Please consult the WSU syllabus checklist for all required components at <https://vpue.wsu.edu/policies/>.

**Tri-Cities specific information**

**Accommodations.** Reasonable accommodations are available for students who have a documented disability. If you have a documented disability, even temporary, make an appointment as soon as possible with the Access and Support Services Coordinator, Gaby Corona in TFLO 269, 372-7352, [gabriella.corona@wsu.edu](mailto:gabriella.corona@wsu.edu). You will need to provide your instructor with the appropriate accommodation form. Late notification could cause a potential delay in accommodations. All accommodations must be approved through the Access and Support Services Coordinator

**Academic Integrity.** Academic integrity is the cornerstone of higher education. As such, all members of the university share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Student who violate WSU’s academic integrity policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will receive [*insert sanction*, e.g. fail the assignment, fail the course, etc.], will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: <http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010>.

If you have any questions about what is and is not allowed in this course, you should ask the instructor before proceeding. If you wish to appeal a faculty member’s decision related to academic integrity, please use the form available at [conduct.wsu.edu](https://conduct.wsu.edu/)

**Safety.** Classroom and campus safety are of paramount importance at WSU, and are the shared responsibility of the entire campus population. WSU urges students to follow the “Alert, Assess, Act” protocol for all types of emergencies and the “Run, Hide, Fight” response for an active shooter incident. Remain ***ALERT*** (through direct observation or emergency notification), ***ASSESS*** your specific situation, and ***ACT*** in the most appropriate way to assure your own safety (and the safety of others if you are able). Please sign up for emergency alerts on your account at *MyWSU* to receive notification regarding campus emergencies (including campus closures). Click Update Now! Under “Tri-Cities Emergency Info” to register for notification by text message, e-mail, telephone, or any combination of the three. Providing multiple contact methods will help ensure you receive notifications in a timely manner, and your information will NOT be used for any other purpose. The following video to learn about WSU Tri-Cities’ safety and emergency protocols: <https://www.youtube.com/watch?v=WClaZzSvao4&feature=youtu.be>

For more information on this subject, campus safety, and related topics, please view the [WSU safety portal](https://faculty.wsu.edu/classroom-safety/).

**Emergency Evacuations.** If the alarm sounds, everyone must leave the building. Try to stay together. Your instructor will be the last one to exit the room, close the door(s), and direct you to the assembly areas. If any student is unable to evacuate, please notify immediately the evacuation coordinator (who will be wearing a green vest.

The assembly areas are:

* East/Floyd and BSEL: the blue emergency pole located directly south of the BSEL sidewalk, parking row 6.
* CIC:  blue emergency pole in row 1, directly down the diagonal sidewalk from the main entrance.
* Wine Science Center: the WSU sign at the corner of University & George Washington Way
* ICB:  south edge of parking lot
* Nursing: southeast corner of parking lot, near Chapala Express
* Student Union Building: Rotary Stage

**CH2M STEM Tutoring Center**. Free tutoring in math, biology, chemistry and physics, on a drop-in basis is available for undergraduate students. The center is located adjacent to the Advising Center on the second floor of the Max E. Benitz library. The tutoring center will open on Tuesday September 4th.

**The Writing Center** (located on the second floor of the Max E. Benitz library) offers free writing support to all Washington State University students. Our Writing Center consultants—undergraduate and graduate students at WSUTC themselves—can help you with various writing issues you may encounter, from generating ideas to revision. I urge you to meet with different consultants and find one with whom you work well, as students have found that the one-on-one attention available in the Writing Center can be very helpful for their writing process. Although you may walk in for assistance at any time, scheduling an appointment is encouraged. When you schedule an appointment, you may select the specific day and time of your consultation, and you are guaranteed at least 30 minutes of one-on-one time with the peer writing consultant of your choice. Schedule an appointment at: <https://tricity.mywconline.com/>

**Important financial aid deadlines**

* October 1, FAFSA and WASFA open for the 2019-2020 academic year.
* November 30, Priority Deadline for FAFSA and WASFA for the 2019-2020 academic year.
* January 31, Scholarship Application Deadline for the 2019-2020 academic year.