The list below explains how emeritus faculty can take advantage of the privileges rightfully accorded to them. This information is provided at https://wp.wwu.edu/aba/faculty-processes/emeritus-nominations/.

**Replacement Emeritus Western Card**

Emeritus faculty can continue to use their Western Card, even after retirement. If they happen to lose it, they can click https://wp.wwu.edu/aba/replacement-emeritus-western-card/ to request a free replacement. After completing the online form, a new card will be mailed to their home address within ten business days. Their new replacement card will display their previous photo ID. If faculty would like to update the picture on their Western Card, they must make their request in person at the Western Card Office. After informing the front desk that they are an emeritus faculty member, the replacement fee will be waived and their new photo will be taken. Please visit https://housing.wwu.edu/wcard/index.php to learn more about the office hours and location of the Western Card Office.

**Copy of Campus Directory**

The hardcopy Campus Directory has been temporarily discontinued, as a new vendor is being sought out. Emeritus faculty are encouraged to consult the Online Campus Directory (http://www.wwu.edu/directory/) for the most up-to-date contact information available.

**Access to Library Resources**

Emeritus faculty retain access to Western Libraries and systems for interlibrary loans. When visiting the libraries, they should bring their Western Card to ensure timely customer service and access to all of the resources that are available.
**Participation in Commencement**

Emeritus faculty should contact Emily Marrs at Emily.Marrs@wwu.edu or at (360) 650-3701 if they would like to participate in a commencement ceremony. They must let her know at least one week in advance in order to ensure that the proper arrangements take place. If emeritus faculty need regalia, they should contact Scott at Scott@royaltpapers.com and send their name, height, weight, highest degree, and institution to him via email. For further information and dates involving commencement, please visit http://www.wwu.edu/registrar/commencement/.

**Departmental Office Space**

The Faculty Handbook says that emeritus faculty may “use departmental office space…on a space available basis.” Unfortunately, office space is currently very limited. Emeritus faculty may contact their department chair or Francis Halle at Francis.Halle@wwu.edu or at (360) 650-3222 to inquire about space availability, but there is no guarantee of it.

**Campus Parking**

When visiting campus, emeritus faculty can call Campus Parking at (360) 650-2945 to request a parking space. A staff person will ask for their vehicle’s license plate number, verify that they are retired, and ask them which parking lot they prefer. The faculty will then be able to park, free-of-charge, no permit required.
Access to Computer Accounts and Email

Emeritus faculty keep all WWU-related computer accounts once they become emeritus. That means they receive life-long access to email, permissions to shared drives and resources, campus Wi-Fi, etc. Administrative access to systems such as Banner will be revoked. Emeritus faculty can contact Austin Cooper at Austin.Cooper@wwu.edu or at (360) 650-3915 if they experience any unexpected lapses in computer account or email access.