

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 and ongoing direct contact with students in their everyday 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.

OFFICE OF THE VICE PRESIDENT

Location: Bell Tower Building, Room 2300
(805) 437-8536
Fax: (805) 437-8549

The mission of the Office of the Vice President is to develop policies and procedures that will ensure a coordinated delivery system of student services through all departments within the Division of Student Affairs. This office coordinates all personnel, budget, communication, special programs, and training and development for the division. The directors of the four areas listed below report to the Vice President.

ADMISSIONS, RECORDS & RECRUITMENT

Location: Enrollment Center
Professional Building, 1st Floor
Admissions & Records (805) 437-8500
Admissions Fax: (805) 437-8509
Recruitment (805) 437-CSCI
Recruitment Fax: (805) 437-8519

The Office of Admissions and Records supports the mission and goal of the Division of Student Affairs by maintaining timely and accurate records on admissions, enrollment, and academic progress and accomplishments of its students, while maintaining the privacy and security of those records. This office provides -"one stop" services through the Enrollment Center for students wishing to apply, register, or pay fees.

Recruitment

The Recruitment office aims to develop and maintain positive relationships in order to recruit, enroll, and retain a qualified and diversified undergraduate and graduate student body through our college fairs, visits, and presentations to local high schools, community colleges, and community organizations.

Admission counselors are available to assist **prospective students** in becoming aware of the requirements necessary to obtain admission to CSU Channel Islands. We offer the following services:

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- Pre-Admissions **Counseling** Appointments are available for students who have yet to apply to the University. **These are individual meetings where one of our admissions counselors will guide prospective students through general education questions and specific major requirements.**
- Campus Tours are offered Monday through Friday at 11 am and 2 pm. By visiting **our university, prospective students** will have an opportunity to view the campus and familiarize **themselves** with the various resources **the university has to offer. Each tour is led by a Cal State Channel Islands student.**
- **Group Campus visits are available by appointment to a maximum of 60 students. The group campus visit is designed to provide high school and college students the opportunity to tour the campus and view a presentation given by an admission counselor.**
- Information **brochures about CSU Channel Islands are sent by request.**

If you would like additional information regarding any of these services or would like to speak to one of our **admission** counselors, please feel free to contact us via phone at (805) 437-CSCI or toll free 1-888-44-CSUCI or via email at prospective.student@csuci.edu.

Veterans Affairs

Students who are eligible for veterans, dependents, or reservists V.A. education benefits, should contact **The Department of Admissions & Records in person** or by telephone at (805) 437-8500. Services available include assistance in applying for educational benefits and education certification. Students planning to attend CSU Channel Islands should contact their local Veterans Service Office or **contact the regional Veteran's Affairs office at www.gibill.va.gov. Once approved by the local or regional V.A. office, students who are registered in courses at CSU Channel Islands students must make an appointment to complete certification paperwork. This paperwork must be completed each semester. For additional information, please contact The Department of Admissions & Records.**

CAREER, HEALTH, ACCOMMODATION, AND PERSONAL COUNSELING (C.H.A.P.s)

Location: Bell Tower Building, Room 1415
(805) 437-8510
Fax: (805) 437-8529
TDD: (805) 437-8510

The Mission of the Office of C.H.A.P.s is to prepare students to meet the challenges of the real world that exist inside and outside the classroom. C.H.A.P.s focuses on the

development of the whole student in mind, body, and spirit, and provides service and learning opportunities that advance the student's overall development.

The C.H.A.P.s team understands the many stressors that accompany each college level and through C.H.A.P.s programs, students have access to professional guidance and support at every stage of their college careers. Students are offered an array of services designed to help them respond to any life issue that might arise in their college experience.

Career Development Services

Location: Bell Tower Building, Room 1415
(805) 437-8510

The mission of Career Development Services is to assist students in reaching their educational, career, and employment goals. Career planning and job preparation resources available to students include:

- Computer Assisted Guidance: EUREKA and Monster.com
- One-on-One Career Counseling
- Career Library
- Resume Writing Workshops
- Interview Strategies Workshops
- Dress for Success Workshops
- Internship Opportunities
- Job Shadowing
- Student Worker Program
- Volunteer Opportunities
- Student Employment
- Graduate Leadership Opportunities
- Community Volunteer Opportunities

Student Health Services

Location: Health Center on San Luis Avenue
(805) 437-8828
Fax: (805) 437-8828

The mission of Student Health Services is to promote good physical and emotional health. Emphasis is placed on the prevention of illness through education. All regularly enrolled students are offered basic health services paid through student tuition fees. These services, available on campus and at community clinics, include the following:

- Diagnosis and Treatment of Acute Illness and Injuries
- Physical Examinations
- Family Planning
- Immunizations (Measles and Rubella)

- PAP Smears
- TB Testing
- HIV Testing
- STD Screening and Treatment
- Pregnancy Testing
- Emergency Care
- Hepatitis Testing
- Health Education Program
- Student Health Advisory Board

Community Medical Clinics

Students are able to access the health care services listed above at no cost through the Ventura County Medical Clinics by presenting a student identification card.

Student Health Insurance

Information regarding available Student Health Insurance may be obtained from the Student Health Center

Immunization Requirements:

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

Measles and Rubella: All new and readmitted students born after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment. Submit medical documentation to the Student Health Center to verify both vaccinations were received since age one or obtain the vaccination at no charge through Student Health Center.

Hepatitis B: All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult the Student Health Center at (805) 437-8828 in the Health Center Building located on San Luis Avenue. (Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent one from contracting the disease and whether or not he or she has chosen to receive the vaccination.) **These are not admission requirements, but shall be required of students as conditions of enrollment in CSU.**

Submit medical documentation to the Student Health Center to verify vaccination or obtain the vaccination at an additional charge through the Student Health Center.

Disability Accommodation Services

Location: Bell Tower Building, Room 1416
(805) 437-8510 (V/TTY)

Fax: (805) 437-8529

CSU Channel Islands and Disability Accommodation Services (DAS) are dedicated to providing a broad range of quality support services to meet the needs of students with all types of physical, psychological, and learning disabilities. We strive to ensure access to all aspects of the University. Services are available to any student who finds his or her disability to be a barrier to achieving educational goals. However, only those students who identify themselves to the University and present appropriate written documentation of a disability are eligible for accommodation. Students with disabilities should contact the DAS office as soon as possible, even if they are not yet enrolled.

To be eligible to receive services students must meet with the DAS Coordinator for intake and disability verification.

Services include (but are not limited to):

- Liaison to campus programs and departments
- Disability management counseling
- Computer lab with assistive software
- Test proctoring in quiet rooms with extended time
- Scribes for examinations
- Alternate format services
- Note-takers or taped lectures
- Readers
- Recordings for the blind and dyslexic (limited services)
- Sign language interpreters
- Computer Aided Real-time Translation (CART)

We provide academic accommodations, such as alternative testing arrangements, based on disability-related needs under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Personal Counseling Services

Location: Bell Tower Building, Room 1415
(805) 437-8510
TDD (805) 437-8510
Fax: (805) 437-8529

Counseling and Psychological Services provide high quality, confidential, short-term counseling free of charge to our students. Our staff is committed to helping students develop their maximum potential while pursuing their educational and personal goals.

FINANCIAL AID OFFICE

Location: Enrollment Center
Professional Building, 1st Floor
(805) 437-8530

Fax: (805) 437-8509

The mission of the financial aid office is to assist students in obtaining financial aid resources to meet their educational costs. Students must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA can be obtained in the Enrollment Center located on the first floor of the Professional Building. The FAFSA can also be completed online at www.fafsa.ed.gov. There are a variety of financial aid resources available for students, including grants, loans, and scholarships. After students have completed and submitted the FAFSA, they may be considered for the following:

Grants: Federal or state funds that do not have to be repaid.

- Federal Pell Grants are awarded to eligible students who have not already earned a bachelor's degree or are working toward a teaching credential.
- Cal Grants are awarded to California residents who have financial need and meet the California Student Aid Commission scholastic requirements.
- State University Grants are awarded to California residents who have financial need.

Loans: Federally guaranteed student loans with low interest rates.

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. Unsubsidized Federal Stafford Loans are available to all students without regard to income. Interest is paid by the student or added to the loan amount that will be repaid later.

State Work-Study Program: Students who are eligible for financial aid may apply for employment opportunities both on and off campus.

Scholarships: The University, in participation with the community, has an endowment that provides scholarships, which are based on academic excellence and community service (please refer to page 63).

STUDENT DEVELOPMENT

Location: Bell Tower Building
(805) 437-8998
Fax: (805) 437-8549

The mission of the Office of Student Development is to provide programs and services that enhance the educational mission of the University 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. OSD encourages participative and cooperative teamwork, spiritual awareness, intellectual stimulation, character development, cultural diversity, physical health and experiential leadership.

Associated Students Incorporated

All registered students are members of Associated Students Incorporated (ASI) and pay both an associated student fee and a student body center fee as part of their registration. ASI is the umbrella organization for student government, student programming board, and the student newspaper, Island View.

Student government is comprised of elected student leaders including a president, vice president, senate members, and ASI board members. The student government sets policy, provides student service programs, contributes input on University policies, and recommends students to serve on University advisory boards.

The Student Programming Board is a select group of students that assist in the creation of activities and events on the CSUCI campus. This board is comprised of seven areas that entertain, educate, and enlighten CSUCI students through sponsored activities. Program areas include: Cinema, Concerts, Cultural Arts, Promotions, Special Events, Speakers, Video Productions, and Comedy.

The student newspaper is written by and for students and is a forum for discussion of current topics as well as campus issues and events.

Judicial Affairs

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.

New Student Orientation

New Student Orientation Programs assist new students with their successful transition to CSUCI. Orientation programs are offered to freshmen and transfer students for each semester of enrollment. These programs inform students about services and opportunities at CSUCI while assisting them with the initial advising and registration process. Transfer students are strongly encouraged to attend the New Student Orientation. Attendance for freshmen is mandatory.

Outreach and Educational Opportunity Program (EOP)

The Outreach program introduces elementary and middle school students to the opportunities available on a college campus. Outreach programs are designed in collaboration with schools and may include school visits by CSU Channel Islands counselors, as well as CSU Channel Islands campus visits by students. Presentations vary depending on the age and abilities of students.

Part of our community outreach is the Educational Opportunity Program (EOP), an admissions and support services program designed to assist high school students who meet specific guidelines and demonstrate the potential to obtain a baccalaureate degree offered by the University. First-time freshmen and transfer students with a history of low income, who need admission assistance and support services to succeed in college, may apply to EOP. Applicants must demonstrate the academic potential and motivation to succeed in college, must be California residents, and must meet certain family income guidelines. Students who wish to apply to EOP are encouraged to apply early because the number of accepted applicants is limited.

Recreation and Leisure Services

Recreation and Leisure Services provides programming and activities in seven categories including: Informal Recreation, Intramural Sports, Sports Clubs, Health and Fitness, Outdoor Adventures, Instructional Programs and Special Events. The programming is structured to provide a variety of recreational opportunities for a diverse student population.

Student Activities, Clubs, and Organizations

Under the direction of the Office of Student Development, Student Activities provides educational and multi-cultural programs as well as leadership programs and initiatives for students. Student organizations at Channel Islands increase the vitality of the campus as well as provide leadership opportunities and community service. They provide a variety of opportunities from sports to politics. For additional information about current organizations or how to start a club, please contact Lisa LaFrenz at (805) 437-8998.

Student Housing

A resource binder listing off-campus housing is available to students for viewing in the Office of Student Development. Please contact Lisa LaFrenz for further information at (805) 437-8998.

The first phase of on-campus housing is currently in the design stage of development. Completion is anticipated for fall 2004. Please contact Toni Rice for further information at (805) 437-8962.

The University Hub

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