

SENATE BILL #1420

Title: Student Handbook

Introduced: February 22, 1982

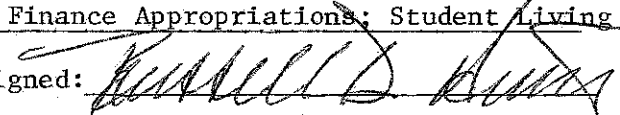
Thesis:

Sponsor: Peter VanHouten

1. Be it enacted by the Student Senate of the Associated Students of the
2. University of Wyoming that \$4,200 be allocated for the purchase of 2,500
3. 3-ring notebooks to be used for the student handbooks. These handbooks
4. will be given to incoming freshmen and transfer students. They will
5. contain vital information about the important workings of the Campus in
6. a unified and concise manner.

Referred to: Tom Mattheus for advisement; Finance Appropriations; Student Living ^{Steering}

Date of Passage: March 2, 1982

Signed: 

ASUW Senate Chairperson

"Being enacted on 3-4-82, I do hereby sign my name hereto and approve this Senate action."  ASUW President

PROPOSAL FOR A UNIVERSITY OF WYOMING STUDENT HANDBOOK

The need for a student handbook grew out of a concern that new students are deluged with information from a variety of sources and not in a form that would encourage students to keep and use that information throughout a college career. It is not proposed that a complete rewrite of any existing information would be necessary, but simply that a vehicle for assembling existing and desired information into one handbook would be provided.

We believe this assemblage of information into one student handbook will:

1. Meet immediate needs of new students in getting started by making the transition to UW life smoother.
2. Provide information to facilitate educational goals and awareness of opportunities for involvement in extracurricular activities.
3. Provide a resource book for use throughout the college career.

Handbooks of this type at other universities have significantly increased the information bank of students, and through information and awareness, have increased the participation in student government.

In the Fall of 1981 there were 1,625 new freshman students and 698 new undergraduate transfer students for a total of 2,323. Therefore, it is proposed that 2,500 standard three-ring binders with 1" rings be purchased by ASUW at a cost of \$1.59/binder for a total of \$4175 for new student handbooks. A bill has been introduced in ASUW Senate on February 23, 1982, to fund this appropriation. The binders would be yellow with the UW seal and the ASUW logo printed in brown.

Four divider pages would be furnished by the UW Admissions Orientation Program. The major sections to be included on the dividers would be:

1. Academic Survival
2. Campus and Community
3. Student Activities or Student Life
4. Student Services.

Material for inclusion in the handbook would be funded and furnished, ready for inclusion, by the individual sources who wish to have information included in the handbook. Sources are responsible for the format and content of their own material.

Material to be included must be 8½" x 11", must be professionally duplicated or printed, and must be prepunched for a standard three-ring binder. No xeroxed or mimeographed material will be included.

Prices from The University of Wyoming Duplicating Service for 8½" x 11" 20# duplicating include:

2500 sheets of 8½" x 11" 20#	\$1.00	set up
	1.25	master
	.016	/sheet one side
	.029	/sheet two sides plus
		one extra master

There is no price difference for white or color paper.

2500 copies	2500 copies
.016	.029
<hr/> \$40.00	<hr/> \$72.50

Distribution would be through the UW Summer Orientation Program and the new freshman and new transfer student assemblies.

Material to be included in the handbook must be submitted to Jeff Luthi, Director of Summer Orientation Program, by July 1, 1982. Material will be collated and put into the handbook by the Summer Orientation staff.

In studying the concept of a student handbook during the past year, a review of student handbooks from other colleges and universities, input from the ASUW Student Living Committee of 1980-81, and input from other student and university sources has indicated the following contents would be desirable in a UW student handbook. Additions or deletions may be made in these sections.

Material in front of first divider:

1. Coupons for free ASUW and Union activities would be desirable.
2. Welcome from the UW President to include a picture if possible.
3. Welcome from the ASUW President and Vice President with pictures of each and the purpose of the handbook.

Academic Survival Section:

1. Orientation and registration information.
2. References to the pages in UW Bulletin pertaining to such information as:
fee refunds
change of registration
repeating courses
class attendance

3. Libraries (Coe, Science and Technology, Geology)
4. Writing Center
5. Science-Math Teaching Center
6. Computer Center
7. Academic Advisement Center
8. Tutorial Booklet
9. Study tips

Campus and Community Section

1. Map of campus (to include location of bike racks, computers, and bus stops, if possible)
2. Calendar of major campus events
3. Glossary of terms
4. University Bookstore
5. ROTC
6. Day Care
7. Cashier's hours
8. Copy machine locations
9. Notary service
10. Minority Culture Resource Center
11. Women's Center
12. Center for Adult Reentry
13. Gym hours and availability of courts, lockers, etc.
14. Psychology Clinic
15. Drug Information Center
16. Planetarium
17. Museums
18. Bus schedule

19. Map of city
20. Phone numbers
21. Banking services
22. Churches
23. Parks and recreation

Student Activities or Student Life Section

1. ASUW
 - a. Introduction
 - b. Names and pictures of senators and executives
 - c. Explanation of ASUW structure and purpose
 - d. Past achievements of ASUW
 - e. Programs sponsored by ASUW:
 - 1) Gallery 234
 - 2) Sports Clubs
 - 3) ASTEC
 - 4) Publications
 - 5) ASUWAC
 - f. Brief explanation of committees
 - g. Committee application
2. Union and Activities Center
3. Residence Hall Activities Council
4. Panhellenic Council
5. Interfraternity Council
6. Intramurals
7. Clubs and organizations

Student Service Section

1. Student Rights and Responsibilities
2. Information regarding services of and materials distributed by:
 - a. Academic Advisement Center
 - b. Admissions
 - c. Counseling and Testing
 - d. Dean of Students
 - e. Housing
 - f. International Programs
 - g. Placement Service
 - h. Registration and Records
 - i. Student Educational Opportunity
 - j. Student Financial Aids

3. Student Health Service and health insurance
4. ASUW Students' Attorney
5. ASUW Ticket Office
6. ASUW Housing Information Service
7. University Board for Student Appeals