

Kean University

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Evidence Inventory

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2021

### Student Affairs Office

WKU

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温州肯恩大学  
WENZHOU-KEAN UNIVERSITY



Department	Services	Introduction	Email
Student Affairs Office	Scholarship	Wenzhou-Kean University offers a series of scholarships to promote academic excellence and comprehensive development. Student Affairs coordinates the selection of various scholarships.	finaid@wku.edu.cn
Student Affairs Office	Work-Study Program	The work-study program at Wenzhou-Kean University provides part-time employment to undergraduates to help with college expenses and also gain working experience.	finaid@wku.edu.cn
Student Affairs Office	Education Loan	Student Affairs assists students to apply for Education loans.	finaid@wku.edu.cn
Student Affairs Office	Insurance	Student Affairs assists students to buy medical and accident insurance and claim expenses.	finaid@wku.edu.cn

Student Affairs Office	Military Service	Student Affairs supports the military services and assists students to get the related wellbeings.	finaid@wku.edu.cn
Student Affairs Office	Housing	Student Affairs is responsible for the housing application, changing room, checking out, health and safety inspection and other jobs of operation of residence halls.	reslife@wku.edu.cn
Student Affairs Office	Process of Student Absences	Student Affairs is responsible for leave record not approval. Students should get leave permission from professors or Registra Office.	reslife@wku.edu.cn
Student Affairs Office	Off-Campus Living	If students cannot live on campus for special cases or would not like to live on campus, students could apply for Off-campus living in due course.	reslife@wku.edu.cn
Student Affairs Office	Residential Life	With the support of RHDs and RAs, a series of regular events and also some one-time events are organized in the residence halls.	reslife@wku.edu.cn
Student Affairs Office	Residential Education Program	A series of residential education programs are organized in the residence halls to support students' academic success.	reslife@wku.edu.cn
Student Affairs Office	Student Trustee	Student trustee is the student representative to the Wenzhou-Kean University Board of Trustees. Student Affairs support the selection of Student Trustees,	leadership@wku.edu.cn



		trainings and regular communication.	
Student Affairs Office	Student Government	Student Government of Wenzhou-Kean University (WKU SG) strives to enhance the intellectual, cultural and personal growth of the full-time undergraduate population, by providing diverse activities.	studentgovernment@wku.edu.cn
Student Affairs Office	Student Groups	Student clubs and organizations are vibrant parts of campus life. Student Affairs processes the application of new student groups and also appraisal of existing student groups, provide trainings and advisings to student groups.	studentgroup@wku.edu.cn
Student Affairs Office	Student Activities	Student Affairs advise, approve and support student activities.	studentgroup@ 
Student Affairs Office	Counseling Services	Suntree Counseling Center provides professional psychological assessment, individual counseling, group counseling, referral, and crisis intervention services.	counselingcenter@wku.edu.cn
Student Affairs Office	Mental Health Education	Suntree Counseling Center organizes a series of activities to promote mental health and deliver mental health trainings.	counselingcenter@wku.edu.cn
Student Affairs Office	Community Engagement	Wenzhou-Kean University takes pride in the passion to serve within its students, faculty, staff and administrators. One of the primary goals of the Youth League Committee is to build a culture of leadership and service within the Wenzhou-Kean University community. The Youth League Committee serves the University community as a student-focused connection point for student involvement and campus engagement.	youthleague@wku.edu.cn



温州肯恩大学办学十周年  
WENZHOU-KEAN UNIVERSITY'S  
10<sup>TH</sup> YEAR IN OPERATION

		The Committee encourages active citizenship and celebrates individual and community involvement.	
Student Affairs Office	Youth League Committee	The youth league committee is responsible for the student's ideological and political education, the organization of the communist youth league and the recommendation of excellent league members to join the party.	youthleague@wku.edu.cn
Student Affairs Office	Student Conduct	Wenzhou-Kean University is committed to providing a campus environment that is conducive to student's development. Student Affairs advocates Community Standards and Student Code of Conduct on campus, investigates incidents, holds hearing conference and etc.	conduct@wku.edu.cn
Student Affairs Office	Student Personal Files	Student Affairs keeps, transfers and updates the student personal files.	studentaffairs@ 
Student Affairs Office	International Students Support	Student Affairs is responsible for the pick-up, orientation, cultural travel and etc.	reslife@wku.edu.cn
Asset Management Company	Campus Card	Campus card replacement card, access to access and closure, water and electricity system management.	wksc.Yewangping@wku.edu.cn
Financial Service	Collection of Tuition and fees, indemnity to university property damage.	Financial Services is responsible for collecting the tuition and fees, indemnity to university property damage, checking the data summary, and reporting relevant data to other departments of the university as appropriate in a timely manner and etc.	info-financialservice@wku.edu.cn
Financial Service	Tuition and Fees Refund	According to the information provided by Academic Affairs, Student Affairs and school's regulations, Financial Service will deal with tuition and accommodation fee refund for students of schooling suspending.	info-financialservice@wku.edu.cn
Financial	Financial	According to the amount of	info-financialservice@wku.edu.cn

Service	Aids	scholarships and student account information provided by Student Affairs Office, Financial Service will deposit the money to student's account timely.	
Office of Campus Planning & Construction	publicize the planning and design of campus, and communicate with students regarding the campus construction.	The office is responsible to publicize the planning and design of campus. Meanwhile, it keeps in touch with students, getting to know students' advises and suggestions in terms of campus planning, architectural designs and architectures under construction, and will endeavor to meet students' reasonable demand on campus construction.	zhanyi@wku.edu.cn
English Language Center	Tutoring and Workshop	The ELC provides individualized one-on-one tutoring and theme workshops for students in English language proficiency and academic skills development.	zhuweiwen@wk
English Language Center	Internal /School-Level Competitions	The ELC independently organizes a number of competitions to enhance students' English skills, such as English video making contests and vocabulary knowledge contests.	zhuweiwen@wku.edu.cn
English Language Center	External /Municipal and National Competitions	The ELC participates in projects organized by other national associations and the Wenzhou Municipality, such as the National Debating Competition, the National Interpreting Contest, and the Wenzhou Youth Interpretation Contest.	jinsujie@wku.edu.cn
English Language Center	Wechat Official Account	The ELC Wechat official account introduces English language learning tools, websites, applications, and other resources, as well as promoting ELC activities.	chengchi@wku.edu.cn
English Language Center	Academic Support Program	The ELC offers diagnostic test and supplemental instruction courses for under-prepared and at-risk students which focus on developing general	hexiaolu@wku.edu.cn



		English skills and knowledge necessary for college-level coursework.	
English Language Center	The English Language Lab	The English Language Lab of ELC is a multimedia installation aiming to assist students in effectively improving their language skills with diverse online and installed learning tools.	hejun@wku.edu.cn
Library	Library Home Page	The starting place for all student library research and student needs is: <a href="https://wku.edu.cn/library/">https://wku.edu.cn/library/</a>	cjgberg@wku.edu.cn
Library	Online Library Catalog	The Library catalog ( <a href="http://ougan.wku.edu.cn">http://ougan.wku.edu.cn</a> ) allows students to search for shelf locations for print books and links to digital editions.	qjx@wku.edu.cn
Library	One-Stop Student DISCOVER Library Home Page	The DISCOVER search box ( <a href="https://wku.edu.cn/library/">https://wku.edu.cn/library/</a> ) provides students with rapid, immediate access to ebook collections, research databases, and quality open access resources, all searched at the same time. Then students can focus and filter the first result.	yangle@wku.edu.cn
Library	Access and Delivery Services	Access and Delivery Services is responsible for the shelving and circulation of all library materials to students and the management of all study rooms and discussion areas that students use, and allows students to charge out and return books.	libcirc@wku.edu.cn
Library	Textbook Ordering and Distribution	Textbook Ordering and Distribution assists students with obtaining and using imported textbooks. As of the Winter 2018 semester and after, digital textbooks will be ordered for students.	libtex@wku.edu.cn
Library	Reference Questions	Reference questions can be presented by an online	libref@wku.edu.cn



	and Database Searching Instruction.	form (Ask a Question- <a href="http://libguides.kean.edu/wkulib/wkulask-">http://libguides.kean.edu/wkulib/wkulask-</a> ) or in person by visiting A309 during hours Mr. Greenberg is available. For Fall 2017, this includes Monday & Wednesday evenings.	
Library	Handouts Used in Library Classes.	Copies of slide presentations for students are available on the Library research libguide: <a href="http://libguides.kean.edu/wkulib/wkulstudent">http://libguides.kean.edu/wkulib/wkulstudent</a>	cjgberg@wku.edu.cn
Library	Student Research Day Tips	Information for students on how to create a research project abstract and use data effectively. Also tips on correct citation format: <a href="http://libguides.kean.edu/wkulib/researchtips">http://libguides.kean.edu/wkulib/researchtips</a>	cjgberg@wku.edu.cn
Library	Recommend Library Purchases	Student recommends library purchases online for materials according to needs of study and research: <a href="http://libguides.kean.edu/wkulib/wkulrequest">http://libguides.kean.edu/wkulib/wkulrequest</a>	yangle@wku.edu
Chinese Curricula Center	Chinese National Conditions & Culture Courses	The courses teaching, planning and consulting of Chinese National Conditions&Culture courses.	qianfei@wku.edu.cn
AE Course	Art public elective courses and vocal class activities guide	zhangchenyi@wku.edu.cn	Zhang Chenyi
Chinese Curricula Center	Art Troupe - Instrumental Music	Wenzhou Ken University instrumental music includes piano, music appreciation teaching; art troupe instructor, instrumental music consulting.	xuxiaomei@wku.edu.cn
Chinese Curricula Center	Art Troupe	The art troupe of Wenzhou-Kean University, who love art specialties, invites professional teachers to conduct team counseling including dance, chorus, language, etiquette, instrumental	wangpeng@wku.edu.cn





		music and group singing to provide artistic quality and artistic skills.	
Chinese Curricula Center	Tennis Course Teaching	Teaching students basic tennis techniques and skills.	linze@wku.edu.cn
Chinese Curricula Center	Tennis Team Coaching	Building a competitive tennis team.	linze@wku.edu.cn
Chinese Curricula Center	Aerobics Teaching	Teaching students basic aerobics techniques and skills.	wangchu@wku.edu.cn
Chinese Curricula Center	Yoga Teaching	Teching students basic yoga techniques and skills.	wangchu@wku.edu.cn
Chinese Curricula Center	Cheerleaders	Building a competitive cheerleader squad.	wangchu@wku.edu.cn
Chinese Curricula Center	Physical Education Courses	Setting the goals of building students' interests of sports and training the abilities and customs in order to reaching the Public Required Courses' goals that are enhancing students' physical fitness and improving students' health. Students need to pass the related courses in order to get the corresponding credits. What's more, the Physical Education Courses can provide more opportunities of doing sports for students to improve the physical quality of college students.	Chencong@wku.edu.cn
Chinese Curricula Center	Building School Sports Team	To widely organize mass sports activities in campus, to strengthen the guidance of various sports clubs and associations and to build the cultural atmosphere of campus sports. It also provides the help of funds	Chencong@wku.edu.cn



		application, venues, resources and the coordination of activities for the leader of sports teams.	
Chinese Curricula Center	College Student Physical Fitness Test	the work of students' physical fitness test and data reporting.	Chencong@wku.edu.cn
Chinese Curricula Center	Recreational & Athletic Facilities	manages 6 of the University's recreational and athletic facilities offering recreation, sport, and numerous multi-use options for student and university events.	Fengzhibo@wku.edu.cn
Office of Research and Sponsored Programs	Student Partnering with Faculty (SpF) Research Programs	Organize SpF for students to work with faculty to carry out research.	orsp@wku.edu.cn
Office of Research and Sponsored Programs	Student Research Day	Organize Student Research Day for students to exhibit the research achievements.	orsp@wku.edu.cn
Information Technology Department	Wireless Network	The wireless problem with Laptop/Cell Phone/Pad.	ithelpdesk@wku.edu.cn
Information Technology Department	WKU Email	WKU mailbox problem (Forget password or can't logging ETC).	ithelpdesk@wku.edu.cn
Information Technology Department	Classroom	The application for using the multimedia equipment in classroom.	ithelpdesk@wku.edu.cn
Information Technology Department	Printer	Printer problem in public place for student.	ithelpdesk@wku.edu.cn
Information Technology Department	Wired Network	Wired network problem in dorm.	
Party Committee Office	Party affairs	Party Office is responsible for the construction of the party branches, training and development	wzzq@wku.edu.cn



		of party members, and collecting and management of the party membership fee.	
Logistics Office Health Service Center	Medical and Health Services	Health service center provides medical services, medical consultation and education, freshman medical examination, medical certification and etc.	healthservice@wku.edu.cn

88 Daxue Rd, Ou Hai, Wenz



温州肯恩大学办学十周年  
WENZHOU-KEAN UNIVERSITY'S  
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