

Student Handbook 2004 – 2005 Edition

Welcome to the Vanguard University community! We are so glad that VUSC is the place you have chosen to become more prepared to fulfill God's destiny for your life. The administration, faculty and staff are here to assist you in doing everything possible to make your experience here one of the most growth-producing and influential experiences of your life. Our office doors are always open to you and we invite you to let us know how we can best serve you.

Being part of the Vanguard community, like any community, has certain standards, requirements and responsibilities that secure a safe and productive life at the University. The Student Handbook contains a wealth of information that is crucial for you to know and understand. Everything from where to park your bike to the workings of the Associated Student Body Council is included in this manual. We've also included a calendar that notes all of the specific social functions and important deadlines of the University - so you shouldn't miss a thing!

Be assured that your experience at VUSC will be life changing. The time you spend in the classroom, at chapel, studying and building relationships with others are all-important investments into your future. We pray that your careful stewardship of these opportunities along with God's everlasting faithfulness will bring significant dividends to your life.

Have a wonderful year!

Sheri Benvenuti, Ph.D.
Vice President for Student Affairs &
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Vision Statement

The vision that informs the VUSC community is rooted in the University’s heritage as an institution of the Pentecostal tradition, which was birthed out of the Azusa Street Revival in Los Angeles, California. From its inception, the movement generated a multi-cultural, multi-racial and gender inclusive community of Spirit-empowered Christian believers who were committed to peace making and reconciliation. With global consciousness, these foremothers and forefathers of a renewed Christian faith carried the good news of the gospel around the world.

A strong commitment to cultural diversity, racial reconciliation, and gender equality is a consequence of VUSC being deeply grounded in the faith tradition that brought the college into existence. Moreover, these core values continue to define the educational vision that drives the VUSC community forward toward its mission, targets and goals. Within this Christian context of inclusiveness, the college aims to provide a quality educational experience marked by the pursuit of truth, the cultivation of character and the desire for service.

These three basic pursuits inherent in the VUSC educational experience-- "Truth, Virtue, and Service" --are enshrined in the College motto and embossed on its official seal. "Truth, Virtue, and Service" summarize the institution's educational vision.

Mission Statement

VUSC is a community of thoughtful Christian men and women dedicated to honoring Christ and serving His church. As an evangelical comprehensive university within the Pentecostal tradition, VUSC is committed to providing an educational experience that integrates faith, learning and living, and to preparing students for a lifetime of learning and service in a variety of vocations and ministries. The College believes that a liberal arts education illuminated by Christian truth fosters the intellectual and spiritual development that prepares and challenges students to take an active role in shaping their culture and their world.

Assessment

VUSC is a learning organization dedicated to the continuous improvement of its programs and student outcomes. Students therefore should expect regular assessment to measure their progress toward specific goals and to identify areas where program and outcome improvements can be made. Students are encouraged to participate in the process of continuous improvement by cooperating with the assessment process, by engaging in regular self-assessment, and by offering suggestions for program development.

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COMMUNITY LIFE**VANGUARD UNIVERSITY RESPONSIBILITY OF MEMBERSHIP**

VUSC is a Christian academic community that encourages individual integrity and responsibility in accordance with Biblical Christianity and its social and ethical implications. University objectives as stated in the Vanguard University Catalog assume that a member of the community is both committed to the Lord Jesus Christ and to the development of Christian character and lifestyle.

The student, by virtue of his/her enrollment, therefore agrees to accept the responsibilities of membership in the University community. Individuals considered being in serious or continual violation of these standards may be denied the privilege of continued membership.

A. Biblically Speaking

Our goal is to understand and interpret every aspect of the VUSC community from a Biblical point of view. To love God with our whole beings and to love our neighbor as ourselves are foundational principles of the Lordship of Christ practiced by every responsible VUSC member.

B. Responsible Freedom

VUSC recognizes that while the Scriptures do not provide specific teaching regarding all social and moral practices, they do advocate self-restraint in situations that may be harmful or offensive to others. Therefore, all members of the community need to exercise their freedom responsibly in relationship to the various communities of which we are a part, and with loving regard for the sensitivities of others.

C. Loving Involvement

Love not only means understanding and support for one another, but also requires a willingness to confront others whose behavior is harmful to themselves and to the community. Love, in both regards, provides the environment of positive influence conducive to learning and to the energizing presence of the Spirit of the Lord.

While the University reaches out with love and understanding, it would not be faithful to its responsibility to the student, other members of the community, nor to those who support it and look to it for graduates, if it did not appropriately respond to those whose behavior is unacceptable. The University believes that redemptive discipline should be:

- A meaningful, learning experience that encourages responsible behavior
- Based on the scriptural concepts of love and justice, and educational principles
- Consistent with the best interests of both the individual and the University community.

Rules, Restraints, and Responsibilities

The University has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Christ. Also, certain prudential rules which contribute to the environment appropriate to the University's aims and goals are required of community members.

The responsibilities that membership at VUSC include are:

- To love God and all members of the VUSC community (Matt. 22:37-40).
- To practice righteousness and justice in dealing with one another, to help those in need and to seek reconciliation when personal differences arise. (Micah 6:8, Matt 18:12-17)
- To fulfill one's potential for spiritual growth by active, regular participation in worship opportunities within the community, including but not limited to Chapel.
- To be willing to confront, in love, a fellow student whose lifestyle conflicts with that of the expectations of the community.
- To accept the responsibility of the Great Commission (Matt 28:19-20) by participating in and supporting the outreach ministries of the community.
- To develop conscientiously one's academic potential.
- To not associate with practices known to be morally wrong by Biblical standards, such as drunkenness, stealing, slanderous or profane language, all forms of dishonesty (including academic dishonesty, such as cheating and plagiarism), occult practices and sexual sins (premarital sex, adultery, homosexuality, etc.).
- To guard against attitudes such as greed, jealousy, pride, bitterness, needless anger, an unforgiving spirit, harmful discrimination and prejudice such as that based on race, sex or socioeconomic status.
- To refrain from gambling, the possession or use of alcoholic beverages, tobacco, non-medical narcotics or hallucinogenic drugs (including marijuana), and the possession of drug paraphernalia.
- To practice discretion and restraint in the choice of television programs, music, movies, theater, social dancing, printed matter, electronic media (including the Internet) and other public programs; as well as organizations with which one associates.
- To observe the Lord's Day in worship, rest, Christian fellowship, and service.
- To become familiar with the contents of the Student Handbook, and to abide by the academic, social, and spiritual responsibilities of the members of the University community.

It is expected that the following behaviors will also be avoided by VUSC students:

- *Non-Compliance.* Failure to comply with an appropriate request of a University official or representative.
- *Misrepresentation.* Misrepresentation of oneself, or an organization, to be an agent of the University.
- *Forgery.* Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.
- *Knowing Presence Contribution.* Behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident if they indirectly participated in a violation.
- *Unauthorized Use.* Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the campus community.
- *Vandalism.* Unauthorized alteration of property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, etc.
- *Failure to Evacuate.* Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative.
- *Breaching Security Systems.* Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
- *Misuse or Tampering with Emergency Equipment.* Illegitimately engaging alarm pull stations, discharging fire extinguishers, disengaging smoke detectors, hanging or wrapping objects from fire sprinkler systems, or removing fire protection devices. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.
- *Fighting, Violence, or Self-Inflicted Harm.* Any conduct or behavior which threatens or endangers the health, physical or emotional safety of an individual, including oneself.
- *Threats.* Any threatening or intimidating actions, language, and/or behaviors whether acted upon or not which threatens or endangers the health, physical and/or emotional well-being of an individual, including oneself.
- *Harassment.* Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written or verbal threat, telephone call, internet message, etc. Continued harassment might be considered “stalking”, and may be subject to criminal charges by California law.
- *Gambling.* Any activity that involves betting, wagering, or games of chance for which there exists the potential of personal or financial loss. (“Drawings” are permitted when entry into the drawing is free, an entry fee is optional, or a gift of equal or greater value is received upon paying an entry fee)
- *Social Dancing.* Students are discouraged from participating in social dancing, especially in locations where alcohol is present or the environment is not conducive to a Christian lifestyle and testimony. Social dancing is not allowed on campus or at University-sponsored off campus events.

A. Voluntary Commitment

These rules apply to the student while he or she is enrolled in a University program or residing in University approved housing. Each student is expected to exercise restraint in these matters even when he or she is not under direct University jurisdiction. (This means that these rules apply to on and off campus behavior and for the whole academic year, from the beginning of the fall semester until the completion of the spring semester, including all vacation periods. The same expectations apply for all summer programs, such as summer courses, outreach trips, summer housing, etc.)

It is expected that each individual who voluntarily joins the Christian academic community of VUSC will, with God's help, deepen one's spiritual commitment and understanding, develop moral character, develop one's intellectual and creative abilities, and participate constructively in the life of the University.

B. Compliance with the Law

As Christians and members of society, all students are expected to comply with local, state, and federal laws when enrolled in a VUSC academic program, living in University housing, or engaged in any University-sponsored activity. Students should expect the University to cooperate with law enforcement agencies and to initiate disciplinary proceedings when violations of such laws occur, if the infraction also violated VUSC behavioral and community standards. Students convicted of a crime while enrolled or residing at VUSC must report this information to the Vice President for Student Affairs.

Foundations for Student Discipline

A. Model of Christian Community Discipline

Because we are a community, our behavior affects others. Because we are a Christian community, a breach of community standards must be confronted lest others are led to believe that such behavior is acceptable.

There are two fundamental Biblical principles which direct the exercise of discipline within a Christian community (Eph. 2:19-22; 1 Cor. 12:12-31; 1 Cor. 5):

- Christian discipline seeks to maintain the integrity of the community;
- Christian discipline seeks to be redemptive toward the offender.

Using the Scriptural model, we assume that most students will conduct themselves properly by practicing the highest form of discipline, that of self-discipline. Students who have violated University behavioral policies are encouraged to quickly and voluntarily confess and seek the advice and counsel of his/her Residence Director, Director of Residence Life, the Vice President for Student Affairs, or the Director of Campus Safety Services. This will allow a truly repentant student to voluntarily discuss his or her violation and may keep disciplinary action to a minimum. In many cases, the counseling session will result only in rehabilitative action. If that fails, then members of the Residence Life staff, faculty, the Student Affairs Judicial Council, and the Vice President for Student Affairs will assume the responsibility to confront anyone falling short of the community's expectations.

B. Student Affairs Judicial Mission

Vanguard University of Southern California provides a community approach (faculty, staff, and student) in response to student violations of community behavioral standards and expectations. VU's goal in a disciplinary response to an infraction is to assist in the social, behavioral, and spiritual development of students through peer evaluation in the context of an evangelical Christian world view.

C. Student Affairs Judicial Process Philosophy

All students at VUSC are members of the campus community which upholds specific community behavioral guidelines and expectations. These are designed to serve the best interest of both the individual and the community. Therefore, each individual is accountable to other community members in highly significant ways. Judicial councils exist to provide constructive and consistent confrontation with students who have violated University guidelines.

This approach is consistent with the model found in Matthew 18:15-17, which states that individuals need to be "shown" their "fault" through a peer group motivated by love and concern, in an effort to bring about growth. In addition, judicial councils use a redemptive and developmental framework aimed at reconciliation.

The following principles apply to judicial process as a whole at Vanguard University of Southern California:

- *Developmental and Educational:* The judicial system is ultimately developmental and educational in purpose. Students, staff, faculty, and administrators who serve on judicial councils use this principle as an over-arching motive. Whether making decisions on appropriate consequences, or developing parameters for consequences, they realize the need to make the disciplinary process a learning and growing experience for all those involved.
- *Christian:* The judicial system is Christian in character. VUSC is concerned with the inner spiritual walk and wise decision-making which exemplifies Christ. Further, genuine concern and love serve as the motivation for maintaining a judicial process that is redemptive in nature.
- *Student Involvement:* One extremely important goal is to maintain consistency within disciplinary parameters. In so doing, the University affirms the belief that all students are equal, uphold the same value, and should be directly involved in supporting and upholding community standards that are willfully agreed upon by all students upon enrollment in the University. VU's goal is to provide a fair and objective framework from which to guide disciplinary procedures. This area should be evaluated from situation to situation to insure that consistency exists in all decisions.
- *Institutional Integrity:* The reputation of an organization draws on the integrity of each person. An institutional value stands behind every decision a judicial council makes. This principle includes the ability of an institution to be honest and trustworthy through the efforts of its people. This will in turn create a judicial system which is undivided in aim and purpose.
- *Constant Evaluation:* As a human creation, the judicial system is imperfect. Accordingly, all parts of the system must remain open to growth through the process of group discussion and decision-making. To this end, the Student Life Committee should meet to evaluate guidelines for consequences at the end of each academic year to determine if revisions are necessary.
- *Quality Service:* This principle stresses the University's obligation to provide services in a timely and affirming manner. It is also based on group ownership of the judicial process system, which in turn enables all judicial process members to give input concerning the judicial process in order to maximize VUSC's overall effectiveness. This quality of an organization is a practical outgrowth of group ownership because diverse perspectives yield efficiency.
- *The Student Handbook:* Among other helpful information, VUSC's Student Handbook contains specific information about behavioral guidelines and consequences. It outlines the student appeals process. A copy of the Student Handbook may be obtained by Founders Bookstore and it is available on Vanguard University's website.

Judicial Councils

Judicial councils are organized to support VUSC's community standards as stated in the Student Handbook and Vanguard University Catalog, under the University's mission and "Responsibility of Membership". Judicial councils will hear cases involving violations of community standards and respond appropriately within the boundaries of due process as outlined in this manual and the Student Handbook. All decisions of the councils are considered University responses to violations of community standards. When, and only when, a student feels he/she was not granted due process by the councils as outlined in this manual, he/she has the right to appeal the decisions to a higher authority; however, the Vice President for Student Affairs (VPSA) is the final council member to hear a student appeal.

For the most part, a Resident Assistant (RA) and/or a Residence Director (RD) will respond to minor infractions of community standards or expectations. For example, a RA or RD will most likely respond to noise violations, minor roommate conflicts, health and safety risk issues, and a student's personal issues that are considered of a sensitive and private nature. However, when behavior affects the community in a negative way, the judicial councils will be involved in hearing the case and deciding on an appropriate response. A description of each council is highlighted below:

A. Residence Directors

When a Residence Director (RD) becomes aware of an alleged violation of community standards (via an Incident Report, or verbal report), he/she has the opportunity to either meet with the student(s) involved and decide upon a disciplinary decision (if student(s) are found to be in violation) or to forward the case to the Student Conduct Committee (SCC) to have original jurisdiction over the case.

B. Student Conduct Committee (SCC) Description

The Student Conduct Committee (SCC) will confront behaviors that are not in compliance with community standards. This council will hear the vast majority of all student infractions reported to them by the Residence Directors or other offices. A Judicial Summons and a Disciplinary Contract will be used by this council. The SCC may, by its discretion, refer original jurisdiction to the Student Affairs Judicial Council (SAJC), depending on the severity and/or sensitivity of the infraction.

Disciplinary contracts are used to provide a framework in which to make a decision that addresses the situation, and attempts to produce growth and behavior changes in the life of the student.

SCC Members:

- Director of Residence Life (Chair)
- (3) Student Leaders
 - All must sign a confidentiality agreement

Specific Behaviors the Student Conduct Committee (SCC) will confront:

- Open House violations
- Vandalism (this may be passed on to SAJC depending on severity)
- Pranks and/or hazing (this may be passed on to SAJC depending on severity)
- Violence (this may be passed on to SAJC depending on severity)
- Community conflict/disruption
- Tobacco use
- Alcohol possession and consumption (including drunkenness)
- Drug use
- Repeated profane/crude language
- Slander
- Theft (this may be passed on to SAJC depending on severity)
- Incense/Candle use
- Tampering with fire safety equipment
- Miscellaneous infractions

C. Student Affairs Judicial Council Description

The main function of the Student Affairs Judicial Council (SAJC) is to hear disciplinary appeals and cases involving off-campus students. However, on some occasions, the SAJC may assume initial jurisdiction concerning situations usually heard by the SCC that are of a more serious nature (i.e. drug possession and use, pranks which involve vandalism and/or injury, tampering with fire safety devices which lead to injury, theft, etc.).

SAJC Members:

- Dean of Students (chair)
- A Student Life Committee (Provost assigns faculty members to sit on this committee) member may be invited by the Dean of Students to participate in a judicial hearing, but the Dean of Students is not required to seek their counsel.

The SAJC will make one of three decisions in every appeal hearing, and they are:

1. A decision or disciplinary response by the SCC may be overturned if due process was not followed, or if new information and/or evidence would possibly alter the University response.
2. A decision may be amended if the SAJC sincerely believes the SCC decision was inconsistent with precedent (i.e. previous decisions, according to Student Handbook, etc.).
3. A decision will be upheld if there is no evidence or reason to make modifications. This can be accomplished without a formal hearing based on the information and merits within the Student's Appeal Request. The SAJC will review all appeal requests to determine if an appeal hearing is warranted.

D. *The Vice President for Student Affairs*

Final appeals will be made to the Vice President for Student Affairs (VPSA). In addition to securing a thorough understanding of a situation, this appeal will focus on whether due process was followed. The decision of the VPSA in regards to the student appeal is final.

DISCIPLINARY PROCESS

When a violation of community standards is reported to the Student Life Center staff (typically to a RD or the Director of Residence Life via an Incident Report), a RD or the Director of Residence Life will initiate the disciplinary process. In this section, the objective is to familiarize each student to the disciplinary process. It is divided into five sections: 1) Documentation; 2) Hearings; 3) Appeal Process; 4) Sanctions; and 5) Sample Documents. This chapter outlines the due process afforded to each student undergoing disciplinary procedures.

A. **Documentation**

1. *Introduction*

Documentation is the tool that brings the entire process together. Maintaining written records for reference and clarity adds a professional dimension to the disciplinary process. Effective documentation is vital because it enables each judicial council to make well informed, timely, and consistent decisions. This ultimately is in the best interest of the student and entire community.

2. *Incident Report*

All disciplinary situations begin with an "Incident Report", which requires as much information as possible. This provides for thorough, accurate "snapshots" of the events and actions surrounding a particular incident. Whenever possible, the Residence Life staff requests to have all persons involved fill out an Incident Report. This will help when attempting to piece together specifics for later reference should a student appeal a decision. Any community member may complete this document. Typically, RAs who observe possible violations of University behavioral standards in the residence halls will complete an Incident Report and forward it to their immediate supervisor (Residence Director).

3. *Judicial Summons*

The RD (if taking initial jurisdiction) or the Student Conduct Committee (SCC) will review all Incident Reports and issue a written Judicial Summons to student(s) involved in an infraction. A Judicial Summons is a written document that will list the name of the student allegedly involved in an infraction, a description of the infraction, and a notice of when to appear before the Student Conduct Committee. The Judicial Summons may also include a Disciplinary Contract with sanctions and conditions included. If the student decides to appeal the sanctions and conditions outlined in the Disciplinary Contract, and/or wishes to defend himself/herself against the allegations, the student may do so using the Appeal Request form, which accompanies all disciplinary contracts. ***The student has three (3) business days to respond to the appropriate person/council outlined in the Judicial Summons.***

This process will be accomplished in a confidential manner (via campus mail and/or hand delivered in sealed envelope). By using this method, the identity of person(s) involved and those students who are receiving Judicial Summons will be kept confidential. Only Student Life Center staff and paraprofessionals should issue a Judicial Summons.

4. *Student Conduct Committee: Disciplinary Contract*

The Student Conduct Committee (SCC) is to complete a "Disciplinary Contract" document which will be distributed in carbon-less copies to: a) the student(s) involved; b) the Residence Directors(s) of student(s) involved; c) the Director of Residence Life (if the student(s) involved are on-campus residents, and d) the Vice President for Student Affairs (if the student is

a commuter student). Also, if students found in violation of community standards are involved in leadership programs, athletics, and/or clubs and organizations within the University community, can expect that their faculty or staff advisors may be notified of a disciplinary decision as well.

The Disciplinary Contract may accompany the Judicial Summons. If the student decides to appeal the sanctions and conditions outlined in the Disciplinary Contract, and/or wishes to defend him/her against the allegations, they may do so using the Appeal Request form, which accompanies all Disciplinary Contracts.

The SCC may also decide to pass original jurisdiction to the Student Affairs Judicial Council (SAJC). If this occurs the “Disciplinary Contract” will make note of this decision, and the student(s) involved will receive a new Judicial Summons to appear before the SAJC.

5. Student Affairs Judicial Council: Disciplinary Contract

Student(s) who appeal a decision made by the SCC do so to the Student Affairs Judicial Council (SAJC). Also, there may be cases, due to their severities, that are forwarded by SCC to SAJC to assume original jurisdiction. Students will be notified of this via a Judicial Summons and will be required to be present for the hearing. Student(s) desiring to appeal a SCC decision must complete an Appeal Request form (which accompanies all Disciplinary Contracts) within the appropriate time allotted (see “Appeal Process” for guidelines).

If SAJC assumes original jurisdiction over an infraction: SAJC will create a Judicial Summons for student(s) involved (see “Judicial Summons”, #3 above). Students will be required to appear before SAJC in a formal hearing (see “Hearings”, subsection B). A hearing will take place and SAJC will decide on an appropriate decision. Students may be found in violation of community standards, or not in violation. If necessary, a Disciplinary Contract will be generated for the student(s) found in violation. An Appeal Request form will accompany any Disciplinary Contract.

If SAJC hears an appeal: when an Appeal Request form is submitted by a student (following appropriate guidelines) a copy of the appeal request and all necessary documents will be submitted to SAJC (i.e. student file, Incident Report(s), Judicial Summons, SCC Disciplinary Contracts, and SCC hearing minutes). The SAJC will review the case and decide if it is prudent to grant an appeal hearing. Appeal hearings are not guaranteed. If an appeal hearing is granted, a SAJC representative (typically the Director of Residence Life) will send the student who submitted an Appeal Request form a Judicial Summons to appear before SAJC. The student is required to attend the appeal hearing. Effort is taken to find the most convenient time to hear the case. However, it is the responsibility of the student to arrange his/her schedule to be in attendance at the SAJC hearing.

After the hearing, SAJC will discuss the case and vote on the appeal request. A decision will be made to either affirm the SCC decision and disciplinary decisions, or to amend the SCC decision and discipline contract. The SAJC decision will be communicated to the student as soon as possible (typically, the student and SAJC at the conclusion of the hearing will determine a meeting time when a SAJC representative and the student will meet to inform the student of the decision). If necessary, a new Disciplinary Contract will be distributed to the student involved (accompanied by another Appeal Request form). The contract will be sent to the student via campus mail within 5 business days. A copy is sent to the student’s RD and the Director of Residence Life (if applicable, other copies may be sent to those faculty and/or staff member(s) who are mentioned in the contract, and are instructed to assist the student in his/her observance of the conditions and sanctions outlined in the contract).

B. Hearings

SCC professional staff will initiate the process of judicial hearings. Each student involved in an incident should be advised of the date, time and place of any hearings, as well as the nature of the charges against him or her. This will be accomplished through a Judicial Summons via campus mail and possibly a phone call. Those who chair the hearing councils should establish the parameters within which the council should work (i.e. VUSC guidelines, precedents, purpose of the council, etc.)

In all disciplinary circumstances the student(s) should be reminded that the developments of self and personal integrity are primary goals of the disciplinary process. Also, the corrective measures are intended to assist each student become a responsible and positively contributing member of the VUSC community.

1. The agenda for council hearings (both the SCC and SAJC)

Hearings should be as follows, although exceptions may be made depending on the nature of the situation:

1. Prayer
2. Notification of taping the hearing for documentation purposes
3. Introduction into hearing procedures
4. Presentation of charges
5. Presentation(s) of evidence

6. Presentation of facts and evidence by others involved
7. Questioning of witness(es)
8. Questioning and response of student(s) involved
9. Deliberation and decision (summoned student(s) not present)
10. Notification of decision and right to appeal (usually done by chair of the council after the hearing. A meeting time between the student(s) and the council chair member is arranged prior to concluding the hearing).

The council representative who is responsible to notify the student(s) involved of a council decision should make them aware of the right to appeal the decision reached by the council and any restrictions and/or sanctions that will apply to the decision. This will be accomplished by going over the council decisions via the hearing minutes or the Disciplinary Contract (whichever is completed first) with the student. Verbal communication typically precedes a written Disciplinary Contract. A Disciplinary Contract must be completed within five (5) business days and communicated to the student.

1. Who may participate in council hearings?

- **Student(s)** summoned to a disciplinary hearing by the SCC or the SAJC, or the student who submitted an Appeal Request form is required to attend any appeal hearing that is granted. Failure to adequately respond to a judicial summons may result in further disciplinary consequences.
- **Advisor:** The student shall also have the right to choose anyone from the University community to serve as an advisor. The advisor may not act as a witness, either of the incident or as a “character” witness. The advisor may only address the council to clarify the questions directed to the student and to clarify the hearing processes. The advisor does not speak for, or in place of, the student.
- **Witnesses:** the student has the right to call witnesses on his/her behalf following this guideline: witnesses are limited to those persons who have firsthand knowledge of the behavior/incident in question (i.e. eye and ear witnesses). Both the student and the various councils have the right to call witnesses. “Character” witnesses are generally not allowed to participate in council hearings. The council shall rule on allowing any “character” witnesses to offer their testimony. Witnesses may not participate in the council hearing except for an orientation and to give their testimony. The council shall rule on the admissibility of all evidence.
- **Judicial council members (SCC or SAJC)**

It is expected that all persons appearing before the judicial councils will present information that is both true and correct. Behaviors, active or passive, intended to impede the judicial process, including failure to appear, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc., will result in serious disciplinary action. Hearings are tape recorded for the purpose of documentation of the hearing proceedings.

Role of Attorneys and/or Legal Counsel: if the student wishes to have legal representation, he/she needs to discuss this with the SCC chair prior to the hearing. Legal counsel has limited roles in private university disciplinary proceedings. Students should be aware of these parameters.

C. Appeal Process

Following the rendering of a decision of a judicial council, the student has the right to request an appeal. An Appeal Request form will accompany any written Disciplinary Contract a student receives. A written appeal must be turned into the Director of Residence Life within three (3) academic school days of when the decision from a judicial council is communicated verbally or in writing to the student. The Director of Residence Life will notify each SAJC member of the request for an appeal. Copies of the Appeal Request will be sent to each SAJC member. SAJC will then determine if an appeal is warranted based on the information and/or merits of the information within the Appeal Request form. The SAJC may deny the requesting party the opportunity to an appeal hearing based on the information and documentation provided to the council.

If the SAJC decides to hold an appeal hearing, the judicial council representative (typically the Director of Residence Life) will follow up with an appeal request with a Judicial Summons, which will include the date, time, and location of the hearing. The student will be required to attend the appeal hearing. If the date and time of a hearing cannot be attended by the student desiring the appeal hearing, attempts will be made to find a convenient date and time. However, this is not a guarantee: the student desiring an appeal hearing may be required to alter his/her schedule to be present at the hearing.

If the student desiring an appeal hearing is absent from the hearing without a valid explanation provided *prior* to the hearing, the disciplinary contract in question, including sanctions and conditions is *final*. The student loses the opportunity for another appeal hearing.

While pending an appeal (assuming an Appeal Request form is submitted on time and meets all requirements), the student is not required to observe the disciplinary contract sanctions and/or conditions, unless safety concerns for the student and/or other community members warrant that some conditions must be observed, regardless of a pending appeal. The Director of Residence Life will make this determination.

Appeal process:

- Should a student decide to appeal the decision of the Student Conduct Committee (SCC), the student has three (3) business days to submit in writing the request for an appeal hearing from the date the decision is communicated to the student (decision communication is sent via campus mail and/or hand delivered to student). This request is to be submitted to the Dean of Students. An Appeal Request form accompanies any disciplinary contract. The student desiring to appeal a SCC decision will be notified via a new Judicial Summons if the appeal is granted and the date and time of the SAJC hearing. Appeal Request forms are also available in the Student Life Center. Appeal hearings are approved or not-approved based on the information and merits within the appeal request and the documentation of the disciplinary proceedings. Appeal requests and documentation are sent to SAJC members and they will decide if an appeal hearing is warranted based on the information provided.
- Should a student want to appeal a decision made by the SAJC, the appeal request will be made to the Vice President for Student Affairs (VPSA). An Appeal Request form will accompany any written disciplinary contract from the SCC or the SAJC. The decision of the VPSA in regards to the student appeal is final. The Visa’s primary concern in this hearing is whether due process was observed, and that the decisions, sanctions, and restrictions are recognized as appropriate in the VUSC Student Handbook and the Student Affairs Judicial Process Manual. If the VPSA determines all these requirements were met, the request for an appeal can be denied. Appeal Forms are also available in the Student Life Center.

It is the goal that all decisions made by the SAJC will be reached by council consensus. If necessary, a decision will be reached by ballot. Appropriate sanctions, if any, will be determined. The decision of the SAJC will be communicated to the student by the responsible council member (typically the Director of Residence Life) both verbally and in writing. The verbal communication will take place in private, both to ensure confidentiality and to facilitate a redemptive environment. At the conclusion of all appeal hearings a meeting time is arranged with the student and a council representative to communicate the council decision. The student is required to attend this meeting to learn of the council’s decision. Written communication is sent within five (5) business days via campus mail to the student involved. Minutes are kept of council proceedings in the Student Life Center.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a judicial decision, occasionally resulting in unanswered questions regarding an outcome. Community members are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome. Moreover, students are advised that while the SAJC may exonerate the student or reduce sanctions, the council may also increase sanctions.

Student Appeal Process

| To appeal an action / decision made by... | Residence Director (RD) | The Student Conduct Committee (SCC) | The Student Affairs Judicial Council (SAJC) |
|---|---|--|--|
| Appeal to... | Student Conduct Committee (SCC) | The Student Affairs Judicial Council (SAJC) | Vice President of Student Affairs (VPSA) |
| TIMELINE | The appeal must be submitted by 4:00 PM, in writing, no less than three (3) academic/school days after the date the decision made by the RD was communicated to the student(s) involved. The student will be notified of the date, time, and location of the hearing with the SCC, if an appeal hearing is granted. All written information and documentation to be considered by the SCC must be submitted to the office of the Director of Residence Life within three (3) days after notification of the date, time, and location of the scheduled hearing with the SCC. The documentation must be submitted by 4:00PM. It must include a completed appeal to the SCC in written | The appeal must be submitted by 4:00 PM, in writing, no less than three (3) academic/school days after the date the decision made by the SCC was communicated to the student(s) involved. The student will be notified of the date, time, and location of the hearing with the SAJC, if an appeal hearing is granted. All written information and documentation to be considered by the SAJC must be submitted to the office of the Dean of Students within three (3) days after notification of the date, time, and location of the scheduled hearing with the SAJC. The documentation must be submitted by 4:00PM. It must include a completed appeal to the SAJC in written | The appeal must be submitted in writing by 4:00 PM no less than three (3) business days from the date that the decision reached by SAJC is communicated to the student. The appeal is submitted to the office of the Vice President for Student Affairs. |

| | | | |
|--|---|---|--|
| | form, as well as copies of all documentation, information, and written support statements to be considered in the appeal. | form, as well as copies of all documentation, information, and written support statements to be considered in the appeal. | |
|--|---|---|--|

Vanguard University expects all persons to be treated with respect and dignity. All students who wish to appeal a decision or sanction/restrictions of the disciplinary process will be afforded opportunity to express their concerns via a written appeal request process. It is expected that all appeal requests be submitted in writing within the prescribed timelines including all information, documentation, and support of statements to be considered. The appeal to the Vice President for Student Affairs will be the final appeal to examine the process undertaken to insure fair due process.

D. Sanctions

One should expect the University to confront, with firmness and with love, any circumstance or behavior which might hinder personal growth or disrupt community life. The University believes that when a student chooses to disregard community expectations, it has the obligation to suspend his or her community privileges for a time, including housing, class participation, and co-curricular activities. Intermediate consequences are employed wherever possible to avoid expulsion from school or eviction from the Residence Halls. Each incident is reviewed on a case by case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) the responsiveness of the accused to confrontation, 4) confession, and 5) the degree to which the individual displays genuine repentance. Suspension normally follows misconduct associated with smoking, drinking and drunkenness, repeated open-house violations, dishonesty, theft, sexual misbehaviors, drug possession and/or use, violent acts, endangering the safety of others, harrassment and/or threats (written or verbal), and other violations of personal or community integrity.

1. Disciplinary Probation

A student is placed on disciplinary probation with sanctions for major and/or repeated behavioral infractions. In addition, students who are currently on or who have been placed on probation previously without sanction who violate the behavioral standards of the University may be placed on probation with sanctions. The University generally informs the parents or legal guardian of students who are placed on disciplinary probation with sanctions as permitted under the Family Educational Rights to Privacy Act (FERPA).

2. Sanctions Available to the Judicial Councils

The following is a list of possible sanctions available to the judicial councils. Other sanctions may be used when deemed appropriate.

- Written Warning: A statement of the standards of conduct is made to the student with an official warning concerning future behavior.
- Fines: Fines vary according to the violation. Fines also may include all costs involving damage to University and/or private property.
- Sanction: A disciplinary action that requires the student to meet certain expectations or complete specific requirements within a stated time frame. This may include community service projects, educational projects, research assignments, program design and implementation, etc.
- Probation: The student is expected to show development in responsible actions toward the University and members of the community for a specified period of time.
- Interim Suspension: Students are denied access to the residence halls and/or to the campus (including classes) and/or all University activities or privileges for which the student might otherwise be eligible. Interim supervision by University officials may be imposed:
 - a) to ensure the safety and well-being of members of the University's community or preservation of University property
 - b) to ensure the student's own physical or emotional safety and well-being
 - c) if the student poses a definite threat or disruption of, or interference with the normal operations of the University.
- Suspension: The student is involuntarily separated from the University for a specified length of time. Absences from classes and Chapel services are not excused and faculty members are not obligated to permit students to make up missed classroom work.
- Withdrawal: The student is permitted to withdraw from the University without the privilege of returning until a time specified.

- **Dismissal:** The student is permanently separated from the University with an appropriate notation of the reasons for such termination in the student's file. No refunds are made, all financial aid may be canceled, and the student will suffer academic consequences of his/her actions.

The University reserves the right, for educational purposes, to review actions taken by civil authorities regarding any student or student organization. It is also important to note that in respect to discipline, a private college, such as Vanguard University of Southern California, does not follow civil rules of evidence (i.e. proven beyond a reasonable doubt). In determining whether or not a violation has occurred, the standard "more likely than not" (referring to an alleged violation) is applied.

The University is not required to impose the same discipline in all situations involving the same violation of community standards; however, to honor consistency, the various judicial councils attempt to impose the same sanctions for various violations. Consideration will be given to the specifics of the incident and to the previous behavior of the student(s) involved. More serious disciplinary action will be taken in situations involving repeated violations. Below is a list of typical violations and the sanctions that will typically be imposed on students violating community standards (keep in mind that VUSC may have to deal with some violations that may not appear on this list. The University will assess each case based on the responsibility for membership expectations, and impose appropriate sanctions).

The goal of sanctions are to:

1. Be **fair**
2. Promote **change** in the individual
3. Provide **restitution** (in case of theft, loss, and/or damages)
4. **Restore** the individual back into the community

General Grievance

Students who feel they have been unfairly dealt with in any area of the University are encouraged to contact the Vice President for Student Affairs. In the event that informal procedures fail to resolve the problem the student will indicate in writing the nature of the grievance, the evidence upon which it is based, and the redress sought. The grievance can be filed on a General Petition form which can be obtained in the Student Life Center. The Vice President for Student Affairs will act to bring formal resolution to the stated grievance. If satisfactory action is not achieved, appeal may be directed to the Student Life Committee.

Administrative Offices

The Administrative Offices are open each day from 8:00 a.m. to 4:30 p.m. (except during the Chapel hour). Students are welcome to meet personally with the President, Provost/Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Business and Finance. Please contact their offices for appointments.

Racial and Ethnic Tolerance in Community Life

Jesus summed up the whole of the Old and New Testaments in the twin commandments of loving God with the whole being and loving one's neighbor as oneself. Paul frequently teaches that rebirth in Christ supersedes national or racial identity. His finest expression of this idea is: "For as many of you as have been baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female; for you are all one in Christ Jesus." (Gal. 3:27-28)

In the Christian society, as in no other, the ultimate purpose in community experience is achieved when people from a variety of racial and ethnic origins celebrate together through Christ their joys and sufferings. A healthy Christian society provides opportunities for and encourages such sharing. The laws of the nation that now prohibit any sort of racial or ethnic discrimination are a fulfillment of these ideas.

VUSC, in obedience to Scripture, in keeping with the noble ideas of great civilizations, and in compliance with federal law, subscribes to and encourages the equal right of all to pursue excellence in their lives without racial or ethnic inhibitions. The University abides conscientiously to nondiscriminatory practices in hiring and promotions. The University expects all members of the community to remove from their behavior and speech habits, as well as from their thinking, as much as lies within them, all indications of racial or ethnic bias. Racism in any form will not be tolerated in community life on this campus. The University's statement on racial and ethnic diversity is as follows:

Statement on Diversity

Because we stand within the Judeo-Christian tradition, we affirm the biblical view that God is creator and sovereign over all the earth, and that all people are equally valuable in God's sight.

Because we embrace the Bible as the authoritative rule for faith and practice, we affirm the prophetic concept of justice which combines personal piety with social justice. By "personal piety" we mean that aspect of character and behavior, consistent with biblical morality, which seeks to be in right relation with God. By "social justice" we mean the state of social, political, and economic relationships in which all people are treated equitably. Because justice is rooted in the character of God, it should flower in the community of faith. One ought to seek justice because God seeks justice. We affirm that the pursuit of justice raises perennial issues that recur wherever social groups assert

competing claims for resources and competing understandings of fair and equitable treatment. These difficulties we understand to be inherent in the human condition. Yet we also note an apparently inevitable tendency of human cultures to resolve issues of justice in fragmented and self-serving ways. By contrast, we wish to affirm that the Christian's pursuit of justice is rooted in the character of God Himself and that it, therefore, differs profoundly from the mandate of our prevailing pluralistic culture.

As Christians we affirm that our unity within the Body of Christ transcends any differences which might divide us (Gal. 3:28), including differences of culture, race, physical ability, age and gender. We believe that this unity summons us to seek fair and equitable treatment for all members of our community. For this reason, we seek to create an environment in which competing cultural perspectives are given fair hearing, and in which individuals from different cultural and ethnic backgrounds are given equitable and fair access to resources. This we believe to be an expression of Christian holiness.

As Evangelicals, we recognize that the world-wide mission of the Church inevitably involves the challenge of cultural diversity. For this reason, we seek to create an environment in which our students learn the importance of balancing respect for other cultures with a healthy acknowledgment of the strengths and limitations of their own.

As Pentecostals, we believe that the source for the transformation of all human experience ultimately lies in the movements of the Holy Spirit. For this reason, we seek to create an environment in which the charismatic movement of the Holy Spirit leads us toward evermore thoughtful treatment of each other.

Sexual Harassment

Statement

Our Lord gave us two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind;" and "Love your neighbor as yourself" (Matthew 22:37-39). God created men and women in His own image (Genesis 1:27); therefore, in Christ there is neither male nor female (Galatians 3:28). Jesus instructs us not to lord over one another (Matthew 20:25-27), but to serve one another in mutual submission. Christians live out these truths as they demonstrate mutual love and service in the Body of Christ. We believe that unity within the Body of Christ manifests itself in the dignity of individuals and in mutual respect and equitable treatment of all people. The VUSC community fosters a godly environment that affirms the God-given worth of all its members, regardless of gender, position, race, or ethnicity.

Sexual Harassment is a direct violation of Christ's command to love our neighbors as ourselves. It denies the image of God in the other, and it destroys our oneness in Christ. The abuse of power is a regular feature of sexual harassment. Inevitably, it hinders shared ministry, tearing and wounding the Body of Christ. Considering Christ's life and teachings, and with the understanding that when one member suffers, all suffer together (1 Corinthians 12:26), Vanguard University establishes the following policy on sexual harassment.

Policy

The university is committed to creating and maintaining a community in which students, faculty, administrators and staff can work together in an atmosphere free of all forms of sexual harassment (including exploitation and intimidation, and sexual harassment as defined in Sec. IV). Every member of Vanguard University should be aware that this institution is strongly opposed to sexual harassment and that such behavior is prohibited both by University policy and by law [cf. Title VII of the Civil Rights Act, (1964), 42 U.S.C. Sections 2000e et seq. (1992); Title IX of the Educational Amendments, (1972), 20 U.S.C. Sections 1681 et seq. (1990)]. Sexual harassment is a barrier to learning in the classroom and to productivity in the workplace. It is the intention of the University to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy. Administrators, faculty, staff, and students have the responsibility for participation in the creation of a campus environment that bears joyful witness to the God-given worth of all persons.

Training

In keeping with the educational nature of our institution and mindful of our admonition to do all for God's glory, VUSC believes that it is necessary to assume a proactive stance to prevent sexual harassment. Therefore, VUSC requires all members of its community to participate in sexual harassment awareness training. Training will take place at least once a semester; it is the responsibility of each member of the University community to actively partake in this training program at least once every two years. All training will be conducted by the Sexual Harassment Officers (SHO—See Sec. V, A), or by outside consultants, at the recommendation of the campus SHO(s) and with the approval of the administration.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature up to and including sexual assault constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a condition of instruction, employment, or participation in other University activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making any academic or personnel decision affecting that individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in instructional, employment-related, or other University activity.

Both men and women may be victims of sexual harassment. One person may be sexually harassing another person and not be aware of it. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the context in which the alleged conduct occurred.

Initial Procedures

A. Sexual Harassment Officers

Members of the university community with a concern or complaint which may involve sexual harassment are encouraged to discuss the concern with either of the Sexual Harassment Officers (SHOs) who are familiar with issues relating to sexual harassment and conflict resolution. The Vice President for Academic Affairs (VPAA) and the Vice President for Business and Finance (VPBF) will appoint the SHOs who will be ratified by majority vote of the faculty and staff respectively. The SHOs will provide information about applicable University policies and procedures, outline available options for addressing the concern or complaint, and if requested, attempt to resolve the matter through informal mediation in keeping with Christian principles (Matthew 18:15-17).

In addition, the SHOs are responsible for overseeing sexual harassment awareness education on campus.

The SHOs will include both a male and a female familiar with issues related to sexual harassment. One SHO must be a faculty member and the other staff. The names of these individuals and their office locations must be posted campus wide with this policy.

Informal consultation with a SHO does not constitute formal notice to the University of an incident of sexual harassment. However, information about the number and location of complaints received may be logged, as appropriate, for statistical purposes, and if collected, maintained by the Office of Student Life and the Office of the President.

B. Supervisors

An individual in a supervisory capacity having direct knowledge of sexual harassment by a member of the University community has an affirmative duty to bring the matter to the attention of a SHO. The supervisory personnel may serve as the complainant in such matter and may pursue the matter through the informal and/or formal complaint resolution process (See Sec. VI B).

C. Emergencies

In an emergency in which the health or well-being of a member of the University community is threatened, the person so threatened, a designated individual, SHO, supervisor, or other person should promptly inform the President, Vice President of Academic Affairs, Vice President of Business and Finance or the Vice President of Student Affairs. These individuals are authorized to take such action as is necessary and appropriate to ensure the well-being of the University community.

Complaint Resolution Procedures

Both informal and formal complaint resolution processes are available to students, faculty, administrators, and staff whenever there is an allegation of sexual harassment against another member of the University community. Time off with pay during the scheduled working hours of the complainant, the complainant's representative, anyone alleged to be involved, and any witnesses or other concerned parties will be granted, if requested, for the interview period(s) with a SHO, designated administrator, or the Fact-Finding Committee (See Sec. VI B.2).

A. Informal complaint resolution

1. Informal complaint resolution begins when a complainant asks a SHO for assistance beyond mere consultation. When so requested, the SHO may act as a mediator to clarify and overcome any misunderstanding, to arrive at a mutually agreed upon resolution of the situation, and to set conditions which discourage similar incidents or misunderstandings in the future. By way of example but not limitation, the SHO acting in this mediating capacity may utilize any of the following procedures:
 - a) Advise the complainant of actions and resources to alleviate any discomfort or harm.
 - b) Discuss the matter separately with the complainant and the person complained against (respondent).
 - c) With the prior consent of both the complainant and respondent, discuss the matter with both parties.
 - d) Where desired by both parties, serve as a mediator to set satisfactory conditions for further interaction by the parties.
 - e) Recommend that the formal complaint resolution procedures be utilized.
2. If the complainant is not satisfied with the results of the informal complaint resolution process, the complainant may file a formal complaint. The complainant is not obligated to use or exhaust the informal complaint resolution process before filing a formal complaint. If the informal complaint resolution process is used, and the complainant chooses to file a formal complaint, the complainant must file a formal complaint in writing no later than 30 calendar days after the mediation process concludes.

3. If the complainant withdraws the complaint or is satisfied with the results of the informal complaint process, the University nevertheless reserves the right to continue and pursue the matter through either the informal or formal complaint process as circumstances may warrant or the law may require.

B. Formal complaint resolution

1. Filing a formal complaint: The complainant shall file a written complaint with a Sexual Harassment Officer (SHO). The complainant shall record with specificity the circumstances and nature of the alleged sexual harassment. Filing a formal complaint constitutes notice to the university of a sexual harassment incident. Formal complaints must be filed in writing with a SHO within 90 calendar days from the time a complainant knew or should have known of an act or acts of sexual harassment or action taken as a result of alleged sexual harassment, or within 30 calendar days after the conclusion of the mediation process, whichever is later.
2. Fact-Finding Committee: The SHO will convene a Fact-Finding Committee consisting of four members, including the SHO who filed the initial complaint, acting as chair, the appropriate administrator, the university's legal advisor and the other SHO. If a conflict of interest or other valid reason prevents a committee member from serving, the chair, in consultation with the remaining committee members shall select an appropriate alternative. If the chair is unable to serve, then the other SHO, not involved in the initial complaint, will serve as chair. The chair shall make every effort to ensure that a fair, impartial and representative committee hears the matter.
3. Notification: The chair shall give the respondent written notification that a complaint has been filed, as well as a copy of the complaint. The respondent may file a written response with the chair. The respondent may ask a designated individual, or other person selected from among the members of the university community, for assistance in preparing this response. The chair shall provide a copy of the response to the complainant.
4. Investigation: The following standards for investigation will be observed:
 - a) In conducting the investigation, the committee shall receive and review the complaint, the response, and other pertinent statements or documents. The complainant and respondent may have a personal advisor (Fact Finding Committee excluded) to assist them in the course of the committee's investigation. The committee chair should be notified in advance of the advisor who will accompany the complainant or respondent to any interview or meeting with the committee.
 - b) The complainant and respondent shall be given the opportunity to respond to one another's statements, to present witnesses and evidence on their own behalf, and to respond to evidence presented.
 - c) The committee will interview witnesses and concerned parties individually and in conformity with privacy requirements, as it deems necessary.
 - d) In determining whether or not a complaint of sexual harassment has been sustained, the committee shall consider the totality of the circumstances, including the nature of the action and the context in which the alleged harassment occurred.
5. Fact-Finding Report: When, in the judgment of the committee, the positions of the complainant and respondent have been equitably heard, the committee shall submit a written Fact-Finding Report to the appropriate vice-president. The Fact-Finding Report shall contain the following:
 - a) A statement of the issues under review.
 - b) The positions of the parties.
 - c) A finding of the results of the investigation.
 - d) Conclusions as to whether there is probable cause to believe that the conduct found to have occurred falls within the definition of sexual harassment as defined by this policy and the law.
 - e) Recommendation for action to be taken. The total time period for the investigation, from the filing of a written complaint to submission of the Fact-Finding Report to the vice-president, shall not exceed 90 calendar days. The SHOs shall maintain all records of the Fact-Finding Committee, including its conclusions and recommendations. These records shall be transferred to the Office of the President at the time of disposition of the complaint. The records shall be maintained in conformity with state and federal privacy and disclosure requirements and university's policies and procedures.
6. Disposition of the complainant and disciplinary action:
 - a) Based on the factual conclusions contained in the Fact-Finding Report, the appropriate administrative vice-president will make any decisions about any action to be taken. In the event it is decided that grounds exist for suspension or dismissal of a faculty or staff member, the suspension or dismissal shall be in conformity with the appropriate provisions within the Faculty Handbook (Sections 619:000-619:110) or the Staff Handbook (Section 705:000).
 - b) The appropriate administrative vice-president will discuss the decision with the SHO's prior to taking action if the action to be taken is different than that recommended.

- c) The appropriate administrative vice-president will immediately notify the complainant and the respondent in writing of the disposition of the complaint after the decision has been made. In the event that discipline of an employee is to be undertaken or the decision involves other elements personal to the complainant or respondent, information provided to the complainant or respondent will be in accordance with applicable federal and state law governing the disclosure of such information.
 - d) The appropriate administrative vice-president may initiate disciplinary action against the respondent or may refer discipline to an appropriate administrator or administrative body. Sanctions undertaken shall be in accordance with those laid down in the Faculty Handbook, Staff Handbook or Student Handbook as applicable, and may, depending on the severity of the conduct, range from placing a statement in the respondent's personnel or student file, to changing placement, refer to mandated counseling, to temporarily suspending the respondent from work without pay or from school, to termination of the respondent from employment or expulsion from school.
 - e) The decision of the appropriate administrative vice-president will be made within ten working days of the receipt of the Fact-Finding Report.
7. Appeal: Appeal from discipline involving suspension or dismissal shall be in accordance with the provisions found within the Faculty Handbook (Section 620:000-620:040) or the appropriate section of the Staff Manual and the Student Handbook. If discipline is taken, other than suspension or dismissal instigation, the person disciplined has the right to file a formal appeal challenging the disciplinary action or alleging that applicable policies or contractual provisions were violated. The complainant also has the right to file a formal appeal challenging the appropriate administrative vice-president's decision or alleging that applicable policies or contractual provisions were violated. Appeal must be made in writing to the president's office no later than 15 working days from the date of the notification of the decision. The President will notify the party making the appeal of the president's decision in the matter within 15 working days of the date of the appeal. The president's decision shall be final.
8. Time limits: It is the intent of the university to resolve alleged sexual harassment incidents in as timely a manner as possible. However, the time limits set forth herein may be extended for good cause and agreed upon by both parties.

C. Confidentiality

The university values responsible speech and seeks to create and maintain a redemptive environment. Therefore, in the mediation and complaint resolution procedures, every reasonable effort is made to protect the privacy of all parties. All records pertaining to investigations conducted by the Sexual Harassment Officers and the Fact-Finding Committee and to the disposition of the complaint shall be maintained by the designated administrator and, upon disposition of the complaint, by the Office of the President in conformity with state and federal privacy and disclosure requirements and university policies and procedures. Such records will be made available to individuals involved or alleged to be involved in a complaint, to university officials who have a need to know, and otherwise, only in accordance with applicable state and federal law, and only to the extent required by law.

D. Retaliation prohibited

The university strictly prohibits retaliation against a member of the Vanguard University community who advocates this policy, who files a complaint, against whom a complaint is filed, or who otherwise is a participant in the informal or formal complaint resolution procedure. Such retaliatory conduct includes, but is not limited to, decreasing an employee's pay, reducing a student's grade, or downgrading a person's performance evaluation.

Sexual Assault

The university is concerned about any allegations of sexual assault and, therefore, strongly encourages any person who has experienced such a violation to report the situation immediately to a Residence Director, Director of Counseling Services, or the VP for Student Affairs who will take action to ensure that appropriate medical and counseling services are provided. Sexual assault is defined as rape, acquaintance rape, and other sex offenses, forcible or non-forcible. Victims of sexual assault should attempt to preserve evidence that may be necessary to the proof of criminal sexual assault.

Complaints of sexual assault can be resolved in the same manner as sexual harassment outlined above. In accordance with federal regulations regarding disciplinary resolutions of sexual assault cases, both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary hearings and to be informed of the outcome. However, the university will report and cooperate with the appropriate law enforcement authorities that have the right and responsibility to act in response to law violations committed on the university premises and/or by a member of the university community. The university will report complaints of sexual assault that involve minors to the appropriate law enforcement authority in accordance with California law. Victims of sexual assault may notify the proper law enforcement authorities themselves or may ask to be assisted by campus authorities in notifying such authorities. The University will notify student victims of sexual assault of any reasonably available options in changing their academic or living situations if so requested.

Dating, Courtship, and Marriage

Dating is an enriching experience in which interpersonal relationships can mature and the foundations for future life can be built. Discretion in dating should include the choice of person to date, the activity, and the objective for the relationship. It is important to the

individual, the college family, and others that acceptable decorum be displayed both on and off campus. "In honor preferring one another" is a basic consideration for the cultivation of those common courtesies and accepted behaviors which make for enjoyable and wholesome social relationships. Thoughtful respect for others will often determine what is appropriate in various social situations.

The decision to become engaged is a personal one. Maximum effort should be directed toward the process of learning; therefore, students are encouraged to carefully consider their objective before becoming engaged. For the purpose of information and counsel, students are encouraged to notify the Director of Campus Ministries or Director of Counseling Services the semester previous to the date of marriage.

Many students wish to have their engagements announced at one of the more formal University functions. Along with offering congratulations, the University family joins in prayer for the couple and their future together. If marriage is contemplated during the school year, students are encouraged to have the ceremony performed during one of the vacation periods. Counselors are available to assist students in the area of pre-marital counseling.

Appearance

It is necessary to maintain some minimal regulation consistent with respect for one another and in conformity with civic health and safety codes. Students may be shoeless on lawns or in residence halls, but not in the Library, classrooms, administrative offices, or Dining Commons. Swim wear and gym trunks are limited to water and Gymnasium. Students' casual and formal attire should reflect good taste and modesty. One particular request: Please do not wear hats during Chapel services.

Guidelines and Procedures Relating to AIDS and a Positive HIV Antibody Test

VUSC is a Christian community committed to a historical evangelical interpretation of Scripture. This community therefore believes it is the obligation of all persons to abstain from sexual intercourse outside of a monogamous heterosexual marriage.

Some pre-marital conduct seeks to circumvent normal sexual activity reserved for marriage relationships. Such activity places the participants at extreme risk. In an effort to responsibly advise members of this community about the health hazards of such conduct, the guidelines and procedures relating to AIDS and a positive HIV antibody test recommended by the American University Health Association have been adopted by the University and are available from the Vice President for Student Affairs.

The guidelines are not an endorsement of any of the activities discussed therein. What is commonly referred to as "safe sex" does not address the ethical, moral and biblical issues present in a Christian community or the requirement to accept responsibility for the consequences of our behavior. The University urges all members of its community to practice an exemplary lifestyle which honors the human body as a temple of the Holy Spirit and glorifies Christ.

Dissent and Disruption

In certain circumstances, when a student's presence or conduct on campus may cause a disruption of the educational process or be considered a threat to individuals, to the community, or to University property, the University reserves the right to restrict a student's access to campus. Students have a right to ask questions, seek information and assistance or to express dissent; however, this right must be exercised in a manner consistent with the guidelines established for community membership. It must not be practiced in a way that violates the rights of others and the educational mission of the University.

Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
 - Students should submit to the registrar, dean, head of the academic department, Vice President, or other appropriate Official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
 - Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - Disclosure without consent to University officials with legitimate educational interests is permitted. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Campus

Safety personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Other exceptions that permit disclosure without consent are:
 - A. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.
 - B. To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.
 - C. To a parent or a legal guardian in connection with a health or safety emergency.
 - D. To a parent or a legal guardian of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
 - E. If a parent or eligible student initiates legal action against the University, the University may disclose to the court, without a court order or subpoena, the student's education records that are necessary for the University to defend itself.
 - F. The disclosure is in connection with a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of a crime of violence.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vanguard University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

The university may release public directory information concerning students. Such information includes, but is not limited to, the student's name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student specifying information which the student request not be released.

Crime Awareness and Campus Security Act of 1990

Public law 101-883, The "Student Right-to-Know" and "Campus Crime Act" requires colleges and universities receiving federal funds to make available yearly campus security policies, crime prevention programs, and specific campus crime statistics to current students and employees, as well as to any applicant for enrollment or employment, upon request. This includes making the community aware of crimes committed on campus within a reasonable amount of time. When crimes do occur, the campus community will be notified by one or more of the following methods: Campus Safety Services Alert Notices posted at all common building entry points, the VUSC Times, chapel announcements, and e-mail. In addition, all these policies and statistics are available at Campus Safety Services. A copy of the most current report is available at the following web site: http://www.vanguard.edu/CampusSafety/index.cfm?doc_id=1372

Student Right-To-Know Act of 1990

This Act requires college and universities receiving federal financial aid to disclose graduate or completion rates for the student body in general and athletes in particular beginning in 2002. This information will allow students and parents to make informed choices in selecting an institution of higher education.

Drug-Free Schools and Communities Act of 1989 (Public Law 101-336)

The University annually distributes to all students and employees policies, programs, and procedures regarding its prohibition against the unlawful possession, use, or distribution of drugs, drug paraphernalia, or alcohol by students and employees in conformity with this Act.

SPIRITUAL LIFE

VUSC is committed to provide quality experiences to assist students in their spiritual development. Several opportunities have been provided, some of which are as follows:

Chapel

Throughout history believers established a pattern of meeting together for worship (Acts 2:42-47). The scripture admonishes us to not forsake this practice (Hebrews 10:25). It is one of the means whereby some of our Christian responsibilities can be fulfilled such as, worship, praise, intercession, bearing each other's burdens and praying for each other, encouraging one another, edifying each other, exhorting each other, prayer for the sick, and celebrating communion.

Because of an institutional commitment of Christian ideals and service, VUSC considers Chapel to be an integral part of the University program. Because spiritual growth is foundational to the intellectual, social, and relational growth that students will experience at VUSC, Chapel is considered to be an important and integral part of the University program. Students must determine their own personal relationship to Christ; however, Chapel services are designed to be instrumental in building this relationship.

Students meet three mornings (Tuesday, Wednesday, and Thursday) each week for service in either the University Chapel or Needham Chapel. The University Pastor, students, off campus ministers, and faculty speakers bring spiritual richness to the Chapel services. The student-led Shine Service on Wednesday offers a time of prayer and praise as part of the VUSC Chapel experience.

Goals of the Chapel Program

- To encourage an experiential relationship with the Lord Jesus Christ through participation in worship opportunities in the context of a Christian community;
- To encourage personal faith in and love for the Lord Jesus Christ through music, dynamic speakers, multi-media presentations, drama, testimonies, and prayer;
- To introduce participants to a variety of worship forms consistent with historic biblical Christianity including traditional, charismatic and emerging styles;
- To provide opportunities for the enhancement of spiritual maturity by means of exposure to a variety of speakers and presentations;
- To expose participants to the myriad of on and off campus ministry opportunities and to encourage a missionary vision;
- To provide ministry opportunities in Chapel for participants to lead worship, sing, read scripture, participate in drama presentations, take offerings and preach;
- To inculcate the habit of regular attendance at worship opportunities;
- To encourage an appreciation and love for the Word of God;
- To develop a sense of community by regularly assembling with other students, faculty, staff, administrators, and guests;
- To encourage participants to consider their role in impacting the world by representing Christ in family, employment, social, cultural, political, and religious arenas;
- To provide a forum for the dissemination of important information of concern to the VUSC community.

Attendance

For those students taking seven (7) or more units of course work during a regular semester and have a class immediately before or immediately after Chapel, attendance is required. In case a student needs be excused from Chapel attendance, a Petition must be submitted to the Vice President for Student Affairs (see "Petitions" sections). Master's and Degree Completion students are excluded from Chapel.

In keeping with the basic objective of fostering mature personal behavior, the responsibility for reporting attendance at Chapel rests with the student. Each student records daily attendance by providing their name and student I.D. number on the card provided by the Chapel attendance clerks. The attendance cards are then collected by the clerks at the conclusion of Chapel. The attendance clerks are positioned at the doors to the University Chapel. Food and drink are prohibited in the University Chapel and in Needham Chapel.

Students in the traditional undergraduate College who are enrolled in seven (7) or more units of course work during a regular semester are required to attend Chapel services. The University offers approximately forty-four Chapel services from which students can choose to meet their Chapel requirement each semester. In addition, attendance at the *Lewis Wilson Institute for Pentecostal Studies* may also be counted toward the Chapel requirement. Additional spiritual formation opportunities may also be made available throughout the year as determined by the University Pastors.

Full-time students are required to attend Chapel services at least 30 times per semester. Should a conflict in work or class schedule (see above), a Chapel Petition may be filed with the Vice President for Student Affairs. If granted, the student may be excused from 10 Chapel services for each day the student can not attend Chapel. An attendance to a minimum of 10 Chapels is required for each full-time student.

A respectful and reverent attitude is expected at all Chapel services and students are encouraged to refrain from behavior that detracts from this goal. Students are encouraged to be attentive to the worship experience and speaker. Students are requested to remove their hats,

turn off their cellular phones, and refrain from loud talking, homework, or other disruptive behavior. Food and drink are prohibited in Chapel.

Each student is responsible to be aware of the number of Chapel he/she has attended. This can be done by checking the Chapel attendance report posted in selected locations around the campus.

If a student fails to meet the Chapel attendance requirement in one semester, that student will be placed on disciplinary probation with sanctions and must clear through the Student Life Center before registering for classes for the next semester. Sanctions will include making up the deficit amount of chapels by the end of that next semester. The make up of Chapel deficits can include additional Chapel attendance in that next semester or listening to and reporting on previous chapels recorded on tape and kept in the library. The students failure to comply with these sanctions will be considered ineligible to enroll for the following semester.

Students who report their attendance to Chapel and then proceed to leave Chapel early will be placed on Chapel probation. Turning in other students' attendance cards is prohibited. Students who choose to do so will be required to attend two additional Chapel services for each occurrence. The Student Life Center will notify the student when he/she receives this disciplinary action.

Petitions

There are no other excused absences except by petition to the Vice President for Student Affairs. The allowable number of absences will cover all eventualities; e.g., illness, doctor appointments, academic field trips, extended test session, participation in intercollegiate athletics, death in the family, birth of children, appearance in court, emergencies of any kind (car breakdown, late arrival on campus from vacation).

If it is necessary to be excused from Chapel on a regular basis, a Chapel Petition must be filed each semester with the Student Life Center; requesting release from Chapel attendance on the days it will be necessary to be absent. Only those absences that must occur on a regular basis will be considered for excuse, such as regular employment. Employment on campus should be arranged to allow the student to attend Chapel at least one day per week. The deadline for Chapel Petitions is at the end of the fourth (4th) week of the semester.

Methods of Appeal

If a Petition to be excused from Chapel attendance is denied, the student may submit new information for the Vice President of Student Affairs to reconsider. If unusual circumstances cause unexpected absences from Chapel attendance, i.e., hospitalization or prolonged illness, student should submit a Petition to the Vice President for Student Affairs giving exact dates and verification of the reason for absences. The Vice President for Student Affairs will consider each Petition on its own merit and make the best possible decision based on the information provided.

If a student's records do not agree with those of the Student Life Center, a Petition should be submitted with the corrected dates, giving enough information and sound reasons for having the dates in question removed from the record.

Campus Ministries

The University Pastor's office is located in the Needham Chapel complex. Enabling students to enter into an increasingly experiential relationship with Jesus Christ, and offering opportunities for genuine spiritual growth are the primary ministries of the University Pastor.

The University Pastor desires to encourage students in their personal growth in the faith, helping them to find Christ as their source of strength in the midst of life's changing demands. Students are equipped with the tools to forge or continue to build their own spirituality and have an opportunity to participate in spiritually satisfying relationships and worship experiences available in numerous groups (small and large) on campus.

Students are encouraged to participate in the Small Groups Ministry, a discipleship ministry in which student leaders direct a small group of 4-6 students. These groups meet once-a-week, as well as, one meeting once-a-month for celebration and worship with all the members involved in Small Groups Ministries. The weekly meetings involve prayer, worship, Bible teaching, accountability, and fellowship. This ministry is designated for those who want to "grow in the grace and knowledge of our Lord and Savior Jesus Christ" (2 Peter 3:18). This is an excellent platform to be challenged spiritually and relationally. Information on the Small Groups Ministry is available from the University Pastor's office and sign ups occur during the first two weeks of each semester. Dive in and go deep!

There are also many opportunities to use your gifts and talents to glorify God and serve the VUSC community such as chapel worship teams, sound technicians, chapel intercessors, ushers, and prayer ministry team leaders. If interested in any of these service opportunities just stop by the Campus Ministries office.

The Shine Service is a special worship opportunity led by student leaders which meets Wednesday evenings from 9:00 p.m. to 11:00 p.m. in the Dining Commons. The Shine Service is a haven of rest in the midst of a busy week and provides opportunities to worship freely, receive prayer, and pray for others. The Shine Service meetings are genuine, intimate times of ministry to students, by students. The Shine Service is the place to be on Wednesday nights!

In our quest to respond to the heart of Jesus and His ministry of intercession, an all-campus early morning prayer meeting is held every Tuesday from 6:30 a.m. to 8:00 a.m. in Needham Chapel. This is a unique opportunity to pray and intercede with other students and

campus leaders for the needs of our community. The schedule consists of time for personal devotions, teaching out of God's Word, corporate intercession, and ministry to students.

The Campus Ministries office can help you get involved in a wide variety of spiritual and personal development opportunities. Please stop by Needham Chapel for prayer or just to say hello.

Outreach Ministries

Ministry is exciting! Opportunities for a wide variety of Christian service are available to the VUSC student body. The Outreach Ministries Department wants to provide you with a ministry opportunity which, appeals to you, serves others, and enhances knowledge and experience in your field of interest.

Ministry opportunities range from painting churches, feeding the hungry in Orange County, preaching, or conducting a medical clinic or basketball camp for a week in Mexico. The Outreach Ministries Department is ready to help you find an area of service that meets a need in the community, and helps you grow into all that God has called you to be. Short-term missions trips to many parts of the world are also available during the summer.

Some students have a desire to serve effectively, but do not have the training they need. Others are not sure of their area(s) of gifting. Some may not feel they have the ability to balance schoolwork and/or employment with ministry. There are others who are simply unfamiliar with this area and do not know what needs our community has or where to go to meet them. The Outreach Ministries Department is here to help you in each of these areas.

There are several opportunities to serve in existing ministries such as Juvenile Hall Ministry, sports clinics, youth mentoring/tutoring, gang intervention, youth and children's ministry teams, Youth Crisis Hotline, Mexico Outreach and more. Students with new ideas are strongly urged to contact the Outreach Department about putting your experience and passion to work serving others.

Before starting a ministry involving VUSC students, on or off campus, students should first discuss the ministry with the Director of Local or Global Outreach Ministries. The Outreach Ministries Department can offer assistance with planning, training, finances, materials and other resources that will make your ministry successful.

The Outreach Ministries Department is located on the first floor of Huntington Hall, next to the Huntington Hall/Laguna Hall Lobby.

Private Devotions

Each student is urged to set aside time, both morning and evening, for personal devotions. There is no substitute for personal prayer and Bible study if one is to grow with the Lord.

Church Attendance

Students are to identify with the church of their choice and to attend church services regularly.

STUDENT SERVICES

Student Life Center

The Student Life Center is devoted to helping students find the assistance they need in every area of their college life. It is located on the first floor of Laguna Hall. Included in the Student Life Center are resource personnel for Spiritual Formation, Student Leadership, Student Activities, Career Planning, Personal Counseling, Learning Assistance, Residence Life, Campus Safety and other student-related matters.

The Student Life Center provides persons who have the skills and resources necessary to enhance students' emotional, intellectual, and spiritual well being. Experiences in individual or group counseling offer opportunities for personal development, vocational awareness, and interpersonal development. Such experiences are designed to give individuals the support and/or learning experiences that they need to facilitate the realization of their greatest potential. Personality and vocational tests may be given when needed or desired.

An undue amount of tension, anxiety, hostility, confusion, or depression in one's daily living might be reason for initiating one or more sessions with Student Life staff personnel. Other related cues might include stress in one's marriage, confusion in one's values, ineffective study patterns, conflict in one's relationships, or a desire for greater fulfillment in life.

Student Liaison

The function of the Student Liaison is to provide confidential and informal assistance to students. The Student Liaison is an advocate for fairness who acts as a source of information and referral, aids in answering student's questions, and assists in the resolution of student's concerns.

Student Directory

A directory of students, faculty, and staff is produced and made available for campus use. Published information includes a student's name, class standing, major, campus address, and local telephone number. By enrolling, the student gives permission for inclusion of the information. Written prohibition should be filed with the Student Life Center at the time of registration.

Student Employment

The Vanguard University Career Center can help students find part-time or full-time employment, or find an internship. The Center offers free resource materials, resume writing, books and videos on job search, and labor market and occupational information.

The Career Center will also have postings of job openings for on campus employment. The student may pick up an application there or in Business Services, which they will then need to take to the respective department to apply for the position.

International students need to consult with their foreign student advisor (undergraduate students go to the Admissions Office, Master's degree students to the Office of Graduate Studies) for information on work regulations.

Commuter Students

As a commuter student, you are an important part of our community. We encourage you to acquaint yourself with the many resources, programs, and staff available to assist you. The ASB student government has commuter student members who represent commuter student needs. They are available by contacting the student body president (Offices in The Bridge).

Married Student Services

A variety of services are offered to married VUSC students, including marital and family counseling. In addition there are various activities for married students. Free classes are available to the spouse of full-time students. No registration is necessary. Arrive at the class and ask the professor if there is room to sit in on the class. No credit is offered. For further information on any of these services stop by or call the Student Life Center.

Campus/Mailboxes Communications

Mailboxes are available to all full-time, undergraduate students. Resident and commuter students will be assigned a mailbox in the Scott Annex. Mail is distributed daily Monday through Friday. Students are responsible for information in official University communications routinely placed in their mailboxes. Students choosing not to utilize a campus mailbox are expected to secure their own copies of the various campus communications. Notices will not necessarily be announced publicly.

Another important form of campus communication is the bulletin boards found in various locations around campus. To ensure that their use is maximized, the Student Life Center will oversee the general use and maintenance of all campus bulletin boards. Any sign posted without the approval of the Student Life Center or that does not meet the regulations will be removed. It is intended that this policy will strengthen communication and enhance campus appearance. Information for posting signs and other material in locations other than bulletin boards can be obtained in the Student Life Center.

Official School Calendar

The official calendar is maintained by the Student Life Center. Any event to be scheduled on campus (i.e., social activities, prayer meetings, concerts, class meetings, club/organization meetings) or an event involving five students or more and represented as an VUSC gathering must be approved by the Vice President for Student Affairs. Once approved, the activity will become an official part of the school calendar. To guarantee there are no conflicts with the anticipated date of the activity, a Request for Facilities form must be completed and handed in to Facility Resources located in the Scott Academic Center no later than two weeks in advance of the scheduled activity. These forms are available in the Facility Resource office and at the Switchboard.

Student I.D. Cards

A student I.D. card is one of the most important items a student will receive. Issued during financial registration, it allows students to vote in campus elections and as a library card on campus. It will serve as identification to activities, athletic games, and other University-sponsored events. As a true "smart card", the I.D. card can also be used in the University Book Store and at the Cove eatery. The card should be in the student's possession and shown to Security Officers or other school officials upon request. Students who lose their cards can obtain another one in the Student Life Center. In the case of a lost card, a replacement fee of \$25.00 will be charged to the student at the Student Life office. The I.D. card is not transferable.

Counseling Center

The Counseling Center is located in the Student Life Center. All counseling is confidential and integrates Biblical faith and counseling theory and practice. This treatment model (discipleship/counseling) provides a broad framework within which physical, social, emotional, and spiritual needs of a person are viewed as a part of a unified whole. All aspects of treatment seek to create a counseling environment in which a person can address their relationship with God and others. Specific counseling issues include, but are not limited to, interpersonal and sexual concerns, premarital counseling, spiritual concerns, depression, addictions, and eating disorders. The Director of Counseling is a licensed minister and licensed Marriage and Family Therapist. Confidential appointments can be made by calling the Counseling Center @ 714.668.6139 or ext. 374 or 6139.

The Career Guidance Center

The Career Center can help students decide a college major or make career decisions based upon a battery of career assessments. This information, along with the Center's resource materials, information about job trends and occupations, and one-on-one counseling, can

direct students on a career path that is both suitable and fulfilling. The Career Center is located in Scott Center, Room 18. Counseling appointments can be made by calling (714) 556-3610, ext 348. Walk-ins welcome.

Student Sales Policy

- Product salespersons from off-campus are not permitted to solicit or sell in any of the campus buildings (including Residence Halls) unless approved by the Student Life Office or the Vice President for Business and Finance.
- Student selling of a product on campus is permitted provided that the student obtains permission from the Director of Residence Life.
- Storage of products may only occur in the student's room and must not infringe upon the reasonable living rights and comfort of a roommate.
- Door-to-door selling, phone solicitation, and vehicle flyers are prohibited.
- All contact for purchasing must be initiated by the consumer.
- Advertisements may be placed on campus bulletin boards once they have been approved via stamp in the Student Life Office.

Hazing

Hazing is defined as subjecting student(s) to abusive or humiliating pranks. Hazing is not permitted at VUSC and is a violation of California law. Regardless of motive or intent, any student participating in a hazing/prank type activity, which potentially endangers or adversely affects the physical and emotional well being of another member of the community, can expect immediate and serious disciplinary action.

Student Fund Raising Policy

Students desiring to raise funds for approved student organizations, (class office, ministry teams, student government, etc.) must complete a fund raising application available in the Student Life Center and receive approval from the Director of Leadership Development and the ASB Treasurer prior to any fund raising activities. On occasion, the parking lots may be used by approved student organizations to raise funds on weekends and during the Orange County Fair. Interested persons should contact the Director of Leadership Development & Activities for details.

Campus Safety Services

Campus Safety Services helps preserve public peace and order and protects all university personnel, students, and property from crime and safety hazards. Staff members are trained and registered through the State Consumer Affairs. Staff members' power of arrest is outlined in the State Penal Code as citizens' arrest. In their attempt to maintain a safe environment for all members of the University community, it is important that respect and courtesy be given to the staff members as they perform their duties in a routine, efficient manner. In addition to helping maintain a safe environment, the Campus Safety Services coordinates the Residence Life Security sign-in/out policy and reserves the right to enter any facility, including on campus student residences, at any time there is reasonable cause to do so.

Telephone.....ext. 6799

Emergency Cell Phone.....(714) 966.6799

VANGUARD UNIVERSITY PUBLIC NOTIFICATION POLICY

Campus Sex Crimes Prevention Act

In accordance with the Campus Sex Crimes Prevention Act (CSCPA), California's Megan's Law and in conjunction with Costa Mesa Police Department, this policy will be the guiding factor in notifying the Vanguard University community of registered sex offenders associated with Vanguard University.

All persons required to register with a local law enforcement agency as a sex offender, according to California Penal Code 290, who enroll in class, make deliveries, or work on the Vanguard University campus 30 days or more in one year, must register at the Costa Mesa Police Department (CMPD) as being associated with Vanguard University.

CMPD will evaluate the classification of the offender according to California's Megan's Law. If the offender fits into a category of a High-Risk Sex Offender or Serious Sex Offender, CMPD will inform the Campus Safety Department of the registration.

According to CSCPA and California's Megan's Law, Vanguard University will notify the campus community of the sex offender's registration. This notification will include the name of the offender, and may include a photo and a summary of the offender and prior convictions. Vanguard University will make an effort to contact and inform the offender of the intent to notify the community before notification is made. Notification to the community may be made by using copies of flyers supplied by CMPD, flyers developed by the university, campus wide email, flyers in campus mailboxes, establishing a web page on Vanguard's intranet, and or the Vanguard University newspaper. All persons who wish to view the registered sex offender information may call CMPD at 714-754-5079 to make an appointment.

The purpose of the notification is not to cause undue hardship to a student seeking an education at Vanguard University or to create a hostile work environment. The purpose of this policy is to keep the Vanguard University community informed for their safety, and to comply with local and federal law.

Weapons

Firearms, BB guns, switchblades, and other weapons described in the California Penal Code (Part 4, Title 2, Sections 12000-12601, Section 626.9, and Section 653K), or any other weapon deemed inappropriate, are not allowed on campus. (Any fixed blade knife over 2 ½ inches is deemed inappropriate). All weapons should be turned over to the Director of Campus Safety and registered for safekeeping. These weapons will be temporarily stored until the owner is able to remove them from campus or will be turned over to the Costa Mesa Police Department if illegal. Students who are found to be in possession of forbidden weapons on campus will be subject to disciplinary action.

Vehicle Registration

All students (on campus and commuting students) are required to register cars, motorcycles, and other motorized vehicles at the time of class enrollment. Returning students must reregister their vehicles at the start of the Fall semester to receive a parking permit. The permit issued must be displayed in the lower left-hand corner of the front windshield no later than two weeks from the first day of classes each semester. The permit is assigned to the registered owner. A \$5.00 charge will be assessed for lost permits. Students may only have one vehicle on campus at a time. Trailers and off-road vehicles are not permitted on campus. Any vehicle not displaying a valid parking permit will be issued a parking citation and fined the appropriate amount for the violation (see below). Vehicle Registration may be completed online via the Campus Safety web page at <http://www.vanguard.edu/CampusSafety/VehicleReg.cfm> or in the Campus Safety office. The person to whom the permit is registered will be responsible for all violations issued to the vehicle displaying the permit. The parking permit is the property of VUSC and must be returned to VUSC upon request or when the student or employee leaves the university.

The State of California has a financial responsibility law. It is the vehicle owners' responsibility to maintain proper insurance coverage. Out-of-state students are required by law to secure a California Driver's License and register their vehicle with the State of California within 10 days if the student registers to vote, or establishes residence and secures employment in California.

Vehicles must have current license plates and be in running order to be parked on campus. Any vehicle not meeting these standards will be towed at the registered owner's expense regardless of whether the vehicle has a valid University permit or not. Students may not leave their vehicles parked on campus during the summer unless they are residing in campus housing. Temporary summer storage may be available if the student is a member of a mission trip sponsored by Vanguard University. Vehicle owner must make storage arrangements with the Director of Campus Safety.

Due to the limited parking spaces on campus, motorcycles are to be parked in designated areas on campus. Owners are responsible for providing covering to protect the cycles from the elements.

Parking Enforcement

Parking on campus is considered a privilege, which can be revoked if the University's rules and regulations are not observed. In order to provide an effective, fair means for encouraging observance of the University's parking regulations, the following fines for violations involving parking private vehicles in fire lanes, on lawns, in crosswalks, on sidewalks, in disabled parking zones, in other restricted areas, reckless or careless driving, failure to yield, and parking in a reserved parking lot with improper permit, have been set:

First Offense: A \$20 fine, billed to the student's account after five working days from the ticket date.

Second Offense: A \$25 fine, billed to the student's account after five working days from the ticket date.

Third Offense: A \$30 fine will be assessed and billed to the student's account five working days from the ticket date. The vehicle is subject to VU's tow policy or auto boot.

Repeated Offense: A \$35 fine will be assessed to the student's account. The vehicle will be towed and the owner will not be permitted to return it to the campus.

Offenses are for each year. Appeals may be made to the Director of Campus Safety within five working days of receiving the ticket. Further appeals may be made to the Vice President for Student Affairs.

The speed limit for all parking lots has been set at 15 MPH. However, speed bumps on campus are rated for 5 MPH. Please be considerate of other drivers and pedestrians. Those found to be driving recklessly and placing others at risk of injury may have their driving privilege revoked.

A copy of the VUSC Parking and Traffic Regulations are issued with parking permits, obtained from the Campus Safety Office, or viewed on-line via the Campus Safety web page at http://www.vanguard.edu/CampusSafety/index.cfm?doc_id=1355. Vehicle owners will be held responsible for the information contained within the regulations.

Bicycles

For security purposes, all bicycles should be secured with a U-bolt locking device.

Vanguard University provides designated areas where bicycles are to be parked or stored. Bicycles are not permitted in buildings, passageways or unapproved living areas by order of the Costa Mesa City Fire Department. Bicycles in unauthorized areas will be removed and the owners will be assessed a \$15 fine (\$25 repeated offense). If deemed necessary, bicycles may be kept in the owner's residence hall room, not hindering access or egress. In addition, residents must obtain permission from their roommate to store a bicycle in the room. The University is not responsible for the loss, damage or theft of bicycles. The Costa Mesa Municipal Code requires all bicycles to be registered. Campus Safety Services has partnered with The National Bike Registry to help student with bike registration. Visit the Campus Safety

Services Office to obtain information to register your bike. You may also visit the Costa Mesa Police Department for registration of your bike. All unclaimed bicycles at the end of the spring semester without a bike permit will be impounded as abandoned and will be disposed of in accordance to California Law.

Liability Statement

VUSC is not liable for the loss of money or personal belongings by any person or for damages done to property belonging to any individual. There is no coverage of the institution for liability or damage to any student's personal property. Personal property coverage is available under most homeowners' or parents' insurance policies. Students should consult with their parents to determine appropriate coverage. The Student Life Center has information regarding a STUDENT PERSONAL PROPERTY PLAN. The University is not liable for any injury, which occurs during an unsupervised activity.

Fireworks

Fireworks or other explosive devices are not allowed on the University campus.

Fire Drill Instructions

Residence Facilities:

Fire drills are conducted at intervals during the school year. When the alarm sounds, each student should leave the residence facilities immediately and go to designated evacuation areas: locations are posted at floor exits. **DO NOT ATTEMPT TO USE ELEVATORS.** Exits should be kept clear at all times. Fire lanes must be kept clear of vehicles. Violators are subject to a fine or tow-away of their vehicle.

Classrooms:

If a fire alarm sounds when students are in class, students and employees should leave the building and remain at a safe distance from the building until recalled.

Sounding a false fire alarm is both dangerous and illegal. Offenders will be suspended, turned over to the Costa Mesa Fire Department for prosecution, and assessed any charges attributable to the false alarm.

Intercollegiate Athletics

VUSC participates in intercollegiate cross country/track, soccer, basketball, tennis, and baseball for men, and intercollegiate volleyball, basketball, cross-country/track, softball, tennis, and soccer for women. The University has a rich tradition of success in the area of intercollegiate athletics. VUSC is a member of the National Association of Intercollegiate Athletics (NAIA), and the Golden State Athletic Conference (GSAC). In order to be eligible to compete in intercollegiate athletics, a student must be full time (12 units minimum) and maintain a minimum grade point average of 2.0. Students who are interested in participating in intercollegiate athletics should contact the Athletic Office.

Intramural Sports

Intramural activities are provided for the student body in accordance with the provision of quality physical, social, and spiritual fellowship. Various sports are available to both men and women including volleyball, basketball, softball, football, soccer, tennis, and many others. The Intramural Department is a service organization united with the student body to enhance the over-all student experience. The Intramural Office is located in the HH/LH Lobby.

Records Office

The Records Office, located in the Enrollment Services Center, is responsible for academic registration and schedule changes. It provides academic evaluations for juniors and seniors. These evaluations are sent to the student's academic advisor for use in academic counseling sessions. When an evaluation is done, a Registrar's HOLD is placed on the computer, which will prevent the student from initiating or continuing academic registration. The Registrar's HOLD subsequently will be removed only after the student has met with his/her advisor, has discussed the evaluation, and has returned the student-and advisor-signed form to the Records Office. The Records Office is

responsible for the maintenance of student academic records and will assist with transcript requests and verification of enrollment. No transcripts will be released for students with any balance owed on their educational loan (student account) or any past due balance on their Perkins Loan.

Questions regarding academic policies may be referred to the Records Office.

Financial Aid Office

Information regarding scholarships, grants, and loans may be obtained from the Financial Aid Office. The Financial Aid Office is located in the Enrollment Services Center. Office hours are from 8:30 am. to 4:30 p.m. (closed during chapel). Counselors are available to help regarding matters of financial aid advisement. The best time to apply for financial aid is between January 1 and March 2 prior to the Fall semester to ensure that you are considered for the most possible financial aid.) For additional information regarding financial aid, please refer to packet sent with your financial aid award letter. You may also obtain information from the Financial Aid Office, or you may go online at www.vanguard.edu.

Business Services/Accounting Office

The Business Services is located on the main floor of the John B. Scott Academic Center. Payment on accounts (tuition, room and board fees) and all other financial transactions are made in this office.

Alumni Office

The Alumni Office is located in Smith Hall on the first floor. Second and third generation students (students whose parent/parents are alumni of VUSC) are invited to contact the Alumni Director. Many projects and events are sponsored by an active Alumni Association and include the following:

- Funds are raised for Alumni Scholarships, presented to needy and worthy students.
- Homecoming, when former students return to campus, is held every November and student involvement is encouraged.
- Chapter meetings are held across the nation for the specific purpose of bringing alumni from all years together and keeping them informed of developments at their alma mater.
- Many class reunions are held every year.
- A quarterly Alumni Newsletter is mailed to all alumni. When you graduate, or if you leave before graduation, do keep in touch with the Alumni Office so you will remain on their mailing list.

Library

Collections

The Library uses the Library of Congress (L.C.) Classification. Periodicals are arranged by L.C. classification, except for current issues and microfiche back issues, which are arranged alphabetically. Periodical Indexes and back issues of periodicals are located on Mezzanine I and around the large study area. Current issues of popular periodicals are located downstairs in the reading area. Reference books are located in the two rooms on the East end of the Library. Newspapers are kept for the past full month and the current month.

An extension of the Computer Lab is located in the Library for authorized patrons and is open all hours the library is open. On-line and CD databases include Infotrac, SIRS, Religion and Theological Abstracts (REX), ATLA Religion Index, Proquest Direct Research Library, ERIC, PsycINFO, Medline, FirstSearch, JSTOR, Lexis-Nexis, AccessScience, NetLibrary, etc.

The UC and Newport Beach Public Library catalogs can be researched on-line. Interlibrary loans of books and periodical articles may be requested. A reference librarian is on duty in the library every hour the library is open except on Saturdays and during holidays and summer vacations. Ask for assistance if there is no one at the reference desk.

Four photocopy machines are available, as well as reader-printers for both microfilm and microfiche. There is a 10-cent per copy charge for each of these machines. Copy-cards are available (at a reduced rate) for the photocopy machines and microform reader-printers.

Special collections include a Spanish collection, Morris Pike Drama Collection, sound recordings and CDs, music scores, filmstrips, kits, business reference materials (including annual reports), books and theses on microfilm and microfiche, curriculum materials, video tapes, special cassette collections (including chapel tapes), and the Pentecostal Collection. These materials are indexed in VANPAC, the on-line public catalog, or in special indexes near the collections.

Reserve materials requested by the professors are available at the circulation desk.

Circulation

A picture ID card (student ID or driver's license) must be presented when materials are checked out. Materials from the general collections may be checked out for twenty-one days. A book drop is located to the left of the main Library door. Reserve materials which have been

designated "Library Use Only" may only be used in the Library, unless written permission is received by a librarian from the professor who has placed the items on reserve.

Fines for overdue materials will be charged as follows:

General Circulation: 10 cents/day; \$10.00 max.

24-Hour Reserve: 10 cents/hour, \$10.00 max.

Two-hour Reserve: 50 cents/hour; \$10.00 max.

Replacement costs for lost books/materials are as follows: If the item is still in print, the replacement charge is the current cost of the item. If the item is out-of-print, the replacement charge is \$100.00 per item. If the lost item is overdue, there is also a maximum fine of \$10.00 per item. Replacement costs/fines will be charged to the student's educational loan.

Failure to abide by Library policies and procedures may result in the loss of Library privileges and/or fines.

General Rules

Notices (approved by the Student Life Center) posted in the Library will be located on the bulletin boards outside the library entrance. Notices are limited to 9"x12" and are not to be placed on doors or windows. Please refrain from bringing food or drink into the Library. Please be considerate of others who have come to the library to study. Turn off all cell phones and pagers before entering the library. Patrons whose activities or conversation disturbs others will be asked by the librarians to leave.

Regularly Scheduled Hours

Monday-Thursday: 7:30 a.m.-11:00 p.m.

(Final two weeks of each semester: 7:30 a.m. - midnight)

Friday: 7:30 a.m. - 5:00 p.m.

Saturday: Noon - 5:00 p.m.

Sunday: 2:00 p.m. - 8:00 p.m.

Vacation and Summer Session hours are posted in the Library and on the Library Web page <http://www.vanguard.edu/library/>

Bookstore

Founders Bookstore

The University Smart Card, and valid Visa, Master Card, American Express and Discover credit cards are accepted. Customers must have the card in their possession at the time of the purchase; pieces of paper with a credit card number on it will not suffice. If the customer desires to use a check for their purchase, the check cannot be a second party check. We suggest that if a check is being given to the student for the sole purpose of purchasing books and supplies, that the check be made out to Founders Bookstore. In the case of credit cards, personal checks and travelers' checks, the customer will need to be prepared to provide driver's license for verification.

During both Fall and Spring semesters, hours are: Monday through Thursday, 8:00 a.m. - 6:30 p.m.; Friday, 8:00 a.m. - 4:00 p.m. Closed for Chapel on Tuesday and Thursday 9:15 a.m. - 10:15 a.m. , Wednesday 10:00 a.m. – 10:45 a.m. Closed on weekends.

Book Return Policy

A cash register receipt must accompany any returned book. Be sure the book is needed before buying it for your class! Money will be returned or credited to the student's account for the books returned up until two weeks into a semester. If the book has been torn, bent, or marked in any way, unless it was bought used, it will be impossible to accept the book back. (Students should not write their names in books until they are sure that they are going to keep them!)

Buyback

At the end of the Fall and Spring semesters the Bookstore provides an opportunity for students to sell back used textbooks at a discounted rate. Students are encouraged to eliminate any temptations for other people to return books without the student's permission by keeping track of his/her textbooks at all times.

Computer Labs

The IT Department supports and maintains several computer labs located throughout the campus. The main computer lab, located in Smith 121, is equipped with numerous state-of-the-art computers connected to the VUSC network with Internet and printer access. All students are welcome and encouraged to make use of these computers for school-related assignments. The main lab is normally open for student use twenty-four hours a day. In order to use the computer labs, students must present their Student ID's to the lab monitor and have obtained a user login from the IT Department. Rules for use of the computers are posted in the lab. Violation of the rules may result in forfeiture of computer use.

Printing

There are two high-speed black & white printers as well as one color printer located in the main computer lab for student use. There is a 20 page limit for black & white print jobs, and a 10 page limit for color print jobs to ensure that printers are not tied up with large jobs. Please consult the Lab Monitor for assistance with larger jobs. Please keep in mind that the printers are not intended for copy machine use.

Printing Fees

There is a \$.02 per page charge for black & white printing. You will be credited \$10.00 (500 pages) each semester for black & white printing. There is a \$.05 per page charge for color print jobs. You will be credited \$1.00 (20 pages) each semester for color printing. Once that credit has been depleted, notification will be delivered via a dialog box at your workstation that no more print jobs can be made. Payment for additional printing can be made in the Information Technology Department during regular working hours (M-F, 8am to 5pm). Your student computer user account will be credited the amount you choose to pay.

Vanguard E-Mail Accounts

All traditional students will be automatically given a VUSC e-mail account. This is the centralized means of communication on campus and students are encouraged to check their accounts regularly.

Health Center

Health Services are provided at the Student Health Center located in the Gymnasium Complex. Staff are on duty at posted times (1:00 p.m. - 6:00 p.m.) to provide minor medical and first aid treatment. The staff may be contacted at non-posted times in case of an emergency, through the Residence Directors. Health Care staff who examine or treat students of the opposite sex must do so in the presence of a second staff member. In the event that a second health care staff person is not available at the time the student is seeking treatment, the student should cooperate with the policy by having a Residence Life staff member (RA or RD) or friend accompany them to the Health Care Center.

First aid kits are located at the following locations on campus: Dining Commons, Library, Maintenance, HH/LH Lobby, Student Life Center, and Switchboard. Anyone needing first aid may contact or go to the nearest location indicated for prompt assistance.

Student Health Insurance

All Undergraduate and Graduate students are required to have health insurance. Undergraduate students who are enrolled in at least 7 units and Graduate students who are enrolled in at least 5 units will automatically be enrolled in and charged for a University-sponsored health insurance plan unless they provide evidence of coverage under another plan to Business Services by the given deadline. International students are required to carry VUSC insurance whether or not they maintain their own policies. Students enrolled in the School for Professional Studies who are interested in purchasing Vanguard's Student Insurance Plan should inquire within Business Services.

Dining Commons

Meal times in the University Dining Commons (DC) afford opportunities for fellowship. Students are requested to familiarize themselves with proper rules of etiquette and conduct and to give attention to personal appearance. Shoes and shirt are required at all times. Resident students are required to take their meals in the DC unless they are living in an approved non-boarding room and have received an exemption (see below).

The University offers three board plans for student convenience: a 20-meals/week plan, a 15-meals/week plan, and a 10-meals/week plan. Meals are not transferable. Students must select a plan when registering for the semester. Students must present their ID card to gain entrance to the Dining Commons.

Board adjustments will be granted if a student provides a written medical doctor's statement and a Dietary Plan indicating that, due to medical reasons, the student cannot eat food provided by the DC. "Medical reasons" are defined as a medically diagnosed health problem, not merely a personal preference. A physician's letter should indicate the condition and dietary reasons/requirements. If a complete board refund is granted, the student will be required to live in a room that has cooking facilities.

Other absences from meals (because of being home on weekends, not eating breakfast) are considered as preferences of the student and are not valid reasons for exemption from board charges.

Anyone seeking exemption under the above provisions should present a completed "Adjusted/Full" to the Vice President for Student Affairs in the Student Life Office before the second week of the semester. The University reserves the right to verify all information submitted.

Beverages may be taken out in authorized containers only. Boarding students may not provide food for non-boarding students and may not allow others to use their student ID card to enter for a meal. Sack meals will be provided for only those boarding students who are working at the regularly scheduled mealtime, are on an authorized field trip, or whose class schedule conflicts with meal times. Students who are in a hurry or wish to eat their meal outside the DC may request a "to-go" box from the cashier.

Meal Hours:

Breakfast:

| | |
|---------------------------------|--------------------|
| M-F Full Breakfast | 7:00 - 9:00 a.m. |
| M-F Continental Breakfast | 9:00 - 9:15 a.m. |
| Saturday Brunch | 10:30 - 11:30 a.m. |
| Sunday | 8:00 - 9:00 a.m. |

Lunch:

Monday – Friday, Full Lunch,
 Salad & Sandwich 11:00 - 1:30 p.m.
 Sunday (dinner) 12:30 - 1:30 p.m.

Dinner:

Monday-Friday 4:30 - 6:15 p.m.
 Saturday 4:00 - 5:00 p.m.
 Sunday (sandwiches) 5:00 - 6:00 p.m.

The Dining Commons will be closed during a portion of the Christmas Break and possibly the entire period as announced by the Student Life Center.

Fine System

Listed below are the fines that will be charged to the student's account for violation of Dining Commons rules:

Throwing objects (food, etc.) \$10.00
 Taking food/utensils out of DC without permission \$10.00
 Sneaking into the DC or entering without permission \$25.00
 (**second offense, fine doubles**)

Gymnasium

The gymnasium is available for intercollegiate athletics, physical education classes, intramural sports, and individual use for students and University personnel. Sportsmanship and courtesy are to be displayed at all times. Street shoes are not to be worn on the gymnasium floor.

Reservations for the gymnasium must be confirmed through the Director of Athletics. A reservation should be secured as soon as you know the date and time of the event. Bleachers, clocks, tables, P.A. system, etc., must be returned to the position in which they were found. Persons not associated with VUSC may not use the gym unless they are a guest of a VUSC community member or have reserved the facility through the Director of Athletics.

Gymnasium Hours

M-F: Noon - 1:00 p.m. - open recreation.
 Additional open recreation times will be posted each semester. Scheduled events may preclude gym use.

Weight Room Hours

M-Th 7:00 p.m.-10:00 p.m.
 Fri., Sat., Sun. evenings (if supervised)

All students are required to present their I.D. card when using the facilities; there is a limit of one guest per student. Shirts and shoes must be worn at all times.

ASSOCIATED STUDENT BODY**Student Leadership Development**

VUSC is committed to assisting students in the discovery, nurture, and utilization of their spiritual and personal gifts, talents, and abilities. The Leadership Development and Activities Department at Vanguard University is a place where relationships, programs, information provided, opportunities created, and space made to rest and play, all serve to support and challenge students in our community.

The Student Leadership Development Office exists to encourage student participation in leadership opportunities because such involvement is a key contributor to the personal development necessary to assume leadership roles in the church and society. The Student Leadership Development Office encourages students to integrate their faith, learning, and living and provides intentional training and practical experiences to help accomplish the University's six educational targets. Ultimately, students are provided with the opportunity to understand their abilities as given by God for the edification of others and to recognize their personal need to rely on the Lord so that their efforts will make a positive difference for the Kingdom of God.

Some of the Goals of the Student Leadership Office include:

- Promoting communication among student organizations and with the University.

- To create effective programs that will provide continuity and build on the momentum developed from year to year in student organizations.
- Encourage faculty involvement in leadership development and co-curricular activities.
- Encourage recruitment and retention of students with demonstrated leadership potential by providing more effective support mechanisms for student leadership campus-wide.
- To provide an atmosphere that challenges the student leader as well as providing him/her with the best possible leadership experience.

The Leadership Development Office is located in The Bridge.

Director of Leadership Development and Activities

The Director of Leadership Development and Activities' office is located in the Student Leadership Offices in the Bridge at the bottom of Huntington Hall. The Director works with student organizations in order to provide the mechanisms for successful and meaningful programs. The Director also works with the Associated Student Body (ASB) to ensure students are represented at VUSC and supervises the Student Activities Board, Intramural Sports, the Student Yearbook and coordinates New Student Orientation (Welcome Week).

The Director is available to all students who desire to serve God and the Student Body through student leadership. Information about ASB, Student Activities, Frontline, Student Clubs/Organizations and Intramural sports is available from the DLD/A's office or any current student leader.

Associated Student Body

Every undergraduate student at VUSC is a member of the Associated Student Body (ASB). Active membership is limited to students with seven (7) or more units who have paid the ASB fee. The function of the ASB, as stated in the Constitution, is as follows:

“We, the students of Vanguard University of Southern California, wishing to provide a more spiritually, intellectually, and socially enriching environment, as well as provide a medium for an organized student voice that we may change our world for Christ, establish this Constitution.”

ASB Student Council

The Student Council is the Representative Body for students. The Student Council is made up of the Executive Officers, Class Presidents, and Student Representatives and is presided over by the ASB President. The Executive Officers consist of the President, Vice President, and Treasurer. ASB executive officers, sophomore, junior, senior class officers and student representatives are elected during the spring semester. Freshmen class officers are elected at the beginning of the Fall semester. Student Representatives represent students living in the various residence facilities on campus, as well as commuter students. All students are encouraged and welcome to attend the various Student Council meetings held on Friday mornings at 10 am in the Bridge. The ASB President is the Chief Executive Officer of the Associated Student Body and is a voting member of the University's Administrative Council which makes major policy recommendations to the University President.

In addition to representing the needs of the students, the ASB also provides leadership opportunities and coordinates the selection of students to serve on various University committees.

Please contact an Executive Officer or the Director of Leadership Development and Activities if you are interested in serving in any of these areas. All of the ASB offices are located in the Bridge.

ASB Officers

Executive Officers

PresidentChris Ortega ext. 5280
 Vice-President Venetta Davis..... ext. 5281
 TreasurerAmanda Peavy ext. 5281
 Senior Class ext. 5282
 PresidentJessica Garza
 Vice-PresidentKristy Quinonez
 SecretaryKirsten Nielson
 TreasurerMatt Ryder
 Junior Class..... ext. 5282
 PresidentAdam Muller
 Vice-PresidentMegan Leapaldt
 SecretaryKristin Franken
 Treasurer.....Heidi Giacomantonio

Sophomore Class ext. 5282
 President Ryan Smithson
 Vice-President Joanna Bogosian
 Secretary Stephanie Elkins
 Treasurer Brian Burhenn

Freshman Class ext. 5282
 (Officers to be elected)

Student Representatives

Commuter Representative..... Galina Tramposh
 Commuter Representative..... Joseph Borjas
 Women’s Facility Rep Teresse Martin
 Men’s Facility Rep Will Noble

Student Activities Board

The Student Activities Board is a group of student leaders who plan and coordinate all on and off campus activities. Representatives from ASB, the Resident Assistants, Spiritual Formation, Outreach Ministries and Athletics along with several Student Department Directors form the Activities Board. The primary goal of the Student Activities Board is to provide quality social, spiritual, and athletic activities for students. The Activities Board also publishes a monthly activities calendar that includes Athletic sporting events, ASB meetings and activities, Cove events, All-School events, Clubs and Organizations news and any other events that pertain to the student body. Students or Student Organizations wishing to have an event or activity on campus must submit a proposal to the Student Activities Board to be placed on the Activities Calendar and for approval by the Director of Leadership Development and Activities.

Student Activities Board Members

Ed Portillo Director of On-Campus Activites ext. 5284
 Brigitte Caligure Director of Off Campus Activities ext. 5284
 Candi Booska Director of Publicity ext. 5284
 AJ Teaters Director of Facilities/Cove ext. 5284
 Andrew Murdock Director of Campus Link ext. 5284
 David Carter Director of Commuter Activities ext. 5284
 Tymon Gilliland Intramural Sports Director ext. 5283
 Marlana Regino Weight Room & Open Gym Director ext. 5283
 Chelsea Belardo Frontline Intern ext. 5284
 Sarah White Yearbook Director ext. 342
 Ian Cranston Yearbook Editor ext. 342
 Amanda Peavy ASB Representative ext. 5281
 Ashley Leshin RA Representative ext. 5281
 David Vera Spiritual Formation Representative ext. 447
 Ryan Hillebrand Outreach Ministries Representative ext. 325

The Student Activities Offices are located in the Bridge.

Student Organizations

All members of the student body are members of their respective class organizations. In addition to these, there are many co-curricular organizations and activities on campus such as:

| Club | Advisor | Ext. |
|---------------------------|----------------------------|-------------|
| Agora Club | Tom Carmody | 291 |
| Anthropology | Craig Rusch | 287 |
| Bridge Club | Ted Lorance | 403 |
| College Republicans | Eric Patterson | 349 |
| Democratic Club | John & Mary Wilson | 398 |
| Forensics | Karen Nishie/Mark Dorrough | 424 |
| Infinity Plus (Math Club) | Cherlyn Converse | 244 |
| Lambda Pi Eta | Tom Carmody | 291 |
| Phi Alpha Theta | David Marley | 331 |
| Psi Chi | Noreen Dulin | 5211 |

Sociology Club Ed Clarke.....362
 Spanish Club Margarita Lima425
 Students for Social Action..... James Huff454

Organization Advisors

Each organization must have an advisor who is a member of the administration, faculty, or staff, or spouse of an administrator, faculty or staff. The Director of Leadership Development and Activities (DLD/A) must approve the advisor.

All activities sponsored by classes or clubs should adhere to the following procedures:

1. Clear dates and functions with the Student Activities Board and DLD/A.
2. Arrange for use of campus facilities with the Facility Resources Office.
3. Plan program with the advisor.
4. In case of an "all-school" function, the program should be presented in writing and cleared with the DLD/A.
5. Any fund raising activities must have the approval of the University. Fund raising applications are available in the Student Life Center.

To join co-curricular organizations, the advisor or organization president should be contacted. Only VUSC students are eligible to be members of these organizations.

Formation of Clubs

A club registration packet must be submitted to the ASB Treasurer, along with ten student signatures and a statement of purpose and goals for the club. Registration packets can be picked up in the Student Leadership Offices in the Bridge. Registration packets are to be completed no later than the fourth week of the fall semester.

Completed registration packets will then be submitted to the DLD/A for preliminary approval and confirmation of a Faculty/Staff advisor. Such approval shall be based upon the purpose and need for such an organization and the degree to which it blends with the total University program and policy.

Once the DLD/A has approved a club the completed packet along with all required documents, (constitution, roster of members, description of club activities, etc.) will be submitted to the Associated Student Body for endorsement.

Regulations for Clubs

Membership in student organizations should be open to all students without regard to racial origin or social status. Compliance of each member with the university co-curricular organization requirements is important (see section on student participation in co-curricular activities.) The purpose, activities, and name of the organization should align with the overall objectives of the University.

Where dues or other funds are handled, procedures prescribed by Business Services should be followed.

Student Participation

Student participation in co-curricular and extra-curricular activities requires a cumulative GPA of 2.0. Students on academic probation are ineligible to hold a student body office and advised to limit themselves to only one co-curricular or extra-curricular activity. Some student leadership assignments and student organizations require higher GPA standards and full-time student status for membership appointment/election. Refer to the organizational constitution or policy statements for such guidelines.

Student Services Fees

A Student Services Fee is charged each semester to fund various student activities and programs which are not generally funded by the University. In some cases, the fee is the sole revenue for the activity; in other cases, the University also participates in funding. The undergraduate Student Services Fee is \$175.00. The graduate Student Services Fee is \$155.00. Student services fees are not available to be waived.

ACADEMIC LIFE

Educational Targets & Goals

The VUSC experience is designed to provide students with a broad, Christian liberal arts education. Specifically, the faculty has dedicated themselves to helping students achieve the following:

Intellectual Engagement

Students will learn to think critically and evaluate evidence rationally; acquire and continue to use skills for learning; utilize research methods for the expansion of knowledge and problem solving; integrate learning with Christian faith and living. They will develop the ability to communicate the fruits of learning and research clearly and effectively.

Spiritual Formation

Students will understand Christian existence as a journey that integrates human experience with personal faith; gain an appreciation for the value of participation in communities of believers; and, develop and maintain a biblically based and theologically sound Christian lifestyle of personal and social responsibility.

Professional Excellence

Students will understand current theories and practices in their respective academic disciplines in the context of the liberal arts and sciences; develop lifelong skills for communicating and performing professionally; achieve technological competence in acquiring and processing information. They will acquire interpersonal ability to work harmoniously with others; and, internalize a strong sense of professional ethics.

Aesthetic Expression

Students will understand various sources of aesthetic sensitivity and expression as inherent human endowments and part of God's creation; gain an awareness, understanding, appreciation, and expression of the fine and performing arts; and, develop interpretive frameworks of aesthetic truths and values for personal wholeness and community enrichment.

Responsible Stewardship

Students will adopt a lifestyle of personal health and well-being; appreciate the value of family and other meaningful relationships; exhibit the responsibilities of citizenship in society; gain a global outlook in caring for the environment and in promoting social justice and economic empowerment; and, promote the church's mission through community service.

Sociocultural Responsiveness

Students will demonstrate a capacity to challenge personal prejudices; appreciate cultural diversity and learn from other cultures; develop a commitment to pursue peace, justice and reconciliation in a pluralistic society; and, celebrate the differences of race, ethnicity, gender, and age within the biblical vision of inclusiveness and the equal value of all people.

Faculty Offices

Faculty offices are in various locations on the campus. The Directory in this Handbook lists the faculty member's phone extension should the student need to make an appointment. Faculty members post individual hours on their office doors. Students are encouraged to meet with their professors for their counsel and assistance.

Class Attendance

Regular and punctual class attendance is expected and is essential to optimum academic achievement. Students in lower division classes are given an "F" for any course in which they have been absent more than one fifth of the scheduled class meetings. Each faculty member establishes attendance requirements in upper division classes.

Absences occasioned by participation in a University approved activity (e.g., field trips, athletic contests) are governed by the following:

- Students are responsible for initiating the process of makeup work. Work must be submitted when due whether or not the student is present.
- Scheduled events (games, concerts, tournaments) constitute an excuse to miss class: practices do not.
- Students should clear their class schedules with coaches or directors before registering for classes to minimize potential conflicts.
- Missed classes for authorized events will count toward the one-fifth absence allowance. Student athletes and others affected by excused absences should be particularly careful not to miss other class sessions for unauthorized reasons.
- Students shall not be penalized for missing class for authorized university activities by loss of attendance points, etc. On the rare occasion it would be impossible to make up a missed class or lab, the student should miss the activity and not be penalized by the coach or director.

Class Standing

Class standing, which classifies students for both academic and social activities, is determined on the basis of the accumulated number of credits applicable toward graduation at this university in keeping with the following chart:

| | |
|-----------|---------------|
| Freshman | 0-26 credits |
| Sophomore | 27-56 credits |
| Junior | 57-87 credits |

Senior 88 credits and above

Irregular Exams

The offering of irregular examinations is at the discretion of the individual instructors, and they are responsible for making the arrangements for proctoring the exams. If an individual instructor is not available to proctor his/her examination, then arrangements for a proctor will be made with the divisional/departmental secretary.

Academic Credit Overload

A student wishing to take more than 18 credits during a semester must have a "B" average and permission of the chair of the department (division) in which the student is majoring.

Grade Appeals Policy

A student wishing to contest a semester grade should first seek an explanation from the faculty member assigning the grade.

Should the faculty member be unavailable or if the explanation given is deemed unsatisfactory, the student may contact the chair of the department, or, if more appropriate, the division in which the grade was given. Should the divisional chair also be the faculty member, the student may contact the Provost office

The chair should attempt a mutually satisfactory resolution for the matter by conferring with the student and faculty member.

Should the teacher be unavailable or unwilling to provide the required support material or should a mutually acceptable resolution not be reached between the student and teacher, an appeal may be made to the Office of the Provost. The Provost will review the case, and, if possible, meet with both the faculty member and student. In consultation with the divisional chair, the Provost will then determine the appropriate grade. This decision will not be subject to further appeal.

Appeals must be initiated by no later than the end of the semester following the assigning of the grade in question.

Withdrawal

In the event a student wishes to withdraw officially from the University at any time during the semester, the student must complete a withdrawal form, available from the Records Office, obtain the designated signatures and return the completed form to the Records Office. No withdrawal is considered official until the student returns the form to the Records Office and the change has been properly recorded. See the University Catalog for relevant financial policies.

Academic Probation

A student on academic probation may not register for more than 12 units (13, including a physical education activity course). The student shall not hold a student leadership office and must curtail extracurricular work and activities as recommended by their faculty advisor. In certain cases, eligibility for participation in intercollegiate sports may be forfeited by action of the Athletic Committee.

Further Details

The current University Catalog indicates in detail the total academic policy applicable to a student's course of study. Students are encouraged to acquaint themselves with this policy.

Academic Dishonesty

Academic dishonesty, either cheating or plagiarism (presenting as one's own, the words or opinions of others), is regarded as a serious violation of both the academic and moral standards of VUSC. Dishonesty in a minor class assignment or test can result in loss of credit for the assignment, test or even the entire course. Dishonesty in a major assignment or examination can result in immediate loss of credit for the course and referral to the Vice President for Student Affairs. It is the prerogative and responsibility of the instructor to determine if academic dishonesty has occurred and the seriousness of the infraction. The Provost and the Vice President for Student Affairs are to be notified of instances of academic dishonesty.

A student commits plagiarism if submitted as his/her work:

- Part or all of an assignment copied from another person's assignment, notes or computer file.
- Part or all of an assignment copied or paraphrased from a book, magazine, or pamphlet, or website.
- A sequence of ideas transferred from another source which the student has not digested, integrated and reorganized, and to which he/she fails to give proper acknowledgment.

A student is an accomplice in plagiarism if he/she:

- Allows his/her paper or other assignment, in outline or finished form, to be copied and submitted as the work of another.
- Lends his/her computer disk to another student or otherwise allows his/her computer files to be copied for the purposes of plagiarism.
- Prepares a written assignment for another student and allows it to be submitted as another's work.

Student Guidelines for Computer Usage

General Use Guidelines

As an educational institution, VUSC is firmly committed to the discovery of truth, the life of the mind, and the free interchange of ideas. The university recognizes that in order for the best learning to take place, students will be exposed to hostile, offensive, and even subversive ideas, so that the students can confront and wrestle with the whole range of ideas and philosophies in the intellectual marketplace. It is therefore the position of the university that students should use maturity and self discipline in accessing potentially offensive material.

At the same time, VUSC is more than just an educational institution: it is a spiritual community committed to nurturing its members, providing them with good values and an atmosphere as positive and wholesome as possible.

The Information Technology Department, therefore reserves the right to regulate or prohibit access to obscene, pornographic, and unlawful materials (such as by way of the Internet) and distribution of such materials over the campus network.

Students using University computing and network resources are required to use them in a manner consistent with the University's standard of conduct. The framework of responsible, considerate, and ethical behavior expected by the University extends to cover the use of campus facilities and network resources and networks throughout the world to which electronic access has been provided by the University. Computing and network resources and user accounts are owned by the University and are to be used for university-related activities only. Computer equipment and accounts at VUSC should be used for legitimate instructional, research, and administrative or other approved purposes. By enrolling at the University you agree to abide by the guidelines listed herein and in the official Technology Use Policy.

Student Computing and Network

VUSC makes available computing and network resources for use by the University's students. As a VUSC student, you have certain privileges. They include:

1. Use of Campus LAN and intranet.
2. E-mail.
3. Use of Internet.
4. Priority over non-VUSC users and/or guests when using campus computer labs.
5. Use of computers and printers *in the campus computer labs*.

Student Responsibilities

To protect the quality and reliability of computing and network resources students must observe the following responsibilities. The list is not comprehensive, but it includes the responsibilities, which you accept when you choose to use the University's computing resources and/or network, which the university provides:

1. Student use of the campus network, the Internet, and e-mail will be consistent with the mission and character of VUSC. VUSC's information technology resources may not be used for any unauthorized purpose or for any activity that is harmful, illegal, obscene, or harassing.
2. Applying for a user-ID under false pretenses is prohibited. Once you have received a user-ID for access to the VUSC network, e-mail and computer systems on that network, you are solely responsible for all actions taken while using that user-ID.
3. Sharing or using another person's user-ID, password or e-mail account is prohibited. Never leave your terminal or PC logged on and unattended for more than a few minutes. Never write down your user-ID and password. Change passwords frequently.
4. You must not intentionally seek information about, browse, copy, or modify a file belonging to another person, whether at VUSC or elsewhere, unless you have been granted explicit permission by the owner of the file.
5. You are authorized to use only computer resources and information to which you have been granted access. If you encounter or observe a gap in system or network security, you should immediately report the gap to the manager of that system. Abuse of a discovered gap rather than reporting it can result in disciplinary action.
6. If you are not certain you have permission to copy, compile or manipulate software or data, assume that you do not have permission.
7. The University's policies on harassment apply equally to electronic displays and communications as they do to more traditional means of display and communication. You must not display or transmit images, sounds or messages that could create an atmosphere of discomfort or harassment for others.
8. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as printed documents.
9. You are not permitted to send spam e-mail to faculty or staff on campus. Email regarding official VUSC business or events must receive approval through the IT Department and be routed through the division or department sponsoring the event.

10. Use of your network folder is a privilege for academic purposes. You are expected to stay within the space limits posted in the main lab.
11. You must not degrade computing or network performance in any way that will prevent others from meeting their educational or university business goals. Academic work by students takes precedence over personal usage.
12. You must not create or willfully disseminate computer viruses. You should be sensitive to the ease of spreading viruses and should take steps to ensure your files are virus-free.
13. You must not install any additional software on VUSC computer equipment.
14. Equipment and supplies for VUSC labs should be treated with care. Anyone who abuses equipment or takes supplies from the labs will lose lab privileges and be charged the cost of repair or replacement. Anyone who steals equipment will be prosecuted under the law.
15. Members of the VUSC university community are expected to observe federal, state and local laws which govern computer and telecommunications use, as well as the University's own regulations and policies as outlined in the Student Handbook.

Computer Dishonesty

Plagiarism

There are three forms of plagiarism involving the use of computers and electronic storage of text.

1. Printing two or more copies of the same research paper which are used to fulfill the requirements for more than one class without the consent of the professor(s). Some professors permit multiple submissions of papers, but others require that a paper be unique and original for each course. Submitting a paper previously used in another class, submitting a duplicate copy of a paper being used in another class or revising a paper used in an earlier class or used in another class during the same semester is unacceptable, unless you have obtained the express permission of your professor(s). If you are not sure about your professor's policy on the use of papers for more than one class, be sure to ask rather than turn in your work based upon an assumption of what will be accepted.
2. Using material from another student's paper. Block copying allows the transportation of whole sections or paragraphs of one paper to be merged into another paper. Plagiarism is the use of someone else's words or ideas without crediting that person, with or without the permission of the original writer to use his/her ideas. All material borrowed verbatim must be put in quotation marks and credited appropriately, regardless of the source. All ideas borrowed and turned into your own words must also be credited appropriately. You are prohibited from transporting whole sections of text from one student's paper into another student's paper, regardless of how much revision is done to the copied material.
3. Two or more students handing in copies of the same research paper or assignment, with each student claiming individual credit for the work. To avoid the accusation of collaboration in plagiarism, a student should not lend his/her disks to another student, who might copy an assignment from the disk.

Violation of Copyright

Copyrighted programs, songs, movie files, and printed documentation may not be copied, downloaded, distributed to others, or used on any machine outside of the computer labs, unless permitted under the terms of the software licenses between VUSC and the software manufacturers. Unauthorized copying and downloading is theft. Moreover, students with personal computers on campus are expected to not participate in software pirating or use pirated software. This includes downloading copyrighted digital media (mp3's etc.)

Invasion of Privacy

The files and programs of other people are private property. It is unethical for you to read, alter, or copy such private programs or files, unless you have explicit permission to do so by the owner.

Disciplinary Procedures

If you violate any of the above guidelines, disciplinary action will be taken. The University reserves the right to monitor traffic on the network, including contents, and to examine files on the system which are connected to the network.

The IT Department will investigate incursions and discipline will be handled through the office of the Vice President for Student Affairs. Depending upon the seriousness of the offense, the following procedure will be followed:

1. You may be required to perform community service.
2. You may be required to pay a designated fine. If computer equipment is damaged, you will be required to pay for replacing the damaged equipment.
3. You may have your computer privileges temporarily or permanently revoked.
4. You may lose credit for the assignment, test, or even the entire course.
5. You may be dismissed from the University.

6. In serious cases, your name and a description of the violation(s) may be reported to the police. California Penal Code Section 502 makes certain computer abuses a crime, and penalties can range up to a \$10,000 fine and up to three years in prison.

You may appeal any decision to the Student Conduct Committee.

Access of Internet Material

All members of the VUSC community are encouraged to practice discretion and restraint in the materials that they access over the Internet. Obscene, pornographic, or unlawful materials accessed over the Internet are neither educationally nor spiritually purposeful and therefore should be avoided.

Student use of the Internet and is a privilege which can be revoked for cause. Students should consider the character and mission of the University, together with issues of public perception, before accessing material on the World Wide Web

Graduate Studies

Business

The Graduate Business Program develops leaders of strong character who effectively inspire and facilitate change in both profit and not-for-profit organizations. The Graduate Business office is housed in the Heath Academic Center within the Business Division, which is dedicated to equipping students to respond ethically, think critically, communicate effectively and perform with excellence as Christians in a changing world.

Clinical Psychology

The Graduate Program in Clinical Psychology is located in the Grad Psych building near the library. The goal of the Graduate Program in Clinical Psychology is to incorporate graduate students into a community of Christian scholars and counselors that will effectively assist children, adolescents, adults and families toward healthy living. Graduate students within our program are exposed to courses from a multidisciplinary approach integrating theory, research and practice within the areas of psychology, counseling, psychopharmacology, sociology and theology. We offer a flexible delivery system for full-time and part-time students.

Education

The Graduate Program in Education offers various options to students interested in pursuing a career in education. Candidates have the opportunity to train for the CLAD Emphasis Multiple or Single Subject Credential, as well as obtain a Master of Arts degree (with additional course work). A CLAD Certificate Program is also available to candidates already holding a valid California teaching credential. Students interested in obtaining a teaching credential must seek counseling at the beginning of their undergraduate course work to effectively meet the pre-requisites for graduate admission into a Teacher Education Program. Elementary bound students must meet with the Liberal Studies Chair. Secondary bound students must meet with their departmental chair/advisor, and with the Coordinator of the Graduate Program in Education. The Graduate Education Office is located on the second floor of the John B. Scott Academic Center.

Religion

The Graduate Program in Religion Office is located on the first floor of Smith Hall. In addition to admission of students in the religion graduate programs, this office facilitates the necessary Master's degree paperwork and evaluates the progress of each student's program. Any concerns or questions regarding registration, financial arrangements, academic progress, or ministry goals and opportunities should be directed to the Graduate Studies in Religion Coordinator or Director

RESIDENTIAL LIFE

The University is committed to providing a quality residential experience in a Christ-centered environment that encourages the personal development of students. The residence life experience provides students with the opportunities to:

- pursue their academic goals
- test their judgment and reflect on their behavior
- evaluate information regarding contemporary issues in light of scriptural principles
- develop interpersonal skills through cooperative living in a community setting
- identify university resources and receive assistance from appropriate personnel
- develop quality relationships
- develop acceptance, understanding, and appreciation for diverse cultural backgrounds

- assess attitudes, values, interests, and goals so that appropriate choices can be made
- know and integrate scripture with all areas of life

Residence Life Personnel

Residence Directors (RDs) are full-time University staff members whose chief task is to facilitate community life in the residence facilities. They are available for informal counseling and seek to build and strengthen the personal development and interpersonal relations among resident students. Each RD has the concern that VUSC residence living will be a pleasant and meaningful experience. The Director of Residence Life (DRL) supervises the RDs.

Resident Assistants (RAs) are student leaders who live in the residence facilities and are present to assist the Residence Directors. They facilitate peer communications and see that a positive living/learning environment exists as free as possible of the disturbing elements, which can hamper residence living.

The Housing Coordinator (HC) is a member of the Residence Life Staff and oversees all housing assignments for University residences. The HC reserves the right to assign and re-assign rooms and roommates as necessary to fill vacancies in University housing. Attempts are made to satisfy resident student preferences for housing and roommate assignments; however, this is not always controllable.

Residence Life Requirements

All single students under 21 years of age and who are not living at home with their parent(s) or legal guardian(s) are required to live in residence to the extent that rooms are available (including students enrolled in summer courses). Students who are 21 years of age or older may also be required to live on campus if they are on disciplinary probation. It is intended that residence life shall serve to develop Christian character, self-control, and thoughtful consideration of the rights of others. Students in residence agree to abide by all regulations in effect.

All students wishing to live off campus must receive prior authorization from the Director of Residence Life by submitting an “Off Campus Housing Petition”. Students are advised not to enter into a lease agreement before obtaining approval for off-campus status. Having a lease in place will not be a factor for consideration of a request. On and off-campus students may not live with a member of the opposite gender other than their spouse and/or sibling (as long as sibling does not have another roommate of same gender).

All resident students (and their guests) are required to observe the “Rules, Restraints, and Responsibilities” of community membership at Vanguard University, found in the “Community Life” section in this handbook.

On-Campus Residential Areas

The Huntington and Laguna Halls, Newport Hall, Balboa Hall, Catalina Hall, and Vanguard Centre are the official residence areas of the University.

Huntington Hall and Laguna Hall

The Huntington Hall primarily houses single males who are freshmen and sophomores and who are traditionally aged students. The Laguna Hall's residents are single females who are freshmen and sophomores, and who are traditionally aged students. The Halls are connected by a spacious lobby on the ground floor which is a comfortable meeting place for students. Laguna Hall has limited triple occupancy rooms.

Catalina Hall

Catalina Hall houses single female undergraduate students in spacious triple occupancy rooms. Each room is air-conditioned and has a private bathroom and a large closet. Each floor is equipped with a laundry facility, a kitchenette room, and a study room. Residents can take advantage of the spacious and decorative lobby and lounge on the first floor.

Newport Hall and Balboa Hall

Newport and Balboa Halls are designed to house single students of at least Junior status or non-traditionally aged students. Returning students in good standing are given priority in these facilities. Rooms are double occupancy, except for limited larger rooms, which are triple occupancy.

Vanguard Centre

Vanguard Centre, located about a half-mile from the campus, is designed to house married students (both spouses must be Undergraduate full-time students), and single upper-division undergraduate students. Studios, 500 square foot and 700 square foot apartments are available in limited numbers.

Check-In Procedures

Secure a Housing Application from the Office of Admissions (new applicants) or the Student Life Center (continuing students).

- A. Housing applicants are required to remit a \$200 room reservation deposit. This deposit must accompany the initial residence application to reserve university housing. This deposit will be credited towards the student's housing costs. The deposit is refundable to applicants who decide not to attend VUSC, if the Student Life Center receives written notification of withdrawal/cancellation of

their housing application on or before July 1 for the Fall semester and December 31 for the Spring semester. If housing cancellations are received after July 1, the housing deposit is non-refundable. When registered, an additional \$150.00 cleaning/damage deposit will be assessed to the student's account. Should damages occur to the student's room or common area in excess of the \$150.00 deposit, an additional fee will be charged to his/her account to cover the expense of the damages.

- B. Return Housing Application and receipt of payment to the Admission Office (new applicant) or the Student Life Center (returning student).
- C. Room assignments will be made by August 1 for students with completed Housing Applications. The move-in process is as follows:
 1. The Resident Assistant or Residence Director will complete a Room Check In/Clearance Form which the student must sign, agreeing to the condition of the room at time of check-in.
 2. Move into the room; a key is issued at this time.

Check-Out Procedures

All residents must vacate residence rooms no later than 5:00 P.M. the Sunday following the last day of final exams. (The only exceptions are those who have been approved for Summer or Christmas Housing. Exceptions must be cleared by the Residence Director or Director of Residence Life). Students who fail to meet this deadline will forfeit \$40.00 of the cleaning/damage deposit and will be assessed \$5.00 per hour until they properly check out of the room. If the check-out procedure is not followed, \$40.00 of the cleaning/damage deposit will be forfeited. In checking out, follow these steps:

- A. Clean the room.
 1. All personal belongings must be removed from the room.
 2. The room needs to be vacuumed and dusted.
 3. All furniture must be clean and in place.
 4. Everything from the walls must be removed
 5. Kitchen appliances and private baths must also be clean.
 6. Students are responsible to ensure that the common areas are clean.
- B. After the above has been completed, (A-F), the student should contact his/her Resident Assistant (RA) to officially check out of the room.
- C. The Room Check Form, completed when the student moved in, will be reviewed and signed by the Resident Assistant, Residence Director and Facility Services technician. The student is required to also sign the form.
- D. Keys should be returned to the Resident Assistant. A replacement fee of \$35.00 will be assessed to the student's account for non-returned keys.
- E. The cleaning/damage deposit of \$150.00 will be refunded subject to completion of the check-out procedure and subject to payment of losses or damage (if any) to VUSC property. The deposit may also be used to repair common area damages in which individuals are not identified as responsible. Failure to properly clean the room will result in a \$75.00 room cleaning charge against the cleaning damage deposit. The cost of repairing damages beyond the amount of the deposit will be charged to the student's account. Roommates are jointly responsible for any financial liability stemming from room abuse. Returning students who have a "zero" balance on their student accounts may request their cleaning/damage deposit be returned to them, or it may remain on their account as a cleaning/damage deposit for the following year. Contact the Business Office for procedures to have the deposit returned.
- F. Any personal belongings left behind after the resident students officially checks out of housing, or is left in the room or common areas beyond the approved housing agreement provisions, may be discarded by the University.

Room Damage and Common Area Damage Costs

The following list consists of approximate charges for damages to University residence hall rooms and/or common areas. If the person(s) responsible for the damage are not identified, then the costs for repairing the damage or replacement of furniture will be shared among the roommates of the assigned room, or the residents sharing the common areas (hallways, quad lounge, lounges, etc.).

Estimated Repair Costs (includes labor)

| <u>Item:</u> | <u>Charge:</u> |
|--------------|----------------|
| Screen | \$30.00 |
| Window blind | \$25.00 |

| | |
|--------------------------------|------------------|
| Smoke detector | \$20.00 |
| Shower curtain | \$13.00 |
| Shower curtain rings | \$5.00 |
| Shower curtain rod | \$20.00 |
| Shower head | \$10.00 |
| Towel rack | \$14.00 |
| Patch & paint wall | \$30.00 per wall |
| Door replacement (solid core) | \$350.00 |
| Door replacement (hollow core) | \$125.00 |
| Door jam replacement | \$125.00 |
| Door closer replacement | \$5.00 |
| Carpet damage/stain | varied |
| Window | varied |
| Furniture replacement | varied |

Changing Rooms

Possible room changes may be discussed with the Housing Coordinator ten days after the semester has started and must be approved by the Residence Director prior to any move. A "Room/Roommate Change Request Form" must be completed and submitted to the Housing Coordinator. If the change is approved, follow the check-out procedure on the old room assignment and the check-in procedure on the new room assignment. The University reserves the right to assign a new occupant to fill a vacancy, to make changes in room assignments, and to re-assign or remove a student from the residence facilities.

Room Decorum

In the coming months you will find yourself calling this residence area home. Remember that this "home" can be more than a storehouse for (much used) text books, a bed to sleep in, or a desk to work at on that last minute term paper. Please make it attractive and comfortable, however, the room must be left in the same condition as when you first moved into it.

- Walls are not to be painted or wall papered.
- Do not intentionally alter any University furniture.
- Do not use nails or their equivalent in any University property (including room walls and/or furniture). Adhesive hangers that do not remove or strip paint can be used quite effectively for hanging most decorative items.
- Do not stack University furniture on top of each other unless it is designed to be securely stacked.
- Do not use cinderblocks to stack University furniture.
- All damages to the room are the student's responsibility.

There is to be no cooking in residence facility rooms, unless they are equipped with full kitchen facilities (Lido Apartments, Vanguard Centre and some rooms in Balboa Hall). Students should provide their own desk lamps.

Room Furniture

Each room is fully furnished (with the exception of Vanguard Centre, which is furnished with beds and refrigerators only) to meet the needs of students. Beds, mattresses, desks, desk chairs, and a dresser are provided in each residence hall room. Furniture is not to be removed from the room or the student will be charged a fine of \$25.00 per piece (and a replacement cost if not returned). The beds provided by the University are designed to sleep one person only.

Lounge Furniture

Furnishings in the lounge areas are not to be removed. Any person violating this policy will be fined \$25.00 per piece (and replacement costs if not returned).

Personal Property

The University is not responsible for the loss, damage, or theft of personal effects while living in the University residence facilities. Resident students are encouraged to keep their room doors locked and to carry insurance to cover losses (the Student Life Center provides

renter's insurance brochures in each welcome packet for new students). Any loss should be reported to Campus Safety Services or the Residence Director immediately.

Satellite TV and Air Conditioning Units

Personal satellite TV dishes and/or air conditioning units may not be secured to University property, nor shall the installation of such systems obstruct egress routes from residence halls, cause a safety hazard, or alter the intended design of the facility. This condition applies to other appliances not described herein, but are deemed a risk or hazard by University officials.

Storage

Vanguard University does not provide extra storage space, other than the space within the resident student's assigned room, and appropriate resident storage closets (NH & BH). Students may not store personal belongings in rooms and closets over the summer break.

Appliances & Cooking

Most on-campus rooms were designed as sleep-study areas, not full housekeeping units. Only appliances such as popcorn poppers, coffee pots, blenders, and compact refrigerators and microwaves are allowed in student rooms. Hot plates, toasters, potpourri burners, electric skillets, electric saucepans, broiler ovens, sandwich grills, toaster ovens, full-size refrigerators or other such electrical appliances are not acceptable. "George Foreman" style grills are allowed in kitchenette rooms. For fire safety and health sanitary reasons, there is to be no food preparation in the residence facilities, except for where kitchenette-style space is provided. Vanguard Centre, limited rooms in Balboa Hall with full kitchen facilities are an exception to this rule.

Refrigerators in Rooms

At this time, Vanguard University does allow for resident students to keep refrigerators in University rooms; however, there are some restrictions:

- Refrigerator can be no larger than 4 cubic feet.
- No more than two refrigerators per room.
- Due to space limitations, all roommates must agree to keep more than one refrigerator in the assigned room.
- Residence Life reserves the right to require students to remove refrigerators if these restrictions are not observed. Also, the University reserves the right to require residents to remove/unplug refrigerators if they disrupt electrical power to the residence halls.

Fire Hazards

Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following represents an effort to address the basic safety regulations in the residence hall.

Common hallways/areas must be free of clutter and/or obstacles that could potentially hinder evacuation routes. For example, bikes, surfboards, furniture, and other large objects cannot be stored in hallways or common areas.

Electrical appliances must be UL approved. Burning of candles or incense; the use of kerosene or propane lanterns or lamps; and the storage of combustible fuels, paints, or oils is not permitted in residence halls and is subject to a \$50.00 fine. Students should not tamper with existing electrical equipment, lighting, wiring, and switches. Room decorations should consist of fire retardant materials. Exceptions must be approved by the Residence Director.

Students are required to observe all fire alarms and evacuation procedures. Failure to respond appropriately to fire alarms (including fire drills) is subject to disciplinary fines.

Room Inspections

Since residence hall living involves sharing facilities with other students, a broad sense of responsibility must be maintained. The University reserves the right to make periodic room inspections. The University also maintains master keys to all residence halls and reserves the right to inspect rooms by authorized personnel at any time without prior notice.

Right to Enter

VUSC reserves the right for authorized personnel to enter any unit at any time for purpose of inspection, repairs, or other official business of which the resident will be informed at time of entry, if present. Tours for guests or prospective students may be necessary on very brief notice. If at any time there is reasonable cause to believe that an occupant is using his/her residence room in a manner inconsistent with appropriate University regulations, a search may be made by a University representative to gather evidence for use in disciplinary

proceedings. The University maintains master keys to all residence halls and reserves the right to inspect rooms by authorized personnel at any time without prior notice.

Guest Privileges

Occasionally a resident may wish to have an overnight guest. Permission to do so must be obtained in advance from the Residence Director. Although rarely granted, any guest with permission from the Residence Director to stay more than two nights will be expected to pay \$10.00 per night. Arrangements for payment are to be made in the Student Life Center with the Housing Coordinator and verification shown to the Residence Director. Guests should make arrangements with Campus Safety Services for a temporary-parking permit if necessary. Hosts will be held financially responsible for any guest behavior that would result in fines or damages to University or private property.

Restricted Areas

University policy does not allow any individual to enter the living area (halls or rooms) of those of the opposite sex except for designated times such as Open House Visitation. Occasionally, University personnel may do so, but only after announcing their intention to enter.

In the interest of student safety, Campus Safety Services personnel may patrol residence facility hallways. After 11:00 P.M., Campus Safety Services will not announce their presence to avoid disturbing sleeping residents.

City Hall Property

Students are prohibited from walking, riding skateboards, bicycling, parking their vehicles or in any other way utilizing City Hall parking lots or property and are subject to fines if they do so.

Roofs of Buildings

Students known to have been climbing on buildings without proper authorization or known to have been involved in defacing them will be assessed the cost of repairs and subject to severe disciplinary action (suspension). This includes unauthorized access to roofs of all buildings.

Open House Visitation

The University supports healthy, informal interaction between men and women and provides Open House opportunities to accomplish this goal. Open House is a privilege afforded to all residents in good standing. Open House refers to those predetermined times when members of the opposite sex may visit together in the residence facilities. Open House should generally be used for study, fellowship, and social events (such as birthday and Christmas parties, residence hall events, etc.). The Residence Life staff monitors Open House. Violations of Open House policies may result in fines, forfeiture of housing, suspension, or other disciplinary action.

Open House Expectations:

- 1) Room doors must be completely open when members of the opposite sex are together in a residence hall room during Open House Visitation hours (Laguna Hall, Huntington Hall, Balboa Hall, Newport Hall, and Catalina Hall).
- 2) Member of the opposite sex may not lie together on/in a bed. If on the bed, students (and or student and guest) must be sitting or in upright position.
- 3) Resident students are responsible to keep track of the time for when open house visitation hours is over. Open house visitation ends at the time specified—this is not the time to begin the process for leaving the floor/room/quad.

Open House Visitation hours:

Huntington and Laguna Halls

Tuesdays 6:00-10:00 P.M.

Saturdays and Sundays 2:00 - 10:00 P.M.

Catalina Hall

Thursdays (in rooms and halls) 6:00 – 11:00 P.M.

Daily (in halls only) 11:00 A.M. – 11:00 P.M.

Balboa Hall

Thursdays (in rooms and quads) 6:00 P.M. – 11:00 P.M.

M-Th (in quads only) 11:00 A.M. – 11:00 P.M.

Fri-Sun (in quads only) 11:00 A.M. – 12:00 A.M. (Midnight)

Newport Hall

Tuesdays (in rooms and quads) 6:00 P.M. – 11:00 P.M.
 M-Th (in quads only) 11:00 A.M. – 11:00 P.M.
 Fri-Sun (in quads only) 11:00 A.M. – 12:00 A.M. (Midnight)

Vanguard Centre

M-Th (in front room only) 11:00 A.M. – 12:00 A.M. (Midnight)
 Fri-Sun (in front room only) 11:00 A.M. – 1:00 A.M. (Midnight)

Overnight Leave

As a courtesy and safety feature for emergencies, students planning to be gone overnight should notify the Resident Assistant or Residence Director in advance, giving the destination and time they will return to campus.

Throwing Objects

For safety purposes, no objects (including liquids) may be thrown from a residence facility. Throwing objects from any residence facility window, roof, or balcony will result in a \$100.00 fine and possible removal from the residence hall.

Skate Boards/Roller Blades/Bikes

Due to the potential for property damage and in the interest of safety and comfort of all University members, the use of roller blades, roller skates, bikes, scooters, and skateboards is prohibited inside campus buildings and elevators, including residence facilities and lobbies. Limited use of such is permitted on driveways, parking lots, and sidewalks (with the exception of those around the residence halls and within ten feet of a building). Use of courtyards (for example, Needham Chapel, Lido Apartments, Scott Academic Center) is prohibited.

Riders shall refrain from riding on railings, benches, or otherwise damaging University property. Riders are responsible for the damages they cause to any persons or University property. Riders should use caution, maintain a safe speed and distance from buildings and people, and are encouraged to wear head and body protection when riding on campus. The University is not responsible for injuries suffered while riding roller blades, roller skates, bikes, scooters, or skateboards on campus. Failure to abide by these policies may result in disciplinary action.

Pets

University rules preclude the keeping of pets in any residence facility or on-campus. Fish tanks of 30 gallons or less (fish only) are exempt from this rule as long as the resident takes proper care of the tank and all roommates consent to having the tank in the room. Tank owners will be held responsible for any damages that occur if the tank breaks. Residents found in violation of the pet policy are subject to fines and will be required to remove the pet from University residence. First offense is a \$50 fine; second offense is \$100 fine and possible removal of student from University housing. Removal of non-approved pets in the residence halls is expected in 12 hours of official notice from University officials. If the pet is not removed in this time frame, the violation becomes a second offense.

Lost Key

If you have lost your key, you may request a replacement from the Residence Director. A \$35 replacement charge will be assessed to the student's account. Loss of master key will result in a \$100 fine to offset the cost of re-keying, if necessary.

Room Unlocks

Occasionally, students may become locked out of the residence room. You should first contact your Resident Assistant to gain entrance into the room. You may also contact your Residence Director or the Student Life Center during normal business hours. If you are unable to locate any of the above you may contact Campus Safety Services at ext. 6799 or 714-715-2829. The guard will request to see some identification and will verify that the student is the listed occupant in the room before unlocking the door. Students who abuse this service will be assessed a fee.

Quiet Hours

There are some responsibilities which students living in an academic community have to each other. The close proximity of living quarters requires that certain hours be regarded as quiet hours. These hours are 10:30 P.M. to 8:30 A.M. daily. Students should refrain from playing loud music, playing musical instruments, or engaging in loud behavior during quiet hours. In addition to these quiet hours, it should be understood that the unique needs of each facility require the mutual respect of every student's privilege to a comfortable residence area. Drums and amplified musical instruments should not be played at any time in the residence facilities. Students desiring to practice musical instruments should contact the Facilities Department to schedule a practice room.

It is hoped that students will be able to work out between themselves any breach of this mutual respect for each other in the residence areas. The residence staff is also available to facilitate this process.

Resident Hall Curfews

Students are encouraged to develop proper sleeping habits that will assure them of the rest necessary to be successful in the fast-paced, rigorous university environment. The University encourages Residence Hall students to return to their floors as follows:

- Sunday-Thursday.....12:00 midnight
- Friday-Saturday.....2:00 A.M.

There is no enforced residence hall curfew. However, if a student’s overnight activities (employment included) adversely affects the student’s academics and/or behavior, the University may strongly encourage the student to observe a curfew.

Residence Life Disciplinary Fines

Please review the disciplinary sanctions outlined in the Student Affairs Judicial Process Manual for sanctions (including fines) related to violations of community standards. The list below consists of fines that are common in the residence halls:

| <u>Behavior</u> | <u>Minimum Fine</u> |
|---|--|
| Quiet Hours Violation | \$10.00 first offense \$25.00 repeated offense |
| Possession and/or use of Fireworks | \$50.00 |
| Water Fights in Residence Facility..... | \$25.00 |
| Open House Violation | \$25.00 first offense \$50.00 repeated offense (And possible removal from residence facility) |
| Throwing Objects from Residence Facility | \$100.00and possible removal from the facility |
| Bike Storage in Unapproved Areas | warning \$15.00 after initial warning \$25.00 repeated offense |
| Pet on campus or in housing..... | \$50.00 1 st offense, plus damages \$100.00 2 nd offense, and possible removal from housing |
| Replacement Room Key | \$35.00 |
| Alcohol violation..... | \$75.00 first offense |
| Furniture Removal/Relocation..... | \$25.00 (per piece) |
| Candles and/or incense burning..... | \$50.00 first offense |
| Pranks (resulting in disruption of community) | \$50 (plus damages, if any) |
| Unauthorized access to building roof | \$100.00 |

Housing Assignment Changes Between Fall and Spring Semesters

Some students prefer to make a housing change between the fall and spring semesters. Students must obtain the approval of the Housing Coordinator and their Residence Director prior to making a room change. Approved room changes and relocations from the fall room into a new spring room must be accomplished prior to leaving for the Christmas break. Students who are unable to relocate prior to the Christmas break may be required to remove their belongings from their current room and delay their room change until the beginning of the spring semester.

Students who are on academic probation during the fall semester are required to remove all of their belongings and officially check out of their room at the end of the fall semester pending notification of their fall semester grades. The Housing Coordinator will place the student back into housing after the Enrollment Management Committee makes a decision, usually in early January, regarding the eligibility of students who are on academic probation to return for the spring semester.

Christmas Break Housing

The University desires to provide a quality living experience for students needing to remain in campus housing due to job or living requirements. Students desiring to live in campus housing during Christmas Break must formally apply for this opportunity through the Student Life Center by December 1. Students may be required to relocate to another room or accept a temporary roommate during the Christmas Break housing period at the discretion of the Housing Coordinator and Residence Director.

On campus residence facilities will be closed beginning at 5:00 P.M. Friday, December 17, 2004, and will re-open at 8:00 A.M. Monday, December 27, 2004. (Students residing at Vanguard Centre are not required to vacate their housing during this period; however, additional housing charges will apply and the Residence Director may not be available during this time). Students should inform their Residence Director before the end of the fall semester if they are unable to secure housing during this period to see if assistance can be provided.

There is no official food service plan provided during the Christmas Break period. However, there may be times when the Dining Commons is available for food service. Resident students in Christmas Break housing should inquire about food service through contacting a representative of the Dining Commons.

Summer Housing

Limited housing is available during the summer months with priority assigned to students enrolled during the Summer Sessions. Students not enrolled in the subsequent fall semester are not eligible for summer housing. Summer housing brochures are available in the Student Life Center in February. Applications are received after the registration week in April. However, students desiring summer housing must attend a mandatory Summer Housing Informational Meeting (three are held throughout the Spring semester, beginning in March) prior to applying for summer housing. There is a deadline for Summer Housing Applications. A Summer Housing rent deposit (covering the first month rent) is due at the time the application is filed.

Work Request Policy for Residential Buildings

Occasionally, it may become necessary for maintenance to be performed in residence rooms. If you are in need of a repair, please follow these steps:

- 1) Log onto the Campus You will login using your VU network login and password. On the left side of the screen you will see a tab for "Maintenance Requests". Click on this and submit the information. You will receive back a work order number that you can reference if the repairs haven't been made within 3 days (plumbing problems and other emergency requests are addressed the same day).
- 2) The resident will be informed about the status of work (usually within 3-5 days) via a door notice that is hung on the resident's room after a Facility Services technician investigates the work request.
- 3) The computer copy of the work request will be returned by the Facility Services employee to the Facility Services office staff that will enter the work request into their computer as completed. The computer copy will then be matched to the original request and forwarded to the appropriate RD.

Emergency Requests

In case of an overflowing toilet or sink, time sensitive or potentially dangerous circumstances the resident should first call Facility Services at extension 255, then try and locate the RA or RD On-Duty at (714) 713-5089. If unsuccessful in either attempt, residents should call the Facility Services cell phone at (714) 222-9352 immediately. Campus Safety may also be called at ext. 6799.

Telephones

Campus telephone service is provided by Resicom and is available in all dorm rooms. Students must provide their own phone. On campus, incoming and 911 calls are a free service provided to all residents. A Resicom authorization code is required in order to place off-campus calls. In case of an emergency dial 9+911. All questions or concerns regarding billing or your account should be directed to Resicom. Calling rate, student account, and promotional information is also available at: www.resi.com. All rates are subject to change without notice.

Resicom Account Registration

The University automatically registers all resident students with Resicom. You should receive a Calling Package over the summer. If you have arrived on campus and you have not received a Calling Package please call Resicom to either receive your Authorization Code or to have an account established. You may keep the same Authorization Code as long as you attend the University and your account with Resicom remains active. You can even use your Resicom 800 Access over the summer.

Intra Campus Calling

Intra campus calls are those made to other residents, faculty, or administration extensions on campus. Simply dial the 3 or 4 digit extension assigned to their rooms or offices. These calls are free.

Local Area Calling

The local calling area is an approximate 12-mile radius of campus and includes exchanges in the 714, 562, 909, and 949 area codes - but not all the numbers in these area codes. Local calls require a code, but the University absorbs the cost of these calls. Dial as follows:

714 Area Code Calls:

8 - Auth Code - 9 - 7-digit phone number

Non-714 Area Code Calls:

8 - Auth Code 9 - 1- area code - phone number.

Voice Mail

Each line in the room has Voice Mail and each roommate can set up a private mailbox to receive his or her own calls. There is no notification that a message is left so you will want to check for messages on a regular basis.

Activating Voice Mail In Your Room

Before the Voice Mail system will answer your calls, one student in each room needs to activate it for operation. Voice Mail may be set to answer calls in one or both of the following ways:

- To set the Voice Mail System to automatically answer calls after 4-5 rings while you are away:
 - Pick up your phone and dial 971.
- To set the Voice Mail System to automatically answer calls while you are on the phone:
 - Pick up your phone and dial 871.

(Note: if you do not select the option for voice mail to answer when you are on the phone, callers will receive a busy signal.)

Logging Into Voice Mailbox

- Dial 71 from a campus telephone or dial (714) 668-6196 from any touch-tone telephone.
- When the system answers, press the # key.
- Enter your mailbox number. Your mailbox number is your extension plus 1,2, or 3 depending on which roommate you are in the room - if you are the first to set up your mailbox, then you should use #1.
- Enter your security code/password (which is 1212 the first time you enter).

Setting Up Your Voice Mailbox

The first time you call the Voice Mail System, a recorded message will help you to set up your Mailbox by having you change your security code/password, recording your name, and recording a personal greeting that callers will hear.

- Log into your Mailbox as shown above.
- When prompted, enter a new security code/password and press the # key. Security Codes can be between 4 and 10 digits in length and may not match your Mailbox number.
- When prompted, re-enter your new security code, and press the # key.
- When prompted, press the 1 key and record your first and last name at the tone and press the # key. The system will play back your recorded name; if you are pleased with the outcome, press the # key.
- When prompted, press the 1 key, record your personal greeting and press the # key. Once again, the system will play back your recorded message; if you are pleased with the message, press the # key.

Logging off the Voice Mail System

Each time you are finished using your voice mailbox, you MUST exit properly. To exit the system, press 99; then, hang up. Exiting the system properly allows messages marked for deletion to be deleted.

Voice Mail Help

Please call Resicom if you have any questions on the above items. If they determine it to be a problem that they cannot correct, please contact the IT Help Desk at ext. 411 or email to helpdesk@vanguard.edu.

Calling Liability

You are responsible for all calls made with your Authorization Code. To protect yourself, keep your Auth Code confidential. Do not share it with anyone. Do not allow others to see it when you are making a call.

Service Cancellation

Resicom service can or will be cancelled at the discretion of Resicom or Vanguard University in the case of abuse, fraud, or delinquency. Students should advise Resicom to cancel service when they have left school permanently. The University may also cancel accounts of all students who withdraw or graduate. The student can also cancel Service any time by notifying Resicom.

Resicom Contact Information

You can reach a Resicom representative Monday through Friday from 5:00 am PT until 5:00 pm (3:00 pm in the summer) and on Saturday (during the school year) from 6:00 am until 2:00 pm. You can call 24 hours a day for balance information. They can be reached as follows:

Mail: P.O. Box 1689
Doylestown PA 18901-0277

Phone: Ext. 492 or (800) 853-1030

Web Site: www.resi.com

E-Mail: service@resi.com

Emergency Procedures

Step #1: Call the appropriate emergency number depending on the situation.

- 911 (from residence hall room, must dial 9-911)
- Campus Safety Services ext. 6799 or (714) 715-2829

When the dispatcher answers, state: "THIS IS AN EMERGENCY." Be prepared to give the dispatcher your name, location, and the phone number you are calling from.

Step #2: Respond according to the type of emergency listed:

Medical

- Do not move the victim, unless unavoidable.
- If you are trained and certified, and comfortable to do so, administer First Aid.

Fire

- If you hear a fire alarm, evacuate the building immediately.
- Do not use an elevator.
- Walk, don't run!
- If you discover a fire, activate the nearest fire alarm. Check doors for heat (top and bottom) with back of hand. If hot, do not open! Wait for emergency personnel to respond. Open window if available to do so. Yell for help.
- Fire extinguishers are located in all buildings. Familiarize yourself to their locations prior to emergencies.
- Do not attempt to fight large fires
- For small fires (wastebasket size) only—Use a fire extinguisher.
- If fire grows larger, alert others and move away from the fire. Close (but do not lock) all doors behind you as you move away.
- If trapped in heavy smoke, drop to your hands and knees and crawl toward the nearest exit.
- If you are trapped by a fire, place cloth material around/under the door. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from a window.
- If your clothing catches fire, DO NOT RUN! STOP—DROP—ROLL!

Earthquake

- Duck, Cover, and Hold. Do not use an elevator. Remain calm, do not rush outside.
- During the Shaking:
 - If inside, take cover under a desk or table near an interior wall.
 - If outside, move away from windows, tall objects and overhead lights.
- After the shaking stops:
 - Do not use telephones except for life-saving situations.
 - If you smell gas, evacuate the building immediately.

Crime in Progress

- Do not interfere with the criminal, except for self-protection or the protection of others.
- If possible, get a good description of the criminal, weapon, method, and direction of travel.

Bomb Threat

- Take all threats seriously! Evacuate and contact authorities.
- After the threat, if you see a package or unknown object in an unusual place, DON'T TOUCH IT!

Gas Leak

- Open the windows. Do not light matches or turn on lights.
- Leave building
- Notify Campus Safety, RD, or Facility Services immediately.

Chemical Spills

- Do not attempt to clean up a spill yourself. Be prepared to evacuate the building.
- Call Facility Services

Safety Tips

- Be familiar with emergency procedures and all possible exit routes in a building.
- Keep hallways clear and door locked.
- Do not overload electrical circuits.
- Report problems with smoke detectors or fire alarms to your Residence Director.

Crime Prevention Tips

- Avoid walking alone in isolated areas.
- Do not open residence hall room doors to strangers.
- Keep all doors closed and locked. Do not leave doors propped open.
- Do not leave valuables in room.

Earthquake Preparedness

- Be familiar with emergency procedures, evacuation routes, and potential hazards to avoid.
- Identify the phone number of a contact person outside Southern California.
- Put together a personal emergency kit (contact Campus Safety Services for guidelines).
- Maintain an earthquake-safe environment:
- Move heavy objects down from high shelves.
- Secure tall bookcases and cabinets.
- Anchor desktop computers down with anchor pads or Velcro.
- Relocate beds and furniture away from windows.

ET CETERA

In this section of the Student Handbook the Student Life Center has endeavored to provide information concerning a variety of subjects. This list of churches, places of entertainment and other community services is, of necessity, limited due to lack of space. For information not listed, please feel free to contact the Student Life Center.

Whom To See

| | |
|-----------------------------------|--|
| Questions About: | Please See |
| Class Absences | Instructor |
| Accidents | Residence Directors/Health Care Center |
| Admissions Requirements | Admissions Office |
| Auto Registration | Campus Safety |
| Bulletin Boards | Student Life Center |
| Student Activities Calendar | Student Activities |
| Campus Clubs/Organizations | Student Activities |
| Campus Employment Program | Business Services |
| Change of Class Schedule | Records Office |
| Check Cashing Service | Business Services |
| Chapel Attendance | Student Life Center |
| Counseling | |

| | |
|--------------------------------|---|
| Academic Advisement..... | Academic Advisor Instructor/Registrar |
| Financial | Financial Aid Office |
| Personal/Social | Counseling Center |
| Spiritual | University Pastor/Counseling Center/ Faculty/RD/RA |
| Vocational..... | Academic Advisor/ Career Center/Counseling Center |
| Degree Requirements | Records Office |
| Dropped from Class..... | Records Office |
| Emergencies | Student Life Center |
| Enrollment Verifications | Records Office |
| Examinations | Instructor |
| Fees..... | Business Services |
| Financial Aid | Financial Aid Office |
| Food Service Costs | Business Services |
| Food Service Waiver | Student Life Center |
| Fund Raising..... | Student Life Center |
| Grades/Transcripts..... | Records Office |
| Health Services..... | Health Care Center/Training Room |
| Housing: | |
| On Campus | Housing Coordinator |
| Commuter | Student Life Center |
| Immigration | Admissions |
| Insurance | Business Services |
| Intramurals..... | Intramural Office |
| Loans | Financial Aid Office |
| Lost and Found | Student Life Center |
| Needham Chapel | University Pastor |
| Scholarships..... | Financial Aid Office |
| Signs and Posters | Student Life Center |
| Student Activities | Student Activities Office |
| Student Government | ASB Offices |
| Telephone Services..... | Resicom |
| Traffic and Parking | Director of Campus Safety |
| Tutoring..... | Tutorial Center |
| University Publications | |
| VUSC Times..... | Editor |
| Spirit Magazine..... | Publications Office |
| Yearbook (Sojourn) | Editor |
| Veteran's Affairs | Records Office |
| Withdrawal from School..... | Records Office |
| Writing Center | Scott Academic Center |
| Writing Lab | Extention 317 |

VUSC Community Directory

| | |
|-------------|-----------|
| Office..... | Extension |
|-------------|-----------|

In Case of an Emergency 9 + 911

| | |
|----------------------------------|--------------|
| A/C Quad Phone..... | 5010 |
| Admissions | 217,218 |
| Alumni Office..... | 213 |
| Athletic Department | 278 |
| Director..... | 279 |
| Sports Information Director..... | 361 |
| Training Room (Gym)..... | 324 |
| Weight Room (Gym)..... | 293 |
| Auxiliary Services | 452 |
| Bookstore..... | 265,266, 336 |

| | |
|---|---------|
| Business Division | 305 |
| Business Services | |
| Accounts Payable | 242 |
| Cashier..... | 302 |
| Chief Accountant..... | 219 |
| Director of Budget & Finance | 307 |
| Employee Benefits..... | 6146 |
| Faculty/Staff Payroll..... | 6146 |
| SPS Account Specialist..... | 228 |
| Student Payroll | 326 |
| Staff Accountant | 269 |
| Student Receivables..... | 397 |
| Student Insurance | 326 |
| Workers Compensation..... | 215 |
| University Pastors..... | 429,430 |
| Campus Safety Services | 6799 |
| Campus Safety Director..... | 418 |
| Career Planning | 348 |
| Career Guidance | 6139 |
| Communication Division..... | 274 |
| Communication Studio | 393 |
| Commuter Students | 459 |
| Copy Center..... | 229 |
| Counseling Center | 6139 |
| Counseling Center Secretary | 374 |
| Development Secretary | 299 |
| Director of Development | 414 |
| Director of Corporations & Foundations Support..... | 213 |
| Director of Alumni Relations | 213 |
| Director of Church Relations..... | 329 |
| Database/Gift Recorder | 416 |
| Dining Commons..... | 352 |
| Educational Loans | 358 |
| English Department | 322 |
| Exercise and Sports Science Department | 297 |
| Facility Resources..... | 464 |
| Financial Aid Office | 355 |
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| Education | 252 |
| Religion | 248 |
| Health Center..... | 280 |
| Humanities Division..... | 322 |
| Information Technology Department | 387 |
| Help Desk | 411 |
| Leadership Development | 285 |
| ASB President..... | 450 |
| ASB VP/Treasurer | 320 |
| Clubs & Org./Commuter Activities | 270 |
| Intramural Sports (HH/LH Lobby)..... | 485 |
| Student Activities | 353 |
| Weightroom (Gym) | 293 |
| Yearbook | 342 |
| Learning Lab | 227 |
| Library | |
| Cataloging..... | 398 |
| Circulation/Reserves | 419 |

| | |
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| Library | |
| Interlibrary Loan..... | 328 |
| Periodicals | 417 |
| Purchasing | 263 |
| Reference..... | 420 |
| After 5 p.m. & Weekends..... | 556-3610, ext. 419 or 420 |
| Liberal Studies Division | 252 |
| Literature and Modern Languages Division | 322 |
| Mail Room..... | 229 |
| Facility Services (custodial & grounds)..... | 255 |
| Music Department | 457,5272 |
| Natural Science and Mathematics Division..... | 294 |
| Provost..... | 203 |
| Administrative Assistant..... | 202 |
| Religion Division..... | 233 |
| Residence Life Director..... | 459 |
| School for Professional Studies | 410 |
| School for Professional Studies Director | 241 |
| Social Science Division..... | 286 |
| Spanish Department..... | 425, 463 |
| Student Life Center..... | 224 |
| Telecommunication Services..... | 341 |
| Theatre Department | 290 |
| Box Office | 6145 |
| HH/LH Lobby | 5014 |
| Veterans Office..... | 222 |
| VP for Business & Finance..... | 216 |
| Administrative Assistant..... | 249 |
| VP for Student Affairs..... | 226 |
| Administrative Assistant..... | 225 |

STUDENT LIFE CENTER STAFF

| <u>Name</u> | <u>Area of Responsibility</u> | <u>Off/Rm</u> | <u>Ext.</u> |
|------------------|--|---------------|--------------------|
| Sheri Benvenuti | V. P. for Student Affairs | Smith Hall | 226 |
| Candi Thorne | Administrative Assistant/ Student Liaison | Smith Hall | 225 |
| Linda Hartzell | Dean of Students | SLC | 285 |
| Dannielle Murphy | Asst. to the Dean of Students | SLC | 497 |
| Mary Ginty | Student Life Assistant | SLC | 224 |
| Barbi Rouse | Director of Learning Skills | SLC | 227 |
| Randy Powell | Director of Counseling Services | SLC | 6139 |
| Rosanne Freilich | Director of Career Planning | Scott Center | 348 |
| David Gould | Director of Residence Life | SLC | 459/(949) 631-7600 |
| Judy Adams | Housing Coordinator | SLC | 214 |
| Kelly O'Dell | Residence Director | SLC | 298 |
| Abi Kennedy | Residence Director | SLC | 308 |
| Shelley Youd | Residence Director | SLC | 261 |
| Tim Young | Residence Director | SLC | 262/5400 |
| Ryan Helbling | Residence Director | SLC | 714.721.6658 |
| Amanda Cooper | Dir. of Leadership Development | SLC | 270 |
| Rory Buchmiller | Director of Campus Safety | HH | 714.715-2829 |
| Dan Winger | Asst. Dir. of Campus Safety | HH | 5225 |
| Mike Devito | University Pastor | NC | 430 |
| Kristi Devito | University Pastor | NC | 429 |
| Carlos Fernandez | Chapel Coordinator | NC | 448 |
| Greg Austring | Dir. of Global Outreach Ministries | HH | 437 |
| Mark Orphan | Dir. of Local Outreach Ministries | HH | 363 |
| Jenny Bryant | Outreach Ministries Secretary | HH | 363 |

Laguna Hall:

| | | | |
|--------------------|--------------------|-------|------|
| Abby Newton | Resident Assistant | LH204 | 6751 |
| Calli Adams | Resident Assistant | LH304 | 6374 |
| TobreaH Rapport | Resident Assistant | LH404 | 6313 |
| Brittney Phariss | Resident Assistant | LH504 | 6700 |
| Kate Boddorf | Resident Assistant | LH604 | 6712 |
| Carissa Buchmiller | Resident Assistant | LH704 | 6722 |

Huntington Hall:

| | | | |
|------------------|--------------------|-------|------|
| David Martin | Resident Assistant | HH204 | 6777 |
| Don Cornell | Resident Assistant | HH304 | 6338 |
| Jerry Fuentes | Resident Assistant | HH404 | 6779 |
| Scott Campbell | Resident Assistant | HH504 | 6746 |
| Steven McFarlane | Resident Assistant | HH604 | 6708 |
| Ben Verble | Resident Assistant | HH704 | 6308 |

Newport Hall:

| | | | |
|-----------------|--------------------|--------|------|
| Peter Barthelme | Resident Assistant | NH102C | 6165 |
| David Wilson | Resident Assistant | NH202C | 6169 |
| Dan Olson | Resident Assistant | NH302C | 6173 |
| Jonny Tung | Resident Assistant | NH402B | 6160 |

Balboa Hall:

| | | | |
|----------------|--------------------|--------|------|
| Rachel Laverty | Resident Assistant | BH102B | 5405 |
| Sam Spoo | Resident Assistant | BH202B | 5421 |
| Katie Knight | Resident Assistant | BH302B | 5437 |
| Jamie Kurtz | Resident Assistant | BH401B | 5449 |

Catalina Hall:

| | | | |
|------------------|-----------------------|-------|------|
| Kristen Heath | Resident Assistant 1N | CH115 | 6428 |
| Kayleen Howard | Resident Assistant 1S | CH104 | 6407 |
| Ashley Panian | Resident Assistant 2N | CH205 | 6440 |
| Beth Starr | Resident Assistant 2S | CH218 | 6465 |
| Rachel Buttrey | Resident Assistant 3N | CH305 | 6482 |
| Missy Albanese | Resident Assistant 3S | CH318 | 6507 |
| Laura Manchester | Resident Assistant 4N | CH405 | 6524 |
| Liliana German | Resident Assistant 4S | CH418 | 6549 |

Vanguard Centre:

| | | | |
|-----------------|--------------------|----|--------------|
| Cookie Villarin | Resident Assistant | VC | |
| James Moore | Resident Assistant | VC | 714.717.7546 |

Churches*Aliso Viejo*

Celebration Christian Center A/G
 (949) 916-5515
 7 Journey Suite B Aliso Viejo CA 92656
 Pastor Doug Healy

www.alisoviejochurch.com

Brea

North Hills Church
 (714) 671-3685
 3000 E. Birch street #106 Brea CA 92821
 Pastor Doug Green

www.breanhc.org

Costa Mesa

The Crossing
949.645.5050
2115 Newport Blvd. / Cross Street @ Victoria St.
Pastor Tim Celek

Harbor Christian Fellowship A/G
(949) 631-7730
740 W. Wilson
Pastor Bill Gartner or Pastor Carlos Castanaira

Lighthouse Coastal Community Church
949-631-3010
301 Magnolia Street
Costa Mesa, CA. 92627
Pastor Leigh Harrison
Email: Pastor@lighthousechurch.ws
www.lighthousechurch.ws

Newport Mesa Christian Center A/G
(714) 966-0454
2599 Newport Blvd.
Pastor Scott Rachels

www.newportmesa.org

Prince of Peace Lutheran Church
(714) 549-0215
2987 Mesa Verde Drive East
Pastor Mark Rogers

Rock Harbor
(949) 548-2600
Costa Mesa Senior Center (Sunday Mornings)
Vineyard (Saturday and Sunday evening services)
Todd Proctor, Lead Pastor
Mike Erre, Teaching Pastor

Calvary Chapel
(714) 979-4422
3800 S. Fairview Santa Ana CA 92704
Pastor Chuck Smith

www.calvarychapel.com/costamesa

Vineyard Christian Fellowship

(714) 556-8463
102 E. Baker St.
Pastor John McClure

www.vineyardnewport.org

Dana Point

Calvary Chapel Capistrano Beach
(949) 493-2006
25975 Domingo Ave.
Pastor Chuck Smith, Jr.

Fountain Valley

Cornerstone Christian Fellowship A/G

(714) 962-5412
 17575 Euclid Ave. Fountain Valley 92708
 Pastor Karl Vaters

www.cornerstonechristianfellowship.net

Fullerton

First Evangelical Free Church
 (714)529-5544
 2801 N. Brea Blvd.
 Pastor Dale Burke

www.evfreefullerton.com

Huntington Beach

Pacific Coast Community Church (A/G)
 (714) 847-5070
 17581 Newland Ave.
 Pastor Richard Winter

Irvine

Mariners South Coast Church
 (949) 854-7600
 5001 Newport Coast Drive, Irvine 92603
 Pastor Kenton Beshore

www.marinerschurch.org

Newport Beach

St. Andrews Presbyterian
 (949) 631-2880
 600 Saint Andrews Rd.
 Dr. John A. Huffman, Pastor

www.standrewspres.org

Saint James Church
 Biblically Orthodox, Traditional, Evangelical, Episcopal
 (949) 675-0210
 3209 Via Lido
 Rev. Praveen Bunyan

www.stjamesnewportbeach.org

Orange

First U.M.C. of Orange
 (714) 532-6363
 161 S. Orange St.
 Pastor Kenneth Macklin

www.fumco.org

Orange Christian Assembly A/G
 (714) 637-2266
 2830 N. Glassell
 Pastor Carl Floyd

San Juan Capistrano

South Coast Christian Assembly
 (949) 240-4777

31501 Avenida Los Cerritos
Pastor Darrell Ward

www.sccaonline.org

Santa Ana

Orange County Worship Center A/G
(714) 547-9631
1440 E. Santa Clara Ave.
Interim Pastor Jim Grams

www.ocwc.org

Templo Calvario (Spanish Services)
(714) 834-9331
2617 W. 5th Street
Pastor Daniel deLeon

Email: Church@templocalvario.com

Tustin

Safe Harbor Faith Center and Church
(714) 573-0099
655 South B Street, Tustin 92780
Lead Pastor: Dave Langeland

Yorba Linda

Yorba Linda Community Church
(714) 777-4914
4999 Casa Loma Ave.
(at Yorba Linda Civic Center)
Pastor Gary Tyra

Entertainment

Arrowhead Pond
2695 E. Katella
Anaheim, (714) 704-2500

Beaches - Corona del Mar, Huntington Beach, Laguna Beach & Newport Beach
(all located along PCH)

Bowers Museum of Cultural Art
2002 N. Main St.
Santa Ana, (714) 567-3000

Disneyland
1313 S. Harbor Blvd.
Anaheim, (714) 999-4565

Knott's Berry Farm
Beach Blvd.
Buena Park, (714) 220-5200

Fountain Valley Miniature Golf
Family Fun Center
Magnolia and 405 FWY
Fountain Valley, (714) 842-1111

Irvine Recreation Center
Palace Park
3405 Michelson Dr.
Irvine, (949) (714) 559-8336

Orange County Museum of Art
850 San Clemente Dr.
Newport Beach, (949) 759-1122

Sherman Library & Gardens
2647 East PCH
Corona del Mar, (949) 673-2261

Staples Center
1111 S. Figueroa St.
LA, (213) 742-7100

Tennis Courts - Tewinkle Park
970 Arlington Drive
Costa Mesa, 557-0211

LA Memorial Coliseum
3911 S. Figueroa St.
LA, (213) 747-7111

The Rose Bowl
1001 Rose Bowl Drive
Pasadena, (818) 577-3106

LA Sports Arena
3939 S. Figueroa St.
LA, (213) 748-0500

Old Courthouse Museum
211 W. Santa Ana Blvd.
Santa Ana, (714) 834-5536

OC Performing Arts Center
600 Town Center Dr.
Costa Mesa, (714) 556-2787

Dodger Stadium
1000 Elysian Park Ave.
LA, (213) 224-1500

Edison Field International
(formerly Angels Stadium)
2000 S. Ste University Blvd.
Anaheim, Box Office 937-6750

Miscellaneous

Emergency Facilities

Costa Mesa Police Department

77 Fair Drive
 Costa Mesa, (714) 754-5255
 Front Desk (714) 754-5280

Costa Mesa Fire Department
 EMERGENCY ONLY (714) 754-5250

Bus Services

Schedules available in the hall outside of the Student Life Center

Libraries

Mariners Branch
 2005 Dover Dr.
 Newport Beach, (949) 717-3871

Mesa Verde Branch
 2969 Mesa Verde East
 Costa Mesa, (714) 546-5274

Orange Coast College
 2701 Fairview Rd.
 Costa Mesa, (714) 432-5735

UC Irvine
 Campus Drive @ Bridge Rd.
 Irvine, (949) 856-5011

Medical Facilities

Hoag Memorial Hospital
 310 Newport Blvd.
 Newport Beach, (949) 645-8600

County of Orange, Health Care Agency Clinics

UCI Medical Center
 2000 West Walnut
 Santa Ana, (714) 541-6545

Huntington Beach Community Clinic
 17692 Beach Blvd., #200
 Huntington Beach, (714) 847-4222

Orange County Center for Health
 503 North Anaheim Blvd.
 Anaheim, 956-1900

Walk-In Clinics

Hoag Walk-in Clinic
 Corner of Fairview and Baker
 Costa Mesa, (714) 668-2500

EmergiCenter Walk-in Clinic
 131 E. 17th St.
 Costa Mesa, (949) 631-8300

Family Doctors

Dr. Susan L. Hutchinson
 4950 Barranca Parkway, Suite 105
 Irvine, 552-0636

Dr. John G. Miller
Mariners Medical Plaza
355 Placentia Ave., Suite 103
Newport Beach, 645-6412

Post Offices

US Post Office
1590 Adams Ave
Costa Mesa, 546-5330

U.S. Post Office
Fairview Rd. & Wilson Ave.
Costa Mesa, 646-3474

Shopping Malls

Fashion Island
PCH between Jamboree & MacArthur
Newport Beach, (949) 721-2022

Harbor Shopping Center
2300 Harbor Blvd.
Costa Mesa

South Coast Plaza
3333 Bristol Street
Costa Mesa, 541-1700

Triangle Square
1870 Harbor Blvd.
Costa Mesa, 645-0812