


George Zhang – Bachelor of Science in Architecture, May 2017

ARCHITECTURE PARENT HANDBOOK 2017-2018


SAM FOX SCHOOL OF DESIGN
& VISUAL ARTS

Welcome to the College of Architecture. We are looking forward to welcoming you and your family to be a part of the Sam Fox School!

Education is one of the greatest gifts. We are given the time and space to consider different perspectives. We work together to understand design practice as a provocation to social, cultural, ecological and technical issues of our time.

We are a school of designers. The undergraduate architecture students begin design studio in their first semester, with a rigorous combination of classes in architecture and coursework with a broader population of university students, pairing immersion in design culture with intellectual learning in arts and sciences. For a rich educational experience, many of our undergraduate students receive minors in studies outside the design discipline, as well as in landscape architecture and urban design.

Students at Washington University in St. Louis don't necessarily fit one mold, and we purposely encourage diversity within our programs in order to better tackle design and scholarly challenges across a range of environments and cultures. As part of a tier-one research institution, students who are intellectually curious and research oriented thrive in our programs. We attract students interested in the city, with social-minded ambitions, as well as those artistically focused and with a passion for design and making.

Your new college students will be challenged, inspired, and nurtured to find their unique path. The school is big enough to have depth and small enough to give individualized attention. Our faculty research, and the facilities that support this work, are extraordinary. The school stays current with tools of our trades and encourages students to be experimental. We are interested in opening up connections across disciplines to access a rich variety of tools in different settings. By allowing the students to mix, we hope to find different forms of engaging the digital tools such that students retrofit their output to find expressive forms of communication.

We are located in St. Louis, a city of social and environmental complexity, and a place with high levels of accessibility for art and design collaborations. We are also connected to prominent international locations, and therefore feel a great sense of responsibility to provide different models of healthy living environments. We are an international school; students participate in a global design discourse and our community is eager to collaborate and look for leadership opportunities around the world. Our emphasis on the city in urban design, history and sustainable urbanism ties all of our disciplinary programs together. With one of the oldest programs in urban design, we have a history of building integrative practices and educating architecture students to have cultural sensibility.

As Director of the College of Architecture and Graduate School of Architecture & Urban Design, It is my pleasure to welcome all of you to the College of Architecture in the Sam Fox School along with the Chair of Undergraduate Architecture Igor Marjanovic. Together, we work to create a positive and challenging work environment for your new college-bound family member. Please stay in tune with the school as we continue to grow!

Kind Regards,
Heather Woofter
Director, College of Architecture and Graduate School of Architecture & Urban Design

We hope that this parent's guide will serve as a resource for you as questions arise. This booklet provides an informative and introductory view of the College of Architecture. We understand that this guide will not answer all of your questions, so we encourage you to contact our offices to discuss any issues that cannot be addressed in this format.

WHAT SAM FOX SCHOOL PARENTS SHOULD KNOW

For questions or problems, call Georgia.

FERPA means we can't tell you everything.

The safety net is wide and deep.

Take a breath after every call.

Students will earn B's and C's.

Expect changes to occur.

Encourage your son or daughter to solve their own problems.

Don't call or text too much (especially during class).

You can be involved in many ways.

Let go.

ADMINISTRATION

College of Architecture, Graduate School of Architecture & Urban Design

Director

Heather Woofter

Chair, Undergraduate Program

Associate Professor Igor Marjanovic

Interim Chair, Graduate Architecture

Adrian Luchini, Raymond E. Maritz Professor

Chair, Master of Landscape Architecture Program (MLA)

Rod Barnett

Chair, Master of Urban Design Program (MUD)

Associate Professor John Hoal

Director of International Programs

Adrian Luchini, Raymond E. Maritz Professor

Undergraduate Core Coordinator

Associate Professor Sung Ho Kim

First-Year and Transfer Student Advisor

Associate Dean of Students Georgia Binnington

Assistant Dean & Registrar

Cris Baldwin

Associate Registrar

Aaron Akins

Administrative Assistant

Jackie Thomas

The College of Architecture is part of the Sam Fox School of Design & Visual Arts. When you have questions or problems please direct them to:

Georgia Binnington

Associate Dean of Students

gbinning@wustl.edu

314-935-6532

FACILITIES, ADMINISTRATION, AND STAFF:

We are fortunate to have superb physical facilities that support the educational process. The Sam Fox School will do its best to maintain the condition of these facilities and will not tolerate littering, smoking, vandalism, or other actions that deface or damage them.

Joseph B. Givens Hall houses the offices of the deans, the Communications office, and Architecture classes and studios. The deans' offices are open from 8:30 a.m. to 5:00 p.m. (closed for lunch 12:00-1:00 p.m.), Monday through Friday.

Heather Woofter

Director of the College of Architecture and Graduate School of Architecture & Urban Design

Audrey Treece

Programs Manager

Dean Carmon Colangelo
Dean of the Sam Fox School

Diane Mounts
Executive Assistant to Dean Colangelo

Nicole Allen
Assistant Dean

William K. Bixby Hall houses freshman foundation classes, Fashion Design and Printmaking majors and electives and the Student Services and Financial Services offices. The offices, located on the lower level, are open from 8:30 a.m. to 5:00 p.m. (closed for lunch 12:00-1:00 p.m.), Monday through Friday.

Georgia Binnington
Associate Dean of Students

Cris Baldwin
Assistant Dean & Registrar

Bobbe Winters
Assistant Dean for Finance

Aaron Akins
Associate Registrar

Jackie Thomas
Administrative Assistant

Courtney Cushard
Coordinator of Special Programs (Study Abroad)

Mark C. Steinberg Hall houses the Photography and Communication Design majors, Etta's Café, Steinberg Auditorium, Steinberg Hall Gallery, Weitman Gallery, and the Career Services office.

Earl E. and Myrtle E. Walker Hall houses the Painting and Sculpture majors and the Nancy Spirtas Kranzberg Studio for the Illustrated Book.

Forsyth House, at 6214 Forsyth Boulevard, houses Architecture faculty offices and classrooms.

The Mildred Lane Kemper Art Museum features more than 18,000 square feet of exhibition space containing galleries for rotating special exhibitions as well as sections from the permanent collection. Also housed inside the Mildred Lane Kemper Art Museum are the Department of Art History and Archaeology (College of Arts & Sciences), the Kenneth and Nancy Kranzberg Art & Architecture Library, the Whitaker Learning Lab and the Information Technology offices.

The Washington University in St. Louis website can be found at **www.wustl.edu**.

The Sam Fox School of Design & Visual Arts website is at **www.samfoxschool.wustl.edu**. Be sure to visit our online calendar and sign up to subscribe to e-news to get e-mail updates and join our mailing list!

Any correspondence to faculty, administration, or staff should be addressed to the individual as follows:

[Name]
Washington University in St. Louis
College of Architecture
Campus Box 1079
One Brookings Drive
St. Louis, MO 63130-4899

ACADEMIC ADVISING

Associate Dean of Students Georgia Binnington serves as the academic advisor for all first-year students.

First-year and transfer students were registered for their first semester classes during the summer. There is an opportunity for schedule adjustments at the beginning of the semester. Students may meet with the Associate Dean of Students or the Assistant Dean & Registrar at any time to discuss problems and plans.

In November, students will meet with their academic advisor to plan schedules for the spring semester. Any students pursuing dual degrees or second majors should begin the planning for these programs as soon as possible. It is also suggested that any study abroad planning begin early. The Sam Fox School Registrar's Office works closely with advisors to ensure that students are aware of their academic standing and progress toward fulfilling degree requirements.

At the end of the first year, students are assigned a faculty advisor. However, the Associate Dean of Students and the Assistant Dean & Registrar are always available for meetings.

ACADEMIC RECORD

The Sam Fox School Registrar's Office maintains the student's academic record. However, students are responsible for reviewing their record periodically to ensure progress toward degree completion. Students are responsible for updating any address, telephone, or e-mail address changes through WebSTAC. Parents and students should be familiar with the "Family Educational Rights and Privacy Act (FERPA)," which outlines the student's rights with respect to their academic record. **<http://registrar.wustl.edu/student-records/ferpa-privacy/>**

ADVANCED PLACEMENT

Credits for Advanced Placement (AP) and International Baccalaureate (IB) exams are awarded upon receipt of official scores. In many cases, an AP score of 5 and an IB score of

6 or 7 earns immediate credit. AP scores of 3 or 4 may require the student to successfully complete an upper-level course and earn a grade of "B" or better in order to receive credit. The maximum number of pre-matriculation credits that will be awarded is 15 units. The credits do not count toward the 48 units required from the College of Arts & Sciences or the 9 units of academic requirements in Architecture, Art, Design, Arts & Sciences, Business or Engineering.

ATTENDANCE AND CLASS PARTICIPTION

The College of Architecture has a clear and concise policy regarding attendance and class participation. Regular attendance in all studio and academic classes is expected and required. The dynamics of a class and the student's ability to learn are directly related to class participation, which requires regular attendance. Since classes have a variety of structures, the instructor will present the specific attendance/participation policy requirements of each class in writing on the first day of class. In most classes, the instructor will take attendance regularly and will indicate that class participation counts for a specific part of the grade.

AWARDS AND RECOGNITION

Dean's List: In recognition of exceptional scholarship, architecture students who have completed at least 14 graded credit hours and have earned a grade point average of 3.50 or higher during a semester will receive Dean's List recognition.

Latin Honors: Graduating students may be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by the College of Architecture.

BUILDING ACCESS

Givens, Bixby, Walker and Steinberg Halls are open to architecture students with their student ID card 24 hours a day. The buildings are locked from 5:00 p.m. through 8:00 a.m. on weekdays and all day on weekends. Architecture students, non-architecture majors taking architecture classes, faculty, and staff may enter the building at any time to use the facilities with a valid ID card.

Some studio spaces have specified posted hours when monitors are present. Students should plan ahead to use these facilities.

CAREER RESOURCES

The mission of the Career Center at the Sam Fox School is to prepare students for lifetime career management, with particular emphasis on skill building in all areas of professional practices.

The Career Center's programs are designed to help students assess their interests, personality style, skills and to develop the tools to make career choices. They will also help students learn more about a variety of professional opportunities, as well as make connections with alumni, visiting architects, and employers for internships and full-time

positions. To assist with the development of these skills, the office offers workshops in career exploration, resume/CV writing, portfolio development, interviewing skills, finding internships, and developing strategies for pursuing jobs, graduate schools, transitional programs, fellowships and residencies. The office works closely with upper-level faculty to collaborate on professional development programming specific for each major.

Throughout the year, students have the opportunity to attend 'road shows' held in various cities to visit studios, firms and institutions and have a unique opportunity to network with renowned professionals in a variety of fields. In addition to special events and programming on campus, students can receive tailored advising in individual, 1:1 appointments.

The Career Center resources and services are available to students from the day they arrive on campus, throughout their academic career and beyond. Upper-level students will also receive professional guidance from faculty in individual majors.

The office is located in 005 Steinberg. To schedule an appointment, call the main office of the Career Center, 314-935-5930.

DEGREE REQUIREMENTS

To receive the Bachelor of Arts in Architecture or Bachelor of Science in Architecture degree, students must meet the requirements of the College of Architecture and complete a minimum of 48 credits of academic requirements in the College of Arts & Sciences. Courses may be taken for educational and intellectual enrichment or in direct correlation with primary interests.

Academic Requirements – Arts & Sciences	<u>Units</u>
College Writing I	3
Humanities	3
Calculus I	3
General Physics I	3
Social and Behavioral Sciences	3
History of Western Art, Architecture & Design	3
Introduction to Modern Art, Architecture & Design.....	3
Electives in Arts & Sciences*	18
Electives in Architecture, Art, Design, Arts & Sciences, Business or Engineering**	9
 Art History Requirements – Arts & Sciences	 48

Course attributes, which correlate to the required areas of the curriculum, are listed in the “Course Listings” after “Arch:”. The specified number of credit units in each of the areas listed below is required for the Bachelor of Science in Architecture or Bachelor of Arts in Architecture degrees.

College Writing I (3 units): College Writing I is required in the first year. To fulfill the writing requirement, students must earn a “C-” or better. Any student earning less than a “C-” is required to either enroll in College Writing I a second time or take another Composition/Writing course as recommended by the English Department.

Humanities (3 units): Courses that examine the human condition as it has been documented and expressed in both past and contemporary times. This area includes courses from Literature (both in English and in other languages), Classics, History, Philosophy and

Religious Studies, as well as the creative arts such as Dance, Drama, Music and Writing. (Look for: Arch: HUM).

Natural Sciences or Mathematics (6 units): These courses seek to understand the natural and physical world, using objective and empirical observation and controlled experimentation. This area includes courses from Biology, Chemistry, Environmental Biology or Policy, Earth and Planetary Sciences, Mathematics, and Physics, as well as some courses from departments such as Anthropology and Psychology. (Look for: Arch: NSM).

Social & Behavior Sciences (3 units): These courses use qualitative and quantitative observation to explore the social relationships within society and forms of human behavior. This area includes courses from Anthropology, Economics, Education, International & Area Studies, Political Science, and Psychology and courses from other areas including Interdisciplinary Studies. (Look for: Arch: SSC).

BACHELOR OF SCIENCE IN ARCHITECTURE DEGREE REQUIREMENTS CLASS OF 2021

Requirements	Credits
College Writing I (C- or better)	3
Humanities	3
Calculus I	3
General Physics I	3
Social and Behavioral Sciences	3
History of Western Art, Architecture & Design	3
Introduction to Modern Art, Architecture & Design	3
Electives in Arts & Sciences*	18
Electives in Architecture, Art, Design, Arts & Sciences, Business or Engineering*	9
Total	48
Sam Fox Foundation Sequence	
Drawing I	3
Practices in Architecture + Art + Design I	1
Practices in Architecture + Art + Design II	1
Total	5
Introduction to Design Processes I	3
Introduction to Design Processes II	3
Introduction to Design Processes III	4.5
Introduction to Design Processes IV	4.5
Architectural Design I	6
Architectural Design II	6
Architectural Design III	6
Architectural Design IV	6
Architectural History I	3
Architectural History II	3
Building Systems I	3
Structures I	3
Structures II	3
Environmental Systems	3
History/Theory Research & Writing Elective	3
Total	60
Sam Fox Commons (X10), Architecture, Art or Design Electives	6
Electives in Architecture, Art, Design, Arts & Sciences, Business or Engineering**	3
Total credits required for BS	122

*Courses in Architecture, Art, Design, Arts & Sciences, Business and Engineering except physical education, lessons, independent studies, internships, Advanced Placement, International Baccalaureate or transfer credit.

**Courses in Architecture, Art, Design, Arts * Sciences, Business an Engineering including physical education, lessons, independent studies, internships, Advanced Placement, International Baccalaureate or transfer credit.

No credit is awarded for courses taken in University College.

BACHELOR OF ARTS IN ARCHITECTURE DEGREE REQUIREMENTS CLASS OF 2021

Requirements	Credits
College Writing I (C- or better)	3
Humanities	3
Calculus I	3
General Physics I	3
Social and Behavioral Sciences	3
History of Western Art, Architecture & Design	3
Introduction to Modern Art, Architecture & Design	3
Electives in Arts & Sciences*	18
Electives in Architecture, Art, Design, Arts & Sciences, Business or Engineering*	9
Total	48
Sam Fox Foundation Sequence	
Drawing I	3
Practices in Architecture + Art + Design I	1
Practices in Architecture + Art + Design II	1
Total	5
Introduction to Design Processes I	3
Introduction to Design Processes II	3
Introduction to Design Processes III	4.5
Introduction to Design Processes IV	4.5
Architectural Design I	6
Architectural Design II	6
Architectural History I	3
Architectural History II	3
Building Systems I	3
History/Theory Research & Writing Elective	3
Senior Capstone In Architecture	3
Total	42
Sam Fox Commons (X10), Architecture, Art or Design Electives	6
Electives in Architecture, Art, Design, Arts & Sciences, Business or Engineering**	21
Total credits required for BDes	122

*Courses in Architecture, Art, Design, Arts & Sciences, Business and Engineering except physical education, lessons, independent studies, internships, Advanced Placement, International Baccalaureate or transfer credit.

**Courses in Architecture, Art, Design, Arts * Sciences, Business an Engineering including physical education, lessons, independent studies, internships, Advanced Placement, International Baccalaureate or transfer credit.

No credit is awarded for courses taken in University College.

DIGITAL TECHNOLOGIES

Technology plays a critical role in the educational experience. The College of Architecture is committed to the integration of relevant technology into the curriculum. As part of the curriculum for students in Architecture, instruction in digital technologies in the first year and continues throughout the program.

We strongly recommend that all first-year students entering the College of Architecture acquire a computer and software. This will serve as a basic, but versatile, toolkit and will support at least the first two years of education in architecture. Realistically, we anticipate the need to acquire a more powerful computer and software at the beginning of the junior year. For more information, see samfoxschool.wustl.edu/node/6746.

E-MAIL/E-NEWS

All College of Architecture students are assigned a Washington University e-mail address. Both the College and the University use e-mail to communicate with students. Students are responsible for checking e-mail on a daily basis. If you would like to receive updates from the School, visit samfoxschool.wustl.edu and click on the link titled "Subscribe to e-news" at the bottom of the page.

ENROLLMENT VERIFICATION

Parents needing enrollment or grade point average verification for insurance purposes should contact the University Office of Student Records for documentation. The student will be contacted for his or her permission before this information is released in order to ensure compliance with the "Family Educational Rights and Privacy Act".

<http://registrar.wustl.edu/student-records/ferpa-privacy/>

GRADUATE PROGRAM

The Graduate School of Architecture & Urban Design offers master's degrees in Architecture, Urban Design, and Landscape Architecture and a Doctor of Sustainable Urbanism. Graduate students may be assigned to undergraduate courses either as teaching or technical assistants.

HOLDS

Student accounts with past due amounts of over \$200 will be placed on "hold" by Student Accounting. If the account is on "hold," registration privileges are revoked until the matter is resolved to the satisfaction of Student Accounting. Registration privileges include adding and dropping courses, changing grade options between pass/fail and credit, registering for the upcoming semester, and requesting transcripts.

LEAVE OF ABSENCE

A leave of absence from the College of Art may be requested for one semester at a time, up to one year for personal or medical reasons. Both a MLOA and a return from MLOA require a medical recommendation from SHS and an administrative approval from your school of enrollment (see shs.wustl.edu). A "Request for Leave of Absence Form," available from the

Sam Fox School Registrar's Office, Bixby Hall, Suite 1, must be completed before a leave of absence will be granted. Students should check with Student Financial Services (financial aid), the Office of International Students and Scholars (I-20), and Student Health Services (medical leave of absence/WU student health insurance), as applicable, before taking a leave of absence.

MATERIAL FEES

Fees are charged for consumable materials bought in bulk by the instructor. Students will often need to purchase additional materials for assignments on their own. If a student withdraws from a course, fees are not refundable after the 4th week. The University reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. Whenever fee changes or additions are made, they become effective with the next payment due.

PARKING

First and second-year students are not allowed to have cars on campus.

PEER ADVISORS

Every entering student has been assigned a Peer Advisor. Peer Advisors are architecture students who have volunteered to serve as a resource to facilitate smooth adjustments to academic, residential, and social life.

POLICIES

Information about student-related policies is available at <https://wustl.edu/about/compliance-policies/>.

PROBATION AND SUSPENSION

A student whose semester grade point average is below 2.0 (equal to a grade of "C") or who falls below a "pace" of 66 2/3% (number of credits earned divided by the number of credits attempted) are placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended.

While the College of Art desires to give all students the opportunity to prove themselves, it is not in the best interest of either the student or the College to permit students to continue indefinitely in educational programs in which they are not producing satisfactory results.

Probation serves as a warning that unless the quality of work improves, the student may be subject to dismissal because of academic deficiency. Students dismissed for academic deficiency will not be eligible for readmission until they have demonstrated, under the conditions set for each individual case, their ability to do satisfactory work. In support of the student, the Sam Fox School Registrar's Office will work with the student to develop a plan for success. In order to succeed, students must understand the causes of their current

situation, identify what needs to change, and implement and review the plan.

A student will be removed from academic probation when their cumulative GPA is above 2.0 and they are meeting the “pace” of 66 2/3% for Satisfactory Academic Progress.

PUBLIC LECTURE SERIES

Each semester the Sam Fox School hosts weekly lectures by nationally and internationally recognized artists, designers, architects, historians and critics. These events—critical to both the undergraduate and graduate experience—are extensions of studio and classroom learning and bring to the campus new ideas in practice, theory and technology in art, architecture and design. The Public Lecture Series provides a valuable opportunity for students to learn about the process of becoming a professional. Check the Sam Fox School online calendar at samfoxschool.wustl.edu/calendar for more information.

REGISTRATION

Students register in November for the spring semester and in April for the upcoming fall semester via the University’s online registration system (WebSTAC). Students will NOT be allowed to register if they have not seen an advisor or if their record is on “HOLD”. Students are reminded to check their records prior to registration to be sure they are not on hold. Registration dates and times are based on the student’s graduation year using a lottery system. Students may make changes to their registration in WebSTAC until the semester add/drop deadlines in the academic calendar.

Students seeking help with changes to their registration should contact the Sam Fox School Registrar’s Office.

SAFETY AND SECURITY

Emergency Telephone Numbers
Givens, Bixby, Steinberg, and Walker Halls—call Campus Police/Security: 314-935-5555
Emergency Information Hotline: 314-935-9000
Emergency Information Website: emergency.wustl.edu
Blue Light Emergency Phones

Parents, family, and others can register at <https://emergency.wustl.edu/> to receive e-mail messages and text messages in the event there is a campus emergency.

Blue light emergency phone: Blue light phones are available at over 100 locations on and surrounding the Washington University campus. They are easily recognized at night by the bright blue light mounted above the phone. When the red button is pushed, a connection is made directly to the University Campus Police. The dispatcher knows the exact location of the phone and help will be sent automatically, even if the caller cannot speak. These phones may be used any time help is needed from Campus Police but are intended for emergencies.

STUDENT BILLING

Washington University supports a 100% paperless billing environment with instant online access. All students have the ability to view their bill online through their WebSTAC account. Students may designate an additional payer (such as a parent and/or spouse) access to view their bill online by adding them in their profile in WebSTAC/Billing Records/Pay-View My Bill/My Profile. Students and any additional payers will receive an e-mail each time a new bill is available.

STUDY ABROAD

Studios Abroad

Over the past few years, the School has initiated a number of international semesters for both graduate and undergraduate students. In this complex and interdependent world where borders are crossed daily by digital means, it is important that future architects understand other places and their cultures.

Undergraduates who are obtaining the Bachelor of Science degree or the Bachelor of Arts degree can apply to attend the School's Florence semester program. They receive a full semester's worth of credit for this program. Another study abroad option for undergraduate architecture students is the Florence summer program (worth 9 credits).

SUMMER STUDY

It is our preference that students take their course work here at Washington University. See "Transfer Credit" policy.

SUPPLIES

In most cases, architecture students purchase their own supplies. When the materials necessary for the class are not readily available, or are expensive to purchase on an individual basis, the instructor will provide the materials and there will be a fee assessed to the student's account. In addition, some instructors will assess a materials fee based upon anticipated class projects for which materials will be provided. Students will also receive lists of suppliers from their faculty. Supplies may be purchased at:

ArtMart 2355 South Hanley Road 314-781-9999 artmartstl.com	Campus Store Mallinckrodt Center, Box 1074 Art/Engineering Merchandise, 314-935-6003 General Information, 314-935-5500
Home Depot 1603 South Hanley Road 314-647-6050 homedepot.com	Dick Blick 6300 Delmar Boulevard 314-862-6980 dickblick.com

TRANSFER CREDIT

Architecture students must complete the required Calculus I and Physics course at Washington University with a grade of “C-“ or better unless the student has received Advanced Placement (AP) or International Baccalaureate (IB) credit for these courses.

Students wishing to transfer credit for other courses completed at another institution should bring a full catalog description of the course(s) to the Sam Fox School Registrar’s Office for pre-approval. Upon receipt of an official transcript indicating a grade of “C” or better, courses will be considered for transfer. Grades for transfer courses will not appear on the student’s Washington University record and will not figure into the student’s GPA. College courses taken to earn credit for high school graduation will not be considered for transfer.

Washington University does not transfer credits for courses taken online. Non-Washington University courses do not count toward the 39 units of academic credit required in Arts & Sciences or the 9 units of academic credit required in Architecture, Art, Design, Arts & Sciences, Business or Engineering.

No transfer credit will be accepted for courses taken while a student is suspended from Washington University for violations of the University Student Conduct Code or Academic Integrity policy.

TRANSPORTATION

Universal Metro pass

Washington University students may obtain a pass for the Metro system by accessing the University’s Parking and Transportation Services website (**parking.wustl.edu/items/metro-transit/**) or going to the transportation office on North Campus at 700 Rosedale Avenue. Students must always carry their University ID along with their Metro pass.

In addition to providing access to the entire St.Louis metropolitan area, Metro provides service for three routes designed specifically for our community:

#1 Gold Service connects the Medical School and the Danforth Campus; also serves downtown Clayton and various shopping plazas.

#2 Red Service has stops near the South 40 residential halls and provides service to the neighborhoods south of the campus, as well as nearby grocery and retail stores. This route also connects the University’s North Campus facility and the Mallinckrodt Center on the Danforth Campus.

#3 Green Line connects the Danforth Campus with the 560 Music Building in University City and the surrounding neighborhoods that have University-owned apartments.

There is also a Danforth/South 40 campus circulator that provides shuttle service from the MetroLink stations at Skinker and Forest Park Parkway, Big Bend and Forest Park Parkway, and locations around the Danforth Campus and the South 40.

WEBSITES

The Sam Fox School website is located at **samfoxschool.wustl.edu**. You can also find it by going to the University website (**wustl.edu**) and clicking on the *Academics* then *Schools*

links. The site contains useful information, including an events calendar, academic calendar, and forms for a variety of student needs. Check it often!

WEBSTAC

Students may connect to the secure online registration system at acadinfo.wustl.edu. In addition to completing registration, students can check their account balance, class schedule, and academic record; request transcripts; and update their address and emergency contact information.

WITHDRAWALS AND REFUNDS

Approval by the Associate Dean of Students is required to officially withdraw from the University. Tuition adjustments will be processed based on data received and according to the following refund schedule:

Withdrawal Date	Refund
Within 1 st or 2 nd week of classes	100%
Within 3 rd or 4 th week of classes	80%
Within 5 th or 6 th week of classes	60%
Within 7 th or 8 th week of classes	50%
Within 9 th or 10 th week of classes	40%
After 10 th week of classes	0%

For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by Student Health Services or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined. The Associate Dean of Students may authorize as much as a 100% refund based upon extenuating circumstances.

Federal student aid recipients receive refunds as determined by the Office of Student Financial Services per Federal Title IV regulations.

Material fees for College of Architecture courses will not be refunded after the 4th week of classes each semester.

Students should check eligibility for continued student health insurance coverage during a leave of absence at shs.wustl.edu/Insurance.

2017-2018 ACADEMIC CALENDAR

2017 Fall Semester	
First day of classes	Monday, August 28, 2017
Labor Day holiday, no classes	Monday, September 4, 2017
Last day to add, change sections, or wait list	Thursday, September 7, 2017
Last day to drop a course	Thursday, September 7, 2017
Last day to change to pass/fail or audit	Monday, September 18, 2017
Last day to file an "Intent to Graduate" for December 2017	Monday, October 2, 2017
Advising for Spring 2018 semester begins	Monday, October 9, 2017
Fall Break, no classes	Saturday-Tuesday, October 14-17, 2017
Registration for graduate students	Thursday, November 9, 2017
Registration for undergraduate class of 2018 or earlier	Friday, November 10, 2017
Registration for undergraduate class of 2019	Monday, November 13, 2017
Registration for undergraduate class of 2020	Tuesday, November 14, 2017
Registration for undergraduate class of 2021	Wednesday, November 15, 2017
Last day to withdraw from a course or change grade option to credit	Friday, November 17, 2017
Thanksgiving Break, no classes	Wednesday-Sunday, November 22-26, 2017
Last day of classes	Friday, December 8, 2017
Reading days and final critiques	Monday-Wednesday, December 11-13, 2017
Final Exams	Thursday-Wednesday, December 14-20, 2017
Last day to file an "Intent to Graduate" for May 2018	Thursday, December 21, 2017
2018 Spring Semester	
Martin Luther King holiday, no classes	Monday, January 15, 2018
First day of classes	Tuesday, January 16, 2018
Last day to add, change sections, or wait list	Thursday, January 25, 2018
Last day to drop a course	Thursday, January 25, 2018
Last day to change to pass/fail or audit	Monday, February 5, 2018
Advising for Fall 2018 semester begins	Monday, March 5, 2018
Spring Break, no classes	Sunday-Saturday, March 11-17, 2018
Summer 2018 registration begins	Wednesday, March 28, 2018
Last day to withdraw from a course or change grade option to credit	Friday, April 6, 2018
Registration for graduate students and undergraduate class of 2018 or earlier	Tuesday, April 17, 2018
Registration for undergraduate class of 2019	Wednesday, April 18, 2018
Registration for undergraduate class of 2020	Thursday, April 19, 2018
Registration for undergraduate class of 2021	Friday, April 20, 2018
Last day of classes	Friday, April 27, 2018
Reading days and final critiques	Monday-Wednesday, April 30-May 2, 2018
Final Exams	Thursday-Wednesday, May 3-9, 2018
Architecture Commencement Ceremony, Graham Chapel	11am, Thursday, May 17, 2018
Art Recognition Ceremony, Graham Chapel	8pm, Thursday, May 17, 2018
Commencement, Brookings Quadrangle	Friday, May 18, 2018
2018 Summer Semester	
First Summer Session begins	Monday, May 21, 2018
Memorial Day holiday, no classes	Monday, May 28, 2018
Independence Day holiday, no classes	Wednesday, July 4, 2018
Last Summer Session ends	Thursday, August 16, 2018

Please note: All changes must be made in WebSTAC by 9pm on the date of a deadline.