



“Redefining Access to Higher Education”

**Administrator/
Instructor
Handbook
2003**

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Interim University Staff

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Welcome to the Interim University Center, Santa Clarita Valley

The Interim University Center is a unique facility that provides opportunity for participating institutions to offer a wide range of credential and degree programs at the bachelor, master, and even the doctoral level. Although the Center is currently in an interim facility while funds are raised to build the permanent state-of-the-art one, your early involvement in the evolution of the Center can influence the final outcome. We hope that your experience at the University Center will be a valuable and long-lasting one.

The *Administrator/Instructor Handbook* is designed to assist you by explaining some of the policies and procedures under which the Center operates as well as describing the available facilities and services.

Participating institutions and the University Center are partners in providing students 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-110) at College of the Canyons (COC), 26455 Rockwell Canyon Road in Santa Clarita, and is open Monday through Friday. Maps of the College of the Canyons campus and the Interim University Center are available on the University Center web site. Our telephone number is 661.362.5474 or you can reach us on the web at www.canyons.edu/offices/univctr/

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 College of the Canyons

References

The information contained in the *Administrator/Instructor Handbook* for the Interim University Center, Santa Clarita Valley was collected, in large part, from the catalogs (2002-03), marketing/ promotion materials, and web sites 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 publication. It is not intended to appear that the information in this handbook is “original” work; institutional citations were not included. Each of the participating institutions was queried during the initial gathering of documentation and procedural information by the Interim University Center staff.

Accuracy Statement

The Interim 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. Its contents, including courses and programs offered, are subject to change without notice by the administration of College of the Canyons, the Interim University Center, and participating institutions for reasons related to student enrollment, type or level of services, or any other reason deemed necessary. College of the Canyons, the Interim 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.

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Interim University Center Facilities

Office and Storage Space

Many of the participating institutions have designated office space in the University Center. Keys to the office are only issued to the institutional representative. Offices are furnished with a desk and chair, and a telephone. Any additional equipment is the responsibility of the participating institution.

If an instructor has materials that he/she would like to store at the University Center during the term, contact the Center staff to determine if appropriate storage facilities are available.

Mail

Each participating institution is provided a mailbox in the College of the Canyons Administration building (Building A) to receive incoming mail.

Classroom Access

Each participating institution is issued keys to all lecture classrooms on the College of the Canyons campus and in the Interim University Center by the Center staff. Instructors should coordinate with the institutional representative for the issuance of a classroom key for the academic term. If a class requires access to a laboratory environment, special arrangements will need to be made by the institutional representative with the University Center office.

If a key has not been issued to an instructor prior to the first class meeting, the instructor may stop by the Center office during normal business hours to have the classroom unlocked.

Classrooms can be made available to students for presentation practice when instructors make arrangements with the University Center staff.

Instructors are expected to lock classroom doors after class. Security officers will lock the exterior doors of the Center and enable the alarm system at 10:15 pm, Monday through Saturday. Unless previous arrangements are made, the building will remain locked on Sunday.

Classrooms and Equipment

Room reservations are requested by the institutional representative and arranged by the Center staff. Most classrooms utilized by University Center programs are equipped with tables and chairs, at least one 4' by 6' dry erase board, the audiovisual equipment described below, an instructor podium, and an on-campus telephone. Internet access is also available through prior arrangement with the Center staff. Should an instructor have additional requirements, coordination with the institutional representative should be made prior to requesting room reservations for the term.

Each classroom in the Center has an overhead projector, and a combination television/VCR/DVD. Each unit is mounted on a cart, and most classrooms have a pull-down projection screen. The overhead projectors have dual lamp capabilities.

A combination data projector/computer (mounted on a cart) is also available for instructional use in the Center. This equipment must be requested three days in advance by the participating institution, and arrangements will be made by the Center staff to have the equipment placed in the appropriate classroom for the day(s) requested. In the case of a class being held elsewhere on the College of the Canyons campus, equipment must be checked out from the COC Audiovisual Department and returned to the AV department by the instructor.

Should you discover that the equipment does not work, or that a bulb is burned out, please notify the Center staff or leave a note on the equipment so repairs can be made.

If an assigned classroom is inadequate (i.e., too small for the enrollment), please contact the University Center office immediately to determine if another room can be assigned.

As a courtesy to others in the Center and elsewhere on the College of the Canyons campus, instructors are expected to return the furniture to the original configuration at the close of the class and clean the dry erase board.

Snack Area and Lounge

Within the University Center is a lounge with a vending machine for snacks. Students are encouraged to use the lounge when waiting for a class to begin or during breaks in class.

Computer Labs

The Center has two mobile wireless computer lab units available to instructors for classroom use. Each unit contains twenty-four laptop computers with Microsoft Office 2000, each with a swappable modular floppy or DVD drive. Each computer, when fully charged, should have three hours of run time. Included in the cart that houses the computers are the individual power supplies and the wireless networking hub.

The lab must be requested at least three days in advance from the Center office. The instructor, prior to receiving the unit, must complete a checkout form verifying the contents and assuming financial responsibility for the unit.

The Interim University Center also provides a lab classroom equipped with twenty-four desktop computers running Windows XP, two black-and-white laser printers, one color laser printer, and a flatbed scanner. This lab can be scheduled as part of a regular class, or can be used for an occasional class meeting when having Internet access would enhance that particular session. Printer paper must be provided by the participating institution.

To request use of either computer lab configuration, contact your institution's representative. There is no additional charge beyond the standard room rent for the use of either lab configuration in the Center. The participating institution, however, must request and receive authorization in writing by the COC CSS Network Manager for installation of any specialized software required to support a course or program.

The computer lab classroom is also available for student use when class is not in session.

The Interim University Center's *Computer Lab* and *Acceptable Use* policies as well as a complete listing of software programs installed in each lab are available in the Center office.

Emergency Closing Procedures

If College of the Canyons or the Interim University Center declares an emergency or must unexpectedly close for any reason, every effort will be made to post a notice on the Center's building and the web site. An announcement will be added to the Center's voice mail greeting.

If the Federal Office of Homeland Security issues a "Code Red" alert, it is the intention of the Interim University Center to remain open unless there is a specific threat or event that would dictate otherwise. Should an event occur that would require College of the Canyons or the Center to close or evacuate, the COC Public Information Office will contact the local media to explain the circumstances and make every effort to disseminate the information to all those who may be affected.

Class Cancellation

If a class meeting is unexpectedly cancelled, please notify the Center staff immediately. During normal business hours, a notice will be posted on the classroom informing the students of the cancellation.

For a copy of the University Center's policy on *Room Reservation and Cancellation*, contact the University Center office.

Billing

The Interim University Center staff will prepare and mail monthly statements for all classroom and office space rental charges in accordance with the existing *Facilities Use Agreement*. Payment must be submitted within 30 days.

Charges for telephone, printing, or other services provided through College of the Canyons will be billed directly by the College of the Canyons Accounts Receivable department to the institution.

Support Services

The Interim University Center Staff

The University Center staff is available during normal business hours Monday through Friday from 9:00 a.m. to 5:30 p.m. in the University Center, Room Y-112 to assist all participating institutions and instructors in making this a great learning experience for your students. The staff can also be reached by telephone at 661.362.5474 or by email through the *Contact* link on the University Center web site.

Textbooks/Course Materials

Each participating institution has developed means for students to acquire the necessary textbooks and related course materials for its classes. This ordinarily means that a student can order books directly from the institutional bookstore online, by telephone, or by fax and have the textbooks delivered to his/her door. Students also have the option of using a non-institutional related bookstore like Amazon.com, but are encouraged to use the university's recommended source.

When placing a textbook or course material order with the institutional bookstore, be sure to provide the location of your program as well as course number since different texts may be used for the same class at different locations. Some institutions also post the course syllabi or textbook information on their web site so students can acquire the correct materials by whatever means is most cost efficient for them.

Textbooks and related course materials may also be made available through the Cougar Bookstore on the COC campus. If your institution has an agreement with the bookstore, you can either stop by the bookstore or place the order online at <http://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 as basic inventory.

Library Services and Resources

College of the Canyons Library Services include reference assistance, copy machines, group study rooms, and an Open Computer Lab. Instructors may also place assigned reading and audio/video materials on reserve in the library. Library materials available include books, pamphlets, periodicals, and audiovisual media. A number of periodicals are accessible both in print and through several online indexes and databases. To use most of these services or to establish borrowing privileges, students are required to check in at the front desk on their first visit, and provide their Social Security or Student ID number, address, telephone number, and institution information. Instructors are asked to provide the library with a class roster. In the event of delinquent or damaged materials, the borrower's institution will be responsible for working with the library to recover late fees or replacement materials. Institutions are encouraged to place "registration holds" until fees are paid or material is recovered.

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

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;
- On-site training on how to make the most of the library experience;
- And a toll-free number for reference assistance.

Should your students choose to visit your institution's library on the main or regional campus, they will need to have been issued a Library Card (usually bar coded) and/or a Student Identification Card. If they don't have one, confirm with your institution whether it can be obtained on the same day a student intends to visit the library.

For information on copyright resources, the COC Library has a link from *Useful Internet Resources* to *Copyright Resources for College Teachers*.

Reserve Materials

Instructional materials, including textbooks, may be put on reserve in the College of the Canyons Library for an academic term. Usually, print materials will be reserved on the 1st floor. Audiovisual material will be reserved at the open media lab desk on the 2nd floor. If the material placed on reserve has both print and non-print materials, it will be reserved on the 1st floor.

To place material on reserve, complete a *Reserve Request Material Form* (available at the library) and return it along with the materials to the library circulation desk on the 1st floor.

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 university may either accept that assessment or require its own assessment be done. When necessary, a qualified representative from your institution's Disabled Students Services Office will conduct the assessment on-site at the 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 to ensure access to your institution's overall educational program. Types of services provided may include alternative test arrangements, note-taking services, relocation of classes, adaptive equipment, the hiring of specialized personnel, and coordination with instructors.

A disabled student is expected to contact the institution well in advance (minimum of six months) of enrollment to allow sufficient time for the assessment process (if needed), and acquisition and transfer of resources to the Center site. The 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 by arranging access to appropriate facilities.

Tutoring Services

Tutoring services for Interim University Center students are not available through COC or the Center. Check with your institution to find out if tutoring services are available. One option that's always available, though, is to foster study groups within a class.

Career Development Services

Several of the participating universities provide career development services for students enrolled at the Center. 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 by visiting the university's main campus for an appointment. For many of the universities' services, it's free.

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

Computing Services for Students

There are a number of options available to the student if they do not have access to a computer or the Internet. The COC Library has public computer access and an open computer lab 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 Interim 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 a student will need.

In addition, institutions will have computing services available to their students on the institution's main or regional campus. This will normally require an ID card from the institution, so it is best that a student check with the institution before making the trip.

Audio Visual Services

In addition to the audiovisual equipment described earlier, other types of audiovisual equipment (i.e., movie projectors, slide projectors, etc.) are made available to Interim University Center institutions. Equipment should be requested through the institutional representative who will coordinate with the Center staff for pick-up and return from the COC Audiovisual department, Building I, Room I-105.

Technical Support Services

In addition to assistance by the University Center staff, computer technical support is provided by the COC Help Desk, extension 3090. Audiovisual technical support is provided by the COC Audiovisual department, extension 3492.

Make-up Exam Services

The Teaching and Learning Center (TLC) Lab at College of the Canyons (Building I, Room I-209) provides make-up exam services for Interim University Center programs. In the event that a student misses an exam, the instructor must complete a *Make-up Exam Information Slip* (available at the TLC or the Center office) providing the TLC with a copy of the exam, the student's name, and other relevant information. A member of the TLC staff will proctor the exam and make arrangements for its return.

Return of Class Assignments

At the request of an instructor or participating institution, the Interim University Center staff will make student assignments to be returned to students available for pickup by students in the Center office for a period of 7 days following the completion of the term. Any assignments remaining in the Center office will be returned to the institutional representative.

Classroom and Office Supplies

Each participating institution must provide any classroom or office supplies needed. This includes paper for the printers in the computer lab, and dry erase markers.

Copier Services

Copier services are not available at the Interim University Center. However, the College of the Canyons Reprographics department (Building I, Room I-125) provides copying services when chargeback arrangements are made with the institution.

Food Services

Vending machines are located at the Interim University Center and throughout the College of the Canyons campus. The COC Cafeteria and Subway concession are located in the Student Center (Building S) and are open until early evening. The Subway concession is also available on Saturdays.

Also located on the COC campus is Java 'N Jazz, just north of the Center adjacent to Building T. The facility provides a variety of refreshments and is conveniently open 6 days a week to accommodate the Interim University Center schedule.

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 Interim University Center property or any other Santa Clarita Community College District property.

Catering Services

Catering services on the COC campus are provided either by the vendor for cafeteria services (ISSI) or, through a partnership with the COC Foundation and Cooney Foods. For catering services within the University Center, contact the ISSI Site Manager at 661.362.3268 or the COC Foundation at 661.362.3493.

Safety, Escort, and Shuttle Services

College of the Canyons employees and, in particular, the Security Office are responsible for providing reasonable protection to persons attending classes through the Interim University Center. COC Security Officers continually patrol the campus and rely on active campus 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 the classroom phone is not operational, you can also contact Security after hours on their cell phone at 661.510.3881.

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 personnel at the Center are responsible for their own actions that affect their safety or the safety of others. Each person must exercise his or her own judgment to avoid situations or activities that may endanger health or physical safety. So, when walking on campus in the evening, particularly through the parking lot, don't take unnecessary risks and encourage your students to do the same...walk with others.

A Campus Escort Service is available. Trained uniformed escorts are available Monday through Thursday from 6:00 p.m. to 11:00 p.m. To request an escort, 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 Interim University Center personnel and students is in the cul-de-sac immediately outside the Center.

Lost and Found

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

Survey and Data Collection

In an effort to better assess the effectiveness of its services and facilities, the Interim University Center may conduct periodic surveys of classes. The information is collected, compiled by the College of the Canyons Institutional Development team, and disseminated to each of the participating institutions. The Center staff does not intend to disrupt class time and appreciates your encouragement of student participation in conducting these surveys.

Participating institutions are required to provide the University Center staff with a semi-annual *Enrollment Report* to be submitted on January 1 and July 1. Information collected from the report will be disseminated to appropriate departments of COC in accordance with existing agreements.

Registration

The Interim University Center is not involved in the student registration process. Each institution is responsible for its own registration procedures.

Financial Aid

The Interim University Center does not award financial aid; only a home institution can do that. A student must be admitted to a degree or credential program and registered in classes with that institution prior to receiving a financial aid award. A student must maintain at least half-time student enrollment status, can only draw financial aid from one institution (even though he/she may be concurrently enrolled with another institution), and must reapply for financial aid each year.

Student Handbook

A *Student Handbook* is available at the Center office to all students participating in programs offered through the University Center.

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.**

The Academic Calendar

Each participating institution follows its respective Academic Calendar. **The Interim University Center staff follows the Academic Calendar of College of the Canyons** and extends many of the services of COC to the Center students. During COC holiday or break periods, access to classrooms will not be affected while many of the COC services (i.e., food service, computer technical services, or library) may be unavailable. The COC Academic Calendar is posted on the Center's web site.

Should a class be scheduled to meet during a COC holiday or break period, please notify the Center office in advance to ensure coordination of security services.

Advertising/Marketing of University Center Programs

Each participating institution is encouraged to advertise those programs approved for delivery in the Interim University Center throughout the Santa Clarita Valley community. A copy of the Interim University Center logo is available from the Center office for inclusion on all related advertising/marketing materials.

The COC Public Information Office will assist participating institutions with the dissemination of press releases as well as provide guidance on marketing strategies for the Santa Clarita Valley.

The Center maintains a comprehensive web site with links to each of the participating institutions. In addition, the Center site lists institutional information meetings, institutional contacts, and classroom assignments.

In fairness to each participating institution and the Center itself, advertising posted within the University Center or contained in Interim University Center and COC materials must be limited to those programs approved for delivery in accordance with the *Facilities Use Agreement*. For a copy of the Center's complete *Advertising/Marketing* policy, contact the Center office.

Parking

When visiting the Center or elsewhere on the College of the Canyons campus, you will need a COC parking permit (unless you are driving a vehicle with an "E" or handicapped plate).

Prior to each academic term, each institutional representative must submit the names of all instructors to the Interim University Center office for processing. The instructor will be required to stop by the COC Security Office (Building X-10) on his/her first visit to the campus to fill out the appropriate paperwork and have the permit issued.

Daily parking permits may also be purchased for \$1.00 per day from parking meters (yellow vending machines) located at the entrance to the South Parking and Lot #6 student parking lots. A semester parking permit may be purchased in the COC Admissions office (in Building A) for \$40.00 per semester.

There is disabled parking in front of Building TY 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.

Emergency Preparedness

College of the Canyons has developed a thorough guide in the event of a campus emergency. As an administrator/instructor at the Interim University Center, your primary responsibility is to report potential or actual threats or emergencies, follow the instructions given by official COC/ Center personnel, and assist students in the event of an evacuation. A copy of the *COC Emergency Preparedness Guide* is available from the University Center office.

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 the 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. You may re-enter the building only after authorization to do so.

Confidentiality of Student Records

All student records are kept in accordance with the provisions of the *Family Educational Rights and Privacy Act of 1974*. The Interim University Center and each participating institution establishes and maintains information on students required by law: admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline, and matters relating to student conduct. Under normal circumstances, the Center may collect initial information on a prospective student, and in the referral process will 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 may regard certain "student directory information" as public information that may be released for any student currently enrolled. "Student directory information" is limited to one or more of the following items: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities or sports, the most recent previous public or private school attended. A participating institution, 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. Students 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 the institution's registrar within 10 working days following registration.

A student also has the right to inspect and review his or her records and may challenge the accuracy of the record or the appropriateness of its retention in his or her records. Particular questions with respect to prerogatives under this policy should be directed to the institution.

Conduct

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

A person may be disciplined for one or more of the following causes which must be College of the Canyons, 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 Center or COC-sponsored event.
- Unauthorized entry to, unauthorized use of, possession of, or misuse of Center or COC property.
- Disorderly, lewd, indecent, obscene or offensive conduct on 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 Center or college 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/Center/participating institution official.

Any member of the Interim University Center community who has knowledge of alleged misconduct should bring the matter to the attention of the participating institution or Interim University Center Director. 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 exceeds the participating institution's scope of authority, the Center director must be notified. The director 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 person 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 person 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 or appropriate administrator
- Disciplinary suspension
- Expulsion
- Interim suspension
- Transcript notation

The Center director, in consultation with the participating institution, may deny access to Center facilities to anyone whose behavior compromises the learning environment.

Inquiries regarding the 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 director at 661.362.3474.

For inquiries regarding the conduct policy, the filing of complaints, the appeal process, or to request a copy of the procedures covering conduct complaints affecting a participating institution, contact the institutional representative.

Use of Alcohol/Tobacco/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 Center, have been designated on the College of the Canyons 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 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 Center and COC campus, expulsion from participation in Center programs or termination from employment in 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 Board of Trustees (or designee) and the home institution after consideration of the recommendation of the superintendent-president (or designee) of College of the Canyons.

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

Sexual Harassment

The Santa Clarita Community College District, the Interim University Center, and each participating institution is committed to creating and maintaining an academic and work environment in which all persons who participate in 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 Interim 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 of this policy. Disciplinary action may include termination or expulsion.

No faculty member, 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 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 Center.

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

Non-Discrimination

The Interim 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 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 may be dealt with through informal and/or formal procedures.

Discriminatory harassment is verbal, emotional, or physical abuse to persons or property, obstruction or disruption of Center functions, or other behavior determined to constitute harassment by the 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 Interim University Center may be directed to the Center director at 661.362.3474.

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 Interim 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 non-academic 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 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 person wishing to file a non-academic formal grievance against actions of an employee of the Interim University Center or for violation of Center policies or procedures should contact the Center director at 661.362.3474.

A person 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.

APPENDIX A Participating Institutions and Programs

Non-Degree Options

ELS Language Centers (ELS)

ELS is an intensive English as a second language program for international students, with twelve levels of instruction from beginning to advanced.

Bachelor Degree Options

California State University Bakersfield (CSUB)

Bachelor of Arts in Liberal Studies-Credential Track

Bachelor of Arts in Communication

University of La Verne (ULV)

Bachelor of Science in Child Development

Bachelor of Arts in Business Administration

Chapman University

Bachelor of Arts in Psychology

Bachelor of Arts in Criminal Justice

Bachelor of Arts in Social Science

California State University Northridge (CSUN)

Bachelor of Science in Nursing (Coming Soon)

Bachelor of Arts in Sociology (Coming Soon)

Bachelor of Arts in Public Sector Management (Coming Soon)

California State University Fresno (CSUF)

Bachelor of Science in Construction Management (Tentative)

Bachelor of Science in Civil Engineering (Tentative)

Bachelor of Science in Geomatics Engineering (Tentative)

Credential Options

California State University Bakersfield (CSUB)

Preliminary Multiple Subjects Teaching Credential

Preliminary and Professional Administrative Services Credentials

Professional Clear Teaching Credential

University of La Verne (ULV)

Pupil Personnel Services: School Counseling Credential

Preliminary Administrative Services Credential

Reading and Language Arts Specialist Credential

California State University Northridge (CSUN)

Single Subject Teaching Credential

Master Degree Options

California State University Bakersfield (CSUB)

Master of Arts in Education: Curriculum and Instruction Concentration

Master of Arts in Education: Educational Administration Concentration

University of La Verne (ULV)

Master of Business Administration

Master of Science in Educational Counseling

Master of Education in Educational Management

Master of Education in Reading

California State University Northridge (CSUN)

Master of Public Administration (Coming Soon)

Other Programs Being Planned

Bachelor of Science in Interior Design

Bachelor of Arts in English

Bachelor of Arts in Gerontology

Master of Science in Nursing

Ed.D. in Educational Leadership

APPENDIX B
Participating Institution
Web Sites

ELS Language Centers

All Programs: www.els.com/

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

Education Programs: www.ulvmasters.com

Chapman University

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

CSU Northridge (CSUN)

All Programs: www.csun.edu/exl

CSU Fresno (CSUF)

All Programs: www-catalog.admin.csufresno.edu/current/engciv.html

APPENDIX C

Participating Institution Contact Information

ELS Language Centers

Karen Ogle, Center Director, 661.362.7800, x 5881, or 661.362.5554, kogle@els.com

TEACH

661.352.3496

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) Veronica Marron, Marketing Director, Child Development, 1-800.695.4858 x 5203, marronv@ulv.edu
- c) Cindy Klinger, Area Administrator, Graduate Education and Credentials, 888.546.4858, ulvmasters@aol.com
- d) Juline Behrens, Regional Administrator, MA programs, 1.800.695.4858 x 5421, behrensj@ULV.edu
- e) Nelly Kazman, Executive Director, 818.846.4008 x 26, kazmann@ULV.edu

Chapman University

- a) Jerry Witte, Antelope Valley Campus Director, 661.267.2001, jwitte@chapman.edu
- b) Norma Contreras, Antelope Valley Administrative Assistant, 661.267.2001, contrera@chapman.edu

California State University, Northridge (CSUN)

Simin Bahmanyar, Program Director, College of Extended Learning, 818.677.2465, simin.bahmanyar@csun.edu

California State University, Fresno (CSUF)

- a) Dr. James Crossfield, Coordinator, Geomatics Engineering, 559.278.4827, james_crossfield@csufresno.edu
- b) Dr. Jesus Larralde-Muro, Coordinator, Civil Engineering, 559.278.2566, jesuilm@csufresno.edu
- c) Dennis Spring, Coordinator, Construction Management, 559.278.4452, denniss@csufresno.edu