

# Services Available on Campus

## **Academic Support Office**

2500 WSC  
(801) 422-2723  
E-mail: [academic\\_support@byu.edu](mailto:academic_support@byu.edu)

The primary purpose of the Academic Support Office is to promote students' academic success and assist those experiencing difficulty. Programs involve faculty cooperation, policy development, student contact and counseling, research, and remedial or preventive activities.

Students with deficient academic standing are notified following each semester or term of attendance. This notification and the follow-up contact program are positive in nature and are intended to increase students' academic effectiveness and help them attain their educational goals.

Specialized counseling and referral services are provided by personnel in the Academic Support Office. Faculty members may request information about the academic status of a student enrolled in one of their classes for the purpose of assisting the student, as well as materials to improve the student's study skills. Teachers are also encouraged to refer students who show academic deficiencies to the Academic Support Office for help.

See the Academic Standards section at the front of this catalog for details of BYU's academic standards.

## **Alumni Association**

### **Background**

The Alumni Association was organized in 1893 to promote the general welfare of Brigham Young University. Today it serves more than 325,000 alumni and provides several valuable services and programs for students still at the university.

### **Membership Prerequisites**

All graduates and former students with 24+ credits are eligible for membership in the Alumni Association. There are no dues or membership drives; the association conducts solicitation for contributions to BYU and special projects.

### **Services to Students**

Services to students on the campus include the college-related Student Alumni Relations Committee, BYU Alumni Association Replenishment Grants (for students), meeting facilities in the Alumni House, the commencement checklist for graduates, and operation of the Student Alumni Association.

### **Services to Alumni**

Services to alumni include many on-campus programs during Homecoming and commencement and other times during the year. Alumni have access to bookstore, library, and physical education facilities; they can receive counseling and job placement assistance; and they can get discounts at select BYU events by using a BYU Alumni Membership benefits card, which is available at the Alumni House. Other benefits include life, health, auto, and home insurance programs; access to an alumni directory; BYU and other merchandise on the Web site; and use of the Aspen Grove Family Camp behind Mt. Timpanogos. Graduates also receive the *BYU Magazine*.

Off-campus, BYU has an active chapters program with more than 100 chapters worldwide. These organizations are designed to reconnect alumni with one another and enlarge their ties to BYU. This community of alumni meet for education programs, firesides,

programs, receptions, and other activities, including raising Replenishment Grants money for potential students in their chapter boundaries.

### **Information**

For information about these and other benefits, contact the Alumni Association, Alumni House, 133 ALUM, (801) 422-4663 or 1-800-437-4663, or visit the alumni Web site at [alumni.byu.edu/](http://alumni.byu.edu/).

## **Bookstore**

3982 WSC, Provo, UT 84602-7904  
Information: (801) 422-2400 (hours, information, sales promotions)  
Receptionist: (801) 422-2552  
Fax: (801) 422-0061  
E-mail: [bookstore@byu.edu](mailto:bookstore@byu.edu)  
Internet: [www.byu.edu/bookstore](http://www.byu.edu/bookstore) and [www.byubookstore.com](http://www.byubookstore.com)

The BYU Bookstore is owned and operated by Brigham Young University and is a retail business with responsibilities unique to the university and its worldwide campus. The main purpose of the Bookstore is to provide course materials to students. In addition, at the end of each semester the Bookstore buys back used textbooks needed on campus for the following semester.

Augmenting the Textbook Department are fourteen other departments within the Bookstore that sell nonacademic items. These departments have evolved in response to changes and demands within the university's population. The BYU Bookstore's Web site provides access to Bookstore information and an ever-expanding merchandise selection.

### **Bookstore Hours**

Monday–Friday 7:50 a.m. to 6:00 p.m.  
Saturday 10:00 a.m. to 6:00 p.m.

### **Twilight Zone Convenience Store Hours**

Monday 7:30 a.m. to 7:00 p.m.  
Tuesday–Friday 7:30 a.m. to 9:30 p.m.  
Saturday 9:30 a.m. to 6:00 p.m.

## **Campus Life**

### **University Accessibility Center**

1520 WSC  
(801) 422-2767  
tty: (801) 422-8984  
Fax: (801) 422-0174  
E-mail: [uac@byu.edu](mailto:uac@byu.edu)  
Internet: <http://www.byu.edu/stlife/campuslife/uac>

The purpose of this office is to assure that students with disabilities are provided access to university programs. A variety of services and extensive information is available.

Students with mobility impairments and chronic illnesses are encouraged to seek help in ensuring accessibility to classes and other accommodations. Deaf and hard of hearing students may obtain the services of qualified sign language interpreters, assistive listening devices, and notetakers. Students with visual impairments may have the assistance of volunteer readers, volunteer notetakers, library lockers, study rooms, VisualTeks, taped textbooks, braille writers, and an adapted computer with enlarged characters and speech synthesis. Other appropriate academic accommodations are available as needed.

## Services Available on Campus

Services for students with learning disabilities, attention-deficit/hyperactivity disorders, or qualifying psychiatric disabilities include educational assessment, educational/learning advisement, and, as needed, classroom or curriculum accommodations. In addition, help is offered in determining appropriate class loads and preparing for a career.

Students with a disability may contact the office Monday through Friday, 8–5 p.m., (801) 422-2767 v / tty, to schedule an appointment with a counselor.

### Women's Services and Resources

1520 WSC  
(801) 422-4877

Women's Services and Resources is a comprehensive support and referral source for all women on the BYU campus. Individual help in utilizing needed services and programs sponsored by the WSR, campus departments, and community agencies is furnished. Specific information and support is provided for nontraditional students.

### Campus Visits

Students desiring to visit campus are encouraged to schedule a tour through the Office of School Relations—Campus Visits, Visitors Center (VCTR), (801) 422-4431. Tours are tailored to the individual student's needs, and appointments with advisement centers can be arranged as requested. Please schedule tours at least two weeks prior to your campus visit.

### Comprehensive Clinic

M. Gawain Wells, Director  
244 TLRB,  
(801) 422-7759, (801) 422-7758

The Comprehensive Clinic is a training and research center that houses several of the clinical training programs of the university. These include clinical psychology, marriage and family therapy, social work, speech-language pathology, and LDS Family Services. Available to community people and BYU families, services of the Comprehensive Clinic include:

1. Counseling for depression, anxiety, low self-esteem, strong fears, marital discord, divorce adjustment, child behavior and family problems, premarital concerns, sexual dysfunction, adoption, foster care, and unwed mothers.
2. Speech disorders and voice disorders.
3. Evaluation of hearing loss, adequacy of hearing aids, and physical health status.

Depending on the services provided, fees may be charged. Family size and income, university affiliation, equipment utilized, and other factors are considered in the fees, which range from no charge to full professional fees.

### Computers

Students who are considering the purchase of a personal computer should note the following information:

BYU offers a discount on the purchase of various computer hardware and software products. These educational discounts are available to registered students, faculty, and staff. (Some vendors do require full-time status.)

For specific information please contact the Bookstore, (801) 422-7119.

### Counseling and Career Center

Ronald K. Chapman, Director  
2510 WSC  
Telephone: (801) 422-4007  
Fax: (801) 422-8184  
E-mail: counseling\_career@byu.edu

The Counseling and Career Center, a department of Student Life, supports Brigham Young University's mission to help students realize their full potential. It is recognized that reaching such potential involves growth and development in emotional, spiritual, social, and physical areas as well as in the intellectual area. As students experience the challenge of a university education, they often encounter problems in one or more of these areas that can be disruptive to their happiness and progress in school. The professionally trained staff at the Counseling and Career Center offers students a variety of services to help solve such problems when they occur (see below).

#### Academic Support

2500 WSC  
(801) 422-2723  
E-mail: academic\_support@byu.edu.

Academic counseling is available for students who are experiencing difficulty with their studies. This counseling includes help in working through and overcoming obstacles to successful academic performance. Information about the university's academic standards, a student's academic standing, or help with learning problems is available at this office as well. (See also Academic Standards in the front of this catalog.)

#### Career and Learning Information Center

2590 WSC  
(801) 422-2689

Printed, audiovisual, and computer-generated information about career options and learning skills are available in the Career and Learning Information Center (CLIC). These materials provide useful information for making educational and career decisions and for acquiring skills needed in the academic setting.

#### Career Placement Services

2410 WSC  
Telephone: (801) 422-3000  
Fax: (801) 422-3444

Career Placement Services assists BYU students and alumni from all colleges, departments, majors, and class years with their job and internship preparation and searches.

Students who register gain access to many valuable services, including individual and group advisement, on-campus student interviews with employer representatives, and information about specific job and internship opportunities submitted by employers from business, industry, education, and government. An excellent online database system (eRecruiting.com) has been added that allows students to register, set up profiles, and prepare and send documents to employers, as well as to research employers and check interview schedules.

#### University Advisement Center

2500 WSC  
(801) 422-3826  
E-mail: open\_major@byu.edu

The University Advisement Center at BYU serves (1) the students who have not yet decided on their academic major and (2) those students whose interests and abilities do not match the major they have already chosen. The services of the center include help in selecting classes, meeting general education requirements, and deciding upon majors. **All students who are undecided about a major**, whether coded *open major* or not, are welcome to use the many services and resources available to help them make an informed decision about a career or major. Students who have

already chosen a major but who are not finding it to be a good match with their abilities and interests are also encouraged to work with University Advisement.

### **Personal and Career Counseling Services**

1500 WSC  
Telephone (801) 422-3035  
Fax: (801) 422-5921  
E-mail: [counseling@byu.edu](mailto:counseling@byu.edu),

Full-time and three-quarter-time day students can receive assistance in learning to cope with personal problems that interfere with their education and with career decision making. Counseling is provided by professional counselors who operate within established limits of confidentiality. Without written permission from the student, personal information is not released to any third party.

Individual and group counseling services are oriented toward short-term intervention to help students surmount obstacles to a successful academic experience. Stress management, including biofeedback training, is also offered as part of the counseling services.

Career services are available to help students explore the career process, including information and counseling about academic majors, occupational interests, and transitions to the world of work. Interest inventories, information banks, computer networking, workshops, and student development courses are available to assist students in making decisions about career offerings.

### **Testing Services**

2548 WSC  
(801) 422-2688

Tests and inventories are available to help students acquire personal information about career interests, learning styles, emotional adjustment, and personality. Most of the tests and inventories require a referral from a counselor, advisor, or class instructor to ensure an appropriate interpretation and availability of resources. Modest fees are charged for most tests.

### **Workshops**

2590 WSC  
(801) 422-2689

A variety of workshops are offered each semester to help students improve their academic, social, and interpersonal skills. Topics such as test taking, note taking, time management, stress management, choosing a major, self-awareness, and assertiveness are addressed. Printed self-help materials used in the workshops are available.

### **Dining Services**

Dean A. Wright, Director  
180 SASB  
(801) 378-4935  
E-mail: [dining@byu.edu](mailto:dining@byu.edu)  
Internet: [www.byu.edu/dining/](http://www.byu.edu/dining/)

BYU Dining Services is nationally recognized as a leader in collegiate food service programs, serving an average of 30,000 meals daily. Options range from full-service dining to grab-and-go meals. The **Skyroom Restaurant**, on the sixth floor of the WSC, offers full-service dining weekdays for lunch and a Friday evening buffet. The **Cougareat Food Court**, on the main level of the WSC, includes choices such as Taco Bell Express, Pizza Hut, and Subway in addition to grill items, salad and soup, Asian and Italian selections, grab-and-go, pastries and sweets, and traditional meat and potatoes. The **Museum Café**, in the Museum of Art, features specialty sandwiches, soups, desserts, and beverages. The **Marketplace Café** in the atrium of the Tanner Building provides an old world marketplace and café featuring custom-made salads, a panini grill, and much more. The **Morris Center** and **Cannon Center** cafeterias are located at Deseret

Towers and Helaman Halls, respectively, and provide students and guests alike buffet-style all-you-care-to-eat selections for every meal. Menus and hours for each area are posted on the Web. The **Creamery**, a dairy outlet and convenience store; the **Creamery on Ninth**, a full-service grocery with a 1950s-style ice cream counter and grill; and **Take-Out Catering**, a carry-out service for all food products produced at BYU, are located at the northeast corner of campus. **Easy Pickins** offers a lunch-time, on-campus delivery service. **BYU Catering** can provide refreshments for a small group or a complete meal for thousands. Tomassito's Pizza is also available for free delivery campuswide.

The Signature Card is welcomed in most Dining Services locations.

### **Equal Opportunity Office**

Melissa Flores, Manager  
D-282 ASB  
(801) 422-5895

Brigham Young University does not allow unlawful discrimination based on race, color, national origin, religion, sex, age, veteran status, or disability in the academic or employment setting. This includes unlawful sexual harassment, which is a violation of university standards as well as state and federal laws and may be considered grounds for discipline. Persons who believe they have been unlawfully discriminated against or unlawfully sexually harassed should contact the Equal Opportunity Office.

### **Freshman Year Office**

Clark D. Webb, Associate Dean  
120 HRCB,  
(801) 422-4243  
E-mail: [frorientation@byu.edu](mailto:frorientation@byu.edu)

The Freshman Year Office is charged with coordinating all university efforts that have an impact on new students. In support of the mission of Undergraduate Education, the Freshman Year Office has the primary purpose of coordinating and strengthening programs aimed at freshmen throughout the university. To this end it collects data, reviews literature, examines current and proposed programs, and collaborates with other units in an effort to improve the experiences encountered in a freshman's first year of studies. Major initiatives at present are Freshman Academy and the leadership of New Student Orientation (NSO), a collaborative effort of several campus units.

### **Office of Information Technology**

Kelly J. Flanagan, Information Technology Vice President and CIO  
C-366 ASB  
(801) 422-3142

Kelly C. McDonald, Assistant Information Technology Vice President  
246 MB  
(801) 422-5025

The Office of Information Technology offers a variety of products, services, and support to meet the technology needs of the campus community. Following are a few examples:

- *Route Y:* AIM, Post Office, Blackboard, tuition billing and payment, Testing Services, scholarship application, the Student Handbook, and the BYU Telephone Directory are some of the numerous campus applications available to students.
- *Network Access:* Computer labs, offices, resident halls, and public ports receive high-speed access to BYU's network, e-mail, and the World Wide Web.
- *Computer Labs:* Open computer labs are available with basic applications such as MS Office, an Internet browser, and printers.
- *Computer Rental:* Refurbished computers preloaded with software are available for student rental.

## Services Available on Campus

- **Media Equipment Delivery:** Students needing equipment, such as VCRs, video projectors, etc., for classroom presentations may place orders through their class instructor.

For more information about the above products or other Office of Information Technology products, see our Web site at <http://it.byu.edu>, or call (801) 378-4000.

## Multicultural Student Services

1320 WSC  
(801) 422-3065  
Internet: <http://campuslife.byu.edu/mss>

### Office Management

Lisa M. Muranaka, Director  
James Slaughter, Assistant Director/Scholarship Coordinator  
Ryan John Koch, Office Manager

### Multicultural Student Services Staff

Lucky Fonolmoana, Multicultural Counselor/Career Training Coordinator  
Ann Marie Lambert, Multicultural Counselor/SOAR Coordinator  
Lupe Pi'ena, Multicultural Coordinator/One Voice Coordinator  
Lynette Simmons, Multicultural Counselor/Publications Coordinator  
LaVay Talk, Multicultural Coordinator

### Services Available to Students

Multicultural Student Services is a unique team of multicultural specialists who value the total development of the multicultural student within the aims of a BYU education. The staff seeks to develop a BYU environment of "fellow citizenry" where multiculturalism can flourish: "Ye are no more strangers and foreigners, but fellowcitizens" (Ephesians 2:19).

### Multicultural Counseling

Multicultural Student Services is an available support system that helps multicultural students to be successful in the university community. Counselors take advantage of every opportunity to assist the students and help them discover services on campus that will further their academic, social, and spiritual success.

### Multicultural Scholarships

For students interested in applying for scholarships, an admission application must be completed. Applications are available on the Web at <http://ar.byu.edu/admissions>. A separate scholarship application must also be completed at [http://ar.byu.edu/dept\\_scholarships/application](http://ar.byu.edu/dept_scholarships/application) using the comprehensive application form.

### Career Training

The simultaneous development of employment skills with increased academic proficiency is highly valued by the MSS Office. Career training provides this cocurricular development.

### On-Campus Education

Because multicultural diversity contributes positively to the development of students, staff, faculty, and the community, students are valued for what they bring culturally to campus. Special programs are designed to awaken students to a sense of value and self-worth.

### Publications

Students report on campus interests, activities, and issues in the *Eagle's Eye*, a multicultural student magazine published twice a year. The publication has a national circulation list that includes alumni, universities, businesses, and a wide range of minority organizations.

## Recruitment

Brigham Young University values diversity and seeks to enrich the campus environment with students from diverse cultural backgrounds. The MSS Office actively recruits multicultural students who are spiritually, academically, and socially prepared to enjoy and contribute to the campus community. In coordinating with the Admissions Office and the Office of High School and College Relations, the MSS Office encourages prospective multicultural students to prepare for and seek opportunities in higher education.

## Preprofessional Programs

Students can complete preprofessional study at BYU before professional academic training here or elsewhere. There are no majors at the university in these preprofessional areas because professional schools generally make no specification of majors. Students may major in any department but are encouraged to select majors and related preprofessional studies as outlined below.

### Architecture

Kevin Burr, Advisor  
230 SNLB  
(801) 422-2023

Prearchitecture students have several options, depending on the intended future architectural degree. One approach is to study only a year or two at BYU before transferring to another institution to pursue a baccalaureate degree in architecture. In these instances, students should plan their period of study at BYU to include, as nearly as possible, course work that will transfer directly into the future architecture program.

Students who plan to obtain a graduate degree or certificate in architecture elsewhere following completion of an undergraduate degree at BYU are advised to consider a baccalaureate program in art, civil engineering, construction management, or industrial design. The choice depends on career and personal interests, academic preparation, and the requirements of the intended architectural program. Students pursuing this approach should select their future program early and become familiar with all requirements, thereby avoiding potential disappointments.

Interested students should see the advisor in the School of Technology, 170 SNLB, (801) 422-1819.

### Dentistry

Don Bloxham, PhD, Advisor  
380 WIDB  
(801) 422-3044

The acceptance rate of BYU applicants to dental school last year was considerably above the national average.

Both high grades and Dental Admission Test scores are helpful for admission to a good dental school. Minimum course requirements for most dental schools are: Engl 115, 316 (or 312 or 315), Math 110 or equivalent, Chem 105-107, 351-353, Phscs 105-108, Biol 120, 220, and PDBio 305 or 362. Biol 229, 329, and 429 are highly recommended. Consult dental school catalogs and Web pages for other prerequisites (380 WIDB). Biol 229 should be taken as soon as possible.

A few dental schools will accept BYU students after three years of preidental education. A BS degree in biology from BYU is still possible after completion of the first year of dental school. Most students graduate from BYU before going to dental school. Check in 380 WIDB for details.

Students should plan major requirements with their departmental advisor and preidental study with the preidental advisor (380 WIDB). A very active Preidental Club exists for the benefit of preidental students.

**Law**

Eileen Crane, Prelaw Advisor  
2590 WSC  
(801) 422-2318

The study of law prepares a student to work in a variety of settings. Traditional private practice, business, government, consulting, public interest/nonprofit organizations, banking, and education are just some of the many types of settings in which lawyers use their legal education.

Law schools require a bachelor's degree but prefer candidates to have majors from across the curriculum. No admissions decisions are made based on majors or minors. Law schools are looking for students who have challenged themselves academically, in addition to participating in on- and off-campus activities, including employment and community service.

Students should select a major field of interest that may provide an alternative vocation should they choose not to attend law school. Because no particular prelaw major is best for all students, students should emphasize intellectually demanding courses in their major and other studies. These courses ought to include both analytical reasoning and abstract thinking skills, as well as courses that lead to well-developed reading and writing skills. These characteristics can be found in many intellectually stimulating disciplines, such as humanities, English language and literature, history, political science, philosophy, classics, economics, the biological and physical sciences, mathematics, and engineering. Business courses are also applicable to the practice of law.

For a personalized prelaw program, please contact the Prelaw Advisement Center. The prelaw advisor is prepared to help students (1) choose a major and academic courses, (2) create a study program for the LSAT, (3) provide data about law schools and student's likelihood of acceptance, (4) teach research skills for the law school application process, (5) find opportunities to serve in law-related community service settings, (6) meet legal professionals and other law school candidates, and (7) provide debt- and career-management skills training.

StDev 198R is a repeatable course with two sections. Section 1, Culture of Law, is a 1-credit, full-semester class that explores the professional world of lawyers. Section 400 is a 1-credit block class that explores constitutional, environmental, international, criminal, and family law and the U.S. Supreme Court in rotation. Speakers present on topics of interest in both courses, and students have an opportunity to do a variety of assignments in addition to writing law-related papers.

An annual student writing competition is sponsored by the BYU Prelaw Advisement Center. The best papers are published in the *BYU Prelaw Review*, the only undergraduate prelaw journal in the country. Two student organizations exist to facilitate student preparation for law school: the BYU Prelaw Student Association (PLSA) and the BYU Women's Prelaw Forum (WPLF).

Two annual events occur each year: the annual BYU Law Fair, held each fall semester, and the annual Financial Aid Conference, held each winter semester. Students can find out more about activities and events sponsored by the Prelaw Advisement Center by creating a file at the center and by looking on the Web at [www.byu.edu/cccl/prelaw](http://www.byu.edu/cccl/prelaw)

**Management**

Ned C. Hill, Dean  
730 TNRB  
(801) 422-4122

**Advisors:**

MAcc Program Director, Boyd Randall, 540 TNRB, (801) 422-2314  
MBA Program Director, Henry J. Eyring, 640 TNRB,  
(801) 422-2418

MISM Program Director, Marshall Romney, 510 TNRB,  
(801) 422-5704

MPA Program Director, Robert Parsons, 760 TNRB, (801) 422-4615  
MOB Program Director, Kate L. Kirkham, 790 TNRB,  
(801) 422-6829

The programs in the Marriott School of Management are designed to prepare qualified students for rewarding careers in management and administration. Classes and study group activities stress the acquisition of professional managerial and leadership attributes that will enable students to obtain work in public, private, and not-for-profit organizations. High ethical values and behavior are emphasized.

Applicants to the programs are carefully evaluated in four areas: (1) previous academic performance; (2) completion of a bachelor's degree (except for students applying to the master of accountancy program); (3) test scores on the Graduate Management Admission Test; and (4) work experience, extracurricular activities, leadership potential, motivation, and maturity.

Marriott School of Management programs, leading to the master of business administration, master of public administration, and master of organizational behavior degrees, actively recruit good students from many undergraduate majors. Applicants to the master of accountancy program, who are required to have previous educational background in accounting, can be admitted as early as their senior year. Interested students should contact the specific program advisor to determine any prerequisites.

**Medicine**

Don Bloxham, PhD, Advisor  
380 WIDB  
(801) 422-3044

Students who wish to enter medical school should plan to graduate with a major that reflects interests and allows for an alternate career. Any major can serve as a premedical major. Come to 380 WIDB for help. Participation in the very active Premedical Club will also be beneficial.

Courses needed to fulfill the requirements of most medical schools are: Engl 115, 316 (or 312 or 315), Math 110 or equivalent, 111, Chem 105-107 (or 111, 112, 113), 351-353, Phscs 105-108 (or 121, 123), Biol 120, 220, and PDBio 305 or 362. Biol 139, 339, and 439 are highly recommended.

Plan major requirements with the departmental advisor and premedical study with the premedical advisor. The acceptance rate of BYU applicants to medical school has been above the national average, but acceptance is extremely competitive. The majority of students accepted to medical school have a GPA of 3.5 or higher in science classes.

**Veterinary Medicine**

Beverly L. Roeder, Advisor  
386 WIDB  
(801) 422-6873

Competition for freshman class spaces in veterinary school is keen, and students should expect to achieve above a 3.5 GPA. Many successful applicants have completed the bachelor's degree. Because course requirements differ with individual veterinary schools, students should familiarize themselves with entrance requirements for the schools to which they will apply.

Course work typically includes the following: English, two semesters; mathematics, one semester; chemistry, five semesters; microbiology with lab, one semester; biology, three semesters; physics, two semesters with lab; humanities, three semesters; social science, three semesters; and statistics, one semester. It is also important to have experience working with veterinarians and with animals.

Students are encouraged to incorporate the preveterinary curriculum into an academic program leading to a career alternative.

### **Dental Hygiene, Optometry, Pharmacy, Physician Assistant, and Podiatry**

Don Bloxham, PhD, Advisor  
380 WIDB  
(801) 422-3044

Students who are interested in the above health professions may receive help in planning preprofessional course work and applying to the appropriate professional and graduate schools. Catalogs and other materials are available in the Health Professions Advisement Office.

### **Risk Management and Safety**

J. Wesley Sherwood, Managing Director  
TOMH  
(801) 378-4468

The Risk Management and Safety Department seeks to find and eliminate or reduce risks associated with the operation of the university, its programs, activities, and other endeavors. Risk Management and Safety consults with individuals and departments to eliminate risks and procures insurance as necessary.

The department ensures proper safety programs and procedures, consults with campus personnel regarding safety concerns, and provides safety-related training. Training topics include hazardous communication (HazCom), radiation safety, driving courses (van, defensive, straight truck, CDL, and equipment), lab safety, fire safety, and CPR/first aid.

Compliance and training in federal, state, and local life safety, OSHA, and environmental regulations are also coordinated by the department, as are university insurance and workers' compensation programs for all full- and part-time employees.

The department manages the university emergency preparedness programs and coordinates with local and state emergency preparedness agencies to furnish information to all BYU personnel and students. This information includes CERT training, earthquake preparedness, building evacuation, and stake, ward, personal, and department preparedness.

### **Services for Single Parents**

"The Resource Book for Successful Single Parent Students" is available at the Women's Services and Resources Office (1520 WSC). Individuals interested in networking with other single parents on campus can contact the Single Parents Association through LaNae Valentine at (801) 422-4877.

### **Signature Card**

100 SASB  
(801) 378-3866  
E-mail: [signature\\_card@byu.edu](mailto:signature_card@byu.edu)  
Internet: <http://www.byu.edu/stlife/sas/sc/>

The Signature Card is a debit card, utilizing the university ID card. Nearly all retail outlets on campus accept the Signature Card, including Dining Services, vending machines, the Bookstore, WSC retail operations, copy centers, designated copy machines, ticket offices, and computer labs. Deposits, account monitoring, and balance inquiries may be made through RouteY by selecting the Signature Card and Meal Plans icon. Deposits may also be made at the Cashiers' Office and at most locations displaying the Signature Card logo.

#### **Billing and Customer's Rights**

This notice contains important information about the cardholder's rights and Student Auxiliary Services' (SAS) responsibilities under the Federal Electronic Funds Transfer Act. To preserve the rights under this act the cardholder must notify SAS of any clerk, billing, or statement error within sixty days of the date when the error appeared on the cardholder's statement. The cardholder may contact SAS in writing at any time or call/visit the SAS office

during regular office hours from 8:00 a.m. to 5:00 p.m. Monday through Friday, (801) 378-3866, SAS Registry Office, 100 SASB, Provo UT, 84602.

Should the cardholder lose the ID card, he or she should call the Signature Card Office at 378-3866 or notify a Dining Services cashier immediately. A flag will be placed on the cardholder's account to protect it from unauthorized users. Failure to notify the Signature Card office within two business days may increase the cardholder's liability for unauthorized transactions.

The Signature Card account is not a demand deposit account like a savings or checking account. Money "deposited" in the cardholder's Signature Card account purchases points that may be redeemed for services at locations displaying the BYU Signature Card logo. Money may be withdrawn from the cardholder's account for emergency purposes only. A \$10 processing fee is charged for this type of transaction.

There is a \$10 processing fee to refund unused balances at the time when a Signature Card account is closed. Cardholder's are encouraged to spend the remaining balance in their account to avoid the check-processing fee.

Declining balance accounts that have remained inactive for a period of six months will be assessed a \$5 service fee for each month they remain inactive. Inactive accounts without a balance will be closed. Patrons may contact Student Auxiliary Services to reopen a closed account.

At Dining Services' locations contracted meal plans are automatically assessed first. If sufficient funds are not available in a contracted meal plan to satisfy a transaction, the system will automatically cascade to the Signature Card account. Following automatic cascading if an account still does not have sufficient funds to complete the transaction, the remaining balance will need to be paid with cash.

Brigham Young University reserves the right to set the account balance to a negative amount when the account balance has insufficient funds to post an *off-line-card read* transaction.

### **Signature Card ID Center**

Ann Carter  
2310 WSC  
(801) 422-3866

Hours: Monday–Friday 7:00 a.m. to 8:00 p.m.  
Saturday 8:00 a.m. to 4:00 p.m.

The Signature Card Center makes available to every student a photo identification card with a magnetic strip. The identification card is in the process of being upgraded, and more information can be obtained from our Web site: [www.byu.edu/signaturecard/id](http://www.byu.edu/signaturecard/id).

Dress and grooming standards as outlined by the university must be observed to obtain a photo identification card.

### **Ernest L. Wilkinson Student Center**

Dean of Students  
3500 WSC  
(801) 422-4771

The Wilkinson Student Center is the community center of Brigham Young University. With a primary focus on student services, it enriches the quality of university community life for faculty, staff, alumni, and guests. The WSC houses organizations that enhance student development and personal growth, and it provides a place for building character, strengthening spirit, and enlarging intellect, which lead students to lifelong learning and service. It also provides essential services and conveniences for members of the university community and creates an environment for formal and informal social interaction. The Wilkinson Student Center celebrates traditions, fosters the "Spirit of the Y," and cultivates an enduring sense of belonging to the university. Under the direction of the dean of students, the center offers a variety of programs, activities, services, and facilities that, when taken together, bless and strengthen lives.

The WSC is open on the following schedule:

Monday–Thursday	6:00 a.m. to 11:00 p.m.
Friday	6:00 a.m. to midnight
Saturday	6:00 a.m. to 11:30 p.m.
Sunday	6:00 a.m. to 10:00 p.m.

### First Floor

**Businesses:** Cougar Creations (1010) (copy center), Barbershop (1030), Campus Craft and Floral (1021), Games Center (1171), Outdoors Unlimited (1151) (rental, sales, repairs, and programs), and the Post Office (1131).

**Services:** Computer Lab (1111), Multicultural Student Services (1320), International Office (1351), Women’s Services and Resources (1520), University Accessibility Center and Counseling and Career Center (1500–1520), custodial offices and supply area (1086), Lost and Found (1086), and the EMT’s office. Two lounges and a vending area are also on this floor.

### Second Floor

**Businesses:** Jamba Juice (2040), and the Cougareat.

**Services:** Memorial Hall, Varsity Theatre (2030), Signature Card and ID Center (2310), Information Center, Dining Services, and Off-Campus Housing (2170), Student Employment Offices (2024), and the Jacobsen Center for Service and Learning main office (2010) and its Involvement Center (2330). Counseling and Career Center, which includes: Career Placement Services (2410), University Advisement and Academic Support (2500), and Career and Learning Information (2590).

**Rooms Available to Rent:** The Terrace, Garden Court, east and main ballrooms, east lounge, 2142, and 2152.

### Third Floor

**Services:** Dean’s Office (3500), Student Leadership Offices (3400), Campus Scheduling and Business Support Offices (3326), Guest Services (3326B), Student Life Computer Support (3371), and Catering Offices (3243 and 3245).

**Rooms Available to Rent:** Rooms 3211 to 3290 (and 3380). (Note: Rooms 3260 to 3264 are entrances to the President’s Room and are only rented for special events.

### Fourth Floor

**Services:** Faculty Center (4450), Student Honor Association (4414), and Honor Code Office (4440).

### Fifth Floor

**Services:** NEWSNET (student media organization), *Daily Universe* (BYU’s student newspaper), and KBYU News.

### Sixth Floor

**Businesses:** Skyroom Restaurant.

### Information Center

Main Floor WSC  
(801) 422-4313

The Information Center answers questions for hundreds of people each day. It has current pamphlets, directories, catalogs, class schedules, bus schedules, and other informational packets. Fall/Winter hours are Monday through Friday from 8 a.m. to 8 p.m. and Saturday from 9 a.m. to 5 p.m. Spring/Summer hours are Monday through Friday from 9 a.m. to 6 p.m. and Saturday from 9 a.m. to 5 p.m. It also serves as an outlet for ticket sales for various campus activities.

### Lost and Found

First Floor, WSC  
(801) 422-3024

The Lost and Found serves both those who have lost items of value and those who find them. The university strongly urges students and others to put their names and other personal

information on their possessions and encourages everybody to turn found items in to the Lost and Found immediately.

Approximately 60 percent of the items turned in to Lost and Found are quickly returned to their owners. All unclaimed items are held for two months then stored and eventually sold at a yearly sale or sent to Deseret Industries.

Hours are from 9 a.m. to 5:30 p.m. Monday through Friday and from 9 a.m. to 1 p.m. Saturday.

### BYU Student Service Association (BYUSA)

Third Floor, WSC  
(801) 422-3901

The mission of the BYU Student Service Association is to strengthen students in their social relationships, civic duty, and service to humankind. Through student leadership the university community works together to achieve our goal that all who “enter to learn” will be prepared by training and experience to “go forth to serve.” BYUSA houses the Student Advisory Council, which serves as a resource to the university administration regarding students’ concerns.

Any student who wants to serve as a volunteer in community service programming or campus activities, in a campus club, on the Homecoming committee, or with programs such as Y Days is invited to become involved.

Ideas for making our university community a better place to learn and to live are also warmly accepted. Students may either come to the Involvement Office or call. There is a place for everyone in the BYU Student Service Association.

### Guest Services

Third Floor, WSC  
(801) 422-5672

The mission of Guest Services is to provide customer service at dances and events being held in the Wilkinson Student Center. This includes building and customer safety and liability. The Guest Service staff includes the after-hours building coordinators, events staff, and student assistants. Responsibilities for each area include safety, dress and grooming standards, crowd control, admission, ticket sales, hosting VIPs, and shuttle transportation.

### Employment Services

#### Student Employment Office

2024 WSC  
(801) 422-3561  
E-mail: student\_hire@byu.edu

The Student Employment Office is located on the main floor of the Wilkinson Student Center. It exists to provide quality service to BYU students and departments. Its primary purpose is to assist students in finding jobs.

Finding a job depends on class schedule, skills, experience, and willingness to accept reasonable employment. It is best if students can arrange their schedule to have a four-hour block available at the same time each day. Some of the more common work shifts are:

- 4:00 a.m.–8:00 a.m.
- 8:00 a.m.–Noon
- 9:00 a.m.–1:00 p.m.
- 1:00 p.m.–5:00 p.m.

There are two ways to search for employment on campus. Students can search for a job through the Internet site Millennium at <http://www.byu.edu/hr/ses/> or they can stop by Student Employment Services at 2024 WSC and look on the job list that is printed and posted daily. For many jobs, students can contact the employer directly. If the position requires a screening interview, students are invited to stop by the office Monday through Friday between 8 a.m. and 5 p.m. No appointment is necessary. After being hired, students need to stop back by the office with their Employment Action Form (hire slip) and complete the new-hire paperwork.

## Services Available on Campus

Most jobs on campus are listed through the Student Employment Office. However, some academic departments select from their own students for reading, grading, and research assistant positions. The Missionary Training Center (MTC) accepts applications to fill teaching positions directly from returned missionaries or those who have native foreign language skills. Applications should be submitted online at <http://mtc.byu.edu>.

The Office Skills Evaluation (OSE) test is offered in the Student Employment Office from 8:00 a.m. to 3:30 p.m. Monday through Friday. This test is required for most clerical jobs. The OSE offers tests in three areas: typing, filing, and data entry. Students may take any or all of these tests. Math, spelling, and ten-key tests may be taken as requested by the department.

U.S. undergraduate students are required to carry and maintain a minimum of 9 credit hours per semester during fall and winter. International undergraduate students are required to take a minimum of 12 credit hours per semester during fall and winter. U.S. graduate students are required to carry 2 credit hours per semester and be accepted into a graduate program. International graduate students are required to take 9 credit hours per semester and be accepted into a graduate program.

Certain governmental restrictions are placed on students from foreign countries. All international students are required to contact International Services, 1351 WSC, to determine their employment status prior to going to the Student Employment Office.

Federal immigration regulations require everyone hired in the U.S. to prove work eligibility and establish identity. To be employed on campus all students must provide a U.S. social security card. U.S. citizens may either use a passport to establish identity and prove employment eligibility or a combination of two forms of acceptable ID, such as a social security card to prove work eligibility and a current BYU identification card or driver's license to establish identity. International students should bring to Student Employment acceptable ID that includes an I-20 and a current passport with an I-94 attached.

Because of intense competition for on-campus jobs, students are encouraged to search for one prior to the beginning of the semester.

Direct deposit of a student's payroll check is mandatory for each student. Log in to RouteY and click the Human Resources Payroll System home page to set up this process.

Students hired for on-campus jobs through Student Employment agree to observe the BYU Honor Code and the Dress and Grooming Standards.

## Student Health Center

2300 SHC, (801) 378-2771

Rulon J. Barlow, Administrative Director  
Robert P. Romney, M.D., Medical Director  
Gary B. Brimley, Assistant Director

Student health services are available at the Student Health Center for all students, spouses, and dependents of students at rates lower than those the community offers. Any student may receive services at the Health Center regardless of his or her insurance policy, although students can receive health care at an even greater discount by utilizing the student health insurance plan. The Student Health Center is not a Medicare, Medicaid, or TriCare/Champus provider.

Health services are available from 8:00 a.m. until 6:00 p.m. Monday through Friday and from 8:00 a.m. until noon on Saturday. The Health Center is closed on Sunday and on all BYU holidays. Students can make an appointment by calling (801) 378-2771.

Services available at the Health Center include:

1. Consultation with a physician or nurse practitioner
2. Immunizations
3. Pharmacy
4. Physical therapy
5. Laboratory services

6. X-ray services
7. Pediatrics
8. Urgent care
9. Consultation with specialists in ENT, ophthalmology, orthopedics, internal medicine, podiatry, psychology and psychiatry, surgery, rheumatology, gynecology, dietary and nutritional counseling, etc.

For more information contact the Student Health Center. The Student Health Center is bound by federal confidentiality laws. Personal information will not be released to a third party without written permission from the patient.

## University Police, Parking, Traffic, and Security

The University Police Department is established for the benefit and protection of students, faculty, and staff. The department's state-certified police officers are entrusted with enforcing laws. Student security, traffic, and parking control employees are also utilized by the university to enforce campus rules and regulations.

All persons requiring emergency police assistance or fire or ambulance services should call 911. Non-emergency police assistance is available by calling (801) 422-2222 or by visiting the department at B-66 ASB.

Parking control is the responsibility of the University Police and the [Parking and Traffic](#) Division, which is located east of the Carillon Bell Tower at 700 East 1430 North. All BYU students must register their motor vehicles with the Parking and Traffic Division if they intend to park in student lots during restricted hours.

### **Automobile Registration**

The Parking and Traffic Office hours are from 7:30 a.m. to 5:30 p.m. Monday through Thursday and from 7:30 a.m. to 5:00 p.m. Friday (and during spring and summer terms). Due to the new cashing system on campus, the Traffic Office may close the lobby line prior to closing the office. This is so the office can comply with the campus closeout schedule. To obtain a parking permit, the following must be presented:

1. Current state vehicle registration certificate
2. Proof of emissions compliance. Vehicles registered in areas that do not have an emissions program meeting Utah County requirements will need to pass an emissions test. Contact the Traffic Office if you are unsure about your emissions requirements, (801) 378-3906.
3. The appropriate fee
4. University identification card

### **Parking Permits**

Zone G

Graduate students (valid in G and Y lots) . . . . . \$80

Zone Y

Students living off campus (valid in Y lots) . . . . . 60

**Note:** Those living in family or foreign language housing are required to display a Y permit designated for those areas.

Zone Y/C

Student motorcycle  
(valid in student motorcycle areas) . . . . . 15

Zone C

On-campus single housing (valid in C lots) . . . . . 60

Faculty and staff employees with out-of-state plates must license their vehicles with the state of Utah and clear them for tax payment before they can receive their parking permits.

Replacement permits will only be issued when the current valid permit is returned, regardless of car accident, windshield replacement, or sale of vehicle.

### **Bicycle Registration**

All bicycles operated or parked on campus must be licensed with a Utah County municipality. Provo city licenses are available at the Traffic Office for a fee of \$1.

Bicyclists must:

1. Always park bicycles in racks.
2. Never ride on sidewalks during class breaks.
3. Yield to pedestrians.
4. Obey *all* traffic rules.

Bicycles not parked in racks will be impounded. BYU will not be responsible for cut locks, chains, or cables. Locks, chains, or cables may be cut only when uniformed police or traffic personnel are present.

#### **Other Regulations and Information**

Owners/operators of motor vehicles operated in Utah County should be prepared to pass Utah County Vehicle Emissions Inspection Maintenance requirements.

Neighborhoods adjoining campus are sometimes inundated with parked vehicles. Students are encouraged to obtain BYU parking permits and to park in university parking lots authorized by the permit.

Traffic regulation information may be obtained from the Parking and Traffic Services Office. It is the responsibility of all students, faculty, and staff members to obey all traffic rules and regulations.

Questions may be directed to Traffic Office personnel at (801) 378-3906.

#### **Veterans Support**

B-150 ASB

(801) 422-2768

E-mail: [veterans@byu.edu](mailto:veterans@byu.edu)

Internet: [http://ar.byu.edu/dept\\_records/registrarweb/veterans\\_support.html](http://ar.byu.edu/dept_records/registrarweb/veterans_support.html)

The Veterans Support Office certifies the enrollment of eligible veterans or their dependents for educational benefits from the U.S. Department of Veterans Affairs (VA). Information and help in applying for these benefits are available from this office.