

# 2010-2011 STUDENT GUIDEBOOK & PLANNER

## *Dear Student:*

Welcome to California State University Channel Islands (CI) where we place the student at the center of *their* educational experience. You have selected one of the most innovative and family-oriented institutions in the nation. CI will provide you with stimulating curricular and co-curricular learning experiences which will be complemented by our commitment to keep you, the student, at the center of the University mission.



The Division of Student Affairs' (DSA) programs and services were created to assist you as you matriculate through CI. These programs have been intentionally designed to enhance and complement your learning experience. CI encourages an interactive and expansive learning environment where all students, regardless of their background, skill level or interests, can exchange ideas and philosophies in a civil and collegial manner while celebrating diversity as a source of renewal and vitality.

As a CI Dolphin, you are encouraged to experience the "total university." You chose CI because you wanted to "experience something different." In the Division of Student Affairs, "you make the difference!" What you choose to do, and the impact you choose to make at CI, are simply up to you! In accepting CI as your university you have, in effect, agreed to our core values of excellence, diversity, integrity, collaboration, and commitment.

Congratulations on choosing one of America's most exciting and innovative universities, CSU Channel Islands. As a Dolphin you will experience the "CI way" as well as what it means when we say "we are CI!"

Sincerely,

A handwritten signature in black ink, appearing to read "Wm. Gregory Sawyer".

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



Channel Islands  
CALIFORNIA STATE UNIVERSITY

The vice president for Student Affairs has been delegated the responsibility of providing information to students regarding University policies, guidelines and procedures. In order to fulfill this responsibility, the Student Guidebook has been created by staff within the Division of Student Affairs, in addition to contributions from other campus departments, to provide information regarding University rules, regulations, programs, and services. The Guidebook will also assist in defining your rights and responsibilities as a student at California State University Channel Islands (CI).

Although every effort has been made to assure the accuracy of the information in the Student Guidebook, students and others who use it should note that laws, rules, regulations, and policies are subject to change without notice from time to time and that these changes may alter the information contained in this publication. When information is revised, the changes will be communicated on the CI website ([www.csuci.edu](http://www.csuci.edu)). All revisions will supersede previous information.

It is our goal to assist all students with interpreting this information and utilizing it as they experience various curricular and co-curricular programs at CI. If the Guidebook leaves any of your questions unanswered, please contact us at the Vice President for Student Affairs office at (805) 437-8536 for clarification. We look forward to assisting you during your matriculation at CI.

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We hope you find this Guidebook convenient and easy to use. If you have ideas about how we could improve this Guidebook, please email your suggestions to Amy Spandrio at [amy.spandrio@csuci.edu](mailto:amy.spandrio@csuci.edu). Thank you!



The Student Guidebook was printed using vegetable-based ink on recycled paper containing 30% post-consumer fiber. When you are finished with this magnificent publication, please recycle it! Just toss the entire thing into the closest recycle bin. The Earth thanks you!

Hey--thanks!



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IF FOUND, PLEASE CONTACT:

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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This publication is available in alternative formats for individuals with disabilities upon request. Please contact Disability Resource Programs for assistance.

**Disability Resource Programs**  
 Educational Access Center  
 Bell Tower Building, Room 1541  
 Phone/TTY: (805) 437-3331  
[accommodations@csuci.edu](mailto:accommodations@csuci.edu)



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# INTRODUCTION

## UNIVERSITY MISSION

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

## CI MISSION-BASED LEARNING OBJECTIVES

CI graduates will possess an education of sufficient breadth and depth to appreciate and interpret the natural, social and aesthetic worlds and to address the highly complex issues facing societies. Graduates will be able to:

- Identify and describe the modern world and issues facing societies from multiple perspectives including those within and across disciplines, cultures and nations (when appropriate); and
- Analyze issues, and develop and convey to others solutions to problems using the methodologies, tools and techniques of an academic discipline.

## CHARACTERISTICS OF CSU CHANNEL ISLANDS GRADUATES

CI Graduates are:

- Informed about past, present, and future issues affecting human society and the natural world, and the inter-relatedness of society and the natural world;
- Empowered with the disciplinary and interdisciplinary knowledge necessary to evaluate problems, the ability to translate knowledge into judgment and action, and excellent communication skills for conveying their interpretations and opinions to a diverse audience;
- Creative in developing imaginative self-expression and independent thinking, with joy and passion for learning; and
- Dedicated to maintaining the principles of intellectual honesty, democracy, and social justice, and to participating in human society and the natural world as socially responsible individual citizens.

## ACCREDITATION STATUS

CI is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, (510) 748-9001.

## SAFE ON CAMPUS

SAFE (Students, Administrators and Faculty for Equality) is a program sponsored by the Center for Multicultural Engagement.

**Purpose.** SAFE On Campus provides an avenue through which all members of the campus community can actively show their support of lesbian, gay, bisexual and transgender people. SAFE On Campus members identify themselves by displaying the SAFE On Campus sign at their office. Members attend an orientation session, following which they receive the SAFE On Campus logo. By displaying the logo, members signal to students and employees that they can be “out” or reveal their sexual orientation or gender identity. In addition, members can serve as a valuable source to help locate resources on campus, or help report harassment or discrimination.



*SAFE On Campus logo*

For additional information regarding SAFE On Campus, please contact Renny Christopher, Associate Vice President for Faculty Affairs, at (805) 437-8994.

## **POLICE SERVICES**

Location: Placer Hall (adjacent to Lot A1)

Telephone: (805) 437-8444 (non-emergency)

Dial 911 for emergencies

Web: <http://www.csuci.edu/police/>

The CI Police Department is a certified police agency and is responsible for providing comprehensive law enforcement services for the campus. Its administrative offices are located inside Placer Hall, adjacent to parking lot A1. CI police officers are commissioned peace officers with full enforcement authority who are also certified as emergency medical technicians (EMT-1). Police officers are on duty 24 hours a day, 7 days a week and are the first responders to all campus emergencies.

## **CRIME REPORTING**

The CI Police Department is the department officially designated to receive crime reports. You should immediately call the Police Department to report any crime that occurs on campus. Timely crime alerts are prepared and distributed campus-wide via a comprehensive communication system when there is a continuing threat to the safety of students or employees. The Police Department maintains a daily activity log, which can be viewed at the Police Department’s Customer Service Counter. Crime reports may be obtained, subject to restrictions allowable under California’s Public Records Act, at the same Customer Service Counter.

## **EMERGENCY PROCEDURES**

The University has a comprehensive Emergency Operations Plan designed to assist campus officials manage the response to a man-made or natural disaster. Emergency Procedure Posters, located at the entrances to all buildings on campus, are designed to provide direction to students and employees in the event of a disaster. In addition, each building on campus has designated Emergency Marshals who have been trained and equipped to provide direction to students and employees if an order to evacuate or shelter in place is given by public safety officials. For more information

about the campus' emergency preparedness efforts, please visit the Web at <http://www.csuci.edu/police/emergency-preparedness/index.htm>.

For more information about CI's emergency procedures, please see the Emergency Operations Desk Reference beginning on page 165 of this guidebook.

Additional information about CI's Police Services is available online at <http://www.csuci.edu/police/> and in the University Catalog.

## **TRANSPORTATION AND PARKING SERVICES**

Location: Placer Hall (adjacent to Lot A1)

Telephone: (805) 437-8430

Web: <http://www.csuci.edu/parking/>

Transportation and Parking Services (TPS) provides a variety of services to the campus community. Information about these services is available at the administrative offices located in Placer Hall, on the TPS Web page or by calling (805) 437-8430.

Parking permits are required for all vehicles on campus, 24 hours a day, 7 days a week. This includes holidays and periods when classes are not in session. Vehicles without proper permits or that are in violation of parking regulations according to the California Vehicle Code are subject to citation. Citation appeals may be filed through Police and Parking Services (PPS) Customer Service. Parking Regulations are also available on the Web page.

### **Shuttle Bus Service**

As an alternative to parking on campus, a shuttle service is offered at a reduced cost of \$25 per semester for students, faculty and staff, with no cost during summer session. For your convenience, the shuttle operates from three (3) sites:

**Oxnard**     "C" Street Transfer Point  
"C" Street and Channel Islands Blvd.

Oxnard College  
Southwest corner of Bard Road and Simpson Drive

**Camarillo**     Camarillo Metrolink Station  
Lewis Road and Ventura Boulevard

The shuttle service is available Monday through Friday, 7:00 a.m. to 10:20 p.m., and Saturday, 7:30 a.m. to 5:20 p.m. Parking at the sites is free. To utilize this service and purchase your photo transit card, stop by PPS to complete an application and have your photo taken. Please allow 10 minutes to process your card.

### **Rideshare**

The campus encourages all forms of ride sharing as a strategy to reduce single vehicle trips to campus. For more information about rideshare please come to Transportation and Parking Services Customer Service

Counter located inside Placer Hall or read about rideshare on the Web at [http://www.csuci.edu/parking/Rideshare\\_Information.htm](http://www.csuci.edu/parking/Rideshare_Information.htm).

## **Bicycles**

Bicyclists must comply with all applicable California Vehicle Code regulations while riding on campus. Riding is restricted to roadways and main pedestrian pathways. Riding inside buildings, on stairs, and other facilities is strictly prohibited.

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

For safety reasons, the use of skateboards, scooters (both motorized and non-motorized), and rollerblades is prohibited on campus.

## **INTERCOLLEGIATE ATHLETICS**

Location: Bell Tower East, Room 1865

Telephone: (805) 437-3502

Email: [athletics@csuci.edu](mailto:athletics@csuci.edu)

Web: <http://www.csuci.edu/athletics>

CI has a unique opportunity to design and implement broad-based competitive sport and recreational programs that reflect all of the ideals of educationally focused and gender equitable student athletes.

The underlying philosophy of each competitive sport and recreational program is very simple - to accommodate the needs of the students, the campus, and the larger community in which we reside. Competitive sport and recreational programs will be educationally based, focusing on the needs and interests of the participants. Planning is underway to tentatively start varsity competition in the fall of 2011.

Additional recreational opportunities are available through Campus Recreation. For information, please see page 23 in this guidebook.

## **ACADEMIC & INFORMATION TECHNOLOGY**

### **A&IT HELP DESK**

The Help Desk is located on the first floor of the Broome Library. Help Desk hours are: (Fall and Spring semester) Monday through Thursday: 7:30 a.m.–8 p.m.; Friday: 7:30 a.m.–12 p.m. Summer hours are Monday through Friday: 8: a.m. to 5 p.m.

### **COMPUTING LAB**

Instructional computing labs are housed in various locations on campus and are discipline specific. Student public access computers and printers are located in the Library. In addition, there is a limited number of laptop computers that students can check out from the library. All student public use computers are installed with commonly used software including, word processing, spreadsheet, data analysis, and Internet connectivity tools.

## **myCI**

myCI is the campus single point of access for major campus applications, including CI Learn, CI Records, campus email and Dolphin files (<http://myci.csuci.edu>). Only one dolphin login and dolphin password are required to access all resources located in myCI.

## **myCI LOGIN AND PASSWORDS**

When admitted to the University, a letter is generated with the student's individual User ID (dolphin login) and instructions on how to activate the myCI account. This letter will be sent to the address on file with the University. Once an account has been activated, the dolphin login and Password are used to gain access to myCI (<http://myci.csuci.edu>) which provides single sign-on to: CI Learn, CI Records, Dolphin email, and Dolphin Files. The same login credentials are used to gain access to the university wireless network, and to log on to university computers. Students will be required to change this password every 180 days. Instructions on changing your password can be found at <http://www.csuci.edu/it/passwordchange/>.

## **CI LEARN**

CI Learn is the official web-based learning management system and is used to deliver course material electronically. CI Learn based courses can be accessed 24/7 and is accessed through myCI. Not all instructors use CI Learn.

## **CI RECORDS**

CI Records is the system of record for many academic activities such as class registration, financial aid, and final posting of grades.

## **DOLPHIN EMAIL**

Dolphin Email accounts are automatically given to all registered students.

## **DOLPHIN FILES**

Dolphin Files is a web based repository for documents and images that can be retrieved from any web browser. This folder of files can also be accessed on the campus network drive via a campus computer.

## **WIRELESS NETWORK**

CI offers wireless access to all students, faculty and staff. The wireless coverage extends across the campus. All laptop computers checked out from the Library are able to access the wireless network. Instructions on connecting to the wireless network can be found at <http://www.csuci.edu/it/wireless.htm>.

## **EXECUTIVE ORDER 999**

All students are expected to comply with Executive Order 999. The order can be found online at <http://www.calstate.edu/EO/EO-999.html>. Illegal downloading of copyrighted material is unlawful and unacceptable. Information Technology deploys technologies to ensure illegal downloads do not take place on the Channel Islands network.

For additional assistance with any of our services, please visit the HelpDesk in Room 1340 in the Broome Library, call us at (805) 437-8552, or send an e-mail to: [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu).

## **THE COVE BOOKSTORE**

Location: Town Center (behind the Broome Library)

Telephone: (805) 437-8833 or (805) 482-5456

Email: [bookstore@csuci.edu](mailto:bookstore@csuci.edu)

Web: <http://www.csuci.bkstr.com>

The Cove Bookstore is dedicated to serving the academic mission of CI. We take great pride in serving our customers with their textbook, trade book, and general merchandise needs either in our store or through our virtual bookstore on [efollett.com](http://efollett.com). In addition to serving the faculty and students with their academic needs, we also invite the community to visit the store, browse our extensive book selection, and relax and read in our comfortable reading area. For hours and additional information, please contact the bookstore or visit their Web page.

## **CAMPUS DINING SERVICES**

Web: <http://universityglencorp.csuci.edu>

### **ISLANDS CAFÉ**

Presented by University Glen Corporation, our dining area offers a variety of contemporary menu formats for students, faculty, staff and campus visitors to choose from throughout the day. Choices available include grilled items, deli sandwiches, Mexican specialties, pizza, various entrée selections, and desserts. There is also a salad and soup bar as well as a cereal and breakfast bar, which is available throughout the day.

### **STUDENT UNION**

**Lighthouse Café** – Located on the first floor and offers specialty salads, deli sandwiches, hotdogs and individual pizzas.

**Freudian Sip** – Located on the first floor adjacent to Lighthouse Café, Freudian Sip provides a wide variety of coffee drinks, frozen specialty drinks, delicious pastries and frozen yogurt.

**Sea Store** – Located adjacent to the games room, the Sea Store provides a wide variety of snacks and beverages.

### **CAMPUS COMMUNITY MEAL PLAN: DINING DOLLARS**

***Note:** This optional meal plan is for use in all campus and Town Center food operations. It does not apply to students living on campus in student housing who participate in a mandatory meal plan program.*

This meal plan allows campus community members to deposit a balance on your Dolphin (campus identification) card. Advantages to having this meal plan include



bonuses received when adding dollars to your card. The larger the deposit applied to your Dolphin card, the greater the discount! With Dining Dollars campus community members can even treat family and friends to a meal. When compared to other meal plans at various campuses, our plan provides the maximum benefit and great flexibility.

For more information about campus food services, meal plans, catering and weekly menus, visit <http://universityglencorp.csuci.edu>.

## THE UNIVERSITY GLEN TOWN CENTER

Currently open in the Town Center are: Juice it Up, Subway and Tortillas Grill with more options to come in the future.

## ALMA MATER

The CI Alma Mater is played by the Bell Tower carillon every day at noon.

### An Alma Mater

for Cal State Channel Islands

Theodore Lucas

© 2002



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



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



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



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



# Student Affairs

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# STUDENT AFFAIRS

## MISSION OF THE DIVISION OF STUDENT AFFAIRS

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

## VICE PRESIDENT FOR STUDENT AFFAIRS OFFICE

Location: Bell Tower Building, Rooms 2560 and 2565

Telephone: (805) 437-8536

Fax: (805) 437-8549

Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.

Web: <http://www.csuci.edu/studentaffairs/offofvp.htm>.

The purpose of the Vice President for Student Affairs office is to recommend policies, guidelines and procedures that will ensure a coordinated delivery and assessment system of student services throughout the Division of Student Affairs (DSA), which includes Enrollment Services, Student Life and Housing and Residential Education.

The Vice President for Student Affairs office ensures a comprehensive clearing system which:

- tracks and reports budgets and expenditures;
- implements, coordinates and/or manages special projects;
- produces and distributes internal and external student communication materials;
- hires, trains and provides staff development;
- provides co-curricular education initiatives; and
- coordinates program assessment and evaluation for all units within the Division.

## ENROLLMENT SERVICES

### ENROLLMENT CENTER

Location: Sage Hall, Room 1020

Telephone: (805) 437-8500

Fax: (805) 437-8509

Web: <http://www.csuci.edu/students/enrollserv.htm>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:30 p.m.; Fri., 8:30 a.m. to 5:00 p.m.

The Enrollment Center provides “one-stop” services for students including:

- Admission application assistance
- Class registration
- Financial aid assistance

- Enrollment verification
- Cashiering services (fee payments)
- Student ID cards
- Student class schedule changes (add/drop)
- Requests for transcripts
- Various student record forms such as application for degree, duplicate diploma request and change of major/minor
- Name, address, phone number and email account changes
- Graduation and commencement ceremony information
- FERPA information and withholding of directory information
- Petition/substitution forms
- Veteran's Affairs assistance

## **ADMISSIONS AND RECRUITMENT**

### **Admissions**

Location: Sage Hall, Recruitment Center, Room 1020

Telephone: (805) 437-8520

Fax: (805) 437-8519

Email: [admissions@csuci.edu](mailto:admissions@csuci.edu)

Web: <http://www.csuci.edu/admissions/>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:30 p.m.; Fri., 8:30 a.m. to 5:00 p.m.

- The Admissions office accepts and processes admission applications for both undergraduate and post-baccalaureate programs.
- Eligibility for admission to CI is governed by Title 5 of the California Code of Regulations.
- Programs that are graduate level, offered through Extended University, or are impacted may require a dual admissions process where students must apply to both the University and the program.

### **Recruitment**

Location: Sage Hall, Recruitment Center, Room 1044

Telephone: (805) 437-8520 or (805) 437-2724

Fax: (805) 437-8519

Email: [prospective.student@csuci.edu](mailto:prospective.student@csuci.edu)

Web: <http://www.csuci.edu/students/studentrecruitment/index.htm>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:30 p.m.; Fri., 8:30 a.m. to 5:00 p.m.

- Provides information to students regarding the University application process
- Conducts campus tours

## FINANCIAL AID

Location: Sage Hall, Enrollment Center, Room 1020

Telephone: (805) 437-8530

Fax: (805) 437-8509

Email: [financial.aid@csuci.edu](mailto:financial.aid@csuci.edu)

Web: <http://www.csuci.edu/financialaid>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:30 p.m.; Fri., 8:30 a.m. to 5:00 p.m.

CSU Channel Islands' federal Title IV school code is 039803.

- The Financial Aid office assists students in obtaining financial aid resources to meet their educational costs.
- To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA) form, which can be completed online at <http://www.fafsa.ed.gov>.
- We offer the following in financial aid assistance: grants, scholarships, Federal Work Study and loans.
- For more information on scholarships, email [scholarships@csuci.edu](mailto:scholarships@csuci.edu).
- For more information on Federal Work Study, email [workstudy@csuci.edu](mailto:workstudy@csuci.edu).

## RECORDS AND REGISTRATION

Location: Sage Hall, Enrollment Center, Room 1020

Telephone: (805) 437-8500

Fax: (805) 437-8509

Email: [records.registration@csuci.edu](mailto:records.registration@csuci.edu)

Web: <http://www.csuci.edu/students/registrationrec.htm>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:30 p.m.; Fri., 8:30 a.m. to 5:00 p.m.

Records and Registration maintains timely and accurate records on enrollment, and the academic progress and accomplishments of its students, while maintaining the privacy and security of those records. The following is a list of some of the services, Web pages and forms available through the Records and Registration office:

- Assignment of registration appointments. Students enroll via the Internet at myCI (<http://myci.csuci.edu>).
- Registration assistance is available on the Records and Registration Web page (<http://www.csuci.edu/students/registrationrec.htm>).
- Determine eligibility for participation in the CSU Intrasystem Enrollment Program
- Degree Progress Report (DPR): the tool to assist students in planning for their graduation ([http://www.csuci.edu/studentaffairs/progress\\_of\\_degree.htm](http://www.csuci.edu/studentaffairs/progress_of_degree.htm))
- Official CI transcripts processing via the Request for Official Transcript form or by making a request in writing ([http://www.csuci.edu/students/rec\\_libr\\_docs/F09-Official%20Transcript%20Request.pdf](http://www.csuci.edu/students/rec_libr_docs/F09-Official%20Transcript%20Request.pdf))

- Forms for various requests are available at [http://www.csuci.edu/students/rec\\_reg\\_library.htm](http://www.csuci.edu/students/rec_reg_library.htm).
- Provide Degree Checks for graduation requirements and degree posting (<http://www.csuci.edu/students/GradFAQ.htm>)
- Residency reclassification (<http://www.csuci.edu/admissions/residency/index.htm>)
- Veterans assistance in applying for educational benefits and education certification (<http://www.csuci.edu/veterans/index.htm>)

## UNIVERSITY CASH SERVICES

Location: Sage Hall, Enrollment Center, Room 1020

Telephone: (805) 437-8810

Fax: (805) 437-8900

Email: [cashier@csuci.edu](mailto:cashier@csuci.edu)

Web: <http://www.csuci.edu/cashier>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:00 p.m.; Fri., 8:30 a.m. to Noon

The office closes daily between 3:00 p.m. and 4:00 p.m.

- Processes all student registration and housing payments
- Processes student refunds
- Issues student Dolphin ID cards

## HOUSING AND RESIDENTIAL EDUCATION

Location (Main Office): Santa Cruz Village

Telephone: (805) 437-2733

Fax: (805) 437-3234

Web: <http://www.csuci.edu/housing/>

Business Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. (Staff are available 24 hours a day to respond to urgent or emergency situations.)

## ON-CAMPUS LIVING

Living on campus literally puts students right in the center of all the best that CI has to offer. Housing and Residential Education’s aim is to provide a safe, comfortable, welcoming environment to support student learning by providing connections for students with one another and with a wide variety of University activities. To accomplish this, we have a strong and enthusiastic staff of professionals and students.

Events such as the monthly block parties, floor and building competitions, and the ever-popular Spring Gala help provide students with safe, on-campus outlets for fun to balance out the demands of their academic studies. Other resident events are held throughout the course of the academic year which provide learning and growing opportunities. Please visit the Housing and Residential Education website for more information or contact us at the above phone number.

## FACILITIES

From the spacious suites to the fully appointed apartments, students find that our facilities provide them with a balance of both privacy and community. Included in the facilities are a variety of beautifully furnished common areas such as the billiard, game, art, music practice, and study rooms. We also have three computer labs, a pool, Jacuzzi, fitness room and dance studio.

Santa Cruz Village is our newest facility and is award-winning for its beautiful community and sustainable design. With two-bedroom, double-occupancy suites, this complex accommodates up to 460 freshmen. Amenities within this village include several common areas for activities such as community movie night, X-Box challenges and expression in both the fine and performing arts. Additionally, a studio was constructed to allow for Pilates and Yoga classes, while a fitness area with both cardiovascular and strength training equipment is centrally located.

For juniors and seniors, Anacapa Village offers apartment-style living. The four-bedroom apartments include a full kitchen with stove, refrigerator, microwave oven, cable television and Internet connectivity.

## INDIVIDUAL AND COMMUNITY RESPONSIBILITIES

Anacapa and Santa Cruz Villages are comprised of students from a variety of ethnic, cultural and socioeconomic backgrounds. Living in a diverse community affords many opportunities for building relationships and learning. This is what makes living on campus such an integral part of the college experience! At the same time, it requires responsibility, consideration and mutual respect so that the members of our community can live together successfully. These Community Living Standards and associated responses are outlined in the Housing and Residential Education ABC's Manual which can be found online at <http://www.csuci.edu/housing/ResidentHandbook.htm>.

It is important to note that all California State University housing programs are governed by Title V, California Code of Regulations. These guidelines are part of the California Education Code and CSU Channel Islands policies and guidelines are aligned with them. These regulations may be viewed at: <http://government.westlaw.com/linkedslice/default.asp?Action=TOC&RS=GVT1.0&VR=2.0&SP=C CR-1000> (look for Title 5, Division 5, Chapter 1, Subchapter 5, Article 5: Housing and Article 6: Meals).

As students of the CSU, you are responsible for your individual conduct as stated in the California Educational Statutes (Title V, Sections 41301-41304), which can be found beginning on page 43 of this guidebook and on-line at <http://www.csuci.edu/students/publication/guidebook/judaffairs.htm#code>. This code is enforced by the Dean of Students and the Judicial Affairs office.

Finally, as residents of the State of California, you are required to know and adhere to state laws which are outlined in the California Penal Code and the California Vehicle Code.

In some cases, there may be an overlap of these laws and expectations and when this occurs, students are accountable to all three entities: Housing and Residential Education, the University judicial officer, and University Police. Of course, each of these offices works cooperatively with each other, while also authorized to adjudicate alleged violations independently.

## **STUDENT LIFE**

### **Main Office**

Location: Bell Tower East, Room 1858

Telephone/V/TTY: (805) 437-8511

Fax: (805) 437-3211

Web: <http://www.csuci.edu/students/stuservice.htm>

Office Hours: Mon. – Fri., 8:00 a.m. – 5:00 p.m.

### **Purpose**

Student Life serves as a first point of contact for students seeking involvement opportunities on campus and provides proactive learning experiences aimed at preparing students to serve as effective leaders and members of diverse cultures and communities.

Student Life programs and services include: Student Leadership Programs, Career Development Services, Personal Counseling and Student Health services, Disability Resource Programs, Multicultural Programs, New Student, Orientation and Transition Programs, University Outreach, Educational Talent Search, Educational Opportunity Program, Campus Recreation, and Judicial Affairs.

Student Life co-curricular programs, which support the educational mission of the University, are administered through the following offices: the Dean of Students office (DOS), Access, Orientation and Transition (AOT), and Leadership, Career and Health (LCH).

## **DEAN OF STUDENTS**

Location: Bell Tower East, Room 1802

Telephone (805) 437-8512

Fax: (805) 437-3211

Office Hours: Mon. – Fri., 8:00 a.m. – 5:00 p.m.

### **Purpose**

The Dean of Students office serves a central role in student learning and development at CI, while advancing the University's mission by fostering academic and social networks through which students develop as intentional learners and global citizens. The Dean of Students' office creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience.

## Judicial Affairs

The purpose of Judicial Affairs is to: provide a fair process for accountability of student conduct; promote the development of individual integrity; protect the rights of members of the campus community; uphold the rules, regulations and integrity of the university; provide learning opportunities for students who participate in the student judicial process; and provide personal accountability. For more information about Judicial Affairs, please see page 41 in this guidebook.

## ACCESS, ORIENTATION AND TRANSITION

### Disability Resource Programs

Location: Educational Access Center - Bell Tower Building, Room 1541

Telephone (V/TTY): (805) 437-3331

Fax: (805) 437-8529

Email: [accommodations@csuci.edu](mailto:accommodations@csuci.edu)

Web: <http://www.csuci.edu/drp/index.htm>

Office Hours: Mon. – Thu., 8:30 a.m. to 5:30 p.m.; Fri., 8:30 a.m. to 5:00 p.m.

Disability Resource Programs (DRP) empowers students with disabilities by providing an environment that enriches their educational experience through inclusion, advocacy and support. DRP services ensure equitable access so that students may become engaged in their development of both educational and lifelong pursuits. We accomplish this by providing students with academic accommodations and services in a manner that promotes independence, self-advocacy and accountability.

DRP offers intake, assessment of needs and facilitation of academic and other accommodations for students who choose to identify their disability to the University and register for services. Academic accommodations are provided based on disability-related needs under sections 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. These services may include but are not limited to:

- Liaison to campus programs and departments
- Disability management counseling
- Computer lab with assistive technology software
- Test proctoring in private study rooms with extended test time
- Scribes for examinations
- Alternate format services
- Note takers or taped lectures
- Readers
- Sign language interpreters
- Priority Registration
- Computer Aided Real-time Translation (CART)



**Students requesting accommodations are strongly encouraged to contact DRP prior to the beginning of the semester and present appropriate written documentation of the disability.**

Consult the calendar section of this guidebook for important intake and finals testing dates *for students registered for services*. **Please note:** It is important to schedule appointments with a disability resource counselor in advance of all services. Contact Disability Resource Programs for more information.

For additional details on resources available for students with disabilities, including eligibility information, please visit the Disability Resource Programs website at <http://www.csuci.edu/drpf/> or email questions to [accommodations@csuci.edu](mailto:accommodations@csuci.edu).

### **Educational Opportunity Program**

Location: Bell Tower Building, Room 1538

Telephone: (805) 437-8939

Fax: (805) 437-3211

Web: <http://www.csuci.edu/eop/index.htm>

Office Hours: Mon. – Fri., 8:30 a.m. to 5:00 p.m.

The Educational Opportunity Program (EOP) provides targeted support aimed at increasing academic accomplishment and individual empowerment. The ultimate goal is to provide incoming students from disadvantaged backgrounds with the tools that will help them succeed in college and graduate from California State University Channel Islands.

EOP provides a Summer Bridge to all first time freshmen. The Summer Bridge Program was established in 2004 to provide an orientation to college life, review basic skills, and provide academic advisement to incoming EOP students. Through a residential program, Summer Bridge assists incoming freshmen with needed support as they prepare for the rigors of university work. Summer Bridge focuses on mathematical skills, creative reading and writing, study sessions and tutorials, and other activities that are part of the full Summer Bridge experience. Participants benefit from personalized attention, individualized instruction and accessibility to campus resources.

EOP also provides the following services:

- University 100 – Student Life and College Success
- Priority registration
- Academic guidance and programming
- Financial advising and assistance
- Academic development workshops
- Student leadership development
- Career exploration
- End of year awards ceremony

## **Educational Talent Search**

Location: Bell Tower East, Room 1852

Telephone: (805) 437-3172

Fax: (805) 437-3211

Web: <http://www.csuci.edu/ets/>

Educational Talent Search (ETS), a federally funded TRIO program of the U.S. Department of Education, is designed to assist participants in reaching their academic potential. The program assists students who meet federal income guidelines and those who may be the first in their families to go to college. While the ETS staff is employed through CSU Channel Islands, the program is not used as a recruitment tool for the University. Rather, participants receive assistance in applying to any college, university or other qualified institution of post-secondary education.

The following goals guide the work of the ETS staff:

- Identify, recruit and select participants who have the potential to succeed in completing high school or GED programs, as well as post-secondary education;
- Familiarize participants with the college selection, admissions and financial aid application processes;
- Assess and guide participants' interests in professional careers;
- Teach participants to use state-of-the-art technology to explore careers and colleges and to improve their school performance;
- Provide experiences that will enhance participants' intellectual, cultural, social and personal development; and
- Motivate participants to maximize their academic and personal potential.

## **Multicultural Programs**

Location: Bell Tower East, Room 1808

Telephone: (805) 437-8407

Fax: (805) 437-3211

Web: <http://www.csuci.edu/multicultural/index.htm>

Hours: Mon. – Fri., 9:00 a.m. to 5:30 p.m.

*Multiculturalism—A Working Definition:* Multiculturalism at CI means respectfully coexisting with people of different abilities, identities, and/or practices (including ethnic, racial, gender, sexual, national, and/or (non-)religious) in an environment of intellectual curiosity, self-reflection, and civic engagement.

### ***Purpose Statement***

The purpose of Multicultural Programs is to educate students on issues of diversity and equality, to advocate for under-represented groups on campus, to affirm and celebrate the unique heritage of our students, to promote awareness, understanding and appreciation for all peoples and cultures, to be a uniting force on campus, and to foster an environment that is emotionally, mentally, physically, and spiritually safe and beneficial to all areas of student life and development.

## ***Vision Statement***

It is Multicultural Programs' goal to be more proactive than reactive by encouraging collaboration and dialogue between students, faculty, staff, and administrators of diverse backgrounds, and by being a forum through which people can communicate, voice their concerns and learn from one another.

Multicultural Programs will especially focus on how racism, sexism, homophobia, and other forms of discrimination work together and reinforce each other. By exploring these intersections, we hope to find meaningful ways of combating these issues as they arise on our campus, in society at large and in students' personal lives.

Through our mission, we hope the students of CI will be able to achieve their personal, professional and intellectual goals. We honor intrinsic human worth that cuts across lines of race, religion, gender, sex, class, and culture and we are working to take this message to the campus community and beyond.

## ***Events, Services and Activities***

- Safe space on campus for students to relax, study and socialize
- Diversity training for student leaders
- Co-curricular events that honor students' unique heritage and stimulate identity formation
- Multicultural resources and educational materials are provided in the diversity library
- Student organization/campus clubs support
  - Meeting space
  - Student internships
  - Event co-sponsorships and collaborations

Consult the calendar section of this guidebook for event information, including the Celebration Series monthly theme highlighting cultural identity. For additional details on events and resources available for students, please visit the Multicultural Programs website.

## **New Student, Orientation and Transition Programs**

Telephone: (805) 437-3160

Fax: (805) 437-3211

Web: <http://www.csuci.edu/nsotp/>

New Student, Orientation and Transition Programs (NSOTP) supports University recruitment and retention initiatives by coordinating events, activities and services that integrate new students holistically (socially and academically) into the CI community. NSOTP consists of three programmatic elements: Island View Orientation, the New Student Center and Transition Programs.

## ***Island View Orientation***

Island View Orientation prepares students for a successful transition to the University. Island View Orientation is offered to incoming freshmen and transfer students prior to the start of the fall and spring semesters. This program informs students about academic requirements, campus expectations, student life, student support services and co-curricular involvement opportunities. Freshman orientation assists students with the initial advising and registration process. Transfer students are strongly encouraged to attend Island View Orientation. Attendance for freshmen is mandatory.

## ***Transition Programs***

NSOTP plans and implements a variety of large and small scale events designed to assist with students' transition to the University:

- The annual Welcome Celebration event, typically held the Sunday prior to the first day of the fall semester, is an opportunity for the campus community, incoming students and their families to unite in celebrating the start of the academic year.
- Ride the Tide consists of a series of events held during the first week of school that welcomes and acquaints students to the University and supports the development of their social networks and involvement.
- The Ask Me Campaign provides a concierge-type booth staffed by campus volunteers during the first few days of the semester to respond to information and directional queries of new students.
- Be a Part From the Start is a 10-week campus-wide student retention program that consists of a plethora of activities and events designed to help students engage in the University from the moment of arrival at CI. The Be a Part From the Start series begins with a week of welcome called Ride the Tide and is followed by nine themed weeks based on each of CSU Channel Islands' Dimensions of Development.
- Block parties are typically held on the second Friday of every month from 9 p.m. to midnight on Ventura Street between Santa Cruz and Anacapa villages.

For more information about NSOTP, including program information, please visit our website or email or call us.

## **University Outreach**

Location: Bell Tower East, Room 1769

Telephone: (805) 437-3155

Fax: (805) 437-3211

Web: <http://www.csuci.edu/universityoutreach/index.htm>

University Outreach motivates and informs K-8 students of postsecondary educational options and serves to create a college-going culture in Ventura County. In doing so, University Outreach provides four programs targeted at achieving this goal:

## ***Pathway to College***

The Pathway to College Campus Visit program takes place every Friday during the school year. Visits include a 30-minute “How to Get to College” presentation, CI student panel and an informative and historical tour of CI.

## ***COMM-Unity 101***

CI Communication 101 students visit local sixth through eighth grade schools and present college preparation information as a part of their final class project. Each presentation will cover the A-G requirements, SAT/ACT, systems of higher education in California and financial aid, in addition to a student panel.

## ***Parent Institute for Quality Education (PIQE)***

PIQE, a non-profit organization, and the CSU collaborate to conduct a nine-week curriculum that informs and empowers parents of first-generation students about education from kindergarten to 12th grade. Five Ventura County school sites are chosen for each calendar year.

## ***Leaders in Education Awareness Program (LEAP)***

LEAP is comprised of 10 CI student volunteers who present the Pathway to College Campus Visit program to students in grades K-8. LEAP offers CI students the opportunity to be involved in shaping the community’s youth and provides volunteers the opportunity to develop leadership skills.

For more information about University Outreach, please visit the website or contact our office.

## **LEADERSHIP, CAREER AND HEALTH**

Leadership, Career and Health provides leadership opportunities for students and is directly responsible for a variety of exciting co-curricular activities and events. Some of these events include:

- Career Fair
- Graduate School Information Fair
- Back to Basics
- Leadership Transition Conference
- Alcohol education programs

## **Associated Students Inc.**

Location: Student Union, Administrative Offices

Telephone: (805) 437-2622

Fax: (805) 437-2793

Web: <http://asi.csuci.edu/>

Office Hours: Mon. – Fri., 8:00 a.m. – 5:00 p.m.

All currently 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 fees. ASI is the umbrella organization governing the processes, policies and procedures for the following four campus entities:

- Student Government (SG)
- Student Programming Board (SPB)
- The *CI View* Student Newspaper
- *The Nautical* Yearbook

### **ASI – Student Government**

Location: Student Union, Room 2011

Telephone: (805) 437-2734

Fax: (805) 437-2793

Email: [sgasi@csuci.edu](mailto:sgasi@csuci.edu)

Web: <http://studentgov.csuci.edu/index.htm>

Student Government (SG) serves the student body by voicing the needs of all students through equal representation. Student Government communicates with students about campus, statewide, and national affairs and encourages civic engagement within the community.

### **ASI – Student Programming Board**

Location: Student Union, Room 2032

Telephone: (805) 437-2730

Fax: (805) 437-2793

Email: [asi.spb@csuci.edu](mailto:asi.spb@csuci.edu)

Web: <http://spb.csuci.edu/index.htm>

Student Programming Board (SPB) is a student organization that fosters community, creates engagement opportunities and builds CI pride through the planning, promotion and implementation of student-centered events and activities.

### **ASI – *CI View* Student Newspaper**

Location: Student Union, Room 2003

Telephone: (805) 437-2753

Fax: (805) 437-2793

Email: [ciview.editor@csuci.edu](mailto:ciview.editor@csuci.edu)

Web: <http://ciview.csuci.edu/index.htm>

The *CI View* is the campus student newspaper and is staffed entirely by students. This hard copy and on-line publication provides the CI community with current news, upcoming events and student editorials.

### **ASI – *The Nautical* Student Yearbook**

Location: Student Union, Room 2001

Telephone: (805) 437-3121

Fax: (805) 437-2793

Email: [nautical@csuci.edu](mailto:nautical@csuci.edu)

Web: <http://yearbook.csuci.edu/index.htm>

*The Nautical* yearbook is a collaborative student-run publication that captures the ever-changing and growing CI community. This publication is student run, student designed, and student approved.

## **Campus Recreation**

Location: Recreation Center (Arroyo Hall, South Entrance\*)

\*For ADA access, please push the buzzer on the north side of the Recreation Center.

Telephone: (805) 437-8902

Email: [CampusRecreation@csuci.edu](mailto:CampusRecreation@csuci.edu)

Web: <http://www.csuci.edu/recreation/index.htm>

Campus Recreation, through its programs and services, assists students in creating and maintaining healthy lifestyles by balancing the demands of academic pursuits with the benefits of “wellness” through physical fitness, competition and recreation. Four Campus Recreation programs are highlighted below.

### ***Intramural Sports***

The Intramural Sports program offers the University community opportunities to join in organized sport competitions. Scheduled tournaments, league play and challenges are offered throughout the year for women, men and co-recreational play.

### ***Sports Clubs***

Sports clubs provide an opportunity for students to engage in a higher level of competition. Sports clubs represent the University in intra-club competition or conduct inter-club activities such as practice, instruction, social and tournament play. Current sports clubs include: Bicycle Kitchen, sailing, running, snowboarding, volleyball and triathlon.

### ***Outdoor Adventures***

Outdoor Adventures utilizes nature’s resources (oceans, mountains, rivers, and wilderness) to challenge the physical body as well as the mind. Whether it’s fishing off the coast of Southern California, camping out on one of the five Channel Islands or enjoying a morning hike culminating at the highest peak in the Santa Monica Mountains, participants are amazed with what they discover about themselves and the world around them.

### ***The Waterfront Program***

The Waterfront Program offers various instructional and safety classes in kayaking, sailing, rowing and, new this year, windsurfing. Whether you are experienced or a novice the waterfront is a great place to learn and have fun.

Also, Campus Recreation offers three facilities for students to use and enjoy:

- The **Recreation Center** is home to our fitness center with state-of-the-art fitness equipment. The Recreation Center also has a multi-purpose court which is used for volleyball and basketball.
- **Potrero Field** is next to the Recreation Center on Oxnard Street. The two multi-use fields are available for soccer, flag football, lacrosse, Ultimate

Frisbee and more. The fields are utilized by our sports clubs, intramural sports program and informal recreation play.

- The **CI Waterfront Center** is located at the docks in the Channel Islands Harbor, approximately 35 minutes from campus, at 3950 Bluefin Circle. The waterfront houses our sailing, kayaking, rowing and windsurfing activities and is home to our Sailing Club.

### **Career Development Services**

Location: Bell Tower Building, Room 1548

Telephone: (805) 437-3270

Fax: (805) 437-8899

Web: <http://www.csuci.edu/careerdevelopment/index.htm>

Office Hours: Mon. – Thu., 9:00 a.m. to 5:00 p.m.; Fri., 9:00 a.m. to 3:00 p.m.

### ***Career Development Services Resources***

- **Career Counseling:** The purpose of career counseling is to guide students through the career planning process of self-assessment, occupational exploration, career decision making, identifying goals and developing a plan of action.
- **Career Center:** The Career Center contains reference materials for students and employers. Students have access to computer workstations where online job searching is available.

### ***Career and Internship Fair***

Career fairs are a great opportunity for students to obtain leads and contacts for full and part-time jobs, internships, summer employment, and informational interviewing. Career fairs are scheduled during the spring semester. All students are encouraged to attend career fairs to gain information about regional employers and job/internship opportunities.

### ***Graduate School Information Fair***

The Graduate School Information Fair is a great opportunity for students to meet graduate school representatives and explore options for a post-baccalaureate education as well as gain valuable information and insight from school representatives.

### ***Internship Opportunities***

Local employers frequently contact Career Development Services (CDS) to recruit student interns. 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.

### ***Student Employment***

On- and off-campus employment opportunities are available for viewing through the Dolphin CareerLink Web page. On-campus employment is a convenient way to meet financial needs while attending college. Students may obtain an application for



on-campus employment online or in the Career Center. Jobs, internships and career opportunities are posted online. Students interested in viewing these openings need to contact CDS in order to access jobs online.

### ***Co-Curricular Portfolio and Transcript Program***

The co-curricular portfolio serves as an official compilation of documentation of a student's involvement and achievement in co-curricular activities and learning experiences. Students can demonstrate their co-curricular learning and proficiency by providing evidence of each co-curricular activity and placing it in the portfolio.

### ***Graduate Leadership Opportunities***

CDS staff will assist students in researching graduate fellowships and research and internship opportunities. Students interested in graduate school will benefit from learning about resources within the CSU system that offer support for continued education.

### **Personal Counseling Services**

Location: Student Health and Counseling Center (Yuba Hall)

Telephone: (805) 437-2088

Fax: (805) 437-8829

Web: <http://www.csuci.edu/students/personalcounsel.htm>

Office Hours: Mon. – Thu., 9:00 a.m. to 5:00 p.m. (After-hours appointments available upon request)

Personal Counseling Services (PCS) supports the academic, personal and interpersonal development of CI students by providing short-term individual and group counseling; crisis intervention; referrals; consultation for faculty, staff, and parents; and educational programs for the campus community. PCS carefully adheres to legal and professional standards of ethics and confidentiality.

### ***Individual Counseling***

Students meet one-on-one with a counselor to explore life experiences; feelings of unhappiness, stress, depression and/or anxiety; and to identify personal areas of academic progress.

### ***Group Counseling***

Throughout the academic year, two or more students meet with a counselor in a supportive group setting. Group counseling can provide students with opportunities to learn more about themselves and to improve their relationships with others.

### ***Confidentiality***

Personal Counseling Services 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 incidences where clinicians are required by law or a court order to reveal particular information. Records of counseling sessions never become part of a student's transcript or academic record.

## **Student Health Services**

Location: Student Health and Counseling Center (Yuba Hall)

Telephone: (805) 437-8828

Fax: (805) 437-8829

Web: <http://www.csuci.edu/studenthealth/index.htm>

Hours: *Semester*: Mon. – Thu. , 9:00 a.m. to 6:00 p.m. (Closed 12:00 p.m. – 1:00 p.m.); Fri., 9:00 a.m. to 1:00 p.m.; Sat. – Sun., Closed; *Summer/Winter/Spring*

*Break*: Mon, - Thu., 9:00 a.m. to 2:00 p.m., Fri. – Sun., Closed

The purpose 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 their student fees. There is no charge to see a physician or other medical provider. Additional fees may be charged for immunizations, outside lab services, and x-rays, if needed. Health services available at the Student Health and Counseling Center (SHCC) are similar to those provided by your family physician including care for colds, cuts, sprains, infections and flu. Services are comprised of the following:

- Diagnosis and treatment of acute illness and injuries
- Physical examinations
- Family planning, including the state-sponsored Family PACT program
- Pap smears
- Immunizations
- TB testing
- HIV testing
- STD screening and treatment
- Pregnancy testing
- Smoking cessation
- Mental health (in conjunction with Personal Counseling Services)
- Health education programs

Appointments are strongly encouraged whenever possible. Walk-ins are accepted if the schedule allows; however, priority is given to previously scheduled appointments. Every attempt is made to provide same-day service to students with acute illnesses or urgent concerns.

### ***Community Medical Clinics***

When the SHCC is closed or a student is unable to get to campus, basic health care services are available at no cost at any of the nine Ventura County Medical Clinics listed below. Students must present their student identification card to be seen. (Preferred sites most familiar with CI students are noted with an \*.):

- Magnolia Family Medical Center\*: 2240 E. Gonzales Road #100, Oxnard (805) 981-5151, Urgent Care: (805) 981-5181

- Moorpark Family Care Center\*: 35 West Los Angeles Ave., Moorpark (805) 529-4624
- Las Posas Family Medical Group\*: 3801 Las Posas Road #214, Camarillo (805) 437-0900
- Las Islas Family Medical Group\*: 2400 South “C” Street, Oxnard (805) 240-7000, Urgent Care: (805) 483-0198
- West Ventura Medical Clinic: 133 West Santa Clara Street, Ventura (805) 641-5600, Urgent Care: (805) 641-5620
- Conejo Valley Family Medical Group: 223 E. Thousand Oaks Blvd. #102, Thousand Oaks (805) 370-0600
- Fillmore Medical Clinic: 828 Ventura Street, Fillmore (805) 524-2000, Urgent Care: (805) 524-8604
- Santa Paula Medical Clinic: 1334 East Main Street, Santa Paula (805) 933-1122
- Sierra Vista Family Medical Clinic: 4531 Alamo Street, Simi Valley (805) 520-3248

\*Preferred sites (most familiar with CI students)

### ***Emergency Care***

If you need immediate assistance, please call 911.

On a fee-for-services basis, 24-hour emergency care is available at:

- St. John’s Pleasant Valley Hospital, 2309 Antonio Avenue, Camarillo, Emergency Room: (805) 389-5810
- St. John’s Regional Medical Center, 1600 North Rose Avenue, Oxnard, Emergency Room: (805) 988-2674
- Ventura County Medical Center, 3291 Loma Vista Road, Ventura, California, Emergency Room: (805) 652-6165

### ***Student Health Insurance***

Students are strongly encouraged to have health insurance that covers services beyond the scope of what Student Health Services provides. Information on low cost insurance policies designed especially for students may be obtained from Student Life, the SHCC or the website [www.csuhealthlink.com](http://www.csuhealthlink.com).

### ***Personal Health Kit for the CI Student***

Student Health Services recommends that each student put together a personal health kit for their use while in their residence hall or apartment. Monitoring personal health and taking care of oneself is essential to student success.

### **Insurance Information:**

- A copy of your insurance card and an understanding of your insurance coverage in Ventura County
- Insurance contact information if you have questions related to your coverage

### Medical Information:

- Name and number of your primary health care provider
- Copies of pertinent medical records (immunizations, notes/labs related to illnesses or chronic conditions)

### Routine medications and supplies that come in handy:

- Acetaminophen or Ibuprofen for pain and fevers
- Digital thermometer
- Allergy medications as needed
- EpiPen for known allergies to bees, nuts, etc.
- Antacids and/or anti-diarrheals for upset stomach, heartburn, diarrhea, etc.
- Heating pad or instant hot packs
- Portable ice packs for injuries
- Extra contact lens solutions
- Eyeglasses (in case of problem with contacts or eye infection)
- Cool mist humidifier for winter months
- Prescribed orthotics
- Prescribed nebulizers and/or inhaler medications for asthma
- Transfer prescriptions for any chronic medications to a local pharmacy in advance and/or plan ahead to obtain refills by mail order.
- Hand sanitizer
- Sunscreen/sunblock
- Topical antibiotic ointment
- Adhesive dressing/band-aids

### **Student Leadership Programs**

Location: Student Union, Room 2037

Telephone: (805) 437-3356

Email: [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu)

Web: <http://www.csuci.edu/studentleadership/index.htm>

Based on the premise that leadership is a process whereby individuals can learn and develop leadership skills, Student Leadership Programs (SLP) provides programs and services to develop students to serve as ethical, responsive and skilled leaders in our multicultural society.

SLP is housed in the Student Engagement and Applied Leadership (SEAL) Center located on the second floor of the Student Union. SLP includes three programmatic elements: the SEAL Center, Clubs and Organizations, and the Leadership Certificate Program (currently under development).

## ***Student Engagement and Applied Leadership (SEAL) Center***

Staffed by experienced student leaders, the SEAL Center is a location for aspiring and current student leaders to gain information about leadership opportunities and trainings on campus. Various resources for clubs and organizations are also available in the SEAL Center.

### ***Leadership Certification Program***

Student Leadership Programs is currently in the process of developing a multi-phase leadership program that will provide opportunities for students to develop to their fullest leadership potential.

Although the second and third levels are still under development, the first level of the leadership certificate program is the Back to Basics Leadership Retreat and is designed to teach aspiring and current student leaders the significance of “going back to the basics” to understand self, leadership, team, professionalism, self-discipline and etiquette. This annual 26-hour, on-campus Back to Basics Student Leadership Retreat, established in 2006, is grounded in the concepts of basic training and boot camp.

### ***Clubs & Organizations***

Clubs and organizations must design and implement programs, events and activities which support and enrich the goals of CI’s educational mission. Involvement in clubs/organizations presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student participation in clubs/organizations attracts new students to our campus and integrates them into our CI culture and traditions. Student clubs/organizations strengthen campus-community relations, improve inter-institutional communications, and facilitate students’ acquisition of skills.

### ***CSU Executive Order No. 1006 (supersedes CSU Executive Order No. 969)***

This executive order develops and communicates systemwide policies, procedures, and/or guidelines for student organizations and activities.

### **Overall Program Evaluations**

Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university. Campuses may develop an individual assessment instrument or select an existing assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The first report for the period of 2005-06 was submitted to the Office of the Chancellor, Student Academic Support, on August 15, 2006. The biennial reports shall be submitted to the Office of the Chancellor commencing with August 15, 2008 and every even-numbered year thereafter.

### **Student Organizations**

Campuses shall establish and publish procedures for formal chartering and recognition of student organizations in compliance with the following policies:

### *Formal chartering and recognition policies*

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4 *Nondiscrimination in Student Organizations*, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*). These sections require each student organization to deposit with the vice president of student affairs or his/her designee copies of all constitutions, charters, or other documents relating to its policies. Documents shall be refiled within 90 days after any substantive change or amendment.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting (REP 07-01-03) requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse. This orientation may be provided to officers of student organizations in writing or electronically, and an acknowledgement of completion of this orientation that includes the name of the student organization and student officer(s) shall be retained by the vice president of student affairs or designee. In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code as revised in Title 5, California Code of Regulations, Article 2, Section 41301.

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

### *Withholding and withdrawing official recognition*

Official recognition of any fraternity, sorority, living group, honor society, religious, political, special interest, professional/academic related, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other university living groups.

In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Article 2, *Standards for Student Conduct*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

#### *Minimum number of students*

Official recognition of a student organization requires a minimum of five (5) CSU students who are currently enrolled in at least one class. Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. The vice president of student affairs or designee may waive the 20 percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the vice president of student affairs or designee. These are minimum requirements, and campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

#### Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.

#### Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

#### Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

### *Club advisors*

Each officially recognized student organization must have a university advisor who is either a faculty member or professional member. Campuses may permit part-time faculty and professional staff as advisors, in addition to full-time. The California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations. Campuses should develop a training and orientation program for university advisors to student organizations.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse.

### *Role of auxiliary organizations in recognizing student organizations*

Campuses may not delegate the process of approving or managing student organizations or their activities. California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 lists the functions that have been determined appropriate for auxiliary organizations to perform. This section does not specifically state that auxiliary organizations may engage in managing student organizations and approving student activities.

Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

### Minor Representative Student Officers

The CSU Minimum Academic Qualifications for Student Office Holders Policy permits campuses to define minor student representative officers. As a result of the University Auditor recommendation that the Chancellor's Office update and clarify existing systemwide policy for minor representative officers, CSU student presidents and treasurers of campus-approved student organizations and clubs shall be defined as minor representative student officers. Campuses retain the authority to define additional minor representative officers as appropriate.

### Off-Campus Student Activities

Campuses shall comply with Section 41301, *Standards for Student Conduct*, of Title 5 of the California Code of Regulations. This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.



## Club Sports Insurance

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. The insurance coverage will depend upon the level of risk. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus vice president for student affairs or his/her designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include, but not be limited to, appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (campus) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

## Student Judiciary

Academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after action has been taken by the faculty member, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the campus judicial affairs office. The completed form should be sent by the faculty member either to the provost or to the vice president for student affairs whenever academic dishonesty cases are handled by the faculty member.

This process provides an opportunity to hold students accountable for multiple academic dishonesty situations that may occur with several departments but never be known because there is no central location to gather the information. By having a central location for all academic dishonesty cases, there is a better understanding of the trends in academic dishonesty and the opportunity for academic affairs and student affairs to address any problem trends in a formal way, e.g., Honor Code, more academic dishonesty education/information.

Consistent with California State University student conduct procedures, campuses shall record probation on the student's academic record during the term of the probation. Suspension is entered on the student's transcript with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. This requirement cannot be waived in a written agreement with a student or by any other means.

## **Student Union**

Telephone: (805)-437-8932 or 437-2622

Fax: (805) 437-2793

Opened in the Spring of 2010, the Student Union serves to foster community and enhance student learning and development on the CI campus by providing exceptional services, supporting holistic programming and maintaining an environmentally responsible facility. This facility was built 'for the students, by the students.' It contains lounge spaces, food services including a coffee house and convenience store, entertainment venues, meeting rooms and an outdoor courtyard. The Student Union houses the ASI administrative offices, the SEAL (Student Engagement and Applied Leadership) Center and provides office space for the ASI Chair, *The Nautical* yearbook, *CI View* student newspaper, Student Programming Board, and Student Government.

# Academic Affairs

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# ACADEMIC AFFAIRS

## PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Location: Bell Tower West, Room 2188

Telephone: (805) 437-8441

Web: <http://www.csuci.edu/provost/index.htm>

The Provost and Vice President for Academic Affairs is charged with the overall administration of all academic units in the context of the University as a whole. The Provost provides direction regarding accreditation, faculty selection, evaluation, and performance; is responsible for analysis of the division's academic programs, policies, and procedures; and directs studies on major operational concerns. The Provost consults with the Academic Senate and University committees in order to maintain institutional focus on the campus mission and to enhance student learning. Among the academic offices reporting to the Provost are the Dean of the Faculty, the Dean of the University Library, the Dean of Extended University, Faculty Affairs, Research and Sponsored Programs, Institutional Assessment, Academic Resources, Academic Programs and Planning, and Institutional Research.

## DEAN OF THE FACULTY

Location: Bell Tower West, Room 1164

Telephone: (805) 437-8967

Web: <http://www.csuci.edu/academics/deansoffice/index.htm>

The Dean of the Faculty office provides academic direction and support for the University faculty and all academic programs, meeting regularly with the program chairs and faculty to discuss program implementation and planning, student enrollment, and academic support.

Working within Academic Affairs, the office helps identify priorities in instruction and planning for undergraduate and graduate programs. The Dean of the Faculty is responsible for classroom and lab scheduling, as well as implementing student academic policies, including academic eligibility, appeals, matriculation and graduation, and provides direction in developing the fall and spring schedules of classes. The Dean also administers Instructionally Related Activities (IRA) funding, faculty development, and co-curricular support for programs.

## MISSION-BASED CENTERS

### CENTER FOR COMMUNITY ENGAGEMENT

Location: Lindero Hall, Room 3218

Telephone: (805) 437-8851

Web: <http://www.csuci.edu/servicelearning/>

The Center for Community Engagement is charged with fostering a learning community that facilitates civic engagement in our local and global communities,

and that addresses societal challenges through long-term sustainable partnerships. Our office serves as a resource and support for faculty, community partners and students engaged in service learning. The office supports the University's mission by promoting civic engagement and service-learning initiatives in the local and global communities for mutual, positive benefit.

### **CENTER FOR INTEGRATIVE STUDIES**

Web: <http://www.csuci.edu/cis>

The mission of the Center for Integrative Studies is to serve as an organized source of information and support for integrative and interdisciplinary approaches to the creation, discovery, transmission and application of knowledge.

### **CENTER FOR INTERNATIONAL AFFAIRS**

Location: Sage Hall, Room 2119

Telephone: (805) 437-3107

Web: <http://www.csuci.edu/cia>

The mission of the Center for International Affairs is to internationalize the CI educational experience. The Center for International Affairs supports efforts to internationalize the curriculum, affords students the opportunity to study abroad, supports international faculty collaboration, and fosters links with higher education institutions around the world.

### **CENTER FOR MULTICULTURAL ENGAGEMENT**

Web: <http://www.csuci.edu/cme>

The mission of the Center for Multicultural Engagement (CME) is to create and sustain a campus climate in and out of the classroom that values and promotes all forms of diversity. It challenges students, staff, and faculty to commit to diversity as a source of renewal and vitality that empowers them to change the culture and the world through civic action.

### **SCHEDULE OF CLASSES**

In an effort to reduce paper usage and help the University become more sustainable, the Schedule of Classes is available online only at <http://www.csuci.edu/academics/scheduleandcatalog.htm>.

### **CREDENTIAL OFFICE**

Location: Bell Tower East, Third Floor, Room 2805

Telephone: (805) 437-8953

Fax: (805) 437-8891

Web: <http://education.csuci.edu/credentials/>

The Credential office is responsible for facilitating admission to all credential programs and serves as a one-stop shop with the goal of supporting individuals interested or engaged in the teaching profession. Some of the services provided by the Credential office are:

- Information meetings to provide admissions assistance and an overview of the teaching field
- Resource materials, including admission and credential materials, test bulletins, and test preparation referrals
- Advising services by appointment, walk in or phone
- Some financial assistance

The Credential staff serves as a campus resource to provide advice, guidance, assistance, and current information to students, members of the faculty, county schools' offices, the community and other interested parties on matters regarding the State and the campus credentialing requirements. Additionally, Credential staff serves as a liaison between the campus and the California Commission on Teacher Credentialing by recommending the issuance of teaching credentials.

## **EXTENDED UNIVERSITY**

Location: Sage Hall, Room 2109

Telephone: (805) 437-2748

Web: <http://www.csuci.edu/exed>

Extended University responds to important needs in the community for continuing access to higher education, and provides overall support of the University's commitment to lifelong learning. It offers special session degree programs, credit and non-credit courses, and certificate programs. It assists individuals of all ages seeking to enhance their lives through personal and cultural enrichment. For those who have not been admitted to the University, students can enroll in regularly scheduled degree-credit courses through Open University.

## **JOHN SPOOR BROOME LIBRARY**

Telephone: (805) 437-8561

Web: <http://www.library.csuci.edu/>

The Library gives students access to a robust collection of 235,000 bound and digital books, over 20,000 electronic journals and newspapers, numerous databases, a comprehensive digital image collection, DVD's/VHS's, CD's, best sellers, and children's books and K-8 curriculum materials. There are 130 hardwired computers with additional laptop computers available for check out. The library also circulates digital cameras, digital video cameras, flip video cameras, digital tape recorders and projection units, and provides instruction and support for all these items. In addition, the library houses a number of interesting archival and special collections that can be used for original research.

Each year the library sponsors a number of events including the traditional 24-hour final exam schedule where snacks and beverages are served at midnight. The library is also home to the University Writing Center, the Learning Resource Center, the Information Technology Help Desk, and Freudian Sip Coffee.

## **ACADEMIC ADVISING**

### **ADVISING CENTER**

Location: Bell Tower Building, First Floor

Telephone: (805) 437-8571

Web: <http://www.csuci.edu/academics/advising>

Office Hours: Mon. – Thu., 8:30 a.m. to 6:00 p.m.; Fri., 8:00 a.m. to 5:00 p.m.

Academic advising is a continuous process that supports students throughout their academic journey at CSU Channel Islands. Students are ultimately responsible for their educational planning and meeting all graduation requirements, and need to be familiar with the University Catalog, policies and major and degree policies. To ensure academic success and to remain on course, students are encouraged to maintain regular contact with academic advisors.

In addition to taking advantage of the center's professional academic advisors, students can develop a mentoring relationship with a faculty advisor upon declaration of a major. Faculty advisors assist students with clarification of major requirements and internship and career opportunities.

### **Appointments**

Students may call or stop by the Advising Center check-in counter to schedule an appointment with one of our academic advisors. Major faculty advisors are available on a walk-in basis or by appointment (check the display case in front of the Center for a list of faculty advisors with office locations and availability). Advisors are busiest during registration periods and the first few weeks of the semester. Therefore, students are encouraged to schedule advising sessions during non-peak times.

## **LEARNING RESOURCE CENTER**

Location: Broome Library, Second Floor, Room 2760

Telephone: (805) 437-8409

Web: <http://www.csuci.edu/academics/advising/tutoring.htm>

Having trouble with that math homework or understanding your Spanish assignment? The tutors at the Learning Resource Center are here to help! The Learning Resource Center offers individual and group tutoring throughout the semester for many general education and undergraduate courses. Trained tutors guide and assist students with developing content area knowledge and skills. Tutoring is offered for subjects such as ASL, biology, chemistry, physics, mathematics, and Spanish.

## **UNIVERSITY WRITING CENTER**

Location: Broome Library, Second Floor Room 2360

Telephone: (805) 437-8409

Web: <http://www.csuci.edu/writingcenter/>

Need help starting or finishing a term paper, lab report or employment letter? The University Writing Center is the place to go! The University Writing Center is

where you will find trained tutors who are available to assist students with any type of writing project, from brainstorming ideas, composing a first draft, and organizing ideas to editing and polishing completed works. Students who would like to improve their writing skills or review the fundamentals of grammar, syntax, and word usage are invited to work with tutors on an individual basis or in small group sessions with the center's director. Appointments are at least 30 minutes and can be as long as an hour. The center also offers various writing workshops throughout the semester and is available to assist students with organizing their studies, taking notes, and using research materials.

## **ACADEMIC PROGRAM AREAS**

### **Art**

Location: Napa Hall, Room 1154

Telephone: (805) 437-8570

### **Biology**

Location: Aliso Hall, Room 104

Telephone: (805) 437-2779

### **Martin V. Smith School of Business and Economics**

Location: Sage Hall, Room 2029

Telephone: (805) 437-8545

### **Chemistry**

Location: Sage Hall, Room 104

Telephone: (805) 437-2779

### **Chicana/o Studies**

Location: Sage Hall, Room 2047

Telephone: (805) 437-3139

### **Communication**

Location: Bell Tower West, Room 1165

Telephone: (805) 437-3253

### **Computer Science and Information Technology**

Location: Bell Tower West, Room 2199

Telephone: (805) 437-8815

### **School of Education (including Early Childhood Studies & Liberal Studies)**

Location: Bell Tower East, Room 2804

Telephone: (805) 437-8594

### **English**

Location: Bell Tower West, Room 1199

Telephone: (805) 437-3272

### **Environmental Science and Resource Management**

Location: Bell Tower West, Room 1165

Telephone: (805) 437-3253

### **History**

Location: Sage Hall, Room 2047

Telephone: (805) 437-3139

### **Mathematics and Physics**

Location: Bell Tower West, Room 2199

Telephone: (805) 437-8815

### **Nursing**

Location: Solano Hall, Room 1162

Telephone: (805) 437-3307

### **Performing Arts**

Location: Bell Tower West, Room 1199

Telephone: (805) 437-3272

### **Physics**

Location: Bell Tower West, Room 2199

Telephone: (805) 437-8815

### **Political Science**

Location: Sage Hall, Room 2047

Telephone: (805) 437-3139

### **Psychology**

Location: Sage Hall, Room 2139

Telephone: (805) 437-8835

### **Sociology**

Location: Sage Hall, Room 2047

Telephone: (805) 437-3139

### **Spanish**

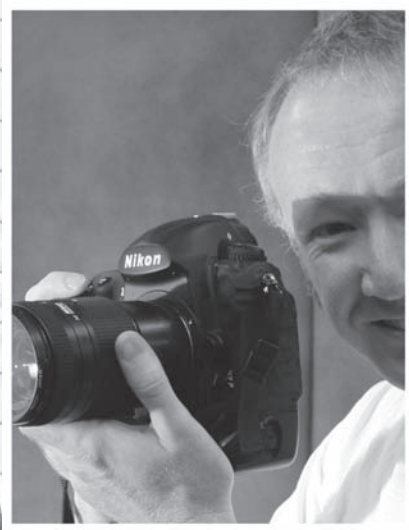
Location: Bell Tower West, Room 1165

Telephone: (805) 437-3253



# Judicial Affairs

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# JUDICIAL AFFAIRS

Location: Dean of Students Office - Bell Tower Building East, Room 1802

Telephone: (805) 437-3332

Fax: (805) 437-8549

Web: <http://www.csuci.edu/studentlife/judicial.htm>

Office Hours: Mon. – Fri., 8:00 a.m. to 5:00 p.m.

## PURPOSE

The purpose of Judicial Affairs is to:

- provide a fair process for accountability of student conduct;
- promote the development of individual integrity;
- protect the rights of members of the campus community;
- uphold the rules, regulations and integrity of the university;
- provide learning opportunities for students who participate in the student judicial process; and
- provide personal accountability.

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

## STUDENT CODE OF CONDUCT

Students are expected to become aware of and abide by the University community's standards of behavior as articulated in this Student Guidebook, the University Catalog, and other publications of the University. Students accept the rights and responsibilities of membership in the California State University Channel Islands community when they are admitted to the University. These rules shall apply to all students and student organizations, and shall be deemed a part of the terms and conditions of admission and enrollment of all students.

Failure to comply with duly established laws or University regulations might subject the 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 Dean of Students office.

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.

## **STUDENT DISCIPLINE**

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Code of Conduct is addressed through an educational process that is designed to promote safety and, when necessary, impose appropriate consequences. Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations. The following are grounds upon which student discipline can be based:

1. Dishonesty, including:
  - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain an unfair academic advantage.
  - b. Furnishing false information to a University official, faculty member, or campus office.
  - c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - d. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University-related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the

organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University-related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University-related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
  - a. Unauthorized entry into a file, for any purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another’s identification or password.
  - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
  - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - f. Use of computing facilities and resources to interfere with normal University operations.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.

17. Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
19. Violation of the Student Conduct Procedures, including:
  - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - b. Disruption or interference with the orderly progress of a student discipline proceeding.
  - c. Initiation of a student discipline proceeding in bad faith.
  - d. Attempting to discourage another from participating in the student discipline matter.
  - e. Attempting to influence the impartiality of any participant in a student discipline matter.
  - f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

## **PROCEDURES FOR ENFORCING THIS CODE**

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

## **APPLICATION OF THIS CODE**

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

## **REPORTING MISCONDUCT**

Complaints against students by CI faculty, staff, other students and members of the campus community should be directed to Judicial Affairs in writing (email 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 immediately to the attention of the CI Police Department by calling 911. For other non-emergency matters requiring police assistance, call (805) 437-8444.

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

## **STUDENT CONDUCT PROCEDURES (CSU EXECUTIVE ORDER NO. 1043)**

### **ARTICLE I: AUTHORITY AND PURPOSE**

These procedures are established pursuant to Section 41301 of Title 5 of the California Code of Regulations, and govern all student disciplinary matters systemwide.

### **ARTICLE II: DEFINITIONS**

1. **“Campus”** and **“university”** are used interchangeably and both mean the California State University.
2. **“Member of the university community”** means California State University trustees, employees, students, and university guests who are on university property or at a university related activity.
3. **“Sexual misconduct”** means any non-consensual sexual intercourse, sexual assault, sexual exploitation, indecent exposure or attempt to commit any of these acts.
4. **“Student Conduct Code”** means Section 41301 et seq. of Title 5 of the California Code of Regulations.
5. **“University official”** means any person employed by a campus, performing administrative or professional duties.
6. **“University property”** means:
  - a. real or personal property in the possession, or under the control, of the Board of Trustees of the California State University, and
  - b. all campus facilities whether utilized by the university or a campus auxiliary organization.
3. **“University related activity”** means any event sponsored by, coordinated with, or directly affecting the university’s regular functions.
4. **“Working day”** means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or academic holiday as that term is defined in Section 42800 of Title 5 of the California Code of Regulations.

## **ARTICLE III: GENERAL PROVISIONS**

### **1. Student Conduct Administrator**

Each campus president assigns a campus official or officials to be the Student Conduct Administrator, whose responsibilities are to determine whether to initiate disciplinary action under the Student Conduct Code and to perform duties as prescribed in these procedures. Student Conduct Administrators serve at the pleasure of the president.

### **2. Hearing Officers**

Each campus president appoints one or more persons to serve as Hearing Officers. They may be campus officials, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Subordinates of the Student Conduct Administrator, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the case are ineligible to serve as Hearing Officers. The Hearing Officer conducts the hearing, determines whether a student has violated the Student Conduct Code and if so, recommends sanction(s).

### **3. Attorneys**

Student Conduct proceedings are not meant to be formal court-like trials. Although university related sanctions may be imposed, the process is intended to provide an opportunity for learning. Each campus president determines as a matter of standing campus directive whether attorneys are permitted to be present in all or some campus proceedings. The president's determination regarding the presence of attorneys applies to both the student charged and the campus. Both the student and the campus can consult attorneys outside of the actual proceedings irrespective of the president's determination. Any person licensed to practice law is considered an attorney for this purpose.

### **4. Interpretation of the Code or Process**

All issues regarding the hearing described in Article IV, Section 4, except those specifically noted, are within the purview of the Hearing Officer for final determination. Questions of interpretation or application of the Student Conduct Code or this executive order are outside the purview of the Hearing Officer and are determined by the campus Vice President for Student Affairs or his or her designee.

### **5. Delegation of Duties**

The duties of the president in these proceedings may be delegated to another campus official.

### **6. Parallel Judicial Proceedings**

Student Conduct Code proceedings are independent from other court proceedings. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Conduct Code. The university may proceed before, simultaneously with, or after any other judicial proceedings.

### **7. Time Lines**

All times set in this executive order may be extended by the university when necessary. Extensions shall be determined by the Vice President for Student Affairs.



## ARTICLE IV: PROCEEDINGS

### 1. Investigation

- a. Whenever it appears that the Student Conduct Code has been violated, a complaint should be directed to the Student Conduct Administrator as soon as possible after the event takes place. The complaint can be oral or in writing.
- b. The Student Conduct Administrator investigates each complaint submitted and determines whether it is appropriate to charge a student with violation of the Student Conduct Code.

### 3. Conference

- a. The Student Conduct Administrator holds a conference with the student charged, and obtains his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The student may bring a person with him/ her to advise him/her during the conference with the Student Conduct Administrator. The student's advisor is there to provide support and not to speak on behalf of the student. If agreement can be reached as to an appropriate disposition of the matter, it will be closed and the terms of the disposition shall be put in writing and signed by the student charged and the Student Conduct Administrator.
- b. If the student admits violating the Student Conduct Code but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.

### 3. Notice of Hearing

- a. If the alleged violation of the Student Conduct Code is not resolved at the conference with the Student Conduct Administrator and the Student Conduct Administrator has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the Student Conduct Administrator issues a Notice of Hearing.
  1. The Notice is sent electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e., "xxx.edu.").
  2. Until June 30, 2010 the Notice is also served on the student charged in person, or by traceable mail (e.g., certified mail) to the last address that student has on record with the university.
- b. The Notice of Hearing must include:
  1. The section(s) of the Student Conduct Code that the student is charged with violating.
  2. A factual description of the student's conduct that forms the basis for the charge(s).
  3. The proposed sanction.
  4. Notification that neither the Hearing Officer nor the president is bound by the proposed sanction, and either, or both, may set a more severe sanction.



5. The date, time and place of the hearing.
  6. The location on the campus where the student can view his or her discipline file, including the location (or copies) of the campus policies that were violated.
  7. Notification that the student may be accompanied at the hearing by an advisor and the campus policy regarding use of attorneys, if they are prohibited. If attorneys are allowed, notification shall be given that, if the student intends to bring his/her attorney, the student must inform the Student Conduct Administrator of the attorney's name, address and phone number at least five working days before the hearing.
  8. Notification that the student can waive his/her right to a hearing by accepting the proposed sanction.
  9. Notification of any immediate suspension and/or withdrawal of consent to remain on campus. (See Article VI below.)
  10. A copy of this executive order or notice of where the student may obtain a copy. If consent to remain on campus has already been withdrawn by the time the Notice of Hearing is sent, a copy of this executive order must be enclosed along with any other campus policy referenced in the Notice of Hearing.
- c. The Notice of Hearing is sent to the student at least 10 working days before the hearing.
  - d. The charges stated in the Notice of Hearing may be amended at any time. If an amendment would require the student to prepare a different response, the student may request a postponement of the hearing for a reasonable period of time. If the charges are amended after a hearing is underway, the Hearing Officer may postpone the hearing for a reasonable period of time.

#### **4. Hearing**

- a. The hearing is closed to all persons except the Hearing Officer, the student charged, the Student Conduct Administrator, one advisor for the student charged, one advisor for the Student Conduct Administrator, appropriate witnesses during the time that they are testifying (including a support person for alleged victims of sexual or physical assault, see section h below), and one person to assist the Hearing Officer in recording the hearing. A police or security officer may also be present if deemed appropriate by the Vice President for Student Affairs. The university will cooperate in providing employee witnesses wherever possible, provided that they are identified at least two working days before the hearing.
- b. The student may be accompanied by one advisor of his or her choice to provide support but not to speak on behalf of the student. If the campus policy excludes attorneys from the proceeding, the advisor may not be an attorney. Hearing dates will not be changed because of the schedule of the advisor for the student charged.
- c. The Student Conduct Administrator may be accompanied by one advisor. If the campus policy excludes attorneys from the hearing, neither the

Student Conduct Administrator nor the Administrator's advisor may be an attorney.

- d. Hearings are intended to be educational rather than adversarial. The Hearing Officer runs the hearing. The student charged and the Student Conduct Administrator each put on the evidence in their case in whatever manner the Hearing Officer deems appropriate and may each ask questions of the witnesses. The Hearing Officer may also ask questions of any witness, the student charged or the Student Conduct Administrator.
- e. Formal rules of evidence applied in courtroom proceedings do not apply in the hearing (e.g., California Evidence Code). All information that responsible persons are accustomed to rely upon in the conduct of serious affairs including hearsay is considered. Unduly repetitive information may be excluded. The Hearing Officer bases his/her decision only on the information received at the hearing.
- f. The Hearing Officer makes an official audio recording of the hearing. S/he can have someone present to operate any equipment necessary to make the recording. The recording is the property of the university. No other recording of the hearing is permitted.
- g. If the student charged fails to appear at the hearing, the hearing proceeds without him/her. The decision, like every other hearing decision, must be based on the information presented. The student charged may not be found to have violated the Student Conduct Code solely because he/she failed to appear at the hearing.
- h. In cases involving a charge of sexual or physical misconduct, the alleged victim may be accompanied at the hearing by another person. This person is for support only, and is not permitted to participate in the hearing. Questions of the alleged victim are limited to the incident upon which the charge is based and the events surrounding that charge, and may not delve into past sexual behaviors of the alleged victim.
- i. The Hearing Officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive behavior is not tolerated. The Hearing Officer may eject or exclude anyone who refuses to be orderly, including the student charged.
- j. The Hearing Officer's decisions regarding procedural issues are final.
- k. Where there is more than one student charged arising out of a single occurrence, or related multiple occurrences, the Student Conduct Administrator and the students charged may agree to a single hearing for all of the students. A charged student may request consolidation of his/her case with others. The Student Conduct Administrator makes consolidation decisions, which are subject to review by the Hearing Officer and thereafter are final. The separation of one or more cases from a case previously set for a consolidated hearing shall not be considered to affect the other cases.
- l. At any time during the hearing, the student charged may waive the right to a hearing and accept the proposed sanction. Such a waiver must be in writing.

## 5. Standard of Proof and Recommendation of the Hearing Officer

- a. The Hearing Officer makes decisions only on information presented at the hearing. After the hearing the Hearing Officer makes findings of fact and conclusions about whether the information presented constitutes a violation of the Student Conduct Code. **The standard for the Hearing Officer's decision is whether the university's charge is sustained by a preponderance of the evidence. It is the university's burden to show that it is "more likely than not" that the student violated the Student Conduct Code.**
- b. The Hearing Officer submits a written report of his/her findings and conclusions to the president, along with any appropriate recommended sanction. This report is submitted within ten working days after the hearing.

## 6. The Final Decision

- a. The president reviews the Hearing Officer's report and issues a final decision. The president may impose the sanction recommended, adopt a different sanction, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the president adopts a more severe sanction than what is recommended by the Hearing Officer, the president must set forth the reasons in the final decision letter. The president's final decision letter is issued within five working days after receipt of the Hearing Officer's report.
- b. The president sends notice of his/her decision electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e., "xxx.edu.").
- c. Until June 30, 2010 the notice of decision is also sent by personal delivery or through traceable mail (e.g., certified mail) to the last address that student had on record with the university. After the decision has been sent the Hearing Officer's report is available for review by the student charged within a reasonable time upon request.

## 7. Notice to Victims of Crimes of Violence and Sex Offenses

In cases involving a "crime of violence" the university *may* notify the alleged victim(s) of the final results of a hearing as it relates to those charges regardless of whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.)<sup>1</sup> If the alleged victim of a "crime of violence" makes a written request for the results of the proceeding the university *must* provide the outcome of the proceeding related to that charge. Similarly, where the charge relates to a sexual assault the university *must* notify the alleged victim of the outcome of the proceeding (20 U.S.C. § 1092). This information is only given to the victim(s) and includes the name of the accused student, any violation alleged committed, and any sanction(s) imposed on that student (20 U.S.C. § 1232g).

<sup>1</sup>A "crime of violence" includes: arson, assault offenses, burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible and non-forcible sex offenses. 99 C.F.R. § 99.39.

## ARTICLE V: SANCTIONS

1. The following sanctions may be imposed for violation of the Student Conduct Code:
  - a. Restitution - Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.
  - b. Loss of Financial Aid - Consistent with California Education Code Sections 69810 et seq., scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.
  - c. Educational and Remedial Sanctions - Assignments, such as work, research, essays, service to the university or the community, training, counseling, or other assignments intended to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.
  - d. Denial of Access to Campus - A designated period of time during which the student is not permitted on university property or specified areas of campus. (See California Penal Code § 626.2.)
  - e. Disciplinary Probation - A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate any university rule during the probationary period.
  - f. Suspension - Separation of the student from CSU student status for a certain period of time, after which the student is eligible to reapply to the university. Conditions for readmission may be specified.
  - g. Expulsion - Permanent separation of the student from CSU student status from the California State University system.
  - h. Admission or Readmission - Admission or readmission to the California State University may be qualified, revoked or denied to any person found to have violated the Student Conduct Code.

### 2. Multiple Sanctions

More than one sanction may be imposed for a single violation.

### 3. Good Standing

A student is not considered to be in good standing for purposes of admission to the California State University while under a sanction of suspension, or expulsion, or while his or her admission or re-admission has been qualified (Section 40601 (g) of Title 5 of the California Code of Regulations).

### 4. Administrative Hold and Withholding a Degree

The university may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent a Notice of Hearing and may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed.

## **5. Record of Discipline**

Disciplinary probation is entered on a student's transcript, with beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student's transcript, with beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. Expulsion is entered on the student's transcript permanently along with the date it takes effect.

## **ARTICLE VI: INTERIM SUSPENSION**

### **1. Grounds**

A president may impose an interim suspension where there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order (Section 41302 of Title 5 of the California Code of Regulations).

### **2. Notice and Opportunity for Hearing**

A student placed on interim suspension is given prompt notice of the charges pending against him or her as enumerated in Section 41301 of Title 5 of the California Code of Regulations and a factual description of the conduct alleged to form their basis. The opportunity for a hearing within ten working days of the imposition of the suspension is also required. (Section 41302 of Title 5 of the California Code of Regulations). Where a timely request is made, a hearing will be held to determine whether continued suspension is required to protect personal safety or property or to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures outlined in Article IV, provided that proper notice has been given. The hearing is conducted pursuant to the provisions of Article IV, Section 4 of these procedures. If the university proves that there is reasonable cause for the interim suspension to continue it shall remain in effect until the university closes the disciplinary matter, whether by settlement, final decision or dropped charges, but in no case longer than the president has determined is required to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order.

### **3. Denial of Presence on Campus**

During the period of an interim suspension, the student charged may not, without prior written permission from his/her campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of his/her suspension. Violation of any condition of interim suspension shall be grounds for expulsion (Section 41302 of Title 5 of the California Code of Regulations).

## **ARTICLE VII: CONDUCT BY APPLICANTS FOR ADMISSIONS**

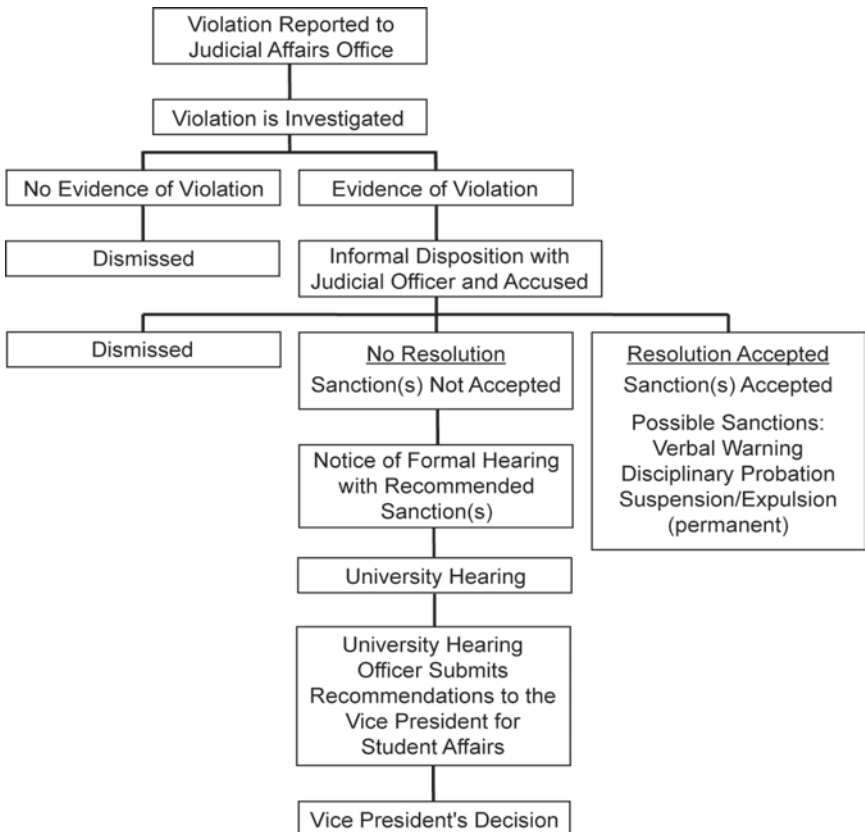
Admission or readmission may be qualified, revoked or denied to any person who commits acts that would be the basis for disciplinary proceedings pursuant to

these procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article IV of these procedures.

In addition to the sanctions referenced above under Article V of Executive Order 1043 (see page 52), CSU Channel Islands may impose the following University-recognized sanctions:

- 1. Verbal Disciplinary Warning:** A verbal disciplinary warning is an official warning that the student's behavior is in violation of the CI 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.
- 2. 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 is then 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.

## JUDICIAL DIAGRAM



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# **POLICIES, RIGHTS & RESPONSIBILITIES**

## **POLICIES**

Upon enrollment, CSU Channel Islands students are entitled to certain freedoms and/or rights provided the exercise thereof is accomplished in accordance with University policies and does not result in disruption or disturbance as elsewhere described in this Student Guidebook and other University rules and regulations.

Academic policies are developed through the Academic Senate while University administrative policies are developed through the President's Council. For more information and to view policies, please see the 2010-2011 University Catalog or visit [www.csuci.edu](http://www.csuci.edu).

## **CHANGES IN RULES AND POLICIES**

Although every effort has been made to assure the accuracy of the information in this guidebook, students and others who use this guidebook should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

Nothing in this guidebook shall be construed as, operate as, or has the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of the campus. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This guidebook does not constitute a contract or the terms and conditions of a contract between the student and the institution or the California State University. The relationship of the student to the institution is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.

## **STUDENT CONDUCT AND DISCIPLINE**

(Refer to the Judicial Affairs section beginning on page 41 of this guidebook.)

## **FAIR AND IMPARTIAL HEARING**

These matters shall include, but are not limited to, disciplinary proceedings involving alleged violations of academic and non-academic rules and regulations.



# CSU EXECUTIVE ORDER NO. 1045

## TITLE

Systemwide *Policy* Prohibiting Discrimination, Harassment, and Retaliation Against Students and Applicants for Admission AND Systemwide *Procedure* for Handling Discrimination, Harassment and Retaliation Complaints by Students and Applicants for Admission Against the CSU and/or CSU Employees

## DEFINITIONS

### Article I Definitions

For the purpose of this executive order, the following definitions apply:

- A. Academic Affairs** means the division at the Chancellor's Office that is responsible for gathering, reviewing and evaluating information on the admission criteria of a campus academic program.
- B. Accused** means the CSU and/or a CSU employee against whom an allegation of discrimination, harassment or retaliation has been made.
- C. Applicant for Admission (or Applicant)** means an individual who has applied for admission to an undergraduate, graduate, or credential program at a CSU campus that leads to the pursuit of a CSU degree.
- D. Age** has the same meaning as defined in California Government Code Section 12926(b) and refers to the chronological age of any individual who has reached his or her fortieth (40th) birthday.
- E. California State University (CSU)** means the 23 campus system of the California State University, including the Office of the Chancellor (CO).
- F. Campus (or University)** means any of the 23 campuses of the California State University.
- G. Chancellor's Office (CO) Designee** means the person tasked with reviewing and responding to a student's/applicant for admission's appeal at Formal Level II.
- H. Complaint** means a written communication that complies with Article VI, Section C, of this executive order, alleging discrimination, harassment or retaliation against the CSU and/or a CSU employee.
- I. Complainant** means an individual who is eligible to, and does, file a complaint to report discrimination, harassment or retaliation as defined by this executive order.
- J. Day** means a work day. Work days are defined as Monday through Friday, excluding all official holidays or campus closures at the campus where the complaint originated.
- K. Disability** means mental or physical disability as defined in California Education Code Section 66260.5.
- L. Discrimination** means a discriminatory act against a student/applicant on a basis prohibited by California Education Code Sections 66250 et seq. and/or this executive order.

- M. Discriminatory Act** means an act that meets the legal elements of a discrimination claim.
- N. Employee**, as defined in Title 5 of the California Code of Regulations, means a person legally holding a position in and employed by the California State University (e.g., Administrators, Faculty, Staff, and Student Employees).
- O. Gender**, as defined in California Education Code Section 66260.7, means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- **Sex** has the same meaning as defined in California Government Code Section 12926(p), which includes, but is not limited to, pregnancy, childbirth or medical condition related to pregnancy or childbirth.
- P. Harassment** means unwelcome conduct that is engaged in because of the protected status of a student or an applicant, and:
1. Submission to such conduct is made either an explicit or implicit term or condition of admission or academic evaluation;
  2. Submission to or rejection of such conduct is used as the basis or threatened to be used as the basis for an academic assessment affecting the student or applicant; or
  3. Such conduct is so severe or pervasive that its effect, whether or not intended, is an educational environment that could be considered by a reasonable person, in the shoes of the student/ applicant, and is in fact considered by the student/applicant, intimidating, hostile or offensive.
- Q. Investigator** means the person tasked by a campus with investigating a complaint of discrimination, harassment, or retaliation at Formal Level I. An investigator may be a Management Personnel Plan employee or an external consultant.
- R. Management Personnel Plan Employee**, as defined in Title 5 of the California Code of Regulations, means an employee who has been designated as "management" or "supervisory" in accordance with the provisions of the Higher Education Employer-Employee Relations Act.
- S. Nationality**, as defined in California Education Code Section 66261.5, includes citizenship, country of origin, and national origin.
- T. Preponderance of the Evidence** means the greater weight of the evidence; i.e., that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side.
- U. Protected Status** means any basis listed or defined in California Education Code Sections 66250 et seq.
- V. Race** or ethnicity, as defined in California Education Code Section 66261.7, includes ancestry, color, ethnic group identification, and ethnic background.

**W. Religion**, as defined in California Education Code Section 66262, includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

**X. Retaliation** means adverse action that is taken by a CSU employee because a student or an applicant has or is believed to have:

- Reported or opposed conduct which the student or applicant reasonably and in good faith believes is discrimination/harassment/ retaliation; or
- participated in a discrimination/harassment/retaliation investigation/proceeding.

**Y. Sexual Orientation**, as defined in California Education Code Section 66262.7, means heterosexuality, homosexuality, or bisexuality.

**Z. Student** means an individual who has been admitted to an undergraduate, graduate, or credential program at a CSU campus that leads to the pursuit of a CSU degree.

## **SYSTEMWIDE POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION AGAINST STUDENTS AND APPLICANTS FOR ADMISSION**

### **Article II Statement of Policy**

The California State University (CSU), through its chancellor and presidents, is committed to creating an atmosphere in which all students have the right to participate fully in CSU programs and activities free from unlawful discrimination, harassment and retaliation.

This policy is established in compliance with the California Equity in Higher Education Act, California Education Code Sections 66250 et seq., among other applicable state and federal laws. It is the policy of the CSU that no student or applicant for admission as a student shall, on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or age, be unlawfully excluded from participation in or be denied the benefits of any CSU program or activity. Nor shall a student or applicant for admission as a student be otherwise subjected to unlawful discrimination, harassment, or retaliation for exercising his/her rights under this executive order.

Employees and students who violate this policy may be subject to discipline. If discipline of a CSU employee is appropriate under this policy, it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies, and provisions of California Education Code Sections 89535 et seq. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations.

### **Article III Implementation and Communication of the Policy**

Each campus president shall designate a Management Personnel Plan employee who shall be responsible for the implementation of, and compliance with, this policy.

This executive order shall be made readily available to all students, applicants for admission, and to all CSU employees, utilizing multiple media of communication, including student orientations, student catalogs, new employee orientations, campus websites, and the offices of Equity and Diversity, Student Affairs, Student Judicial Affairs, and Human Resources.

## **COMPLAINT PROCESS**

### **Article IV Complaints Regarding Violations of the Policy**

#### *A. Complaints That Are Not Against the CSU and/or CSU Employees*

Discrimination, harassment and retaliation complaints against students, visitors, vendors or independent contractors who are not CSU employees shall be filed under campus procedures, not under the procedures in this executive order.

Discrimination complaints against students shall be filed at each respective campus per Executive Order 1043, Student Conduct Procedures. Complaints received from students against students shall be referred to the campus designated Student Conduct Administrator for the appropriate governance.

Grade appeals without a discrimination issue shall be filed under campus procedures, per Executive Order 1037, Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals.

#### *B. Complaints Against the CSU and/or CSU Employees*

This executive order provides students and applicants for admission a procedure to address unlawful discrimination, harassment and retaliation by the CSU and/or CSU employees. The procedure is delineated in Articles V, VI, VII and VIII of this executive order.

Each campus shall designate specific employees to receive complaints filed against the CSU and/or CSU employees under this executive order.

#### *C. Who May File Complaints*

Only students in, or applicants for admission to, an undergraduate, graduate, or credential program at a CSU campus that leads to the pursuit of a CSU degree, may use Articles V, VI, VII and VIII to raise complaints of discrimination, harassment or retaliation against the CSU and/or CSU employees under this executive order.

Student employees, whose discrimination complaints arise out of their employment, shall file their complaints under Executive Order 928, Systemwide Complaint Procedure for Discrimination, Harassment and Retaliation Complaints for Employees Not Eligible to File a Complaint or Grievance Under a Collective Bargaining Agreement or Whose Collective Bargaining Agreement Incorporates CSU Systemwide Complaint Procedure, not under this executive order.

This policy and the procedures set forth herein do not apply to an individual taking courses through Continuing/Extended Education, unless the student is concurrently enrolled at a CSU campus and taking courses that lead to the pursuit of a CSU

degree. Similarly, an individual participating in a program administered by a CSU auxiliary organization must use that organization's policies and procedures to file discrimination complaints, rather than this executive order. If the campus receives these types of complaints, the campus shall promptly acknowledge receipt of the complaints in writing and refer the complaints to the appropriate auxiliary organization or Continuing/Extended Education administrator.

## **SYSTEMWIDE PROCEDURE FOR HANDLING DISCRIMINATION, HARASSMENT AND RETALIATION COMPLAINTS BY STUDENTS AND APPLICANTS FOR ADMISSION AGAINST THE CSU AND/OR CSU EMPLOYEES**

### **Article V Complaints Against the CSU and/or CSU Employees - Informal Resolution - Campus Level**

Students/applicants who believe they are or may have been victims of discrimination, harassment or retaliation by the CSU and/or a CSU employee may request that the Informal Resolution process be initiated prior to/or instead of filing a formal complaint.

Upon receipt of a student's/applicant's informal concern(s), the person who received the concern shall contact the campus designated Management Personnel Plan employee responsible for implementation of and compliance with this executive order at the campus and provide that individual with the student's/applicant's contact information.

During the Informal Resolution process, the University will attempt to resolve the student's/applicant's concern(s) quickly and effectively. The designated Management Personnel Plan employee will meet with the student/applicant, the accused, and any other person(s) or witness(es) determined to be necessary for a resolution of the matter, to review the allegations and any responses. Informal Resolution may take the form of a negotiated resolution facilitated by the Management Personnel Plan employee designated by the campus.

At any time during the Informal Resolution process, the student/applicant, may elect to terminate the process and proceed with Article VI of this executive order.

Both the student/applicant and the accused will be expected to keep the details of the informal resolution process confidential until the process is concluded.

If resolution is reached by these informal means, a record of the resolution will be memorialized in a written document and signed by the student/applicant. Such document will be maintained in accordance with applicable campus recordkeeping policies. The matter will be considered closed and the student/applicant will be precluded from subsequently filing a formal complaint or appeal on the same incident under this executive order.

If resolution is not reached by these informal means, the student/applicant will be informed about how to file a formal complaint pursuant to Article VI of this executive order.

The University may determine that circumstances warrant initiating an investigation even if a formal complaint is not filed and independent of the intent or wishes of the student/applicant. This does not impose a duty on the University to conduct an investigation any time informal resolution is sought. The investigation conducted by the campus in such a circumstance shall not be subject to Article VI of this executive order.

## **Article VI Complaints Against the CSU and/or CSU Employees - Formal Level I - Campus Level**

**A. Filing a complaint.** The student/applicant shall file a written complaint with a University employee designated to receive discrimination/harassment/retaliation complaints from students/applicants. The date of receipt shall establish the complaint filing date. The person who received the complaint shall contact the campus designated Management Personnel Plan employee who is responsible for implementation of, and compliance with, this executive order at the campus, and shall provide that individual with the student's/applicant's contact information and a copy of the complaint.

**B. Timeline for filing a complaint.** To be timely, the student/applicant must file a complaint no later than twenty (20) work days after the end of the academic term (semester/quarter) in which the most recently alleged discriminatory/ harassing/ retaliatory act occurred.

**C. Requirements of a Complaint.** The student/applicant should complete the attached "CSU Student/Applicant for Admission Discrimination/Harassment/Retaliation Complaint Form" or, in the alternative, the student/applicant shall submit a written signed statement containing the following information:

1. The full name, address and telephone number(s) of the student/applicant;
2. The name of the accused employee(s) of the CSU and their position(s), if known;
3. The student's/applicant's protected status that is the alleged basis for the complained of discriminatory, harassing or retaliatory act;
4. A clear, concise written statement of the facts that constitute the alleged discriminatory, harassing or retaliatory act(s), including pertinent date(s) and sufficient information to identify any individuals who may provide information (e.g., potential witnesses) during the course of the investigation conducted under these procedures;
5. A statement by the student/applicant verifying that the information supporting the allegations are true and accurate to the best of his/her knowledge;
6. The term and year of the student's last active academic status or the term and year the applicant sought admission to the University;
7. The full name, address and telephone number of the student's/applicant's advisor, if any;
8. Specific harm resulting from the alleged violation;
9. Specific remedy sought;

10. The student's/applicant's signature; and

11. The date of complaint submission.

**D. Intake interview.** An interview with the student/applicant shall occur as soon as possible, but no later than ten (10) work days after the student/applicant has submitted a formal complaint. Students/applicants must make themselves available for this meeting. The meeting will serve to:

1. Acquaint the student/applicant with the investigation procedure and timelines, if not already done.
2. Inform the student/applicant of his/her rights (including having an advisor), if not already done.
3. Request the student/applicant to complete and sign a formal complaint form, if not already done.
4. Conduct the initial intake interview.

**E. Advisor.** The student/applicant may elect to have an advisor accompany him/her to any meeting(s) and/or interview(s) with the University regarding the complaint. The advisor may be an attorney. The advisor's role in such meetings and/or interviews is limited to observing and consulting with the student/applicant.

**F. Notice Regarding Complaint.** Only those persons with a legitimate need to know will be apprised of the filing of and disposition of a complaint. Those persons may include, but are not necessarily limited to, appropriate organizational unit administrators (Deans, Chairs, Department Heads, Directors, Vice Presidents, and University Counsel) who must be involved to ensure that retaliatory action does not occur during or after the investigative process, and/or to effectuate corrective actions.

**G. Investigation Procedure and Report of Findings of Fact and Conclusions.** Upon inquiry or during the course of an investigation, the student/applicant shall be advised of the status of the investigation. The investigation shall be completed no later than sixty (60) work days after the intake interview, unless the timeline has been extended pursuant to Article VIII, Section E or F of this executive order. The timeline for the investigation shall not be extended pursuant to Article VIII, Section E or F for a period longer than an additional thirty (30) work days from the original due date. Within the investigation period stated above, the investigator will make findings of fact and conclusions regarding the allegations which he/she shall reduce to an investigative report. The preponderance-of-the evidence is the applicable standard for demonstrating facts in the investigation. In order to establish a fact, the investigator must find that its existence is more probable than its non existence: i.e., that it is more likely than not to exist. The investigative report should include a summary of the allegations, a description of the investigative process, the preponderance of the evidence standard used to determine whether a violation of policy occurred, the evidence considered and a determination of whether the allegations were found to be substantiated. The investigative report is then provided

to the campus designated Management Personnel Plan employee responsible for implementing the executive order at the campus.

**H. Notice of Finding.** If the Management Personnel Plan employee is the same person who investigated the complaint, he/she shall provide the student/applicant with notification of the outcome of the campus investigation within ten (10) work days of completing the report. Otherwise, within ten (10) work days of receiving the investigative report from the investigator, the campus designated Management Personnel Plan employee responsible for implementing the executive order at the campus shall review the report and notify the student/applicant in writing of the outcome of the campus investigation. The notification should include a summary of the allegations, a description of the investigative process, the preponderance of the evidence standard used to determine whether a violation of policy occurred, the evidence considered and a determination of whether the allegations were found to be substantiated. The notification shall inform the student/applicant of his/her option to file an appeal under Article VII of this executive order.

In addition to the above notification, a separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level I were substantiated and, if not, informing the accused(s) of the complainant's right to file an appeal.

## **Article VII Complaints Against the CSU and/or CSU Employees - Formal Level II - Appeal to Office of the Chancellor (CO)**

**A. Timing for Appeal to CO.** If the student/applicant is not satisfied with the decision made at Formal Level I, he/she may file a Formal Level II Appeal with the Office of the Chancellor no later than ten (10) work days after the receipt of the Formal Level I decision.

Formal Level II Appeals shall be addressed to: Office of the Chancellor, Equal Employment Opportunity & Whistleblower Compliance Unit, Systemwide Human Resources, 401 Golden Shore 4th Floor, Long Beach, CA 90802.

**B. Appeal Request.** The appeal shall be in writing and shall detail the specific disagreements with the Formal Level I response. The issues raised on appeal shall be limited to those issues raised during the Formal Level I process.

**C. CO Review.** The CO designee (and Academic Affairs, where admission criteria are at issue) shall carefully review the issues raised on appeal and issue a response pursuant to this executive order. The review shall be limited in scope to the student's/applicant's specific disagreements with the Formal Level I response.

**D. CO Response.** The CO designee shall respond to the student/applicant no later than sixty (60) work days after receipt of the Formal Level II filing, unless the timeline has been extended pursuant to Article VIII, Section E or F of this executive order. Generally, the response should include a summary of the issues raised on appeal, a description of the review process, the preponderance of the evidence standard used to determine whether a violation of policy occurred, the evidence considered and a final decision.



A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level II were substantiated.

E. **Closure.** The CSU review of the complaint filed by a student/applicant under this executive order shall end following a final decision by the CO designee.

### **Article VIII General Provisions for Investigations of Complaints Against the CSU and/or CSU Employees**

A. The person who conducts an investigation under this executive order at Formal Level I may be the campus designated Management Personnel Plan employee responsible for implementing the executive order or another Management Personnel Plan employee or an external consultant, provided the investigator is not within the administrative control or authority of the accused. All investigations/reviews under this executive order shall be conducted impartially and in good faith.

B. Students/applicants and CSU employees are required to cooperate with the investigation/review, including but not limited to attending meetings, being forthright and honest during the process, and keeping confidential the existence and details of the investigation/review. If a complainant and/or accused refuses to cooperate, the CSU may draw all reasonable inferences and conclusions on the basis of all available evidence and conclude the investigation/review.

C. A student/applicant must proceed with a complaint in good faith. A student/applicant who knowingly and intentionally files a false complaint, abuses this policy, or files a malicious or frivolous complaint may be subject to discipline. Discipline shall be taken in accordance with Section 41301, Title 5, California Code of Regulations. Such disciplinary action shall not be deemed to be retaliation under this executive order.

D. Both the student/applicant and the accused shall have the right to identify witnesses and other evidence for consideration; however, the CSU shall decide which witnesses and evidence are relevant and significant to the issues raised.

E. If the student/applicant, the accused, a witness, the campus investigator/CO designee, or other necessary person involved in the complaint process is unavailable because of any reason deemed to be legitimate by the campus investigator/CO designee, the timelines in this executive order will be automatically adjusted according to the period of absence. The student/applicant will receive written notification of the period of extension.

F. Timelines set forth herein may also be extended by mutual agreement. If the student/applicant does not agree or does not respond to the CSU's request for a timeline extension, the CSU will respond to the complaint/appeal within the timelines set forth in this executive order. In that event, the response will be interim in nature as it will be based upon the information available at the time. The interim response will note that the investigation/review is continuing until the CSU is satisfied its duty to respond appropriately to the allegation(s) has been discharged. The interim response should include a summary of the allegations, a description of the investigative/review process, and should also provide the student/applicant with

an anticipated date of completion of the investigation/review, whereupon the final response will be issued.

G. When submitting a complaint or issuing a Level I or II response, personal delivery or certified mail shall be used. If personal delivery is used, a signature acknowledging the calendar date of delivery shall be obtained which will establish the date of filing or response. If certified mail delivery is used, the postmark shall establish the date of response or filing.

H. The CSU is not obligated under this executive order to investigate a complaint not timely filed under its provisions. Regardless, the CSU may investigate the underlying allegations of any discrimination/harassment/retaliation complaint against the CSU and/or a CSU employee if it determines the circumstances warrant investigation. Also, if the circumstances warrant, the CSU may waive the time limits and choose to process the complaint under the complaint process set forth herein.

I. The CSU is committed to academic freedom assuring that all persons may exercise rights of free expression, speech and assembly; however, those rights do not allow any form of unlawful discrimination, harassment or retaliation. More detailed information about academic freedom may be found on the American Association of University Professors website (<http://www.aaup.org/AAUP/issues/AF>).

Attachments:

- CSU Student/Applicant for Admission Discrimination/Harassment/Retaliation Complaint Form (<https://www.calstate.edu/eo/EO-1045-Attachment1.pdf>)
- CSU Student/Applicant for Admission Discrimination/Harassment/Retaliation Complaint Timeline (<https://www.calstate.edu/eo/EO-1045-Attachment2.pdf>)

## **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 the Family Educational Rights and Privacy Act (FERPA) policy, which may be found in the 2010-2011 University Catalog or online at [www.csuci.edu](http://www.csuci.edu).

## **STUDENT GRIEVANCE PROCEDURE**

Students have the right to bring complaints regarding faculty or staff to the attention of the University.

If you have a complaint or problem, please follow these steps to resolution:

1. When the complaint involves faculty or staff in Academic Affairs, address the concern (in this order) to:
  - a. the faculty member (first step)
  - b. the program chair
  - c. the Dean of the Faculty
  - d. the Vice President for Academic Affairs

2. When the complaint involves an administrative office or staff member, address the concern (in this order) to:
  - a. the employee (first step)
  - b. the employee's supervisor (if not the director)
  - c. the director of the department
  - d. the Associate Vice President for Academic Affairs, the Dean of Students, or the Dean of Enrollment (whichever is applicable)
  - e. the Vice President for Student Affairs or the Vice President for Academic Affairs

If your complaint is not resolved at the first step, please submit your complaint in writing. Please do not skip any of the steps outlined above or go directly to the Vice President or President without following the proper procedures.

## **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 him/her 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 his/her 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 compensation) if the accused is found in violation of the Student Code of Conduct.
- A provision to know the outcome of the judicial process after making a commitment to protect the confidentiality for all persons involved.

## **PARTICIPATION IN ASSOCIATED STUDENTS INC. AND ITS ELECTIVE PROCESS**

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

## **STUDENT RESPONSIBILITIES**

The most basic responsibility of a student is to study and move forward in intellectual development while taking advantage of the many opportunities provided in a university environment for all around personal growth, development and maturation.

Students and organizations are responsible for the observation of all guidelines, rules and regulations of California State University Channel Islands. Compliance should follow awareness and understanding which helps 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 the 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 Student Government 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. Collegiality, civility and standards represent the University's core values as well as its contribution to the well-being of society.

## **PERSONAL HEALTH RESPONSIBILITIES**

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

The University has established regulations against the misuse of drugs and alcohol and has designated penalties for these violations (please refer to the University Policies found in the 2010-2011 University Catalog or online at [www.csuci.edu](http://www.csuci.edu) for further information). These efforts minimally are to serve the best interest of the students at CI; 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 and Counseling 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.

# Calendars & Schedule Planner

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# 2010-2011 Academic Calendar

## *Fall 2010*

Saturday Classes Begin	Aug. 28
Weekday Classes Begin	Aug. 30
Late Registration, Add, Drop Begins	Aug. 30
Campus Closed: Labor Day	Sept. 4-6
Deadline: Application for Spring 2011 Graduation	Sept. 15
End of Late Registration/Change of Program	Sept. 17
Deadline: Add with Chair Signature	Sept. 24
Student Census	Sept. 27
Deadline: Withdraw for Serious & Compelling Reasons	Nov. 5
Term Withdrawal for Circumstances Beyond Student's Control	Nov. 8-Dec. 17
Campus Closed: Veteran's Day	Nov. 11
Deadline: Application for Summer 2011 Graduation	Nov. 15
Campus Closed: Thanksgiving Break	Nov. 25-27
Last Day of Formal Instruction	Dec. 11
Final Examinations	Dec. 13-18
Instructors' Grades Due; Last Day of Fall 2010 Semester	Dec. 23
Campus Closed	Dec. 24-Jan. 1

## *Spring 2011*

Campus Closed: Dr. Martin Luther King, Jr. Day	Jan. 17
Saturday Classes Begin	Jan. 22
Weekday Classes Begin	Jan. 24
Late Registration, Add, Drop	Jan. 24-Feb. 11
Deadline: Application for Fall 2011 Graduation	Feb. 15
Spring Recess	Mar. 21-26
Campus Closed: César Chávez Day	Mar. 31
Deadline: Withdraw for Serious & Compelling Reasons	Apr. 8
Term Withdrawal for Circumstances Beyond Student's Control	Apr. 11-May 20
Honors Convocation	May 6
Last Day of Formal Instruction	May 13
Final Examinations	May 14-20
Commencement	May 21
Instructors' Grades Due; Last Day of 2010-2011 Academic Year	May 27
Campus Closed: Memorial Day	May 30

## Summer 2011 (State Supported Programs)

Session I (5 weeks) Officially Begins

May 31

Session I Ends

July 1

Campus Closed: Independence Day

July 4

Session II (6 weeks) Officially Begins

July 5

Session II Ends

Aug. 12

# Final Exam Schedule for Fall 2010

M W F		
Class Meets	Exam Date	Time
8:00 AM	Mon. Dec. 13	8:00-10:00 AM
9:00 AM	Wed. Dec. 15	8:00-10:00 AM
10:00 AM	Mon. Dec. 13	10:30-12:30 PM
11:00 AM	Wed. Dec. 15	10:30-12:30 PM
12:00 PM	Mon. Dec. 13	1:00-3:00 PM

M W		
Class Meets	Exam Date	Time
8:00 AM	Mon. Dec. 13	8:00-10:00 AM
10:00 AM	Wed. Dec. 15	10:30-12:30 PM
12:00 PM	Mon. Dec. 13	1:00-3:00 PM
1:30 PM	Wed. Dec. 15	1:00-3:00 PM
2:00 PM	Wed. Dec. 15	1:00-3:00 PM
3:00 PM	Mon. Dec. 13	4:00-6:00 PM
4:00 PM	Mon. Dec. 13	4:00-6:00 PM
4:30 PM	Wed. Dec. 15	4:00-6:00 PM
6:00 PM	Wed. Dec. 15	7:00-9:00 PM
7:30 PM	Mon. Dec. 13	7:00-9:00 PM
8:00 PM	Mon. Dec. 13	7:00-9:00 PM

T TH		
Class Meets	Exam Date	Time
8:00 AM	Tues. Dec. 14	8:00-10:00 AM
9:00 AM	Tues. Dec. 14	8:00-10:00 AM
10:00 AM	Thur. Dec. 16	8:00-10:00 AM
10:30 AM	Thur. Dec. 16	10:30-12:30 PM
12:00 PM	Tues. Dec. 14	10:30-12:30 PM
1:30 PM	Tues. Dec. 14	1:00-3:00 PM
2:00 PM	Thur. Dec. 16	1:00-3:00 PM
3:00 PM	Thur. Dec. 16	4:00-6:00 PM
4:00 PM	Tues. Dec. 14	4:00-6:00 PM
4:30 PM	Tues. Dec. 14	4:00-6:00 PM
6:00 PM	Thur. Dec. 16	7:00-9:00 PM
7:30 PM	Tues. Dec. 14	7:00-9:00 PM
8:00 PM	Tues. Dec. 14	7:00-9:00 PM

Saturday Classes: Meet at the scheduled time on Saturday, December 18, 2010.

Note: Instructors will coordinate the exam schedule for classes that start outside the standard schedule template.

M (Meets only once a week)		
Class Meets	Exam Date	Time
9:00 AM	Mon. Dec. 13	10:30-12:30 PM
12:00 PM	Mon. Dec. 13	1:00-3:00 PM
3:00 PM	Mon. Dec. 13	4:00-6:00 PM
4:00 PM	Mon. Dec. 13	4:00-6:00 PM
6:00 PM	Mon. Dec. 13	7:00-9:00 PM
7:00 PM	Mon. Dec. 13	7:00-9:00 PM

T (Meets only once a week)		
Class Meets	Exam Date	Time
9:00 AM	Tues. Dec. 14	8:00-10:00 AM
12:00 PM	Tues. Dec. 14	1:00-3:00 PM
3:00 PM	Tues. Dec. 14	4:00-6:00 PM
4:00 PM	Tues. Dec. 14	4:00-6:00 PM
6:00 PM	Tues. Dec. 14	7:00-9:00 PM
7:00 PM	Tues. Dec. 14	7:00-9:00 PM

W (Meets only once a week)		
Class Meets	Exam Date	Time
9:00 AM	Wed. Dec. 15	10:30-12:30 PM
12:00 PM	Wed. Dec. 15	1:00-3:00 PM
3:00 PM	Wed. Dec. 15	4:00-6:00 PM
4:00 PM	Wed. Dec. 15	4:00-6:00 PM
6:00 PM	Wed. Dec. 15	7:00-9:00 PM
7:00 PM	Wed. Dec. 15	7:00-9:00 PM

TH (Meets only once a week)		
Class Meets	Exam Day	Time
9:00 AM	Thur. Dec. 16	8:00-10:00 AM
12:00 PM	Thur. Dec. 16	1:00-3:00 PM
3:00 PM	Thur. Dec. 16	4:00-6:00 PM
4:00 PM	Thur. Dec. 16	4:00-6:00 PM
6:00 PM	Thur. Dec. 16	7:00-9:00 PM
7:00 PM	Thur. Dec. 16	7:00-9:00 PM

F (Meets only once a week)		
Class Meets	Exam Day	Time
8:00 AM	Fri. Dec. 17	8:00-10:00 AM
9:00 AM	Fri. Dec. 17	8:00-10:00 AM
10:00 AM	Fri. Dec. 17	10:30-12:30 PM
11:00 AM	Fri. Dec. 17	10:30-12:30 PM
12:00 PM	Fri. Dec. 17	1:00-3:00 PM
2:00 PM	Fri. Dec. 17	1:00-3:00 PM

\*At the time this publication went to press, the Spring 2011 Final Exam Schedule was unavailable; however, it will be published in the Spring 2011 Class Schedule.

# Student Activities & Events

## Associated Students Inc. Events

ASI Contact: (805) 437-3273

### Fall 2010

Pizza with the President Sept. 14

### Spring 2011

Maximus Apr. 8  
ASI Board & Student Government Elections Apr. 11-12

## Campus Recreation

CR Contact: [campusrecreation@csuci.edu](mailto:campusrecreation@csuci.edu)

### Fall 2010

Newton Canyon Day Hike Aug. 29  
Yoga, Weekly Sept.-Dec.  
Aerobics, Weekly Sept.-Dec.  
CI Basketball League, Mondays & Fridays Sept.-Dec  
CI National Park Rowathon Fitness Challenge Semester Long  
Waterfront Sailing Classes (Session 1A), Fridays Sept. 10-Oct. 1  
Waterfront Windsurfing Classes (Session 1B), Fridays Sept. 10-Oct. 1  
Waterfront Sailing Classes (Session 1C), Saturdays Sept. 11-Oct. 2  
Waterfront Windsurfing Classes (Session 1D), Saturdays Sept. 11-Oct. 2  
Rancho El Niño Preserve Day Hike Sept. 12  
Sunset Kayaking Sept. 12 & Oct. 10  
Zuma Beach Volleyball Tournament Sept. 19  
Student vs. Faculty/Staff Volleyball Sept. 23  
Ultimate Frisbee Classic Sept. 24  
Santa Cruz Island Camping Trip Sept. 25-26  
Dolphin Flag Football League, Thursdays & Fridays Oct.-Nov.  
Santa Rosa Peak Day Hike Oct. 3  
Waterfront Sailing Classes (Session 2A) Fridays Oct. 22-Nov. 12  
Waterfront Kayaking Classes (Session 2B) Fridays Oct. 22-Nov. 12  
Waterfront Sailing Classes (Session 2C) Saturdays Oct. 23-Nov. 13  
Waterfront Kayaking Classes (Session 2D) Saturdays Oct. 23-Nov. 13  
Dodgeball Night Oct. 27

### Spring 2011

Matilija Day Hike Jan. 30  
Dodgeball League, Fridays Feb.-Mar.  
Dolphin Basketball League, Mondays & Wednesdays Feb.-Apr.  
CI Flag Football League, Fridays Feb.-Apr.



# Student Activities & Events

## *Spring 2011 (continued)*

Yoga, Weekly	Feb.-May
Aerobics, Weekly	Feb.-May
Waterfront Sailing Classes (Session 1A), Fridays	Feb. 4-25
Waterfront Kayaking (Session 1B), Fridays	Feb. 4-25
Waterfront Sailing Classes (Session 1C), Saturdays	Feb. 5-26
Waterfront Kayaking Classes (Session 1D), Saturdays	Feb. 5-26
Sunset Kayaking	Feb. 6, Mar. 6, Apr. 10 & May 8
National Recreational Sports & Fitness Day	Feb. 22
Point Dume Day Hike	Feb. 27
Open Use Kayaking & Sailing, Fridays & Saturdays	Mar. 4-12
Sandstone Peak Day Hike	Mar. 13
Waterfront Sailing Classes (Session 2A), Fridays	Apr. 1-22
Waterfront Windsurfing Classes (Session 2B), Fridays	Apr. 1-22
Waterfront Sailing Classes (Session 2C), Saturdays	Apr. 2-23
Waterfront Windsurfing Classes (Session 2D), Saturdays	Apr. 2-23
Anza Borrego Mud Caves Camping Trip	Apr. 16-17
Open Use Kayaking & Sailing, Fridays & Saturdays	Apr. 29-May 7

## *Career Development Services Events*

CDS Contact: [career.services@csuci.edu](mailto:career.services@csuci.edu)

## *Fall 2010*

Choosing a Major Workshop	Sept. 16
Job Search Strategies Workshop	Sept. 23
Resume Writing	Sept. 28 & Nov. 16
Co-Curricular Portfolio Workshop	Oct. 5 & 6
Interviewing Techniques Workshop	Oct. 13
Free GRE Practice Test	Oct. 16
Is Grad School for You? Workshop	Oct. 19 & 28
Grad School Information Fair	Nov. 3

## *Spring 2011*

Is Grad School for You? Workshop	Feb. 9
Free GRE Practice Test	Feb. 13
Resume Writing Workshop	Feb. 24
Job Search Strategies Workshop	Mar. 9
Interviewing Techniques Workshop	Mar. 17
Build Your Resume and Muscles	Apr. 5
Career Fair Prep	Apr. 12-13
Career & Internship Fair	Apr. 14

# Student Activities & Events

## Disability Resource Programs Events

DRP Contact: [accommodations@csuci.edu](mailto:accommodations@csuci.edu)

### Fall 2010

Returning Student Intake Sessions	Aug. 26-27 & Dec. 2-3
Alternative Media Software Workshop: Kurzeil	Oct. 28
Alternative Media Software Workshop: Dragon Naturally Speaking	Nov. 18
Alternative Media Software Workshop: Jaws	Dec. 9

### Spring 2011

Returning Student Intake Sessions	Jan. 19 & 21, May 3-4
Alternative Media Software Workshop: Kurzeil	Feb. 24
Alternative Media Software Workshop: Dragon Naturally Speaking	Mar. 17
Alternative Media Software Workshop: Jaws	Apr. 21

## Educational Opportunity Program Events

EOP Contact: [eop.center@csuci.edu](mailto:eop.center@csuci.edu)

### Fall 2010

EOP Welcome Back Event	Aug. 25
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### Spring 2011

EOP End of Year Banquet	Apr. 13
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## Multicultural Programs Events

MP Contact: [mwg.center@csuci.edu](mailto:mwg.center@csuci.edu)

### Fall 2010

Color Me! Mixer	Sept. 1
Come Out-Speak Out!	Oct. 11
Wheel Reality	Oct. 20
Gender Bender Ball	Oct. 28
Native American Heritage Celebration	Nov. 17

### Spring 2011

Dr. Martin Luther King, Jr. Celebration	Jan. 26
African American Heritage Month Poster Series	February
African American Heritage Month Opening Ceremony	Feb. 1
Women's Recognition Month Poster Series	March
Take Back the Night	Mar. 9
Clothesline Project	Mar. 8-10
Women's Recognition Luncheon	Mar. 29
Day of Silence	Apr. 14
Seeds of Change: Earth Day	Apr. 27

# Student Activities & Events

## New Student, Orientation & Transition Programs Events

NSOTP Contact: [orientation@csuci.edu](mailto:orientation@csuci.edu)

### Fall 2010

Welcome to CI Celebration

Aug. 22

Ask Me Campaign

Aug. 24 & 25

## Personal Counseling Services Events

PCS Contact: [pcs@csuci.edu](mailto:pcs@csuci.edu)

### Fall 2010

Alcohol Edu (Phases 1-3)

June 2010-Feb. 2011

### Spring 2011

Eating Disorder Awareness Week

Feb. 20-26

Safe Spring Break/Alcohol Awareness Week

Mar. 8-10

## Student Health Services Events

SHS Contact: [student.health@csuci.edu](mailto:student.health@csuci.edu)

### Fall 2010

Flu Vaccine Clinics

Nov. or Dec.

## Student Leadership Programs Events

SLP Contact: [studentleadership@csuci.edu](mailto:studentleadership@csuci.edu)

### Fall 2010

Involvement Fair

Aug. 31

Deadline for Club/Org. Renewal Paperwork

Sept. 10

Block Parties

Sept. 10, Oct. 8 & Nov. 12

Back to Basics Student Leadership Retreat

Sept. 17-18

President/Advisor Orientations

Week of Sept. 27

Beginning of Priority Renewal for Spring 2011 Clubs/Orgs

Nov. 12

End of Priority Renewal for Spring 2011 Clubs/Orgs

Dec. 20

### Spring 2011

Involvement Fair

Jan. 25

Deadline for Club/Org. Renewal Paperwork

Feb. 4

Block Parties

Feb. 11, Mar. 11 & Apr. 15

Beginning of Priority Renewal for 2011-12 Clubs/Orgs

Apr. 15

Student Leadership Awards

Apr. 27

End of Priority Renewal for 2011-12 Clubs/Orgs

May 16

# Student Activities & Events

## Student Life Events

### Fall 2010

Family Weekend

Oct. 15-17

### Spring 2011

Dolphin Days

Apr. 11-15

## Holiday Calendar

### 2010

### 2011

Ramadan	Aug. 12-Sept. 10	New Year's Day	Jan. 1
Labor Day	Sept. 6	Dr. Martin Luther King, Jr. Day	Jan. 17
Rosh Hashana	Sept. 9-10	Groundhog Day	Feb. 2
Yom Kippur	Sept. 18	Valentine's Day	Feb. 14
Autumnal Equinox	Sept. 21	Presidents' Day	Feb. 21
National Coming Out Day	Oct. 11	Ash Wednesday	Mar. 9
Halloween	Oct. 31	Daylight Saving Begins	Mar. 13
All Saints Day	Nov. 1	St. Patrick's Day	Mar. 17
Election Day	Nov. 2	Vernal Equinox	Mar. 20
Diwali	Nov. 5	César Chávez Day	Mar. 31
Daylight Saving Ends	Nov. 7	Palm Sunday	Apr. 17
Veteran's Day	Nov. 11	Passover	Apr. 18-25
Thanksgiving Day	Nov. 25	Earth Day	Apr. 22
World AIDS Day	Dec. 1	Easter Sunday	Apr. 24
Hanukkah	Dec. 1-9	Cinco de Mayo	May 5
Winter Solstice	Dec. 21	Mother's Day	May 8
Christmas Day	Dec. 25	Armed Forces Day	May 21
Kwanzaa	Dec. 26-Jan 1	Memorial Day	May 30

# August '10

Peace Month

July

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Notes

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	Ramadan Begins	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Welcome to CI Celebration

Saturday Classes Begin

Weekday Classes Begin  
Late Registration, Add, Drop Begins

# September '10

Latina/o Heritage Month

**Notes**

August

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4 Campus Closed: Labor Day Holiday
5 Campus Closed: Labor Day Holiday	6 Campus Closed: Labor Day Holiday	7	8	9 Rosh Hashana Begins	10 Rosh Hashana Ends Ramadan Ends	11
12	13	14	15 Application for Spring 2011 Graduation Deadline	16	17 End of Late Registration/ Change of Program	18 Yom Kippur
19	20	21 Autumnal Equinox	22	23	24 Deadline: Add w/Chair Signature	25
26	27 Student Census	28	29	30	1	2

# October '10

Disability Recognition Month

September

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Notes**

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11 National Coming Out Day	12	13	14	15 Family Weekend	16 Family Weekend
17 Family Weekend	18	19	20	21	22	23
24	25 31	26	27	28	29	30
Halloween						

# November '10

Native American Heritage Month

**Notes**

October

				1	2		
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

December

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 All Saints Day	2 Election Day	3	4	5 Diwali Deadline: Withdraw for Serious & Compelling Reasons	6
7 Daylight Saving Ends - "Fall Backwards"	8 Begin Term Withdrawal for Circumstances Beyond Student's Control	9	10	11 Campus Closed: Veteran's Day	12	13
14	15 Deadline: Application for Summer 2011 Graduation	16	17	18	19	20
21	22	23	24	25 Campus Closed: Thanksgiving Day	26 Campus Closed: Thanksgiving Break	27 Campus Closed: Thanksgiving Break
28	29	30	1	2	3	4



# December '10

Universal Human Rights Month

November

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Notes

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1 World AIDS Day Hanukkah Begins	2	3	4
5	6	7	8	9 Hanukkah Ends	10	11 Last Day of Formal Instruction
12	13 Final Exams	14 Final Exams	15 Final Exams	16 Final Exams	17 Final Exams End Term Withdrawal for Circumstances Beyond Student's Control	18 Final Exams
19	20	21 Winter Solstice	22	23 Last Day of Fall 2010 Semester Instructors' Grades Due	24 Campus Closed	25 Campus Closed: Christmas Day
26 Campus Closed Kwanzaa Begins	27 Campus Closed	28 Campus Closed	29 Campus Closed	30 Campus Closed	31 Campus Closed	1

# January '11

National Abby Month

Notes

December

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1 Campus Closed: New Year's Day Kwanzaa Ends
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Campus Closed: Dr. Martin Luther King, Jr. Day	18	19	20	21	22 Saturday Classes Begin
23	24 Weekday Classes Begin Late Registration Add, Drop Begins	25	26	27	28	29
30	31					

# February '11

Black History Month

January

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

March

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2 Groundhog Day	3	4	5
6	7	8	9	10	11 End of Late Registration/ Change of Program	12
13	14 Valentine's Day	15 Deadline: Application for Fall 2011 Graduation	16	17	18	19
20	21 Presidents' Day	22	23	24	25	26
27	28	1	2	3	4	5

# March '11

Women's History Month

Notes

February

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

April

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	1	2	3	4	5
6	7	8	Ash Wednesday	10	11	12
Daylight Saving Begins - "Spring Forward"	14	15	16	St. Patrick's Day	18	19
Vernal Equinox	Spring Recess	Spring Recess	Spring Recess	Spring Recess	Spring Recess	Spring Recess
20	21	22	23	24	25	26
27	28	29	30	Campus Closed: César Chávez Day	1	2

# April '11

Sexual Assault Awareness Month

March

	1	2	3	4	5
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

May

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Deadline: Withdraw for Serious and Compelling Reasons

Dolphin Days: Begin Term Withdrawal for Circumstances Beyond Student's Control

Palm Sunday

Passover Begins

Earth Day

Easter Sunday

Passover Ends

# May '11

Jewish American Heritage Month

**Notes**

April

				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
30					

June

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5 Cinco de Mayo	6 Honors Convocation	7
8 Mother's Day	9	10	11	12	13 Last Day of Formal Instruction	14 Final Exams
15	16 Final Exams	17 Final Exams	18 Final Exams	19 Final Exams	20 Final Exams End Term Withdrawal for Circumstances Beyond Student's Control	21 Armed Forces Day Commencement
22	23	24	25	26	27 Instructors' Grades Due Last Day of 2010 - 2011 Academic Year	28
29	30 Campus Closed: Memorial Day	31	1	2	3	4

# Notes, Etc.

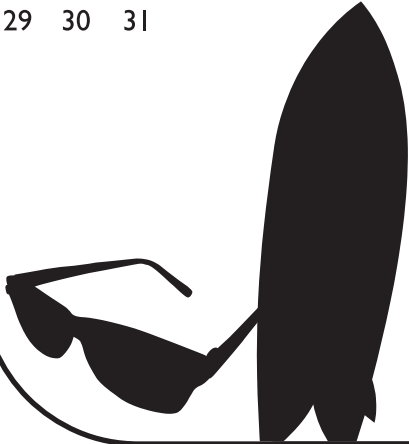


# \*August 2010\*

Friday 27

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



28 Saturday

Saturday Classes Begin

Notes

Sunday 29



# \*Aug./Sept. 2010\*

Monday 30 31 Tuesday

Weekday Classes Begin

Late Registration, Add, Drop Begins

1 Wednesday

Thursday 2



# ✧September 2010✧

Monday 6

7 Tuesday

Campus Closed: Labor Day Holiday

8 Wednesday

Thursday 9

Rosh Hashana Begins

# September 2010

Friday 10

Rosh Hashana Ends

Ramadan Ends

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



11 Saturday

Notes

Sunday 12

# ✧September 2010✧

Monday 13 14 Tuesday

15 Wednesday

Thursday 16

Deadline: Application for Spring 2011  
Graduation

# September 2010

Friday 17

End of Late Registration/Change of Program

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



18 Saturday

Yom Kippur

Notes

Sunday 19

# ✧September 2010✧

Monday 20 21 Tuesday

Autumnal Equinox

22 Wednesday

Thursday 23

# September 2010

Friday 24

Deadline: Add with Chair Signature

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



25 Saturday

Notes

Sunday 26



# September 2010

Monday 27 28 Tuesday

Student Census

29 Wednesday

Thursday 30



# ☽October 2010☽

Monday

4

5

Tuesday

6

Wednesday

Thursday

7

# ✧October 2010✧

Friday 8

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



9 Saturday

Notes

Sunday 10

# ☾October 2010☽

Monday

11

12

Tuesday

National Coming Out Day

Lined writing area for Monday and Tuesday.

13

Wednesday

Thursday

14

Lined writing area for Wednesday and Thursday.

# ✧October 2010✧

Friday 15

Family Weekend

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



16 Saturday

Family Weekend

Notes

Family Weekend

Sunday 17

# ✧October 2010✧

Monday 18 19 Tuesday

20 Wednesday

Thursday 21

# ✧October 2010✧

Friday 22

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



23 Saturday

Notes

Sunday 24



# ✧October 2010✧

Monday 25 26 Tuesday

27 Wednesday

Thursday 28

# ✧October 2010✧

Friday 29

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



30 Saturday

Notes

Halloween

Sunday 31

# ✧November 2010✧

Monday

1

2

Tuesday

All Saints Day

Election Day

3

Wednesday

Thursday

4

# November 2010

Friday 5

Deadline: Withdraw for Serious and Compelling Reasons

Diwali

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



6 Saturday

Notes

Daylight Saving Ends - "Fall Backward"

Sunday 7

# ❖November 2010❖

Monday

8

9

Tuesday

Begin Term Withdrawal for  
Circumstances Beyond Student's  
Control

10

Wednesday

Thursday

11

Campus Closed: Veteran's Day

# November 2010

Friday 12

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



13 Saturday

Notes

Sunday 14

# »November 2010«

Monday

15

16

Tuesday

Deadline: Application for Summer  
2011 Graduation

17

Wednesday

Thursday

18

# November 2010

Friday 19

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



20 Saturday

Notes

Sunday 21



# November 2010

Monday

22

23

Tuesday

24

Wednesday

Thursday

25

Campus Closed: Thanksgiving Day

# November 2010

Friday 26

Campus Closed: Thanksgiving Break

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



27 Saturday

Campus Closed: Thanksgiving Break

Notes

Sunday 28

# Nov./Dec. 2010

Monday 29 30 Tuesday

1 Wednesday

Hanukkah Begins

World AIDS Day

Thursday 2

# ❖December 2010❖

Friday 3

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



4 Saturday

Notes

Sunday 5

# ❖December 2010❖

Monday

6

7

Tuesday

8

Wednesday

Thursday

9

Hanukkah Ends

# ❖December 2010❖

Friday 10

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



11 Saturday

Last Day of Formal Instruction

Notes

Sunday 12

# ❖December 2010❖

Monday 13 14 Tuesday

Final Exams

Final Exams

15 Wednesday

Thursday 16

Final Exams

Final Exams

# ❖December 2010❖

Friday 17

Final Exams

End Term Withdrawal for  
Circumstances Beyond Student's  
Control

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



18 Saturday

Final Exams

Notes

Sunday 19



# ❖December 2010❖

Monday 20 21 Tuesday

Winter Solstice

22 Wednesday

Thursday 23

Last Day of Fall 2010 Semester

Instructors' Grades Due

# ❖December 2010❖

Friday 24

Campus Closed

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



25 Saturday

Campus Closed: Christmas Day

Notes

Campus Closed

Kwanzaa Begins

Sunday 26

# ❖December 2010❖

Monday **27** **28** Tuesday

Campus Closed

Campus Closed

**29** Wednesday

Thursday **30**

Campus Closed

Campus Closed

# ❖Dec. '10/Jan. '11❖

Friday 31

Campus Closed

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



1 Saturday

Campus Closed: New Year's Day  
Kwanzaa Ends

Notes

Sunday 2

# January 2011

Monday

3

4

Tuesday

5

Wednesday

Thursday

6

# January 2011

Friday 7

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



8 Saturday

Notes

Sunday 9

# ✧ January 2011 ✧

Monday 10

11 Tuesday

12

Wednesday

Thursday 13

# January 2011

Friday 14

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



15 Saturday

Notes

Sunday 16



# January 2011

Monday

17

18

Tuesday

Campus Closed: Dr. Martin Luther  
King, Jr. Day

19

Wednesday

Thursday

20

# January 2011

Friday 21

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



22 Saturday

Saturday Classes Begin

Notes

Sunday 23

# ❖ January 2011 ❖

Monday 24 25 Tuesday

Weekday Classes Begin

Late Registration, Add, Drop Begins

26 Wednesday

Thursday 27

# January 2011

Friday 28

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



29 Saturday

Notes

Sunday 30

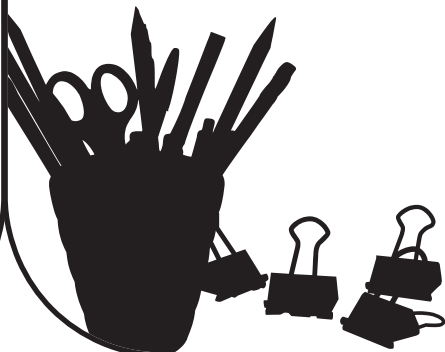


# February 2011

Friday 4

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



5 Saturday

Notes

Sunday 6

# ✧February 2011✧

Monday

7

8

Tuesday

9

Wednesday

Thursday

10

# February 2011

Friday 11

End of Late Registration/Change of Program

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



12 Saturday

Notes

Sunday 13



# ✧February 2011✧

Monday 14 15 Tuesday

Valentine's Day

Deadline: Application for Fall 2011  
Graduation

16 Wednesday

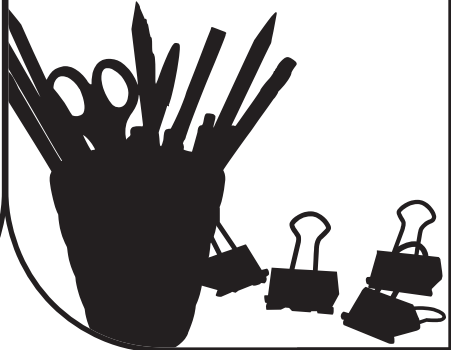
Thursday 17

# February 2011

Friday 18

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



19 Saturday

Notes

Sunday 20

# February 2011

Monday 21 22 Tuesday

Presidents' Day

23 Wednesday

Thursday 24



# ✧Feb./Mar. 2011✧

Monday 28

1 Tuesday

2 Wednesday

Thursday 3

# March 2011

Friday 4

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



5 Saturday

Notes

Sunday 6

# ✧March 2011✧

Monday

7

8

Tuesday

9

Wednesday

Ash Wednesday

Thursday

10

# March 2011

Friday 11

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



12 Saturday

Notes

Daylight Saving Begins -  
"Spring Forward"

Sunday 13



# ✧March 2011✧

Monday 14 15 Tuesday

16 Wednesday

Thursday 17

St. Patrick's Day

# March 2011

Friday 18

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



19 Saturday

Notes

Vernal Equinox

Sunday 20

# ☛March 2011☚

Monday

21

22

Tuesday

Spring Recess

Spring Recess

23

Wednesday

Thursday

24

Spring Recess

Spring Recess

# March 2011

Friday 25

Spring Recess

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



26 Saturday

Spring Recess

Notes

Sunday 27

# ☛March 2011☚

Monday 28 29 Tuesday

30 Wednesday

Thursday 31

Campus Closed: César Chávez Day



# ✧April 2011✧

Monday

4

5

Tuesday

6

Wednesday

Thursday

7

# \*April 2011\*

Friday 8

Deadline: Withdraw for Serious and Compelling Reasons

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



9 Saturday

Notes

Sunday 10



# April 2011

Monday

11

12

Tuesday

Begin Term Withdrawal for  
Circumstances Beyond Student's  
Control

Dolphin Days

Dolphin Days

13

Wednesday

Thursday

14

Dolphin Days

Dolphin Days

# April 2011

Friday 15

Dolphin Days

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



16 Saturday

Notes

Palm Sunday

Sunday 17

# ✧April 2011✧

Monday

18

19

Tuesday

Passover Begins

20

Wednesday

Thursday

21

# April 2011

Friday 22

Earth Day

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



23 Saturday

Notes

Easter Sunday

Sunday 24

# ✧April 2011✧

Monday

25

26

Tuesday

Passover Ends

27

Wednesday

Thursday

28

# \*April/May 2011\*

Friday 29

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



30 Saturday

Notes

Sunday 1

# ✧May 2011✧

Monday

2

3

Tuesday

4

Wednesday

Thursday

5

Cinco de Mayo

# May 2011

Friday 6

Honors Convocation

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



7 Saturday

Notes

Mother's Day

Sunday 8



# ✽May 2011✽

Monday

9

10

Tuesday

11

Wednesday

Thursday

12

# May 2011

Friday 13

Last Day of Formal Instruction

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



14 Saturday

Final Exams

Notes

Sunday 15

# ✧May 2011✧

Monday

16

17

Tuesday

Final Exams

Final Exams

18

Wednesday

Thursday

19

Final Exams

Final Exams

# May 2011

Friday 20

Final Exams

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



21 Saturday

Commencement  
Armed Forces Day

Notes

Sunday 22

# Emergency Operations

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**NOTE TO STUDENTS:** The Emergency Operations Desk Reference was created for faculty and staff in order to provide them with information and procedures to follow in the event of an emergency. However, since much of the information pertains to students and the actions they should also take during an emergency, we have included the desk reference in its entirety in this section. If you have any questions regarding the following emergency information, please contact the Police Department at (805) 437-8444.



### Message from the Chief of Police and Director of the Emergency Operations Center

The information contained in this booklet is designed to provide you with a snapshot of the California State University Channel Islands emergency management and preparedness program and response procedures to follow during an emergency. In the event of an emergency, this document may be used as a quick reference guide.

The Police Department is responsible for implementation and maintenance of an emergency management system on campus and the development and implementation of programs and projects in emergency planning, training, response, and recovery.

This desk reference provides emergency response procedures for some of the most common or likely critical incident emergency situations that may occur on a university campus. Additionally, we have included an active shooter scenario that although rare, can cause a great deal of concern in terms of emergency response. Please read this booklet thoroughly before an emergency occurs. This will enhance your chances of protecting yourself and others in an emergency situation.

If you have any questions about the information in this booklet or wish further information, please contact the Police Department at 437-8444.

Thank you,

John M. Reid  
Chief of Police

## California State University Channel Islands Emergency Operations Plan *Emergency Operations Plan (EOP):*

The purpose of the emergency operations plan (EOP) is to establish policies, procedures and an organizational structure for response to an emergency. The EOP is in compliance with the State of California's Standardized Emergency Management System (SEMS) which was enacted in the California Government Code in 1995 and with the Federal Government's National Incident Management System (NIMS) released in 2004. Organizational operating procedures utilize the Incident Command System (ICS) for response to an emergency.

These systems provide an organizational framework under which all agencies function in an integrated fashion. The Emergency Operations Plan organizes the flow of information, provides coordination between responding agencies, and assists in rapid mobilization and deployment of resources.

### *Goals of the Emergency Operations Plan:*

- ⇒ Ensure the safety and security of faculty, staff, students and visitors.
- ⇒ Protect university property.
- ⇒ Maintain university operations and essential services.
- ⇒ Assist the community in disaster recovery.

## Emergency Operations Center (EOC)

In the event of an emergency the Emergency Operations Center (EOC) is activated to manage and coordinate resources and personnel to make decisions, and to coordinate the flow of information and strategy required to deal effectively with an emergency.

The EOC is where campus emergency management staff are deployed to coordinate the response to an emergency event impacting the campus, the deployment of campus emergency response teams, and any requests from or to the City/County EOCs, if needed.

The EOC is the central command and coordination point for disaster response.

### *Criteria for Activation of the EOC:*

- ⇒ Resources beyond university capabilities are required.
- ⇒ The emergency will be of a long duration.
- ⇒ Major policy decisions will or may be required.
- ⇒ Local or state of emergency is declared.
- ⇒ Activation of the EOC will be advantageous to the successful management of the emergency.



## Emergency Operations Center (EOC)

### *Primary Location*

University Hall  
Training Room  
#1650

### *Secondary Location*

University Police Station  
Placer Hall

## Faculty and Staff Responsibilities

Staff responsibilities in emergency management and preparedness include:

- ➔ Be familiar with your department or unit's Emergency Action and Business Continuity Plans.
- ➔ Identify your Building and Floor Marshals.
- ➔ Be familiar with your building's floor plan. Know where the stairs, fire extinguishers and first aid kits are located.
- ➔ Know the location and content of the building evacuation maps including the designated outside meeting area. Building evacuation maps are posted throughout buildings.
- ➔ Know about campus emergency procedures such as how to respond to a medical emergency, fire/explosion, hazardous materials spill, active shooter, bomb threat, earthquake, evacuation, etc.
- ➔ Be informed about appropriate safety information relevant to any hazards encountered in your work place.
- ➔ Ensure your emergency contact information is up-to-date within your department and the Human Resources office.
- ➔ To report an emergency, dial 911 on all campus phones to contact University Police. Dial 437-8444 from a cell phone to contact University Police. Outdoors on campus use Blue Light emergency phones to report an emergency.



## Medical Emergency

Injury and illness are the most common of all campus-related emergencies. If a serious injury or illness occurs, remain calm and proceed as follows:

Call University Police at 911 from a campus phone or 437-8444 from a cell phone.

- ➔ Give your name.
- ➔ Describe the nature and severity of the medical problem.
- ➔ Give the campus location of the victim.
- ➔ Provide an estimated age and gender of the victim.
- ➔ Describe whether or not the victim is conscious and breathing.
- ➔ Look for emergency medical ID and give all information to the Police.
- ➔ Administer first aid to the extent possible based on your level of training.

**NOTE:** All University Police Officers are trained and certified Emergency Medical Technicians (EMTs).

- ➔ In case of minor injury or illness, an injured person should notify their supervisor.
- ➔ If in doubt, contact University Police.

*A Supervisor's Accident Investigation Report (DH&S Form 620) must be completed and sent to Human Resources within 24 hours for all employee injuries.*





## Fire/Explosion

*If you discover fire or see smoke:*

Gather the following information and call University Police at 911 from a campus phone or 437-8444 from a cell phone, or directly from a Blue Light emergency phone. Identify yourself and report the following:

- ➔ Building name and address
- ➔ Room/location of fire
- ➔ Type of fire
- ➔ Smoke or flame
- ➔ Smoke odor

For minor fires such as smoke in a waste basket, locate the fire extinguisher.

### *Fire Extinguisher Instructions:*

- P** PULL safety pin from handle.
- A** AIM nozzle at base of fire.
- S** SQUEEZE the trigger handle.
- S** SWEEP from side to side (watch for re-flash).

For large fires, evacuate the building and pull a fire alarm.

If you are the last person out of a room, close the door behind you — **DO NOT LOCK THE DOOR.**

### *If you become trapped inside a building during a fire:*

Call University Police (911 from campus phone; 437-8444 from cell phone). Tell them your location and that you need Fire Department assistance to get out.

- ➔ Stay near a window and close to the floor.
- ➔ If possible, signal for help.



## Hazardous Materials

In case of a hazardous material spill or exposure to infectious material, remain calm and proceed as follows:

### *Chemical and Solvent Spills:*

If spill involves personal injury, remove clothing and flush with warm tap water for 15 minutes; call 911 from a campus phone or 437-8444 from a cell phone.

If immediate hazard exists or medical assistance is required, call 911 from a campus phone or 437-8444 from a cell phone. Immediately evacuate and limit access to the affected area. All evacuations should be upwind from the release location.

For small spills/those not involving immediate danger to lives or property:

- ➔ Confine the spill.
- ➔ Evacuate and secure the immediate area; limit access to authorized personnel.  
*Contact Environmental Health & Safety (EHS) ext. 8847*
- ➔ Identify yourself and report the information.
- ➔ Be as specific as possible about the type, amount and location of material released.

Unless immediate medical attention is needed, all persons who have been potentially exposed should report to emergency personnel at the Incident Command Post site and notify University personnel that they have been exposed.



## Bomb Threat or Suspicious Object

Report ALL bomb threat calls to the University Police at 911 from a campus phone or 437-8444 from a cell phone.

University Police Officers will conduct a detailed bomb search. Staff are requested to make cursory inspections of their areas for suspicious objects and report their location to the University police at 911 from a campus phone or 437-8444 from a cell phone. *If you find a suspicious object, DO NOT TOUCH THE OBJECT—report the location to University Police!*

If you observe a suspicious object or potential bomb on campus, do not handle the object! Clear the area immediately and leave the building. Dial 911 from a campus phone or 437-8444 from a cell phone as soon as possible.

Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

- When is the bomb going to explode?
- What kind of bomb is it?
- Why did you place the bomb?
- Where is the bomb located?
- What does it look like?

Keep the caller on the phone as long as possible. Listen carefully to the caller and try to determine and record the following:

- Date and time of the call
- Age and sex of the caller
- Emotional State
- Exact words of the caller
- Speech pattern and/or accent
- Background noises (i.e. traffic)

## Earthquake

Should an earthquake strike while you are at an indoor work location, do the following:



**Duck** - Duck or drop down on the floor.



**Cover** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.



**Hold** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- If you are in a hallway, drop to the floor against an interior wall—protect your head and neck with your arms.
- If you are with visitors or students, shout “Earthquake! Duck, Cover and Hold!”
- Do not enter or exit the building during the shaking - there is danger from falling debris.
- Do not use the elevators.
- If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
- In a car—stop in the safest place away from underpasses/overpasses, bridges, etc. Stay in the vehicle until the shaking stops.
- **BE PREPARED FOR AFTERSHOCKS!!**



## Active Shooter

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation.

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

*If you are in a room and a shooter is outside the door:*

- Take cover behind something that will stop a bullet.
- Hide (look for a chance to escape).
- Get out if possible (i.e. windows).
- Play dead.

*If a shooter is outside your building:*

- Proceed to a room that can be locked, enter and use furniture to block the door(s).
- Turn off lights and get down on the floor below window level.
- Dial 911 from a campus phone or 437-8444 from your cell phone and report to police. Keep your phone on vibrate so you don't alert the suspect to your location.
- Advise the dispatcher of what is taking place, and;
- Inform him/her of your location.
- Remain in place until the police, or a campus administrator known to you, gives the all clear.
- Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.



## Evacuation

*Building evacuation will occur via one of the following mechanisms:*

- When a building evacuation alarm is sounded: or
- Upon notification by a University Police officer, or by a floor or building marshal.
- When a signal to evacuate the building is sounded, walk quickly to the nearest marked exit and ask others to do the same.
- Direct visitors and students to the closest stairwell for prompt evacuation to the assembly point outside. Building and floor marshals will be required to report on whether any staff are missing or are known to have remained in the building due to disability or injury.
- Assist people with disabilities in exiting the building.
- Once outside the building, move to your designated evacuation area. Stay at least 100 feet away from any affected buildings or structures.
- Keep streets and walkways clear for emergency vehicles and personnel.
- An Incident Command Post may be established near the emergency site.
- DO NOT return to an evacuated building unless directed to do so by a University Police Officer or by a building or floor marshal.

*Under no circumstances should an employee unilaterally decide to ignore a fire alarm, fire drill or a request for evacuation in order to continue working without interruption.*



## Shelter In Place

Some emergencies may require you to take shelter in your office. If you are notified to shelter-in-place or you find you cannot exit because of greater dangers outside the building:

- Move to an interior room or building space away from as many windows as possible.
- Do not use elevators.
- Bring everyone into the room.
- If available, take a radio or television with you to monitor the news.
- Shut and lock all windows and doors.
- Make a list of who is there and call University Police to report who is in the room with you.
- Keep calm and review evacuation procedures with staff members.
- If available, check your CSUCI email or web site regularly for messages giving you further instructions.
- Stay where you are until otherwise notified to move. Wait for a police officer or further directions.
- Follow instructions of emergency personnel.
- Do not leave your room until notified to do so by emergency personnel.

### *Important note regarding phones during any type of emergency:*

Overloading will likely bring down all telephone services, including cellular phones. Avoid using any telephone services except for life safety and emergency calls.



## Pandemic Flu Information

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Should a Pandemic Flu outbreak occur, the possibility exists that the campus would need to cancel classes and activities so individuals should monitor local media outlets and the University's Web site at [www.csuci.edu](http://www.csuci.edu) to obtain the latest available information. This site also contains more detailed campus information and links to additional health information and resources on this topic, such as:

*Centers for Disease Control:*

<http://www.cdc.gov/flu/avian/gen-info/facts.htm>

*U.S. Government:*

<http://www.pandemicflu.gov>

*Ventura County Public Health Department:* <http://www.vchca.org/ph/>

California State University Channel Islands thanks each of the sources listed above for providing information for this brochure.



## Practice Good Health and Hygiene Habits

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- ⇒ Wash hands frequently with soap and water or alcohol-based hand sanitizer.
- ⇒ Cover coughs and sneezes with tissues.
- ⇒ Cough or sneeze into your upper sleeve, not your hands.
- ⇒ Stay healthy: Eat a balanced diet, exercise daily, and get enough rest.
- ⇒ If you become ill, stay home or in student housing and away from others as much as possible.
- ⇒ Students, faculty, and staff should not come to school when sick.
- ⇒ Avoid close contact with people who are sick.



## Emergency Preparedness

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Emergency preparedness begins at home. How well you and your family survive in an emergency often depends upon how well you prepare beforehand. The information provided below can be applied to emergency planning at home as well as in the work place.

### *Before An Emergency:*

- Conduct an office and home hazard hunt — know the safe and danger spots. Know how to shut off utilities. Secure and anchor furniture. Know where fire extinguishers are and how to use them. Have smoke and carbon monoxide detectors.
- Create an emergency plan with your family that includes:
  - ➔ A communication plan
  - ➔ An evacuation plan
  - ➔ An emergency financial plan
  - ➔ Alternate transportation plans
- Practice your plans with your family!
- Create an emergency supplies kit of food, water and supplies for your home, car and your workplace.
- Know the emergency plans at your children's school, child care, etc.
- Learn first aid and CPR.



## List

### Emergency Supplies Checklist

---

- Keys - extra set of car and house keys
- Water - 3 days to 1 week supply - 1 gallon/person/day
- Food - 3 days to 1 week supply of non-perishable food, manual can opener, utensils
- First Aid kit - with manual and medical supplies
- Radio - extra batteries
- Flashlights - extra batteries, matches, lighter
- Medications - over-the-counter, prescriptions and prescription lists
- Cash and important documents - small bills, coins, deeds, insurance papers, family photos, medical cards, etc.
- Clothing and sturdy shoes, bedding, and personal hygiene items
- Tools - adjustable wrench, fire extinguisher, sturdy gloves, whistle, small mirror, etc.
- Sanitation and hygiene supplies
- Special needs - supplies for kids, pets, seniors, and people with disabilities
- Out-of-state contact list

Please visit the web site for the American Red Cross for further emergency preparedness information at: [www.redcross.org](http://www.redcross.org).

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## Emergency Contacts

- ➔ **911** (From a campus phone)
- ➔ **(805) 437-8444** (From a cell phone to reach CSUCI Police)
- ➔ **Emergency "Blue Light" phones** (activate the phone and you will be connected to CSUCI police).

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## Emergency Information Updates

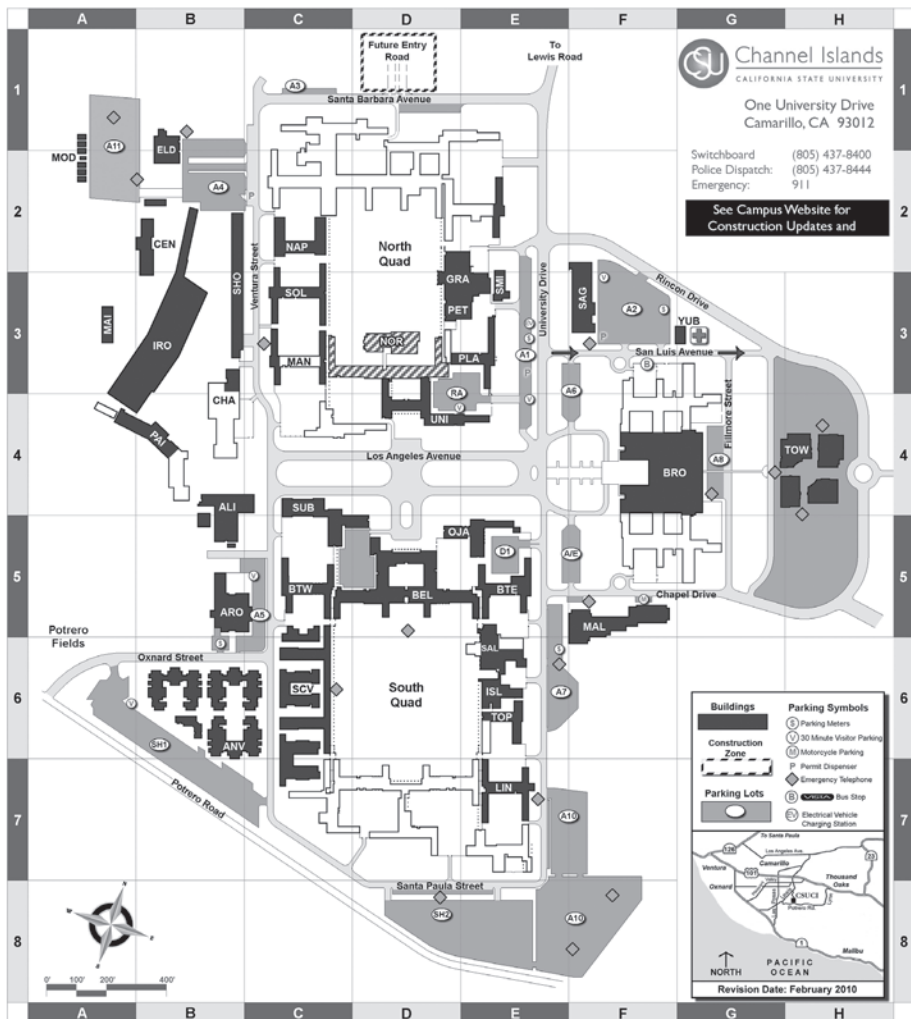
- ➔ **(805) 437-8400**
- ➔ **<http://www.csuci.edu>**: CSUCI web home page will display emergency bulletins.
- ➔ Emergency Alert System (EAS):  
**KVEN 1450 AM**  
**KHAY 100.7 FM**  
**KMLA 103.7 AM** (Spanish)

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## Non-Emergency Numbers

- ➔ **(805) 437-8444** CSUCI Police Department
- ➔ **(805) 437-8847** CSUCI Environmental Health & Safety
- ➔ **(805) 437-8960** CSUCI Operations, Planning & Construction
- ➔ **(805) 339-2234** American Red Cross
- ➔ **(805) 981-5331** Ventura County Public Health

# CAMPUS MAP



Building	Grid	Building	Grid	Building	Grid
<b>ALI</b> Aliso Hall	B4	<b>IRO</b> Ironwood Hall	B3	<b>SAG</b> Sage Hall	F3
<b>ARO</b> Arroyo Hall	B5	<b>LIN</b> Lindero Hall	E7	<b>SAL</b> Salon A	E6
<b>ANV</b> Anacapa Village	B6	<b>MAI</b> Maintenance Stores	A3	<b>SCV</b> Santa Cruz Village	C6
<b>BRO</b> Broome Library	F4	<b>MAL</b> Malibu Hall	F5	<b>SMI</b> Smith Decision Center	E3
<b>BTW</b> Bell Tower West	C5	<b>MAN</b> Manzanita Hall	C3	<b>SHO</b> Shops	B3
<b>BEL</b> Bell Tower	D5	<b>MOD</b> Modoc Hall	A2	<b>SOL</b> Solano Hall	C3
<b>BTE</b> Bell Tower East	E5	<b>NAP</b> Napa Hall	C2	<b>SUB</b> Student Union Building	C4
<b>CEN</b> Central Plant	B2	<b>OJA</b> Ojai Hall	E5	<b>TOP</b> Topanga Hall	E6
<b>CHA</b> Chaparral Hall	B4	<b>PAI</b> Paint Shop	B4	<b>TOW</b> Town Center	H4
<b>ELD</b> El Dorado Hall	B1	<b>PET</b> Petit Salon	E3	<b>UNI</b> University Hall	D4
<b>GRA</b> Grand Salon	E3	<b>PLA</b> Placer Hall	E3	<b>YUB</b> Yuba Hall	G3
<b>ISL</b> Islands Café	E6				