Dean 316-295-5567
Master of Education 316-295-5826
Master of Business Administration - Professional 316-295-5661
Master of Christian Spiritual Formation
and Leadership..... 316-295-5031
Master of Cyber Security..... 316-295-5906
Master of Health Care Leadership..... 316-295-5646
Master of Business Administration - Global 316-295-5855
Master of Management Information Systems 316-295-5586
Master of Science in Family Therapy 316-295-5179
Master of Science in Information Security..... 316-295-5586

College of Business, Arts, Sciences and Education

Dean..... 316-295-5567
Business and Information Technology..... 316-295-5526
Education..... 316-295-5824
Fine Arts..... 316-295-5548
Natural Science and Mathematics 316-295-5818
Religion and Humanities 316-295-5871
Social and Behavioral Sciences..... 316-295-5451

University Departments and Services

Academic Affairs 316-295-5881
Academic Resource Center..... 316-295-5204
Athletic Department..... 316-295-5700
Bookstore..... 316-295-5869
Campus Ministries 316-295-5746
Career Services..... 316-295-5885
Center on Family Living..... 316-295-5638
College of Graduate and Professional
Studies Admissions..... 316-295-5300
College of Graduate and Professional
Studies Front Desk..... 316-295-5834
College of Business, Arts, Sciences
and Education Admissions..... 316-295-5100
Davis Communication Center (mail room)..... 316-295-5654
Disability Services (ADA)..... 316-295-5204
Financial Aid 316-295-5200
Fine Arts..... 316-295-5677
Food Service..... 316-295-5510
Help Desk 316-295-5767
International Student Services 316-295-5765
Kansas City Education Center Site Manager 913-233-8700
Library 316-295-5880
OASIS..... 316-295-5800
Prior Learning Assessment..... 316-295-5885
Registrar..... 316-295-5400
Security 316-295-5911
Student Account Services 316-295-5630
Student Counseling Services 316-295-5638

Friends University

History

Friends University was officially founded in 1898, but 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 in 1887 but closed 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 opened its doors in September of 1898.

President Dr. Edmund L. Stanley shared the vision and future he saw for the University during the opening meeting. He envisioned graduates who would be “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. The University continues to reflect much of its Quaker founders’ vision and values. This includes offering a transformative education that honors God and places special value on each individual, shining the light of God’s love to our community and world.

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. Two years later, the University began offering master’s degrees across Kansas, including Hutchinson, Dodge City and Iola.

In 1989, Friends University opened its first Kansas City site and moved most recently to Overland Park in 2015. The University operated a site in Topeka from 1993 to 2016 that focused on adults seeking bachelor’s and master’s degrees. Friends began offering a few online programs for adults in the mid-2000s and has continued to expand online program offerings.

Friends University has continued to grow and develop throughout the years. From 52 students in 1898 to approximately 2,000 students today, Friends University is a strong, vital, independent university for Wichita and throughout Kansas.

Mission

Friends University, a Christian University of Quaker heritage, equips students to honor God and serve others by integrating their intellectual, spiritual and professional lives.

Vision

Friends University will provide excellent learning experiences, nationally recognized programs, and a focus on transformative education that places a special value on each person, cultivating a new generation of Christ-like leaders.

Values

R.I.S.E. core values are ideals shared by the Friends community, influencing our behaviors and attitudes:

Respect Integrity, civility in our words and actions, regard for others.

Inclusion A spirit of cooperation and equality.

Service A commitment to servant leadership, caring for each other and our community.

Excellence Giving our best to our students at all times (student focused), that we may walk truly in the light of our faith (honor God).

Friends University (cont.)

Acronyms

ADA.....	Americans with Disabilities Act
ART.....	Garvey Art Center
BTB.....	Olive White Garvey Business and Technology Building
CGPS.....	College of Graduate and Professional Studies
CBASE.....	College of Business, Arts, Sciences and Education
CCC.....	Casado Campus Center
CFL.....	Center on Family Living
CIS.....	Computer Information Systems Program
COP.....	Communities of Practice
DAV.....	Davis Administration Building
DCC.....	Davis Communication Center
DSO.....	Designated School Official
ENS.....	Emergency Notification System
FACE.....	Falcon Activities and Campus Events
FAFSA.....	Free Application for Federal Student Aid
FERPA.....	Family Educational Rights and Privacy Act
FSO.....	Falcon Student Organizations
FYE.....	First Year Experience
FYM.....	First Year Mentor
GPE.....	Garvey Physical Education Center
GRAD.....	Graduate School
IT.....	Information Technology
KCAC.....	Kansas Collegiate Athletic Conference
KICA.....	Kansas Independent College Association
LIB.....	Edmund Stanley Library
MFT.....	Marriage and Family Therapy
NAIA.....	National Association of Intercollegiate Athletics
OASIS.....	Offering Adult Students Individual Service
RA.....	Resident Assistant
RFA.....	Riney Fine Arts Center
SAS.....	Student Account Services
SCI.....	William Penn Science Building
SEVIS.....	Student and Exchange Visitor Information System
SGA.....	Student Government Association
SSB.....	Self-Service Banner

Title IX

316-295-5894 • kwilliams@friends.edu

316-295-5451 • tor_wynn@friends.edu

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX protects you from sex discrimination in all university services and programs including, but not limited to: admissions, financial aid, academics, housing, athletics, health services, employment and recruitment.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any person who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of the possible violation of Title IX with the Title IX Coordinator or a Title IX Deputy Coordinator.

Retaliation against individuals who report and/or file complaints of discrimination or harassment, who cooperate in investigations, or who participate in hearings will not be tolerated. Acts of retaliation should be reported to the Title IX Coordinator.

Community Life Standards

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:

- possession or use of alcoholic beverages or illegal substances
- use of tobacco in any form
- use of indecent literature
- use of profane or vulgar language
- 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.

Nondiscrimination and Equal Opportunity and Accreditation Statements

Friends University does not discriminate against academically qualified students on the basis of race, color, national or ethnic origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding this policy: EEOC/Title IX Coordinator, Friends University, 2100 W. University Ave., Wichita, KS 67213, 316-295-5000. Accredited by the Higher Learning Commission and a member of the North Central Association, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604; www.ncahlc.org; 1-800-621-7440.

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 campus). 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, cellphones, 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.

Academic Honor Code

Friends University, an educational community that has existed for more than 100 years, is committed to the principles of honesty, fairness and respect for others. The University recognizes the need to foster a trusting environment to enable the pursuit of knowledge. To that end, the University has developed an Academic Honor Code Policy, and faculty must include the Academic Honor Code Policy, Academic Integrity Process, and the Definitions of Academic Dishonesty in each syllabus distributed to students of the University. In addition, faculty should review this information with the students at the beginning of each term/semester. Students, faculty, staff and administrators must uphold high academic and ethical standards.

Academic Honor Code Violations

Cheating: This includes, but is not limited to, a) unauthorized use of books, library materials, notes, study aids or information on an examination or quiz; b) altering a graded work after it has been returned, then submitting the work for re-grading; c) using another person's work and submitting that work as your own; d) submitting identical or similar papers for credit in more than one course without prior permission from the course instructor.

Plagiarism: Defined as the use of another's written work without proper citation, including a) borrowing of an idea or phrase or para-phrasing of material without proper citation; b) use of another student's work in any form; c) the purchase and/or use of a paper or assignment written by someone other than the student.

Fabrication: a) Falsifying, inventing, forging or altering any information, data, citation or academic record; b) presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

Community Life Standards (cont.)

Obtaining an Unfair Advantage: a) Obtaining or giving assistance to another person during an examination/quiz unless collaboration is permitted; b) obtaining, attempting to obtain or use of obtained copies of non-circulated examinations or questions; stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; c) intentionally interfering with another student's academic work; d) unauthorized use of any electronic devices or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Aiding and Abetting Academic Dishonesty: a) Providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; b) providing false information to a University official conducting an inquiry regarding academic integrity.

Falsification of Records and Official Documents: a) Altering documents affecting academic records; b) forging signatures of authorization or falsifying information on an official academic document including, but not limited to, a grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

Unauthorized Access: a) Gaining unauthorized access to University computerized academic or administrative records or systems; b) viewing or altering computer records; c) modifying computer programs or systems; d) releasing or dispensing information gained via unauthorized access; e) interfering with the use or availability of computer systems or information.

Academic Honor Code Process and Sanctions

When a professor/instructor determines a violation of the honor code has occurred, they take the following actions:

- 1) Complete section one of the Academic Integrity Incident Report Form.
- 2) Notify the division chair (CBASE) or program director (CAPS/ Graduate School) of incident by sending a copy of the completed Academic Integrity Incident Report Form, section one.
- 3) The division chair or program director will contact the Office of the University Registrar to check for prior academic honor code violations.
 - a. No prior documented violations:
 - i. Professor/instructor meets with the student to discuss the problem.
 - ii. Student can admit to the violation and accept the sanction determined by the professor/instructor.
 - iii. If student accepts sanction, the professor/instructor and student sign section two of the Academic Integrity Incident Form and forward form to the Office of the University Registrar with supporting documentation.
 - iv. If student does not accept sanction, section two of the Academic Integrity Incident Form is completed, signed and the matter is referred to the division chair or program director for resolution.

- v. If the matter is not resolved with the division chair or program director; section three of the Academic Integrity Incident Form is completed, signed and the matter is referred to the dean of the college who reviews the case and refers the matter with comment to the Academic Integrity Board for resolution.
- b. Prior documented violations:
 - i. All second time (or greater) offenses are referred directly to the Academic Integrity Board.
 - ii. The Board conducts a hearing and adjudicates the matter.

- 4) All completed Academic Integrity Incident Forms, supporting documentation, hearing documentation and materials are retained by the Office of the University Registrar. Record documentation is appended to educational records (as defined by FERPA) as deemed necessary and appropriate.

Hearing Procedures:

All second time (or greater) offenses are heard by the Academic Integrity Board. The chair of the Academic Integrity Board or designee will serve as the hearing officer. Hearings will be open to only those persons who are part of the proceedings and/or invited by the Board as warranted. Students involved in a hearing must keep all information from the hearing confidential. The Board shall be responsible for rendering a decision of responsible or not responsible for the alleged academic integrity violation. The hearing officer shall be responsible for communicating the Board's determination to all involved parties. The accused student shall receive written notification within 10 business days of the Board's determination and any sanctions imposed. The decision will also be communicated to the course instructor and student's advisor or success coach.

Sanctions:

The following sanctions, or combination thereof, may be imposed by the Academic Integrity Board.

- *Academic Integrity Warning:* This sanction constitutes a written notice to the student that their conduct is in violation of the Academic Honor Code and such violations are not condoned by the University. This notice will become a part of the student's educational record as defined by FERPA.
- *Academic Integrity Restriction:* This sanction is given for those violations in which the infraction has caused serious concerns regarding the student's ability to be academically successful. In this case, the Board may uphold the professor/instructor's original resolution regarding the matter.
- *Academic Integrity Probation:* This sanction is one that places the student in serious academic jeopardy with the University. Further academic integrity violations may result in academic dismissal.
- *Academic Integrity Notation:* This sanction is one that places an official notation in a student's educational record (as defined by FERPA) and includes an academic integrity violation notation on the student's official institutional transcript.

- *Academic Integrity Suspension*: This sanction is one of involuntary separation of the student from the University for a set period of time. Students shall be withdrawn from classes, will not receive letter grades and/or refunds of money, which would be appropriate if they were voluntarily withdrawing from the institution. Permission to apply for re-admission may be granted with or without stipulations.
- *Academic Integrity Dismissal*: This sanction is one of permanent separation of the student from the University. Students dismissed for academic integrity reasons will not be granted the privilege of re-admittance to Friends University.
- *Additional Stipulations*: It is the prerogative of the Academic Integrity Board to add stipulations to any sanction. Examples include, but are not limited to: academic support services, limitation of registration, counseling, limitation of academic or co-curricular privileges, community service, educational projects or programs, course retakes, or letters of apology.

Appeal Procedures:

The accused student may appeal the Academic Integrity Board's determination. The appeal must be made in writing within 30 calendar days to the vice president of Academic Affairs. The vice president, in consultation with the president, will respond for the University. The appeal decision is final.

Withdrawing from the University

Student-initiated Withdrawal

To withdraw completely from the University, undergraduate students must notify the Office of the University Registrar in person, in writing, by email or by fax that they are withdrawing. Graduate students must contact their program director. The student or University staff member will complete a withdrawal form and Student Account Services, Financial Aid, Admissions (if applicable), and Vice President of Student Affairs 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 classes, the University may withdraw the student's enrollment (see Administrative Withdrawal).

Administrative Withdrawal

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

- The student has failed to provide the documentation required by the University in order for the student to achieve full admissions status.
- The student has failed to meet the University's basic standards for academic performance and/or progress.
- The student is no longer attending any classes.
- 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.
- 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.
- The student has failed to meet the University's code of conduct or community life standards.
- The student has failed to demonstrate adequate academic achievement, progress and/or expected minimal performance competency(ies) as determined by the student's program or major.

Should Friends University elect to initiate an administrative withdrawal, written notification will be sent to the student. The student will have 10 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, 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.

Student Programs and Services

ADA Services

316-295-5204 • ada@friends.edu
friends.edu/ada-services

The Academic Resource Center assists students in their request for accommodations and helps them obtain other necessary support services. Upon receipt of the necessary documentation, the Academic Resource Center will notify appropriate faculty and/or staff of the student's approved requests and can liaise with them on the student's behalf. The Academic Resource Center also arranges for additional services needed from outside agencies (i.e., interpreters, audiobooks, etc.). To request accommodations, contact the director of the Academic Resource Center.

It is the responsibility of the student to:

- provide notice of disability
- make specific requests for accommodations
- adhere to the Friends University ADA services policy

In compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, Friends University does not exclude otherwise qualified persons with disabilities solely due to the disability from participating in university programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Athletics

316-295-5700 • sports_information@friends.edu

All students can attend most athletic events on the Wichita campus FREE of charge with your student ID.

Bookstore

316-295-5869 • 316-295-5515 (fax)
bookstore@friends.edu
friendsushop.com

Treat yourself to your favorite school sweatshirt or T-shirt, pick up a graduation gift for that special student, or get books to feed your mind. The Friends University Bookstore serves the Wichita campus through the brick-and-mortar facilities in the Casado Campus Center or virtually anywhere through our website friendsushop.com.

Bookstore Hours

- Monday - Thursday: 9 a.m. - 6 p.m.
- Friday: 9 a.m. - 5 p.m.
- Saturday: 10 a.m. - 2 p.m.
- Bookstore hours may vary during spring break and holiday breaks.

Campus Life

316-295-5529 • amanda_claxton@friends.edu

Campus Life promotes loyalty to the University and a sense of community through activities and organizations it sponsors throughout the year. By doing so, the staff strive to provide students with opportunities to improve their social, intellectual, emotional, vocational, spiritual and physical growth and development. By working collaboratively with others in the University community, Campus Life nurtures citizenship, leadership and community while striving to promote the holistic development of students. Key components of the Campus Life Office are:

- SGA (Student Government Association) Executive Council
- Leadership Development
- FACE (Falcon Activities and Campus Events)
- FSO (Falcon Student Organizations)
- Student Council

Campus Ministries

316-295-5746 • campusministries@friends.edu
facebook.com/CMfriendsU

Twitter and Instagram @cmfriendsu

- **Chapel:** Chapel is a time for the community to gather for worship, prayer and to explore what it means to be a follower of Jesus. Students, parents, faculty, staff, alumni, friends of the University and the Wichita community are invited to join us on Thursdays from 11:00 to 11:50 a.m. in the Alumni Auditorium of the Davis Administration Building.
- **Friends Dinners:** What's the best way to end your weekend and start your week? Join other members of the Friends community for a home-cooked meal and conversation around the table.
- **Journey Groups:** There will be numerous ways for you to connect with others through intentional small groups communities on campus. If you're looking for a place to get plugged in, please visit with one of our campus pastors and they'll help you get connected.
- **Local Service Projects:** Love where you live! Impact the community by volunteering! Have an idea? Come tell us about it. Looking for a place to serve? We can help you find a great place to get plugged in!
- **Immersion Trips:** Work with a team over fall break, spring break or summer to explore important issues in our world and serve alongside churches and organizations that are making a difference.
- **Student Ministry Team:** This team volunteers at churches around Wichita, serving local youth groups and building relationships with area students.
- **Retreats:** Recharge away from campus with a fun time of learning and resting while growing in your faith.

- **Individual Pastoral Care and Spiritual Direction:** Our Campus Pastors provide a safe and supportive environment to help you navigate life's challenges. Regardless of where you are on your faith journey, our doors are open to you to explore and expand your understanding of who God is, how you are and what you and God are doing together in the world.
- **Prayer:** Have a prayer request? Our Campus Ministries staff is committed to praying for the needs of the campus, and we invite you to share your requests with us by emailing prayerrequest@friends.edu.

Career Services

316-295-5885 • career@friends.edu

Career Services provides students and alumni of Friends University with information, tools and resources to explore majors, career pathways and obtain the skills needed for career readiness. Whether looking for an internship, a mentor, career fairs, employer events or resume assistance, Career Services can assist students in finding opportunities, connections and resources to help build marketable skills and gain professional work experience before and after graduation. Students can contact Career Services anytime at career@friends.edu for assistance or to set up an appointment. Current students can also visit the Career Services Moodle page for more information. The Career Services office is located in suite 216 of the Davis Administration Building.

Casado Campus Center

316-295-5875 • casado@friends.edu

Casado Campus Center houses the intramural gymnasium, Created with Love dining, Community Market, Starbucks, University Bookstore, meeting rooms and many of the Division of Student Affairs offices (including Campus Life, Student Government Association, Health and Wellness, International Student Programs and Recreation Programs).

Fine Arts

316-295-5677 • finearts@friends.edu
friends.edu/finearts

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

Dining Services

316-295-5510 • friendsdining.sodexomyway.com
facebook.com/friendsdining

At Friends University 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 dining hall, Created with Love dining, Community Market and Starbucks, all in the Casado Campus Center.

Visit falconcard.friends.edu to register for a card account. You or a family member can add declining balance money to your card by utilizing your card account.

Dining Hall Hours

Monday - Friday

- Hot Breakfast: 7:30 - 9:30 a.m.
- Continental Breakfast: 9:30 - 10:30 a.m.
- Lunch: 11 a.m. - 1:30 p.m.
- Dinner: 5 - 7 p.m.; Friday only: 5 - 6 p.m.

Saturday - Sunday

- Brunch: 11:30 a.m. - 12:30 p.m.
- Dinner: 5 - 6 p.m.

Holiday and Snow Day Hours of Operation

- Brunch 11:30 a.m. - 12:30 p.m.
- Dinner 5 - 6 p.m.

Created with Love, Community Market and Starbucks Hours

Monday - Friday

- 7:30 a.m. - 8:30 p.m.

Saturday - Sunday

- Closed

Summer Hours

Monday - Thursday

- noon - 2 p.m.

IDs (Identification Cards)

316-295-5875 • casado@friends.edu

All Friends University community members, including students, faculty and staff, must have a Friends University ID card. On 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, room 001. At 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; replacement IDs are \$12.

Student Programs and Services (cont.)

International Student Services

316-295-5765 • international@friends.edu

The Director of Multicultural Engagement and University Registrar work with all F-1 visa holders to assist in maintaining their visa status while studying in the United States. F-1 international students work directly with the Designated School Official (DSO) or PDSO to update their Student and Exchange Visitor Information System (SEVIS) record. The DSO or PDSO also assist international students with employment opportunities, cultural transitioning and provide assistance with any immigration or visa compliance questions that an international student may have. The Director of Multicultural Engagement is located on the lower level of the Casado Campus Center in 001B and the University Registrar's Office is located in Sumpter 115.

New Student Orientation

316-295-5529 • 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. Key components of New Student Orientation include special events, such as Week of Welcome.

OASIS - Offering Adult Students Individual Service

316-295-5800 • oasis@friends.edu

Monday - Thursday: 5 - 8 p.m.

The OASIS (Offering Adult Students Individual Service) adult student lounge provides support services to Graduate and Professional Studies students. The student lounge is equipped with computers, a TV, dining table, furniture, microwave and refrigerator and offers adult students a place to study and/or relax before class and during breaks. Students are also provided with hot beverages and a variety of snacks. OASIS is located in the Olive White Garvey Business and Technology Building, room 109.

Parent Program

316-295-5685

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 email 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.

Recreation Programs

316-295-5822 • intramural@friends.edu

Recreation programs offer many opportunities for students, faculty and staff to get involved on campus. The intramural calendar boasts more than 50-plus activities, from bowling to softball. Falcon Fit offers various group exercise classes. Sport Clubs give students the chance to compete in their favorite sport against sport club programs from other universities while learning how to operate the club and gaining valuable experience for the future. We provide all of these opportunities free of charge for students, faculty and staff, while employing a large number of student workers, developing them for success later in life. We also provide opportunities to have students who are passionate about sports go out into the community and officiate those sports for the local and statewide recreation centers, middle schools and high schools.

Residence Life

316-295-5500 • reslife@friends.edu

The Department of Community and Residential Development 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 that focus on the holistic development of students. Residential living located on the Wichita campus consists of two special interest houses, four apartment complexes and Green Residence Hall. The residential staff consists of professional staff and student staff available to assist residents and help facilitate the development of the community through educational programming.

Counseling and Wellness

Center on Family Living (CFL)

316-295-5638 • friends.edu/cfl

The Center on Family Living full-time staff is available to process your intake information between 9 a.m. - 3 p.m. Monday through Friday. Please note, while our CFL Office Staff are here on a limited basis, appointments may be scheduled with your student therapist between 8 a.m. and 10 p.m., seven days a week, except on Thursdays in which the office closes at 5.

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 and either leave a message or complete the intake form with a staff member.
- Visit friends.edu/cfl and fill out a submission form online by clicking *Request for Services*.

After hours or weekends:

- Leave a message with your contact information. Staff will attempt to return your call on the next business day to complete a telephone intake.
- Intakes are assigned on a first-come, first-served basis with Friends University students receiving priority assignment.

Fees for Services

All therapy sessions will be offered at no cost to Friends University students.

Campus Security

Security Information

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

The Friends University Security Department consists of a full-time security director and three part-time and contracted law enforcement officers with police powers. The department is licensed with the City of Wichita and is authorized to enforce laws and policies on University property. The 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. Alerting students and visitors of 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 email and mobile text message of an emergency situation on campus or at an offsite center. All students are automatically enrolled in the alert system. If you would like to opt-out, please see page 17.

People and Emergencies

At Wichita Campus

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 or call 911.**

At Kansas City Education Center

It is the policy of the University that all incidents will be reported to the center director and, if necessary, city police departments. In the event of an emergency, contact the center director and/or the local police department.

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 a 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 University 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 security. If possible, observe the activities of the suspect and make notes about clothing, vehicles and activities for security and the police. 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 students, faculty, staff and guests. Problems experienced on campus due to improper driving or parking by others should be reported to security.

Security officers patrol the parking lots and issue tickets for violation of University parking regulations. Fines can be paid to the cashier in Sumpter Hall. Grades may be held until payment is made. Continued violations 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, other University personnel, or via Falcon Alert. 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 or via Falcon Alert.

Tobacco Use

The use of tobacco products, including e-cigarettes or vapor cigarettes, is prohibited in University-owned facilities. The Friends University Wichita campus is designated as a tobacco-free campus.

Possession of Weapons

Lethal weapons of any kind, most notably firearms, are prohibited on the Wichita campus and at the Kansas City Education Center.

Crime Prevention Tips

If a crime problem has been identified, security will publish relevant information in the incident log at 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 Adair-Austin 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.

Vehicle Registration Form

FRIENDS
UNIVERSITY

This form is required on the Wichita campus only. Register additional vehicles on the back of this form.

Parking Decal #: _____ Date of Issue: _____

Student Name: _____ ID: _____

Permanent Address: _____ City, State, Zip: _____

University Address: _____ City, State, Zip: _____

Phone Number (Home): _____ Cell: _____

Car Make and Model: _____ Year: _____

Color: _____ Tag Number: _____

Inclement Weather

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

Falcon Alert Emergency Notification System

Friends University offers text message and email alerts concerning weather closings and other critical campus emergency situations. All students, faculty and staff are automatically included in the text message alerts if the University has a current mobile phone number. All students, faculty and staff will receive email notices to their Friends University email account. Students, faculty and staff may opt out of the text message alerts if desired, and parents or other interested parties may opt-in to receive text message alerts. To learn more about Falcon Alert (including how to opt-out or opt-in and/or update your mobile number), visit friends.edu/falcon-alert.

Friends University Website

A notice about any weather-related class cancellations will be placed at the top of the University's homepage at friends.edu. Messages will be posted about all affected University locations and classes, including Wichita and Kansas City.

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.

Other Information

In Wichita, administration typically makes the decision to cancel evening classes at approximately 3 p.m. that day, and a decision to cancel daytime classes is usually made around 7 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, 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.

Friends University Vehicle Registration Form (continued from front)

Car Make and Model: _____ Year: _____

Color: _____ Tag Number: _____

Car Make and Model: _____ Year: _____

Color: _____ Tag Number: _____

Car Make and Model: _____ Year: _____

Color: _____ Tag Number: _____

Falcon Alert Emergency Notification System

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 about potentially harmful situations 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 email and mobile text message of an emergency situation on campus or at an education center.

The Falcon Alert system is only 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. Cell number or email 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 automatically receive alerts to their University email address and text message alerts if the University has a current mobile phone number. By completing the form below you may:

- opt-out of receiving Falcon Alert to your mobile phone, but still receive email alerts.
- opt-in to Falcon Alert because you previously opted out and want back in.

Falcon Alert Change Form

Please turn in this completed form to the University Registrar if you wish to change your Falcon Alert status. You can also update your Falcon Alert status online at friends.edu/falcon-alert.

All fields must be completed. Please print legibly.

Last Name: _____ First Name: _____ ID: _____

Campus email: _____ Cellphone: _____

Check one of the following:

- 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 message, but will still receive messages to my campus email.
- Opt back in to Falcon Alert. By checking this box, I understand that:
 - Falcon Alert mobile text messages will be sent to my cell number in addition to my email address:

Student Signature: _____ Date: _____

For Office Use Only:

Date of Receipt: _____ SPAIDEN Code: _____ Date of Entry: _____

Substance Abuse Prevention Program

The following Substance Abuse Prevention Program is effective Aug. 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 friends.edu/SAP.

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: www.deadiversion.usdoj.gov/schedules. 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 fines 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.

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 friends.edu/SAP for a list. Students and employees should note that the list is not intended as all inclusive. Further information may be gathered from the 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 at friends.edu/SAP. 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.

Academic Advising

College of Graduate and Professional Studies Advising

316-295-5300 • 877-857-5424

Advising Philosophy

The College of Graduate and Professional Studies (CGPS) recognizes the unique challenges facing the adult student and has developed an advising model to meet these changing needs.

Faculty advisors and academic success coaches provide proactive academic advising and guidance for all adult students in CGPS to ensure students experience a successful transition to college life and classes leading to their college degree but also to develop academic strategies for achieving them. The faculty member or success coach will show a positive concern for the academic well-being of CGPS students and assist them in resolving academic problems as well as guiding students to clarify their personal short-term and long-term academic goals and how those relate to their professional and career goals.

Academic Success Coaches

The College of Graduate and Professional Studies (CGPS) provides a unique experience to the adult learner by utilizing qualified and knowledgeable Academic Success Coaches rather than traditional college advisors. Academic Success Coaches encourage all CGPS students to visit with them on a regular basis to strategically plan their academic milestones by evaluating transcripts, enroll and adjust class schedules, measuring the alignment between professional and academic goals, motivate the pursuit of education while promoting the value of the self-investment through academia.

Contact Information

Students may contact the CGPS administrative office to reach his or her advisor/coach or to make an appointment at 316-295-5300 or 877-857-5424.

College of Business, Arts, Sciences and Education (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 advisor when they enter the University. Each student will need to meet with their advisor multiple times each semester to set and monitor educational goals and to determine courses for the following academic term. If a student is unsure who his or her assigned advisor is, he or she should contact the CBASE Dean's Office and/or the Office of the University Registrar.

The academic advisor will assist in defining and developing educational goals and plans. The advisor will also monitor students' progress toward their goal and help to interpret and explain University policies, procedures and graduation requirements. A student should contact their advisor 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.

Office of the University Registrar

Contact Information

friends.edu/registrar
2100 W. University Ave.
Wichita, KS 67213
316-295-5400 or 800-794-6945, ext. 5400
316-295-5072 (fax) • registrar@friends.edu

Eric Sanford, University Registrar
316-295-5787 • eric_sanford@friends.edu

**Linda Stratton, Associate Registrar
& VA Certifying Official**
316-295-5576 • strattonl@friends.edu

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

Holly Pilcher, Records Analyst
316-295-5884 • pilcher@friends.edu

Darla Steinert, Records Coordinator/Degree Auditor
316-295-5626 • darla_steinert@friends.edu

Office Hours

August-May

- Monday - Thursday: 8 a.m. - 6 p.m.
- Friday: 8 a.m. - 5 p.m.

Office Hours: June-July

- Monday - Thursday: 8 a.m. - 6 p.m.
- Friday: 8 a.m. - noon

Mission

The Office of the University Registrar ensures that academic student records are created, maintained, certified and protected with integrity, professionalism and care. We will provide exemplary service to the University community while supporting the educational mission of the institution.

How does the Registrar help you?

- Maintains your student academic record – forever.
- Ensures integrity and security of records as required by the Family Educational Rights and Privacy Act (FERPA).
- 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.
- Provides enrollment verifications for loans, employment, insurance purposes or other activities. Enrollment information is provided to National Student Loan Clearinghouse monthly.
- Processes manual deferments as needed. Be sure to contact the office quickly so we can get your enrollment data sent wherever you need it to go.
- Provides information and processing for VA education benefits.
- Processes 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 email from the Friends University Information Technology (IT) Department, you will receive one soon. This email contains all of the information regarding your computer access (Banner ID, password, Moodle access, etc.). This email is very important! If you need help, please contact the Help Desk at helpdesk@friends.edu or 316-295-5767.

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 at friends.edu/academics/catalog-course-schedule. The catalog will provide you with a complete listing of all program requirements, graduation requirements and important-to-know Friends University policies.

Falcon M.A.P.

Your academic success is important to us; use of the Falcon M.A.P. tool available in Self-Service Banner to keep track of your courses and academic plan to finish your degree on time. This academic degree auditing tool will help you understand your degree requirements and track your progress each semester. With interactive “what if” scenarios, you can see what happens if you change your major or pursue a minor in a different area of study. If you are transferring, you’ll easily be able to see how those transfer courses and credit hours meet Friends University requirements. Falcon M.A.P. is not a substitute for meeting with your faculty advisor or academic success coach, but it can help you to stay motivated and on track to get your degree.

Office of the University Registrar (cont.)

Registration

- You must have reached an appropriate admission status in order to be registered for courses at Friends University.
- 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 advisor 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 advisor 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.

Obtaining Your Grades Through Banner

- Instructors enter grades into Self-Service Banner. Grades are posted to the student’s academic history at least one time per day.
- Students access and/or print grade letters via Self-Service Banner.
 - Go to friends.edu and hover the mouse over Students.
 - Select the link to Self-Service Banner.
 - Click on Enter Secure Area.
 - Enter your User ID (starts with an “N000”) and your Self-Service Banner PIN.
 - Click on Student tab at the top of the Main Menu.
 - Click on Student Records.
 - Click on View Final Grade.
 - Click on Select Term. The screen Select Term will display. (Your term is identified on your schedule).
 - Grade letters cannot be faxed or emailed.

Ordering Official Transcripts

The University Registrar provides academic transcripts in official and unofficial copies. There is a charge for official requests. Access online transcript ordering at friends.edu/students/transcripts.

Transfer Credits from Other Colleges or 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 advisor for this information, as the advisor 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

- 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 advisor 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 after a degree has been verified.
- Friends University hosts Commencement ceremonies in May each year. Your academic advisor will help you navigate all of the graduation requirements. Be sure to check in with them early and often.

Protecting Your Educational Record and Understanding FERPA

- Information regarding the Family Educational Records Privacy Act (FERPA) can be found at friends.edu/academics/catalog-course-schedule.
- You will be asked to complete a FERPA form as part of the new student orientation process. 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 be aware, 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 University. 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 316-295-5400, email registrar@friends.edu or call toll-free 800-794-6945, ext. 5400.

Financial Aid

Contact Information

2100 W. University Ave.
Wichita, KS 67213
316-295-5200 or 800-794-6945, ext. 5200
316-295-5703 (fax) • financialaid@friends.edu

Office Hours

August-May

- Monday - Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 5 p.m.

June-July

- Monday - Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - noon

Financial Aid Eligibility

You are eligible for federal financial aid as long as you:

- are a U.S. Citizen or an eligible non-citizen;
- have not been convicted of possessing or selling illegal drugs;
- are not in default on any Federal Student Loans;
- have not met your aggregate loan limits;
- have maintained satisfactory academic progress for all previous enrollments;
- are fully admitted to Friends University; and
- are not receiving financial aid from any other school at this time.

Financial Aid To Do List

- Become a fully-admitted student for your program of study.
- Complete a FAFSA (Free Application for Federal Student Aid).
 - Friends University School Code: 001918
 - Apply for a FSA ID and password at studentaid.gov. If you are a dependent student, a parent will also need a FSA ID and password
 - Complete the FAFSA at studentaid.gov. Make sure you complete the FAFSA correctly and both student (and parent if student is dependent) sign with their FSA ID and password
 - You will need to complete a new FAFSA each academic year. You can submit the FAFSA beginning Oct. 1 each year
- Turn in any requested documents promptly to complete your financial aid file.
- Your financial aid may be unofficially awarded before all of your required documents have been submitted and processed. You will receive notice of this award via your Financial Aid Award Packet. The packet will include your Notice of Award*, along with instructions so you can access your Notice of Award on FalcunHub to view your award and to accept/decline your federal student loans.

*Your Notice of Award is not official until all requested documents have been received and processed. Processing of documents may require a change to your federal, state and/or institutional aid

If accepting student loans:

- Complete entrance counseling at studentaid.gov.
- Complete a Master Promissory Note at studentaid.gov.

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 students that demonstrate financial need. The U.S. Department of Education pays the interest while you are enrolled half-time in school (at least six credit hours) until the start of repayment, six months after you graduate or drop below half-time attendance (five credit hours or less).

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. Repayment on Federal Direct Loans begins 6 months after graduating or dropping below half-time attendance (5 hours for undergraduate/2 hours for graduate). Current interest rates on Federal Direct Loans can be found at <https://studentaid.ed.gov/sa/types/loans/interest-rates>.

Federal Direct Plus Loan

PLUS loans are federal loans that graduate or professional students and parents of dependent undergraduate students can use to help pay for college. PLUS loans can help pay for education expenses not covered by other financial aid. To receive a Direct PLUS Loan, you must be a graduate or professional student enrolled at least half-time at an eligible school in a program leading to a graduate or professional degree or certificate, or be the parent of a dependent undergraduate student enrolled at least half-time at an eligible school; not have an adverse credit history; and meet the general eligibility requirements for federal student aid. For more information or to apply for the federal plus loan go to studentaid.gov/understand-aid/types/loans/plus

Private Loans

Friends University encourages students to take advantage of all sources of institutional, state and federal aid before considering private loans. Private loans do not require students to submit a FAFSA, are based on credit-worthiness, have variable interest rates, are repaid separately from federal loans, and may or may not be deferred until the student is no longer enrolled at least half-time. Friends University does not endorse one lender or loan over another, we encourage students to do their research and select the loan that best fits their individual needs. You can find more information regarding private student loans at friends.edu/admissions/costs-financial-aid/loan-options.

Student Account Services

Contact Information

Sumpter Hall, first floor
316-295-5630 • 800-794-6945, ext. 5630
316-295-5095 (fax) • sas@friends.edu

Direct Billing and Sponsor Documentation

Kathie Sell
316-295-5912 • kathie_sell@friends.edu

College of Graduate and Professional Studies

Janice Broadus
316-295-5598 • janice_broadus@friends.edu

College of Business, Arts, Sciences and Education

Kammie Wendler
316-295-5895 • kwendler@friends.edu

How does Student Account Services help you?

Student Account Services (SAS) 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.

We can help if you:

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

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 setup 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 Student Account Services 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.

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.

Office Hours

August-May

- Monday - Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 5 p.m.

June-July

- Monday - Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - noon

Moodle, Self-Service Banner and Email

Help Desk Contact Information

316-295-5767 • 800-794-6945, ext. 5767
helpdesk@friends.edu • friends.edu/technology

Office Hours

- Monday-Thursday: 8 a.m. - 6 p.m.
- Friday: 8 a.m. - 5 p.m.

Extended Hours (password resets only)

- Monday-Thursday: 6-10 p.m. *Minimal after hours support*

FalconHub

A straight-forward, mobile-friendly portal for Students, Faculty and Staff, which integrates Friends technology resources. It is a one-stop shop where Students can not only access the most frequently-used systems but can get help on how to use them. From FalconHub, you can access the following systems and more:

- New Enrollment App: create a plan and enroll in classes
- FERPA Forms: fillable forms to authorize Friends University to release your protected information to persons of your choosing
- View My Schedule: A dynamic tool providing your course details, room locations and book information
- Moodle - see section below on Learning Management System (Moodle): Office of Online Learning
- Student Self-Service: allows you to view your course schedule, financial aid information, grades and more
- FalconMap: a valuable academic tool that assists students in navigating curriculum requirements
- View Account Summaries: tuition, fees, financial aid, payments and balances
- ARC: Academic Resource Center – supplementing the success of Friends University Students
- Career Services: provides further resources and tools to explore career pathways
- Library: access and explore library resources
- Bookstore: shop for books and other cool merchandise
- New Student forms, information and guides

Logging In to FalconHub:

- Go to friends.edu and hover over “Students” at the top
- Click on FalconHub (direct link is <https://api.friends.edu/BannerExtensibility/customPage/page/falconhub>)
- Enter your Username: *usually Firstname_Lastname* (example, freddy_falcon)
- Password: *Set up by student from Password Reset Tool*

Office 365 Email Account

Your Microsoft Office 365 email account provides:

Microsoft Outlook 365

- 50 GB inbox, 150 MB attachments
- @student.friends.edu email account

Office OneDrive

- 1 TB of free online storage
- Create private, shared and public folders
- Store your documents online and access them from other computers

Office Spaces

- Create blogs
- Create and participate in group discussions
- Link to documents stored on your OneDrive

Groups on Office 365

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

Logging In

- Go to friends.edu and hover over “Students”:
direct link is: www.office.com
- Click on “Students Email.”
- Enter your email address (i.e. freddy_falcon@student.friends.edu) in the Office 365 textbox and enter your password (set up by student from Password Reset Tool).

Password Reset Tool

This tool will reset the password for the following applications: FalconHub, Moodle, Office 365 e-mail, Student Banner Self-Service, FalconMap Degree Planning, campus computers, lab computers, Atomic Learning and library databases. This tool uses the most recent personal e-mail address that exists in our student information system. If you no longer know what this e-mail address is, or no longer have access to it, contact the HelpDesk at 316-295-5767. If you are a returning student and have not taken a class in more than TWO years, please contact the Registrar’s Office, University Admissions and the IT HelpDesk to have your account re-activated.

Logging in to Password Reset Tool:

- Click the Link for “Forgot Password”
- Enter your Friends university network username (not e-mail address) example: freddy_falcon
- Make sure the option “Recover with Mail” is selected
- Click “close” when notified that password recovery information has been sent to your personal email address on file.

Learning Management System (Moodle)-Office of Online Learning

316-295-5997 • online_learning@friends.edu

The Office of Online Learning provides support for the Learning Management System (Moodle), and Zoom (a teleconferencing software). Students have access to a 24/7 LearningHouse helpdesk (1-800-985-0561) to assist with Moodle. This helpdesk will assist students with uploading files, videos, and responding to discussion forums. Students who are unable to log into their Moodle account can contact the Friends University helpdesk from 8:00 a.m. – 6:00 p.m. For all other student questions or concerns with Moodle or Zoom please contact the Office of Online Learning at 316-295-5997.

Academic Resource Center

Contact Information

316-295-5204 • arc@friends.edu
friends.edu/academic-resource-center

Services

The Academic Resource Center provides tutoring, support, advice and encouragement in the areas of writing, science, mathematics, music theory, accounting, technology and Spanish. This assistance requires no appointment and is free for the entire Friends University community. Students are encouraged to bring their assignments, drafts and/or notes and handouts to maximize the effectiveness of their ARC experience.

The ARC works with instructors to provide tutor-led group study sessions prior to exams (available for select courses in most disciplines). Faculty coordination and support allows us to gear our study sessions toward what students need to know, when they need to know it.

In addition to individual assistance and tutor-led group study sessions, the ARC has a number of physical resources available for use while visiting, including handouts, style handbooks, reference materials, academic software, charging stations, calculators, headphones and a 76-key digital piano. We also welcome students who wish to visit the center for independent studying, typing, printing and email and Internet access.

Students enrolled in the College of Graduate and Professional Studies may elect to email their papers to the Academic Resource Center at arc@friends.edu. The turnaround time for feedback is 24–48 hours, and this service is available throughout the year.

The Academic Resource Center strives to promote the success of every Friends University student by providing individualized assistance and supplemental resources. Our professional staff and peer tutors encourage students to develop the academic skills necessary to be effective, efficient and confident in all academic and professional environments.

Edmund Stanley Library

Contact Information

2100 W. University Ave.
Wichita, KS 67213
316-295-5880 or 800-794-6945, ext. 5880
316-295-5080 (fax) • asklibrarian@friends.edu
library.friends.edu

Anne Crane, Library Director,
Instruction/Systems/Web

316-295-5610

Kristie Sojka,, Circulation/Instruction
316-295-5808

Heather Powell, Evening Circulation Manager/
Interlibrary Loan Manager

316-295-5607

Jeannie Hartley, Cataloging and Serials
316-295-5603

Fall and Spring Semester Hours

Monday - Thursday: 7:45 a.m. - 10 p.m.

Friday: 7:45 a.m. - 4 p.m.

Saturday: Closed

Sunday: 3 - 10 p.m.

Online Resources

FriendLiCat is the Online Library Catalog

Access FriendLiCat at library.friends.edu. You do not need to log in to view the holdings. Type words into the search box on the left to search for books, e-books, journals, CDs, DVDs and other materials the library owns. When you click on an "Online Content" link and you are not on campus, you will often be prompted for your Friends email username and password.

Search Tips

Start searching with keywords or subject descriptors. 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 Database for Articles

The Find a Database for Articles tool provides (1) a list of full text databases grouped by subject, and (2) an alphabetical listing of all databases. Click on the name of the database to search. Access to databases is available off-campus by using your Friends email username and password to login (you will be prompted for this information). To access Find a Database for Articles, go to the library's home page: library.friends.edu. On the right of the page, click on the Find a Database for Articles link in the Library Info box.

Find a Journal

The Find a Journal tool displays which online database provides access to a particular journal title. It also includes a listing of volumes that Edmund Stanley Library owns in print. To access Find a Journal, go to the library's home page, library.friends.edu. On the right of the page, click on the Find a Journal link in the Library Info box.

Library's Tutorials Web Page

The Library's Tutorials web page at library.friends.edu/Tutorials.html has short videos, PDF documents and links to web pages that give information like orientation to the library, overviews of how to search some of the databases, some directions for managing search results, and an introduction to the library's e-books.

Services

Open Computers & Designated Quiet Areas

Available on the first and second floors.

Wireless Laptops

Checkout will require leaving your student ID and your driver's license at the circulation desk. In-library use only.

Study Areas

The library has a variety of areas and seating types appropriate for group study, including two seminar rooms (218 and 219), a classroom (201), and a computer lab (212). In addition, on the second floor there are two movable "accordion" partitions that can be used to section off areas. To schedule the classroom or computer lab contact the Registrar's Office at reserve@friends.edu.

Edmund Stanley Library (cont.)

Current Journals and Magazines

Located in the first floor reading room.

Technology Learning Center

Collaboration station, interactive whiteboard, projector, two computers, color printer and scanner in LIB 111. Nearby is a Media (Recording) Booth.

Quaker Collection

The Hadley Quaker Room and Mid America Yearly Meeting (MAYM) collections are located on the second floor. The MAYM collection is a closed collection; please see the library director for access.

Friends University Archives

Please see library staff for access.

Display Boards

Four large tri-fold displays and one small display are available for use by students, faculty, staff and student organizations. The checkout period is one week.

Reference Service

Available at the circulation desk, by phone at 316-295-5880 or via email at askalibrarian@friends.edu.

Online Database Instruction

Inquire at the circulation desk, by phone at 316-295-5880 or via email at askalibrarian@friends.edu.

Interlibrary Loan

If you need a book, article or other item that is not owned by the library, request it through the Interlibrary Loan (ILL) service. Please email the complete information

- for book: author, title, date and publisher
- for article: date, magazine or journal title, volume number, page numbers, author and article title

to ill@friends.edu or 316-295-5808. If you do not live in Wichita, the ILL service will send you books and articles owned by the library. You are required to pay return postage.

Policies

Circulation Loan Period

Books: 30 days

Reserve collection: 2 hours, overnight, or 3, 7 or 14 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 316-295-5880 **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 \$0.25 per day for books and \$0.50 per day for media and reserve items. A couple of overdue notices will be sent to your Friends University email 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.

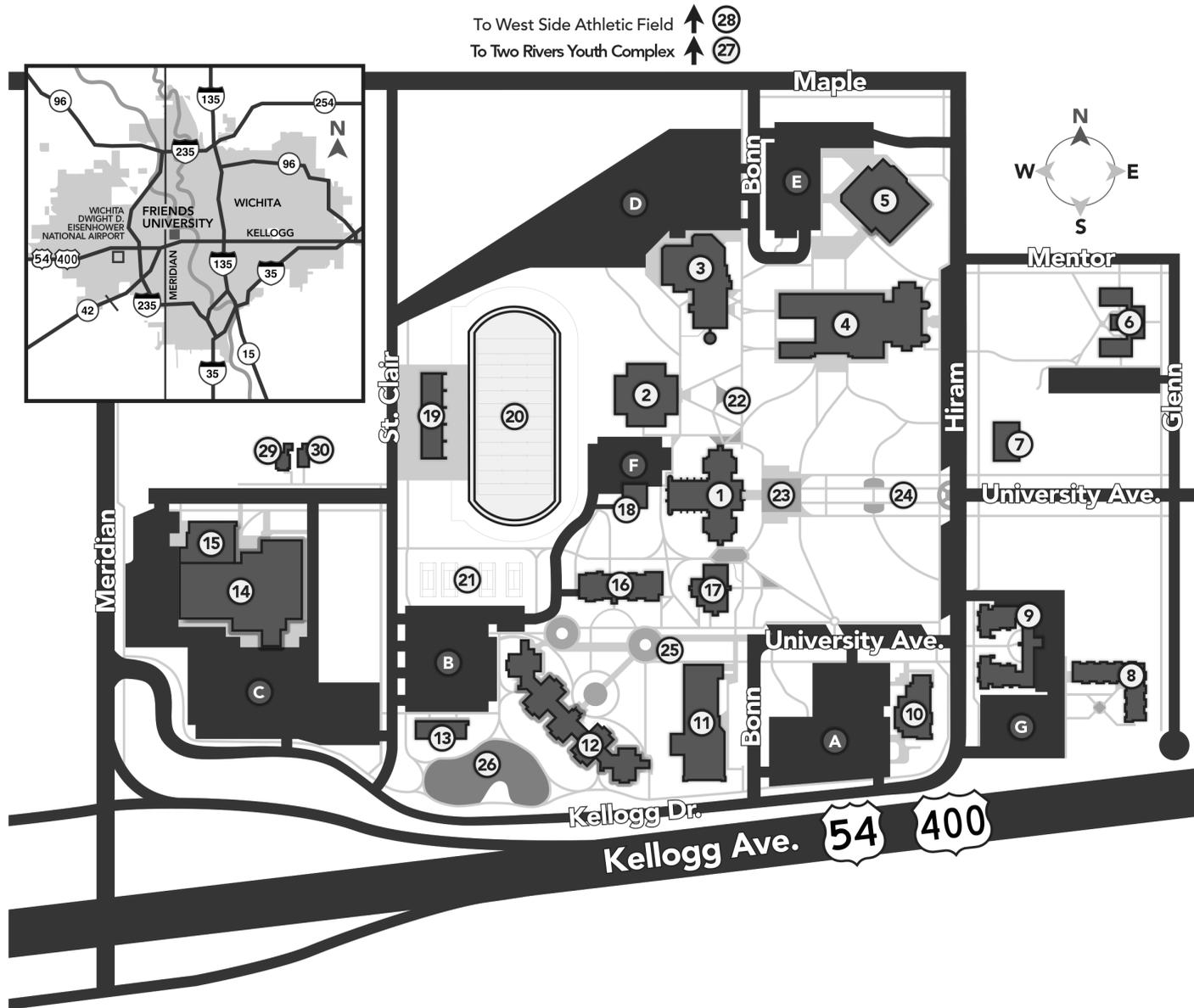
Holds

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. Cost of the item and a replacement fee will be assessed for any lost book.

Wichita Campus Map



On-campus Facilities

- 19. Adair-Austin Stadium
- 29. Art Studio
- 11. Casado Campus Center (CCC)
- 24. Centennial Lane
- 1. Davis Administration Building (DAV)
- 18. Energy Center
- 13. Falcon Flats
- 6. Falcon Glenn
- 22. Flag Court
- 9. Friends Village
- 16. Fry and Woolman Hall
- 15. Garvey Art Center (ART)
- 5. Olive White Garvey Business and Technology Building (BTB)
- 14. Garvey Physical Education Center (GPE)
- 12. Green Residence Hall
- 30. Guest House

- 20. Hoyt Athletic Field and Dr. Biff Green Track
- 21. Forrest C. Lattner Tennis Courts
- 10. Marriage & Family Therapy Facility and Center on Family Living (MFT)
- 26. Paul's Pond
- 3. William Penn Science Building and Sebitts Science Hall (SCI)
- 25. Dr. Katherine Pennington Circle of Friends Plaza
- 7. President's Home
- 4. Riney Fine Arts Center and Sebitts Fine Arts Addition (RFA)
- 23. Rose Window Plaza
- 8. J.R. and Gertrude Smith Apartments
- 2. Edmund Stanley Library (LIB)
- 17. Sumpter Hall

Off-campus Facilities

- 28. West Side Athletic Field
- 27. Two Rivers Youth Complex

Parking Lots

- A. Parking Lot A
- B. Parking Lot B
- C. Parking Lot C
- D. Parking Lot D
- E. Parking Lot E
- F. Parking Lot F
- G. Parking Lot G

Wichita Campus Facilities

On-campus Facilities

Adair-Austin Stadium

- Concession Stand
- Daytime Security Office
- Maintenance Shop
- Physical Plant
- Stadium Seating

Casado Campus Center (CCC)

- Bookstore
- Dining Hall
- Jazzman's Cafe and Bakery
- McKay Gymnasium
- Meeting Rooms
- President's Dining Room
- Sandella's Flatbread Cafe
- Student Affairs
- Student Government Association Office

Centennial Lane

Fry and Woolman Hall

- Admissions: College of Graduate and Professional Studies
- College of Graduate and Professional Studies Dean's Office
- Graduate Workshops
- Information Technology
- Office of Online Learning

Davis Administration Building (DAV)

- Admissions: College of Business, Arts, Sciences and Education
- Academic Affairs
- Alumni Office
- Alumni Auditorium
- APPRENTICE Institute for Christian Spiritual Formation
- Campus Ministries
- Career Services
- Classrooms
- College of Business, Arts, Sciences and Education Dean's Office
- Davis Communication Center (DCC)
- Division of Education
- Division of Christian and Liberal Studies
- Division of Social and Behavioral Sciences
- Financial Aid
- Marketing and Communications Office
- President's Office
- Student Lounge
- University Advancement

Energy Center/Security Office

- Security Services

Falcon Flats

- Upperclass On-campus Student Housing

Falcon Glenn

- Upperclass On-campus Student Housing

Flag Court

Friends Village

- Apartment Housing Office
- Upperclass On-campus Student Housing

Garvey Art Center (ART)

- Art Department
- Classrooms
- Gallery

Olive White Garvey Business and Technology Building (BTB)

- Classrooms
- Computer Labs
- Division of Business and Information Technology
- Graduate School Dean's Office
- Oasis Student Lounge
- INTRUST Bank Cyber Security Laboratory

Garvey Physical Education Center (GPE)

- Athletics Department
- Athletic Hall of Fame
- Classrooms
- Gymnasium
- Locker Rooms
- Weight Rooms

Green Residence Hall

- On-campus Student Housing
- Residence Life Office

Hoyt Athletic Field and Dr. Biff Green Track

Forrest C. Lattner Tennis Courts

Marriage and Family Therapy Facility and Center on Family Living (MFT)

- Center on Family Living
- Classrooms

Paul's Pond

William Penn Science Building and Sebitts Science Hall (SCI)

- Classrooms
- Division of Natural Science and Mathematics
- Lecture Hall
- Science Labs

Dr. Katherine Pennington Circle of Friends Plaza

President's Home

Riney Fine Arts Center and Sebitts Fine Arts Addition (RFA)

- Classrooms
- Cornerstone Theatre
- Dance Studios
- Division of Fine Arts
- Music Technology Lab
- Practice Studios
- Rehearsal Halls
- Riney Fine Arts Gallery
- Sebitts Auditorium

Rose Window Plaza

J.R. and Gertrude Smith Apartments

- Upperclass On-campus Student Housing

Edmund Stanley Library (LIB)

- Classrooms
- Library
- Quaker Room
- Computers for student use
- Writing/Academic Resource Center

Sumpter Hall

- Administration and Finance
- Cashier Services
- Human Resources
- Registrar
- Student Account Services

Off-campus Facilities

West Side Athletic Field

- Baseball Home Field

Two Rivers Youth Complex

- Softball Field



FRIENDS UNIVERSITY

Wichita Main Campus
2100 W. University Ave.
Wichita, KS 67213
friends.edu

