



***“Redefining Access to Higher Education”
Right Here. Right Now.***

*26455 Rockwell Canyon Road
Santa Clarita CA 91355*

*www.canyons.edu/offices/univctr
661.362.UNIV*

**Student Handbook
2005**

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Interim University Center Mission

The mission of the Interim University Center, Santa Clarita Valley is to provide immediate access to upper-division and graduate level educational opportunities, to coordinate academic support services through its affiliation with partnering universities, and to plan for the expansion of curriculum/program offerings and enhancement of services in the permanent University Center.

University Center Goals

- Provide a high-quality educational and training environment
- Provide access to advanced technological resources
- Coordinate resources necessary to support the partnering institutions
- Assist in the assessment of educational needs within the community
- Complement and provide extra value to the mission of COC

References

The information contained in the *Student Handbook* for the University Center, Santa Clarita Valley was collected, in large part, from each of the participating institutions. Effort was made to be as accurate as possible and, in so doing, much of the content was taken "word-for-word" from the institutional publications. Institutional citations were not included. Each of the participating institutions was queried during the compilation of the handbook, and representatives were asked to submit changes in all subsequent editions. All changes have been incorporated into the third edition.

Additional reference includes:

- *Fund Your Future Financial Aid Workbook for Students* published by the California Student Aid Commission and EDFUND, September 2001. Reprinted by permission of EDFUND. All rights reserved.

Accuracy Statement

The University Center, the participating institutions, and College of the Canyons have made every reasonable effort to determine that everything stated in this handbook is accurate and up-to-date as of January 2005. Its contents, including courses and programs offered, are subject to change without notice by the administration of COC, the University Center, and participating institutions for reasons related to student enrollment, type or level of services, or any other reason deemed necessary. COC, the University Center, and participating institutions further reserve the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with application laws.

Welcome to the University Center

Congratulations on your decision to further pursue your education in the Santa Clarita Valley. The University Center is a unique facility that provides opportunity for accredited universities to offer a wide range of credential and degree programs at the baccalaureate and post-baccalaureate level. As you can imagine, each participating institution has certain policies and procedures that it must follow, and this *Student Handbook* is designed to assist you by explaining some of those policies, answering some of your questions and, when appropriate, pointing you in the right direction. This handbook can serve as a valuable resource. We hope that your experience at the University Center will be an integral part of your personal and professional development.

It is important that you understand three phrases used throughout this handbook: “participating institution(s),” “host institution,” and “home institution.”

“Participating institution” refers to each institution that has entered into a formal agreement with College of the Canyons to provide one or more certificate, credential, and/or degree programs through the University Center. “Host institution” refers to the participating university that may allow you to register for one or more classes without seeking formal admission to their program. This is often called ‘non-matriculated access’ and it can allow you to take courses from one institution to transfer the credit to another institution or to begin your studies while making your final decision on a “home institution.” “Home institution” is the specific institution to which you seek admission and from which you chose to earn your certificate, credential, or degree. Initially, the three phrases may seem confusing, but consider each of them in this way: once you choose your certificate, credential, or degree objective from the list of participating institutions, you will most often communicate with your home institution but may begin your studies at or transfer coursework from a host institution.

The journey you are about to begin will be both challenging and rewarding. It is your education. Make the best of it. With every good wish for your success...Right here. Right now. The Staff and Partners of the University Center, Santa Clarita Valley.

***To dance through life
we must listen to the music within.***

Alan Fischer

Getting Started at the University Center, Santa Clarita Valley

Getting started at the University Center is really quite simple. First, look through the list of degree, credential, and certificate programs (*Appendix A*), and make a preliminary decision as to what programs best suit your needs and interests. The University Center Advisor is available to help you in narrowing your focus and answering some of the basic questions you may have during exploration.

Once your preliminary decision has been made about which program best suits your educational goals, review the material in this handbook, and visit the potential institution's web site (*Appendix B*). For academic advising and additional information regarding the specific application/admission process, registration procedures, and the student services available, contact the selected institutional representative (*Appendix C*).

Several of the participating institutions conduct information meetings during which time many typical questions are addressed. The "Information Meeting" schedule is posted on the University Center web site. It's in your best interest to attend one of these meetings.

To get started, follow these steps:

- Select one or more potential programs that suit your goals
- Gather information from this handbook and the institution's web site
- If required or available, attend an information meeting
- Meet with an advisor or representative from the institution
- Make your decision and apply for admission

Remember...participating institutions and the University Center are partners in providing you with this educational opportunity. Whatever the University Center staff can do to assist you by enhancing the facilities or expanding the services, please let us know. The University Center office is located in the Interim University Center (Room Y-112) at College of the Canyons (COC), 26455 Rockwell Canyon Road in Santa Clarita, and is open Monday through Friday. A map of the COC campus and the Interim University Center is available on the University Center web site. Our telephone number is 661.362.UNIV or you can reach us on the web at www.canyons.edu/offices/univctr/

**Every sheer face of rock
has hidden footholds
for those who find
the courage, faith, and patience
to seek them.**

Julie Sims

Admission

Admission to any of the University Center programs is handled through the participating institutions. Credential or degree programs have specific prerequisites and requirements. Thus, the admission process is handled through the institution providing the degree or credential. Once you have narrowed down your program options, it is important to speak with an institutional representative or academic advisor prior to submitting your application for admission.

The following topics are intended to help you through the initial process of selecting your home institution. Once your questions have been answered and you have a clearer idea of what program options and services are available, you will be ready for the final phase of the admission process: making a decision and submitting your application.

The Academic Calendar

Each participating institution follows an *Academic Calendar*. The *Academic Calendar* indicates several important dates: pre-registration periods, the last date you can add or drop a course, the last day you can apply for a refund of tuition or fees, the final exam schedule, and even the holidays recognized by the institution. Each participating institution is different. Get a copy of the *Academic Calendar* and refer to it often.

The University Center staff follows the *Academic Calendar of COC* and will depend on many of the services of College of the Canyons to support you during your studies. During COC holiday or break periods, many of the services provided by COC may be unavailable. The University Center/COC *Holiday Calendar* is posted on the University Center web site under *General Information, College of the Canyons Services*.

The Advising Process

All participating institutions of the University Center offer admissions/academic advising to new and continuing students to help you decide which courses to take to achieve your goals. Academic advisors from the institution will evaluate your previous education, inform you of any entrance tests required prior to or soon after your admission, and develop a comprehensive program plan that identifies the courses necessary for you to complete the degree or credential requirements. Once you have committed to a program, an advisor is with you throughout the program to ensure that you remain 'on track' with your studies.

For those of you planning to transfer from College of the Canyons to pursue a bachelor's degree, be sure to visit a COC counselor. Each COC counselor is familiar with the variety of undergraduate programs offered through the University Center, and is well acquainted with the articulation agreements that clearly identify the lower-division courses needed to transfer to your bachelor degree program. Meeting with the COC counselor will ensure a smooth transition to your new home institution.

Initially, advising can begin with a simple telephone call or email to the respective institutional representative or advisor (*Appendix C*). At that time, arrangements will be made to either fax your unofficial transcripts to the advisor, or to meet with the advisor during his/her next visit to the University Center. Meanwhile, some of your general advising questions may be answered by meeting with the University Center staff, visiting the institution's web site (*Appendix B*), attending an information meeting, and reviewing the material in this handbook.

Once you have been admitted to a program, regular advising takes place

- During a regularly scheduled advising session (normally posted on your home institution's web site),
- Immediately prior to or as part of a scheduled class meeting,
- Through email or telephone communications, or
- By special arrangement.

Remember...advising is an important part of your journey. The institutional advisor is your guide through the process, and can be an indispensable resource. The advisor has the map. Don't get lost trying to navigate on your own.

Articulation and Transfer

The participating institutions are committed to ensuring that your relevant coursework from other accredited institutions will effectively transfer when you do. The universities have also made the commitment, whenever feasible, to honor each other's curriculum when taking classes concurrently from more than one university. However, the policy for transferring credit and the maximum number of units allowed is institutional-specific and transfer coursework must be considered on a case-by-case basis, so be sure to discuss this with your advisor.

All of the participating institutions offering bachelor programs have articulation agreements with College of the Canyons as well as several other community colleges in the region. These agreements facilitate your course selection process, ensuring that your coursework will fulfill the general education and prerequisite requirements for your major. Agreements between community colleges and public universities are available on the web at www.assist.org, but for specific questions it is best to bring it up with the advisor at the institution to which you are transferring.

A very important note...not all classes included on an articulation agreement must be completed before transferring to a university program. Most often, the university will want to be sure that at least some, if not all, General Education requirements have been met, a minimum number of units have been completed, a minimum grade was achieved in each course being considered for transfer, and each course was completed within a specific time period (i.e., seven years) prior to application for admission.

The University Center has also developed advising sheets for most of the undergraduate programs available from participating institutions. Each advising sheet clearly identifies the lower division courses you should complete at COC to make the transfer. Advising sheets are posted in the Center as well as on the web site.

An undergraduate student can normally transfer a maximum of 70 semester (or 105 quarter) units from a community college into a bachelor program, but that number can vary between institutions so get a copy of the advising sheet for clarification. In addition, a student may also transfer a specified number of units from another four-year institution, and that number will vary between institutions as well. Since transfer and resident unit requirements can be closely interrelated, it is important that you discuss this with your institutional representative or consult the institution's catalog.

The transferability of courses at the post-baccalaureate level is usually more restrictive since graduate programs typically require a more focused area of study. Transferability of coursework often depends upon several factors:

- Level and relevance to the credential or degree,
- Time since completion (i.e., five years for Master and three years for Doctoral degrees),
- Grade achieved (oftentimes a 'B' or better),
- Whether the coursework was credited to a previously completed degree, and
- The number of units already transferred into the program from a regionally accredited institution.

Be sure to meet with your advisor to determine which courses will meet your credential or degree requirements.

All students currently affiliated with a home institution should request and receive written approval from their home institution before enrolling in any course from another institution intended to be submitted for transfer credit.

Entrance/Placement/Assessment Testing

For undergraduate students, it is assumed that you have attained certain skills in your lower-division studies and completed many, if not all, of the General Education requirements prior to transferring to a university. For several programs, it is also assumed that you not only have access to a computer and the Internet, but that you currently possess (or, within a reasonable period of time with the university, will acquire) the computer skills appropriate for your program. Most often this includes basic familiarization with widely used practical computer applications: word processing, spreadsheet, and Internet access tools.

For those who do not feel that their computer skills are sufficient to begin their degree program, there are several lower-division courses available through COC that develop your skills and knowledge in each of the computer application areas. And several COC courses provide transferable units to undergraduate programs. Check with your advisor to confirm which course or courses will be eligible for transfer.

Post-baccalaureate students may be required to successfully pass a regional or national exam prior to acceptance in a program. For instance, teaching credential candidates must pass the California Basic Educational Skills Test (CBEST) and California Subject Examination for Teachers (CSET). Graduate students may be required to pass the Miller Analogies Test (MAT), the Graduate Record Examination (GRE), or another degree-related exam. For some students, the exam is not a requirement if your grade point average is above a certain level. Hence, the best advice is to check with your institution about specific requirements.

Computer/Internet Requirements

As a distant learner, access to a computer and the Internet is important...especially when it will become an important means of communicating with your home institution, your professors, and your classmates as well as for the ordering of your textbooks, conducting research, or participating in electronic classroom course experiences.

Most of the participating institutions will depend on an institutional email account to communicate with you. You will be assigned the email account (and provided access to technical support) by your home institution in one of two ways: either you must complete a 'Request for an Account' or one will be generated automatically for you upon registration in your first class. In either case, your email can be accessed from any computer terminal that has Internet access and, in most cases, simply requires that you access the email through your institution's home page. Check with your institution to see which method they use and confirm the contact information for technical support or the help desk should you experience any problems...and check your email regularly.

Although very few participating institutions require minimum computer and Internet systems, it is important that whatever you use be compatible with the technology used in today's classroom. As you consider your available degree options, be sure to confirm with your potential home institution whether or not there are computer requirements.

For those who do not have regular access to a computer and the Internet, there are a number of options available to you that meet or exceed your program's requirements. The COC Library allows non-COC students use of the computers located on the second floor in the Open Computer Lab. Operating hours for the library are posted on the University Center web site under *General Information, College of the Canyons Services*. COC's Career Services office also has a computer lab available in Building C, Room 103.

The COC Access Center in Canyon Country also has a computer lab and technical assistance for general use by members of the community. Call 362.5800 for operating hours.

The University Center maintains a computer lab for instructional purposes, but the lab is available for University Center students when a class is not in session. Contact the Center's office to confirm the availability of the lab.

Any student using computing facilities maintained by the University Center or COC is obligated to comply with policies established in the *Computer and Network Acceptable Use Guidelines* of the Center. Copies of the guidelines are available from the University Center office.

***A man is not necessarily intelligent
because he has plenty of ideas,
any more than he is a good general
because he has plenty of soldiers.***

Chamfort

Non-Matriculated Access

Non-matriculated access means that you can begin taking courses with a participating institution prior to submitting an application for admission, or enrolling in a course from a host institution with the intention of transferring the course (and units) to your home institution. Institutions refer to this as 'open enrollment,' 'guest enrollment,' or 'restricted enrollment.' Keep in mind that for some courses and/or programs, non-matriculated access may not be available and may require that you apply for admission prior to your enrollment. Check with the institutional representative.

There is typically a limit to the number of units you can earn in a 'non-matriculated' status, so be sure to communicate with your advisor of your intentions...the units earned in a non-matriculated status may be applied to your degree as 'transfer' units. Unless prior written approval was attained from your home institution, the home institution is not obligated to accept a course toward degree or credential requirements that you might choose to take from another institution. Another important fact to keep in mind is that while you are in a non-matriculated status, you are ineligible for any financial aid. And if you intend to eventually earn your degree or credential, you must seek formal admission.

Residency Requirements

Each of the programs offered by the participating institutions at the University Center is considered a 'resident' program even though the physical location is removed from the main campus of the institution. What this means is that each unit you earn from classes completed at the University Center will apply towards the minimum number of units (residency unit requirement) you must earn for that institution to award your degree.

International Students

Due to the complexities involved in obtaining and retaining an appropriate F-1 Student Visa to study in the United States, most participating institutions require that international students attend courses on the respective main campus. Check with the institutional representative.

Alternatives for Earning Academic Credit

The various alternatives described below pertain to undergraduate degree programs or, in a few instances, as prerequisite or foundation courses prior to admission into a graduate program. Institutions may limit the total number of credits earned through any of these alternatives that can be applied to a degree program, and units earned through these non-traditional means may not count toward the minimum units for residency.

CLEP: A national system of credit by examination administered by the College Board, a participating institution will grant academic credit in either specific subject and/or general areas upon successful passage of each exam.

DANTES: The DANTES Program is also a nationally recognized standardized testing program in a variety of subject areas. Similar to the CLEP in many ways, successful passage of each exam provides academic credit applicable to your degree program.

Credit by Exam: Each participating institution may allow you to 'challenge' a course by providing the opportunity for you to pass an examination of the subject area (normally the final exam for the course you are challenging). To challenge a course, you must receive approval to do so by the instructor as well as the respective department chair and academic dean and then pay the appropriate 'Challenge' fee.

Other Alternatives: Participating institutions may also award academic credit for other standardized tests (i.e., Advanced Placement Examinations, ACT-Proficiency Examination Program), field studies, independent or individualized studies, prior experiential learning, or military or professional training received and recognized by the American Council on Education (ACE).

When you meet with your advisor, be sure to ask what alternatives might be appropriate for you. If accepted by your institution, these options can significantly accelerate your journey.

The Admission Process

Hopefully, the preceding sections have been helpful. The better informed you can be, the more satisfied you'll be with your educational experience and more likely to reach your destination. Once you've made your decision about which program of study to pursue, it's time to commit.

If you intend to earn a degree or credential, you must apply for admission directly to the institution offering the program. Graduate programs may also require that you apply for admission to a specific graduate program in addition to the institution. Applications are normally accepted throughout the year. The application packet will ordinarily require: an application and corresponding non-refundable fee, a summary of your prior educational and/or work experience, course work you have taken as verified by official transcripts, documentation verifying passage of certain relevant tests and, on occasion, letters of recommendation.

Several of the University Center's participating institutions offer their programs in a cohort or cluster model. Cohorts or clusters begin when a sufficient number of students have been accepted for admission to justify the commencement of the program. When you meet with the advisor, you will know whether this applies to your program of interest and, if so, when the next cohort or cluster is expected to begin. Once the minimum number of students has been accepted, you will be notified by the institution to attend an organizational meeting. Meanwhile, you should submit the application for admission as soon as you are willing to commit to the program.

For those of you pursuing post-baccalaureate studies with a credential or degree objective, an admission interview is often required prior to your acceptance. The interview may take place over the telephone or at the University Center, or you may be asked to travel to the institution's main campus. Check with your institutional representative to see if this applies to you.

**Behold the majestic
oak tree...
a nut that
stood its ground.**

Author unknown

Registration

Now that you've made the most difficult decision and chosen your program of study, the rest of your journey should be relatively straightforward. You've met with the institutional advisor...your program plan has been completed...you know which courses will be required for your degree or credential requirements...you've checked your email. The next step is to register.

Registration

The University Center does not handle your registration. Each institution is responsible for its own registration procedures.

Most University Center participating institutions allow non-matriculated students to register for and take a certain number of courses without seeking admission to a specific program or while your application for admission is pending acceptance. However, some courses may be restricted to admitted students, to students at a particular level (e.g., junior standing), or to students who have completed prerequisite courses. If you intend to register for a course as a non-matriculated student, discuss your registration options with the institution you plan to attend. Host institutions will attempt to accommodate your enrollment by not requiring you to go through the full admission process if you already have a home institution. And if you are intending to transfer the course credit to another institution, be sure to confirm the institution's acceptance of the course before you register for it.

With each participating institution, there are various methods by which you can register for courses, and oftentimes the method is influenced by whether you are a new or returning student, or part of a cohort or cluster. The registration options and process can be found on each institution's web site or from the institutional representative.

Many of the institutions have a pre-registration or 'early registration' period, normally 2-4 weeks prior to the beginning of the term. Many of the courses are filled on a first-come, first-served basis so it is usually in your best interest to register at the first available opportunity to do so. It is also important to note that if you wait to register until after the pre-registration period has ended or at the first class meeting and you were expected to register beforehand, you will most likely be assessed a late registration charge.

Imposing a late registration fee is not intended to discourage you from your studies, but rather to allow the institution ample time to adequately prepare prior to a course beginning. Since many of these institutions deliver these programs as an extension of their main campus activities, sufficient lead-time is necessary to consolidate the resources for the course. Your early enrollment will ensure a better-prepared course.

Due to the nature of some programs, your institution may accept and actually expect registration at the first class meeting. This is true primarily for programs operating as a cohort or cluster, but check with your institutional advisor to see if this applies to you.

Submission of the actual registration form may occur during your advising session or the first night of class, on-line through the institution's web site, by mail-in or fax-in, or if you are near the institution's main campus, by walk-in. The best way to know which method to use when registering for courses is to speak with the institutional representative or advisor. Don't assume anything...your registration and your degree depend on you.

Two final but very important points to remember: first, no registration is valid without payment and, second, if you register for a course but then choose not to attend without providing notification or initiating the appropriate 'drop' from the course (and you didn't send in your payment), you could still be held responsible for the entire cost of the course. This can have a severe effect on your ability to register in subsequent terms.

Payment Procedures

Tuition and fees vary according to the participating institution. Some universities charge a registration-processing fee each term, and some courses may have additional fees (i.e., lab fee, distance technology fee, etc.). Even some of the public institutions may charge the traditional 'state university' fees while others may operate on a self-

support basis and charge a 'per unit' fee much like a private university. Hence, it is a good idea to find out ahead of time and plan your budget accordingly.

Payment in full (or payment arrangement) for each course is normally expected at the time of registration or, in some cases, prior to the first class meeting. If you pay for your course after the deadline, then you may also be assessed a 'late' fee. As mentioned earlier, for several participating institutions, registrations are binding and you may be charged for tuition and fees based on the registration that you submitted, regardless of whether you submitted the required payment. If you register for a class and then decide not to take the class, make sure you submit the appropriate paperwork to drop it.

Payment methods for each of the universities include personal check, money order, and major credit card. In addition, most of the participating universities offer a 'Deferred Payment Plan' that allows you to make payments throughout the term of the course as well as 'Employer,' or 'Veteran' reimbursement plans that allow you to defer payment for a course until receipt of the reimbursement. Several institutions will accept Vocational Rehabilitation payment provided the *Authorization for Service* is filed with the institution prior to commencement of classes. With each of these options, interest on the debt does not accrue but you could be assessed a small fee to initiate the option.

Financial aid is another payment option and will be explained in greater detail under *Student Support Services: Financial Aid*. Keep in mind that in order to be eligible for any type of federal, state, or institutional financial aid, you must be formally admitted to a degree or credential program.

The Add/Drop Process

As with most participating institutional procedures, the procedure to 'Add' (enroll in) a course or 'Drop' (withdraw from) a course in which you are enrolled varies among the universities.

Adding a course after the course has already begun can be restricted. It will depend on several factors: how much instructional time was missed, how much time remains in the class, whether an opportunity exists to make up the missed class sessions, whether the class already has full enrollment, or whether you are willing to pay the associated 'late' registration fee. If you are fortunate enough to be allowed to add a course, you will most likely be required to submit an 'Add' or 'Program Change' form approved and signed by the instructor or academic advisor. Simply showing up for a class in which you are not registered does not mean the instructor has to allow you into the course.

Dropping a course after the course has already begun can also have its consequences. Depending on when you drop a course will determine what is annotated on your transcripts, and what, if any, refund you may receive. However, if you choose to drop a course, you must officially 'drop' the course. Simply not attending class does not drop you, and you will most likely receive an "F" or "U" for the course. Either grade is used in calculating your GPA, and neither grade is good. Eligibility for a tuition refund (and the actual dollar amount of the refund) will be based on the date of receipt of your official 'Drop' form, not from the date you cease to attend class.

A final note regarding 'drops'...if you register for a course for which you do not have the prerequisites listed for the course and you find that you must drop the course (because the material is over your head), you may still be assessed the 'drop' fee. Remember, meeting any and all course prerequisites is your responsibility.

**What lies behind us and what lies before us are
tiny matters compared to what lies within us.**

Ralph Waldo Emerson

The Refund

Refunds of tuition or other registration fees are based on the date of your official withdrawal from a course. The amount of refund can vary among institutions due, in part, to the variations in length of their academic terms. Each university publishes the refund schedule in its schedule of classes or registration materials. Also, while you are checking the refund schedule, be sure to find out whether your university charges a 'drop' fee which is usually a flat rate that can vary from \$20 to \$100 between universities. This can be in addition to the percent of tuition retained by the institution.

If you happen to be receiving financial aid and you drop a course, you must communicate with your institutional representative to determine what financial obligation you may incur.

If you register for a course and the course is cancelled, you will be given a full refund.

Refunds are normally received within 45 days after the effective date of withdrawal.

Transfer Credit

If you intend to take a course from one institution and transfer those units to your degree or credential program, make sure you consult with your home institution for the procedure to ensure the acceptance and transferability of the course.

**Education is
what survives
when what has been learnt
is forgotten.**

B.F. Skinner

Student Support Services

Safety, Escort, and Shuttle Services

The College of the Canyons employees and, in particular, the COC Security Office is responsible for providing reasonable protection to those students attending classes at the University Center. Security Officers continually patrol the entire COC campus, and rely on active student involvement in making the campus as safe as possible.

There are a number of things you can do to ensure your own safety and the safety of others by being alert to suspicious situations or persons and promptly reporting them. To contact Security in a **non-emergency**, you can use any of the telephones located around campus and in the classrooms and dial extension 3229. In an **emergency** situation, using the same campus and classroom phones, dial 7. A special emergency phone will notify the COC Switchboard Operator who will then contact Security.

In the event that you must evacuate your classroom due to fire or other disaster, exit the building entirely and move to the designated "collection point." If you are in the Interim University Center, move to the South Parking Lot if the path from the Center to the lot is not obstructed. If the path is obstructed, remain in the cul-de-sac area adjacent to the Center and wait for further instructions. Under no circumstances should you attempt to re-enter the building until cleared by an administrator or a designated representative to do so.

All students at the University Center are responsible for their own actions that in any way affect their safety or the safety of others. Each student must exercise his or her own judgment to avoid situations or activities that may endanger health or physical safety. When walking on campus in the evening, particularly through the parking lot, use the 'buddy' system. Travel with a classmate or two. Don't take unnecessary risks...there is safety in numbers.

A Campus Escort Service is also available. Trained uniformed escorts are available Monday through Thursday from 6:00 p.m. to 11:00 p.m. To request an escort to your vehicle, use the telephone located in the classroom and dial extension 0, or stop by the COC Switchboard Operator located in Building A.

A Campus Escort Shuttle is available as well. The Escort Shuttle circles the campus approximately every 15 minutes, Monday through Thursday from 6:00 p.m. to 11:00 p.m. The shuttle will pick you up and drop you off near your destination. The pick-up point for University Center students is the cul-de-sac immediately outside the University Center.

Lost and Found is located at the COC Security Office, Building X-10. If you find something, turn it into the University Center staff who will then make arrangements to send the item to COC Security. If you happen to lose something, simply contact the COC Security at 362.3229 to find out if the item has been turned in.

Textbooks/Course Materials

Although each of the participating institutions of the University Center has a physical bookstore located on their respective main campus, each institution has developed alternative means for you to acquire the necessary textbooks and related course materials for your classes. This ordinarily means that you can order your books directly from the institutional bookstore online, by telephone, or by fax and have the texts delivered to your door. You also have the option of using a non-institutional related bookstore like Amazon.com, but allow yourself ample lead-time in case the book is not ordinarily stocked. Oftentimes, bookstores not directly affiliated with an institution may not be familiar with or have immediate access to the particular book and/or edition.

It is expected that you will acquire the required textbooks prior to the first class meeting, which normally means ordering your books two weeks prior to the start of the course. Due to the accelerated or condensed format of many classes, it is important that you have adequate time to not only orient yourself to the material beforehand, but also be prepared to begin your assigned readings immediately following the first class.

When ordering from the institutional bookstore either online or by phone or by fax, the bookstore will normally know what the required and recommended textbooks and course materials will be for the upcoming term. To be sure, provide the location of your program as well as course number and instructor since different texts may be

used for the same class at different locations. Some of the institutions also post the course syllabi or textbook information on their web site so you can acquire the correct materials by whatever means is most cost efficient for you.

For those who order your textbooks online through the recommended institutional-related bookstore, you may discover that you may receive a discount for being enrolled in a sufficient number of units through the institution, you may receive a discount on the shipping charges, or you may have the option of selling your books back to the bookstore at the completion of the term. Check with your institution's bookstore.

Textbooks and related course materials may also be made available through the Cougar Bookstore on the COC campus. If this is the case, you can either stop by the bookstore or order the textbooks online at coc.bkstore.com. The Cougar Bookstore also offers a selection of trade and reference books, supplies, stationary items, and soft goods. Special orders can also be made for books and other materials not normally carried.

Check with your home institution to confirm what method of ordering textbooks and course materials they recommend.

Library Services and Resources

It is important for you to have access to library materials and resources to support your learning. As a student at the University Center, you have a wealth of information available through the College of the Canyons Library and your home or host institution.

COC Library services include reference assistance, copy machines, group study rooms, and an Open Computer Lab. Library materials available for your use include books, pamphlets, periodicals, and audiovisual media. A number of periodicals are also accessible both in print and through several online indexes and databases. To use most of these services, no special library card is required. Just stop by the Library's front desk on your first visit to arrange borrowing privileges. Or if you intend to borrow materials at other libraries within LA County, you can obtain a free Library Card that entitles you to use any one of the 88 branches. More information is available on the LA County web site at www.colapublib.org/about/fees.html.

In addition, each participating institution has a variety of library services available to assist you in your studies. Perhaps the most important is the virtual or electronic library accessed through your university's web site. Entry of your student ID number and PIN usually permits access to the virtual library. Once there, you can use the electronic catalog and numerous databases oftentimes made available through other automated systems to facilitate your research: journal articles, books, database searches, Educational Resources Information Center (ERIC) documents, and interlibrary loans.

The interlibrary loan program sponsored by your institution can be an invaluable resource during your studies. An interlibrary loan program provides you access to materials from institutions other than your own. It can mean getting your hands on the most unique or most accurate information.

Several of the participating institutions have additional services for the distant learner at little or no charge. These services may include

- Online access to reference librarians specializing in specific research areas;
- Document delivery of resource materials to your home or workplace;
- On-site training on how to make the most of your library experience;
- And a toll-free number for reference assistance.

Should you choose to visit your home institution's library on the main campus, you will need to be sure that you have been issued a Library Card (usually bar coded) and/or a Student Identification Card. If you don't have one, contact your institution to find out if it can be obtained on the same day you intend to visit the library.

The Financial Aid Process

A college education is one of the best investments you can make...and financial aid is there to help. Financial aid means more than just what is available from the federal government. It may also include grants, scholarships, and other "gift aid" available from the state government, your home institution, community organizations, private

foundations, or the company where you are employed. Don't disqualify yourself prematurely...you may not be eligible for need-based aid, but you could still qualify for scholarships and low-interest student loans.

Your home institution, not the University Center, is responsible for any financial aid.

Federal, state, and most institutional financial aid eligibility will be based on information you provide on your *Free Application for Federal Student Aid (FAFSA)*. The steps outlined below will take you through the process. Keep in mind, though, that you must be admitted to a degree or credential program and registered in classes prior to receiving your financial aid award (this doesn't mean you have to be admitted when you submit the *FAFSA*). You must maintain at least half-time student enrollment status, you can only draw financial aid from one institution, even though you may be concurrently enrolled, and you must reapply for financial aid each year.

The following steps are taken from the *Fund Your Future Financial Aid Workbook for Students* published by the California Student Aid Commission and EDFUND, September 2001*. It is an excellent resource to assist you, and it is highly recommended that you get a copy (available at the University Center) to guide you through the process.

Step 1: Find out what's offered. Research state and federal financial aid programs. When applying for admission to the university, find out about procedures, deadlines, and requirements for student aid programs.

Step 2: Complete the *FAFSA*. The *FAFSA* (usually available in November for the next academic year) asks for information about your family's finances. But you don't need to wait until your previous year's tax return is filed. Instead, you can use estimates until the actual numbers are available. Meeting deadlines is more important than holding the *FAFSA* until the tax return is completed.

Complete the *FAFSA* online at www.fafsa.ed.gov. But before you start filling out the *FAFSA*, print the Pre-Application Worksheet listing the financial information you will need to collect beforehand. Filing online will result in fewer errors, immediate assistance, and quicker turnaround time.

In order to sign your application electronically, you must apply for a PIN at www.pin.ed.gov. This will save you from having to print a copy of the signature page and mail it to *FAFSA*, and will expedite the processing of your application.

Make sure that the school code is correct on your *FAFSA*. The school code identifies the university or universities in which you intend to seek admission. If the school code is wrong, the universities may not know of your intentions to attend and receive financial aid, and your financial aid award could be adversely affected when you finally get the problem resolved.

Be sure you don't submit or even date your *FAFSA* before January 1. If you do, it will be returned unprocessed and you'll have to file again. And even if you're not sure you'll need a loan, it's a good idea to answer "yes" on the *FAFSA*...just in case.

Step 3: Meet the deadlines. First, file the *FAFSA* as soon after January 1 as possible. For Cal Grant A, B, and C, you must submit your *FAFSA* by the March 2 deadline while Cal Grant T allows you to file by mid-April. Each Cal Grant also requires submission of the California Student Aid Commission's GPA Verification Form. Some simple advice...get the *FAFSA* in on January 2 and don't worry about the other deadlines.

Each university sets its own deadlines for the federal financial aid programs (Pell Grants, loans, etc.) it administers along with the programs unique to the university. These deadlines are usually early in the calendar year (January through March) and are often called 'priority' deadlines, meaning that if you file on time, you'll receive priority when financial aid awards are made.

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Step 4: Receive and Review your *Student Aid Report (SAR)*. Usually within 2-3 weeks of filing your *FAFSA*, you'll receive your *SAR*. The *SAR* contains a summary of the information you provided and lists your expected family contribution (EFC). Immediately review your *SAR* carefully for accuracy, following the instructions if any changes need to be made. Once any corrections or changes have been made, send it back.

Each university you list on your *FAFSA* will receive your final *SAR* information, as will the California Student Aid Commission who will use the information to evaluate your eligibility for a Cal Grant or other state student aid. If your *SAR* so indicates, a verification form and a signed copy of your *Federal Tax Return* must be submitted to the university's financial aid office. From the *SAR*, the university will determine your eligibility and begin developing a financial aid offer.

Step 5: Research private grants and scholarships. Check the requirements and deadlines at each college when applying. Several participating institutions administer or offer merit and/or needs-based scholarships, university grants, APLE loans for prospective teachers, or tuition reduction programs, and may require that you submit an additional application for financial aid directly to the university. Visit the many financial aid resource sites linked to the University Center and institutional web sites.

Step 6: Look into federal student loans. Even though you may be hoping to receive grants and scholarships to fund your education, it's a good idea to keep your eligibility for a loan open. Your *FAFSA* establishes your eligibility for both a subsidized and unsubsidized loan, and once the university has had a chance to review your *SAR*, you will be notified. Requirements vary for the different student loans, and participation in the loan programs may vary from one school to the next.

Step 7: Evaluate your offers. Carefully review all correspondence you receive. Because college admission letters and financial aid eligibility letters usually aren't mailed at the same time, you may be notified about your financial aid 'package' after you've been accepted for admission. And don't let any deadlines pass without making a decision.

The financial aid administrator at each university you listed on your *FAFSA* (remember the importance of the correct school code?) will send you an evaluation of your eligibility for scholarships, grants, loans, and other options once you've been accepted for admission. This is typically referred to as your 'financial aid award letter.' READ THIS CAREFULLY. Award letters normally require that you sign or initial acceptance of the award, in whole or in part, and return it to the university prior to the deadline. Your financial aid award is not automatic...you must officially inform them of your intentions to accept or refuse any or all of the award.

Another important piece of information contained in your letter may be the need to attend entrance counseling before you can receive your first loan disbursement. Most institutions now have a link from their web site that allows you to fulfill this requirement online, but it usually means downloading the form, signing it, and mailing it to the institution.

Finally, if you are offered and choose to accept a loan, you MUST complete and sign a *Promissory Note* from the guarantor of the loan. Normally, the signed Note is returned directly to the guarantor, but read the instructions carefully just to be sure. Accepting a loan means accepting the responsibility of repaying it.

The California Student Aid Commission will notify you of your eligibility for any Cal Grant awards prior to April 30 (provided, of course, you met the March 2 deadline).

Step 8: Reapply for aid each year. To continue receiving financial aid, you must reapply each year. With few exceptions, awards are 'new' each year. To reapply (for those who initially applied online), simply use your PIN to access your *Renewal FAFSA* at www.fafsa.ed.gov.

Make corrections to the *Renewal FAFSA* for information that has changed or was previously left blank. Look for bold arrows and questions that do not have answers. Be sure to review the universities previously listed, particularly if you are planning to change institutions in the future. And if you do change schools, your financial aid won't always go with you. Check with your new university's financial aid office.

Remember that you must be admitted and registered in a minimum number of units (usually half-time enrollment status) before the university can disperse any funds to you. Your financial aid disbursement will only continue if you maintain the required enrollment status throughout the period.

Other important facts to remember:

Any time there is an anticipated change in your enrollment status, you must notify your institution immediately so that your financial aid award can be adjusted accordingly.

A student is only eligible to receive financial aid funds for a period not to exceed six (6) years. It does not matter whether you change your degree objective or change the institution you attend...six years...that's the limit. Plan ahead.

While there is a limit to the annual amount of a loan, there is also a limit on the total dollar amount that a student can receive in Federal Stafford Loans or Campus-Based Perkins Loans while working towards a degree. Before you plan to borrow, check out the limits.

If you happen to have missed the 'priority' application deadline for financial aid, you can still submit the *FAFSA*. Your award, however, may be less.

Tax Benefits for Higher Education

Information contained in this section was derived from *Tax Benefits for Higher Education*, a brochure published by EDFUND and Steadfast Publishing and included on the EDFUND web site at www.edfund.org

You could be eligible for a tax credit and/or deduction for expenses you paid:

- The *Lifetime Learning Tax Credit*, available to students who take one or more classes from a college or university to pursue undergraduate or graduate degree, certificate, other recognized credential, or to acquire or improve job skills.
The value of this tax credit is 20 percent of the first \$5,000 paid for qualified educational expenses, less any non-taxable gift aid (i.e., grants and scholarships). The credit is available for an unlimited number of tax years and is based on the taxpayer's Modified Adjusted Gross Income (AGI).
- The *Deduction for Higher Education Expenses*, available to tax filers whose modified adjusted gross income (AGI) is too high to qualify for the Lifetime Learning Tax Credit.
The maximum value of this annual deduction is \$3000 for the 2003 year, \$4000 for the 2004 year, and \$5000 for the 2005 year. The deduction is based on the taxpayer's Modified Adjusted Gross Income (AGI) but, unlike the Lifetime Learning Tax Credit, permits the taxpayer to take an "above the line" deduction for qualified higher education expenses.

An eligible taxpayer may claim credits or deductions for educational tuition and fees required for enrollment or attendance at an eligible educational institution that were paid during a tax year. These expenses do not include books, room and board, activities, insurance, equipment, transportation, or other similar personal, living or family expenses.

Instructions for calculating and claiming the credit or deduction can be found in IRS Publication 970 and IRS Form 8863, or on the web site at www.irs.gov/individuals/students/index.html. Please consult with your tax preparer or the IRS to determine eligibility, the amount of any potential credit, and to ensure that you have the most recent information available.

***Liberty means responsibility.
That is why most men dread it.***

George Bernard Shaw

Disability Services

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and state laws, students have the right to seek access and reasonable accommodations in academic programs. For a physical, psychological, communicative, or learning disability to be covered by ADA, the impairment must substantially limit one or more major life activities. The University Center and all participating institutions make every effort to comply with these laws.

In order for an institution to provide services, a student's impairment must first be evaluated or assessed, then documented. If another college or university has done a prior assessment, your home institution may accept that assessment and supporting documentation to determine the services/accommodations for which you are eligible, or your home institution may require its own assessment. Whenever this is necessary, a qualified representative from your home institution's Disabled Students Services Office will conduct the assessment on-site at the University Center. On rare occasion and based on the complexities of the assessment process, a student may be asked to travel to the institution's main campus for more thorough evaluation.

Qualified students will be provided the necessary accommodations, including aids and adjustments, to ensure access to the institution's overall educational program. Types of services provided may include alternative test arrangements, note-taking services, relocation of classes, adaptive equipment, hiring of specialized personnel and coordination with instructors.

A student intending to enroll through a participating institution should contact the institution well in advance (minimum of six months) to allow sufficient time for the assessment process (if needed), and acquisition and transfer of resources to the University Center site. The University Center will assist in the accommodation of services by providing rooms for students who have permission to take tests in solitude or those requiring extended time, or arranging access to appropriate facilities.

Tutoring Services

Tutoring services are not available through the University Center. Check with your institution to find out if tutoring services are available. One option that's always available, though, is to develop study groups within your classes. Identify peers with whom you can work...and from whom you will learn.

A number of excellent web sites contain information to enhance your study skills and strategies. A simple Internet search should provide you with multiple options. If you need assistance finding the sites, stop by the University Center office.

Student Identification Card

A Student Identification Card is not required for participation in or access to University Center programs or services. However, if you plan to use any of the home institution's facilities or services on the main or regional campus, you will need one. Most of the participating institutions rely on bar-coded identification cards to access those services.

If, on the other hand, you would like a Student Identification Card to avail yourself to many of the local businesses that offer "student discounts," the University Center can issue you one. To apply for a University Center Student ID card, contact the University Center for an application. Submit the application, a 1"x1" passport photo, proof of your current enrollment in a participating institution program, and \$2.00. The ID Card will be available for you to pick up within 2 weeks.

Health Services

Depending on your home institution, you may be eligible to receive health services on the institution's main campus. This will, of course, require traveling to the main campus so it may not be your most reasonable option for typical short-term ailments. It may, however, prove worthwhile (and cost effective) for extended ailments, injuries or even prescriptions.

The University Center has been working with the College of the Canyons Health Center and each of the participating institutions to extend the COC health services to students enrolled through the University Center. This arrangement has not yet been finalized. If you would like to find out the status, contact your home institution.

Computing Services

There are a number of options available to you if you do not have access to a computer or the Internet. The COC Library has public computer access located on the second floor. The COC Access Center in Canyon Country also has a computer lab and technical assistance for use by anyone in the Santa Clarita Valley. The University Center's computer lab, although intended as a classroom, is available for individual use when a class is not in session. All of these facilities have Internet access and much of the software requirements you will need to complete your studies.

Any student using computing facilities maintained by the University Center or COC is obligated to comply with policies established in the *Computer and Network Acceptable Use Guidelines* of the Center. Copies of the guidelines are available at the Center.

In addition, your home institution will have computing services available to you on the institution's main or regional campus. This will normally require that you have a Student ID card from the institution, so check with your institution before you make the trip.

Career Development Services

Several of the participating universities enhance your educational endeavors by providing career development services while enrolled at the University Center. The opportunities to advance your career options are not limited by your distance from the main campus.

Services may include

- Accessing job postings through the university's web site
- Receiving resume assistance and review
- Conducting a mock telephone interview from an experienced career counselor
- Receiving notification of upcoming job fairs
- Learning about trends in your new career

Most of the services are available online or by telephone or, if you prefer, you can visit your university's main campus for an appointment. A few of the participating universities charge a nominal fee for some of the services, but for many of the universities' services, it's free (as long as you have your student ID number). Career development services can be the catalysts to propel you further in your journey.

Career Services at College of the Canyons, located in Building C, is open to all students and community members free of charge. As a student at the University Center, you will have access to resume writing software, workshops, job fairs, the resource library, career assessment software, job listings, as well as occasional use of telephones and faxes to be used for the purpose of finding a job. For more information on the COC Career Services, visit the website at www.canyons.edu/offices/CareerCenter

**Though no one can go back
and make a brand new start,
anyone can start from now
and make a brand new ending.**

Anonymous

Food Services

Vending machines are located at the University Center and throughout the COC campus. The COC Cafeteria and Subway concession are located in the Student Center (Building S) and are open until early evening for those University Center students who didn't have time to grab dinner before evening classes. The Subway concession is also available on Saturdays.

Also located on the COC campus are two Java 'N Jazz coffee carts. One is located between the COC Administration Building A and Building C, and the other is just north of the University Center adjacent to Building T. Both facilities provide a variety of refreshments and are normally open 6 days a week to accommodate your schedule at the University Center.

Please take care of the University Center and COC facilities and equipment by limiting food and drinks to appropriate areas. Use of recycling and trash receptacles is expected and greatly appreciated.

Alcoholic beverages are not allowed anywhere on the University Center property or any other Santa Clarita Community College District property.

**Thanks to the
vision
and energy of
College of the Canyons
and the
Santa Clarita Valley
community,
the Interim University
Center exists.
Help make the permanent
University Center
a reality.**

Policies

All universities have policies addressing acceptable behavior of students, faculty and staff. The following items are not meant to be all-inclusive, but are intended to help clarify. **Policies that govern academic issues are reserved exclusively by the participating institutions.** You should contact your home institution for copies of or access to those policies as well.

Parking

While attending classes in the University Center or elsewhere on the College of the Canyons campus, you will need a parking permit and you must display it clearly. Student permits are valid only in student lots.

You have two options for purchasing a parking permit. You can purchase a daily permit for \$1.00 per day from parking meters (yellow vending machines) strategically located at the entrance to the South Parking and Lot #6 student parking lots, or you can purchase a permit for an entire semester in the Admissions/Registrar's office (in Building A on the COC campus) for \$40.00 per semester. Since your home institution's academic calendar does not necessarily coincide with the COC academic term, you must calculate what will be the most cost effective option. For full-time students, the semester permit is usually your better choice.

There is disabled parking in front of Building TY (closest to the Center) as well as in the south parking lot. Disabled parking is also located in close proximity to Building A.

Citations will be issued for any violation of provisions of the California Vehicle Code. Ignoring any citation will result in immediate legal action in the form of additional penalties and a hold being placed on your vehicle registration with the DMV.

Your COC parking permit is not valid on your home institution's main or regional campus. Check with your institutional representative to learn about the parking regulations on your home campus.

Emergency Preparedness

The COC campus has developed a thorough guide in the event of a campus emergency. As a student at the University Center, your primary responsibility is to report potential or actual threats or emergencies, follow the instructions given by official COC/University Center/Institution personnel, and assist classmates in the event of an evacuation.

In the event of an actual emergency (i.e., fire or earthquake), activate the building alarm and proceed to the nearest marked exit and ask others to do the same. Familiarize yourself (in advance) with the Evacuation Plan posted in your classroom. If the situation allows you to report the emergency prior to your evacuation, use any of the telephones located in the classrooms, and dial "7" to notify the COC Switchboard Operator. The Switchboard Operator will notify COC Security and other authorities as needed.

Assist the physically challenged in exiting the building. Once outside, proceed to your designated assembly area and remain until an "all clear" is given. It is important to keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary...but only when requested. Once an emergency has occurred, qualified personnel must make an assessment or determination that the building is safe to re-enter.

Confidentiality of Student Records

All student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The University Center and each participating institution establishes and maintains such information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and establishes and maintains such information required by law. The University Center may collect initial information on a prospective student and, in the referral process, transfer that information to a participating institution.

Student consent is needed for the release of records covered by the Act to outside parties except for those persons or agencies entitled to access under the provisions of the law: e.g., college officials, federal and state educational and auditing officers, and requests in connection with the application for or receipt of financial aid and then only on the basis of educational interest.

A participating university, at its discretion, may limit or deny the release of 'student directory information' to public or private persons or organizations based on the best interests of the students. You may also request in writing that 'student directory information' not be released. The procedure for doing so can vary amongst institutions, and normally the request must be made to your institution's registrar within 10 working days following your registration.

As a student, you have the right to inspect and review your records. You may challenge the accuracy of the record or the appropriateness of its retention in your records. Questions with respect to your prerogatives should be directed to your home institution.

Student Conduct

The California Education Code requires every institution to adopt specific rules governing student behavior along with applicable penalties for violations of such rules. The University Center, as part of COC and partnered with each of the participating institutions, is committed to creating and maintaining a safe working, learning, and social environment. The University Center has zero tolerance for potential or actual violent acts against persons or property. Students enrolling or participating in any University Center program assume an obligation to abide by College of the Canyons regulations as well as those of the participating institutions.

A student may be disciplined for one or more of the following causes which must be University Center or participating institution related. The list is not intended to be exhaustive, but contains examples of sufficient causes for disciplinary action.

- Any theft, conversion, or damage or destruction of and/or to any property, real or personal.
- Forgery, alteration, or misuse of college-related documents, keys, records or identification, or knowingly furnishing false information.
- Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any person.
- Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off-campus at any University Center or COC-sponsored event.
- Unauthorized entry into, unauthorized use of, possession of, or misuse of University Center or COC property.
- Disorderly, lewd, indecent, obscene or offensive conduct on University Center or COC property or at sponsored or supervised functions.
- Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances without prior authorization.
- Failure to identify oneself to or failure to comply with directions of COC officials acting in performance of their duties.
- Obstruction or disruption, on or off campus, of the education process, administrative process, or other function.
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- Abusive behavior directed toward, or hazing of, a member of the University Center or COC community.
- Abuse of computer facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; or use of computing facilities to interfere with the work of another student, faculty member, or COC/University Center/participating institution official.

Any member of the University Center community who has knowledge of alleged misconduct should bring the matter to the attention of the participating institution or University Center staff. If the alleged misconduct did not

affect any other person/facility/entity outside the participating institution, the participating institution may take appropriate action in accordance with policy. If the alleged misconduct exceeded the participating institution's scope of authority, COC's Interim Assistant Superintendent must be notified. The Interim Assistant Superintendent will then consult with each affected participating institution to determine specific procedures to address the alleged violations.

Public institutions are required to grant due process whereas private institutions may establish administrative and judicial review procedures consonant with due process but are not obligated to do so.

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate COC/University Center and/or participating institution authorities when a student is found in violation of rules and regulations. The only exception to being granted a full judicial review prior to any action being taken occurs when a student may present a continuing danger to persons or to the property of others. For a complete definition of each sanction, consult the University Center or participating institution.

- Warning
- Restitution
- Official Reprimand
- Disciplinary Probation
- Removal by Instructor
- Disciplinary Suspension
- Expulsion
- Interim Suspension
- Transcript Notation

COC's Interim Assistant Superintendent, in consultation with the participating institution, may deny access to the University Center facilities to a student whose behavior compromises the learning environment.

Inquiries regarding the student conduct policy, the filing of complaints, the appeal process, or to request a copy of the procedures covering conduct complaints affecting the University Center may be directed to the University Center staff at 661.362.UNIV.

Inquiries regarding the student conduct policy, the filing of complaints, the appeal process, or to request a copy of the procedures covering conduct complaints affecting a participating institution should be directed to the institutional representative for referral to the appropriate person.

Use of Tobacco/Alcohol/Drugs

The Board of Trustees of the Santa Clarita Community College District has approved a simple smoking/tobacco usage policy: as a matter of health, most of the campus is designated non-smoking. Several outdoor areas, including one adjacent to the University Center, have been designated on the COC campus as smoking areas and are clearly marked as such. These areas are the only areas on the COC campus where smoking/tobacco usage is permitted.

In accordance with Public Law 101-226 "Drug-Free Schools and Communities Act Amendment of 1989" as well as many other laws and regulations, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees on College of the Canyons property (which includes the University Center) and as part of any College-sponsored or sanctioned activity. Persons reporting to class or work under the influence of drugs or alcohol is strictly prohibited.

Any student or employee in violation of this policy is subject to disciplinary action up to and including immediate removal from the University Center and COC campus, expulsion from participation in University Center programs or termination from employment in University Center programs, and referral to the home institution for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the COC Board of Trustees (or designee) and the home institution after consideration of the recommendation of the superintendent-president (or designee) of the College of the Canyons.

Particular questions with respect to your prerogatives under this policy should be directed to your home institution.

For a list of resources to assist in recovery of alcohol or drug abuse, contact the University Center staff.

Sexual Harassment

The Santa Clarita Community College District, the University Center, and each participating institution is committed to creating and maintaining an academic and work environment in which all persons who participate in University Center programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation and one that values and protects individual dignity and the academic process. Toward this end, all members of the University Center community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships will not be tolerated and must be reported expeditiously to an immediate supervisor or institutional representative. The University Center, under the authority of the District, will take every step to resolve complaints promptly and will institute disciplinary proceedings in cooperation with the participating institution against persons found to be in violation. Disciplinary action may include termination or expulsion.

No faculty, employee, or student may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting the individual's welfare;
- Such conduct has the purpose or effect of unreasonable interfering with an individual's welfare, work or academic performance, or creates an intimidating, hostile, offensive, or demeaning work or educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the University Center or its related programs.

For a listing of examples of prohibited behavior and a complete copy of the Sexual Harassment Policy of the Santa Clarita Community College District, contact the University Center.

For a more thorough explanation of your home institution's policy on sexual harassment and the reporting procedures, contact your institutional representative for referral to the appropriate person. Particular questions with respect to your prerogatives under this policy should be directed to your home institution.

Non-Discrimination

The University Center and the participating institutions do not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, mental disability, physical disability, marital status, sexual orientation, or veteran status in any of its policies, procedures, or practices, in accordance with existing laws. This non-discrimination policy covers admission and access to, and treatment and employment in, the University Center's programs and activities. Discriminatory harassment will not be tolerated and will be reported immediately to a supervisor, Affirmative Action Officer, or institutional representative and dealt with through informal and/or formal procedures.

Discriminatory harassment is verbal, emotional, or physical abuse to persons or property, obstruction or disruption of University Center functions, or other behavior determined to constitute harassment by the University Center or a participating institution when such harassment is based upon or related to an individual's race, color, religion, national origin, ancestry, sex, age, medical condition, mental disability, physical disability, marital status, sexual orientation, or veteran status. This includes any conduct that has the purpose or effect of singling out any specific group.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures addressing discrimination affecting the University Center may be directed to the University Center staff at 661.362.UNIV.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination affecting a participating institution should be directed to the institutional representative for referral to the appropriate department.

Non-Academic Petition for Exception or Grievance

A student has the right to grieve actions other than those related to academic issues. Non-academic grievances may be brought against the actions or decisions of faculty, administrators, or staff of the University Center or a participating institution for failure to adhere to written campus or Center policies or for procedures or actions that constitute arbitrary, capricious, or unequal application of those procedures. A first attempt to resolve a nonacademic grievance should be made by informal consultation with the person or persons responsible for the cause of the grievance, and each participating institution has procedures for doing so. If the student still believes that the issue has not been resolved by informal consultation through the institution's proper channels, the student may initiate formal grievance action.

A student wishing to file a non-academic formal grievance against actions of an employee of the University Center or for violation of University Center policies or procedures should contact COC's Interim Assistant Superintendent.

A student wishing to file a non-academic formal grievance against actions of an employee of a participating institution or for violation of the institution's policies or procedures should contact the institutional representative for referral to the appropriate person.

***The purpose of learning is growth,
and our minds, unlike our bodies,
can continue growing
as we continue to live.***

Mortimer Adler

APPENDIX A Participating Institutions and Program Descriptions

Non-Degree Options

ELS Language Center (ELS)

ELS is an intensive English as a second language program for international students, with twelve levels of instruction from beginning to advanced. Since ELS is an intensive program, students have a lot of opportunities to improve their speaking and listening skills, as well as enlarge their vocabulary. ELS students who complete Level 109 can enter College of the Canyons without taking the TOEFL.

Bachelor Degree Options

California State University Bakersfield (CSUB)

Bachelor of Arts in Liberal Studies: Students take courses in virtually all areas of the liberal arts and develop in-depth understanding of a single discipline or area. The major has also been designed to provide the educational experience best suited for the prospective elementary teacher and been approved by the California Commission on Teacher Credentialing (CCTC). A general Liberal Studies track is also offered for students interested in the broad liberal arts experience but not interested in obtaining a teaching credential.

Bachelor of Arts in Communication: The program presents a combination of theoretical knowledge and analytical skills within diverse contexts and media and the opportunity to apply what you have learned in related activity and production courses as well as general familiarity in other communications areas.

University of La Verne (ULV)

Bachelor of Science in Child Development: The Child Development major is designed for students planning careers in early childhood education and children's programs in public or private schools and/or social agencies. Through instructional and experiential learning, students study child growth and development as they relate to children in school, family, and community settings. Upon completion of the degree program, students may be eligible for the Child Development Master Teacher Permit issued by the California Commission on Teacher Credentialing.

Bachelor of Arts in Business Administration: The objective of the B.A. in Business Administration is to prepare students for a successful career in a business enterprise. It offers a broad exposure to traditional areas including economics, marketing, management, and the financial disciplines. It looks closely at creating and maintaining desirable internal environments and the relationships between them and the external environment in successful business enterprises. The philosophy and ethics of business as well as human values are stressed.

Chapman University

Bachelor of Arts in Psychology: The core foundation curriculum in psychology provides the student with the essentials of psychological science and thought. Culminating with the senior thesis, the core curriculum produces an integration of the student's goals and objectives with psychology's present and future. The curriculum emphasizes critical thinking, methods of inquiry, research methodology, psychology processes, and the application of psychology in a field that best suits the student's professional goals.

Bachelor of Arts in Criminal Justice: The criminal justice major focuses on theory, administration, methods, research, and pragmatic analysis of various social, legal and penal systems, institutions, and issues. It offers both theoretical and applied knowledge. The degree can facilitate transfer to graduate school, entry into the professions of law enforcement, corrections, or court and paralegal occupations as well as promotion to mid-level management positions in criminal justice organizations.

Bachelor of Arts in Social Science: In a world of specialists, the social scientist seeks to engage multiple disciplines for holistic solutions to social, business, personal, governmental and environmental problems. The pursuit of a degree in social science begins the journey to interdisciplinary knowledge and understanding. This program will expose you to the range of social science disciplines and their differing subject matters and methodologies. The program also facilitates a measure of specialization by providing several areas of concentration.

California State University Northridge (CSUN)

Bachelor of Arts in Sociology: The B.A. in Sociology is designed for those who desire a liberal arts education with emphasis on sociology; those who desire a liberal arts background to prepare themselves for graduate study in sociology, social welfare, or the related professional fields of law, business, medicine, or teaching; and those who desire to move directly into careers involving general urban problems, social welfare, counseling, community work, or the field of corrections.

Bachelor of Science in Nursing (Fall 2006): The B.S.N. program emphasizes the practice of professional nursing, including the design of nursing systems to provide assistance to individuals, families, groups, communities, and populations who are either unable to meet self-care and dependent-care needs or who require assistance for therapeutic self-care. The program is presented in a cohort format and provides a dynamic opportunity to develop critical thinking skills, and apply new and past nursing knowledge in the clinical setting.

Credential Options

California State University Bakersfield (CSUB)

Multiple Subjects Teaching Credential: The Teacher Education Department offers the Preliminary Multiple Subject Credential with a Crosscultural, Language and Academic Development Emphasis (CLAD) through three academic quarters (9 months) for the total 46 quarter units required for the credential.

Preliminary and Professional Administrative Services Credentials: The Preliminary Administrative Services Credential is the first of two credentials required to be an educational administrator in California elementary or secondary public schools. Work toward the M.A. in Education (Education Administration) may be closely coordinated with the Preliminary Credential. The Professional Administrative Services Credential is the second credential to become permanently credentialed. At least one half of the program must be completed while the candidate is employed in an administrative position.

Professional Clear Teaching Credential: To obtain the Professional Clear Single Subject or Multiple Subject Credential, a student must possess a basic teaching credential and complete a fifth-year program planned with the Academic Coordinator or Advisor. The program may include upper-division or graduate course work beyond the undergraduate degree and should be suited to professional goals.

Preliminary Special Education (Education Specialist - Mild/Moderate) Teaching Credential (Fall 2005): The primary mission of the program is to prepare future special education teachers who can work effectively with students with Mild/Moderate Disabilities by applying pedagogy that values inter-/intra/individual differences of all students with disabilities, and allow them to develop their potential to the fullest extent possible for their personal, academic, and career development. Work toward the M.A. in Education (Special Education) may be closely coordinated with the Preliminary Education Specialist Credential.

University of La Verne (ULV)

Pupil Personnel Services: School Counseling Credential: Designed to prepare graduates to serve as professional school counselors, the Pupil Personnel Services: School Counseling Credential will provide graduates of the program with the authorization to perform counseling services in the California public schools at grade levels K-12. Work towards the M.S. in Educational Counseling may be closely coordinated with this credential.

Preliminary Administrative Services Credential: The Preliminary Administrative Services Credential is designed to prepare graduates for leadership roles in elementary and secondary education. This credential is the first level of a two-tiered credential enacted into the law in 1982. Work toward the M.Ed. in Educational Management may be closely coordinated with this credential.

Reading and Language Arts Specialist Credential: This credential is designed for professional educators who wish to increase their effectiveness in areas of reading, as classroom teachers, reading specialists, or program directors. A Reading Certificate option is available as part of this credential. Work toward the M.Ed. in Reading may be closely coordinated with this credential.

Master Degree Options

California State University Bakersfield (CSUB)

Master of Arts in Education: Curriculum and Instruction Concentration: The specialization in Curriculum and Instruction is for those individuals who have undergraduate or post-baccalaureate preparation in preschool, kindergarten, or elementary education and subject matter fields acceptable for instruction in grades 7 through 12.

Master of Arts in Education: Educational Administration Concentration: The concentration in Educational Administration is available for post-baccalaureate students who have an interest in administering programs in elementary or secondary public schools. Work towards the M.A. in Education (Educational Administration) may be closely coordinated with the Preliminary Administrative Services Credential.

Master of Arts in Education: Special Education Concentration (Fall 2005): The M.A. degree is designed to reflect the students' interests. Technological applications and multicultural considerations are emphasized throughout. Work toward the M.A. in Education (Special Education) may be closely coordinated with the Preliminary Education Specialist Credential.

University of La Verne (ULV)

Master of Business Administration: The MBA is a broad, integrated program designed primarily for adult professionals with a minimum of three years of experience and with or without undergraduate business degrees. Capitalizing on the educational diversity of students, the core courses provide for broad professional development in business administration. The program's Professional Focus Area allows students to choose the electives or a concentration that are most relevant to their career needs.

Master of Science in Educational Counseling: The M.S. in Educational Counseling is designed to prepare graduates to serve as professional school counselors. The M.S. degree also meets the minimum qualifications to serve as a community college counselor. Work towards the M.S. in Educational Counseling may be closely coordinated with the Pupil Personnel Services: School Counseling Credential.

Master of Education in Educational Management: The M.Ed. in Educational Management is designed to prepare graduates for leadership roles in elementary and secondary education. Work towards the M.Ed. in Educational Management may be closely coordinated with the Preliminary Administrative Services Credential.

Master of Education in Reading: The M.Ed. in Reading is designed for professional educators who wish to increase their effectiveness in areas of reading, as classroom teachers, reading specialists, or program directors. Work towards the M.Ed. in Reading may be closely coordinated with the Reading and Language Arts Specialist Credential.

Master of Science in Child Development: The M.S. in Child Development is intended for those professionals and supervisors in the field of child development who wish to increase their understanding of the physical, intellectual, and emotional development of children. It emphasizes the study of children and the theories and issues concerned with growth and development.

California State University Northridge (CSUN)

Master of Public Administration (Spring 2005): The M.P.A. program has been designed to provide an academically sound and effective study for those who have successfully earned their baccalaureate degree or master's degree in a field other than public administration, but whose career path and interest has heightened their need for advance professional study and preparation in public administration.

Doctoral Degree Options

University of La Verne

Ed.D. in Organizational Leadership (Fall 2005): This program is designed for the practicing administrator who wishes to pursue advanced study while continuing a professional career. Its primary focus is the application of management theory to the processes and practices of leadership and administration. The day-to-day and long-range problems facing administrators serve as case studies for individual and group activities. Theory is tested in the field by students, thereby validating both theoretical and practical competencies. Thirty-six units are dedicated to the developmental strands and 18 units are committed to the preparation of the dissertation/contribution.

Other Programs Being Planned for 2005-2006

Bachelor of Science in Interior Design (Fall 2005)

Bachelor of Arts in English

Bachelor of Science in Accounting

Single Subject Teaching Credential

Master of Science in Nursing

Common sense isn't so common.

Will Rogers

APPENDIX B Participating Institution Web Sites

ELS Language Centers

All Programs: www.els.com/

TEACH

All Programs: www.canyons.edu/offices/teach

California State University, Bakersfield (CSUB)

All Programs: www.csub.edu/regional

The University of La Verne (ULV)

Business and Child Development Programs: www.ulv.edu/sce/campuses/coc

Credential and Education Programs: www.ulvmasters.com

Doctoral Program www.ulv.edu/edd

Chapman University

All Programs: www.chapman.edu/univcoll/ac/antelopevalley

CSU Northridge (CSUN)

All Programs: www.csun.edu/exl

**It's not that some people have
willpower and some don't.**

**It's that some people are ready to
change and others are not.**

James Gordon, M.D.

APPENDIX C

Participating Institution Contact Information

ELS Language Centers

Gina Reyes, Center Director, 661.362.7800, x 5881, or 661.362.5554, greyes@els.edu

TEACH

Diane Stewart, Director, COC Child Development Center, 661.362.3541,
Diane.Stewart@canyons.edu

California State University, Bakersfield (CSUB)

- a) Eric Bullard, Director, Special Sessions, 661.664.2441, ebullard@csub.edu
- b) Rhonda Dawson, Coordinator, Student Services, 661.665.6333, rdawson@csub.edu
- c) Kristie Hille, Evaluator, 661.664.3423, khille@csub.edu
- d) General Information, 661.664.2441

University of La Verne (ULV)

- a) Beth Walker, Marketing Director, Business Administration, 818.846.4008 x 28, walkerb@ULV.edu
- b) Laura Vidal, Child Development, 909.240.0385, lvidal@ulv.edu
- c) Cindy Klinger, Area Administrator, Graduate Education and Credentials, 1.888.546.4858,
ulvmasters@aol.com
- d) Juline Behrens, Regional Administrator, MA programs, 1.800.695.4858 x 5421, behrensj@ULV.edu
- e) Dr. Barbara Poling, Chair, Doctoral Program in Organizational Leadership, 909.593.3511 x 4382,
polingb@ulv.edu

Chapman University

Jerry Witte, Antelope Valley Campus Director, 661.267.2001, jwitte@chapman.edu

California State University, Northridge (CSUN)

Simin Bahmanyar, Senior Program Director, Tseng College of Extended Learning,
818.677.2465, siminbahmanyar@csun.edu

**Everyone thinks of changing
the world,**

**But no one thinks of changing
himself.**

Tolstoy