Learn Teach Grow

Non-Traditional Student HANDBOOK
Welcome to Central...

As an adult learner at Central Washington University, (CWU) you are among more than 1,900 students who have come back to college after living in the “real world.” You have experienced working, serving in the military, getting married or having children. We know every student comes to campus with specific goals, doubts or uncertainties.

In 2006 CWU made a commitment to be pro-active in our quest to support adult learners. Through collaborative efforts by various departments across campus we have created a “Family Friendly Initiative.” This initiative is devoted to providing a multifaceted approach to supporting students who juggle their academic pursuits with employment, family and other life commitments.

Remember, asking for help is the first critical step to your academic success. The Center for Student Empowerment and CWU are committed to proving a supportive, holistic learning experience!
TABLE OF CONTENTS

Campus Resources  4
Other Resources  5
E-mail  6
University Writing Center  6
Other Writing Resources  7
Library Resources  7
Financial Aid  8
Scholarships  9
Successful Study Tips  10
Test Preparation Skills  10
Career Preparation  11
Family Friendly Walking Map  12
CAMPUS RESOURCES

DEPARTMENTS:

Academic Advising
Herz Hall 107
509.963.3523
www.cwu.edu/~acadadv

Career Services
Barge Hall 202
509.963.1921
www.cwu.edu/~career

Central Transit
509.933.2287
http://www.cwu.edu/~police/transit_map.html

Center for Disability Services
Bouillon Hall 205
509.963.2171
www.cwu.edu/~dss

Center for Student Empowerment
SURC 250
509.963.2127
www.cwu.edu/~ecenter

Connection Card Office
SURC 131
509.963.2711
www.cwu.edu/~card

CWU Health & Counseling Services
400 E. University Way
Corner of 11th and Poplar
Health: 509.963.1881
Counseling: 509.963.1391
http://www.cwu.edu/~shcc

Early Childhood Learning Centers
1900 Brooklane Suite 100
509.963.1744
www.cwu.edu/~ecenter/eclc

Family Resource Center
Michaelsen Hall 328
509.963.2785
www.cwu.edu/~frc

Financial Aid
Barge Hall 115
509.963.1611
www.cwu.edu/~finaid

Housing
Button Hall
509.963.1831
www.cwu.edu/~housing

IT Department
Bouillon Hall 112
509.963.2001
www.cwu.edu/~helpdesk

Registrar Services
Mitchell Hall, 1st floor
509.963.3001
www.cwu.edu/~regi

TRIO Program
Hertz 209
509.963.2026
www.cwu.edu/~sss

Veteran’s Affairs Office
Psychology 463
509.963.1229 or 509.963.3028

www.cwu.edu
PEOPLE:

Diana Haglund
Wenatchee Site Director
509.963.3955
http://www.cwu.edu/wenatchee

Kelly Jo Hurley
Student Vet Club
hurleyk@cwu.edu

Kim Ostrowski
Moses Lake Site Director
509.793.2355 or 509.963.3663
ostrowsk@cwu.edu
http://www.cwu.edu/moseslake

Matthew Ballantyne
NTSO President- (Non Traditional Student Organization)
ballantn@cwu.edu

Melanie Palm
Yakima Site Director
509.963.3710
palmmp@cwu.edu
http://www.cwu.edu/yakima

Michelle Cyrus
Assistant Director for Non Traditional Student Programs & Services
509.963.2198
cyrusm@cwu.edu

Tina Wang
Assistant Director for Westside Student Affairs
509-963-3872
twang@cwu.edu

OFF CAMPUS RESOURCES:

ASPEN
(Abuse Support Education Prevention Now)
220 West 4th Ave., Ellensburg
509.925.9384 or 1.866.925.9384

Family Services & Counseling
Comprehensive Mental Health
509.925.9861

Hope Source Family Support Services
700 E. Mt. View Ave.
Suite 501, Ellensburg
509.925.1448

Housing Authority of Kittitas County
509.962.9006

Kittitas County Veteran Coalition
413 N Main St.
Suite H, Ellensburg
509.933.2932

Kittitas Valley Community Hospital
509.962.9841

Public Health
509.962.7515

Veteran Services
509.575.2728
509.575.2678

Veterans of VFW
509.899.5678
E-MAIL
GroupWise e-mail accounts are activated 48 hours after class registration. E-mail notification by GroupWise is the official means of communication with CWU students. Students must check their CWU e-mail accounts regularly.

UNIVERSITY WRITING CENTER
FREE Service for ALL Students
Live, interactive, and online writing consultations
Work one-on-one with a consultant
• Any type of writing
• For any class, or outside of class
• Online sessions are like in-person sessions; you work with a consultant in Ellensburg, but online, from your computer, at your convenience

Online screen-sharing is just like in person
• Consultant sees your essay on your computer
• You discuss together via text chat, audio or video
• Interactive sessions last about 45 minutes
• You and the consultant read your essay live
• Consultant discusses revisions with you
• You make changes on your screen

To schedule an online appointment
Call (509) 963-1296 or (509) 963-1270
• Based on your computer, we tell you what to download to prepare for the session
• At the appointed time, we send you an electronic invitation to connect

All you need is an Internet connection
• Any type other than dial-up works
• Mac or PC
• At home or in a computer lab

OTHER WRITING SERVICES
Handouts on Grammar, APA style, etc.
http://www.cwu.edu/~writingcenter/resources.html

Call the University Writing Center
(509) 963-1296 or (509) 963-1270
LIBRARY SERVICES

Online Resources

Library Catalog - Cattrax:
Records of nearly 800,000 items physically contained within Brooks Library. Students have access to all circulating books, government documents, periodicals, maps and other materials owned by the Library.

Summit Catalog:
CWU Brooks Library is a member of the Orbis/Cascade Alliance which includes the Summit service. Through the Summit Catalog students have access to library holdings and information on more than 26 million books and other materials owned by the participating university and college libraries in Oregon and Washington.

ILLiad (InterLibrary Loan system):
The interlibrary loan web-based ILLiad system for requesting books and copies of articles from periodicals owned by the CWU Brooks Library and to obtain materials not owned by the library.

Electronic Journals:
Access to over 13,000 journals, magazines, and newspapers to which the library subscribes electronically. Includes the ability to browse e-journals by subject.

Subject Guides:
Recommendations of print materials, databases, electronic journals, and Web sites based on CWU class programs. CWU Brooks Library home page offers subject guides for academic areas such as business, education, and law and justice.

Databases by Title:
- Electronic access to nearly 80 subscription data bases.

Coverage includes, but is not limited to:
- Periodical articles - citations, abstracts and/or full-text
- Financial and statistical databases
- Government documents - indexing and full-text
FINANCIAL AID

How does Financial Aid work?

- Aid is awarded for full time enrollment and is divided equally over Fall, Winter and Spring.
- You pay as you go, charges are assessed and aid disbursed each quarter.
- Your enrollment for a quarter is determined and locked for Financial Aid when registration closes at the end of the Change of Schedule Period, called the “census date.” (Usually the end of the sixth day of classes in fall, winter and spring, in summer the end of the third day of classes.)
- You must be enrolled at least half-time, six credits for an undergraduate to receive loans and most grants.
- Before disbursing aid, adjustments are made for less than full time attendance.
- Pell, State Need, ACG & Smart Grants must be prorated to half-time and three-quarter time status on the census date. Private Scholarships may require full time attendance, please check with the donor.
- After disbursement, the aid is applied to your charges and any excess is refunded by Student Financial Services.
- You may check the refund date or status on SAFARI. Student Financial Resources will also e-mail your on-campus account when you have a refund.

What will my aid pay?

- Federal loans and grants can only pay Tuition and Fees

  Exceptions.....

- You sign the blue “Authorization Form” in the Cashier’s Office to allow other charges to be paid with Financial Aid. . . Highly recommended! Avoid late fees!
- A few education related expenses can be added by request with documentation:
  - Unusual program costs or class fees
  - Day care expenses that exceed our allowance
  - Purchase of a computer (one time only)
There are many scholarships available. Listed below are a few websites that we have found useful.

- www.cwu.edu/~scholar
- www.scholarship-monkey.com
- www.scholarships.com
- http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

A “Scholarships 101” program is offered each quarter; watch for details to take advantage of this informative program.

“A wise man will make more opportunities than he finds.”

-Francis Bacon
SUCCESSFUL STUDY TIPS

• Do the assigned reading before going to class.

• Review your notes of the previous class before the class starts.

• Scan the text book for headings, key words and summaries.

• Set a time limit for your reading and read a set number of pages in that time limit.

• Underline key ideas or take notes while reading.

• Be an active listener in class.

• Don’t write down everything, just key words and things that will jog your memory.

• Review your notes after class and highlight key ideas.

TEST PREPARATION SKILLS

• Start planning as far in advance as possible. Read class notes and review daily for about 10 to 15 minutes. The brain absorbs more if you study over shorter periods of time.

• Plan a couple major review sessions the week of the test.

• Make a study to do list so you know what you need to memorize and study for exams. That way you don’t have to reread the chapter.

• Make flashcards and use them for all review sessions.

• Start a study group with other students from your class.

• Ask the professor what to expect… what format the test is in, what to bring to the exam, etc.

• Ask the professor if old tests will be given as study guides.

• Arrive early and relax.

• If you are easily distracted, seat yourself away from doors and windows.

• Read and reread the directions… you’d hate to lose points for not reading the directions.

• Scan the exam and plan time accordingly.

• Answer the easiest and shortest questions first.

• Your first instinct is usually best.
Multiple choice

1. Read the directions.

2. Try to answer the question in your head before reading all the answers.

3. Mark the questions you can’t answer and come back to them if time permits.

4. Read all the answers before marking one… two could be similar and only one will be correct.

5. Last resort, guess… if two are similar except one or two words pick one of those. If two have similar sounds or words, pick one of those… if sentence completion, choose ones that make sense grammatically. If answers cover a wide range choose something in the middle.

True False Tests

1. Answer them quickly.

2. Read carefully.


CAREER PREP

• Just having an education does not guarantee you a job when you are finished. There are many things that go in to finding a quality job after school.

• Dress the part, keep your best work in a portfolio, prepare your job hunting skills.

• Develop a cover letter.

• Include an introductory cover letter with each resume you send to employers. Each letter must be originally typed and signed.

• Include why you are applying and what position you are applying for, state how your education plays a part in the career, let them know that your resume is attached, ask for an interview.

Resume

• Make sure it is clear, concise and to the point. There should be no grammatical errors. Highlight your personal strengths, make it stand out. Try heavier paper, nice linen paper or a slightly different color hue. Make sure it is easy to scan with proper sections in the resume.

Interviewing

• So you got the interview, but the hard part is not over yet.

• Dress the part. Be ready to answer any question they throw your way. Research the employer. Ask questions. Practice.

• If you need help with career prep please visit the career services website at www.cwu.edu/~career
AREAS OF INTEREST FOR KIDS

1. Bassettis Complex
2. Barto Hall
3. Music Building
4. Hogue Hall
5. Michaelsen Hall
6. Randall Hall
7. Moore & Anderson Halls
8. Stephens-Whitney Hall
9. North Hall
10. Wilson Hall

11. International Center
12. Language & Literature Building
13. Brooks Library
14. Farrell Hall
15. Dean Hall
16. Science Building
17. Hertz Hall
18. Hebeler Hall
19. Mitchell Hall
20. Barge Hall

21. Shaw-Smyser Hall
22. McConnell Auditorium
23. Samuelson Union Building
24. Kamola Hall
25. Sue Lombard Hall
26. Lind Hall
27. Bouillon Hall
28. Grupe Conference Center
29. Black Hall
30. SURC

Buildings found along the family friendly walk: