

ADEP

STUDENT HANDBOOK

2010-2012

CALIFORNIA LUTHERAN UNIVERSITY

ADULT
DEGREE
EVENING
PROGRAM



Dear Students,

This handbook has been prepared to assist you in developing and completing your degree plan. It is designed to supplement, not substitute for, the regular University catalog. As a supplement, it is intended to interpret and clarify university policies as they apply to ADEP.

We will make every effort to advise you carefully and accurately in your degree program, however, it is ultimately your responsibility to see that you meet graduation requirements. In conjunction with the CLU Undergraduate catalog, this handbook should serve to provide you with the information you need to meet this responsibility.

The ADEP Staff

This handbook includes brief summaries of policies in the ADEP Catalog. If there are any discrepancies, the ADEP Catalog takes precedence.

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CLU Offices and Services Directory

ADEP Administrative Services	493-3325
Alumni Relations	493-3170
Bookstore	493-3270
Business Office	493-3180
Campus Ministry	493-3228
Career Planning and Placement	493-3200
Center for Academic and Accessibility Resources	493-3260
Centrum Café	493-3206
Counseling Services (family)	493-3225
Financial Aid.....	493-3115
Graduate and Adult Programs Enrollment Services	493-3127
Lost and Found (Security).....	493-3208
Library	493-3250
Mailroom	493-3188
Registrar	493-3105
Security	493-3208
Emergency or After Hours	493-3911
Switchboard	493-3333
University Relations	493-3931
Writing Center.....	493-3257

Classification of Students

Student standing at CLU is determined by the number of semester credits completed.

Freshman	has earned fewer than 30 semester credits
Sophomore	has earned at least 30 semester credits
Junior	has earned at least 60 semester credits
Senior	has earned at least 90 semester credits
Special	usually refers to students who are non-degree candidates or to those who do not fit into the traditional classification categories. Students may attend in a special status by permission of the Registrar for a period of one semester and for no more than 12 semester credits with the understanding that after 12 semester credits their credentials must be filed and that they be officially admitted before being permitted to continue.

ADEP Classification

Full-time enrolled for six or more semester credits

Part-time enrolled for three or more semester credits

ADEP students must be at least half-time (three semester credits) to be eligible for financial aid.

EFFECTIVE FALL 2011:

Full-time enrolled for eight or more credits

Part-time enrolled for four or five credits

Transfer of Credit

CLU accepts transfer courses from regionally accredited institutions. Students may transfer a maximum of 70 semester credits from a junior/community college. Credit is generally given for those courses deemed equivalent or substantially equivalent to CLU courses. Currently enrolled students who plan to transfer additional credits from another institution must have prior approval by the ADEP Director.

A maximum of 20 semester credits of transfer online, correspondence and/or extension work may be counted toward the degree but may not be included in the major.

A maximum of 32 credits by examination may be applied to the degree (including a maximum of 8 upper division credits). A total of 40 combined credits obtained from credits-by-exam and online/correspondence may be applied toward the degree. Credit by exam includes, but is not limited to, CLEP and Advanced Placement (AP) exams.

The Registrar determines the acceptability of other post-secondary level courses; faculty in the respective majors determine whether transfer credit will meet specific major/minor requirements.

Requirements for Graduation

At the undergraduate level, it is intended that the emphasis be placed on acquiring a broad education in many subjects, leaving highly specialized and professional studies to the graduate school level.

The Degree Plan

All students planning to obtain a Bachelor's Degree in the Adult Degree Evening Program can develop their own degree plan. Degree checklists and two year planners are available in the ADEP office for each major. These tools are designed to help students develop their plans and chart their own degree progress. ADEP academic advisors will assist in this process as well as any revisions as needed. The Registrar will send you a copy of your official evaluation when you are officially admitted and upon request. Academic evaluations are also available through WebAdvisor.

General Degree Requirements

- 1) Complete 124 semester credits. At least 40 of these must be upper division, that is, junior or senior level courses.
- 2) 30 of the final 40 credits must be completed in residence at CLU. This requirement cannot be met using credit by examination.
- 3) Students must earn at least a 2.0 grade point average for all CLU work and also achieve a 2.0 on all combined CLU and other college work.

Major Requirements

All students must complete an academic major as part of the requirements for the baccalaureate degree. Requirements for an academic major are as follows:

- 1) Completion of at least 32 credits in an area of concentration for the bachelor of arts or at least 36 credits for the bachelor of science.
- 2) Three upper division courses for the major, including the capstone, must be taken in residence at CLU.
- 3) A minimum grade point average of 2.0 is required in the major. Required support courses are not included in the major GPA.
- 4) At least 75 percent of the required courses for a major must be unduplicated with any other major or minor.

Second Bachelor's Degree

Students may earn a second bachelor's degree by completing all general and major requirements of the second degree. At least 75 percent of the required courses in the major for the second degree must be unduplicated with any other major or minor from the first degree. However, no more than one Bachelor of Arts degree and one Bachelor of Science degree will be awarded. Students pursuing a single degree with a double major must select majors within the same degree program. Honors may be granted for both degrees.

Options for Completing Degree Requirements

In addition to successfully completing courses at CLU, the following alternative methods for acquiring college credit are available to students in the Adult Degree Program.

College Level Examination Program (CLEP)

CLEP is a national system of credit by examination offered by the College Board. CLEP exams are multiple-choice, computer-based examinations administered at several hundred test centers around the country. CLU is an open test center which means the test administered is open to CLU students and non-CLU students. Testing is offered at CLU several times each month in Pearson Library Lab #7. The testing schedule is posted on the Center for Academic and Accessibility Resources' (CAAR) website. Exams are graded Pass/No Credit; CLEP credit is equivalent to lower division coursework. Questions regarding testing at CLU should be referred to the CAAR at (805) 493-3260 or ADEP at (805) 493-3325.

CLEP fees, test dates, FAQs and test preparation information are available on the CAAR website. www.callutheran.edu/car/undergrad/clep.php

Challenge by Examination

Students in good standing may challenge for credit most courses listed in the CLU catalog upon the approval of the department chair and academic dean. Students may not challenge for credit a course in which they have previously received a grade of F, NC (No Credit) or audited. Students may challenge a maximum of 8 credits of upper division coursework. Applications must be made through the Registrar or ADEP office and signatures of the academic dean, department chair and instructor must be obtained. Credit earned by examination will be graded P (Pass) or NC (No Credit) and will be recorded at the end of the term in which the examination is taken. The \$250 examination fee must be paid in advance.

Note: A maximum of 32 credits may be earned through credit by examination (CLEP, AP, and institutional challenge exams). A maximum of 8 of the 32 credits may be upper division.

Residency requirement: 30 of the final 40 credits must be completed in residency at CLU. This requirement cannot be met using credit by examination (CLEP, Challenge, AP). Credits earned is recorded at the end of the term in which the examination is taken.

Independent Study

Independent study opportunities are available for students to work independently, in consultation with a faculty member, on in-depth research in particular areas

of academic interest. A student wishing to undertake an independent study must have attained junior status (60 credits) and be in good academic standing. A student may not substitute an independent study for a course listed in the university catalog unless specific approval is given by the dean for academic affairs. A student may earn no more than four credits of independent study credit in any given semester and may count no more than eight credits of independent study credit toward the total number of credits required for graduation. Only one independent study may be done per term. Any exceptions must receive approval by the dean for academic affairs. A student must have his or her independent study contract approved and signed by the sponsoring professor, the chair of the department in which the study is taken and the Registrar before the final date to add a course. Independent study contracts are available through the ADEP office. Earns a letter grade only.

Field Studies

Field study is a field experience course designed to apply academic knowledge to an actual work environment. Student must have attained sophomore status (30 credits) and be in good academic standing. A field study contract and departmental approval is required for participation. During any semester, a maximum of two credits may be taken. The course may be repeated for different experiences, but a student may earn no more than eight credits in field experience courses. Only one field study may be done per term. Field study contracts are available through the ADEP office. Graded Pass/No Credit only.

Credit for Prior Experiential Learning

Adult students may receive up to 15 units credit for prior experiential learning. Students who seek this credit are required to enroll in a portfolio development seminar. The portfolio will be evaluated by faculty in the discipline in which credit for prior learning is requested. Portfolios are graded Pass/No Credit. Transcript entries for experiential learning credit will be made only after the student has completed 30 credits at CLU. A portfolio is a written report which documents what the student has learned from experience, and which shows they have clearly met the requirements of the course. For further information, contact the ADEP Office.

Oral Communication Proficiency Test

The test consists of two parts: a written test (short answer, true-false, multiple choice) and the delivery of a 5-7 minute speech. It is intended for students who already have basic oral communication skills.

The students should secure a form from the ADEP Office in Alumni Hall and then consult the Communication Department to make arrangements for the test. The test carries no credit but satisfies the oral communications requirement. There is a \$250 fee for the test.

Tuition Payment and Financial Responsibility

Paper statements are not sent in the mail, your statement is available through WebAdvisor. Tuition is payable in full on or before the first class meeting. Late payment fees are assessed on delinquent accounts. Students with delinquent accounts cannot register for the new term until fees for the prior term have been paid. All financial obligations must be met before academic records (diplomas and transcripts) will be released.

Payment Options

Pay in Full Plan

The student account balance is paid in full prior to the beginning of the registered term.

Pay by Check

Please include your student ID number on the check and mail to:

California Lutheran University
Business Office #1220
60 West Olsen Road
Thousand Oaks, CA 91360

Pay in Full through TouchNet

- All students will automatically be registered for *TouchNet* use
- Receive e-mail notifications when interest accrues on your account
- Quick access to view and print your most recent statements and billing history
- See current account activity since last statement
- Unique login for authorized users; i.e. parents, etc.
- Make payments online using electronic checks at **no charge**
- Make payments online using credit cards: MasterCard, Discover, and American Express with a convenience fee of 2.75%

Please Note: All students are automatically registered and do not require an account holder number or password. If a student is using TouchNet and sees this on their screen, they need to log out of the internet and reconnect. This message is specifically for authorized users (such as parents) who have been given access by the student. When moving through the different fields, try and avoid using the backspace or back arrow key as this may lock you out of your account. Rather, utilize the different tabs located at the top of your screen.

Electronic Statements and Payment Opportunities

1. Students login to MyCLU Portal and click on Web Advisor
2. Under Business Office click on View Statements/Make Payments to access TouchNet
3. Click on NEXT
4. Students can authorize other users to view statements and make payments.

Pay via ACH on an Automatic Monthly Payment Plan

- Enrollment fees apply
- Plans are available for 15-week semesters and 11-week terms only
- Employer Reimbursement participants do not qualify
- www.callutheran.edu/student_accounts/payment_plans/index.php

Contact Student Accounts at stuacct@clunet.edu or call (805) 493-3180 to speak to a CLU representative who will help you estimate your costs.

Note: Payment of tuition and all other fees becomes an obligation of the student at the time of registration. Prior to the deadline for adding classes, students must have their accounts paid in full (with the exception of pending financial aid), or have a current monthly payment contract. An account is considered past due if the balance is not paid within 30 days after the beginning of the semester. According to University policy, no student may begin a new term with a balance owing from previous term attended.

Any student owing a balance and not currently registered may request extended billing for an additional \$100 enrollment fee. CLU has contracted with an off-site billing service to provide monthly billing to non-registered students.

Employer Reimbursement

Students who receive tuition reimbursement from their employer may delay payment for up to eight weeks from the end of the term. To take advantage of this plan, you are responsible for: 1) submitting a confirmation letter or company plan for reimbursement from your employer, 2) submitting a completed Employer Reimbursement application the term you begin your enrollment and annually (fall term) thereafter, 3) signing up for TouchNet to receive your statements electronically, and 4) accessing your grades through WebAdvisor. If steps 1 through 3 steps are not completed by the end of the second week of the semester, a \$50 late transaction fee will be assessed. Applications are available on campus or under “Forms” on the Student Accounts web page. The form may be downloaded and faxed to (805) 493-3886 or completed online and transmitted electronically to the Student Accounts Office. Students are ultimately responsible for payment of their fees, tuition, and costs. Payment of your account is expected when your employer reimburses you or no later than eight weeks after the end of the term.

Financial Aid

Students may receive assistance with meeting tuition costs in several ways. A student financial adviser will help assess financial need and an appropriate aid/payment program from various alternatives. More information and application materials for financial aid are available at the ADEP and Student Financial Planning offices or online at www.callutheran.edu/financialaid.

Financial Responsibility

CLU does not automatically cancel a student's registration if they register but do not attend class. Students are financially responsible for the tuition charges associated with any registration in effect after the second week of the term, including those students on employer reimbursement plans. Sponsoring companies generally will not reimburse for courses which are not satisfactorily completed.

To officially withdraw from a class, students must withdraw online through WebAdvisor or submit a "Change of Program" form (add/drop slip). The withdrawal date officially determines whether tuition may be adjusted based on the following schedule:

Withdrawal during first through second week of classes - no charge

Withdrawal after the second week of classes - full charge

The second week cancellation date is based on one class per week and may vary for classes that meet on Saturday or on a staggered schedule. Fees are not refundable. Please note that withdrawal dates used by the Student Accounts Office for financial responsibility are not the same as withdrawal dates used by the Registrar's Office as the "last date for withdrawing from a class."

Enrollment in Courses

ADEP Students may register for two terms at once – in April for Summer and Fall, in October for Winter and Spring. Courses are filled on a first-come, first-served basis. The first day of registration is reserved for seniors so that those who need a course for graduation will have priority in selecting classes. Course syllabi are available online at the time of registration.

ADEP Syllabi Online

How to access your class syllabus

1. <https://www.callutheran.edu/adep/resources/login.php>
2. Enter MyCLU login
3. Select desired syllabus

ADEP Web Advisor Instructions

www.callutheran.edu

To view course schedule

1. Select MyCLU-WEB ADVISOR, log in
2. Select the WEB ADVISOR tab
3. Select WEB ADVISOR for Students
4. Select Search for classes
5. Select term (eg. Spring Term 2011)
6. Select Academic level (ADEP undergraduates)
7. Other search criteria available (optional) Submit
8. Print if desired

To view grades and/or GPA

1. Select MyCLU – WEB ADVISOR, log in
2. Select the WEB ADVISOR tab
3. Select WEB ADVISOR for Students
4. Select Grades
5. Select term, click submit

To register for classes

1. Select MyCLU – WEB ADVISOR, log in
2. Select the WEB ADVISOR tab
3. Select WEB ADVISOR for Students
4. Select Register for sections
5. Select Search and register for sections
6. Select term (eg. Spring Term 2011) and Subject (optional)
7. Go to bottom of page and select Academic Level (ADEP–Undergraduate), click Submit
8. Select Action (Register)
9. Select courses, click Submit
10. Review Selection Confirmation & Confirm Classes, click Submit
11. Print Registration Results for your records

Use this process for adding and dropping classes also.

In case of technical difficulty, call the Help Desk at (805)493-3698.
Additional assistance is available at the ADEP office at (805)493-3325.

First Class Assignment

The Adult Degree Evening Program is accelerated in the sense that the contact hours for a semester are telescoped into an eleven week term. Students are responsible for a significant amount of preparation before class so that class time is used to its maximum benefit. For most ADEP classes there is an assignment for the first class meeting, identified on the course syllabus. Therefore students need to download the syllabus at the time of registration, purchase the necessary texts, and complete the assignment prior to the first class meeting.

Course Load

Since the Adult Degree Evening Program was designed for working adults, a normal course load is one to two courses per term (3–8 units). A student taking 6 units in a term is considered full-time for financial aid purposes; 3 units is considered half time. (Starting Fall 2011 term, full time status will change to 8 units and half time status will change to 4–5 units.) Students who wish to enroll in 10 or more units in a term must complete an Overload Request form and must have a cumulative GPA of 3.0 or above to receive approval from the director of the Adult Degree Evening Program.

Adding or Dropping Classes

Students who wish to drop or add a class after registration must complete a course add/drop form which is available in the ADEP office or they may drop online through Web Advisor. Classes may be added or dropped through the second week of instruction. To add a course after that date requires a petition and a \$50 late fee. If a student withdraws from a class after this period, there will be a transcript entry for the course, a grade of “W.” This grade does not affect a student’s grade point

average. Students may drop classes without academic penalty up to and including the sixth week of instruction, although, after the second week, significant financial costs are involved. Specific dates are listed on the academic calendar.

After the last date to withdraw, students may not officially withdraw without penalty from a course except for medical reasons. Students who withdraw for medical reasons must provide documentation and explanation within the term that the drop is requested. Students who withdraw from a course for other than medical reasons after the sixth week will receive a grade of “UW” (unofficial withdrawal) which will be counted as a grade of F in calculating grade point average.

Concurrent Enrollment

ADEP students who wish to enroll in courses within the traditional CLU program or in another college or university must obtain approval from the director of the Adult Degree Evening Program and the registrar of the University **prior** to enrolling in the course. Separate forms for resident and non-resident concurrent enrollment are available in the ADEP office.

Normally, requests for concurrent enrollment at another institution will not be granted unless the student demonstrates a compelling need to take the course at that location. Upon approval of their request, students who have earned 70 credits or more may be granted subject, but not unit credit for courses taken at junior colleges. Courses completed at senior colleges will be transferred as long as they are within the residency requirement (30 of the last 40 credits must be completed at CLU).

Class Attendance

In an accelerated degree program, regular class attendance is essential. Even a few absences can seriously jeopardize learning. Students who must miss a class should inform the professor as soon as possible and bear full responsibility for making up classwork and assignments. Students who know they will be missing two or more class sessions should not enroll in the course.

Leave of Absence

The purpose of the Leave of Absence is to enable students who leave the University for a period of time, with the intention of returning to CLU, to receive timely communications and other consideration accorded continuing students. The leave may be requested for up to four consecutive terms. Students who have not enrolled in CLU courses for a period of four terms must reapply and meet the requirements of the catalog in effect at the time of readmission. During the leave, students may not enroll at another institution without prior approval from the CLU Office of the Registrar. Student Leave of Absence request forms may be obtained at the ADEP office or downloaded from the Website.

Course Grading and Grade Point Averages

Calculating a GPA

The cumulative grade point average (CUM GPA) is computed by dividing the total number of grade points earned by the total number of credits attempted based on CLU and transferable coursework. The CLU grade point average (CLU GPA) is computed by dividing the total number of grade points earned by the total number of credits attempted based on CLU coursework.

The following equivalencies are used in calculating grade point averages:

A	4.0 grade points per credit earned
A-	3.7 grade points per credit earned
B+	3.3 grade points per credit earned
B	3.0 grade points per credit earned
B-	2.7 grade points per credit earned
C+	2.3 grade points per credit earned
C	2.0 grade points per credit earned
C-	1.7 grade points per credit earned
D+	1.3 grade points per credit earned
D	1.0 grade point per credit earned
D-	0.7 grade point per credit earned
F	0.0 grade point per credit earned
UW	Unofficial Withdrawal 0.0 grade point per credit earned
WF	Withdrew Failing 0.0 grade point per credit earned

The following grades are not used in computing the GPA:

IN	INCOMPLETE	No grade points
P	PASSING	No grade points - credit given
NC	NO CREDIT	No grade points and no credit given
W	WITHDRAWAL	No grade points and no credit given
AU	AUDIT	No grade points and no credit given
NR	NO REPORT	No grade points, report delayed

Incomplete Grade

A grade of IN (Incomplete) may be assigned only to students who, for illness or other circumstances beyond their control, have missed a final examination or major piece of work. Students may not make up the Incomplete by repeating the course. An IN automatically becomes an F if not made up by the end of the following term. A student may petition in writing, prior to the deadline for removing the incomplete, to extend an IN beyond one term if there are extenuating circumstances.

Pass/No Credit

The Pass/No Credit option is offered so that a student may explore areas of interest outside the general requirements and the major without competing with students who may be majoring in that area. Though the instructor normally records a letter grade on the final grade roster, students electing this option receive either a P or NC on their transcript.

Pass (P) equals C- or above and will count toward graduation. No Credit (NC) equals D+ or lower and will not count toward graduation. Courses graded P/NC are not computed in the grade point average.

A sophomore, junior, or senior student in good standing may register for a P/NC course by completing the appropriate form, available in the ADEP or Registrar's Offices. Students are allowed a maximum of six (6) courses for P/NC grading. Pass/No Credit grading must be selected prior to the last day to drop a class without academic penalty, and a change to letter grade may NOT be petitioned later.

Students may take no more than one P/NC graded course in one department and may take no more than one P/NC course per semester, (except for courses designated P/NC grading only). No Core requirements nor any portion of the major (including required supporting courses) may be satisfied by courses graded P/NC, except for specifically designated courses.

Academic Probation

Academic probation is an indication to students that their academic record is unsatisfactory and that failure to improve may lead to disqualification from further work at the University. **Students whose cumulative or CLU GPA falls below a 2.0 will be placed on probation.**

Students placed on probation must attain a term GPA of 2.0 or higher in the first term after having been placed on probation. Students having attained a term GPA above 2.0 in the first term on probation are given two additional terms on probation in which to raise the CLU and cumulative GPA to 2.0 or above. **Students who have previously been on probation or suspension must achieve a 2.0 cumulative or CLU GPA or they will be placed on Academic Suspension.**

Academic Suspension

Students on Academic Suspension may not take courses at CLU. Academic Suspension normally lasts one full academic year. The following classes of students will be placed on suspension:

1. Students who fail to achieve a 2.0 term GPA in the first term after being placed on academic probation.

2. Students who fail to raise the cumulative or CLU GPA to 2.0 by the end of the second term after being placed on academic probation.
3. **Students who have returned to probation and who fail to achieve a 2.0 cumulative or CLU GPA in the second term after returning to probation.**

Students on academic suspension who plan to return to the University are required to meet with a committee to establish the conditions that may lead to readmission. An appeal for readmission must include a transcript, a letter and a personal interview with the committee. All petitions for readmission receive final approval from the Vice President for Academic Affairs.

Auditing a Course

A student may register to audit a lecture course upon the approval of the instructor. The student will earn no credit and receive no grade, and will not be required to complete assignments or take examinations. However, students who audit may not claim credit or challenge the course for credit at a later date. Adequate attendance for recording of an audit (AU) on the student's permanent record must be verified by the instructor. The fee for auditing is 50% of the regular tuition fee.

Grade Challenge Policy

There are instances when students take exception to the performance or the judgment of an instructor. We hope that these disagreements may be settled as amicably and as quickly as possible. The first appeal is from the aggrieved student to the instructor. If this is not successful, then students may appeal in writing to the Vice President for Academic Affairs, whose judgment is final.

Upon appeal, the Vice President will normally review:

1. The student's written complaint and copies of examinations and other papers the student may submit.
2. The instructor's response to the student's complaint.
3. Course materials including outlines, syllabus, and the course material describing requirements.
4. The instructor's file, including evaluations.
5. Any evidence of arbitrary, capricious, or biased behavior which may have affected the grading process.

The written appeal must be initiated within the academic term following the Registrar's posting of the disputed grade. Please contact the Director of the Adult Degree Evening Program for information regarding the content/format of the written appeal.

Repeating a Course

Students may repeat a course, unless otherwise specified, regardless of the grade received. In calculating the grade point average, a grade of C- or below will be replaced by the higher grade. Otherwise, both grades will be factored into the GPA. In either case, both grades will remain on the transcript. Credit for the course will be given only once and all repeated courses must be taken at CLU.

Grade Reports and Transcripts

Grade reports can be accessed through WebAdvisor at the end of each term. Transcript requests must be made in writing to the Registrar's Office and accompanied by a \$5 fee per copy, \$15 for a rush order. The University reserves the right to withhold grade reports or transcripts from students who have not met all of their financial obligations.

Academic Honesty

Policy of Academic Honesty

The educational programs of California Lutheran University are designed and dedicated to achieve academic excellence, honesty and integrity at every level of student life. Part of CLU's dedication to academic excellence is our commitment to academic honesty. Students, faculty, staff and administration share the responsibility for maintaining high levels of scholarship on campus. Any behavior or act which might be defined as "deceitful" or "dishonest" will meet with appropriate disciplinary sanctions, including dismissal from the University, suspension, grade of F in a course, or various forms of academic probation.

Definition of Academic Dishonesty

A general definition of academic dishonesty is "any behavior or act that implies an intent to make someone believe what is not true, as giving a false appearance." Since intellectual honesty is central to the academic enterprise, students and faculty must accept and respect the principle of acknowledging information, ideas and language that have been borrowed from someone else. Plagiarism (any failure to document sources), cheating, unethical computer use, and facilitation of academic dishonesty are examples of behavior which will result in strict disciplinary sanctions.

Plagiarism

Plagiarism occurs whenever a source of any kind has not been acknowledged. Every student must understand the correct procedures for acknowledging and identifying sources of borrowed material. The basic rule is this: Give credit where credit is due. In other words, if you include any material which is beyond your first hand experience, and which is not common knowledge of scholars in your field, you must cite your source in a way that your reader can (a) find the source from the information in your reference and (b) immediately determine which information is your source's contribution to scholarship and which is yours.

Specifically

- If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material.
- If you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation of reference; the best procedure is to acknowledge that you are paraphrasing.
- If you present material that may be common knowledge but your arrangement or discussion of that material is borrowed, you must cite that source in a reference.

- If you have any questions about proper ways of documenting sources in footnotes or bibliography, consult the department in which the course is taught. Departmental Assistants, the Center for Academic and Accessibility Resources and the Writing Center are prepared to assist students in proper documentation forms.

Cheating

Cheating covers a wide range of academically dishonest behaviors. It includes, but is not limited to, turning in someone else's work as your own, giving another student your work to pass off as his or her own, copying another student's answers in an exam setting, distributing material unauthorized by the course instructor about any exam or assignment, fabricating or falsifying information in order to complete an academic exercise or laboratory experiment.

Unethical Computer Use

Unethical computer use includes use of computer software (programs, documentation, data bases) in violation of copyright law, and includes unauthorized use of computer software or hardware, such as use for private business, breaking access codes, and pranks resulting in damage to software or hardware, breach of privacy or confidentiality or violation of copyrights.

Facilitating Academic Dishonesty

Facilitating Academic Dishonesty includes intentionally helping students commit acts of academic dishonesty. As part of a community engaged in the academic enterprise of searching for truth, students and faculty are expected to report incidents of academic dishonesty to the Vice President for Academic Affairs.

Procedure for Disciplining Student Dishonesty

Whenever a member of the faculty or other University official has reason to believe that a student has committed a breach of academic honesty, the faculty member or official will confront the student, allowing the student an opportunity to speak on his or her behalf. If a breach of academic honesty as defined above has clearly occurred, the faculty member or official must file a Report of Academic Dishonesty Form with the Vice President for Academic Affairs. The form will be placed on file. This procedure should be completed as soon as is reasonably possible. The student should understand that in any case of academic dishonesty, more serious offenses will result in whatever sanction the Vice President for Academic Affairs determines is appropriate.

- **First Offense**

If the Vice President for Academic Affairs determines this is a first offense, the disciplinary action will be handled by the professor. Possible sanctions may include an F on the assignment with no possibility of repeat, or an F in the course.

- **Second Offense**

If the Vice President for Academic Affairs determines this is a second offense, in addition to the sanctions imposed by the professor, the Vice President for Academic Affairs may choose to impose additional sanctions such as academic probation or suspension from the University.

- **Third Offense**

A third report of academic dishonesty will automatically result in the student's suspension or dismissal from the University.

- **Appeals**

Professors' decisions may be appealed to the Vice President for Academic Affairs.

Freedom from Harassment

The University seeks to create and maintain an academic environment in which all members of the community are free of harassment based on race, color, religion, age, national origin, disability, marital status, sexual orientation, or gender. California Lutheran University espouses values which infuse the academic and residential life of its campus. Undergirding community life must be the awareness on the part of every member of the rights and human dignity of every member. Attitudes of condescension, hostility, role-stereotyping and social or sexual innuendo weaken the health of the community. Furthermore, harassment compromises the integrity of the educational process because it makes the learning and working environment hostile, intimidating and offensive; it destroys opportunities for students to develop a strong positive self-concept and the sense of self-confidence which is essential to living out the ideals of a liberal education. In addition, persons who harass others compromise their own integrity and credibility.

Consequently, no form of harassment will be tolerated on our campuses.

Harassment Defined

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work effectiveness. Forms of harassment include, but are not limited to:

- a. **Verbal:** Sexual innuendoes, racial epithets, suggestive comments, derogatory slurs, off-colored jokes, propositions, threats, suggestive or insulting sounds, repeated unwanted sexual advances, or threats of reproach or promises of rewards contingent upon the obtainment of sexual favors.
- b. **Visual/Non-Verbal:** Derogatory posters, cartoons, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures.
- c. **Physical:** Unwanted physical contact including touching, interference with an individual's normal work or movement, or assault.

Disciplinary Action

Anyone who engages in harassment in violation of this policy, will be subject to disciplinary action up to and including dismissal. In addition, because false accusations regarding harassment can have serious effects on the persons accused, any knowingly false accusation will likewise result in disciplinary action up to and including termination.

Responsibility for Implementation of Policy

Every member of California Lutheran University is expected to support and carry out this policy. Any professor observing a harassing situation shall take immediate action to stop it. Supervisory and Administrative personnel who receive reports of harassment are expected to seriously consider all such complaints and take immediate steps to investigate them. Each Department within California Lutheran University shall take steps to implement this policy in accordance with the provisions contained herein.

Informal Complaint Procedure

California Lutheran University has an informal and formal complaint procedure designed for hearing complaints of harassment. A student may first discuss any concern about harassment with his or her program director. However, the University has designated several individuals who are able to assist those who believe they may be harassed:

Provost/Vice President for Academic Affairs
Administration Building, (805) 493-3145

Vice President for Student Affairs
Administration Building, (805) 493-3553

Director of Human Resources:
Hansen Center Annex, (805) 493-3185

Inquiries about harassment need not begin with a formal complaint, nor necessarily result in such a complaint. Inquiries can be made without disclosing specific details such as names and places. Inquiries are appropriate, whether the harassment has just begun or you have already made efforts to resolve the problem yourself. Resolution of complaints is often achieved through informal mediation. The Formal Complaint Procedure is activated only when the complainant puts a complaint in writing.

Seek University assistance even if you are unsure that what you are experiencing is harassment. Do not allow harassment to jeopardize your rights and opportunities for work or education.

Formal Complaint Procedure

These procedures are to be initiated when a person with a harassment complaint has either been unsuccessful in resolving the matter informally or has decided not to use such procedures and file a formal complaint. **THERE WILL BE NO RETALIATION AGAINST ANY STUDENT FOR INITIATING A GOOD FAITH COMPLAINT UNDER THIS PROCEDURE.**

Anyone who believes he or she has been subjected to harassment may file a report of such harassment with the Director of the Adult Degree Evening Program OR the Provost of the University. The report should fully set forth the facts which gave rise to the perception of harassment, including the names and positions of all persons involved.

The University official receiving the report will conduct a prompt and thorough investigation. To the extent possible such investigation shall be confidential.

After the investigation is complete, the same University official will make a determination as to how the University shall resolve the matter in terms of eliminating harassment and ensuring compliance with the University's policy on harassment.

After confirming that the complaining party has been harassed, appropriate steps will be taken to ensure that that person shall not be subject to harassment in the future. The University official in consultation with the vice presidents shall also determine what disciplinary penalties, if any, shall be assessed. The vice presidents are responsible for communicating and administering sanctions.

Graduation Information

Application for Degree

There are four degree-granting periods at CLU which correspond to the ADEP terms: Fall (December), Winter (February), Spring (May), and Summer (August). Graduating seniors must submit an “Application for Degree” form to the ADEP Office at least two terms prior to the term of graduation. Application for degree forms are available in the ADEP Office and will be filed in the Registrar’s Office. A degree audit will be performed and signed by one of the ADEP Advisors. The Registrar will verify and complete the degree audit. A copy of the audit, with any deficiencies noted, will be sent to each student.

Commencement

The Commencement ceremony takes place once a year at the end of the spring term and includes all undergraduate students who completed their degree requirements the previous December, February, or May and those who will complete them over the summer. The majority of ADEP graduates have chosen to participate in the ceremony. They find it to be a very meaningful experience for themselves and their families. Commencement information is usually available online in mid-January.

Departmental Honors

Departmental honors are awarded to a small number of the highest achieving upper division students, normally seniors, in each academic major. In order to be nominated for Departmental Honors, a student must have exhibited an unusually high degree of excellence in their departmental major field. Factors included in the selection process include a minimum of 3.25 cumulative GPA, a 3.5 major GPA, as well as having completed 50 percent upper division units in the major at California Lutheran University. The ADEP Director and the Departmental Chairmen nominate students for consideration of departmental honors and final approval is made by the Academic Standards Committee. Departmental Honorees are recognized at the annual Honor’s Day Convocation and Banquet.

Outstanding ADEP Graduate

The Outstanding ADEP Graduate award is presented annually to the graduating ADEP student (December through August degree dates) who has demonstrated exemplary academic performance, motivation and perseverance while enrolled at CLU and who probably won’t qualify for any traditional honors. Academic achievement is assessed at the end of ADEP Winter Term. The award is presented at the ADEP graduation reception. The name of the recipient is inscribed on a permanent plaque in Alumni Hall. Criteria for this award include a low transfer GPA but a high CLU GPA with at least 45 units completed at CLU.

Honors at Graduation

To qualify for honors at graduation, students must earn the grade point average designated below on all CLU coursework as well as on all college work attempted. They must also have completed at least 30 graded semester credits at CLU.

Cum laude (with distinction):

Students who earn a minimum grade point average of 3.5.

Magna cum laude (with high distinction):

Students who earn a minimum grade point average of 3.7.

Summa cum laude (with highest distinction):

Students who earn a minimum grade point average of 3.9.

Honors recognition for the Commencement ceremony is based on grade point averages and credits completed through ADEP Winter Term. Honors designated on the student's permanent record are based on final semester records.

Students who receive Honors at Graduation are designated in the Commencement program and wear signifying gold cords for the ceremony.

Student Resources

Alumni Relations

Pederson Administration Building

(805) 493-3170

Hours:

Monday-Friday 8:15 a.m. to 5:00 p.m.

Student Alumni Association

The Student Alumni Association works with the AA to support alumni and university activities. Membership is open to all students.

www.callutheran.edu/alumni

The California Lutheran University Bookstore

(805) 493-3270

Regular Semester Hours:

Monday-Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

Summer Semester Hours:

Monday-Thursday 9:00 a.m. - 5:00 p.m.

Friday 9:00 a.m. - 5:00 p.m.

Verify hours by calling (805) 493-3270.

www.callutheran.edu/bookstore

Business Office and Student Accounts

Hansen Administration Building

(805) 493-3173

Hours:

Monday-Friday 8:15 a.m. - 5:00 p.m.

Closed during Chapel - Wednesday, 10:00-10:45 a.m.

The Student Accounts department handles the assessment of tuition, portfolio, credit by exam and semester fees. Other functions include:

- Receipt of tuition payments
- Processing loan checks and student refunds

- Personal check cashing Tuesdays and Fridays 9:00 a.m.-3:00 p.m. (\$50 limit)

www.callutheran.edu/business_office

www.callutheran.edu/studentaccounts

Campus Dining by Sodexo Marriott Services

Cafeteria

(805) 493-3204

Martin Finfrock, Director of Campus Dining

Meal Times

Monday-Friday

Breakfast 7:30 a.m. - 10:30 a.m.

Luncheon 11:00 a.m. - 3:00 p.m. (Friday lunch 11 a.m. - 2:00 p.m.)

Dinner 4:45 p.m. - 7:00 p.m. (Friday 5:00 p.m. - 6:30 p.m.)

Saturday & Sunday

Brunch 10:00 a.m. - 12:30 p.m.

Dinner 5:00 p.m. - 6:30 p.m.

Sodexo Marriott Services is responsible for the Cafeteria, the Centrum Café, the Faculty/Staff Luncheons and all catering on campus. Dining Services offices are located in the upper level of the Cafeteria.

The Centrum Café

(805) 493-3206

Hours:

Monday-Thursday 8:00 a.m. to 11:00 p.m.

Friday 8:00 a.m. to 7:00 p.m.

Saturday - Sunday Closed

The Centrum Café is located across from Alumni Hall and offers a variety of foods and snacks.

Kiosk Café

Monday-Thursday 7:45 a.m. to 8:45 a.m.

Friday 7:45 a.m. to 2:00 p.m.

Saturday - Sunday Closed

Munch Money

The Munch Money card is a prepaid debit card on your CLU ID that may be used to purchase food at the Centrum Café, Kiosk Café, Mogen Market, and the Dining Commons. Whenever you make a purchase, simply present your card to the cashier and the amount will be deducted from your balance. Simply stop by

the campus dining office located in the upper level of the cafeteria and deposit a minimum of \$25 into your account.

www.clurestaurants.com

Campus Ministry and Samuelson Chapel

Chapel

(805) 493-3228

Scott and Melissa Maxwell-Doherty, University Pastors

Hours:

Monday-Friday 8:30 a.m. - 5:00 p.m.

Sunday Evening Worship 6:15 p.m.

Wednesday Morning Chapel 10:10 - 10:40 a.m.

Meditation Chapel is open 24 hours a day.

www.callutheran.edu/campusministry

Campus Safety and Security

Welcome Center

(805) 493-3911 - Emergencies/Urgent Matters/Escort Service

(805) 493-3208

Hours: Security is available 24 hours a day, seven days a week

Helpful, experienced Campus Security Officers are on duty at all times to assist you. They have arrest powers similar to that of any person making a “citizen’s arrest.” However, officers strive to promote an atmosphere which encourages enforcement of University policies as educational opportunities instead of inherent punitive action.

Emergency Vehicles

You are required to yield and pull over for any vehicle exhibiting flashing emergency lights, including Campus Security Vehicles. Failure to do so may result in disciplinary action.

Parking Permits

All students enrolled at CLU are required to visibly display a valid parking permit on their vehicle while parked anywhere on University property. Vehicles not displaying a valid permit will be cited and/or towed. There is no charge for a parking permit. Students who drive multiple vehicles may pick up additional permits for a small fee. Parking permits may be obtained in the Campus Safety and Security Office/Welcome Center.

Student ID

Students enrolled at CLU may obtain a student identification card from the Welcome Center. A CLU ID can be used on and off campus as a personal form of identification, and may entitle you to discounts at selected businesses and events.

Escort Service

Students may call Security anytime at (805) 493-3911 (x3911 from any campus phone) for an escort on campus.

Lost and Found

To check on lost items of personal property, or to turn in found items, please call the Campus Safety and Security Business line at (805) 493-3208 or x3208 on campus. An officer will promptly return your phone call.

Blue Light Emergency Phones

There are currently 3 blue light emergency phones on campus. They are located as follows:

- In the east parking lot in front of Alumni Hall
- Along the double pathway leading from the Pearson Library to Memorial Parkway (approximately 30 yards from the Luther statue)
- On Memorial Parkway at Buth Park

OPERATING INSTRUCTIONS:

- Press the activation button. This transmits an audible alarm directly to a Campus Security Officer's radio.
- The responding officer will ask what assistance is needed.
- PUSH THE BUTTON TO RESPOND, and talk while holding down the button.
- Release the button to listen to the officer's response.

www.callutheran.edu/safety

Career Planning & Placement

Student Resources Center (Commons)

(805) 493-3200
Cindy Lewis, Director

Hours:

Monday - Friday 8:30 a.m. - 5:00 p.m.
Evening by appointment

Summer Hours:

Monday - Friday 9:00 a.m. - 4:00 p.m.

The Office of Career Planning and Placement is housed in the Commons Building. Undergraduate, graduate, ADEP students and alumni are all eligible for the services offered; personal career counseling and testing, professional job placement, and research information for your career search.

The center is open for appointments or drop in daily. They are closed for Chapel on Wednesdays from 10-11 a.m.

Career Counseling

- Personal career counseling appointments
- Resume and interviewing assistance
- Graduate school advising/research
- Computer resources (employer, graduate schools and job search)
- Special career workshops for international, experienced and graduate students

Career Placement

- Maintains current professional listings
- Schedules on-campus employment interviews
- Compiles current Employers' Directory and resources
- Presents annual Career Expo

www.callutheran.edu/careerservices

Center for Academic and Accessibility Resources (CAAR)

Pederson Administration Building

(805) 493-3260

Angela Naginey, Director

Hours:

Monday, Tuesday, Thursday and Friday 9:00 a.m.-5:00 p.m.

Wednesdays 9:00 a.m.-8:00 p.m.

The Center for Academic and Accessibility Resources provides academic support services for students. Services are designed to provide resources for those who want to maximize their academic achievements. Those services include:

- Individual consultation with professional specialists in learning skills, academic advisement, math, reading and test taking
- Seminars and workshops on various topics such as study skills, reading, efficiency, time management and personal management.
- Self-instructional materials designed to help students improve their reading and/or study skills.
- Coordination of services for students with disabilities within the guidelines of university policy.

- Coordination of placement testing and CLEP testing.
- Coordination of tutoring services.

The staff is available on both a drop-in and appointment basis. Their hours, as well as the hours for student peer advisors, are posted each term. Workshops and seminars are open to all interested students and presentations are widely advertised in advance. Students are invited to visit the center and watch for announcements of services and events.

www.callutheran.edu/carr

Community Service Center (CSC)

SUB

(805) 493-3981

Hours:

Monday–Thursday 9:00 a.m. – 4:00 p.m. or by appointment

<http://www.callutheran.edu/csc>

Community Service Center Mission:

The Community Service Center coordinates projects, acts as a clearinghouse for those who wish to volunteer, and provides an environment beyond the classroom that promotes leadership, social responsibility, understanding, and appreciation of differences. It is the goal of the CSC to identify pressing needs of the community and to cooperate with community partners to respond to those needs. The CSC strives to fulfill the Lutheran tradition of service and enhance the mission of California Lutheran University.

What Does the CSC Do?

- The CSC maintains a library of information pertaining to community service agencies and their need for volunteers.
- The CSC assists individuals and groups in identifying volunteer opportunities which pertain to their special interests.
- The CSC sponsors volunteer fairs, visits classrooms, and coordinates monthly projects in an effort to promote and encourage community service.

Conferences and Event Services

Riparian Building

(805) 493-3195

Vanessa Webster-Smith, Assistant Director of Events and Conferences

Dennis Bryant, Director

Hours:

Monday – Friday 8:00 a.m.–5:00 p.m.

The Conferences and Event Services office is responsible for scheduling all events that occur on the University campus. Additionally, Event Services schedules the use of all University facilities. Any event or use of CLU facility must be registered with this office.

www.callutheran.edu/eventservices

Forrest Fitness Center

Gilbert Sports and Fitness Center – North Campus

(805)493-3400

The Fitness Center is available to all currently enrolled students.

Hours:

Sundays 11:00 a.m. – 11:00 p.m.

Monday-Thursday 6:00 a.m. – 11:00 p.m.

Fridays 6:00 a.m. – 9:00 p.m.

Saturdays 11 a.m. – 9:00 p.m.

Fitness classes like Yoga, Pilates and Zumba are also available in the Dance and Fitness Studio. Please refer to the Center website for specific class hours.

Students must have a current CLU ID card which may be obtained at the Welcome Center. Current students' spouses/domestic partners may purchase a membership for \$50 annually. They must also submit a Membership Application and Agreement and obtain a CLU ID card at the Welcome Center.

Pearson Library

(805) 493-3250

Hours:

Sunday 1:15 p.m.-11:45 p.m.

Monday-Thursday 8:15 a.m.-11:45 p.m.

Friday 8:15 a.m.-6:45 p.m.

Saturday 10:15 a.m.-4:45 p.m.

*The circulation desk closes 15 minutes before library closing

**Holiday and Intersession (Winter and Summer) hours are posted in the ADEP office.

Pearson Library is a library of the 21st century with its core book collection, 400 eBooks, microforms, audiovisual software and access to more than 50 electronic databases providing full text contents of 14,000 journal titles. Through the Online Computer Library Center (OCLC), CLU has access to WorldCat, the most consulted database in higher education with 887,334,989 location

listings. WorldCat holds more than 49 million cataloging records created by libraries around the world, with a new record added every 12 seconds, and spans more than 4,000 years of recorded knowledge with 400 languages represented. WorldCat enables our students to request any book “in the world” through Inter-Library Loan. Students may use personal wireless laptops in the library and other locations on campus to access library and Internet resources.

The library contains one classroom for teaching with technology and three meeting rooms varying in size.

The library is open 91 hours each week during the school year and the reference desk is involved in bibliographic instruction in both undergraduate and graduate level courses. General tours of the library are provided upon request. A self-guided tour of the library is available as well.

Library Policies

Library Card: Your student identification card will also serve as your library card. You may get your student identification card in the Welcome Center.

Borrowing Materials: Books, records, videotapes, curriculum lab materials, audio cassettes and reserve book room items are checked out at the Circulation Desk. To borrow any of these items, present your University ID card along with the items you wish to borrow. The circulation desk closes 15 minutes before the Library closes. Course Reserves are also available for selected courses via ERs, the electronic reserve system.

The online catalog will tell you the status of an item, that is if the item is available, checked out, on course reserve, or missing. You may also place holds on books (ask for a book to be held for you after it is returned to the library) by entering your ID card number at a catalog terminal. Ask at the Circulation Desk for assistance in placing holds or locating missing books or periodicals or renewing books. If you need help using the online catalog or finding out what materials the library may have relating to your topic, ask at the Reference Desk. Reference librarians can also help you obtain materials from other libraries through interlibrary loan.

Returning Materials: The usual loan period for most library materials is three (3) weeks for undergraduate students and six (6) weeks for graduate students, except for videos which only circulate two (2) days. ALL ITEMS are subject to immediate recall if needed for Course Reserves. When the library is open, materials should be returned to an attendant at the circulation desk. When the library is closed, use the “book drop” located to the left of the main entrance to the building. Books returned by mail must be sent by the borrower so they will reach the library by the date due. Please do not place videos in the book drop!

Renewals: Most materials may be renewed twice, provided that no other patron has requested to use them. Renewal requests may be made in person or by phone. Please have your ID card at hand.

New Books: New books added to the general collection are displayed near the Reference Desk. These books may be checked out at the Circulation Desk.

Confidentiality: You may voluntarily give the library written consent to legally disclose to another registered borrower the due date of a specific library

item you may have on loan, and your name, address, and telephone number. Without written consent from the specific borrower, no such information will be divulged to inquirers. This policy is mandated by the State of California Information Practices Act of 1977.

Library Fines and Replacement Charges: The library does not charge daily overdue fines on General Collection materials. By logging in to MyCLU, you will be able to see a reminder of when your items are due and any fees posted to your library account. Long-overdue materials will be declared missing and you will be billed \$50 for each item. When items over two months overdue are returned, there is still a \$5 billing fee. Please consult with a librarian before purchasing an item for replacement of a library copy. Only approved replacement copies will be accepted in lieu of the \$50 replacement cost. A \$10 processing fee will still apply (in addition to the \$5 billing fee).

There is a \$1 per day charge for failure to return videos, DVDs, course reserves, education/psychology materials, and items recalled for course reserves on time.

Overdue materials are not renewable and no additional items may be checked out to you (including Reserve items) until you return the overdue materials.

Theft and mutilation of Library materials are acts contrary to and punishable by law. Any non-circulating item that has not been properly checked out, will cause the exit alarm to sound and the exit gate to lock. Repeated security violations will be referred to the Vice President for Student Affairs.

www.callutheran.edu/library

CLUnet Network Access/E-mail

Students at CLU automatically receive an account that will provide access to MyCLU, the Internet, E-mail and other local information services such as the Library public access catalog and topical databases on CLUnet, the University's Campus-Wide Network. Access to these services are available from the classroom computer labs, the Library, and via modem. Use of CLUnet is subject to all university policies. A copy of the policy is available from ISS and on the home page http://www.clunet.edu/iss/about_iss/policies.php.

Contact the Pearson Library Circulation Desk to obtain your E-mail account password. Proof of registration and valid I.D. are required.

It is very important that you access your CLUnet email and check it at least once a week. Any correspondence from Financial Aid, the Business Office, ADEP, etc. will be sent to your CLUnet account

HELP Desk (805) 493-3698

Help Desk hours are Monday through Friday from 8 a.m. to 5 p.m. After hours, Voice Mail will log your request. Call the Help Desk to log your request for help with either telephone or computer questions/problems, or e-mail at helpdesk@callutheran.edu.

Lab Assistants

Trained lab assistants will staff the various computer labs of the University during posted hours. Call (805) 493-3255 for the lab hours.

Reference Desk

For information/reference help, call (805) 493-3255 to reach the reference desk. The Desk is staffed seven days a week for a total of 60 hours.

Consultation and Assistance

Consultation and assistance regarding the installation and/or purchase of computer hard-ware/software are available. The University sells Macintosh computers through the Apple Direct Program where prices are usually 40 percent off the manufacturer's retail price. Point your browser to <http://www.apple.com> and click on Education.

Available Resources on CLUnet:

- Applications Software including Microsoft Office (Work, Excel, Powerpoint, Access) for PC and Macintosh machines.
- E-mail
- CLU Library's Online Catalog
- Bibliographic and information databases, more than 80 available
- Dial-in modem support for Internet and e-mail access
- UseNet provides information on thousands of news groups
- ListProc supports CLU sponsored electronic discussion groups
- CLU Home Page
- MyCLU Student Portal

Technological Resources of CLUnet

- CLUnet is a 10 Base-T ethernet network running TCP/IP, IPX and Appletalk protocols.
- Over 58 miles of fiber optic cable linking all of the buildings (including dorms) on the Thousand Oaks campus.
- Level 5 copper to the desktop.
- The campus network employs 3COM bridges, routers, and hubs which are linked to the fiber via 3COM netbuilders.

Computer Labs

(805) 493-3250

Hours:

For lab hours, press #2 after recording begins.

The University supports a mixed platform of Apple Macintosh and IBM compatible in several computer labs on campus.

1. Labs may be used by currently enrolled students, faculty and staff working on projects related to class assignments and University business. Print facilities have the same limitations.
2. Food and drinks are not permitted in the labs. Spittoons for chewing tobacco are not permitted at any time.
3. A faculty member or student assistant must be present when a laboratory is open for public use.
4. Printing is free and limited to one original copy. Additional copies must be completed on a photocopy machine.
5. No one may make copies of commercial software for personal use at a later time.
Additionally, personal software should not be loaded on computers in the laboratories without approval from Academic Computing.
6. There is a two-hour limit for computer use in the library if other patrons are waiting.

Computer Lab Hours

For all lab hours, check the CLU website at http://www.clunet.edu/iss/equipment/computer_labs.php. **Hours vary.**

- **D Building, Room 8** has 20 MS Windows 2000 Pentium III 8 ROM drives, sound cards and 3.5" floppy drives. The lab is scheduled for regular and drop-in classes approximately 15 hours per week during the traditional school year. Lab software includes MS Office 2000 and SPSS. This lab also includes a printer, scanner and an instructor's workstation with an LCD projector.
- **Library Computer Lab** has 20 Pentium III 450 MHz PCs available during regular library hours (approximately 80 hours per week). The stations use MS Windows 2000 and include MS Office 2000, Internet access (FTP, Telnet and Netscape Communicator 4.78), SPSS and a variety of special tools used for instructional purposes.
- **Library Room 7** has 15 Pentium 4 1 GHz multimedia Windows 2000 PCs used for training classes and bibliographic instruction and information literacy. The PCs in this lab have full Internet access (Telnet, FTP, and Netscape Communicator 4.78), MS Office 2000, and SPSS. This lab also features LCD projection equipment, a scanner, and a printer. Each computer is equipped with a sound card for hearing audio files and headphones may be checked out at the circulation desk. Hours are reserved for special classes. The room is open limited hours for general use at the end of the Fall and Spring terms.

- **Peters Hall, Room 105** has 24 Pentium 4 1 GHz multimedia Windows 2000 PCs scheduled for classes and on a drop in basis approximately 25 hours per week during the traditional school year. These stations include full Internet access, MS Office 2000, and SPSS. The instructor's workstation includes an LCD projector system and scanner. Each computer is connected to the printer, and each has a sound card for hearing audio files. Headphones are needed, so students should bring walkman type headphones.
- **SBET, Room 138** has 21 Macintosh G4, 450 MHz desk top computers with 256MB RAM, 16MB video RAM, Zip drives, and CD-ROMs. The lab also includes a color scanner and a laser printer. In addition to a full suite of Internet tools, the lab has MS Office 2001, Photoshop, Illustrator, PageMaker, and a variety of educational titles. The lab is used for education and graphic arts classes and on a drop-in basis approximately 35 hours per week during the traditional school year. The instructor's workstation includes multimedia capabilities, stereo sound, and an LCD video projection system.
- **SBET, Room 139** has 24 Pentium 4 1 GHz multimedia Windows 2000 PCs scheduled for classes and on a drop in basis approximately 25 hours per week during the traditional school year. These stations include full Internet access, MS Office 2000, and SPSS. The instructor's workstation includes an LCD projection system and scanner. Each computer is connected to the printer, and each has a sound card for hearing audio files. Headphones are needed so students need to bring walkman type headphones.

Each electronic classroom is equipped with a computer, VCR, and a wide screen projection system. The following is a list of each room and the type of equipment in it:

- **A112:** PC computer, LCD projector, VCR
- **A113:** PC computer, LCD projector, VCR
- **A115:** PC computer, LCD projector, VCR/DVD
- **A128:** PC computer, LCD projector, VCR
- **D8:** PC lab: 20 workstations, PC computer, LCD projector, VCR
- **D14:** PC lab: 25 workstations, PC computer, LCD projector, VCR
- **H106:** PC computer, LCD projector, VCR
- **H108:** PC computer, LCD projector, VCR
- **H116:** PC computer, LCD projector, VCR/DVD
- **H117:** PC computer, LCD projector, VCR
- **H118:** PC computer, LCD projector, VCR
- **H120:** PC computer, LCD projector, VCR

Post Office/Mail Room

Student Union Building

(805) 493-3188

Hours:

Monday - Friday 8:30 a.m. - 4:30 p.m.

www.callutheran.edu/mailcenter

Printing Services (IST)

Riparian Building

(805) 493-3190

Hours:

Monday-Friday 8:15 a.m. - 5:00 p.m.

Copy and fax services are available to students through the Printing Services office. Copies are 5 cents per page with a variety of paper colors from which to choose. Prices are subject to change and are posted in the Printing Services Office. Additional services are also available.

[www.callutheran.edu/printing services](http://www.callutheran.edu/printing%20services)

Student Activities Office

Student Union Building (S.U.B.)

(805) 493-3302

Office Hours:

Monday-Friday 8:30 a.m.-5:00 p.m.

S.U.B. Hours:

Monday-Friday 8:00 a.m. - 11:00 p.m.

Saturday 10:00 a.m. - 11:00 p.m.

Sunday 12:00 - 11:00 p.m.

The following is a list of the services available to the non-traditional adult student:

- There is a TV and lounge located in the Student Union Building for student use. The conference room may be reserved by clubs and organizations for meetings.
- Lounge Areas: The lounge area in the SUB is open for student use during office hours. Additionally, it may also be reserved for meetings or events through the front desk.

- **Movie Tickets:** Discount movie tickets for Mann theatres can be purchased at the information counter for \$5.
- **Club Information:** Roster of active clubs, contact people and their phone numbers, statements of purpose and a copy of the club handbook.
- **Club Mailboxes:** A mailbox for each club and organization is located in the Student Activities Office.

Other resources include restaurant guides, commuter newsletter, phone numbers in Los Angeles, Magic Mountain discount tickets and TV taping information.

Student Counseling Services

3259 Pioneer Avenue

(805) 493-3390

Hours:

Monday-Friday 9 a.m.-12 p.m., 1 p.m. - 5 p.m.

Closed during Chapel - Wednesday, 10:00-11:00 a.m.

Saturday-Sunday Closed

Student Counseling Services (SCS) provides personal counseling in a new state-of-the-art facility. Student Counseling Services staff members have training and experience specifically tailored to addressing the concerns of university students. A number of types of counseling are provided, including: Individual Psychotherapy , Groups , and Couples Therapy.

The counseling provided is free of charge for students and is completely confidential. Counseling is provided by Licensed Psychologists, Registered Psychologists, and by Pre-doctoral interns who work under the clinical supervision of fully-licensed psychologists.

www.callutheran.edu/counseling

Student Representative Program

ADEP Office (Alumni Hall)

(805) 493-3325

Each term a student is selected from each ADEP class to serve as Student Representative. The Student Representative's role is to act as liaison between the students in his/her class and the ADEP staff and to facilitate the communication flow in both directions. A breakfast meeting is held mid-term for student representatives and ADEP staff to share information, concerns and suggestions.

Student Support Services (SSS)

Pearson Library

(805) 493-3535

Hours:

Monday-Friday 8:30 a.m. - 5:00 p.m.

Evenings by appointment

Provides services to eligible low-income, first-generation college students. Students must apply for eligibility. Services include:

- Workshops/Seminars
- Academic Counseling
- Individualized 2-4 year plans
- Major/Minor/Core Requirements checklists
- Tutoring/Study Groups
- Personal/Social Counseling
- Referral to other student services on campus

www.callutheran.edu/ss

Writing Center

Darling Collaboration Suite, Pearson Library

(805) 493-3257

Hours:

Monday–Friday 12:00–5:00 p.m.

Sunday–Thursday 7:00–9:00 p.m.

The CLU Writing Center is designed to provide writing and editing help to writers of all levels of ability. CLU students can bring drafts of their written work to receive feedback. The Writing Center tutors represent a variety of majors, have received training in responding to writing and have demonstrated an ability to write effectively across the curriculum.

Since the center is usually busy, it is best for you to call ahead to schedule an appointment, but you can also receive walk-in help if a tutor is available.

If you'd like an intelligent reader response to your paper before you turn it in for a grade, come visit The Writing Center.

Tutors offer individual assistance on writing assignments:

- Editing Feedback
- Thesis Development
- Organization
- Grammar and Punctuation
- Spelling
- Weekly Writing Seminars

www.callutheran.edu/writingcenter

CALIFORNIA LUTHERAN UNIVERSITY

60 WEST OLSEN ROAD,
THOUSAND OAKS, 91360
WWW.CALLUTHERAN.EDU



BUILDINGS

Ahmanson Science Center	44
Alumni Hall	5
"A" and "B" Buildings - Art	23
Bell House (3263 Pioneer Ave.)	40b
Bookstore	4
Undergraduate Admission and Financial Aid (3273 S. Campus Dr.)	36
Café a la Carte	21a
Cafeteria	8
Centrum Café	6
Counseling Services (3259 Pioneer Ave.)	40c
"D" Building	24
"E" Building	27
"F" Building	25
Facility Operations and Planning	110
"G" Building	26
Hansen Administration Building	2
"K" Building/Geeting Hall	33
Kwan Fong Gallery of Art and Culture	14b
Lundring Events Center	103a
Mattson House (203 Faculty St.)	34
Nygreen Hall	21
Orville Dahl Centrum	6
Overton Hall	14a
Pearson Library	46
Pederson Administration Building	1
Pederson Ranch House	16
Peters Hall	22
Preus-Brandt Forum	45
Riparian Building (3350 Campus Dr.)	99
Roth Nelson Room	7
Samuelson Chapel	42
Soiland Humanities Center	14
Spies-Bornemann Center for Education and Technology	20
Student Union Building (SUB)	31
Swenson Center (under construction)	84
Theatre Arts	29
Zimmerman Music Studios	15

ACADEMIC OFFICES/CLASSROOMS

College of Arts and Sciences	14
Art	23, 25, 33
Bioengineering	24
Biology	44
Chemistry	44
Communication	20
Computer Science	24
Criminal Justice	5, 26
English	14
Exercise Science and Sports Medicine	103
French	25
Geology	44
German	26
History	14
Math	25
Multimedia	14
Music	15, 16, 33
Philosophy	14
Physics	24
Political Science	27, 26
Psychology	26
Religion	14
Sociology	26
Spanish	14
Theatre Arts	14, 29
School of Business	40a, 22
School of Education	20

ADMINISTRATIVE OFFICES

Academic Affairs	1
Academic and Accessibility Resources Center	46
Administration and Finance Admission (Graduate)	2
Education, Psychology	20
MBA, MPPA, MSCS	5
Admission (Undergraduate)	36
Adult Degree Evening Program (ADEP)	5

Alumni Relations	1
Annual Fund	1
Athletics Office	103
Black Box Theatre	29c
Business Office	2
California Institute of Finance	40a
California Lutheran Educational Foundation (CLEF)	1
Campus Ministry	42
Campus Public Safety	3
Career Services	8
Center for Leadership and Values	40a
Center for Lifelong Learning (26 Faculty St.)	38s
Church Relations	3
Community Service Center	31
Continuing and Professional Education	20
Conferences and Events	99
Counseling Services (Student)	40c
Counseling Services (Community)	40c
Creative Media Center	99
Development Office	1
Early Childhood Center	51
ELS Language Centers	34
Estate and Gift Planning	1
Facility Operations and Planning	110
Financial Aid	36
Foundation Relations and Scholarship Development	1
Graduate and Adult Programs	5
Graduate Marketing	5
Graduate Student Services	20
Health Services	13
Human Resources	3
Information Systems and Services (ISS)	46
International Student Programs	31
KCLU Radio Station	10k
Mail Center	29b
Marketing	99
Math/Science Upward Bound	27
Media Relations	1

Media Services	20
Multicultural Programs	31
President's Office	1
Printing Services	99
Provost's Office	1
Registrar's Office	1
Residence Life	52
Scandinavian Cultural Center (26 Faculty St.)	38s
Sports Information	103
Student Affairs	31
Student Employment	36
Student Newspaper-The Echo	41c
Student Programs	31
Student Support Services	27
Study Abroad Center	7
Switchboard	3
Telecommunications	5
University Advancement	1
University Relations	1
Upward Bound	27
Visitor Center	3

STUDENT RESIDENCES

Afton Hall	55
Conejo Hall	54
Grace Hall	81
South Campus Pool & Recreation Center	80
Janss Hall	56
Kramer Court	13
Mogen Hall	52
Mount Clef Hall	10
North Hall	59
Pederson Hall	11
Potenberg Hall	61
Rasmussen Hall	57
South Hall	58
Trinity Hall	82
Thompson Hall	12
West Hall	60

ATHLETIC FACILITIES

Community Pool (CRPD)	104a
Football Annex	29a
George "Sparky" Anderson Field and Ullman Stadium	105
Gilbert Arena	103
Gilbert Sports and Fitness Center	103
Hutton Field	106
Mt. Clef Stadium	28
North Field	109
Northeast Field	112
Poulson Tennis Courts	113
Samuelson Aquatics Center	104
Soiland Recreation Center	103
West Field	102

OUTDOOR SPACES

All Nations Plaza	2a
Buth Park	53
Enormous Luther, Falde Plaza	48
Kingsmen Park	43
Mathews Outdoor Learning Center Pavilion	47
Uyeno Amphitheatre	14c

● CLU HISTORY DISPLAYS





California Lutheran
UNIVERSITY

60 West Olsen Road
Thousand Oaks, CA 91360