

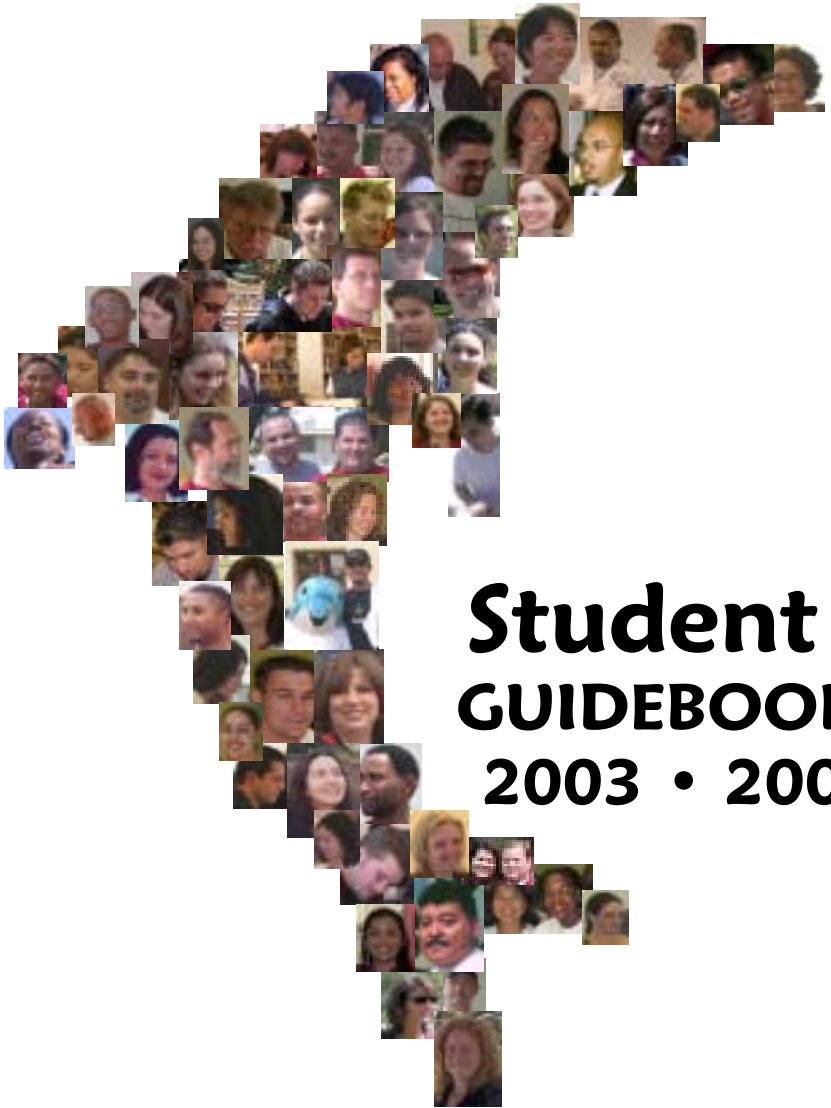
**Student  
GUIDEBOOK  
2003 • 2004**



CALIFORNIA STATE UNIVERSITY  

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CHANNEL ISLANDS



# **Student GUIDEBOOK 2003 • 2004**



CALIFORNIA STATE UNIVERSITY  
CHANNEL ISLANDS

One University Drive  
Camarillo, CA 93012  
[www.csuci.edu](http://www.csuci.edu)

This publication is available in an alternate format  
for persons with a disability.

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Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*"What is now proved  
was once only imagined."  
~ William Blake*

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Welcome to California State University CHANNEL ISLANDS, where we place our students at the center of the total education experience. You have chosen an innovative institution designed specifically for the 21st century! Your enrollment and contributions at CSUCI will play a major role not only in shaping the character but also the identity of our University. Cal State CHANNEL

ISLANDS will provide you with a stimulating educational experience, accented by our commitment to keep you, the student, at the center of our university mission.

The departments within the Division of Student Affairs will guide you as you matriculate through the University by providing quality programs and services designed to enhance and complement your total learning experience. The University encourages an environment where all students, regardless of their background, skill level or interests, can exchange ideas and philosophies in a civil and collegial manner. We celebrate diversity at CSUCI, as a source of renewal and vitality.

CSUCI, although in its academic infancy, is already rich in its history and traditions. What you choose to achieve while you are at CSUCI is up to you! This is your opportunity to make a positive and creative contribution to the world by reaching out and participating in this enriching and comprehensive educational experience, we call Cal State CHANNEL ISLANDS!

Once again, welcome to CSUCI! Several years of planning have gone into creating this "new university" designed for the 21st century. Good luck to you as you embark upon your educational odyssey at Cal State CHANNEL ISLANDS.

Sincerely,

Wm. Gregory Sawyer, Ph.D.  
Vice President  
Division of Student Affairs



**T**he Student Guidebook has been created to provide the answers for many of your questions regarding university rules, regulations, programs, and services. It will also assist you in defining your rights and responsibilities as a member of the University community, as well as give you a better understanding of your role as a student at California State University CHANNEL ISLANDS.

The Office of the Vice President for Student Affairs has been delegated the responsibility for providing information to students regarding university guidelines and procedures. Further, it is our goal to assist all students in interpreting this information and utilizing it as they travel through their various academic and co-curricular programs as CSUCI. If the Guidebook leaves any of your questions unanswered, we hope you will contact the Office of the Vice President for Student Affairs for clarification. We look forward to the opportunity to assist you during your enrollment at California State University CHANNEL ISLANDS.

All matters involving the non-academic aspects of student life, Associated Students, student clubs/organizations, activities, events and services such as Disability Accommodations, Personal Counseling, Financial Aid, Admissions and Records, Career Services and Student Health at CSUCI operate under the supervision of the Vice President for Student Affairs.

CSUCI, under applicable rules, may change any announcements, information, guidelines, rules, regulations, or procedures set forth in the Guidebook. The Guidebook is published once a year and may not always reflect new and modified regulations. When information is revised, the changes will be communicated on the csuci website ([www.csuci.edu](http://www.csuci.edu)). All revisions will supersede previous information.

*"Success is not the result of spontaneous combustion.  
You must set yourself on fire."*

*~ Reggie Leach*



# THE CALIFORNIA STATE UNIVERSITY



The individual California State Colleges were brought together as a system by the Donahoe Higher Education Act of 1960. In 1972 the system became The California State University and Colleges, and in 1982 the system became The California State University. Today the campuses of the CSU include comprehensive and polytechnic universities and, since July 1995, the California Maritime Academy, a specialized campus. The oldest campus—San José State University—was founded in 1857 and became the first institution of public higher education in California. Prior to the opening of this campus, the most recently opened Cal State campus was CSU Monterey Bay, which began admitting students in the fall of 1995. Located in Ventura County, the 23rd campus of the CSU system is Cal State CHANNEL ISLANDS, which admitted upper-division transfer students its first year, and is opening to freshmen in the fall of 2003. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of the respective campuses. The Trustees, Chancellor, and Presidents develop system wide policy; with actual implementation at the campus level-taking place through broadly based consultative procedures. Academic excellence has been achieved by The California State University. While each campus in the system has its own unique geographic and curricular character, all campuses, as multipurpose institutions, offer undergraduate and graduate instruction for professional and occupational goals as well as broad liberal education. All the campuses require for graduation a basic program of "General Education Requirements" regardless of the type of bachelor's degree or major field selected by the student. The CSU offers more than 1,600 bachelors and master's degree programs in some 240-subject areas. Many of these programs are offered so that students can complete all upper division and graduate requirements by part-time,



*continued from previous page*

late afternoon and evening study. In addition, a variety of teaching and school service credential programs are available. A limited number of doctoral degrees are offered jointly with the University of California and with private institutions in California. The system awards more than half of the bachelor's degrees and 30 percent of the master's degrees granted in California. Over 2 million students have graduated from CSU campuses since 1960.

*"From what we get, we can make a living;  
what we give however, makes a life."*

*~ Arthur Ashe*



# UNIVERSITY CALENDAR

## CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS CALENDAR FOR THE 2003-2004 ACADEMIC YEAR

### Fall 2003 Semester

August 21 - 22, 2003	Thursday – Friday: Faculty Orientation Late Student Registration
August 23	Saturday: Saturday classes begin
August 25	Monday: First official day of classes
September 1	Monday: Labor Day Holiday; all offices closed
November 27 - 29	Thursday – Saturday: Thanksgiving Recess; all offices closed; no instruction
December 5	Friday: Last day of formal instruction except for Saturday classes meeting once weekly. Thursday & Friday may be used for review days.
December 8 - 13	Monday – Saturday: Final Examinations
December 15 - 16	Monday – Tuesday: Department meetings and conferences
December 17	Wednesday: Evaluation Day
December 18 - 19	Thursday – Friday: Instructors' grades due
December 19	Friday: Last day of Fall 2003 Semester
December 25 - January 2	Thursday – Friday: CAMPUS CLOSED

### Spring 2004 Semester

January 29 - 30, 2004	Thursday-Friday: Faculty Orientation Late Student Registration
February 2	Monday: First official day of classes
February 7	Saturday: Saturday classes begin
March 31	Wednesday: César Chávez Holiday; all offices closed; no instruction
April 5 - 10	Monday – Saturday: Spring Recess; no instruction
May 6	Honors Convocation (TENT.)
May 21	Friday: Last day of formal instruction, except for Saturday classes meeting once weekly. Thursday & Friday may be used for review days.
May 24 - 29	Monday – Saturday: Final Examinations
May 29	Saturday: Commencement Ceremony (TENT.)
May 31	Monday: Memorial Day Holiday; all offices closed
June 3 - 4	Thursday – Friday: Instructors' grades due
June 4	Friday: Last day of 2003-2004 academic year



# UNIVERSITY CALENDAR (CONTINUED)

## CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS CALENDAR FOR THE 2003-2004 ACADEMIC YEAR

### University Holiday Schedule

September 1, 2003	Monday: Labor Day
November 27, 2003	Thursday: Thanksgiving Day
November 28, 2003	Friday: Admission Day Observed
December 25, 2003	Thursday: Christmas Day
December 26, 2003	Friday: Columbus Day Observed
December 29, 2003	Monday: Veterans' Day Observed
December 30, 2003	Tuesday: Lincoln's Birthday Observed
December 31, 2003	Wednesday: Washington's Birthday Observed
January 1, 2004	Thursday: New Year's Day
January 2, 2004	Friday: Campus Closed
January 19, 2004	Monday: Martin Luther King Jr. Day
March 31, 2004	Wednesday: César Chávez Day
May 31, 2004	Monday: Memorial Day Observed
July 5, 2004	Monday: Independence Day Observed

### Fall 2003 Saturday Classes:

August 23, 30  
September 6, 13, 20, 27  
October 4, 11, 18, 25  
November 1, 8, 15, 22  
December 6

### Spring 2004 Saturday Classes:

February 7, 14, 21, 28  
March 6, 13, 20, 27  
April 3, 17, 24  
May 1, 8, 15, 22

*"A healthy attitude is contagious,  
but don't wait to catch it from others.*

*Be a carrier."  
~ Anonymous*



# An Alma Mater

for Cal State Channel Islands

Theodore Lucas

© 2002



1. Sing we now of Chan - nel Is - lands, Al - ma Ma - ter dear.
2. From the is - lands to the moun - tains, to the mi - ghty shore,



Raise a song of friend - ship and sing for all to hear.  
Cal State Chan - nel Is - lands shall stand for ev - er more.



We shall al - ways stand u - ni - ted, on - ward we shall sail! With  
E - ven in ad - ver - si - ty the Dol - phins shall pre - vail! To



hearts and hands to - ge - ther, all Hail! Hail! Hail!  
thee our Al - ma Ma - ter, all Hail! Hail! Hail!

*"You cannot do a kindness too soon,  
for you never know how soon  
it will be too late."*

*~ Ralph Waldo Emerson*



# Our MASCOT

(THE DOLPHIN)



The sacred story of why the Chumash cherish the dolphin is The Rainbow Bridge Legend.

*"The Rainbow Bridge," a Chumash Legend*

The first Chumash people were created on Santa Cruz Island. They were made from seeds of a Magic Plant by the Earth Goddess, whose name was Hutash. Hutash was married to the Sky Snake (the Milky Way). He could make lightning bolts with his tongue. One day, he decided to make a gift to the Chumash people. He sent down a bolt of lightning, and this started a fire. After this, people kept fires burning so that they could keep warm, and so that they could cook their food.

In those days, the Condor was a white bird. But the Condor was very curious about the fire he saw burning in the Chumash village. He wanted to find out what it was. So he flew very low over the fire to get a better look. But he flew too close; he got his feathers scorched and they turned black. So now the Condor is a black bird, with just a little white left under the wings where they didn't get burned.

After Sky Snake gave them fire, the Chumash people lived more comfortably. More people were born each year, and their villages got bigger and bigger. Santa Cruz Island was getting crowded. And the noise the people made was starting to annoy Hutash. It kept her awake at night. So, finally, she decided that some of the Chumash would have to move off the island. They would have to go to the mainland, which was less populated. But how were the people going to get across the water to the mainland?

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Finally, Hutash had the idea of making a bridge out of a rainbow. She made a very long, very high rainbow, which stretched from the tallest peak on Santa Cruz Island all the way to the tall mountains near Carpinteria.

Hutash told the people to go across the Rainbow Bridge and fill the whole world with people. So the Chumash people started to go across the bridge. Some of them got across safely, but some of them made the mistake of looking down. It was a long way down to the water, and the fog was swirling around. They got so dizzy that some of them fell off the Rainbow Bridge, down, down, through the fog, into the ocean. Hutash felt very badly about this because she had told them to cross the bridge. She did not want them to drown. Instead, she turned them into dolphins. So the Chumash always said that dolphins were their brothers and sisters.

*A petition was presented to California State University CHANNEL ISLANDS by the Chumash that the Dolphin be enlisted as the University's official mascot. Simultaneously, the founding student leadership of CSUN-CI petitioned to have the Dolphin as CSUCI's mascot.*

*"The place to improve the world is first  
in one's own heart and head and hands."*

*~ Robert M. Pirsig*



## UNIVERSITY MISSION



**P**lacing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.



## DIVISION OF STUDENT AFFAIRS MISSION



**P**lacing students at the center of their educational experience the Division of Student Affairs supports and enhances learning and the university community through quality activities, facilities, programs and services.

*"Big shots are only little shots  
who keep shooting."  
~ Christopher Morley*





# OFFICE OF VICE PRESIDENT FOR STUDENT AFFAIRS



## **Mission Statement**

Placing students at the center of their educational experience the Division of Student Affairs supports and enhances learning and the university community through quality activities, facilities, programs and services.

## **Vision Statement**

The Division of Student Affairs will work collaboratively to retain and graduate individuals knowledgeable of civility, competence, integrity, perspective, and vision; who value diversity, service and leadership; make ethical decisions and meaningful contributions to the CSUCI community as well as to a dynamic global society.

## **The Division of Student Affairs will**

- Be recognized as a significant partner in the preparation of students to be leaders;
- Develop students as fully contributing citizens;
- Instill in students an appreciation of the value of service; and
- Prepare students to be effective and productive citizens in an increasingly diverse society.

## **The Division of Student Affairs values**

- A quality, supportive, community environment that affects learning in a positive manner;
- Community involvement as it enhances learning;
- Celebrating diversity and the uniqueness of each student;
- The worth and dignity of each person;
- Non-prejudicial principles of higher education and community;



- That the student takes responsibility for his/her own actions and life;
- The Freedom to doubt and question and the acceptance of accompanying responsibility;
- Teaching effective citizen and trusteeship; and
- Education as a life long process.

## **Hours of Operation**

Monday thru Friday

8 AM to 5 PM

*"It is more important to know where  
you are going than to get there quickly."*

*~ Mabel Newcomber*



# ADMISSIONS & RECORDS



## Mission Statement

The Office of Admissions and Records places service to students at the center of the educational experience. This Office serves as a primary information source for prospective students and actively seeks ways to effectively communicate university policies and procedures.

The Office of Admissions and Records supports the mission and goals of the Division of Student Affairs by maintaining timely and accurate records on admissions, enrollment, academic progress and accomplishments of its students, while maintaining the privacy and security of those records. The Office of Admissions & Records is the "official office of student records" for students enrolling at the University.

## Hours of Operation

Monday thru Thursday	9 AM to 6 PM
Friday	9 AM to 5 PM

## Services Provided

Admissions & Records, located on the first floor of the Professional Building as you enter the CSU CHANNEL ISLANDS campus, offers students the opportunity to inquire, enroll, update and verify both course and student information in one location. Sample services include recruitment, tours, enrollment, cashier services, transcript requests, graduation application, grade/course changes, and Veteran's Services.

*"Where there is love, there is life."*

*~ Mahatma Gandhi*



# FINANCIAL AID



## **Mission**

The mission of the Financial Aid Office is to help students pursue their educational goals by making college an affordable experience.

## **Available Programs**

### Federal Pell Grants

Federal Pell Grants are awarded to eligible students who have not already earned a bachelor's degree or are working towards a teaching credential.

### Cal Grants A, B and T

Cal Grants are awarded to California residents who meet the following requirements: Students must have financial need and meet the California Student Aid Commission minimum grade point average for each program. Specific program requirements can be found at the CSAC web site. Most CSAC programs have a deadline of March 2.

### Federal Stafford Loans

Federal Stafford Loans include the subsidized and unsubsidized loan programs, which provide low interest long-term loans to eligible students through selected lenders. Federal Subsidized Stafford Loans are available to students based on financial need. Interest is paid by the Federal Government (subsidized) while you are enrolled at least half time and during your six-month grace period after leaving school. Federal Unsubsidized Stafford Loans are available to all students without regard to income.

### Scholarships

The Financial Aid Office makes available a variety of academic scholarships made possible by generous

community donations. Scholarship applications will be available in January and must be submitted by May 15th.

## **Application Process**

To be eligible for Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA), Renewal Application or "FAFSA on the Web".
- Have financial need, except for some loan programs
- Be admitted as a regular student working toward a degree in an eligible program
- Be a U.S citizen or eligible non-citizen
- Not be in default on a prior student loan or owe a refund on a grant
- Be in good academic standing (must be making satisfactory academic progress)

### How do you apply?

Fill out a complete FAFSA application. If you have access to Internet, you should use FAFSA on the Web. This process will submit your data directly to the U.S. Department of Education's Central Processing System (CPS). The CPS will process your application within 72 hours. If you do not have access to the Internet, please visit our Technology Labs or Library for access to our computers.

Upon receipt of your data, we may request additional information to help determine your eligibility

### Staff

Nick Pencoff, Director  
Octavio Cruz, Counselor  
Maria Elena Zendejas, Assistant

### Mailing Address:

Financial Aid Office  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012  
(805) 437-8530



Email:

financial.aid@csuci.edu

Title IV Code: E00988

Office Hours:

Mon-Thurs: 9 AM to 6 PM

Friday: 8 AM to 5 PM

*"Preservation of one's own culture  
does not require contempt or  
disrespect for other cultures."  
~ Cesar Chavez*



# C.H.A.P.s



## **Introduction**

C.H.A.P.s stands for Career Development, Student Health, Disability Accommodations, and Personal Counseling Services. It includes many of the same services that we are familiar with from our high school or community college experience. Unlike these programs, C.H.A.P.s is more than a collection of related services. It is a team of professionals that include career counselors, medical doctors, disabilities specialists, and psychological counselors, each committed to the students' learning and overall development.

## **Mission Statement**

The C.H.A.P.s Department supports the mission of the Division of Student Affairs in its commitment to promote and enrich the student's co-curricular education. C.H.A.P.s carries out this mission by providing quality student services that foster the continuous improvement and ongoing development of students inside and outside of the classroom. It accomplishes this mission by:

- Providing comprehensive career development services to help students integrate their educational experiences with lifelong learning and career opportunities through effective academic/career decision-making, planning, and job search.
- Improving student achievement by identifying and reducing health barriers to learning through student health promotion and disease and injury prevention.
- Assisting students with disabilities to realize their academic and personal potential through quality student services that comply with Section 504 of the Federal Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990.



- Providing counseling services that facilitate the social-emotional adjustment of students who experience life challenges that interfere with personal growth and adjustment to university life.

In C.H.A.P.s we believe that:

- Students are at the center of what we do.
- Students are best understood as a whole person.
- All students can be successful learners.
- Student achievement is the purpose and reward for our work.
- Students are successful when their needs are addressed holistically.
- Student problems are interrelated and require interrelated solutions that are best managed by a team approach.
- Successful students are goal-oriented.
- Learning is a continual process that occurs both inside and outside of the classroom.
- Collaboration must be encouraged over competition.

## **Career Development Services**

Career development is a lifelong and multi-dimensional process of choices and adjustments. CHANNEL ISLANDS Career Development Services embraces the view that career development is not just finding a job, but also acquiring the skills necessary to manage one's career at any point along the career development continuum.

### Mission

The mission of Career Development Services is to provide a continuum of services and comprehensive programs to help students to understand themselves, understand the relationship between educational and career choices, discover and develop their job-seeking skills and, finally, to help them make the transition from the college environment





to the world of work. We accomplish this mission by:

- Assisting students in the employment process through self-assessment, job referral, job search and employability skills training.
- Providing job search training, job matching, and reporting of placement results.
- Researching prospective employment market and those segments of the job market where employment assistance activities are likely to yield results.
- Assisting and directing students to areas of suitable employment.
- Organizing and maintaining active student employment assistance files.
- Administering graduate/former student and employer satisfaction survey.

### Vision

Career Development Services strives to be a model department that provides a full range of services for our students and employers, consistently emphasizing innovation, operational excellence, and the highest quality in every aspect of career and employment assistance.

### Intake Process

Students are brought in contact with Career Development Services in one of two ways. In the first instance, the student initiates contact on his or her own motivation and comes to the Career Development Services office. In the latter, Career Development Services staff initiates the contact and reaches out to the student and offers assistance. Office-initiated contact may consist of classroom presentations, workshops, special counseling, internships, or job-shadowing opportunities.

### Career Development Center Orientation

Generally the first contact students will have with our Career Development Services office occurs during Student Orientation. This is only one type of orientation offered by Career Development Services and is by design a very general



introduction to career services. A student seeking more detailed information about career resources, career development, or employment assistance may begin the process with individual or group orientation sessions that are designed to meet the career development needs of the individual student. This type of orientation can be pre-scheduled and vary in time, again depending on the student's needs. Students are strongly encouraged to contact our office for an orientation appointment. This is an excellent way to become acquainted with our staff and the many resources available to students.

### Career Preparation

Career development is a lifelong and multi-dimensional process of choices and adjustments. The process involves a series of progressive steps that take the student closer to his or her choice. To aid you in your preparation, Career Development Service has created a four-stage career development plan that involves a process of self-discovery, career exploration, and career implementation.

### Career Services Resources

#### *Career Counseling*

The purpose of career counseling is to guide the student through the career planning process of self-assessment, occupational exploration, career decision-making, identifying goals and developing a plan of action to reach them. The outcome of career counseling should be the best match between client and college major or occupational choice that will lead to personal development, achievement and satisfaction. The goal of career counseling is to assist students in becoming productive citizens with the ability to respond effectively to an ever-changing employment market.

The process of counseling may take place in a one-on-one relationship or in a group format. While most counseling will involve the former, there are also partnerships that are



formed often in the latter stages of counseling that may include faculty, alumni, and employers. A primary goal of the career counselor is to make the maximum use of the resources and expertise available to assist the student.

Students are strongly encouraged to take advantage of these resources. It is very important that the student make an appointment to see the career counseling office as early as possible in his or her college career.

### *Programs and Services*

Computer Assisted Career Assessment Tool – The Career Services office has two computer assisted career assessment tools available to students that have proven success in helping students in their development. These programs are called Choices and Eureka.

Choices - A highly interactive computer program that helps students learn about their interests. It provides information about colleges and universities, financial aid eligibility, and occupations, which match the student's interests. It also gives adults in career transitions new ways to consider their experience and to relate their transferable skills, interests and priorities to career and education options. A scholarship database is included as well as information on education and training programs.

Eureka – A California database with facts on nearly 800 occupations. Eureka provides a comprehensive report including job responsibilities, work environment, personal characteristics, skills required, earning potential and future outlook. Eureka includes an education database to research programs of study and schools offering the preparation. Scholarship search is also available.

All CSUCI registered students are able to log onto MonsterTrak.com an on-line job source and partnership that



provides full-time, part-time, temporary and internship opportunities created by employers specifically for CI students. Using electronic media like the Internet, students are also able to access current job postings online through Jobdirect and CalJobs. In addition, our Career Services office offers bulletins and career descriptions, as well as information about salary levels and the employment outlook for specific industries. Students can also find in our career library reference books such as the Occupational Outlook Handbook, which gives detailed job descriptions for more than 12,000 occupations.

### *Co-Curricular Transcript Program*

A Co-Curricular Transcript is a record of a student's co-curricular activities and accomplishments as a undergraduate. The transcript enables you to:

- Chart your developmental growth through College experiences
- Validate your co-curricular activities
- Complement your academic transcript
- Document and chart career path experiences
- Support scholarship and award applications

To set up your Co-Curricular Transcript, students should call or stop by the Career Development office in the Bell Tower Building, Room 1415, phone number (805) 437-8510.

### *Internship Opportunities*

Local employers frequently contact the Career Development Services office to recruit student interns. In its simplest terms, an internship is learning by doing. By integrating classroom theory into the world of work, students acquire firsthand experience in a work environment related to their career interests. Internships are offered during the fall, spring and summer. The duration of an assignment is typically seven to ten weeks, but length can be negotiated to meet the needs of the employer and the schedule of the student.



Internships may be paid, volunteer, or for college credit. For those internships that are done for college credits, the student must contact his or her professor to work out the credit requirements. The Career Development Services office can help identify internship opportunities that match the student's career needs. Although it is ultimately the responsibility of the student to find his or her own internship site, the student should contact the Career Development Services office if he or she is having difficulty finding an internship.

#### *Career Resource Library*

Contains reference materials for students and employers. Students have access to computer workstations through which online job searching can occur.

### **Health Services**

Cal State CHANNEL ISLANDS Student Health Services is a multi-service healthcare provider. It offers conventional medical care, preventive health, and promotional health education. A physician, a physician assistant, and a receptionist operate the Health Center. Students are invited to take advantage of the Health Service and learn more about how to access the health and wellness programs developed by the Health Center.

#### Mission

The mission of California State University CHANNEL ISLANDS Student Health Center is to:

- Provide services that promote and maintain the health of students through ambulatory medical services.
- Encourage healthy lifestyles through education and primary prevention.
- Provide services that are inclusive, accessible, integrated, responsive, and cost-effective.
- Promote health-supporting environments throughout the campus community.



## Vision Statement

The Student Health Center vision is to be recognized for excellence in the provision of quality health care and leadership and advocacy in support of a healthy campus community.

## Who can use Student Health Services at CSUCI?

All CSUCI registered students are eligible to use the University Health Center, regardless of whether they have health insurance. In most cases, there is no charge to see a physician or nurse practitioner. However, there is a charge for the lab, x-rays, medications, supplies, and certain treatments.

## Patient Responsibilities:

- To inform clinicians of any changes in their health status that could affect their treatment.
- To adhere to a prescribed treatment plan and to discuss any objections or desired changes.
- To act in a considerate and cooperative manner with the Student Health Center staff.
- To ask questions and seek clarification regarding areas of concern.
- To be honest with the Student Health staff, and provide information about medications being taken that have been prescribed by another health care provider.
- To weigh the consequences of refusing to comply with instructions and recommendations.
- To assist the clinician in compiling a complete record by authorizing Student Health to obtain necessary medical information from appropriate sources.
- To keep appointments on time.
- To cancel appointments only when absolutely necessary and far enough in advance so that other patients might utilize that time.
- To complete a health history or other health-related paperwork and ask for clarification when needed.
- To carefully follow the health provider's instructions and to take medicines as directed.



## Student Health Care Services

All CHANNEL ISLANDS students are eligible to participate in campus health service free of charge. These services include:

- Diagnosis and Treatment of Acute Illness and Injuries
- Physical Examinations
- Family Planning
- PAP Smears
- TB Testing
- STD Screening and Treatment
- Pregnancy Testing
- Health Education and Promotion

California State University CHANNEL ISLANDS Immunization Policies, Requirements, and values promote student health and wellness. This commitment is found in the philosophy and services of the Health Center. They are also reflected in several CSU policies, designed to protect students from serious communicable diseases such as measles, rubella, Hepatitis B and Meningitis. Although these diseases are fairly rare, they are easily transmitted, and their effects can be devastating if an individual is not immunized.

## Measles and Rubella

If you are a new or readmitted student born on or after January 1, 1957, you must present proof of immunity against measles and rubella during your first semester at CSUCI. One way to fulfill this requirement is to submit proof of at least one vaccination for measles and rubella given after your first birthday and after 1968. You may also submit laboratory evidence of immunity or medical documentation that you have previously had the disease. If you have no proof of immunity, you may receive the measles and rubella vaccines without charge at the Student Health Center. All students are strongly encouraged to consider a second measles immunization, although it is not currently required. If you do not comply with this requirement during your first semester at CSUCI, you will not be allowed to register for a second semester.



### What is adequate proof of prior vaccination?

Medical documentation of prior immunization requires the date and type of vaccination and a doctor's or nurse's signature, initials, or office stamp. School records are not acceptable proof unless a physician or nurse signs them. We invite students with questions regarding immunization to call the Student Health Center at (805) 437-8828.

### Health Education Promotion

The Student Health Center offers preventative and educational services for a variety of student needs including programs on birth control, sexually transmitted infection prevention, smoking cessation, heart disease and hypertension, diabetes, and skin cancer.

### Emergency Care

On a fee-for-services basis, 24-hour emergency care is available at St. John's Pleasant Valley Hospital, located at 2309 Antonio Ave., Camarillo (Emergency Room number: (805) 389-5810). Care is also available at the Ventura County Medical Center Emergency Room, located at 3291 Loma Vista Road, Ventura, California. (Emergency Room number: (805) 652-6165).

## **Disability Accommodation Services**

### Mission

Cal State CHANNEL ISLANDS is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Accommodation Services is to assist students with disabilities to realize their academic and personal potential. We accomplish this mission by:

- Supporting a commitment to academic success.
- Assisting students with disabilities in overcoming





environmental barriers and provide them with academic accommodations that reduce the impact of their disabilities on their experience at CSUCI.

- Promoting community awareness of the needs and capabilities of students with disabilities;
- Encouraging development through self-advocacy and personal decision-making.
- Providing training and information to students, faculty, staff and administration that uphold the inclusion of persons with disabilities.
- Serving as a resource for members of the university community, prospective students, parents, and members of the public.

#### Disability Accommodation Services Goals

1. To Provide direct assistance to students with disabilities to promote academic success to all programs and services.
2. To Assess and evaluate needs of students with disabilities in order to develop appropriate programs.
3. To work cooperatively with all units of the University community to maintain an accessible climate.
4. To provide opportunities for the University community to be aware of the physical and academic needs of persons with disabilities.

#### The role of Disability Accommodation Services

CSUCI and Disability Accommodation Services are committed to making students with disabilities full participants in its programs, services, and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Services are available to any student with learning, physical, sensory, or psychological impairments. The primary objective is to assist students with disabilities in achieving their academic goals.

Disability Accommodation Services provide intake, assessment of needs on campus, and facilitation of academic and



other accommodations for students with disabilities. Disability Accommodation Services advocates for all students and works as a liaison between students and faculty, as well as with community agencies, and informs the administration of policies and issues relevant to students with disabilities. Disability Accommodation Services also provides training for faculty and staff so the CSUCI community gains a greater understanding of the needs of students with disabilities and their responsibilities.

### Services for Students with Disabilities

Disability Accommodation Services put into action the University's commitment to assure students with disabilities equal opportunity to access its programs and services. Disability Accommodation Services was established at CSUCI to provide campus-wide standards for alternative provisions for students with disabilities. The responsibilities of this office are to provide the foundation and structure for students with disabilities and the University community, as well as to service as a liaison between these components.

Disability Accommodation Services is a part of the Office of C.H.A.P.s, a department within the Division of Student Affairs. The office is located in the Bell Tower Building, Room 1417 and can be reached (805) 437-8510.

### General Policy

Disability Accommodation Services is recognized as the authority on all aspects related to academic accommodations for students with disabilities. Students with disabilities have the right to participate in services coordinated through this office. The faculty can also use this office to verify the legitimacy of a request for accommodation. When students opt to register for services with Disability Accommodation Services, they are required to abide by the office policies and procedures.

**Only those students who identify themselves to the University and/or present appropriate written documentation of a disability are eligible for**

**academic accommodation.** Students with a disability, who require special accommodation on the part of the university, are advised to submit documentation to the Disability Accommodation Services Coordinator prior to the beginning of the semester so that arrangements can be made to meet individual needs. Students are further required to return to the Disability Accommodation Services office prior to the beginning of a new semester so that appropriate accommodations may be continued or new accommodations arranged.

The decision of a student not to self-identify does not constitute a permanent renouncement of the right to university-administered accommodation; however, the student is responsible for his/her performance for as long as he/she self-accommodates. If a student chooses not to self-identify and/or request accommodation, the university does not assume responsibility for any disability-related problem that may arise.

**Eligibility for Services**

Services are available to any student who finds his or her disability to be a barrier to achieving educational goals. Disability Accommodation Services provides support services to students with mental, physical, learning and/or sensory impairments. Accessing accommodations through Disability Accommodation Services requires several administrative steps. The first, which is necessary for any and all accommodations, is registration with the office. To register, students should report to the Disability Accommodation Services office located within the C.H.A.P.s program in Bell Tower Room 1417. The student must schedule an intake interview to complete an application for services. Sufficient documentation of the disabling condition and related needs



will also be requested. If the student possesses documentation of his or her disability, it should be brought to the intake interview. "Sufficient documentation" depends on the disability and is detailed below.

### Documentation

Documentation should verify the substantial limitation of a major life activity and support requests for accommodation, academic adjustments, and/or auxiliary aids. Sufficient documentation varies according to the specific disabling condition. However, general guidelines include: up to date documentation (generally from within the past 3 years), appropriate clinical documentation to substantiate the condition, evidence to establish a rationale supporting the need for accommodation, and qualifications of the evaluator.

The provision of all reasonable accommodation and services is based upon the assessment of the impact of the student's disabilities on his or her academic performance. So that accommodations are most appropriate to the student's learning environment, documentation should be recent and validate the need for services based on the individual's current level of functioning in the educational setting. A school plan such as an individualized education program (IEP) or a 504 accommodation plan is not sufficient documentation on its own but may be included as part of a more comprehensive assessment battery.

Should initial documentation not be available, the Coordinator of Disability Accommodation Services or the university has the right to request disability-related documentation from the appropriate licensed professional. This information will be used to document a student's functional limitations in the educational setting and to determine appropriate reasonable accommodations.

Any costs associated with obtaining appropriate documentation is the responsibility of the student. Information regarding

specific requirements for evaluation and documentation is provided below. The University reserves the right to deny accommodation pending receipt of the documentation.

### Continuation of Services

It is the responsibility of student with a disability to contact the office EACH SEMESTER for which they require accommodations, even if the same service was provided the previous semester. The student should make their accommodation request to the Coordinator of Disability Accommodation Services prior to classes, if at all possible, or immediately after the start of the semester. Delays in requesting services may cause a delay in service delivery.

### Academic Accommodations

Decisions regarding appropriate accommodations are based upon the particular facts of each case, including the student interview, documentation, and other information relevant to the disabling condition. An accommodation plan is developed between the Disability Accommodation Services Coordinator and the student. The faculty/staff are responsible for carrying out accommodations recommended by the Disability Accommodation Services. However, it is the responsibility of the student to deliver accommodations notice to the appropriate faculty/staff. Failure to notify the appropriate persons in a timely manner may result in the denial of services.

Accommodations may include physical adaptations and classroom modifications. Physical adaptations may include classroom arrangements, and/or preferential seating. Classroom modifications may occur in one or more of the following areas: environment, presentation, materials, requirements, and testing. Receiving accommodations should not be regarded as giving the student "special privileges," but rather as minimizing the impact of the disability to the greatest extent possible. It is important to remember that the professor expects the same academic performance

from all students regardless of disability. The ADA and Section 504 did not intend that universities pass students because of a disability.

### Special Admission Policy

First time freshman applicants with disabilities who think they might not meet all of the regular admission criteria should contact the Disability Accommodation Services office to request consideration for special admission. Each request will be evaluated on a case-by-case basis. Once all documentation has been evaluated, a recommendation will be made to the Special Admission Committee of the Admissions and Records Department. The Committee will make the final admission decision. The goal of the special admission process is to evaluate and admit students with disabilities who are realistically academically prepared to be successful at CSUCI, given appropriate accommodations authorized by the Disability Accommodation Services. Note that due to disability-related functional limitations, course substitutions, but not course waivers, will be offered as a condition for special admission

### Appropriate Documentation by Disability Type

Appropriate documentation is important in establishing the most appropriate accommodations and will vary according to the specifics of the disabling condition. General guidelines for documentation are provided above. Additional information useful in developing the most appropriate accommodations is provided below. The Disability Accommodation Services Coordinator can provide additional information about obtaining required documentation.

### Attention-Deficit/Hyperactivity Disorder

Documentation for students with ADD/ADHD should:

- Be from a qualified professional (e.g., physician, licensed psychologist, or neuropsychologist).
- Include a comprehensive social history as well as an educational and psychological assessment.

- Identify an actual diagnosis of impairment according to DSM-IV.
- Discuss functional limitations in an academic environment that are caused by the impairment.
- Recommend accommodations to compensate for identified functional limitations.
- List current medication, dosages, and existing side effects.

### Deaf or Hard of Hearing

Documentation for students with who are deaf or hard of hearing should:

- Be from a licensed audiologist.
- Discuss the functional limitations in an academic environment which are caused by the impairment;
- Describe recommended accommodations to compensate for identified functional limitations.

### Learning Disabilities

Documentation for students with a specific learning disability should:

- Include a thorough diagnostic interview, including developmental, psychosocial and academic histories, and a discussion of dual diagnoses where indicated.
- Consist of a comprehensive neuropsychological or psycho-educational evaluation resulting in the diagnosis of a specific learning disability, including an assessment of aptitude, achievement, and information processing;
- Address current limitations caused by the impairment;
- Suggest reasonable accommodations to compensate for the limitations, which are supported by the diagnosis.

### Physical Disabilities

Documentation for students with physical impairments should:

- Be from a qualified professional (e.g., physician);
- Identify an actual diagnosis of impairment;

- Discuss the functional limitations in an academic environment, which are caused by the impairment;
- Recommend accommodations to compensate for identified functional limitations, and list current medication, dosages, and existing (not 'possible') side effects.

### Psychological Disabilities

Documentation for students with psychological impairments should:

- Be from a qualified professional (e.g., psychiatrist, licensed professional counselor, board certified social worker);
- Identify an actual diagnosis of an impairment according to the Diagnostic and Statistical Manual of Mental Disorders IV;
- Discuss functional limitations in an academic environment, which are caused by the impairment;
- Recommend accommodations to compensate for identified functional limitations, and list current medication, dosages, and existing (not 'possible') side effects.

### Vision Disabilities

Documentation for students with vision impairments should:  
Be from a qualified professional;

- Discuss functional limitations in an academic environment which are caused by the impairment;
- Recommend accommodations to compensate for identified functional limitations.

### Confidentiality and Release of Information

Disability Accommodations Services is committed to ensuring that all information regarding a student is maintained as confidential as required or permitted by any law. Any information collected is used for the benefit of the student. This information may include test data, grades, biographical history, disability information, accommodation plans, performance



review, and case notes. Disability Accommodation Services will retain a copy of all information provided. No one has immediate access to student files except the Disability Accommodation Services staff. A student has the right to review his or her own file. Any information regarding a disability is considered confidential and will be shared with others within the University on a need-to-know basis only. Information contained in the confidential student files will be released only in the following circumstances:

- The student states the intent to harm himself/herself or others.
- A student's file may be released pursuant to a court order or subpoena.
- A student may give written authorization for release of information when he or she so wishes.

### Conflict Resolution

The University strives to resolve conflict at the lowest level possible. When a question arises about the denial or appropriateness of an accommodation, it is the responsibility of the faculty members and/or the student to first consult with the Disability Accommodations Services Coordinator in a timely manner. The Coordinator will work with the faculty and the student to resolve accommodation disagreements. When appropriate, the Director of the Office of C.H.A.P.s will also be involved in the dispute resolution process. Faculty members who question the legitimacy of an accommodation recommended by Disability Accommodation Services' continue to afford the accommodation to the student while appeals procedures are implemented.

If the dispute over accommodation cannot be resolved at the C.H.A.P.s level, a complaint may be filed with the Student Affairs Committee. Information regarding the filing of a grievance procedure can be obtained by contacting Disability Accommodation Services or the office of the Vice President for Student Affairs. In general, the formal complaint should be in writing, contain the name and address



of the person filing the complaint, and briefly describe the alleged violation of the regulation, including when and where it happened, and who was involved.

## **Personal Counseling Services**

The college years can be the most exciting and engaging times of a student's life, the chance to live away from home, learn new skills, and create new friends. College life also brings many challenges that can prevent the student from getting the most of his or her college experience.

### Mission

The mission of Personal Counseling Services, as a service of C.H.A.P.s is to provide counseling opportunities that help students to adjust to the social-emotional challenges that interfere with personal growth and adjustment to university life.

### Vision

Personal Counseling Services seeks to provide all students of California State University CHANNEL ISLANDS with an opportunity to maximize their strengths and abilities, to work through development issues unencumbered, and become successful graduates and productive citizens.

### Common Counseling Issues

Many, if not most, students will find good solutions to life challenges on their own or with the help of friends or family members. There are special situations, however, in which the use of a skilled, professional, personal counselor can be very helpful.

Students come to counseling for a variety of adjustment problems including:

- Interpersonal conflicts
- Loneliness
- Anxiety
- Lack of self-confidence



- Eating disorders
- Abuse issues
- Roommate difficulties
- Procrastination
- Family problems
- Problems in intimate relationships
- Questions about sexuality/sexual orientation
- Depression
- Cultural/ethnic concerns
- Achievement conflicts
- Concerns about alcohol or drug use

### What is counseling?

Personal counseling involves a special helping relationship between a professional counselor and the student. What makes this relationship so special is the unconditional acceptance and appreciation that the student comes to experience while working with the counselor. It is because of this bond that many students are able to gain personal insight, resolve life problems, or improve learning skills.

### What types of services are available?

The Counseling Center supports the academic, personal, and interpersonal development of CHANNEL ISLANDS students by providing short-term individual and group counseling, consultation for faculty, staff, and parents, and educational programs to the campus community.

### Individual Counseling

Students meet one-to-one with a counselor to explore troubling life experiences, feelings of unhappiness, stress, depression and anxiety, and to identify personal areas of resourcefulness.

### Group Counseling

Personal Counseling Services offers a variety of counseling and support groups throughout the academic year. Groups

can provide students with dynamic opportunities to learn more about themselves and to improve their relationships with others.

### Confidentiality

Personal Counseling Services carefully adheres to legal and professional standards of ethics and confidentiality. A student's use of the service and all information shared by students with the counseling staff are held in confidence except in those rare instances where clinicians are required by law or by a court order to reveal particular information. Records of counseling sessions never become part of a student's transcript or college record.

*"In matters of style,  
swim with the current;  
in matters of principle,  
stand like a rock."  
~ Thomas Jefferson*



# OFFICE OF STUDENT DEVELOPMENT



## **Mission**

The Office of Student Development's (OSD) mission is to provide programs and services that enhance the educational mission of Cal State CHANNEL ISLANDS and the Division of Student Affairs. This is accomplished through fostering a learning environment that promotes and embraces mentoring, diversity, leadership development, problem solving and decision-making. To this end we assist students in developing a well-balanced lifestyle that promotes awareness and improves the quality of life for all members of the CHANNEL ISLANDS campus. The Office of Student Development encourages participative and cooperative teamwork, spiritual awareness, intellectual stimulation, character development, cultural diversity, physical health, civility, and experiential leadership.

## **New Student Orientation**

Island View - CSUCI's New Student Orientation prepares you for a successful transition to the university. Whether you are a first-year student or a transfer student who has already experienced some aspects of college life, orientation prepares you for your experience at CSUCI. By attending orientation you will learn university requirements, academic requirements, campus life, student support services, and the many other services CSUCI offers!

## **Student Life Programming – The Programming Board (PB)**

The Programming Board (PB) is a select group of students that assist the Office of Student Development in the creation and administration of activities and events on the CSUCI campus. The Programming Board is comprised of six areas that will entertain, educate and enlighten CSUCI students through sponsored activities and events. Program areas include: Cinema, Concerts, Cultural Arts, Special Events,



Speakers, and Comedy. Each program area has a facilitator who is responsible for planning, coordinating, promoting and implementing the programs.

### **The University HUB**

The University HUB is located on the northwest end of campus. The HUB is a great place to meet other students, engage in a friendly game of pool, a quiet game of chess, or just to hang out. It is equipped with a big screen TV, a game room, computers, a quiet reading room, and a kitchen and snack area.

### **Student Leadership**

Leadership training at CSUCI is designed to provide consultation on a variety of topics through the use of presentations and interactive and participative activities. The Office of Student Development is responsible for skills training for student leaders. Programs that promote this type of leadership development include the Fall and Spring Leadership Retreats as well as workshops and seminars. The following topics will be presented:

- Conflict & Problem Solving
- Leadership Styles
- Conducting an Effective Meeting
- Developing a Team
- Motivation/Recruitment/Retention
- Creativity
- Conflict Resolution
- Diversity and Sensitivity Training
- Event Planning
- Fundraising
- Goal Setting
- Officer Transition
- Parliamentary Procedure
- Retreat Planning
- Time Management
- Effective Communication Skills
- Workshop development
- Proper Fiscal Management



## **S.A.B.U.L. (The Student Advisory Board on University Life)**

This board consists of the presidents of all student clubs and organizations throughout the CSUCI campus. The board is designed to provide the Vice President for Student Affairs (VPSA) and the Division of Student Affairs (DSA) with feedback and suggestions on programs, activities, and events offered by DSA. The VPSA or designee chairs this board.

## **Associated Students**

All currently registered students are eligible to become members of Associated Students. During the inaugural year, an Associated Students Inc. organization will be developed. Elected student government leaders will include a president, vice president, and senate members. The senate sets student government policy, governs financial matters, provides support for student programs, provides responsible and constructive input on University policies, and recommends to the Vice President for Student Affairs students to serve on University advisory boards.

## **Campus Clubs and Organizations**

Student clubs and organizations at CHANNEL ISLANDS play an important role in the university community. They increase the vitality of the campus as well as provide leadership opportunities and community service. Clubs and organizations at CSUCI provide a variety of opportunities ranging from sports clubs to political organizations. The university gains directly by the quality of the organizations, their programs, the leadership training and the quality of students involved in the clubs. The Office of Student Development coordinates registration for campus clubs and organizations each semester as well as providing educational opportunities for individual students and student organizations. Services available to organizations include budget assistance, program development and leadership training.

*"Live out of your imagination instead  
of out of your memory."*

*~ Les Brown*



Eligibility requirements to be an **officer** of a club or organization at Cal State CHANNEL ISLANDS:

- Have an overall GPA of at least 2.5
- Have an average of at least 2.5 for all work attempted while in attendance at CSUCI.
- Be in good academic and disciplinary standing (not on academic or disciplinary probation).
- Be free of any holds on university records.

Eligibility requirements to be a **member** of a club or organization at Cal State CHANNEL ISLANDS:

Have an overall GPA of at least 2.0.

- Have an average of at least 2.0 for all work attempted while in attendance at CSUCI.
- Be in good academic and disciplinary standing (not on academic or disciplinary probation).
- Be free of any holds on university records.

Students who are currently members of a student organization who do not meet these minimum requirements may submit a written appeal to remain in the organization to the Student Organization Appeals Board through the Office of Student Development within two (2) weeks from the first day of class each semester. This board is composed of six (6) students currently serving as officers of approved student organizations. The appeal should address the causes for ineligibility and reasons for believing that the problems have been resolved. The Student Organization Appeals Board is the deciding body that, upon hearing the appeal, may waive the eligibility requirements for one semester.

The Office of Student Development has established eligibility requirements for selected positions in an organization. These requirements and governing procedures are presented in the election statutes, which are made available to any student upon request, as well as to all candidates filing for office.





### Faculty/Staff Advisor

All organizations shall have a CSUCI faculty or staff advisor in order to be considered for registration. Additionally, a faculty or staff advisor is required in order to receive Associated Students funding.

### Registration Process

To be considered for registration a student organization must submit either a "New Student Organization Application" or a "Student Organization Renewal Application" to the Office of Student Development. These applications are located in the Office of Student Development and in The HUB. The application must also have:

- Names of proposed members including faculty/staff advisor(s).
- An approved copy of the organization's constitution.

The Office of Student Development will obtain the GPA's of proposed officers to ensure they meet the minimum requirement.

In seeking, securing and maintaining the privilege to be registered, each student organization must agree in writing to abide by all university policies, procedures and regulations published in the University bylaws CSUCI Guidebook, the CSUCI Associated Students Constitution and policies posted on the University web site, and to hold harmless the University for any actions or activities of the organization.

### Update Reports

Within the first two (2) weeks of each semester, and following organization elections, all registered student organizations must file a "Renewal Application" with the Office of Student Development. The application must include a current listing of the organization's membership and officers, the signature of at least two current officers and the faculty/staff advisor(s), the purpose, the organization's address and a statement of understanding of the hazing laws.



Organizations that do not turn in an update form or do not meet any of the other informational requirements listed above will be considered inactive after the second week of each Fall and Spring semester. Complete membership and officer lists and financial statements should be made available to the Office of Student Development upon request. Any change in the information indicated above during the academic year should be reported to the Office of Student Development within one month.

### Funds and Expenditures

Recognized organizations may receive operating and programming funds from Associated Students through a thorough application and distribution process. All approved Associated Students funding will be disbursed and expended through the Associated Students Fee Committee. Student organizations recognized by the University may be granted the following privileges:

- The privilege to use university facilities depending on availability, program and guidelines.
- The privilege to request funds from the Associated Students
- The privilege to use the University's name as part of the organization's name, (e.g. Cal State CHANNEL ISLANDS Spirit Squad).
- The privilege to grant awards and honors to organization members.

Organizations that violate university regulations will be subject to disciplinary action as described elsewhere in The Guidebook. Such action may include, but not be limited to:

- The limitation of any or all privileges listed above.
- Social probation for the organization.
- The temporary suspension of the organization's activities.
- The withdrawal of the organization's registration.



Registration of student organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. Cal State CHANNEL ISLANDS will not assume any legal liability for any student organization's activities.

## **Recreation and Leisure Services (RLS)**

Recreation and Leisure Services, sponsored by the Office of Student Development (OSD) provides programming and activities in seven categories. The categories include: Informal Recreation, Intramural Sports, Sports Clubs, Health & Fitness, Outdoor Adventures, Instructional Programs and Special Events. The programming is structured to provide individual, dual and team competitions, workshops and instruction. This structure strives to provide a variety of recreational opportunities for a diverse student population.

RLS programs include recreational, leisure and wellness activities for all students. A variety of open recreational programs are available to students, including basketball, soccer, volleyball, softball and hiking to name just a few.

### Informal Recreation

This program provides an outlet for the entire university community to participate in a variety of sports. The Informal Program provides opportunities for individuals to participate at their leisure whether it is just shooting some hoops, playing in a small pickup game or working on skill development. The campus recreation areas will have specified hours that are designed for informal (open) play.

### Intramural Sports

This program provides an outlet for the entire university community to join in on sport competition. The Intramural Sports Program provides a variety of structured sporting events to satisfy as many skill levels as possible. Scheduled tournaments, league play, and challenges are offered. Opportunities include men's, women's and co-recreational



play with appropriate rules presiding over each. Tournaments and/or leagues may be offered in basketball, softball, volleyball, flag football, tennis and golf.

### Sports Clubs

The strength of the Sports Club program relies solely on you, the student. A sport club is a group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and/or competition. These interests may be competitive, recreational, instructional or a combination of these in nature. Clubs may represent the university in intercollegiate competition or conduct interclub activities such as practice, instruction, social and tournament play. Sports clubs are designed to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, marketing, management and scheduling, as well as the development of physical skills in the particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting. Clubs may vary in focus and programming, even year to year, since the members are active participants in the leadership, responsibility and decision making process of the clubs' activities. Sport clubs are a great way for students to become involved in their campus community and make lasting relationships. All sports clubs must be registered with the Office of Student Development to be eligible for facility use and financial assistance at CSUCI.

### Health & Fitness

The Fitness Center is home to the Health & Fitness component of RLS. The fitness area provides opportunities to develop cardiovascular endurance, muscular strength, muscular endurance and flexibility. The cardiovascular amenities of the fitness center include: treadmills, stair climbers, recumbent cycles, stationary cycles and elliptical trainers. The resistance training amenities include: selectorized stations,

power cage, cable crossover, full selection of free weight benches, full selection of dumbbells from 2 – 120 pounds, and over 2,000 pounds of Olympic plates.

Trained students and fitness instructors staff the Fitness Center. Fitness Instructors and Assistants are certified in CPR and First Aid, as well as being trained in the principles of exercise, sports injury prevention, wellness, fitness assessment and numerous components of perusing a healthy lifestyle.

The facility is open for membership to students, faculty, staff and sponsored guests of CSUCI students, faculty and staff (a nominal fee may be charged to faculty, staff, and their guest). Cardiovascular training, general conditioning, resistance training and flexibility programs are offered free of charge to members of the Fitness Center. All potential members of the facility must complete a Fitness Orientation prior to utilizing the facility.

### Outdoor Adventures

Our Outdoor Adventures program couples sport-like activities with the aesthetic pleasures of the outdoors. Outdoor Adventures utilizes nature's resources (lakes, canals, mountains, rivers, and wilderness) to challenge the physical body as well as the mind.

### Instructional Programs

The Instructional programs offered by RLS provide learning opportunities for participants in such a way as to improve their skills and knowledge in order to enhance enjoyment relevant to sports participation. Clinics, workshops and skill sessions are used towards achieving this goal. Examples of instructional programs may include dance, golf, martial arts and tennis.

## Special Events

The special events offered by RLS generally do not fit into another category or are a combination of categories of program offerings. These special events promote wellness through participation in the joys of recreation.

*"Honesty is the cornerstone of all success,  
without which confidence and ability  
to perform shall cease to exist."  
~ Mary Kay Ash*



# STUDENT RIGHTS AND RESPONSIBILITIES



## **Student Rights**

Upon enrollment, Cal State CHANNEL ISLANDS students are entitled to the following freedoms and/or rights provided the exercise thereof is accomplished in accordance with University procedures and does not result in disruption or disturbance as elsewhere described in the Rules.

### Participation in Associated Students and its elective process

Upon enrollment, students are entitled to participate in the Associated Students and its elective process.

### Freedom of expression

The basic freedom of students to hear, write, distribute, and act upon a variety of thoughts and beliefs is guaranteed. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved. (Please see 'Policy on Distribution and Posting of Written Materials'.)

Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the President or his/her designee. The distribution of such material is permitted of student organizations provided that steps have been taken through the office of Student Development to preserve the orderliness of the campus.

Non-university or off-campus printed materials may be distributed or circulated by students or student organizations by following guidelines to preserve the academic integrity of the university as well as the orderliness of the campus.



The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas or in residential units will not be allowed without prior permission. Such permission may be requested from the pertinent University Vice President or Director.

### Freedom to hold public forums

The University desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and subject to critical evaluation. Restraints on free inquiry will be held to a minimum and will be consistent with preserving an organized society in which peaceful democratic means for change are available. Guest lecturers, or off campus speakers, sponsored by the student groups may appear on the CSUCI campus following approval by the Office of the Vice President for Student Affairs.

### Peaceful assembly

Existing laws and statutes shall be observed. Student gatherings must not disrupt or interfere with the orderly educational operation of the institution, nor be in violation of state or local statutes, or university guidelines.

### Fair and impartial hearing

These matters shall include, but not be limited to, disciplinary proceedings involving alleged violation of academic and nonacademic rules and regulations.

### Refunds and charges

The status of a student charged with a violation of University regulations shall not be affected pending final disposition of the charges except in the case of administrative action. For specific procedures and rights of students during the judicial process, refer to "Section 4, Judicial Affairs at CSUCI."





### Confidentiality of student records

Each University office and agency, which generates, collects, and disseminates information on students, must follow the guidelines for confidentiality of those records in their possession. For further information, see "Privacy Rights of Students In Education Records."

### Student grievance procedure

Students have the right to bring complaints to the attention of the University. For further information, see " Student Grievance Procedure."

#### Quick Reference:

If you have a complaint or problem...

Follow these channels:

#### **When the complaint involves an instructor, address the concern (in this order) to:**

1. the faculty member (first step)
2. the program coordinator
3. the Dean of the Faculty
4. the Vice President for Academic Affairs

#### **When the complaint involves an administrative office or staff member, address the concern (in this order) to:**

1. the employee (first step)
2. Supervisor
3. the Director of the office
4. the Associate Vice President (if applicable)
5. the Vice President

If your complaint is not resolved at the first step put your complaint in writing. Do not try to leap the chain to the Vice President or President without following the proper procedure.

## **Provisions for victims/survivors of acts of violence**

To ensure fairness to victims/survivors of acts of violence throughout the disciplinary process, the university has established the following provisions for victims/survivors:

- A provision for a victim/survivor to have a person of his/her choice accompany her/him throughout the judicial process. This person will act as a support person or counsel but will not represent the victim/survivor.
- A provision for the victim/survivor to submit a list of questions relating to the alleged incident prior to the hearing, that she/he feels the accused should be asked during the hearing process.
- A provision not to have her/his irrelevant past conduct, including sexual history, discussed during the hearing. The issue of irrelevancy shall be determined by the judicial officer or hearing officer.
- The opportunity to make a victim/survivor impact statement, and to suggest an appropriate penalty (to include appropriate compensations) if the accused is found in violation of the Student Code of Conduct.
- A provision to know the outcome of the judicial process after making a commitment to protect the confidentiality for all persons involved.

## **Student Rights During the Judicial Process**

The following rights shall be explained to the accused prior to the commencement of any formal judicial hearing:

All parties shall be afforded reasonable written notice, at least five (5) working days prior to the hearing. A letter sent to the address listed in the Registrar's records shall constitute full and adequate notice. Written notice shall include:

- A statement of the time, place and nature of the proceeding.
- A statement of the nature of the case and the jurisdiction under which it is to be adjudicated.
- A brief statement of matters asserted. Thereafter, upon request by the accused, a more detailed and

definitive statement will be furnished prior to the commencement of any formal hearing.

- An accused student may choose to have an advisor present at the hearings.
- All hearings will be conducted on the basis that the accused is not in violation until the preponderance of evidence proves otherwise.
- All hearings shall be private and closed only to persons directly involved in the matters being adjudicated. The accused may request that a hearing be open to others. The University shall consider such a request in light of the best interests of all persons involved and of the University.
- The accused may inspect any evidence presented in support of the charges. Evidence may be presented in defense of the accused.
- The accused may hear and question adverse witnesses.
- The accused shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any criminal prosecution.
- The determination of "in violation" or "not in violation" as charged shall be based solely on the evidence presented at the hearing.
- The determination from a formal hearing and any sanctions assigned shall be furnished in writing to the accused within five (5) working days following the hearing.
- The enrollment status of the accused shall remain unchanged pending the University's final decision in the matter except in cases where the President or President's designee determines that the safety, health, or general welfare of a student or the University is involved.

**Note:** For further information regarding the judicial process, see "Section 4, Judicial Affairs at CSUCI".

## **Student Responsibilities**

The most basic responsibility of a student is to study and



move forward in intellectual development while taking advantage of the many opportunities provided in a university environment for all around personal growth, development and maturation.

Students and organizations are responsible for the observation of all guidelines, rules and regulations of California State University CHANNEL ISLANDS. Compliance should follow awareness and understanding which helps to fulfill the objectives of better university government as well as the identification and acceptance of personal and social responsibilities.

Rights and freedoms in any environment are protected through exercised responsibilities and maintained through an established system for justice. The ideal balance of control for liberties is strongly weighted toward understanding and observing regulations as acts of individual responsibility not always because of agreement, but because compliance also serves the best interests of all and helps in the completion of identified missions.

The University has compiled student governing information in this guidebook to help provide direction and awareness for the University community. It is each student's responsibility to become aware of and learn its regulatory content and procedures for dealing with problems, which may arise in the course of educational events.

When university regulations are judged as not serving the best interests of all, the consideration for change should be introduced through appropriate channels. In the case of students, this will most often be the Associated Students Inc., (ASI) or other student governing group(s).

Within the University, emphasis is placed on the development of each individual's recognition and acceptance of personal and social responsibilities. Co-legality, civility and standards represent University's core values as well as

its contribution to the well being of society.

### **Personal Health Responsibilities**

Each student must assume a certain level of responsibility for his or her education and for the maintenance of health. Learning and education take place within a body. A drugged or mistreated body can neither absorb nor retain meaningful information.

The University has established regulations against the misuse of drugs and alcohol and has designated penalties for violations; see "Section 3, Student Behavior". These efforts minimally are to serve the best interest of the students at CSUCI; the maximum effort is to encourage students to develop a lifestyle free of drug abuse and to understand the connections between life, learning, and proper functioning of the integrated body and mind.

A broad range of student services provided through the Division of Student Affairs are available to assist students in solving problems which negatively affect their performance. The Student Health Center is designed to help students target health related problems and find solutions. The wellness concept encourages self-direction for a lifestyle, which addresses meaningful living, recognizes problems, initiates action, and promotes use of available services.

### **AIDS / HIV Policy**

The following guidelines are designed for Cal State CHANNEL ISLANDS' faculty, staff and students. \* These guidelines are consistent with current epidemiological data indicating that the HIV virus is not spread by casual person-to-person contact and that students or employees with HIV/AIDS do not pose a health risk to other students and employees in an academic setting.

#### Policy

Students and employees with the Human Immunodeficiency



Virus (HIV) shall be afforded unrestricted classroom attendance, working conditions, use of University facilities and participation in co-curricular and extracurricular activities as long as they are physically and psychologically able to do so.

### Responsibility

Cal State CHANNEL ISLANDS will establish an AIDS Coordinating Committee to plan a comprehensive educational program and to develop administrative procedures that address campus issues related to HIV/AIDS. The AIDS Coordinating Committee, comprised of faculty, staff and students, is broadly representative of the campus community in order to address the medical, personal, administrative and legal issues associated with the disease.

Further, a Steering Committee will be appointed to develop and implement Cal State CHANNEL ISLANDS' guidelines on HIV/AIDS related issues. Acting within Committee guidelines, appropriate administrators shall analyze the individual circumstances and respond to persons with HIV/AIDS on a case-by-case basis. Campus flexibility is necessary in order to evaluate each case based upon the individual's ability to function, the needs of the campus community as well as obligations involved. When requested, reasonable accommodations will be made for individuals with HIV/AIDS. Request forms for reasonable accommodations are available in the Office of C.H.A.P.s (Career Planning, Student Health, Disability Accommodations, & Personal Counseling Services) for students or in Human Resources Programs for faculty and staff. Reasonable accommodations are also available for guests at special events through the Office of Student Development.

Communication links will be established with county health agencies and community HIV/AIDS centers in order to obtain current medical and referral information. There are a number of resources available on campus for students who are concerned about HIV/AIDS. For more information, individuals are encouraged to contact the Student Health Center, members of the AIDS Steering and Coordinating



Committees, the Human Resources Programs, or the Director of C.H.A.P.s. Appropriate education and/or counseling shall be provided on campus or a referral shall be made to appropriate community agencies for those persons with continuing fears or concerns about the virus.

### Guidelines

The following guidelines are intended to provide direction for dealing with HIV/AIDS related issues, to protect the rights of persons with HIV/AIDS, to create an informed and supportive campus community and to prevent the spread of the virus.

1. Cal State CHANNEL ISLANDS shall provide reasonable accommodation and shall provide assistance in obtaining appropriate medical care and education for employees and students with HIV/AIDS in a manner consistent with that provided for other medical problems. Cal State CHANNEL ISLANDS shall comply with the Americans with Disabilities Act of 1990.
2. In accordance with University procedures and requirements, medical conditions and medical records are confidential and may not be released without permission, except as otherwise provided by law.
3. There shall be no screening of students for HIV/AIDS, and no consideration of the existence of HIV/AIDS shall be made in a decision for admission to the University.
4. Those who are known to be immunologically deficient should be excused from institutional requirements for certain live, attenuated vaccines as the benefit and/or risks of these vaccines are uncertain at this time (e.g., measles and rubella).
5. Access shall not be restricted for persons with HIV/AIDS to the library, The Hub, social, cultural and athletic events, dining areas, gymnasium, recreation facilities, student lounges, working environments and other common areas on campus.
6. Cal State CHANNEL ISLANDS shall take necessary steps to ensure the safety of individuals participating



in laboratory experiments involving blood, blood products and body fluids. Students participating in fieldwork experiences in community health care settings shall be provided assurance by the training facility that it is in compliance with the United States Public Health Service guidelines for the handling of blood, blood products and body fluids.

7. The Student Health Center shall review its protocols to ensure that they are consistent with the guidelines proposed by the United States Public Health Service for the handling of blood, blood products and body fluids. The Student Health Center shall be familiar with sources for testing for HIV/AIDS and shall refer persons requesting such testing to appropriate community agencies. Regular medical follow-ups shall be encouraged for those who have HIV/AIDS. Special provisions to protect the health of persons with HIV/AIDS shall be considered during periods of prevalence of such contagious diseases as measles, rubella and chicken pox.

\*The guidelines are based on information obtained from several sources including the San Francisco State University Policy/Guidelines Concerning HIV and Aids, the American College Health Association, the American Council on Education, the Centers for Disease Control and Article 38 S.F. Municipal Code and are intended to reduce fears and dispel myths regarding AIDS related issues. For a copy of the CSU AIDS Policy and Guidelines, contact the Human Resources Department.

### **Policy Statement for a Drug-Free Environment**

Cal State CHANNEL ISLANDS recognizes the unlawful possession of controlled substances and drug abuse as potential health, safety, and security problems to the students of the University. It is the intent of CSUCI to provide a drug-free environment.

The unlawful manufacture, distribution, dispensation,





possession, or use of a controlled substance on University premises or while conducting University business is prohibited. Violation of this policy may result in disciplinary action, up to and including suspension, and may also have other legal consequences.

CSUCI recognizes alcohol/drug dependence as an illness and a major health problem.

### **Health Risks Associated with the Use Of Illicit Drugs and the Abuse of Alcohol**

Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use. Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of the drug): loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating, anxiety, insomnia, delirium, convulsions, depression and disorientation among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life.

### **Drug/Alcohol Counseling, Treatment, or Rehabilitation and/or Re-entry Programs Available to CSUCI**

A broad range of student services, provided through the Division of Student Affairs, are available to assist students with non-academic problems that negatively affect their performances. Counseling Services and the Student Health Center are designed to help students target problems and find solutions. These offices provide workshops to assist students in determining if alcohol or drug usage is becoming a personal problem.



CSUCI's Counseling Services provide personal counseling to students who express a need for assistance due to drug/alcohol dependency or other personal problems that may result in drug or alcohol abuse. Services include one-on-one therapy and/or referral to other appropriate professional institutions. These services are provided at no charge to currently enrolled students as well as students who are returning to CSUCI from rehabilitation or re-entry programs.

### **Alcohol on Campus**

Prior approval for students or student organizations to host an event where alcoholic beverages are present must be obtained from the President or designee.

The following information must be supplied by the student organization and approved by appropriate university officials, no less than fifteen (15) calendar days prior to the event(s). These arrangements include but are not limited to:

- Sponsoring organization and nature of event
- Date, beginning and ending times and location of event
- Number in attendance and method of registering guests
- Method of designation for those of age/underage
- Contained area where alcohol consumption is permitted
- Type of alcohol along with food and alternative non-alcoholic beverages to be provided
- Method of security including number of campus police officers
- Person to be contacted at event in case of questions or problems

### **Equal Opportunity**

Cal State CHANNEL ISLANDS prohibits discrimination or harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer related medical condition, or genetic predisposition. The University also prohibits discrimination against anyone due to his or her relationship or association with an individual with a known disability. The University practices equal opportunity in admission to,



access to, and operation of instruction, programs, services, and activities. Also, the University provides equally effective communication. The University considers reasonable accommodation for the following purposes: (a) completion of the admission and enrollment processes, (b) participation in instruction, programs, services and activities, and (c) equally effective communication, upon request by persons with legally protected disabilities. Questions, concerns, complaints, and requests for reasonable accommodation or additional information may be forwarded to C.H.A.P.s (the Office of Career Planning, Student Health, Disability Accommodations, Personal Counseling services).

### **Use of Social Security Number**

Applicants are required to include their social security number (taxpayer identification number) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify records pertaining to the student as well as to identify the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

### **Privacy Rights of Students in Education Records**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. 1232g) and regulations adopted there under (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the campus. Specifically, the statute and



regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of guidelines and procedures concerning implementation of the statutes and the regulations on the campus. Copies of these guidelines and procedures may be obtained at the Admissions and Records Office in the Professional Building. Among the types of information included in the campus statement of guidelines and procedures are: (1) the types of student records and the information contained therein; (2) the official responsible for the maintenance of each type of record; (3) the location of access lists that indicate persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) the access rights of students; (6) the procedures for challenging the content of student records; (7) the cost which will be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. An office and review board has been established by the Department of Education to investigate and adjudicate violations and complaints. The office designated for this purpose is the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized

activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information, which the student requests not to be released. Written objections should be sent to the Admissions and Records Office in the Professional Building.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with campus academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

### **Policy on Distribution and Posting of Written Materials** Purpose:

The policy on the distribution of written materials is intended to establish guidelines for posting of materials, which will allow for the promotion of ideas and events pertinent to the campus community. This policy also is intended to establish a consistent standard with respect to what is acceptable for posting and the time frames for which these materials may be posted and subsequently removed.

#### Policy:

- A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the



University President or designee. The distribution of such materials is permitted of student organizations provided steps have been taken to preserve the orderliness of the campus.

- B. The distribution of materials or circulation of petitions to captive audiences as those in classrooms, at registration, in study areas, or in residential units will not be allowed without prior permission. Such permission may be requested from the pertinent university Vice President or designee.
- C. Non-university or off-campus printed materials shall not be distributed or circulated by students or student organizations without first being approved by the Vice President for Student Affairs or designee
- D. Non-campus community members may not distribute or sell materials without seeking approval from the appropriate Vice President or designee, and in some instances may be required to obtain sponsorship from a registered student club or organization before receiving approval.
- E. In order to maintain the academic integrity and orderliness of the campus all materials, flyers, leaflets, and brochures to be posted on campus will be approved by the Office of Student Development. The OSD staff will place materials in display cases around campus. Every effort will be made to post requested materials within 24 hours from the time that the materials are approved. These materials will be removed 14 days after approval. Students should not tack, stick, glue, paste, pin, staple, or otherwise affix any materials on any door, wall, window, or other surface on campus without prior approval from the Office of Student Development.

## **Smoking Policy**

Purpose:

As Smoking accounts for over 400,000 deaths annually, and as Environmental Tobacco Smoke (ETS), or exposure to



secondhand smoke, is estimated to cause an additional 53,000 deaths in the US, primarily due to lung cancer and heart disease, California State University CHANNEL ISLANDS sets forth this policy in compliance with Executive Order No. 599 prohibiting smoking on university premises.

**Policy:**

Smoking shall be prohibited in all California State University Channel Islands buildings or leased spaces. This includes all campus buildings or leased spaces within buildings shared by others. Designated smoking areas are those areas 20 feet beyond any inhabited structure on the campus.

*"It takes less time to do things right  
than to explain why you did it wrong."  
~ Henry Wadsworth Longfellow*



# JUDICIAL AFFAIRS AT CSUCI



## **Mission statement**

The mission of Judicial Affairs is to develop, disseminate, interpret and enforce campus regulations; to protect relevant legal rights of students; to address student behavioral problems in an effective and educational manner; to facilitate and encourage respect for campus governance; and to provide learning experiences for students who participate in the operations of the judicial system. Judicial Affairs programs contribute to the teaching of appropriate individual and group behavior, as well as the protection of the campus community from disruption and harm. The programs are conducted in ways that serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the University community.

Judicial Affairs is located in the Office of Student Development. Judicial Affairs is responsible for acting on behalf of the University President regarding all aspects of student discipline. The office receives reports of alleged student misconduct relative to Title 5, California Code of Regulations, and investigates complaints in order to determine whether University disciplinary action is to be pursued. University disciplinary action may run concurrently with civil or criminal action initiated by the court system. One type of judicial action does not necessarily affect the other. Campus related violations include both academic and non-academic misconduct.

## **Student Code of Conduct**

### **Introduction**

Students are expected to become aware of and abide by the University community's standards of behavior as articulated





in the Guidebook, the University Catalog, and other publications of the University. Students accept the rights and responsibilities of membership in the California State University CHANNEL ISLANDS community when they are admitted to the University. These rules shall apply to all students and student organizations, and shall be deemed a part of the terms and conditions of admission and enrollment of all students.

Failure to comply with duly established laws or University regulations might subject violator(s) to appropriate action by University authorities and/or appropriate civil authorities. Serious violations of University regulations shall be recorded in the individual(s) and/or organization(s) permanent record in the office of the Vice President for Student Affairs. Generally, authority necessary to enforce regulations is vested in the Vice President for Student Affairs. Select functions of this authority are shared with faculty, staff and students. Some functions of disciplinary administration are assisted through system review boards.

The following defined and/or described actions include, but are not limited to, conduct for which judicial action may be taken. These rules apply to conduct occurring on University premises, while attending University sponsored/related activities, as well as conduct that takes place off-campus when that conduct is determined as adversely affecting the interests of the University community.

## **Title 5, California Code of Regulations – Sections 41301 - 41304**

### **41301 Expulsion, Suspension and Probation of Students**

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following



causes, which must be campus related:

1. Cheating or plagiarism in connection with an academic program on campus.
2. Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
3. Misrepresentation of oneself or an organization to be an agent of a campus.
4. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
6. Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
7. Unauthorized entry into, unauthorized use of, or misuse of campus property.
8. On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
9. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
10. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
11. Abusive behavior directed toward, or hazing of, a member of the campus community.
12. Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation



- occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
  14. For purposes of this Article, the following terms are defined:
    - a. The term "member of the campus community" is defined as meaning California State University and Colleges Trustees, academic, non-academic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
    - b. The term "campus property" includes:
      - i. real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University and Colleges, and
      - ii. all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
    - c. The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
    - d. The term "behavior" includes conduct and expression.

*"Man is the only animal  
that blushes - - or needs to."*

~ Mark Twain



- e. The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community, but the term "hazing" does not include customary athletic events or other similar contests or competitions.
15. This Section is not adopted pursuant to Education Code Section 89031.
16. Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

**41302. Disposition of Fees: Campus Emergency; Interim Suspension.**

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension. During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to



believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University and Colleges other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

### **41303. Conduct by Applicants for Admission.**

Notwithstanding any provisions in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts that are subject to disciplinary action pursuant to Section 41301 or 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

### **41304. Student Disciplinary Procedures for the California State University and Colleges.**

The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California University and Colleges. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid

eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer, time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board his actions taken under this section.

## **Types of Misconduct**

Academic Misconduct – See Academic Affairs section of the Student Guidebook.

Non-Academic Misconduct - Includes the following examples as well as any other similar conduct: obstruction or disruption of the educational or administrative process, physical abuse or the threat of such abuse, theft, vandalism, hazing, harassment (including sexual and racial harassment), engaging in hate crimes, use or illegal possession of controlled substances or weapons, misuse of campus documents, trespassing or misuse of campus equipment, and violation of Presidential orders (including Housing, Greek, and Organizations guidelines) which include, but are not limited to, the alcohol policy, computer/e-mail policy, etc.

## **Reporting Misconduct**

Complaints against students by CSUCI faculty, staff, other students and members of the campus community should be directed to Judicial Affairs in writing (e-mail is acceptable) within 14 calendar days of the incident giving rise to the complaint. This process may not be available to non-students filing complaints. The complaint should include, minimally, the date, time, location, parties involved, and a description of the incident. Any supporting evidence should also be sent to the office. Situations requiring immediate attention, e.g., class disruption, which is likely to continue, should be reported by phone and followed up in writing as

soon as possible. Situations requiring police assistance, e.g., serious disruptions, crimes, or where there is violence or the threat of violence, should be brought to the attention of the Department of Police and Public Safety (805) 437-8888 immediately. For other police assistance call (805) 437-8444.

### **Non-Academic Misconduct Policies and Procedures**

Judicial Affairs in the Office of Student Development (OSD) administers the campus student disciplinary system under authority delegated from the University President. Cases involving alleged violations of University guidelines or campus rules by students must be referred to this office, which maintains centralized confidential, disciplinary records and has responsibility for ensuring fair and impartial administration of discipline.

### **The Adjudication Process**

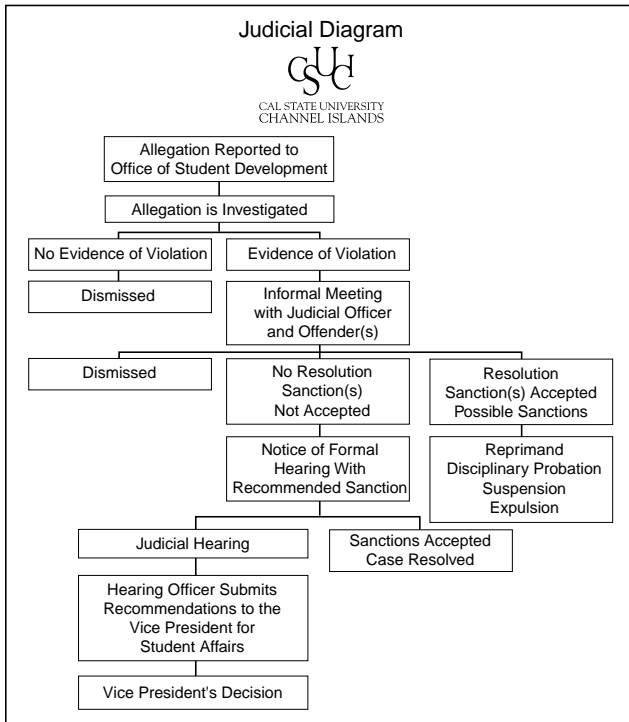
Where possible, informal procedures are implemented, emphasizing the personal growth and development of the student. Where formal procedures are utilized, the system is designed to provide a prompt, fair, impartial hearing and resolution of the matter. A student may consult an advisor or attorney at any stage of the informal or formal process, but attorneys are not allowed to participate in the process.

When a complaint is received by Judicial Affairs (the Office of Student Development), the Judicial Officer investigates the complaint or allegation. If there is evidence to substantiate the charge, the Judicial Officer will initiate the student disciplinary process. Judicial Affairs notifies the student(s) in writing of the alleged misconduct and directs the student(s) to schedule a meeting with the Judicial Officer.

At the initial meeting, the student is advised of his/her rights and informed of the evidence supporting the charges.

The student is provided with an opportunity to respond and to openly and honestly discuss the incident and possible

resolutions of the case. Students involved in criminal violations are subject to remedies through the criminal justice system (e.g. University Police Department and the District Attorney's office) as well as Student Disciplinary action.



## Informal Disposition

Informal disposition means resolution without a formal, trial-type hearing usually by mutual agreement between the student and the Judicial Officer, including the sanction to be imposed, if any. Under informal disposition procedures, no penalty can be imposed without the student's consent. If the student cannot be contacted or refuses to participate in this process, the case may be referred for formal adjudication.

A student may appeal unilateral discipline, but must show reasonable grounds for failing to cooperate. If, after initially meeting with the Judicial Officer, the student and the



Judicial Officer cannot agree on an informal disposition, the case will be referred for formal adjudication.

### **Formal Adjudication**

Formal hearings are conducted before a Hearing Officer appointed by the Vice President for Student Affairs. The Hearing Officer hears cases in a relatively informal, confidential proceeding.

The student and the Judicial Officer represent themselves, although an advisor may accompany each. Attorneys may not be present as advisors. Formal adjudication procedures commence with service upon the student of a written Notice of Hearing served in person or served by certified mail return receipt requested to the student charged at the last known address on campus records.

### **The Notice of Hearing shall include the following: (Executive Order No. 628)**

- A statement of the specific subdivisions of the Student Code that the student is being charged with violating.
- A factual description of the conduct upon which the charges are based.
- A recommended sanction and notification that the hearing officer is not bound by the recommended sanction and may impose a more severe sanction than recommended by the campus.
- The date, time and place of the hearing.
- The office at the campus where additional information regarding the evidence may be obtained.
- Notification that the student may be accompanied at the hearing by an advisor of his or her choice, who may act on his or her behalf. Such notification must state whether the advisor may be an attorney. If the student's advisor may be an attorney, notification that the student must inform the Coordinator of University Student Discipline of the name and



address of the student's attorney at least five (5) days prior to the hearing (Attorneys may not be utilized as the student's in-hearing advisor).

- Notification that the student charged may elect to waive his or her right to hearing by accepting the recommended sanction.
- Such information as notice of an immediate suspension and/or withdrawal of consent to remain on campus where such action is appropriate.
- A copy of these procedures or notification of where the student may obtain a copy without charge. If consent to remain on campus has been withdrawn from the student at the time the Notice of Hearing is sent, a copy of these procedures shall be enclosed with the notice.

The Notice of Hearing shall be served on the student at least ten (10) working days prior to the hearing. If all parties agree, the ten-day period may be waived.

The charges stated in the Notice of Hearing may be amended at any time. If the amendment would require the student to prepare a defense, which is different from that required by the prior Notice of Hearing, any hearing that has been scheduled shall upon request be postponed for a reasonable time. If the charges are amended after a hearing has commenced, the Hearing Officer may postpone the hearing for a reasonable period of time.

### **Hearing Procedures**

Hearings are confidential and closed to outside observers. The student may be present at the hearing or absent. Both the university and the student may present evidence and question witnesses. The Hearing Officer questions the student, the Judicial Officer and witnesses. Student disciplinary proceedings are not court proceedings and formal rules of evidence do not apply (e.g. hearsay evidence is admissible). Written minutes and/or audio recordings of the hearing are kept.



## Hearing

All hearings held under these procedures shall be conducted according to the following:

- Hearings shall be closed to all persons other than the person conducting the hearing, the student charged, the Coordinator of University Student Discipline, (Judicial Officer), a single advisor for the student charged, a single advisor for the Coordinator of University Student Discipline, the person designated to record the hearing and witnesses while they are testifying.
- The student may be accompanied by one advisor of his or her choice, who may act on his or her behalf. If the campus has elected to exclude attorneys from this part of the proceedings, the advisor may not be an attorney.
- The Coordinator of University Student Discipline representing the campus may be accompanied by one advisor of his or her choice. If the campus has elected to exclude attorneys from this part of the proceedings, neither the Coordinator representing the campus at the hearing or the Coordinator's advisor may not be an attorney.
- The campus and the student charged shall have the opportunity of presenting witnesses, subject to the right of cross examination as well as questioning by the Hearing Officer. If the student charged elects to testify, he or she shall be subject to cross-examination and questioning by the Hearing Officer.
- The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. No evidence other than that received at the hearing shall be considered by the Hearing Officer. The Hearing Officer shall make all rulings on matters relating to the conduct of the hearing, including

matters regarding admission of evidence. Any evidence deemed relevant by the Hearing Officer shall be admitted. Unduly repetitious evidence shall be excluded.

- A tape recording shall be kept of the hearing. The student charged may, at his or her own expense, request a copy of such recording. No tape recording by the student charged or other persons at the hearing shall be permitted. However, the student charged may, at his or her own expense, furnish a certified court reporter provided that the campus shall be permitted to make copies of the transcript at its own expense.
- The student charged shall not be found to have violated the Student Code solely because he or she fails to appear at the hearing. If the student charged does not appear, the hearing shall proceed without him or her and a decision shall be rendered on the evidence presented.
- Arguments by the student charged or his or her advisor concerning the legal (as distinguished from factual) applicability, or legal validity of any provision with which the student is charged, or of these procedures shall not be addressed to the Hearing Officer, but to the President in writing within three (3) working days following the conclusion of the hearing. The President shall seek advice on the matter from the Office of General Counsel. Such advice shall be considered by the President before a final decision is rendered (The President has delegated such responsibility to the Vice President for Student Affairs).
- Where the person testifying is an alleged victim of sexual or physical assault, which is the basis for the disciplinary action, that person may be accompanied at the hearing by another person. The other person is not permitted to speak or to participate directly in the hearing. Cross-examination of the alleged victim shall be limited to the alleged incident leading to the



- charge and the events surrounding the charge.
- The Hearing Officer is responsible for maintaining order, and may establish such rules as are necessary or appropriate to conducting a fair hearing. The Hearing Officer shall not permit any person to be subjected to abusive treatment. The Hearing Officer may eject or exclude anyone refuses to be orderly.

Where more than one student is charged with conduct arising out of a single occurrence or out of connected multiple occurrences, if the Coordinator of University Student Discipline, (Judicial Officer), and the students charged consent, a single hearing may be held for all of the students so charged. Students may request that their case be consolidated with others, or separated from others. The Coordinator of University Student Discipline shall make determinations regarding consolidation. All such determinations shall be subject to revision by the Hearing Officer. In the event of such revision, all cases affected shall be rescheduled for hearing. The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.

At any time during the hearing process, the student charged may elect to waive the hearing and accept a sanction recommended by the Coordinator of University Student Discipline. The waiver and acceptance of the recommended sanction shall be in writing.

### **Recommendation of the Hearing Officer**

- After the hearing, the Hearing Officer shall make findings of fact and conclusions about whether the facts demonstrate a violation of the Student Code with which the student is charged. The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student charged violated the Student Code (i.e., by a preponderance of the evidence).



- After having made its determination, the Hearing Officer shall submit a written report to the President which includes a determination as to whether the student charged violated the Student Code and the Hearing Officer's recommended sanction, if any. The Hearing Officer's report shall be submitted to the President within ten (10) working days of the conclusion of the hearing (The President has delegated such responsibility to the Vice President for Student Affairs).

### **Presidential Action (Delegated to the Vice President for Student Affairs)**

- After reviewing the Hearing Officer's report, the President shall make the final decision regarding disciplinary action. The President may impose the sanction recommended, adopt a lesser sanction, refer the matter back to the Hearing officer for further findings on specified issues or after reviewing the entire record, may adopt a more severe sanction. If the President decides to adopt a more severe sanction, the President shall articulate the reasons for the more severe sanction in his or her decision. The President normally shall render a decision within five (5) working days of receipt of the Hearing Officer's report.
- The President shall cause notification of his or her decision to be delivered to the student charged. The notification shall be delivered in person or sent by certified mail return receipt requested to the student charged. Notices addressed to the student at the last known address on campus records and deposited in the United States mail, postage pre paid, shall be presumed to have been received by the student. The report of the Hearing Officer shall be made available to the student charged upon request.

While under disciplinary probation, the student is given a chance to show the capability and willingness to live in accordance with the university rules. However, if the student is found to be in violation through another action while on disciplinary probation, more serious consideration will be given to suspension or expulsion from the university.

### Suspension\*

A student involved in an offense warranting consideration of action more serious than disciplinary probation, or one involved in repeated misconduct may face suspension. Suspension is the separation of the student from the University for a specified period of time, after which the student is eligible to return, provided that the student has complied with any conditions imposed as part of the suspension. The length of the suspension period shall be definite and may extend from days to a number of semesters. During suspension, a student may not attend class.

### Expulsion\*

Expulsion is the permanent separation of the student from student status from the University. When an offense is of such severity that the University will not allow the student to re-enroll, the student will be expelled. When a student has been expelled from the University for disciplinary reasons, a full report will be placed in the permanent record of the individual concerned.

### Restitution

Reimbursement, either monetary or by service(s) performed to, or misappropriation of University property, or property belonging to campus community members.

### Special Assignment

Assignment of costs, labor, duties or other responsibilities, (e.g., apology, research paper, community services etc.), which are appropriate to the violations. Special assignments may be imposed at any level of sanctions.

## **Judicial Sanctions**

The Judicial Officer and/or the Hearing Officer may recommend any disciplinary action listed below with any appropriate modifications as well as any of the penalties listed under informal disposition.

### Verbal Disciplinary Warning

A verbal disciplinary warning is an official warning that the student's behavior is in violation of the CSUCI Student Code of Conduct. The verbal warning is the least severe of all the sanctions. If the student is found to be in violation of a second charge, subsequent action may be more severe.

### Written Disciplinary Warning

A written disciplinary warning is an official reprimand for violations of specified University policies or campus regulations. The written warning is placed in the student's file for a specified period of time. The warning may then be removed if the student does not commit any further violations during the specified time. If the student is found to be in violation of a second charge, subsequent action may be more severe.

### Disciplinary Probation

Disciplinary probation status is designed for a specific length of time extending from a month to a number of semesters. Restrictive conditions may be imposed and vary according to the severity of the offense. Restrictive conditions include, but are not limited to, the following: loss of good standing, which may become a matter of record; the loss of eligibility to receive any university award, scholarship, loan, honorary recognition, or initiation into any local or national organizations; denial of the privilege to occupy a position of leadership or responsibility in a university student organization, publication, or activity, and loss of privilege to represent the university in a public capacity.

\* These sanctions may be deferred, i.e., the student may be permitted to remain in school on condition that he/she



waives the right to a formal hearing for a subsequent violation. Sanctions may be imposed separately or in combination with other disciplinary action.

## **Frequently Asked Questions**

### Where can I find a copy of the Student Code of Conduct?

The Student Code of Conduct is listed in the Guidebook and on the web site (under VP of Student Affairs). Informational handouts are also available from the Office of Student Development (OSD) office.

### Is the CSUCI student disciplinary process similar to the other colleges?

The student disciplinary process is the same at all 23 California State Universities, and is authorized according to Title 5, California Code of Regulations, Section 41301-41304, Executive Order No. 628, from the California State University Chancellor's Office.

### How does Judicial Affairs (located in the Office of Student Development) decide to contact me?

A complaint or allegation of a violation of University rules and regulations is received by OSD, usually in the form of a University Police Department report or a notice from some other member of the campus community. Judicial Affairs looks into or investigates the allegation and if there is evidence of a violation, initiates the student disciplinary process by sending the student accused a letter containing a notice of the charges, directing the student to call Judicial Affairs to schedule an appointment to meet.

### What happens at that first meeting?

The first meeting is an informal meeting between the Judicial Officer and the student accused. It is a chance for the Judicial Officer to explain the disciplinary process to the student, and the student's rights within that process. The Judicial Officer also shares with the student the information contained in the complaint filed against them. The student

then has an opportunity to respond to the information and/or provide any information that they feel is important.

This meeting is hopefully an opportunity for the Judicial Officer and the student accused to have an open and honest discussion about the incident. Usually as a result of this meeting, the student accused and the Judicial Officer agree on a mutually acceptable resolution to the incident, which is formally written up and signed by both.

*"Never believe that a few caring people  
can't change the world.  
For, indeed, that's all who ever have."  
~ Margaret Mead*



# ACADEMIC ADVISING



## **Academic Advising....Your key to Academic Success**

At CSUCI the role of advising is shared with faculty advisors and professional advisors. At the Advising Center, students will find a committed staff of professional advisors whose passion is to assist students to achieve their academic and career goals. Advisement in the Advising Center includes guidance with general education and graduation requirements, monitoring of the University Degree Audit, clarification of academic probation policies, and other institutional policies and procedures.

In addition, to the advising provided by professional advisors in the Advising Center, upon declaration of a major, students will develop a mentoring relationship with a caring faculty advisor. Faculty advisors assist students with clarification of major requirements and assist students with internship and career opportunities.

At CSU CHANNEL ISLANDS, academic advisors are committed to assisting students achieve academic success. Informed academic advising is critical to your success as a student. A cooperative working relationship between you and your advisor allows you to select an academic program and the appropriate curriculum to best serve your individual needs and talents. A cooperative relationship with your advisor keeps you informed about requirements and regulations, as well as campus resources, programs, and services.

Academic advising is a continuous process that supports you throughout your time at the university. The advisor/student relationship is an important part of your college experience. Each semester students are encouraged to have one or more meetings with an academic advisor. The major responsibility of advisors is to provide comprehensive and



accurate information. In addition, advisors serve as advocates and assist students toward a timely graduation.

Students are ultimately responsible for their education planning. Students need to be familiar with the University Catalog policies, major and degree policies. You are strongly encouraged to make contact early with academic advisors at CSU CHANNEL ISLANDS. In order to ensure academic success and to remain on course, you are encouraged to maintain regular contact with academic advisors.

Advising is a team effort between the advisor and the student. In order to ensure student success, it is important that all students understand their responsibility as well as the role of the advisor in the advising process.

### **Student Responsibilities:**

The following suggestions are offered to help enhance your experiences with your advisor:

- You should contact and keep in touch with your program advisor as well as the professional advisors in the Advising Center at least once a year.
- You should make and keep appointments or call if it is necessary to change or cancel an appointment.
- You should come to your advising session prepared, with planning done and questions in mind.
- You should bring all your academic records such as unofficial transcripts or degree audit to your advising session.
- You should make decisions about your academic, career and personal goals.
- You should ask about and take advantage of resources and assistance available to you.
- You should be open to suggestions concerning schoolwork, study habits, academic progress, etc.
- You should keep your general advisor and program faculty advisor informed as to how you are doing.



## **Advisor Responsibilities:**

To foster a successful student/advisor relationship your advisor will:

- Be accessible to all students
- Be familiar with University policies, procedures and academic requirements.
- Connect you to resources or individuals to help you with concerns or issues.
- Assist you with total academic planning and will clarify all baccalaureate and graduation requirements.
- Contact you and offer assistance when you experience academic difficulty
- Listen to you and suggest various options.
- Encourage you to strive for and meet your academic potential.

We encourage students to visit the Advising Center frequently. Our current hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday and Friday, 8 a.m. to 5:00 p.m. The center is conveniently located on the first floor of the Bell Tower. Stop by the Advising Center Check-in Counter to schedule an appointment with one of our professional academic advisors. Scheduled appointments are highly recommended so that advisors can provide each student with personalized one-on-one advising.

Program faculty advisors are available on a walk-in basis or by appointment. For availability and office locations for program advisors, please contact the Advising Center. Each semester, office locations, hours and phone numbers are posted outside the Advising Center. Students are advised to become familiar with faculty program advisors office hours. While advisors try to accommodate walk-ins, students are encouraged to make an appointment. Remember, the first and last two weeks of each semester are the busiest for your advisor. Therefore, try to schedule longer conferences (to discuss issues such as exploring major options or full degree planning) during the middle part of the semester.



**GOOD ADVISING IS A TEAM EFFORT!** Our advisors are here to help you navigate the academic waters of CSU CHANNEL ISLANDS. Together, we will plan a course just right for you!

**CSU CHANNEL ISLANDS Advising Center**

**Bell Tower, Room 1301**

**805-437-8571**

**FAX: 805-437-8857**

**Email: [advisement@csuci.edu](mailto:advisement@csuci.edu)**

**The Math Tutoring Lab and The University Writing Center....Your Resources to Success**

At the Math Tutoring Lab and the University Writing Center, we strive to provide the resources to help students reach their academic goals. We are here to help students at all levels. Our process is collaborative—we work with you to encourage effective, independent learning, and to further your knowledge and understanding during your education at CSUCI.

**The Math Tutoring Lab**

At the CSUCI Math Tutoring Lab, students can receive help in courses dealing with basic mathematics, geometry, statistics, calculus, as well as some higher mathematics. Our tutors are able to consult in virtually every Math course offered on this campus, and their specialties are posted in front of the lab. They have many varying strengths, involving learning disabilities, computer technology, or the sciences. Many of our tutors can also assist students with the Math portion of the CBEST.

The Math Tutoring Lab welcomes everyone. Our tutors are available to assist you whether you need help completing homework, studying for a test, or just understanding a



concept. Even if you do not need the assistance of a tutor equipped with computers and plenty of table space, the lab provides a good environment for individual studying.

### **The University Writing Center**

Writing need never be a lonely enterprise. The CSUCI Writing Center is open six days a week to support students in all their college writing projects—from term papers to employment letters and graduate school application essays. In the center's friendly, lounge-like atmosphere, trained student consultants are available by appointment, and whenever possible, on a walk-in basis to help students plan their papers, compose a first draft, edit, and polish their completed work. Students can choose consultants with specialties such as learning disabilities, English as a second language, or technical expertise.

The Writing Center is also available for skill building. Students who would like to review the fundamentals of grammar, syntax, and word usage are invited to work with consultants on an individual basis, or in small group sessions with the center's director. The center is also available to assist students with organizing their studies, taking notes, and using research materials.

**We encourage you to visit either center any time during our open hours. Please check the display in front of the Advising Center in room 1301 for the current schedules and locations. To schedule an appointment or to acquire more information, please call 437-8409.**

*"Life can only be understood backwards;  
but it must be lived forwards."  
~ Soren Kierkegaard*



## **PUBLIC SAFETY**



CSU Channel Islands enjoys the benefits associated with living in a rural area outside of heavily populated areas. The campus is located within one of the safest areas in the western United States. There have been no significant crimes reported in the area since the campus opened in 1999.

The CSU Channel Islands Police Department is responsible for providing law enforcement services for the campus. Police officers are the only campus officials designated to receive crime reports. The Police Department is located on University Drive one block from the campus entrance, adjacent to Lot A-1. The Police Department is open 24 hours a day, 7 days a week. The Department encourages prompt reporting of all crimes, potential criminal actions and other emergencies on campus, either in person, by calling 911 or \*88 from any telephone. For non-emergencies please call (805) 437-8444.

CSU Channel Islands police officers are commissioned, sworn peace officers with full enforcement authority throughout the State. Officers are responsible for reporting and investigating crimes and traffic accidents, responding to medical emergencies, enforcement of State laws and local ordinances, and all other incidents requiring police assistance. Criminal cases are forwarded to the Ventura County District Attorney's Office for prosecution. Police officers provide 24-hour patrol of the campus and surrounding neighborhood on foot, in vehicles and on bicycles. Most police officers are also certified as Emergency Medical Technicians (EMT-1) and are the first responders to all medical emergencies.

### **Safe Campus Management**

The CSU Channel Islands Police Department strives to support the mission of the University by creating an





atmosphere that encourages learning and safety.

The Police Department takes a proactive approach to safety that includes four interactive elements: prevention, intervention, education and enforcement. All of these elements require collaboration with the key components of our campus community, students, faculty, staff and visitors. While the Police Department takes pride in its leadership role, safety is everyone's concern.

The Department takes steps to notify the campus community of potential criminal activity through a variety of methods. These include crime alert bulletins, the Department's Web page, e-mail, voicemail, the campus newspaper, local television and radio stations. The Department encourages students, faculty, staff, and visitors to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crime on campus. Crime prevention literature is available in the University Police Department lobby and via the Department's Web page, <http://www.csuci.edu/police/police.html>. The Department's Crime Prevention Program offers numerous programs and workshops that are presented several times each semester and are open to students, faculty and staff. Some of the programs available include:

- \* **Rape Aggression Defense (RAD)**
- \* **Sexual Assault Awareness and Prevention**
- \* **Alcohol/Drug Awareness/Anti-Drunk Driving Workshops**
- \* **Personal Safety Awareness**

Department members work closely with other departments on campus such as the office of the Vice President for Student Affairs, Student Development, Housing and Residential Life, Student Health Services and Personal Counseling Services in a teamwork approach to educating the campus community on such issues as alcohol and drug abuse, drinking and driving, sexual assault and domestic violence.



## **Individual Responsibility**

Every student, faculty or staff member must bear an appropriate amount of individual responsibility for their own safety and security, and that of their fellow students, faculty or staff. To this end, please observe the following guidelines:

- Report all crimes immediately. Prompt reporting may assist in apprehension, and prevention of future crimes. CALL 911 or \*88.
- Report all suspicious persons and circumstances. This may prevent a crime from occurring. CALL 911 or \*88.
- Please keep all wallets, checkbooks, credit cards and cash on your person and out of sight. Ideally, backpacks should be within your view at all times. Do not leave items such as a laptop computer, cell phone or wallet/purse visible in a car.
- Don't prop open or try to defeat the security features of any exterior door. If you find such a door propped open, please close it. If it won't lock, please notify any staff member of Student Affairs - or call the Police Department at ext. 8444.
- Adequately secure any property left outside, such as bicycles.

If you must walk across campus late at night, consider going with a friend or two. The campus is very safe, but that doesn't mean crimes will never occur here. Don't be lulled into a false sense of security because of the peaceful surroundings

## **Identifying Yourself to Campus Officials**

When requested, you are required to properly identify yourself to any campus official, including police officers. You may be asked to present your student identification card. Failure or refusal to do so may result in disciplinary action. You may obtain a Student I.D. card at the Enrollment Center, 1<sup>st</sup> Floor Professional Building.

## **Crime Reporting**

Immediately call the Police Department at (805) 437-8888, \*88



or 911 to report a crime on campus. Special crime alerts are prepared and distributed campus wide via e-mail in circumstances involving violence and or the safety of others. The Police Department maintains a daily activity log, which can be viewed at the Police Department dispatch center. The Police Department also prepares an annual security report for distribution. This information is available to students, parents and employees through the offices of Student Life and Public Safety. This information is also available on the Police Department Web site, <http://www.csuci.edu/police/police.html>.

## **Important Telephone Numbers**

### Public Safety

On Campus - ext. 8444

Off Campus - (805) 437-8444

### Emergency

On Campus – 911, \*88 or ext. 8888

Off Campus - 911

Evening Escort Service – (805) 437-8444 or ext. 8444

## **Rape & Sexual Violence**

As a proactive approach to preventing rape and sexual violence, the CSU Channel Islands Police Department offers educational and informational programs throughout the year to decrease the likelihood of rape and sexual assault occurring on campus or to our students.

The CSU Channel Islands Police Department takes every reported case of rape, attempted rape or other forms of sexual violence very seriously. If you are a victim of sexual violence, call the Police Department immediately. If the assault occurred off campus, the Police Department will assist you in contacting the appropriate police department and the victim's services unit, which provides resources for counseling and medical assistance. The CSU Channel Islands



Police Department shall consider the victim's position and preferences throughout these investigations. In the occurrence of an assault, the Director of Student Development will be contacted. Assistance will be provided with contacting professionals, family or friends. The Office of Student Development will also make or assist in making any changes in the victim's academic and living situations after an alleged sex offense if available. The Director of Student Development will also coordinate any campus disciplinary process.

### **Harassment**

The University takes any type of harassment complaint very seriously. Harassment is conduct that is reasonably perceived as:

- Creating an intimidating, hostile or offensive environment.
- Interfering with an individual's work performance, educational activities or programs.
- Adversely affecting an individual's employment opportunity, educational activities or programs.

### **Fire Safety**

Call Public Safety at 911, (805) 437-8888 or ext. 8888 to report a fire. Public Safety will contact the Ventura County Fire Department.

The University is subject to and obeys all State fire regulations. Please acquaint yourself with fire evacuation routes for your building as well as the location of all fire extinguishers. Fire alarm systems, smoke detectors and other fire equipment are placed throughout all campus facilities for your protection. Fire drills are conducted periodically. During fire alarms, all students, visitors and employees must evacuate the building and report to designated evacuation sites. Failure to respond is subject to disciplinary action.

Note: Misuse of fire equipment is punishable by law and subject to a fine of \$500.



## **Emergency Disaster Procedures**

When an emergency is declared and evacuation ordered, or when it becomes obvious that evacuation is necessary, all students should report to the appropriate evacuation sites. Staff will assist students as needed, take attendance and keep students in their assigned areas until all persons are accounted for. Students are asked to remain at the evacuation site until otherwise instructed. Do not attempt to re-enter any building until you are advised that it is safe to do so.

Injured persons should go, or be taken to, the Student Health Center, Police Department or designated First Aid Station. Health Center personnel and other trained personnel will be available to assist injured persons.

## **Emergency Telephones**

The pay phones, located in all parking lots, also serve as emergency phones that connect to the campus Police Department. Plans are underway to place distinctive emergency telephones throughout the campus.

## **Escort/On-Campus Shuttle Service**

Escorts and "on-campus" shuttles are available Monday through Thursday, 6:00 p.m. to 10:00 p.m. These shuttles transport students from the Bell Tower to the parking lots. If a student is uncomfortable or feels unsafe about walking to their vehicle after these hours, or has any other special needs, a police officer will be dispatched for escort services. Please call ext. 8888 or 8444 to request this service.

## **Lost & Found**

If you believe that you have lost an item, check with the Police Dispatch Center, which is located in the Public Safety Building. Property that has been turned in will be recorded and held for six months. After six months, if the owner does not claim the item, it may be disposed of according to CSU regulations.



If you believe an item has been stolen, a Police employee will file a report or assist you in filing a report with the appropriate jurisdiction.

### **Substance Abuse**

The legal drinking age in California is 21. California State law deals strongly with underage drinking and makes it a crime to furnish alcohol to underage individuals. Any person found responsible for illegal possession, distribution or consumption of any controlled substance, including alcohol, will be subject to disciplinary action by the University and may be subject to action by civil authorities. The Police Department works closely with Personal Counseling Services to provide education and information programs to prevent substance abuse.

### **Weapons**

To prevent personal injury, CSU Channel Islands prohibits the possession or use of any potentially dangerous weapon or explosives on University property. Firearms, ammunition, a knife with more than a two-inch blade, paint ball guns, air guns, CO2 powered bb or pellet guns, spring-type weapons and slingshots and firecrackers are among prohibited items. Any prohibited weapons needed for employment or recreation must be checked in with the Department of Public Safety and stored there.

### **Pets/Animals**

With the exception of Certified Service Animals, pets or animals are not allowed on campus. This restriction does not apply to University Glen. Limited exceptions for educational purposes are allowed with prior approval of the Dean of Faculty.

### **Access to Campus Buildings**

Laboratories and classrooms are typically open from 8 a.m. to 10 p.m. daily. After hours, a member of the faculty and/or department chairs must authorize access to classrooms. Please protect yourself and others by helping us



keep the campus secure. Do not prop open doors and be sure to secure locked areas.

There are still large portions of the campus facilities that are not in use and have not been renovated. Entering these areas could create a safety hazard. Entering these areas is trespassing and is strictly prohibited. Students violating this rule will be subject to discipline. If you have questions about a particular area, please contact the Police Department.

### **Off-Campus Safety**

The University's concern for its students does not end at the edge of campus. Although CSU Channel Islands Police Officers do not respond to off campus locations for report calls, they will assist you in any way possible concerning criminal or safety matters in the Ventura County area. If you are concerned for your immediate safety, dial 911. Students living off campus should follow these precautions:

1. Install and use a deadbolt and a peep hole on your door and effective locking devices on your windows.
2. Be sure to request identification or call a visitor's business before admitting an unknown visitor into your home. Police officers, salesmen or repairmen on legitimate business will display credentials whenever asked.
3. Do not open your door to strangers in need; instead offer to call for assistance.
4. If you live alone, don't advertise it. Use only your first initial and last name on your mailbox or in the telephone book.
5. When moving into a house or apartment, it's wise to have the door locks changed. Previous owners, tenants or past employees may still have keys.
6. If you receive a wrong number telephone call, do not give the caller your name, number, address or any information to indicate you are alone. Don't prolong the conversation. If you receive an obscene call, hang up immediately and notify the local Police Department.



7. Window shades and drapes should be drawn after dark. Leave lights on in two or more rooms to indicate presence of other persons.
8. Apartment laundry rooms, parking garages and elevators are environments for trouble. Be alert and cautious. If your suspicions are aroused, avoid the area.
9. Get to know your neighbors so you can watch out for each other and provide mutual protection.

## **TRANSPORTATION AND PARKING SERVICES**

Transportation and Parking Services (TPS) provides a variety of services to the campus community. Information about these services is available at the TPS Web page, <http://www.csuci.edu/parking/>.

Parking permits are required for all vehicles on campus, 24 hours a day, 7 days a week. Vehicles without proper permits or that are in violation of parking regulations according to the California Vehicle Code are subject to citation. Citations appeals may be filed through TPS. Parking Regulations are also available on the TPS web page.

### **Shuttle Bus Service**

As an alternative to parking on campus, a shuttle service is offered at a reduced cost of \$25.00 per semester, with no cost during summer session. For your convenience, the shuttle operates from three (3) sites:

Oxnard	"C" Street & Channel Islands Blvd
Near Oxnard College	S.W. corner of Bard Road & Simpson Drive
Camarillo	Camarillo Metrolink Station, Lewis Road & Ventura Blvd

The shuttle service is available Monday through Friday, 7:00 a.m. to 10:30 p.m., and Saturday, 7:30 a.m. to 5:30 p.m. To utilize this service and purchase your photo transit card, stop by TPS to complete an application and have your photo





taken. Please allow 10 minutes to process your card. Parking at the sites is free.

### **Bicycles**

Bicycles and bicyclists shall comply with the California Vehicle Code while riding on campus. Riding is restricted to roadways and main pedestrian pathways. Riding inside buildings, on stairs and other facilities is strictly prohibited.

### **Skateboards, Scooters, and Rollerblades**

For safety reasons, the use of skateboards and scooters, both motorized and non-motorized, and rollerblades is prohibited on campus, except in the University Glen area.



# APPENDIX 1



## PRESIDENT'S CABINET 2003-2004

### **Richard R. Rush**

President and Professor of English Literature  
President of Minnesota State University, Mankato, 1992-2001  
Executive Vice President, California State University,  
San Marcos 1989-1992

### **Theodore D. Lucas**

Interim Vice President for Academic Affairs  
Director and Chair of the School of Music and Dance,  
San José State University, 1989-1999  
Dean of Fine Arts, Southwestern University, Georgetown,  
Texas, 1976-1989

### **Joanne M. Coville**

Vice President for Finance and Administration  
Executive Vice President, Oregon Graduate Institute of  
Sciences and Technology, 1995-2001  
Controller, Stanford University, 1991-1995

### **Wm. Gregory Sawyer**

Vice President for Student Affairs  
Founding Dean of Student Services, Florida Gulf Coast  
University, 1995-2001  
Dean of Students, University of North Texas, 1990-1995

### **MaryAnn L. Dase**

Chief Information Officer  
Associate Vice President for Information Services,  
Loyola Marymount University, 1997-2001  
Executive Director of Information Resources,  
Pacific Lutheran University, 1996-1997

## APPENDIX 2



### Faculty & Staff Directory

#### Administration

Rush, Richard	President	437-8410
Cochran, Jim	Administrative Assistant	8412
Coville, Joanne	V.P. Admin and Finance	8457
de los Cobos, Marty	Director of Community Relations	8803
Flores, Art	AVP Human Resources	8490
Shehorn, Melinda	Executive Secretary	8410
Sweetland, Jane	Interim Special Assistant to the President	8874
Velasco, Elizabeth	Administrative Support Coordinator	8416

#### Academic Affairs

Lucas, Ted	Interim V.P. Academic Affairs	437-8483
Berg, Gary	Director of Extended Education	8530
Holder, Carol	Director of Faculty Development	8948
Le, Judilyn	Academic Support Assistant	8497
Lefevre, Steve	Dean of Faculty	8540
Muller, Kris	Academic Resources Coordinator	8418
Parra, Brian	Academic/HR Assistant	8876
Saunders, Sue	General Advisement Coordinator	8571
Schoenwald, Ira	AVP for Academic Affairs, Faculty Affairs and Academic Resources	8482
Tauber, Maria	Academic Resources Coordinator	8543
Thorpe, Barbara	AVP, Academic Affairs-Academic Prog.	8441
Wakelee, Dan	Associate Dean of Faculty	8540
Wanberg, Jane	Academic Support Assistant	8492
Williams, Phyllis	Executive Assistant for Academic Affairs	8441

#### Faculty

Adams, Bill	Associate Prof.-Anthropology	437-8866
Aloisio, Simone	Assistant Prof.-Chemistry	8999



Baker, Harley	Assistant Prof.-Psychology	8997
Ballman, Terry	Associate Prof.-Spanish	8996
Barajas, Frank	Assistant Prof.-History	8862
Bleicher, Robert	Assistant Prof.-Education	8508
Buchanan, Marilyn	Assistant Prof.-Education	8579
Buschmann, Rainer	Assistant Prof.-History	8995
Castaneda, Lillian	Professor of Education	8872
Christopher, Renny	Associate Prof.-English	8994
Cordeiro, William	Professor of Management	8860
Costache, Irina	Associate Prof.-Fine Arts	8993
de Oca, Beatrice	Associate Prof.-Psychology	8992
Diamantis, Nikolaos	Assistant Prof.-Mathematics	8991
Dougherty, Geoffrey	Professor of Physics	8990
Estrada, Rudolph	Lecturer of Management	8983
Grier, Jeanne	Assistant Prof.-Education	8987
Grzegorzcyk, Ivona	Professor of Mathematics	8868
Hampton, Phillip	Professor of Chemistry	8869
Karp, Joan	Professor of Special Education	8871
Kilpatrick, Jacque	Associate Prof. English	8865
Lutze-Mann, Louise	Professor of Biology	8873
Mozingo, Nancy	Assistant Prof.-Biology	8989
Muraoka, Dennis	Professor of Economics	8861
Reilly, Jack	Professor of Fine Arts	8863
Rivera, Paul	Assistant Prof.-Economics	8988
Vaidya, Ashish	Professor of Economics	8986
Volkan, Kevin	Associate Prof. -Psychology	8867
Wang, Ching-hua	Professor of Biology	8870
Wolfe, William	Associate Prof.-Computer Science	8995
Zacharias, Mark	Assist. Prof.-Envi. Sci. and Res. Man.	8984

### Public Safety Offices

Young, Jeff	Chief of University Police	
	Director of Public Safety	437-8444
Police	Emergency	911 or 8888
Police	Dispatch / Information	8444
Doolittle, Lashanor	Coordinator, PS Support Services	8433
Johnston, Steve	Administrative Police Sergeant	8444
Porras, Ray	Director, Transportation & Parking	8434



## Library

Adalian, Paul	University Librarian	437-8577
Reyes, Martha	Administrative Assistant	8560
Taylor, Evelyn	Lagomarsino Archives, Archivist	8830
Wagoner, Loretta	Library Assistant	8562

## Division of Student Affairs

Sawyer, Wm. Gregory	V.P. for Student Affairs	8536
Blue, Damon	Director of Admissions & Records	8531
Cantu, Veronica	Outreach Counselor	8522
Clode, Julie	Document Specialist	8955
Cotton, Trae	Director for Student Development	8961
Crawford, Shelley	Admissions & Records Specialist	8932
Cruz, Octavio	Financial Aid Counselor	8527
Dorame, Francisco	Outreach Counselor	8520
Downes, Kathy	Admissions & Records Specialist	8537
Farrar, Gina	Transfer Evaluator	8503
Flores, Maria de la luz	EOP Advisor	8515
Gill, Nancy	Assoc. Director, Operations & Spec. Proj.	8456
Goldstein, Terri	Disability Accommodations Coordinator	8528
Guillen, Arjelia	Admin. Support Coordinator – C.H.A.P.s	8511
Hirschhorn, Gretchen	Evaluator	8504
Jones, Janice	Admissions & Records Specialist	8535
LaFrenz, Lisa	Admin Support Coordinator - OSD	
Lebioda, Ed	Director of Budget, Operations & Auxiliary Services	8547
Morten, George	Director of C.H.A.P.s	8510
Osborne, Ellie	Evaluator	8534
Pencoff, Nick	Director of Financial Aid	8518
Reyes, Ginger	Coordinator of Recruitment	8521
Rice, Toni	Coordinator of Orientation and Student Life	8962
Rodriguez, Lisette	Coordinator of Outreach	8939
Shonka, Michellyn	Executive Assistant –Admiss. & Records	8892



Soczek, Shannon	Executive Assistant – Off of VPSA	8536
Vargas, Leticia	Cashier	8533
Woodling, Melissa	Administrative Assistant – Recruitment	8520
Zendejas, Maria Elena	Financial Aid Assistant	8530

### **Technology Center**

Dase, MaryAnn	CIO, Information Technology	8559
HELPDESK		8552
Gutierrez, Robert	Director, Telecommunications	8507
Khan, Munawwar	AVP Information Technology	8452
Peterson, Tara	Executive Assistant	8559
Ramirez, Daniela	User Services Coordinator	8552
Seeger, Jeffrey	Dir., IT Appl & Info Mgmt / CMS	8567

*"There are two educations.  
One should teach us how to make a living  
and the other how to live."*

*~ John Adams*



## APPENDIX 3



### Campus Services Directory

#### **Admissions & Records** (Office of)

Location: Professional Building, Enrollment Center  
Phone: (805) 437-8500  
Fax: (805) 437-8509  
Email: [admissionsandrecords@csuci.edu](mailto:admissionsandrecords@csuci.edu)  
Writing: Admissions and Records  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

#### **Academic Advisement** (General Advisement)

Location: Bell Tower  
Phone: (805) 437-8571  
Fax: (805) 437-8857  
Email: [advisement@csuci.edu](mailto:advisement@csuci.edu)  
Writing: Academic Advisement Offices  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

#### **Associated Students**

Location: Bell Tower, First Floor, Room 1207  
Phone: (805) 437-8998  
Fax: (805) 437-8549  
Email: [associated.students@csuci.edu](mailto:associated.students@csuci.edu)  
Writing: Associated Students  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

**Bookstore** (See Student Store)



## **Bus Services** (See Parking Services)

### **Career Services** (C.H.A.P.s)

Location: Bell Tower, Room 1417  
Phone: (805) 437-8510  
TDD (805) 437-8510  
Fax: (805) 437-8529  
Email: [chaps.career@csuci.edu](mailto:chaps.career@csuci.edu)  
Writing: Career Development Services  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

## **Cashier's Office** (See Student Financial Services)

### **C.H.A.P.s**

Location: Bell Tower, Room 1417  
Phone: (805) 437-8510  
TDD (805) 437-8529  
Writing: California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

## **Clubs and Organizations** (See Student Development)

### **Disability Accommodation Services** (C.H.A.P.s)

Location: Bell Tower, Room 1417  
Phone: (805) 437-8510  
TDD (805) 437-8510  
Fax: (805) 437-8529  
Email: [chaps.ada@csuci.edu](mailto:chaps.ada@csuci.edu)  
Writing: Disability Accommodation Services  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012





### **Extended Education Office**

Location: Professional Building  
Phone: (805) 437-8495  
Fax: (805) 437-8859  
Writing: Office of Extended Education  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

### **Financial Aid Office**

Location: Professional Building, Enrollment Center  
Phone: (805) 437-8530  
TDD (805) 437-8510  
Fax: (805) 437-8529  
Email: [financial.aid@csuci.edu](mailto:financial.aid@csuci.edu)  
Writing: Financial Aid Office  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

### **Fitness Center** (Student Development-Recreation)

Location: Hagerty Gym  
Phone: (805) 437-8902  
Writing: California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

**Housing and Residence Life** (See Vice President for Student Affairs)

**Judicial Affairs** (See Student Development)



## **Library Services**

Location: University Library  
Phone: (805) 437-8561  
Fax: (805) 437-8569  
Writing: CSU Channel Islands Library  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

**Lost and Found** (See Police Department)

**Open University** (See Office of Extended Education)

**Orientation** (See Student Development)

## **Outreach & EOP**

Location: Bell Tower, Room 1211  
Phone: (805) 437-8515  
Fax: (805) 437-8519  
Email: EOP.center@csuci.edu  
Writing: Outreach & EOP  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

## **Parking Services** (Office of Public Safety)

Location: Parking/Police Offices  
Phone: (805) 437-8430  
Fax: (805) 437-8431  
Writing: Parking Services  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012



### **Personal Counseling Services (C.H.A.P.s)**

Location: Bell Tower, Room 1417  
Phone: (805) 437-8510  
TDD: (805) 437-8510  
Fax: (805) 437-8529  
Email: chaps.talk@csuci.edu  
Writing: Personal Counseling Services  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

### **Police Department (Office of Public Safety)**

Location: Parking/Police Offices  
Non-Emergency Phone: (805) 437-8444  
Emergency Phone: 911  
Business Emergency: (805) 437-8888  
Fax: (805) 437-8431  
Writing: Parking Services  
California State University CHANNEL ISLANDS  
One University Dr.  
Camarillo, CA 93012

### **President (Office of the)**

Location: Administration Building  
Phone: (805) 437-8400  
Fax: (805) 437-8424  
Writing: Office of the President  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

### **Recreation & Leisure Services (See Student Development)**



## **Recruitment Office**

Location: Professional Building, 1st Floor  
Phone: (805) 437-8520  
Fax: (805) 437-8519  
Email: prospective.students@csuci.edu  
Writing: Office of Outreach and Recruitment  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

## **Student Advisory Board on University Life, S.A.B.U.L.**

(See Student Development)

## **Student Development (OSD)**

Location: Bell Tower, Room 1211  
Phone: (805) 437-8998  
TDD (805) 437-8510  
Fax: (805) 437-8549  
Email: student.development@csuci.edu  
Writing: Office of Student Development  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

## **Student Financial Services (Cashiering)**

Location: Professional Building, 1st Floor  
Phone: (805) 437-8533  
Fax: (805) 437-8509  
Writing: University Financial Services  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012



### **Student Health Services (C.H.A.P.s)**

Location: Health Center Building  
San Luis Avenue  
Phone: (805) 437-8828  
Fax: (805) 437-8829  
Email: [chaps.health@csuci.edu](mailto:chaps.health@csuci.edu)  
Writing: Student Health Services  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

**Student I.D.** (See Admissions & Records / Enrollment Services)

### **Student Store** (Bookstore)

Location: Bell Tower  
Phone: (805) 437-8833  
Fax: (805) 437-8834  
Email: [csuci@bkstr.com](mailto:csuci@bkstr.com)  
URL: [www.csuci.bkstr.com](http://www.csuci.bkstr.com)  
Hours: 8:00am – 8:00pm Monday through Thursday  
8:00am – 4:00pm Friday  
9:00am – 1:00pm Saturday  
Closed Sunday

### **Technology Center**

Location: Technology Center  
Phone: (805) 437-8552  
Fax: (805) 437-8555  
Email: [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu)  
Writing: Technology Center  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

**Tours-Campus** (See Recruitment Office)

**Transportation Services** (See Parking Services)



## **The University HUB – (Student Union)**

Location: The University HUB  
Phone: (805) 437-8932  
Fax: (805) 437-8549  
Email: student.development@csuci.edu  
Writing: The University HUB  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

## **Vice President for Student Affairs**

Location: Bell Tower, 2nd Floor  
Phone: (805) 437-8536  
TDD (805) 437-8510  
Fax: (805) 437-8549  
Email: vp.studentaffairs@csuci.edu  
Writing: Vice President for Student Affairs  
California State University CHANNEL ISLANDS  
One University Drive  
Camarillo, CA 93012

*"Keep away from people  
who belittle your ambitions.  
Small people always do that,  
but the really great make you feel  
that you too can become great."  
~ Mark Twain*



## APPENDIX 4



### **Trustees of the California State University Ex Officio Trustees**

**The Honorable Gray Davis**, State Capitol  
Governor of California  
Sacramento, CA 95814

**The Honorable Cruz Bustamante**, State Capitol  
Lieutenant Governor of California  
Sacramento, CA 95814

**The Honorable Herb Wessen**, State Capitol  
Speaker of the Assembly  
Sacramento, CA 95814

**The Honorable Delaine Eastin**, 721 Capitol Mall  
State Superintendent of Public Instruction  
Sacramento, CA 95814

**Dr. Charles B. Reed**, 401 Golden Shore  
Chancellor of The California State University  
Long Beach, CA 90802- 4210

#### **Officers of the Trustees**

**The Honorable Gray Davis, Debra Farar**  
President Vice Chairman

**Laurence K. Gould, Jr., Christine Helwick**  
Chairman Secretary

**Richard P. West**  
Treasurer



## **Appointed Trustees**

Appointments are for a term of eight years, except student, alumni, and faculty trustees whose terms are for two years. Terms expire in the year in parentheses. Names are listed in order of appointment to the Board.

Roberta Achtenberg (2007) Ricardo F. Icata (2008)  
William D. Campbell (2003) Shailesh J. Mehta (2005)  
Daniel Cartwright (2002) Dee Dee Myers (2004)  
Martha C. Fallgatter (2003) Ralph R. Pesqueira (2004)  
Debra S. Farar (2006) Frederick W. Pierce IV (2000)  
Robert Foster (2006) Erene S. Thomas (2003)  
Murray L. Galinson (2007) Kyriakos Tsakopoulos (2009)  
Harold Goldwhite (2001) Anthony M. Vitti (2005)  
Laurence K. Gould, Jr. (2002) Stanley T. Wang (2002)  
William Hauck (2009)

Correspondence with Trustees should be sent:  
c/o Trustees Secretariat  
The California State University  
401 Golden Shore  
Long Beach, CA 90802-4210

## **OFFICE OF THE CHANCELLOR**

The California State University  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4000

Dr. Charles B. Reed, Chancellor – CSU System  
Dr. David S. Spence, Executive Vice Chancellor and  
Chief Academic Officer  
Mr. Richard P. West, Executive Vice Chancellor and  
Chief Business Officer  
Ms. Jackie McClain, Vice Chancellor, Human Resources  
Ms. Christine Helwick, General Counsel  
Mr. Louis Caldera, Vice Chancellor, University Advancement





## APPENDIX 5



### GLOSSARY

**Baccalaureate (or Bachelors) Degree:** Completion of all university and major graduation requirements as certified by the university.

**Campus:** A campus of the California State University.

**Campus University official:** Includes any person employed by the campus university, performing assigned administrative or professional responsibilities.

**Catalog:** A resource of all academic policies and procedures, college and degree requirements, faculty and course descriptions published yearly that is subject to change. Students must meet the graduation requirements as published in a single catalog.

**Class Schedule:** Booklet that contains the anticipated courses to be offered for the upcoming term(s) and contains the specific times of day (or evening) and the day or days of the week that the courses will be offered. In addition the latest information on upcoming course offerings can be found on the University's website [www.csuci.edu](http://www.csuci.edu).

**Classification Level:** Classification based on hours earned: Freshmen = 1 - 29 units; sophomore = 30 – 59 units; Junior = 60 – 89 units; Senior = 90+ units prior to completion of baccalaureate requirements.

**Degree Audit:** Computerized summary of progress toward completion of degree requirements to be used with academic advising and registration, available at your advising office with a picture I.D.

**Drop/Add:** The procedure used to alter class schedules after registration and through the first week of the semester.

**Elective:** Any course not required as part of the General Education Program or your major.

**Excess Hours:** Refers to when a student earns semester hour credit beyond a maximum amount allowed for their particular degree program. Additional fees are assessed for semester hours taken above this certain limit.

**FTIC:** Abbreviation for "First Time In College", referring to those students who have completed fewer than 12 semester units and are currently in their first term as an CSUCI college student.

**General Education (Gen Ed):** Specific courses required for all CSUCI degree programs providing skills and knowledge in general subject areas essential to continued learning and success, not only in college, but throughout life.

**Grade Point Average (GPA):** The calculation of credit attempted and grade points earned. CSUCI calculates 2 GPA's: (1) based on all college transferable units and (2) course work taken exclusively at CSUCI.

**Hearing officer:** A person or persons appointed by the President or his designee to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

**Major:** A group of related courses, which constitute a focused program of study in a specific area of knowledge.

**Prerequisite:** Refers to a specific course that must be taken and passed prior to enrolling in the primary course you wish to take.



**Registration:** The act of enrolling for classes. This may be in person or on-line.

**Retention:** A term used to describe student's persistence at the university until successful completion of his or her educational goals.

**Section:** Refers to one of several classes of the same course offered at several different hours of the day. There may be five sections of one class.

**Shall:** Is used in the mandatory sense.

**Student:** Any person taking courses at the campus, both full-time and part-time, including summer session, special session and Extended Education.

**Student code:** Is defined as the causes for discipline listed in Section 41301 of Title 5 of the California Code of Regulations.

**Withdrawal, Withdraw from a Course:** To cease participation and responsibility for completing a class. Limited to the first half of the semester. See withdrawal policy listed in catalog or schedule of classes for details.

**Working day:** Shall mean any day during the academic year, summer session and special session other than a Saturday, Sunday, academic holiday of a campus as that term is used in Section 42800 of Title 5 of the California Code of Regulations.

*"Life isn't about finding yourself.  
Life is about creating yourself."  
~ George Bernard Shaw*

