



2016-2017 Student Guide

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Registration

Registration for courses in the Biomedical Regulatory Affairs Master of Science (BRAMS) program is managed through UW Professional & Continuing Education (UWPCE), **not** through the main registration system of the UW (MyUW). While some of the rules and regulations characterizing these two systems are the same, some are different. Please review the information below carefully to make sure that you are following the procedures that apply to the Biomedical Regulatory Affairs program. If you have any additional questions about Biomedical Regulatory Affairs registration, information and assistance can be found through <http://www.pce.uw.edu/> or by contacting Stephanie O. Guerrero at stephieg@uw.edu.

Prior to each quarter, you will receive a registration form via email. This form will have courses listed, payment deadline, and instructions. If you receive Financial Aid, please read the policies on the linked UW page, check the appropriate box on the registration form (indicating that you have read and understood the policies), and sign it. (Financial Aid recipients must return the form.)

Biomedical Regulatory Affairs students have four registration options: phone, fax, mail, or in person. You pay your fees quarter-by-quarter when you register for classes. To avoid late fees, payment or a letter authorizing payment by a third party must be received prior to the first day of the quarter. You may pay your fees with a check, a credit card, or via a third party. Payment by credit card (MasterCard and VISA only) incurs no additional fees. Remember: Registration is not final without payment or for students receiving financial aid, a signed and returned registration form. If at any time you wish to take an elective course not on your registration form, you need to follow the same procedure for registration. Please do NOT attempt to register for classes through MyUW.

Telephone Registration:

Biomedical Regulatory Affairs students may register by phone at 206-543-2310, 800-543-2320, or 206-543-0898 (TTY). Telephone registration must be handled during UWPCE business hours (Monday – Thursday, 8 a.m. – 5 p.m., and Friday, 9 a.m. – 5 p.m., Pacific time), and requires payment by credit card. Students receiving financial aid may not register by telephone because registration must be accompanied by the UWPCE registration form.

Fax Registration:

Fax the completed registration form, including your credit card information, to 206-685-9359. Students receiving financial aid must also sign and fax their registration form.

Mail-In Registration:

Send the registration form, along with payment (check or credit card) to UWPCE Registration Services, PO Box 45010, Seattle, WA 98145-0010. Checks must be in U.S. funds and payable to the University of Washington. (Returned checks are subject to a \$25 service fee.) Students receiving financial aid through the UW Student Financial Aid Office must send the UWPCE the signed registration form (with appropriate box checked).

In-Person Registration:

UW Professional & Continuing Education Registration Services is located at 4311 - 11th Ave. NE, suite 100. The office is open from 8 a.m. to 5 p.m., Monday through Friday. For your convenience, the registration office will be open extended hours: Autumn, Winter and Spring

quarters from 8 a.m. – 7 p.m.; and during the week before classes start, the first week of classes, and Summer quarter, from 8 a.m. – 6 p.m.

UW NetID

If you are new to the University of Washington, you received your UW Student ID number and PAC (Personal Access Code) when you confirmed your intent to attend. Your Student ID number is necessary for you to register for courses; you also need this number to gain access to UW library and other resources available to UW students. Students new to the University of Washington will also be eligible for a Student ID Card (“Husky Card™”).

For access to online resources, you will use your UW Student ID to set up your UWNNetID, the tool that you need for accessing materials restricted to members of the UW community. You can learn more about setting up your UWNNetID at <https://itconnect.uw.edu/security/uw-netids/about-uw-netids/>.

Your UWNNetID allows you to access your MyUW page from which you can check your personal UW information such as student grades. You will also be able to turn on UW email accounts with forwarding options, along with other computer services (dial-in modems, lab access, research computing, Web publishing). Your UWNNetID remains the same throughout your life, no matter what associations (student, faculty, staff, alumni, or other affiliate) you have with the UW. For more information go to <https://itconnect.uw.edu/security/uw-netids/about-uw-netids/>.

MyUW

MyUW is your personal portal to University of Washington information. It is an easy-to-use tool for finding the resources you need to fulfill your goals at the University. You can "personalize" MyUW to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer.

The people who bring you MyUW are committed to respecting your privacy and to protecting it within the constraints imposed by state and federal law. Information you supply to MyUW is used only to personalize your Web page. The UW does not share or sell your personal information for commercial purposes. Your personal information is not disclosed unless such action is necessary to comply with the law, to protect UW property, or to enforce UW policy.

For security, your UWNNetID and password and all functions of MyUW that contain sensitive information are encrypted before they are transmitted across the network. For more detailed information, please read the MyUW Policy on Privacy at <http://www.washington.edu/online/privacy/>

MyUW: access for some services, but not for others

The University of Washington electronic infrastructure allows students with a UWNNetID to access a great deal of information and a variety of resources via the MyUW icon on the UW home page. Students in the Biomedical Regulatory Affairs program can use MyUW for some of these same resources, but not for all of them.

The following table summarizes some of the common reasons why Biomedical Regulatory Affairs students, especially those already familiar with the system, might go to MyUW to find information. The “yes” and “no” columns indicate which functions are available for students in the Biomedical

Regulatory Affairs program. For items listed in the “no” column, your best initial resource will be Bettina Schifferl, bschifferl@pce.uw.edu.

Will I find what I need if I click on MyUW to	Yes	No
* register for courses		✓
* see my tuition bill		✓
* pay my tuition bill		✓
* find out what my financial aid status is (e.g., account balances)	✓	
* find out what courses I'm registered for	✓	
* withdraw from a course		✓
* find out what my grades are	✓	
* change my address		✓
* obtain an unofficial transcript or order an official transcript	✓	
* find out what courses are being offered next quarter		✓
* get access to UW library resources	✓	
* get the name of the books being used in my courses?		✓

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. However, the following information is considered public or "directory" information and may be released to anyone unless you request that you do not wish any information released: name, telephone number, major field of studies, dates of attendance, degrees and awards received, full- or part-time enrollment status, educational institutions attended, and for athletes, date of birth. To request no release of "directory" information, contact UW Professional & Continuing Education at 800-543-2320 or 206-543-2310. Students may choose in their MyUW accounts whether to keep directory information public or private. If you should choose not to release information, please remember that no one, including future potential employers, will be given any information about you, including the fact that you have completed your degree.

Tuition and Fees

Tuition and Registration Fee

Current tuition for the 2016-17 year is \$818 per credit. A nonrefundable \$45* fee is paid each quarter at the time of registration.

Technology Fee

The technology fee supports the improvement of technology used by the students at the University of Washington campuses. The Student Technology Fee Committee determines the expenditure of this fee. Students at the UW lead the committee which allocates money for technology resources for general student use. Paid Autumn, Winter, and Spring quarters, and based on the number of credits taken, the technology fee for graduate students in the Biomedical Regulatory Affairs program is approximately \$41 per quarter.*

Services & Activities fee

This fee supports student activities and programs such as ASUW and GPSS Activities, Student Publications, Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, childcare, student legal services, Ethnic Cultural Center, Student Union facilities and UW CARES. Paid each quarter and based on the number of credits taken, the Services & Activities fee for graduate students in the Biomedical Regulatory Affairs program ranges from \$67 to \$236 per quarter.*

* Fees may be subject to change.

Quarterly UPass Purchase

Your Student Activities Fee includes a UPass each quarter. More information on this is at <http://www.washington.edu/facilities/transportation/commuterservices/u-pass/student>

Withdrawal/Refund Policies

If you register for classes and find that you are unable to attend the University, it is your responsibility to withdraw. Withdrawals, refunds and changes are handled through UWPCE Registration Services. Please carefully follow deadlines detailed in your Registration mailing for refunds and course changes. To request any of these options, you may:

- request the change in person at UW Professional & Continuing Education, or
- submit a request in writing (with a signature) via US mail to: UW Professional & Continuing Education Registration Services, 4311 – 11th Ave. NE, Seattle, WA 98105-4608, or
- fax your request to 206-685-9359, or
- send an email request to uweoreg@pce.uw.edu, stephieg@uw.edu and bschifferl@pce.uw.edu. (Please use your UW email when making this request).

Grading

In reporting grades for graduate students, units that offer graduate degrees use the system described below. Grades are entered as numbers, the possible values being between 4.0, decreasing by one-tenth until 1.7. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum GPA of 3.00 is required for graduation. Students whose cumulative or quarterly GPA falls below a 3.0 must meet with Tom Hazlet or Jean Feagin to discuss performance expectations and a timetable for correction of deficiencies.

Correspondence between number grades and letter grades is as follows:

Numeric Grade:	Letter Grade:
4.0	A
3.9	
3.8	A-
3.7	
3.6	
3.5	
3.4	B+
3.3	
3.2	
3.1	
3.0	B
2.9	
2.8	B-
2.7	
2.6	
2.5	
2.4	C+
2.3	
2.2	
2.1	
2.0	C
1.9	
1.8	
1.7	
0.0	

I Incomplete

An incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but will remain a permanent part of the student's record.

N No grade

Used only for hyphenated courses and courses numbered 600 (Independent Study and Research), 601 (Internship), 700 (Thesis), 750 (Internship), and 800 (Dissertation). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or Supervisory Committee Chairperson should change the N grade(s) to one reflecting the final evaluation. The BRAMS Program's PHRMRA 548 is a course which qualifies for an N grade until all 9 credits are completed.

X No grade yet

Progress in experiential courses like PHRMRA 548 Practicum can be affected by events outside the student's control. At the instructor's discretion, a placeholder can be reported instead of a grade when progress is being made but goals for the quarter were not completed. This appears as an X on the transcript and the instructor replaces it with a CR (credit received) when the goals are achieved. For more information about grading and requirements for graduation, visit the Graduate School website, <https://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/>.

Satisfactory Progress

In order to remain in the program, students must maintain satisfactory progress toward their degree. This includes remaining on a trajectory to complete the program within two years as well as maintaining a minimum GPA of 3.0 with no course grade below 2.7. Students who do not maintain satisfactory progress will be warned, then placed on probation, and if the situation is not remedied, will be dismissed from the program.

Electives

Some students choose to take elective courses as part of their education. If a student wishes to take an elective course, s/he is allowed to do that as long as the course meets the program and university requirements for electives. If you would like to take an elective, please contact Stephanie O. Guerrero, stephieg@uw.edu. Elective courses will not take the place of required courses in the program. All courses taken while in this program must be registered for through PCE. Please do not register for classes through MyUW.

UW Academic Honesty Policy

Students enrolled in UW courses are expected to observe the code of academic honesty required of University of Washington students. Violation of this code will result in various penalties, including a failing grade in the course and, in some cases, disciplinary actions. Instances of academic dishonesty for credit courses will be handled by the University of Washington Committee on Academic Conduct. Academic dishonesty includes plagiarism, defined as offering the language or ideas of someone else as one's own. Plagiarism may range from failure to credit isolated formulas, sentences or paragraphs to copying entire articles from books, periodicals, speeches or the writings of other students. If evidence of academic misconduct is established, students will be given a failing grade for the course and any refund of tuition fees will be denied. To view the complete Academic Honesty policy, please consult the following link: <http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

Plagiarism resources:

- Purdue Online Writing Lab, <https://owl.english.purdue.edu/owl/resource/589/1/>
- Harvard Guide to Using Sources, <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054>
- Indiana University — Plagiarism: What It Is and How to Recognize and Avoid It, <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
- Avoiding Plagiarism: A Guide for Graduate Students at Virginia Tech, <http://ghs.graduateschool.vt.edu/student/plagiarismguide>
- University of Michigan — Library Guide for International Students: What is Plagiarism?, <http://guides.lib.umich.edu/c.php?g=283392&p=1887232>

Maintaining Your Status in the Program

To maintain your graduate status, you must be enrolled on a full-time, part-time or official On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. Summer quarter registration is not a requirement of the Graduate School, but many students do register for some of their practicum credits during the summer between the first and second year. If you anticipate any difficulties with maintaining ongoing registration, please contact Stephanie O. Guerrero at stephieg@uw.edu to assist you with arranging for On-Leave status. For more information on this policy, see <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>.

UW Rules and Regulations

Students are expected to follow University rules and regulations. The University and UW Professional & Continuing Education reserve the right to change the fees, rules, and calendar regulating registration and instruction, and to change other regulations affecting the student body. Changes go into effect as determined by university authorities. These changes apply to prospective students and those who are registered in credit and UW Online Learning courses. The University can withdraw courses at any time.

Financial Aid

Long-term student loans are available to help with tuition and fees. Since the program is fee-based, it is not eligible for State funding, but other funding sources are available.

The BRAMS program has limited financial aid available for students who meet certain specific criteria:

Financial aid, supplied by the Biomedical Regulatory Affairs Master of Science Program Budget, will be supplied to students who meet the following qualifications:

- 1) Aid is only available to students in Spring quarter of their second year
- 2) Must currently be receiving financial aid from another source
- 3) Must be in good standing in the program, and on schedule to graduate with the cohort*
- 4) Must be enrolled for 3 or fewer Practicum credits (PHRMRA 548) only during their final spring quarter

*Exception: a student may receive aid during Spring quarter of the second year and still take their final Practicum credits during the next Summer quarter; however, there will be no aid available for any credits taken during summer.

Financial Aid in the amount to cover no more than three credits plus all associated fees will be disbursed **ONLY** to students meeting the above criteria.

For further information on other financial aid sources, visit the following Web sites:

UW Office of Student Financial Aid <http://www.washington.edu/students/osfa/>

U.S. Department of Education Federal Student Aid <http://www.fafsa.ed.gov/>

VA loans and Veteran's benefits <http://depts.washington.edu/osfaweb/veterans/>

UW Libraries Grants & Funding Information Services

<http://www.lib.washington.edu/commons/services/gfis>.

The Graduate School <https://grad.uw.edu/graduate-student-funding/>

Academic Student Services

Educational Outreach Registration

UW Professional & Continuing Education Registration Services is located at 4311 - 11th Ave. NE on the main floor. Registration is open from 8 a.m. to 5 p.m. Monday through Friday. Other contact numbers for registration include phone 206-543-2310, 800-543-2320, or 206-543-0898 (TTY), and fax 206-685-9359.

Biomedical Regulatory Affairs

Tom Hazlet thazlet@uw.edu Program Director, is located in H375-S in the Health Sciences Building. Jean Feagin Feagin@uw.edu Practicum Director, is located at 4225 Roosevelt, Ste 305 E.

Disability Support Services

The Disability Services Office (DSO) provides an array of academic support and student services. <http://www.washington.edu/admin/dso/index.html>

UW Student Counseling Center

Located in Schmitz Hall, the UW Student Counseling Center offers academic, career, and personal counseling services detailed at <http://www.washington.edu/counseling/> If you are experiencing a crisis and need immediate assistance, please call the Crisis Clinic at (206)461-3222 or (866) 427-4747.

Graduate School

The UW Graduate School website <http://grad.uw.edu/>, lists extensive resources for graduate students including: enrollment statistics, links to the disability services office, financial information, student life, and career resources. Most Graduate School offices are located in the Communications building.

GPSS – Graduate & Professional Student Senate

The University of Washington offers many opportunities for students to gain experience in campus governance. Graduate students can serve as graduate representatives on campus committees or participate in GPSS governance. More information can be found at <http://depts.washington.edu/gpss>.

GO-MAP

The Graduate School is also home to GO-MAP (Graduate Opportunities and Minority Achievement Program), available online at <https://grad.uw.edu/diversity/go-map/> GO-MAP is one of several resources on campus for graduate students of color and traditionally underrepresented groups that address issues of diversity including academic, campus, outreach, recruitment, and community information.

Office of the Vice Provost for Student Life

The Office of the Vice Provost for Student Life is the main conduit for all general student services at the University of Washington. From student groups to counseling services, more information on Student Life is available at <http://www.washington.edu/provost/studentlife/>

Office of Minority Affairs and Diversity

The Office of Minority Affairs (OMA&D) <http://depts.washington.edu/oma/> forwards the core mission of diversity at the UW by providing outreach and academic support services to students of all backgrounds. As the academic arm of OMA&D, the Instructional Center (IC) provides academic assistance so students can excel at the University of Washington.

Women's Center

The Women's Center, <http://depts.washington.edu/womenctr/> encourages positive change in public policy by providing educational programs, advising, counseling, and life skills training. The center welcomes both men and women and is located on the fourth floor of Bagley Hall.

UW Events and Calendars

To find out what's going on around campus, check out the "events" link on the UW home page at <http://www.washington.edu/news/>. Events range from arts performances to lectures. Admission to all museums and galleries on the UW campus (including the Burke Museum and the Henry Art Gallery) is free to UW students. Here you will also find the UW Academic Calendar which contains all information regarding the academic schedule for each quarter.

Husky Card™

Your Husky Card™ is your University of Washington identification card. All new UW students are issued a card that says “Husky Card” on the front. The Husky Card™ is valid only if it has a current validation sticker on it and the encoded information on the magnetic stripe indicating validity. Enrollment validation stickers are sent each quarter to students with their Registration Confirmation. It is important to keep your Husky Card™ with you at all times while on campus.

Online access to accounts is now available. It’s easy for you to monitor your account, make deposits (friends and relatives can deposit money into your account too), and check balances. See <https://www.hfs.washington.edu/huskycard/default.aspx?id=76> for details.

There are many uses for your Husky Card™ including, but not limited to:

- Utilizing your U-PASS benefits (the U-Pass validation sticker is sent to you with your enrollment validation sticker and Registration Confirmation and should be placed on the back of your Husky Card™).
- Carpool parking – two or more students. Gatehouse-issued carpools and E1 Montlake parking lot carpools require Husky Card™ accounts as well as U-Pass. Gatehouse carpool Husky Card™ account debits are split between two or more carpool member cards.
- Accessing funds from your Husky Card™ Account. Find out all the locations that accepts the Husky Card™ Account by clicking on the official website <https://www.hfs.washington.edu/huskycard/locations/>
 - As your library card
 - Gaining admission to events and purchasing tickets
 - Accessing the Intramural Activities Center (IMA)
 - Obtaining discounts on tickets at the UW Arts Ticket Office, at the Golf Driving Range, and the Waterfront Activities Center
 - Obtaining free admission to the Henry Art Gallery and the Burke Museum

To obtain your card, go to the UW student ID Center, located on the ground floor of the Odegaard Undergraduate Library next to the By George Café, between the hours of 8:00a.m. and 5:00p.m., Monday through Friday. You will be required to show legal photo identification to obtain your Husky Card™. There is no charge for your first card.

Library Services

As a student in the Biomedical Regulatory Affairs program you have on-campus and off-campus access to the University of Washington library system. Electronic access is available to many resources—journals and databases—of interest to BRAMS students. One valuable resource is *Summit*, a library catalog that combines information from Pacific Northwest academic libraries into a single unified database. You can initiate your library account using your UWNetID at <http://catalog.lib.washington.edu/patroninfo>

Connect to UW-restricted resources from off-campus.

Most of the databases, electronic journals and e-books available through the libraries have restricted access for UW faculty, students and staff. If you connect to the Internet via an Internet Service Provider, you will need to use the UW Libraries Proxy server. To start a session with the new proxy, click on the "Off-Campus Access" link in the upper right corner of most pages on the library website or visit <http://offcampus.lib.washington.edu/menu>. This proxy requires that you always start a session to gain access to restricted resources. Another solution, which is more flexible, is to use our proxy bookmarklet. Once the bookmarklet is installed, you do your research and at some point will arrive (unauthenticated) at the content provider's site. Then hit the bookmarklet and it takes you back to that same page, but through the proxy server. More information on our bookmarklet is available at <https://www.lib.washington.edu/help/connect/tools>.

School of Pharmacy Librarian

This position is being served by Joanna Rich and Diana Louden, but they are currently interviewing for this position. These two contacts and the future librarian contact may be found: <http://guides.lib.uw.edu/hsl/liaisons>

Interlibrary Loan

The Interlibrary Loan system provides borrowing, lending, and document delivery services for UW patrons. Current UW students may borrow material or obtain copies of articles not owned by the UW Libraries (items which can be requested through *Summit* will not be borrowed). This service is fully subsidized for UW-related needs. Material for personal or recreational use may be obtained for a fee.

Interlibrary Loan is also a fast, convenient way to get photocopies of articles from journals held in your home campus library. There is a \$7.00 convenience fee charged per journal article. Articles can be delivered by PDF or mailed to your campus box for free. There is an additional \$7.00 charge per article to have them mailed to your home address. If you are a currently enrolled, non-resident (distance learning) student, Interlibrary Loan can mail books owned by UW Libraries or article photocopies to your home address. This may be the most convenient way for you to obtain materials from the Libraries. There is a charge for this service. For more about Interlibrary loans visit <http://www.lib.washington.edu/uworld/>.

To access details about library locations and hours in addition to the resources and services available visit the UW library home page at <http://www.lib.washington.edu/>.

Computing Services

Tools for Safe and Secure Computing

The Tools for Safe and Secure Computing page gives you quick access to a basic set of software tools for fighting viruses, doing secure file transfer and terminal sessions, and other common tasks. All of the tools linked on this page are available at no cost to you, either because they are freeware or because the UW has paid for the right for you to use them.

<http://www.washington.edu/itconnect/security/tools/>.

Hot Spots on Campus

Wireless connectivity is available in most indoor and outdoor locations on the UW campuses. For a current list of wireless locations and instructions on connecting, visit

<http://www.washington.edu/itconnect/connect/uw-networks/campus-wi-fi/locations/>

Computer Labs

A number of computer labs are available on campus for student use.

Odegaard Learning Commons is the general access lab and offers a variety of hardware and software, including laser printing. See the website for hours of operation

http://catalyst.washington.edu/learning_spaces/computing_commons.html

The Access Technology Center (ATC) provides resources to improve access to computing resources. The computers, software, and special equipment in the lab provide access for users with disabilities: common speech recognition software as a writing tool, tools to make the reading and writing process easier, accessories to make computer use more comfortable, and the capability to create and produce documents in alternative formats. The ATC is located in the Mary Gates Hall Room 064. <http://www.washington.edu/itconnect/learn/accessible/atc/> Contact the ATL Voice/TTY 206-685-4144 or email atcenter@uw.edu

Health and Safety Services

Health Insurance & Benefits

The UW no longer offers student health insurance for US residents. International students are still required to buy UW health insurance. International Student Health Insurance Plan (ISHIP) information can be found here, <https://www.washington.edu/ship/international-student-insurance-health-plan/>. The Graduate Appointee Insurance Program (GAIP) <http://www.washington.edu/admin/hr/benefits/insure/gaip/premiums.html> pays for medical, dental, and vision coverage if you hold a Graduate Student Service appointment or receive external funding.

Drop-in Health Centers

The University of Washington offers several drop-in health centers that are open to all UW students, faculty, and staff. Hall Health, <http://depts.washington.edu/hhpccweb/>, offers primary care services including immunization shots (needed for admission), family and mental health, and sports medicine clinic.

UW Student Counseling Center

Located in Schmitz Hall, the UW Student Counseling Center, <http://www.washington.edu/counseling/> offers academic, career, and personal counseling services. If you are experiencing a crisis and need immediate assistance, please call the Crisis Clinic at 206-461-3222 or 866-427-4747

Husky Nightwalk

The hours of operation for these uniformed security guards are 6:00 pm-2:00 am, 7 days week. Although aiding primarily on foot, the guards have a minivan available to assist when needed. In addition, they are equipped to help people, with proper identification, who cannot get into their offices, areas or vehicles. They also can assist with jump starts for dead batteries, and are extra eyes and ears in parking lots and other UW facilities. When members from the campus community need help, call 206-685-WALK (9255). For more information visit <http://www.washington.edu/admin/police/security/>.

Night Ride

The UW Transportation office provides transportation from campus to destinations within one mile at night during all quarters except summer. The service is free for UPass holders and \$1.00 per ride for those without a UPass.

<http://www.washington.edu/facilities/transportation/uwshuttles/nr>

UW Police

If you need the assistance of UW Campus Police for non-emergency matters, please contact them at 206-543-9331. If you are on a campus phone and have an emergency, please call 9-911. For more about the UW campus police visit

<http://www.washington.edu/admin/police/index.shtml>.

Parking and Local Transportation

Campus Parking

Parking is often a challenge around the UW campus. If you drive up to a gatehouse for on-campus parking, the cost is \$15.00 for all day (prorated if you stay less than four hours, and possibly more for next year). Most street parking is metered with a two-hour maximum. If you arrive at the campus after 5:00 pm, parking is \$5.00 for the evening with the exception of the Central Garage which charges \$10.00.

<http://www.washington.edu/admin/parking/studfTOC.html>

Local Metro Transit

Your U-Pass (\$132.00 per quarter)* provides full fare coverage for the Metro Transit bus, the Sounder commuter train service, and discounted carpool parking. Once enrolled, you will automatically receive the quarterly U-Pass and validation sticker. These stickers are to be affixed to your UW student ID card. Note: If you do not want the U-Pass, you are responsible for returning it to campus. Students who do not return the U-pass sticker will be charged for it (\$200)*. The Metro Online website <http://metro.kingcounty.gov/> provides easy to use resources to plan a trip or look up the bus timetables.

*This rate may increase for the 2016-2017 school year. Please see <http://www.washington.edu/commuterservices/rates.php>, for details.

Campus Maps

Maps showing campus buildings, parking lots and the surrounding streets are located at <http://www.washington.edu/home/maps/>

Fitness and Recreation Services

Intramural Activities (IMA) Building

The IMA, located north of Husky Stadium and south of parking lot E1, is the hub of the UW recreational sports programs. UW Students may use the IMA upon presentation of their current quarter Husky ID Card. Facilities include:

Waterfront Activities Center (WAC)

Just south of the UW football stadium, the WAC provides canoe and rowboat rentals. Boat storage is available for private non-motorized boats. The Golf Range has 43 tees, (20 covered), night-lighted, and two chipping and putting greens. The range offers classes monthly.

UW Recreation programs

A broad selection of sports and fitness classes including aquatics, dance, fitness, yoga, martial arts, golf, handball, squash, rock climbing, and tennis are offered throughout the year. The Recreation office also coordinates intramural sports clubs and leagues. For more details about recreation facilities and programs, visit <http://depts.washington.edu/ima/>.

FAQ

Professional Masters in Biomedical Regulatory Affairs Degree

The Biomedical Regulatory Affairs Master of Science (BRAMS) program is a partnership among the UW Department of Pharmacy, UW Professional & Continuing Education (UWPCE) and the UW Graduate School. Student admissions and academic content are the primary responsibilities of the Department of Pharmacy. UWPCE is responsible for the logistics and administrative functions of operating the program, i.e., registration, facilitating tuition payments. The Graduate School oversees all the graduate degree programs for the UW, including those administered through UWPCE. It is the Graduate School that offers admission to graduate students, verifies successful completion of the program requirements, and confers the earned degree.

What are the fees for the program?

The per-credit fee for the 2016-17 school year is \$818 per credit. The program consists of 45 required credits. We expect a 5-10% increase in 2017-18. We cannot guarantee that the annual increase will fall within this range. The per-credit cost for all students is the same, whether resident, non-resident or International.

Is this program eligible for the tuition exemption benefit offered to state and UW employees?

No, the tuition benefit exemption applies only to state-funded programs. Since fee-based degree programs receive no state funds, they are not eligible for the tuition exemption benefit.

Why does this program's tuition rate differ from the standard graduate tuition?

This program is not funded by the state of Washington. It is a self-supporting, fee-based program. Tuition differences reflect the administrative costs associated with delivering the program.

May I take other UW courses (courses outside my program) for the purpose of this degree?

Generally, this program does not allow elective credits with the exception of previous certificate students who need to make up academic credits. The student will need to obtain approval from the program advisors before signing up for any classes in this situation. Additionally, students are charged the program tuition rate for any courses that are taken, whether inside or outside the program. International students may be required to take additional courses to fulfill visa requirements; these courses have fewer criteria as far as the program is concerned.

How do I change my address?

You must change your address with two different offices. Please notify UWPCE Registration Services by sending an email to uweoreg@pce.uw.edu and the Biomedical Regulatory Affairs program by sending an email to Stephanie O. Guerrero at stephieg@uw.edu. You also need to change your address in your MyUW account.

I'm changing my email address. Should I let you know?

YES! Your UW email address is your most important means of communication with us. Please check it regularly or forward it to an email address which you commonly do check. We rarely send anything via regular mail, so it is imperative that we can communicate with you via email. If you do change your

personal email address, we would also appreciate knowing that so we can be assured of being able to contact you. Please send updates to Stephanie O. Guerrero, stephie@uw.edu.

I have a hold on my student account. What does that mean and how do I clear it?

A hold on your account can be placed by any office within the University system for various reasons. The most common hold for new students is based on failure to prove proof of immunity to measles. The other most common reason for a hold is for fees owed. Students can have holds placed on their account because they owe a fine at the library, didn't return the UPASS (or pay for it), didn't submit their immunization records, didn't submit their transcripts to the Graduate School, didn't pay for a transcript ordered through MyUW, or didn't pay for their student insurance. In addition, any medical facility associated with UW can also place a hold on student records.

If you have a hold on your records, then *you will receive an email from the UWPCE Registration Office which will direct you to Student Fiscal Services*. Please be advised that UWPCE cannot remove this hold for you and cannot register you in courses until it is resolved. To determine if you have a hold on your account, please check your MyUW account. A clear explanation and the way to resolve the hold will appear on your homepage.

Am I a UW graduate student or a UW Professional & Continuing Education graduate student?

You are a UW graduate student, your degree is granted by the University of Washington, and your diploma will say University of Washington. UW Professional & Continuing Education (UWPCE) is a division of the University of Washington and includes UW Extension, Summer Quarter, Evening Degree, and Distance Learning.

Why is my degree program offered through UW Professional & Continuing Education (UWPCE)?

The degree is what is called a fee-based degree. That means this degree program doesn't receive any funding from the state of Washington so it must function on a self-sustaining basis. By definition, programs not funded by the State must be administered through PCE for accounting purposes.

What is the collaborative relationship between my academic department, UWPCE, and the Graduate School?

Degree programs are a partnership between UWPCE and the academic department. Student admissions and academic content are the primary responsibilities of the academic department. UWPCE offers administration assistance to the department offering the degree. The Biomedical Regulatory Affairs program is offered by the School of Pharmacy. UWPCE is responsible for the logistics and administrative functions of operating the program. The Graduate School oversees all the graduate degree programs for the UW, including those offered through UWPCE. It is the Graduate School that offers admission to graduate students, verifies successful completion of the program requirements, and confers the earned degree.

I still have questions. Whom do I contact?

- Program Administration
Stephanie O. Guerrero, stephieg@uw.edu
- Registration Assistance
Bettina Schifferl, bschifferl@pce.uw.edu
- Program Questions
Paul Detmer, pdetmer@pce.uw.edu
- Program Director
Tom Hazlet, thazlet@uw.edu