



# STUDENT GUIDEBOOK

2002 ★ 2003



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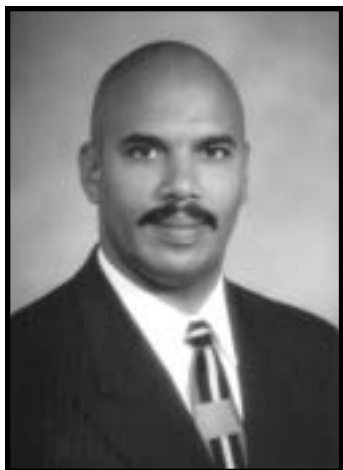
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**W**elcome to California State University Channel Islands, California State University system's 23rd university. You have chosen an innovative institution designed specifically for the 21<sup>st</sup> century! Your enrollment and contributions at CSUCI will play a major role in shaping the character and 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 services designed to enhance and complement your 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.

Although CSUCI is new to the Cal State system, our campus is already rich with history and tradition. What you achieve while you are with us is ultimately up to you! This is your opportunity to make a positive and creative contribution to the world by reaching out and participating in an enriching and comprehensive university experience.

Once again, welcome to California State University Channel Islands. Several years of planning have gone into creating this "new university" designed for the 21st century. Good luck as you embark upon your educational journey.

Sincerely,

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



CSUCI

**T**he **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 CSUCI.

The Office of the Vice President for Division of 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 programs as CSUCI. If the **Guidebook** leaves any of your questions unanswered, we hope you will contact the Office of the Division of 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 and student organizations, activities, and events will be under the jurisdiction of Cal State Channel Island's Office of Student Development, which shall 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 through fliers or other means of communication, at which time the revisions will supersede previous information.



CSUCI

## *UNIVERSITY MISSION*



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 an international perspective that includes faculty in two languages. To accomplish its mission, the University strives to create learning communities that involve all elements of the University, integrate community and university resources, build community university partnerships, engage the educational community from preschool through community college, provide opportunities for adult education and lifelong learning, and preserve and enhance the culture and environment of the region.

*“Opportunity – Collaboration – Integration – Community”*



## *DIVISION OF STUDENT AFFAIRS MISSION*



The mission of the Division of Student Affairs is to promote and enrich students' education through a seamless learning environment that blurs the distinction between inside and outside classroom experiences. This is fostered through teaching, mentoring, advising and counseling by way of ongoing direct contact with students in their every day lives.

Student Affairs educates students in responsible community living, social intelligence, appreciation for the arts, leadership skills, ethical behavior, coping with adversity, health and wellness, valuing diversity, trusteeship, character development, problem-solving, responsible choices, and adaptive skills for living in an ever-changing pluralistic society.





## *Our MASCOT (THE DOLPHIN)*



**T**he 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? 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.

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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 didn't 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 Cal State 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 CALIFORNIA STATE UNIVERSITY*

**T**he 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, the Chancellor, and the 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 bachelor’s 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, 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.



# *University calendar*

## CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS CALENDAR FOR THE 2002-2003 ACADEMIC YEAR

### Fall 2002 Semester

August 21-23, 2002	Wednesday – Friday Faculty Orientation Late Student Registration
August 24	Saturday – Saturday Classes Begin
August 26	Monday first official day of classes
September 2	Monday Labor Day Holiday; all offices closed
November 28-29	Thursday – Friday Thanksgiving Recess all offices closed
December 6	Friday last day of formal instruction except for Saturday classes; Thursday & Friday may be used for review
December 9-14	Monday – Saturday Final examinations
December 16-17	Monday – Tuesday Department/meetings and conferences
December 18	Wednesday Evaluation Day
December 19-20	Thursday – Friday Instructor's grades due
December 20	Friday Last day of semester
December 23-January 1	Monday – Wednesday CAMPUS CLOSED

### Spring 2003 Semester

January 23-24, 2003	Thursday – Friday Faculty Orientation/Late Student Registration
January 27	Monday Classes begin
March 31	Monday Cesar Chavez Holiday; all offices closed
April 14-18	Monday – Friday Spring Recess; no instruction
May 16	Friday Last day of formal instruction, except for classes meeting once weekly. Thursday & Friday may be used as review days.
May 19-24	Monday – Saturday Final examination
May 23	Friday Commencement
May 26	Monday – Memorial Day Holiday; all offices closed
May 29-30	Thursday – Friday Instructor's grades due
May 30	Friday Last day of academic year

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# *University calendar continued*

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
CALENDAR FOR THE 2002-2003 ACADEMIC YEAR

## University Holiday Schedule

September 2, 2002	Monday Labor Day
November 28, 2002	Thursday Thanksgiving Day
November 29, 2002	Friday Admission Day Observed
December 23, 2002	Monday Columbus Day Observed
December 24, 2002	Tuesday Veteran's Day Observed
December 25, 2002	Wednesday, Christmas Day
December 26, 2002	Thursday Lincoln's Birthday Observed
December 27, 2002	Friday Washington's Birthday Observed
December 30, 2002	Monday Campus Closed
December 31, 2002	Tuesday Campus Closed
January 1, 2003	Wednesday New Year's Day
January 20, 2003	Monday Martin Luther King Jr. Day
March 31, 2003	Monday Cesar Chavez Day
May 26, 2003	Monday Memorial Day Observed
July 4, 2003	Friday Independence Day

## Saturday Classes

### Fall 2002

August 24 & 31, 2002  
September 7, 14, 21 & 28, 2002  
October 5, 12, 19, & 26, 2002  
November 2, 9, 16 & 23, 2002  
December 7, 2002

### Spring 2003

February 1, 8, 15 & 22, 2003  
March 1, 8, 15, 22 & 29, 2004  
April 5, 12, & 26, 2003  
May 3, 10 & 17, 2003



# An Alma Mater

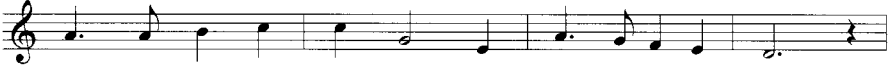
for Cal State Channel Islands

Theodore Lucas

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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!

# *Policy On Adding Courses During the First Two Weeks of Instruction*

***B***eginning with the first day of instruction and through the first two weeks of instruction, a student may add a class with the approval of the instructor as indicated by the instructor's signature on the appropriate form(s).

*Passed by the Academic Senate, Summer 2002 and approved by the President.*

## *Policy On Adding Courses After the First Two Weeks of Instruction*

**B**eginning with the first day of the third week of instruction and through the last day of the fourth week of instruction, a student may add a class with the approval of the instructor and the approval of the Vice President for Academic Affairs (or designee) as indicated by their signatures on the appropriate form(s).

Adding a class after the fourth week of instruction is normally not permitted. Petitions to add classes after the fourth week of instruction will only be granted for serious and compelling reasons as judged by the Vice President for Academic Affairs (or designee). Students seeking to add classes after the fourth week of instruction must prepare a written justification and obtain approval of the instructor and the approval of the Vice President for Academic Affairs (or designee) as indicated by their signatures on the appropriate form(s).

*Passed by the Academic Senate, Summer 2002 and approved by the President.*



# *Policy on Class Attendance*

1. Students are expected to attend class regularly.
2. Instructors must include their class attendance requirements in the course syllabus.
3. If students have a valid reason to miss class (excused absence), they are responsible for informing their instructors of the absence at the earliest possible date (preferably before class if possible).  
Instructors may require students to provide documentation for excused absences. Excused absences include, but are not limited to:
  - a. Illness or injury to the student
  - b. Death, injury, or serious illness of an immediate family member
  - c. Religious reasons (California Education Code section 89320)
  - d. Jury duty or government obligation
  - e. University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)
4. It is the responsibility of the student to give advance notification, contact the instructor to make arrangements to make up any academic work that may be missed, submit assignments on time, and make arrangements regarding activities, tests, quizzes, or exams that may be scheduled during the absences.
5. If a student does not notify the instructor one week in advance of the dates of excused absences, the instructor is not required to adjust the class schedule or to allow for make up activities, tests, or exams.  
However, students shall not be penalized for excused absences when circumstances make it impossible to provide advance notice (e.g. student is engaged in a University sanctioned event such as a playoff game that cannot be anticipated).

6. Students who expect to be absent from the University for any valid reason, and who have found it difficult to inform their instructors, should notify the Office of Academic Affairs. The Office of Academic Affairs shall notify the student's instructors of the nature and duration of the absence. It remains the responsibility of the student to arrange with instructors to make up any academic work.
7. In circumstances where an actual assignment, some specific class work, an activity, a quiz, or an exam cannot reasonably be made up, it is the instructor's option to assign alternative work.
8. Instructors are not obligated to consider other absences as excused.

*Passed by the Academic Senate, Summer 2002 and approved by the President.*

## *Policy on Changing Basis for Grading*

**I**ther traditional letter grading or credit/no credit grading is allowed for a course, a student may change the basis of his or her grading for the course from traditional letter grading to credit/no credit grading, or vice versa, through the second week of instruction without instructor approval by filing the appropriate form. Grade changes are only permitted when the program area for the course and the student's major do not require a specific grading option for the course.

*Passed by the Academic Senate, Summer 2002 and approved by the President.*

# *Policy on Course Grade Appeals*

1. Each student has the right to appeal the final course grade, but only the final course grade. A student may not appeal individual assignments and examinations.
2. Appeals are limited to situations in which the student believes the grade was “prejudicially,” “capriciously,” or “arbitrarily” assigned.
3. The appeal must be initiated within the first regular semester after assignment of the grade. It must first be directed to the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to the program coordinator. If further action is necessary, the issue may be appealed to the University Grade Appeals Committee.
4. The University Grade Appeals Committee shall consist of faculty and at least one student.
5. Individuals may not participate as a member of the University Grade Appeals Committee in the review of an appeal if they are to participant in an appeal.
6. The decision of the University Grade Appeals Committee is final.

*Passed by the Academic Senate, Summer 2002 and approved by the President.*

# *Policy on withdrawal from courses*

## Student Initiated Course Withdrawals

1. A student may withdraw from any course during the first two weeks of instruction and the course will not appear on his or her permanent record.
2. After the second week of instruction and prior to the tenth week of instruction, withdrawal is permissible only for serious and compelling reasons. The approval signatures of the instructor and program coordinator are required to withdraw from class during this period. A “W” will appear on the student’s permanent record.
3. Withdrawal during the final six weeks of instruction is not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student’s control and the assignment of an Incomplete is not practical. Ordinarily, withdrawal in this category will involve total withdrawal from the University. The approval signatures of the instructor, program coordinator and dean of the undergraduate studies are required to withdraw from class during this period. A “W” will appear on the student’s permanent record.

## Instructor Initiated Course Withdrawal

1. An instructor may drop a student who does not attend class and has not made prior arrangements with the instructor. This may occur as early as after the first class meeting.
2. An instructor may drop a student who has enrolled in a course requiring “permission of the instructor” or completion of prerequisites if the student has not properly secured this permission or satisfactorily completed the prerequisites before enrolling.

*Passed by the Academic Senate, Summer 2002 and approved by the President.*



# *Policy of Academic Dishonesty*

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.
2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.
3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.

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4. The Vice President for Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.
5. Students may appeal any actions taken on charges of academic dishonesty to the "Academic Appeals Board."
6. The Academic Appeals Board shall consist of faculty and at least one student.
7. Individuals may not participate as members of the Academic Appeals Board if they are participants in an appeal.
8. The decision of the Academic Appeals Board is final.

*Passed by the Academic Senate, Summer 2002 and approved by the President.*





# *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 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 seven areas that will entertain, educate and enlighten CSUCI students through sponsored activities and events. Program areas include: Cinema, Concerts, Cultural Arts, Special Events, Speakers, Video Productions, and Comedy. Each program area has a facilitator who is responsible for planning, coordinating, promoting and implementing the programs.

## 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  
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Inc. organization will be developed. Elected student leaders will include a president, vice president, and senate members. The senate sets 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 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. Organizations at CSUCI provide a variety of opportunities ranging from sports clubs to politics. 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.

Eligibility requirements to be an officer of an 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 an 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 Student Organization Appeals Board may selectively review the academic record of students in positions of leadership or responsibility. If the Board believes that a student officer is not making satisfactory progress towards graduation, the Board may recommend to the student, the advisor and the organization that the student resign from the position of leadership or responsibility. The recommendation will be made in the best interest of the student, but the Board does not have the authority to remove an officer from a leadership position.

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 Catalog, 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 are 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 will provide 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. 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 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.



# *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 guidelines on utilization of free speech area.)

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, as is approved by the Vice President for Student Affairs or designee, is permitted of student organizations provided steps have been taken to preserve the orderliness of the campus.

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.

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 or designee.

**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 3, Student Behavior, Judicial Affairs."

**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 grievances.** Students have the right to bring complaints to the attention of the University. For further information, see "Section 3, Student Behavior, Student Grievance 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 (Prohibited Behavior Violators of University Standards).
- 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 of 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 3, Student Behavior, Judicial Affairs".*

# *Student Responsibilities*

**T**he 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*

**E**ach 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.

# *Cal State Channel Islands Policy Statement for a Drug-Free Environment*

**C**al 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*

**C**al 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).



# *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 Cal State 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, and conduct, which takes place off-campus when that conduct is determined as adversely affecting the interests of the University community.

**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:

- (a) Cheating or plagiarism in connection with an academic program on campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) 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.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) 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.

- (i) 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.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) 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.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- (n) For purposes of this Article, the following terms are defined:
  - 1) 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.
  - 2) The term “campus property” includes:
    - (A) 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
    - (B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.

- 3) 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.
  - 4) The term “behavior” included conduct and expression.
  - 5) 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.
- (o) This Section is not adopted pursuant to Education Code Section 89031.
- (p) 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 which 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.

### Judicial Affairs at CSUCI

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.





## Types of Misconduct

**ACADEMIC MISCONDUCT** - Includes the following examples as well as any other similar conduct which is aimed at falsely representing a student's academic performance: cheating, plagiarizing, unauthorized collaborating on coursework, stealing course examinations or materials, falsifying records or data, or intentionally assisting another individual in any of the above.

**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.

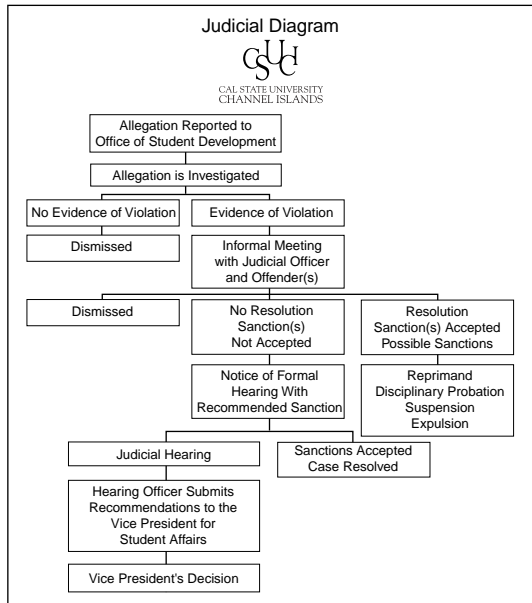
### The Adjudication Process

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 which 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 which 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 who 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 prepaid, 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.



## 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 students 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.

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.

## 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 every quarter and on the web site (under VP of Student Affairs). Informational handouts are also available from the Office of Student Development (OSD) office.

\* 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.

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.





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

## The C.H.A.P.s Program

C.H.A.P.s stands for Career Development, Student Health Services, Disabilities 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 maintain 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 Island View 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, as mentioned earlier, is a lifelong and multi-dimensional process of choices and adjustments. As a process, it involves a series of progressive steps that take the student closer to his or her choice. Eureka Career Services, a career assessment tool used by our office, suggests six stages for a successful career that we have found very helpful to many of our students.



## 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 JOBTRAK, an online job-listing service for more than 300 colleges and universities. 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.

### **Electronic Career Portfolio Program**

The career portfolio is a collection of interdisciplinary documents that includes work produced across the curriculum and through involvement in extracurricular and experiential education activities. Together with assistance from Channel Islands faculty and academic and career advisors, the Career Portfolio can help students effectively promote their skills and competencies. To set up a Career Portfolio, students should call or stop by the Career Development office in the Bell Tower Building Room 1415, phone number (805) 437-5810.

### **Internship Opportunities**

Local employers frequently contact the Career Development Services office to recruit student interns. What is an internship and how can it help students? At its simplest, 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 Cal 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

## **Cal State University at Channel Islands Immunization Policies and Requirements**

California State University Channel Islands values and promotes 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 Accommodations 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.

### **The role of Accommodations Services**

CSUCI and Accommodations 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 impairment. The primary objective is to assist students with disabilities in meeting their academic goals.

Accommodations Services provide intake, assessment of needs on campus, and facilitation of academic and other accommodations for students with disabilities. Accommodations Services advocate 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 accommodation. Accommodations Services also provide 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**

Accommodations Services put into action the university's commitment to assure students with disabilities equal opportunity to reach the same level of education as other students. Accommodations Services was established at CSUCI to provide a campus-wide standard for alternative provision. The responsibilities of this office are to provide the foundation and structure for students with a disability and the university community as well as to service as a liaison between these components.

Accommodations Services is a part of the **C.H.A.P.s** Program, a department within the Division of Student Affairs. The office is located in the Bell Tower Building, Room at and can be reached 1432 (805) 437-8510

### **General Policy**

Disability Accommodations 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 Accommodations 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, which requires special accommodation on the part of the university, are advised to submit documentation to the Accommodations Services Coordinator prior to the beginning of the semester so that arrangements can be made to meet individual needs. The students are further required to return to the Accommodations 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. Accommodations Services provide supportive services to students with mental, physical, learning and/or sensory impairments. Accessing accommodations through Accommodations 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 Accommodations Services in Bell Tower Room 1432. The student must complete an application for services and schedule an intake interview. Sufficient documentation of the disabling condition and related needs will also be requested. Exactly what is “sufficient documentation” depends on the disability and is elaborated upon 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: recency of documentation, appropriate clinical documentation to substantiate the condition, evidence to establish a rationale supporting the need for accommodation, and qualifications of the evaluator. Note that federal law states that a student is not required to submit written documentation of a disability if its effects are visible to the Accommodations Services staff and if the need for all accommodations being requested is readily evident on the basis of those visible effects. These are the only circumstances under which the requirement for written documentation of disability may be waived.

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 Accommodations Services or the university has the right to request disability-related documentation from the appropriate licensed professional. The Assistant Director may also request additional information if initial documentation is either insufficient or incomplete. This information will be used to document a student's functional limitations in the educational setting and to determine reasonable accommodations.

**The cost of the 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.

**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 Accommodations Coordinator and the student. The approved accommodations are written on a service contract and an accommodations notice. The faculty/staff is responsible for carrying out accommodations recommended by the Accommodations 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 include classroom arrangements, preferential seating, and accessible parking. 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 Accommodations Services at Cal State Channel Islands 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 Admissions and Records. 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 Accommodations Services. (A copy of the special admissions application is found in the back of this document.).

### **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.

### **Attention-Deficit Hyperactivity Disorder**

Documentation for students with 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 & Hard of Hearing**

Documentation for students with hearing impairments should:

- Be from a licensed audiologist.
- Discuss the functional limitations in an academic environment which are caused by the impairment; and
- 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, licensed psychologist, or neuropsychologist);
- Identify an actual diagnosis of an 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 possible or existing 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.

### **Visual Disabilities**

Documentation for students with visual impairments should:

- Be from a qualified professional;
- Discuss functional limitations in an academic environment which are caused by the impairment; and
- 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 Accommodations Services will retain a copy of all information provided. No one has immediate access to student files except the Accommodations 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 in 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 Accommodations Services 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. Faculty members who question the legitimacy of an Accommodations Services' recommended accommodation should continue to afford the accommodation to the student while the appeals procedures are implemented.

If the dispute over accommodation cannot be resolved at that level, a complaint may be filed with the Student Affairs Committee. Information regarding the filing of a grievance procedure can be obtained by contacting Accommodations 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, and briefly describe the alleged violation of the regulation.

## 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 Channel Islands Students 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 problems
- Abuse issues
- Roommate difficulties
- Procrastination
- Family problems
- Problems in intimate relationships
- Questions about sexuality/sexual orientation

- Depression
- Cultural/ethnic concerns
- Achievement conflicts
- Excessive or 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.





# *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:**

Professional Bldg., One-Stop-Shop (Financial Aid)

Cal State Channel Islands

One University Drive

Camarillo, CA 93012

(805) 437-8530

### **Email:**

financial.aid@csuci.edu

Title IV Code: E00988

### **Office Hours:**

Mon-Thurs. 9:00 a.m. - 7:00 p.m.

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



# *APPENDIX 1*

## **PRESIDENT'S CABINET 2002 – 2003**

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

Alexander W. McNeill  
Vice President for Academic Affairs  
Dean of the College of Health, Education, and Social Welfare  
University of Alaska, Anchorage, 1994-2001  
Head of the Department of Health and Human Development  
Montana State University, 1987-1994

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

Alma D. González  
Vice President for University Advancement  
Director of Development, RAND, Santa Monica, 2001-2002  
Director of Development and Marketing, National Multiple Sclerosis Society,  
Southern California Chapter, 1998-2001

Theodore D. Lucas  
Executive Assistant to the President  
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



## APPENDIX 2

### Faculty & Staff Directory

#### Academic Affairs

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Berg, Gary	Director of Extended Education	437-8530
Crawford, Shelley	Admissions Specialist	
Downes, Kathy	Admissions Specialist	8537
Flores, Sharon	Academic Support Assistant	8540
Hirschhorn, Gretchen	Admissions Evaluator	8504
Kirks, Heather Mgr,	Faculty Affairs & Academic Resources	8485
Le, Judilyn	Academic Support Assistant	8497
Lefevre, Steve	AVP for Academic Affairs & Director of CSUN @ Channel Islands	8540
MacMichael, Linda	Director of Admissions and Records	8531
McNeill, Alex	V.P. for Academic Affairs	8441
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	Administrative Services Coordinator	8543
Thorpe, Barbara	AVP for Academic Affairs-Academic Programs	8441
Ulisse, Cindy	Academic Accounting	8544
Vargas, Leticia	Student Financial Services-Cashier	8533
Wakelee, Dan	Academic Affairs, Associate Director CSUN @ CI	8540
Wanberg, Jane	Academic Support Assistant	8492
Ward, Dianne	Admissions Evaluator	8503
Williams, Phyllis	Executive Assistant for Academic Affairs	8441

#### Administration

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Rush, Richard	President	437-8410
Coville, Joanne	V.P. Admin and Finance	8457
Flores, Art	AVP Human Resources	8490
Gill, Nancy	Assoc. Director Development	8456
Gonzales, Alma	V.P. University Advancement	8417
Harington, Kate	University Controller	8890
Lucas, Ted	Exec. Asst to the President	8483
Smith, Carmen	Special Asst to the President	8410

**Faculty**

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Adams, Bill	Associate Prof.- Anthropology	437-8866
Aloisio, Simone	Assistant Prof.-Chemistry	8897
Baker, Harley	Assistant Prof.-Psychology	8896
Ballman, Terry	Associate Prof.-Spanish	
8895Barajas, Frank	Assistant Prof. -History	8862
Bleicher, Robert	Assistant Prof.-Education	8508
Buchanan, Marilyn	Assistant Prof.-Education	8579
Buschmann, Rainer	Assistant Prof.-History	8894
Castaneda, Lillian	Professor of Education	8872
Christopher, Renny	Associate Prof.-English	8893
Cordeiro, William	Professor of Management	8860
Corelli, Julie	Faculty Support Assistant	8815
Costache, Irina	Associate Prof.-Fine Arts	8892
de Oca, Beatrice	Associate Prof.-Psychology	8891
Diamantis, Nikolaos	Assistant Prof.-Mathematics	8890
Dougherty, Geoffrey	Professor of Physics	8889
Grier, Jeanne	Assistant Prof.-Education	8886
Grzegorzczuk, Ivona	Professor of Mathematics	8868
Hampton, Phillip	Associate Prof.- 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	8888
Muraoka, Dennis	Professor of Economics	8861
Reilly, Jack	Professor of Fine Arts	8863
Rivera, Paul	Assistant Prof.-Economics	8887
Vaidya, Ashish	Professor of Economics	8885
Volkan, Kevin	Associate Prof. -Psychology	8867
Wang, Ching-hua	Professor of Biology	8870
Wolfe, William	Associate Prof.-Computer Science	8884
Zacharias, Mark	Assist. Prof.-Envi. Sci. and Res. Man.	8883

**Public Safety Offices**

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Police	911	
Emergency	911	
Business Emergency	(805) 437-8888	
Johnston, Steve	Administrative Police Sargent	8444
Young, Jeff	Chief of University Police	8444
	Parking Services	
Doolittle, Lashanor	Business Services Coordinator	8433
Porras, Ray	Director of Parking Services	8430

**Student Affairs**

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Cantu, Veronica	Outreach Counselor	8522
Cotton, Trae	Director for Student Development	8961
Cruz, Octavio	Financial Aid Counselor	8527
Dorame, Francisco	Outreach Counselor	8520
Flores, Maria	EOP Counselor	8515
Guillen, Arjelia	Administrative Support Coordinator	8510
Hartounian, Jennifer	OSD Administrative Support Coordinator	8962
Morten, George	Director for Student Affairs- C.H.A.P.s	8510
Pencoff, Nick	Director of Financial Aid	8518
Reyes, Ginger	Outreach Counselor	8521
Rice, Toni	Coordinator of Orientation and Student Life	8998
Sawyer, Wm. Gregory	V.P. for Student Affairs	8536
Soczek, Shannon	Executive Administrative Assistant	8536
Zendejas, Maria Elena	Financial Aid Assistant	8530

**Technology Center**

---

<b>HELPDESK</b>		<b>8552</b>
Dase, MaryAnn	CIO, Information Technology	8452
Peterson, Tara	IT Administrative Coordinator	8559
Gutierrez, Robert	Telecommunications Manager	8507
Khan, Munawwar	AVP Information Technology	8452

# APPENDIX 3

## Campus Services Directory

### Admissions & Records (Office of)

Location: Professional Building  
Phone: (805) 437-8500  
Fax: (805) 437-8509  
Email: admissionsandrecords@csuci.edu  
Writing: Admissions and Records  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

The Student Advisory Board on  
University Life, A.B.U.L. (See office of  
Student Development)

### Academic Affairs (Office of)

Location: Professional Building  
Phone: (805) 437-8441  
Fax: (805) 437-8864  
Email:  
Writing: Office of Academic Affairs  
Cal State 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  
Writing: Academic Advisement Offices  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

### Associated Students (See Office of Student Development)

### Bus Services (See Parking Schedule)

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

### Clubs and Organizations (See Office of Student Development)

### Career, Health, Accommodations, Personal Counseling Services, C.H.A.P.s

### Career Planning and Preparation (C.H.A.P.s)

Location: Bell Tower, First Floor  
Phone: (805) 437-8510  
TDD (805) 437-8510  
Fax: (805) 437-8529  
Email: chaps.career@csuci.edu  
Writing: Career Development Services  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

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

Location: Bell Tower  
Phone: (805) 437-8510  
TDD (805) 437-8510  
Fax: (805) 437-8529  
Email: chaps.ada@csuci.edu  
Writing: Disability Accommodation  
Services  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

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

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



**Extended Education (Office of)**  
Location: Professional Building  
Phone: (805) 437-8580  
Fax: (805) 437-8864  
Writing: Office of Extended Education  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

**Financial Aid Office**  
Location: Professional Building  
Phone: (805) 437-8518  
TDD (805) 437-8510  
Fax: (805) 437-8529  
Email: financial.aid@csuci.edu  
Writing: Financial Aid Office  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

**Fitness Center (See Office of Student Development-Recreation)**

**Judicial Affairs (See Office of Student Development)**

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

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

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

**Orientation (See Office of Student Development)**

**Outreach and Recruitment (Offices of)**  
Location: Professional Building  
Phone: (805) 437-8520  
Fax: (805) 437-8519  
Email: perspective.students@csuci.edu  
Writing: Office of Outreach and Recruitment  
Cal State 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  
Cal State 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  
Cal State 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  
Cal State Channel Islands  
One University Drive  
Camarillo, CA 93012

**Recreation & Leisure Services (See Office of Student Development)**





**Student Financial Services (Cashiering)**

Location: Professional Building, 1<sup>st</sup> Floor  
 Phone: (805) 437-8533  
 Fax: (805) 437-8509  
 Writing: University Financial Services  
 Cal State Channel Islands  
 One University Drive  
 Camarillo, CA 93012

**Student Affairs (Office of Vice President)**

Location: Bell Tower, 2<sup>nd</sup> Floor  
 Phone: (805) 437-8536  
 TDD (805) 437-8510  
 Fax: (805) 437-8549  
 Email: vp.studentaffairs@csuci.edu  
 Writing: Vice President for Student Affairs  
 Cal State Channel Islands  
 One University Drive  
 Camarillo, CA 93012

**Student Development (Office of OSD)**

Location: Bell Tower, 2<sup>nd</sup> Floor  
 Phone: (805) 437-8998  
 TDD (805) 437-8510  
 Fax: (805) 437-8549  
 Email: student.development@csuci.edu  
 Writing: Office of Student Development  
 Cal State Channel Islands  
 One University Drive  
 Camarillo, CA 93012

**Program Areas**

Clubs and Organizations  
 Judicial Affairs  
 Orientation  
 Recreation and Leisure Services  
 Student Activities  
 Student Leadership

**Student Health Services**

Location: Health Center Building  
 San Luis Avenue  
 Phone: (805) 437-8828  
 Fax: (805) 437-8829  
 Email: chaps.health@csuci.edu  
 Writing: Student Health Services  
 Cal State Channel Islands  
 One University Drive  
 Camarillo, CA 93012

**Student I.D. (See Office of Student Development)****Student Store (Bookstore)**

Location: Bell Tower, 1<sup>st</sup> Floor  
 Phone: (805) 437-8833  
 Fax: (805) 437-8835  
 Email: 0591mgr@fhcg.follett.com  
 Writing: The Student Store  
 One University Drive  
 Camarillo, CA 93012

**Technology Center**

Location: Technology Center  
 Phone: (805) 437-8552  
 Fax: (805) 437-8555  
 Email: helpdesk@csuci.edu  
 Writing: Technology Center  
 Cal State Channel Islands  
 One University Drive  
 Camarillo, CA 93012

**The Hub - "Student Union" (See Office of Student Development)****Tours-Campus (See Office of Outreach and Recruitment)****Transportation Services (See Parking Services)**

## *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  
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## 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 hours 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 GPAs: (1) based on all college transferrable 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.

