



WHITWORTH
UNIVERSITY

SCS STUDENT HANDBOOK

School of Continuing Studies

Updated July 2021



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Welcome to the Whitworth family!

We are happy you are here! Whether you are just starting your university experience or transferring in credits, we hope you find a path full of possibilities.

As an adult, you have multiple demands to balance while you complete your degree, and the School of Continuing Studies is committed to walking alongside you on this journey. Our dedicated instructors and staff will listen to your needs and provide support to help you achieve your academic goals.

You are now part of a tradition of mind and heart formation. Therefore, we encourage you to get all you can out of this experience: ask curious questions, participate in your classes, study hard, open yourself up to new ideas, and make connections with your classmates.

We are here to help in any way we can so that you can reach your goals and realize your dreams.

Go Bucs!

Sincerely,

Your Continuing Studies Advising Team

College Success Checklist



Before your first class begins:

- Set up your Whitworth Outlook email and check it regularly as this is Whitworth's primary means of communication.
- The first time you log into a Whitworth system using your student credentials when you are located off-campus, you will be prompted to enroll in DUO Security, Whitworth's two-factor authentication security system. Setup instructions are outlined in your Computer User Guide.
- Use the Self-Service platform, found through Pirate Port, to access your schedule.
- If you need childcare while you're in class, have a babysitter lined up. It would be good to have a back-up babysitter as well should you need one.

The first week of classes:

- Read the syllabus closely, identify questions you have, and ask your instructor.
- Look at the syllabus for assignment and project due dates, test dates, and any other important information. Add these to your planner or calendar.
- Get to know your classmates' names and backgrounds; getting to know your classmates early on will help you form study groups and increase your learning power. Your classmates are a great resource for you when your car breaks down and you need a ride to class or when your wifi goes out and you need a spot to attend class remotely.

During the semester:

- Make every effort to attend all your classes. If you have to miss an upcoming class, let your instructor know ahead of time.
- Set aside designated study and reading times during the week. It's common that for every hour in class, you can expect to spend two hours outside of class on assignments and preparation for the following class.
- Come prepared to class having read the assigned readings so that you can participate fully in class discussions.
- Look ahead in the syllabus. Life circumstances may come up that interrupt your time for homework, so starting assignments early can help keep you on track.
- Reach out to your instructors and your advisor if you are struggling in class. They can point you toward services like the Composition Commons and other resources or help you navigate options such as dropping a class.
- Check your Whitworth Outlook email regularly!

Before your next semester:

- Meet with your advisor if you need to make changes to your schedule in the upcoming semester.
- Look at your program evaluation in Self-Service to track your progress in your program and check your upcoming class schedule.

Student Resources



Aquatics Center: Continuing Studies students can use the pool for free during open hours. whitworth.edu/aquaticscenter | **509.777.4778**

Career Services: Need career assessment/counseling? Want to gain job-search/interviewing skills? Looking for an internship? Need help putting together your résumé? Researching graduate schools? These services and more are available to students in the Career Services office. whitworth.edu/careerservices | **509.777.3272**

Composition Commons: Writing support is available by appointment. To schedule an appointment, go to whitworth.mywconline.com | **509.777.4573**

Computer Help Desk: Assistance will be provided to students having issues with technology access. helpdesk@whitworth.edu | **509.777.3911**

Counseling Services: Free therapy services are available for Whitworth students via the MFT Center. To make an appointment, call **509.777.3411**. Immediate counseling is available for emergencies; contact your advisor. | **509.777.3222**

DUO: DUO Security is a two-factor authentication service that allows you to securely log into your Whitworth applications while off-campus.

Educational Support Services: Accommodations are available for students with disabilities. To request services, students must identify themselves and complete an intake form and interview with the Office of Educational Support Services. ess@whitworth.edu | **509.777.3380**.

Financial Aid: Continuing Studies students work closely with financial aid when establishing their schedules each term. David Barnes (dbarnes@whitworth.edu | **509.777.4309**) is the Financial Aid staff member assigned to assist Continuing Studies students.

I.D. Cards: I.D. cards will be distributed to new Whitworth students. Each card is to last for the student's entire time here. Replacement ID cards are an additional fee.

Library: You can find computers, quiet study spaces, reservable conference rooms, print and digital resources, and friendly librarians here. Check the website for hours. whitworth.edu/library | **509.777.3260**

Math Tutoring: If you need additional help with math, tutors are available in the Fall and Spring semesters. For more information, visit "[Adult Student Resources](#)" under the Academic Resources tab in Pirate Port.

Military and Veterans Resource Center (MAVRC): Whitworth has a physical space dedicated to supporting military-connected students. Contact veterans@whitworth.edu for more information.

Outdoor Recreation Equipment Rental: Whitworth has snowboards, snowshoes, bikes, backpacks, tents and much more for rent. Contact the U-Rec front desk (**509.777.4561**) or check out whitworthoutdoors.com to rent supplies for some inexpensive fun.

Pines Café & Bookstore: Whitworth's bookstore and newest café are located in the same building, just adjacent to Hawthorne Hall. The café is open in the evenings during the fall and spring semesters, so you can grab a coffee or a bite to eat before class. And along with regular work-week hours, the bookstore is open during home football games and special campus events. bkstr.com/whitworthstore/home

Security: Whitworth campus security can be reached 24/7 at **509.777.4444**. If at any time an emergency situation arises, call 911.

Text for Success: Continuing Studies students can sign up for two notifications per month with helpful reminders about Continuing Studies schedules and deadlines as well as some tips for studying and maintaining a balanced life while juggling work, life, and school demands. Visit rmd.at/dag6k4 to sign up.

Title IX: Whitworth University faculty and staff members are committed to the well-being of each student. It is common for students to discuss non-course related issues with their advisors, faculty or staff and, when possible, the Whitworth employee will keep such conversations strictly confidential. However, because federal law views all Whitworth faculty and staff members as mandated reporters of any incidents of sexual misconduct, if a student informs a Whitworth employee of an issue of sexual harassment, sexual assault, or discrimination, the employee is required by federal law to bring it to the attention of the Title IX Coordinator.

The Title IX Coordinator (titleixcoordinator@whitworth.edu | **509.777.4536**) will make sure the student is aware of all of the options and resources provided to them by Whitworth University policies and under the law.

There are a few Whitworth employees that federal law does not view as mandatory reporters, with whom a student could speak without the conversation being reported to the Title IX Coordinator. These include Whitworth counselors, health center, and chaplains. If you have any concerns that you would like to discuss confidentially with a person who is not a mandatory reporter, please contact the Whitworth Counseling Center (**509.777.4450**) or the chapel (**509.777.4345**).

U-Rec: Continuing Studies students can buy a membership to utilize the recreation facility. \$35 per month; \$130 per semester; or \$275 per academic year (Sept. – Aug.).
whitworth.edu/urec | **509.777.3734**

Degree Requirements



Bachelor Degree Requirements for All Majors:

Students are required to meet all Whitworth University graduation requirements, including:

- Completion of shared curriculum requirements
- Completion of 36 semester credits of upper-division courses (numbered 300 or above)
- Completion of a writing-intensive “W” course in the major
- Completion of an approved major (with a minimum cumulative grade point average of 2.0)
- Completion of at least 32 semester credits in a degree program at Whitworth
- Completion of 126 total semester credits, including those transferred from other institutions
- A cumulative grade point average of 2.0 in all Whitworth courses
- Complete 32 of last 40 credits for the degree at Whitworth

Shared Curriculum Requirements:

All shared curriculum courses for evening students are three credits with the exception of Habits of Wellness, which only requires two credits.

- Praxis
 - Habits of Mind
 - Habits of Wellness
- Belief Inquiry
 - Worldview Studies
 - Biblical Literature
- Cultural Inquiry (complete 2 of the following 3 categories)
 - Historical Analysis
 - Literature and Storytelling
 - Cultural Diversity
- Expressive Inquiry
 - Written Communication
 - Oral Communication
 - Fine Arts
 - World Languages: For evening students only, this requirement may be met in the following ways: 1) a three-credit conversational language course specifically designed for Whitworth evening students; 2) a full year (eight semester credits or 15 quarter credits) of a language at Whitworth or another university; or 3) demonstrated proficiency by passing a proctored proficiency exam.
- Scientific Inquiry
 - Mathematics
 - Natural Science
 - Social Science

**Students must also take at least one course with each of the following tags: Emotional Wellness, U.S. Diversity, and Global Diversity.*

Glossary



WHITWORTH LINGO

Big 3: Whitworth's three main on-campus behavioral policies: 1) No possession, consumption, or distribution of alcohol, drugs or controlled medication without a prescription; 2) No cohabitation; and 3) No violent or destructive behavior

Core: Whitworth's Worldview Studies courses. SCS students take either Core 150 – Ancient & Modern Worldviews in Christian Perspective or Core 300 – Worldview, Reality, & Human Nature.

HUB: The Hixon Union Building (HUB) is home to the dining hall, the Mind & Hearth coffee shop, Educational Support Services, Career Services, and more!

Little 3: The three unofficial tasks students must accomplish before they graduate from Whitworth: 1) catch a virgin pinecone; 2) get hit in the head with a Frisbee; and 3) drop a plate in the dining hall

U-District: Our downtown location at 534 E. Spokane Falls Blvd, Spokane, WA 99202

Virgin pinecone: A pinecone that has not yet touched the ground. Students are encouraged to catch one before graduating from Whitworth.

ACADEMIC LINGO

A.A. (Associate of Arts): A two-year degree designed to transfer into bachelor's degree programs.

A.A.S. (Associate of Applied Science): A two-year degree designed to prepare students for employment. Whitworth offers transfer-friendly options for A.A.S. and other applied associate degrees.

Advisor: Advisors assist students with creating an academic plan to help them achieve their academic goals.

Asynchronous vs. Synchronous: If you have a course in an asynchronous format, you will complete your coursework independently. If you have a synchronous class, you will participate in real time with your instructor and classmates. Some classes may have both synchronous and asynchronous components.

B.A. (Bachelor of Arts): The most common four-year degree offered at most universities.

Cohort: Students in the teacher certification and business programs experience the courses in their major in a designated sequence with the same group of students, creating a team-like environment.

CLEP: College Level Examination Program - A program of examinations designed to assess student mastery of introductory college course material in particular subject areas. A student may earn credits for certain courses based on their scores for these exams.

Drop vs. Withdraw: *Drop* – removal of a course prior to the last day to add/drop. A full refund is given if payment has been made. Course does not appear on the student's transcript. *Withdraw* – exiting a course after the last day to add/drop. This results in a W on student's transcript. Student still pays for all or part of the course.

DSST: DANTES Subject Standardized Tests - A program of examinations designed to assess learning acquired outside the traditional classroom. A student may earn elective credits for passing scores on these exams.

Electives: Courses outside of the major and shared curriculum requirements that count toward total credits for graduation.

FAFSA: Free Application for Federal Student Aid - this is the form used to determine eligibility for all means of financial aid.

Flexible Learning Options: Flexible learning options allow students to choose between online and in-person attendance based on their preferred learning style and schedule.

Online: Students who choose to attend classes online will attend remotely via a videoconferencing platform.

In-person: Students attending in person will have class on campus in North Spokane or at the U-District location.

G.P.A. (Grade Point Average): A calculation made on a 4.0 scale based on your grades and the number of credits you have taken.

Hybrid Course: Course content is delivered both in person and online. Face-to-face class time is reduced and online work increased compared to a traditional face-to-face course.

Interdisciplinary Degree: A degree that crosses boundaries between academic disciplines. Continuing Studies interdisciplinary degrees include Public Service Administration, Criminal Justice Administration, Human Services, and Humanities.

Master's Degrees: Master of Arts (M.A.), Master of Business Administration Degree (MBA), Master of Education (M.Ed.) – graduate degrees obtained after a bachelor's degree.

Pell Grant: A federal grant based on financial need and enrollment.

Self-Service: Whitworth's online platform used to register for courses, view program evaluations and schedules, view final grades and GPA, and more.

Shared Curriculum: A set of courses that fulfill the curriculum requirements of a liberal arts education at Whitworth.

Session: Each term is divided into two or three six-week increments called sessions. The academic year consists of eight sessions: three in Fall, three in Spring, and two in Summer.

Step-Up: A program offered to current seniors eager to get started on graduate course work. Students may earn up to six credits applied to their undergraduate degree by taking graduate-level courses. Step-Up courses are then waived for the master's degree if the student is admitted to the graduate program.

Term: A group of sessions. Continuing Studies has three terms: Fall, Spring, and Summer.

Upper Division courses: Courses with a level of 300 or above. 36 credits of upper-division coursework are required for a bachelor's degree.

Waitlist: A list you can join if a class is full. If space opens up in the class, students on the waitlist may have the opportunity to enroll.

School of Continuing Studies Policies



In addition to the general university policies outlined in the [university's student handbook](#) and the academic [catalog](#) the following policies apply specifically to students attending courses within the School of Continuing Studies.

Attendance Option Selection: Students will select their preference to attend in person or online at the time of course registration. Students may change the preferred attendance modality from course to course, however, once a course begins students must complete that course in the selected attendance mode. If something comes up mid-course, you should always contact your instructor as soon as possible to discuss your situation.

Attendance for Accelerated-Format Courses: Expectations for all students, regardless of learning modality, are the same. The accelerated-format courses stress the collaborative nature of adult student learning; student participation is an essential element for getting the most out of each course. Thus, attendance becomes very important not only due to the accelerated nature of the course but also because the quality of the total learning experience is affected by student absences. If a student does miss class, it is up to them to contact the instructor to determine what makeup and/or extra work needs to be completed.

Non-Hybrid Courses: Students who miss 20% or more of total class time should anticipate up to a full grade reduction. Students who miss one class session would not necessarily face a reduction, but additional absences are assumed to have an impact on their grade. Please note that 8-hour Saturday classes equate to two class sessions. The instructor decides the actual grade impact and the final decision may consider the circumstances of the absence and the overall performance of the student. Students who miss approximately one-third of total class time should contact their academic advisor immediately to withdraw from the course.

Hybrid Courses: Due to the limited classroom time in a hybrid-format course, students missing any portion of the classroom meeting time should expect up to a full grade reduction in their overall grade. Students missing, or anticipating missing, two classroom meetings should withdraw from the course.

Workshop Courses: Due to the limited class meeting time for the 1-credit seminar, students who miss a class session, or a significant portion of a class session, will not receive credit for the course.

Online Asynchronous Courses: Students enrolled in courses with an online, asynchronous modality are expected to engage in the course on a weekly basis per the instructor's direction as identified in Blackboard and on the course syllabus.

Online Attendance: Fully remote students will join class online via a videoconferencing platform on the days there are in-person class meetings. Students are expected to attend and participate for the entirety of each class meeting, with their cameras on.

Book Distribution: Books are generally distributed beginning two weeks prior to the session start date in the location the course is scheduled to meet. Students who reside and work outside of Spokane County may have the option of having course materials mailed.

Book Returns for Dropped Courses:

Textbook Return Policy When Course is Dropped During 100% Tuition Refund Period:

- Shrink-wrapped textbooks are returnable only if shrink-wrap has not been removed.
- Standalone access codes cannot be returned if the access code has been activated. If opened but not activated, it is returnable.
 - If the access code is bundled with a shrink-wrapped textbook, it is only returnable if the shrink-wrap has not been removed.

All Other Books & Supplies:

- Returnable only in new condition with no writing, highlighting or other damage.
- Charges will be applied to student's account during the third week of each session.

If a course is dropped after the 100% tuition refund deadline, all materials are the student's to keep at no charge.

Distraction Free Class:

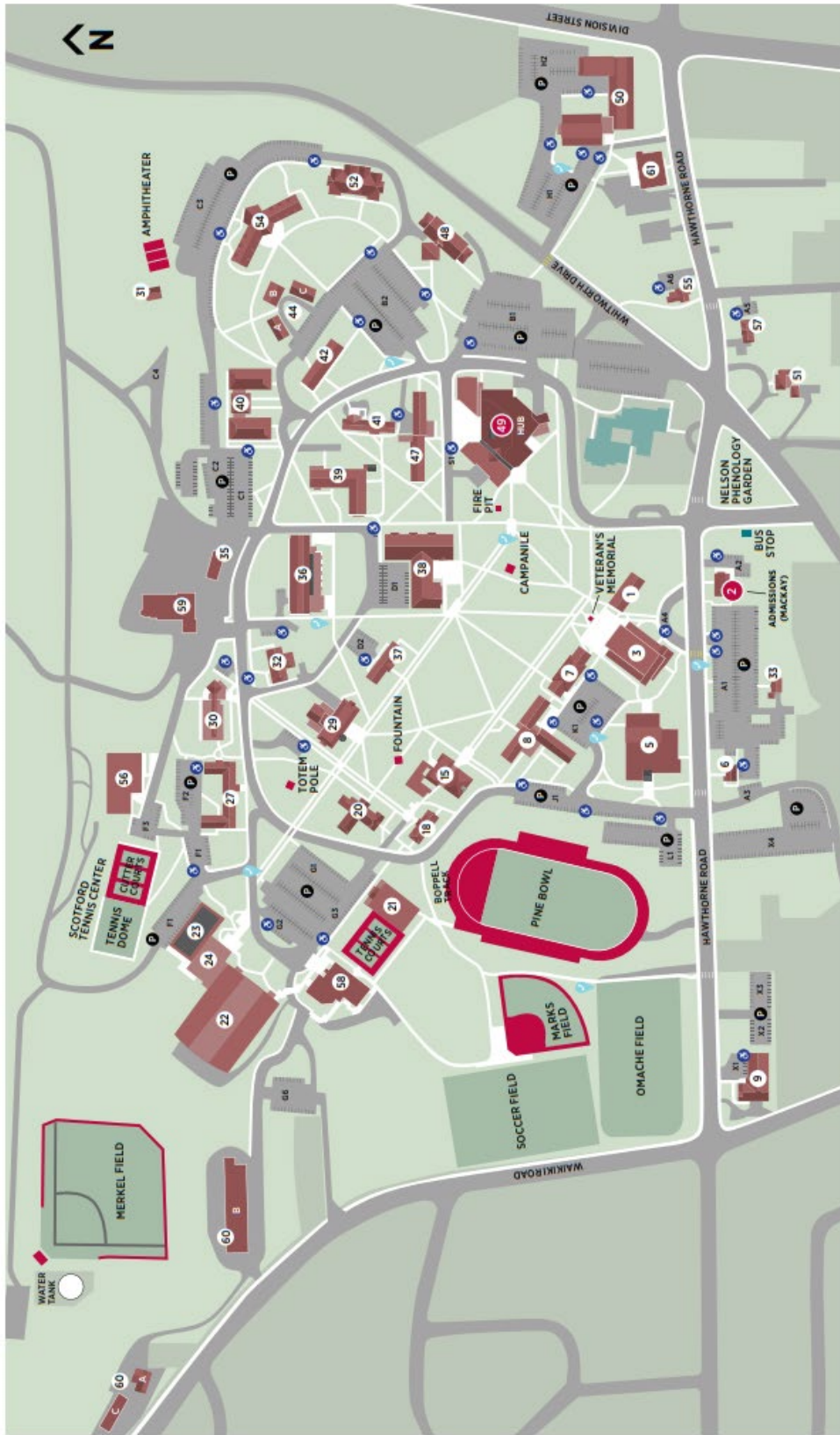
Cell Phones and Computers: In consideration of others, turn your electronic devices to off or the silent mode, whether you are in the classroom or participating online. Refrain from texting, checking email or conducting Internet activities during class unless directed by the instructor. Use of computers in the classroom is at the discretion of the instructor.

Online Attendance: In order to provide the best synchronous learning environment for all, we expect students who are participating remotely to minimize potential distractions before class begins. This includes distracting backgrounds, noises, or camera movement. As a general rule, follow the expectations of an in-person classroom by arriving on time, being prepared for learning, sharing airtime, and maintaining professional appearance and demeanor. The same School of Continuing Studies attendance expectations that apply to in-person classes also apply to synchronous classes, including abstinence from alcohol and tobacco products.

Online Participation: Online participation means that students are expected to be present online as well as in the classroom. To demonstrate online presence, students must actively participate in all online discussions and assignments. Any online discussions/assignments will be given during class times, along with any other requirements.

Technology Requirements for Online Attendance: Students selecting online attendance should have access to a reliable internet connection and a computer with a camera, microphone, and speakers. Antivirus software must be installed in order to remotely access Whitworth systems. Attending class from a phone is not feasible to adequately view classroom materials and participate in group discussions.

Campus Map



Aquatic Center	23	Lied Center for the Visual Arts	30
Arend Hall	47	Lindaman Center	37
Auld House - Human Resources	6	Mackay Hall - Admissions	2
Baldwin-Jenkins Hall	40	McEachran Hall - Administration	1
Ballard Hall	18	McMillan Hall	20
Beekma Family Theology Center -		Oliver Hall	54
Seelye G. Mudd Chapel	15	The Pines Cafe/Bookstore (under construction)	61
Boppell Hall	48	Pirates Cove	31
Campus Security Office	57	President's House	51
Cowles Memorial Auditorium	3	Recreation Center (U-Rec)	56
Cowles Music Center	5	Robinson Science Hall	36
Dixon Hall	7	Schumacher Hall - Health/Counseling Center	32
Duwall Hall	52	Scottford Strength & Conditioning Center	24
Facilities Services Admin.	60A	Stewart Hall	35
Facilities Services Trades/Grounds	60B	Tacoma Hall	42
Facilities Services Warehouse	60C	Village (Akili)	9
Fieldhouse	22	Village (Tiki)	44A
Graves Gymnasium	21	Village (Shalom)	44B
H.C. Cowles Memorial Library	38	Warren Hall	44C
Hardwick House	55	Westminster Hall	8
Hawthorne Hall	50	Weyerhaeuser Hall	27
Health Science Building (under construction)	59	Whitworth Athletics Leadership Team	29
Hendrick Hall	41	Center (WALT)	58
Hill House	33		
Hixson Union Building (HUB)	49		
Johnston Science Center	39		

No parking pass required
 ADA Parking
 Emergency Stations

University District Map

